

The Corporation of the Village of Cumberland
Regular Council Meeting Agenda

Monday, June 27, 2022, 5:30 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 live on the [Village of Cumberland YouTube channel](#)

Pages

1. **Agenda**

1.1. Approval of Agenda

Recommendation:

THAT Council approve the Agenda for the June 27, 2022 Regular Council Meeting.

2. **Minutes**

2.1. Adoption of Minutes

7

Recommendation:

THAT Council adopt the following minutes:

- Regular Council Meeting, June 13, 2022

2.2. Receipt of Committee Minutes

14

Recommendation:

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

3. **Delegations**

4. **Unfinished Business**

5. **Correspondence**

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

18

Recommendation:

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

Recommendation:

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.

6. Reports

- 6.1. Development & Development Variance Permit Application 2727 Allen Avenue 26
Prepared by Meleana Searle, Planner
- Recommendation:**
THAT Council receive the Development & Development Variance Permit Application – 2727 Allen Avenue report.
- Recommendation:**
THAT Council approve the development permit (2022-03-DP) for a new accessory dwelling unit and 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).
- 6.2. Development Variance Permit Application 2688 Penrith Avenue 60
Prepared by Meleana Searle, Planner
- Recommendation:**
THAT Council receive the “Development Variance Permit – 2688 Penrith Avenue” report.
- Recommendation:**
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.
- 6.3. Development Variance Permit Application 4640 Cumberland Road 67
Prepared by Meleana Searle, Planner
- Recommendation:**
THAT Council receive the “Development Variance Permit– 4640 Cumberland Road” report.
- Recommendation:**
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.
- 6.4. Rezoning Application of Lot A Ulverston Avenue for Referral 76
Prepared by Karin Albert, Senior Planner
- Recommendation:**
THAT Council receive the Rezoning Application of Lot A, Ulverston Avenue for Referral report.

Recommendation:

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.

- 6.5. Wastewater Upgrade Project - Application to Gas Tax Strategic Priorities Fund 80
Paul Nash, Project Coordinator, Liquid Waste Management Planning

Recommendation:

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

Recommendation:

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.

- 6.6. Cumberland Business Association THRIVE Grant Update 95
Prepared by Kaelin Chambers, Economic Development Officer

Recommendation:

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

Recommendation:

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 CBA in THRIVE project implementation, including development of an operational agreement, and authorize the CAO to execute the agreement.

- 6.7. COVID-19 Restart Funding 101
Prepared by Michelle Mason, Chief Financial Officer

Recommendation:

THAT Council receives the COVID-19 Restart Funding report.

Recommendation:

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
- Up to a maximum of \$10,000 contribution to Cumberland Community School Society Food Share Program Storage Solution

- 6.8. Emergency Pipe Replacement 109
Prepared by Rob Crisfield, Manager of Operations

Recommendation:

THAT Council receive the Emergency Pipe Replacement report.

Recommendation:

THAT Council approve the inclusion of the storm drainage pipe replacement on Sutton Road and the watermain pipe replacement on Maryport Street into the 2022 budget and that Council direct staff to reflect these projects in a future 2022-2026 Financial Plan Bylaw amendment.

- 6.9. 2021 Annual Report 113
Prepared by Rachel Parker, Corporate Officer

Recommendation:

THAT Council receive the 2021 Annual Report.

Recommendation:

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.

- 6.10. 2021 Statement of Financial Information (SOFI) 167
Prepared by Andrea Samsom, Manager of Finance and Human Resources

Recommendation:

THAT Council receive the 2021 Statement of Financial Information (SOFI) report.

THAT Council approve the Corporation of the Village of Cumberland 2021 Statement of Financial Information for filing with the Ministry.

- 6.11. Appointment of Deputy Corporate Officer 207
Prepared by Rachel Parker, Corporate Officer

Recommendation:

THAT Council receive the Appointment of Deputy Corporate Officer report.

Recommendation:

THAT Council appoint Andrea Samsom as Deputy Corporate Officer.

- 6.12. Island Coastal Economic Trust Funding 210
Prepared by Mayor Baird

Recommendation:

THAT Council receive the Island Coastal Economic Trust Funding report.

7. Bylaws

- 7.1. Development Cost Charges Reserve Expenditure Bylaw 211
Prepared by Michelle Mason, Interim Chief Administrative Officer

Recommendation:

THAT Council receive the Development Cost Charges Expenditure Bylaw report.

Recommendation:

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.

Recommendation:

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

8. New Business

9. Notices, Motions and Announcements

- 9.1. Matters considered here may include notices or motions to hold a meeting of the Committee of the Whole, a Village Hall meeting, a public hearing, and notices of motion introduced by a council member.
- 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
A member of the public may only inquire about items included on the agenda for that meeting during a question period.

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

11. Adjournment

The Corporation of the Village of Cumberland

Regular Council Meeting Minutes

June 13, 2022, 5:30 p.m.

Council Chamber, 2675 Dunsmuir Avenue



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

Staff Present: Michelle Mason, CFO/Interim CAO
Kevin McPhedran, Deputy Interim CAO
Courtney Simpson, Manager of Development Services
Rob Crisfield, Manager of Operations
Karin Albert, Senior Planner
Meleana Searle, Planner
Rachel Parker, Corporate Officer

Mayor Baird called the meeting to order at 5:30 p.m. and acknowledged that the meeting was taking place on the unceded traditional territory of the K'ómoks First Nation.

1. Agenda

1.1 Approval of Agenda

Motion 22-407

Moved by: Ketler

Seconded by: Brown

THAT Council approve the Agenda for the June 13, 2022 Regular Council Meeting with the addition of late item addition for Item 5.2, Development Permit and Development Variance Permit for 3284 Second Street.

Carried Unanimously

2. Minutes

2.1 Adoption of Minutes

Motion 22-408

Moved by: Sullivan
Seconded by: Ketler

THAT Council adopt the following minutes:

- Committee of the Whole May 30, 2022
- Regular Council Meeting May 30, 2022
- Village Hall Meeting June 6, 2022

Carried Unanimously

3. Delegations

- 3.1 Grant Shilling, Community Facilitator Dawn to Dawn and Karver Everson, K'ómoks First Nation Artist regarding Gwax Dzi Dsas Cumberland Affordable Housing Project

Motion 22-409

Moved by: Brown
Seconded by: Ketler

THAT Council receive the delegation of Grant Shilling, Community Facilitator, Dawn to Dawn and Karver Everson, K'ómoks First Nation Artist.

Carried Unanimously

Motion 22-410

Moved by: Brown
Seconded by: Ketler

THAT Council direct staff to work with Dawn to Dawn Action on Homelessness Society on approval for use of the 3345 Second Street property for the purpose of pole carving activities and related works as part of the Gwax' Dzi Dsas project.

Carried Unanimously

4. Unfinished Business

5. Reports

- 5.1 Development Variance Permit, Acciano - Bevan Road Amendment

Motion 22-411

Moved by: Ketler
Seconded by: Brown

THAT Council receive the Development Variance Permit, Acciano - Bevan Road Amendment report.

Carried Unanimously

Motion 22-412

Moved by: Brown

Seconded by: Sproule

THAT Council approve an amendment to development variance permit 2019-07-DVP (Acciano - Bevan Road) to vary the Subdivision and Development Bylaw No. 948, 2012 to not require the construction of on-site wastewater infrastructure for the property described as Lot A Section 34 Township 10 Comox District Plan EPP93477.

Carried Unanimously

- 5.2 Development Permit & Development Variance Permit – 3284 Second Street – Referral to APC

Motion 22-413

Moved by: Ketler

Seconded by: Sullivan

THAT Council receive the “Development Permit & Development Variance Permit – 3284 Second St – Referral to APC” report.

Carried Unanimously

Motion 22-414

Moved by: Sullivan

Seconded by: Ketler

THAT Council refer the application for a development permit and development variance permit (2022-01-DP & 2022-03-DV) for the property described as Lot 1, Block 5, District Lot 21, Nelson District, Plan 522 (3284 Second Street) to the Advisory Planning Commission for a recommendation.

Carried Unanimously

- 5.3 Wastewater Upgrade Project Budget Update, June 2022

Motion 22-415

Moved by: Ketler
Seconded by: Sullivan

THAT Council receive the Wastewater Upgrade Project Budget Update Report for information.

Carried Unanimously

5.4 Request for Joint Bid to Host 55+ BC Games

Motion 22-416

Moved by: Sullivan
Seconded by: Ketler

THAT Council receive the report Request for Joint Bid to Host 55+ BC Games.

Motion 22-417

Moved by: Sullivan
Seconded by: Ketler

THAT Council support a joint application bid with the City of Campbell River and the Comox Valley Regional District to host the 2025 or 2026 British Columbia 55+ Games, subject to support from the City of Courtenay and the Town of Comox to ensure there are enough venues for a competitive bid;
AND FURTHER THAT if a bid is successful, the Village of Cumberland commit to the Games by providing in-kind support of facilities and services to support the Comox Valley's cumulative in-kind contribution of \$55,000, with joint-host support to be commensurate to the size of the Village.

Carried Unanimously

5.5 Union of BC Municipalities Conference, Cabinet Minister Meetings

Motion 22-418

Moved by: Brown
Seconded by: Ketler

THAT Council receive the Union of BC Municipalities Conference, Cabinet Minister Meetings report, and

Council discussed requesting meetings on the following topics:

- Affordable housing for small communities with the Attorney General and Minister responsible for Housing

- Cumberland Community School facility expansion and childcare centre funding with the Minister of Education
- Watershed Security Fund to expand to Private Managed Forest Lands
- Private Manage Forest Land regulations and impact on community drinking watersheds with the Minister of Land, Water and Resource
- Stewardship and with the Minister of Forests
- Property assessment rate of Private Managed Forest Lands

Carried Unanimously

5.6 Appointment of Election Officers

Motion 22-419

Moved by: Ketler

Seconded by: Brown

THAT Council receive the Appointment of Election Officers report.

Carried Unanimously

Motion 22-420

Moved by: Brown

Seconded by: Ketler

THAT Council appoint Rachel Parker as Chief Election Officer and Kevin McPhedran as Deputy Chief Election Officer for the 2022 general local election.

Carried Unanimously

5.7 Mayor and Councillors' Monthly Report

Motion 22-421

Moved by: Sullivan

Seconded by: Ketler

THAT Council receive the Mayor and Councillors' monthly reports for information.

Carried Unanimously

6. Bylaws

6.1 Vacation Rentals –Amendment Bylaws for First and Second Reading

Motion 22-422

Moved by: Brown

Seconded by: Ketler

THAT Council receive the June 3, 2022 report “Vacation Rental Regulations – Bylaw Amendment Options” report.

THAT Council give first and second reading to Bylaw 1170, 2022, cited as “Zoning Amendment Bylaw No. 1170, 2022”.

THAT Council direct staff to schedule a public hearing for Bylaw 1170 on Wednesday, July 6 at 7:00 p.m. in the Council Chambers.

THAT Council give first and second reading to Bylaw 1171, cited as “Corporation of the Village of Cumberland Business Licence Amendment Bylaw No. 1171, 2022”.

THAT Council direct staff to include pro-active enforcement of vacation rental regulations in the review of the Village’s Bylaw Enforcement Policy and, as part of that discussion, provide further details on financial impacts.

Carried Unanimously

6.2 2022 Election Amendment Bylaw No. 1169

Motion 22-423

Moved by: Ketler

Seconded by: Sullivan

THAT Council adopt the Election Procedures Amendment Bylaw No. 1169, 2022.

Carried Unanimously

7. **New Business**

None

8. **Notices, Motions and Announcements**

8.1 Notices, Motions and Announcements

- Wastewater Upgrades Open House, June 15th - at 4:30 pm & 6:00 pm at 2934 Ulverston Avenue
- Homelessness and Affordable Housing Committee June 15 at 9:15 a.m.
- Accessibility and Inclusion Committee, June 20 at 3:00 p.m.

9. **Question Period**

9.1 Question Period

Questions were received on the following matters:

- Zoning Amendment Bylaw No 1170, 2022 and Business Licence Amendment Bylaw No. 1171, 2022
- 3284 Second Street and business licence

10. Closed Portion

Motion 22-424

Moved by: Ketler

Seconded by: Brown

THAT Council close the meeting at 7:32 p.m. to the public pursuant to Section 90 of the *Community Charter* to consider:

- (d) the security of the property of the municipality;
- (f) law enforcement, if the council considers that disclosure could reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment;
- (j) information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the Freedom of Information and Protection of Privacy Act;
- k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public;

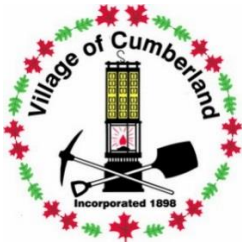
Carried Unanimously

11. Adjournment

The meeting was adjourned at 8:59 p.m.

Mayor

Certified Correct by Corporate Officer



Village of Cumberland

Advisory Planning Commission

Minutes

The meeting of the APC was held on Thursday June 9, 2022 at Village of Cumberland Council Chambers, commencing at 4:03pm.

PRESENT:	Janet Bonaguro, Chair and Secretary Nick Ward (by video) Jaye Mathieu	Troy Therrien Neil Borecky Debbie Bowman
ABSENT:		
GUESTS \ STAFF:	Meleana Searle, Planner Courtney Simpson, Manager of Development Services Taylor Fahy, Architect for applicant item 6A	
OBSERVERS:	N/A	

1. CALL TO ORDER

The meeting of the APC was held on Thursday June 9, 2022 at Village of Cumberland Council Chambers, commencing at 4:03pm. We are honoured to gather on the unceded traditional territory of the K'ómoks First Nation.

2. APPOINTMENT OF CHAIR

Mathieu / Therrien: THAT Janet Bonaguro be appointed as interim Chair for this meeting.

CARRIED UNANIMOUSLY

3. APPROVAL OF AGENDA

Mathieu / Borecky: THAT the agenda be approved with the addition of New Business item: Development Approvals Process Modernization Project and

CARRIED UNANIMOUSLY

4. WELCOME TO NEW APC MEMBER

Welcome to Debbie Bowman, new member of the APC.

APPROVAL OF MINUTES

Therrien / Mathieu: THAT the minutes of the meeting held April 14, 2022 be approved as presented.

CARRIED UNANIMOUSLY

5. REFERRALS FROM COUNCIL

a) Request for Comment on Development & Development Variance Permit Application – 2727 Allen Avenue

Bowman / Therrien: THAT the Advisory Planning Commission receive the staff report titled “Development & Development Variance Permit Application – 2727 Allen Avenue”.

CARRIED UNANIMOUSLY

DISCUSSION

1. Staff introduced the report
2. Applicant’s architect, Taylor Fahy, was present to respond to questions
3. APC Discussion
 - a. Sequencing of development
 - a.
 - b. The Village has no mechanism to force the applicant to build a new, larger, principal dwelling that would make the ADU GFA ratio in compliance
 - c. The proposed ADU complies with the need to have an existing principal residence on site (even if that home is unoccupied)
 - d. Aside from the floor area variance requested, no obvious problems were identified with building the ADU before replacing the primary dwelling
 - e. If a larger principal residence was in place (larger by approx. 200 sqft) the ADU would meet the development permit guidelines and could in fact be larger than the proposed ADU
 - f. In terms of the sequence of construction it will be easier to build the ADU in the back of the lot and then build a new primary residence in the front of the lot (less machinery disturbance to landscaping)
 - g. Could potentially create a covenant on title to require any new primary residence to be a minimum square footage, staff could look at that, but the cost to produce that covenant should be weighed against the likelihood that any new principal dwelling will very likely be greater than the 1300 sqft required to justify an ADU of the size requested in the variance
 - h. As long as a future principal dwelling meets zoning bylaw requirements, the Village has no jurisdiction over the size and design of the principal residence
 - b. Size of ADU
 - a. The variance requested is for a total of 169 square feet. This equates to a difference of 85sqft on each floor, which means the architect could reduce the size of the bedrooms to be 8 feet wide vs 10.5sqft wide

- b. There could still be 2 bedrooms if the gross floor area variance is not approved, therefore the dwelling could still accommodate the name number of beds/people
- c. Community Need
 - a. Additional housing is needed in the village, especially rental housing
- d. Privacy
 - a. Fencing and landscape screening has been proposed by the proponent to enhance privacy for neighbours
 - b. The kitchen window facing one neighbour will be below the deck of the neighbour and will be blocked from the neighbour's view by fencing/landscape screening
- e. Parking
 - a. The existing parking is in the middle of the yard, the parking proposal is not a new configuration for the property (it has been that way since the 1960s)
 - b. The existing carport (roof only, no sides) will be demolished
 - c. The situation of the existing primary dwelling close to the road means it is not practical to move the parking to the front of the house
 - d. Parking in the back also increases the aesthetic value of the property when viewing it from the street
- f. Public comments
 - a. If neighbours had an idea of the overall project, it may have alleviated some neighbourhood concerns
 - b. The larger footprint of the ADU appears to indicate higher density living on the property; however, given that the ADU could have the same number of bedrooms even if the variance isn't granted, the proposed variance is not indicative of higher density
 - c. The ADU is within the permitted density for the zone
- g. Landscaping
 - a. There are 4 large trees on site that will be removed to build the ADU
 - b. Trees along the property line and access trail in the back of the property will be retained
- h. Impacts of variance
 - a. Aesthetic impacts on streetscape and trails will be minimal due to the setback at the rear of the property
 - b. Applicant has made efforts to reduce impact on the neighbours
 - c. The application falls within the permitted density and permitted uses
 - d. Environmental requirements under the development permit guidelines have been met

Ward / Bowman: THAT the Advisory Planning Commission recommend approval of the development permit (2022-03-DP) and development permit variance (2022-04-DV).

CARRIED

6. NEW BUSINESS

Courtney – Development Approvals Process Modernization Project

Staff introduced the project. Report presented to Council’s Committee of the Whole for discussion, no decisions made.

Staff asked APC members if anyone is interested in speaking with the consultant about our perspectives on topics emerging in the report (e.g. development permit process for ADUs, APC only referred rezoning, major projects, and amendments to zoning or the APC).

APC Discussion:

- Still value in reviewing applications assists APC members to understand the development process
- Additional value in APC involvement in long range policy direction advice around development related topics
- The APC requested a meeting with the consultant. Staff will look into coordinating date and time options.

7. NEXT REGULAR MEETING

Thursday July 14, 2022 at 4:00pm (pending any referrals from Council).

8. TERMINATION:

Borekcy / Therrien: THAT the meeting terminate.

Time: 5:03pm

Certified Correct: _____	Confirmed: _____
Chair	Deputy Corporate Officer

Subject: FW: CVRD Chair Ketler re. Automotive Service Stations
Attachments: 20220606 VoC Ketler Automotive Service Stations.pdf; Ketler Automotive Service Stations attach.pdf

From: Ashley Hawker <ahawker@comoxvalleyrd.ca>
Sent: June 6, 2022 10:25 AM
To: Melissa Roeske <mroeske@cumberland.ca>
Cc: Lisa Dennis <ldennis@comoxvalleyrd.ca>
Subject: CVRD Chair Ketler re. Automotive Service Stations

Please find attached a correspondence and associated report submitted on behalf of Chair Ketler, Comox Valley Regional District Board.

Kind regards,

Ashley Hawker (she/her)
Manager of Corporate Records and Information
Comox Valley Regional District
[770 Harmston Avenue, Courtenay, BC](#)
Tel: 250-334-6070

The Comox Valley Regional District respectfully acknowledges the land on which it operates is on the unceded traditional territory of the K'ómoks First Nation, the traditional keepers of this land.

Office of the Chair

770 Harmston Avenue, Courtenay, BC V9N 0G8
Tel: 250-334-6000 Fax: 250-334-4358
Toll free: 1-800-331-6007
www.comoxvalleyrd.ca



File: 6410-01

June 6, 2022

Sent via email only: mroeske@cumberland.ca«Email_2»

Mayor and Council
Village of Cumberland
2673 Dunsmuir Avenue
Cumberland, BC V0R 1S0

Dear Mayor and Council:

Re: Automotive Service Stations

In support of federal and provincial initiatives to rapidly transition the transportation sector to zero emission mobility, the Comox Valley Regional District (CVRD) Board is giving consideration to amending its zoning bylaw to address the sale of petroleum-derived fuels at automotive service stations.

At its meeting of May 24, 2022, the Board reviewed a CVRD staff report analyzing how Bylaw No. 520 being “Rural Comox Valley Zoning Bylaw No. 520, 2019” regulates fuel sales and automotive service stations, as well as consideration of related policies in Bylaw No. 337 being “Rural Comox Valley Official Community Plan Bylaw No. 337, 2014”. Consequently, the Board adopted the following resolution:

“THAT the report dated May 2, 2022 regarding automotive service stations in the electoral areas be referred to the CVRD Board and the Comox Valley municipalities for consideration of a regional approach on new gas stations;

AND FINALLY THAT the report be considered for the 2023 zoning bylaw update.”

The CVRD zoning bylaw provides land use regulations for properties outside of municipal boundaries and CVRD staff will consider this matter as the zoning bylaw is updated. However, the CVRD Board is interested in considering a regional approach to automotive service stations during this time of rapid transition to zero emission mobility. Please find attached the report presented at the May 16, 2022 Electoral Areas Services Committee meeting for your consideration. If your Council or staff have questions regarding this matter or if we can assist in some regard, please contact us at your soonest opportunity.

Sincerely,

J. Ketler

Jesse Ketler
Chair

Enclosure: Report dated May 2, 2022
cc: Lisa Dennis, Manager of Legislative Services

DATE: May 2, 2022

FILE: 6410-01

TO: Chair and Directors
Electoral Areas Services Committee

FROM: James Warren
Deputy Chief Administrative Officer

Supported by James Warren Deputy
Chief Administrative Officer

R. Dyson

RE: Automotive Service Stations in the Electoral Areas

Purpose

The purpose of this report is to respond to the direction received from the Electoral Areas Services Committee on redefining Automotive Service Station to exclude the sale of petroleum-derived fuels in the context of supporting provincial and federal targets for the sales of Zero Emission Vehicles (ZEVs).

Recommendation from the Deputy Chief Administrative Officer:

For information only.

Executive Summary

- As one response to the climate crisis, the federal and provincial governments are encouraging a rapid transition to ZEVs. This transition will have several effects on land use and development within the rural areas of the Comox Valley Regional District (CVRD), including fewer trips to automotive service stations for vehicular fuels. In the context of supporting this transition, the Electoral Areas Services Committee directed staff to consider a zoning amendment to limit the further development of land for retail sale of petroleum-derived fuels at automobile service stations.
- In the rural areas, the “Automotive Service Station” use is permitted in three zones which apply to 14 lots, six of which are developed with a gas station (note: one other gas station exists but has lawfully non-conforming use status under a different zone). Amending the definition to exclude sale of petroleum-derived fuels would make it necessary for property owners to apply for a rezoning to enable, develop or expand a gas station. The CVRD Board has discretionary authority to approve or refuse any rezoning application.
- A bylaw amendment that would prohibit the expansion or development of new gas stations could be made consistent with the Official Community Plan (OCP). However, due to the OCP policies to permit existing uses to continue, an amendment to not permit an existing use would be inconsistent with the OCP (i.e. such an amendment to the Commercial One A zone would not be consistent with the OCP).

Prepared by:

J. MacLean

Jodi MacLean, RPP, MCIP
Planner II

Concurrence:

T. Trieu

Ton Trieu, RPP, MCIP
Manager of Planning Services

Concurrence:

A. Mullaly

Alana Mullaly, RPP, MCIP
General Manager of Planning
and Development Services

Government Partners and Stakeholder Distribution (Upon Agenda Publication)

n/a	
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Background/Current Situation

At its meeting of August 9, 2021, the Electoral Areas Services Committee resolved the following:

“THAT the correspondence dated July 27, 2021 from Director Arbour regarding an amendment to the Rural Comox Valley Zoning Bylaw No. 520 be received.

THAT staff be directed to bring forward a report concerning a potential amendment to Rural Comox Valley Zoning Bylaw No. 520 to change the definition of “Automotive Service Station” to exclude petroleum-derived fuels;

AND FURTHER THAT this report be provided to the Electoral Areas Services Committee with other proposed administrative amendments planned for early 2022.”

The correspondence referred to in the resolution describes the objectives of this measure as seeking to provide local government action to support provincial and federal targets of sales of ZEVs and to better prepare the rural areas for the rapid transition to ZEV mobility. The correspondence’s suggested strategy is to limit the growth of petroleum-derived fuel stations (see Automotive Service Station in the CVRD Zoning Bylaw section below) while also incentivizing the construction of ZEV infrastructure.

Both the federal and provincial governments have established targets, along with implementing strategies, for transitioning the combustion engine automobile sector towards ZEVs as one response to the effect the climate crisis. ZEVs refer to automobiles that are powered by hydrogen or electricity, inclusive of plug-in hybrids. The British Columbia *Zero-Emission Vehicles Act* seeks to have 10 per cent of the sales of light duty vehicles be ZEVs by 2025, 30 per cent by 2030 and 100 per cent by 2040. Light duty vehicles are those weighing less than 3,856 kg, however, the sales of motorcycles, used vehicles, all-terrain vehicles, golf carts, ‘industrial utility vehicles’ and ‘implements of husbandry’ (as defined by the *Motor Vehicle Act*) do not contribute to the targets. This initiative is part of the province’s larger CleanBC plan that also includes related actions such as incentives for commercial charging and hydrogen-fueling stations, adding sufficient chargers to multi-family developments, and financial incentive for purchasing cleaner vehicles. Similarly, the Government of Canada set a target of achieving all new light duty vehicle sales being ZEVs by 2035 and operates programs supporting a coast-to-coast infrastructure network and assisting automobile manufacturers in retooling to produce ZEVs in Canada. Statistics Canada reports that in the year 2020, 8.4 per cent of all new vehicle registrations in British Columbia were ZEVs, but only 3.5 per cent in Canada as a whole. An early estimate of the 2021 figures expect those shares to rise to 13 per cent in British Columbia and 5 per cent in Canada.

On the local level, this transition will likely result in automotive service stations focusing less on the sale of fuel to attract customers, though this will likely continue in the long term as the federal and provincial sales mandates allow for gas-electric hybrids vehicles and do not apply to motorcycles, used cars, farm and industrial machinery, and some types of recreational vehicles. Demand for fuel for these vehicle types will continue.

Planning Analysis

The CVRD Zoning Bylaw, being the “Rural Comox Valley Zoning Bylaw No. 520, 2019”, regulates land use and development within the rural areas of the Comox Valley. The *Local Government Act (RSBC, 2015, c. 1)* (LGA) enables zoning bylaws to regulate the use and density of land, buildings and other structures, as well as their siting, size and dimensions. The Zoning Bylaw is updated from

time-to-time for various reasons, such as to address emerging trends, respond to community concerns, maintain consistency with policies, and make administrative adjustments.

LGA Section 479(3) specifically includes the power to prohibit any use or uses in a zone. Therefore, it is feasible to prohibit the use of land within a zone for the retail sale of petroleum-derived fuels. Any lawful existing use that is made non-conforming by a change in a zoning regulation is deemed lawfully non-conforming. According to Division 14 of the LGA lawfully non-conforming uses and structures may continue to exist but cannot expand in such a way that is contrary to the new regulation that is in effect (see Lawfully Non-Conforming Use section below).

Automotive Service Station in the CVRD Zoning Bylaw

Zoning Bylaw No. 520 defines Automotive Service Station as:

“a premise used or intended to be primarily used for the selling and dispensing of vehicular fuels, electric energy and other automotive fluids. The sale of automotive parts and accessories, as well as the washing or servicing and repair of vehicles, excluding body repairs is permitted in conjunction with an automobile service station.”

That use is permitted in three zones:

- Commercial One A (C-1A),
- Industrial Heavy (IH) and
- Saratoga - Commercial Industrial (S-CI).

For historical context, the C-1A zone was created in 2007 for the purposes of removing the Automotive Service Station use from the Commercial One and Industrial Light zones so that a rezoning (along with the requisite public consultation) would be required for any new gas station. All but one of the existing gas stations at that time were rezoned to C-1A, with the final gas station (located on Comox Road) becoming lawfully non-conforming. Since then, no new gas stations have been developed in the rural areas, though several have had their fuel pumps replaced and undergone renovations. No CVRD approvals are required for replacing or altering fuel pumps.

As of the date of this report, there are six lots with the C-1A zone corresponding to the other six gas stations currently in operation, one in each of the following locations:

- Black Creek
- Merville
- Ryan Road East/Anderton Road
- Royston
- Buckley Bay
- Mud Bay (south of Ships Point)

Amending the Zoning Bylaw to generally prohibit the retail sale of gasoline and diesel fuels would make the fuel pump portions of the existing stations lawfully nonconforming. This means any proposal to expand (e.g. add an additional pump island) would not be permitted unless a site-specific application to amend the zoning was approved by the CVRD Board. The other uses, such as retail sale of automotive parts and accessories, repair and servicing of vehicles, as well as the store, restaurant, service establishment, components would still be permitted and could be expanded as principal uses.

There are four IH zoned lots (three located adjacent to each other in Royston and one on the Island Highway in Merville) and four S-CI zoned lots (located at the corner of Macaulay and Hamm Road), none of which are currently used for fuel sales. Similarly, amending the zoning bylaw to remove

Automotive Service Station from these zones would mean any proposal to construct an entirely new gas station on the IH or S-CI zoned lots would require a site-specific zoning amendment. Property owners have the right to make an application to amend the zoning bylaw, and, under statute the Board must consider every application that is made, though the CVRD Board has the discretionary authority to approve or refuse those applications and can only approve applications that are consistent with the OCP and the Regional Growth Strategy (RGS).

Official Community Plan Analysis

An OCP is a statement of objectives and policies to guide decisions on planning and land use management in a manner that is consistent with the RGS. The CVRD Rural Comox Valley Official Community Plan Bylaw No. 337, 2014 includes location-specific policies. All the relevant zones (described above) are located within the Rural Settlement Areas (RSA), Settlement Nodes (SN) or Settlement Expansion Areas (SEA).

The SEA, which are those lands located on the fringes of municipal borders, where three of the existing gas stations are located, states “Existing commercial uses are permitted to continue” but are only supportive of expanding existing commercial development if it is compatible with the relevant municipality’s local area plan (if one exists) and does not trigger unplanned public servicing extensions (i.e. further development of these lands are to be done under municipal development standards with urban zoning). Disallowing existing fuel sales in the SEA would not be consistent with the OCP but prohibiting new or expanded fuels sales would be consistent.

The RSA, where the remaining four existing gas stations and all the IH lots are located, states “Existing residential, commercial, industrial, and institutional uses are permitted.” The policies go on to direct that new commercial development should be discouraged there and instead directed to the Settlement Nodes, with the exception of suitable “small scale commercial uses [that] serve the day to day needs of neighborhood residents...”. Therefore, disallowing existing fuel sales in the RSA would not be consistent with the OCP insofar as the OCP includes a “belt and suspenders” approach to support the LGA’s non-conforming use provisions: an amendment to this policy would need to be considered prior to prohibiting the existing use.

The SN where the four S-CI lots are located, are intended to receive development that promotes complete communities where people can live, work, play and shop. Removing Automotive Service Station from the list of permitted uses could be done consistent with the OCP.

Many of the existing gas stations include rural stores that provide a range of products/services to meet the day to day needs of residents. The zoning amendment to redefine Automotive Service Station would continue to allow for these other uses such as retail sales (other than gasoline or diesel fuels), service establishments, restaurant, etc.

Lawfully Non-Conforming Use

Division 14 of the LGA explains how to administer cases where development was lawfully constructed or a use lawfully commenced but the zoning bylaw changes afterwards to prohibit the development or use. It states that the use may continue as a ‘non-conforming use’ though any further development, including expanding that use, must adhere to the new regulations. That ‘non-conforming use’ status is lost when the specific use is discontinued for a continuous period of six months, though it makes exemptions for interruptions due to maintenance activities. In the case of vehicular fuel sales of gasoline or diesel products, it would be the fuel service pumps or pump islands that would become ‘non-conforming’ not the entire automobile service station, and a six month discontinuance period still allows for their non-operation if they are still functional (e.g. the pumps must be removed or be non-operable for six months to lose non-conforming status). It is

the purpose of these non-conforming provisions to recognize investments made in property while transitioning land use and development to meet emerging objectives and priorities.

Options

The CVRD Board has the following options:

1. Receive this report for information purposes only;
2. Direct staff to proceed with updating the Zoning Bylaw to remove vehicular fuel sales from all zones other than the Commercial One A zone and bring forward an amendment to the OCP policy that enables continuation of existing uses;
3. Refer this report back to staff with direction.

At this time, staff recommends option 1.

Financial Factors

Key costs have pertained to staff time. Zoning regulations are financed under the Planning function while compliance and enforcement is financed through the Bylaw Enforcement function.

Strategic Considerations: Strategic Drivers and Regional Growth Strategy

CVRD Board Strategic Drivers:							
Fiscal Responsibility	✓	Climate Crisis and Environmental Stewardship and Protection	✓	Community Partnerships		Indigenous Relations	✓

Fiscal Responsibility: Careful management of services and assets is essential to providing affordable and reliable services to citizens and businesses in the CVRD.

- The corporate fleet that is used to deliver CVRD services is currently being transitioned to an all-electric fleet with chargers being installed at office parking stalls.

Climate Crisis and Environmental Stewardship and Protection: The CVRD is committed to reducing our impact on the environment and accelerating our actions to adapt and respond to climate change impacts.

- The zoning amendment would demonstrate commitment to reducing local emissions from on-road transportation and assist in accelerating the region’s adoption of ZEVs.

Indigenous Relations: We are committed to reconciliation and relationship building with Indigenous Peoples and specifically KFN.

- Prior to any amendment of the Zoning Bylaw or OCP, referrals are sent to K’ómoks First Nation seeking input.

CVRD Regional Growth Strategy Goals:							
Housing	✓	Ecosystems, Natural Areas and Parks		Local economic development	✓	Transportation	✓
Infrastructure		Food Systems		Public Health & Safety	✓	Climate Change	✓

Housing: Ensure a diversity of affordable housing options to meet evolving regional demographics and needs.

- The lower cost of electricity (even with the cost of home charger installation) relative to gas or diesel should make widespread adoption of ZEVs result in lower transportation costs over time, for those living in rural areas dependent on personal vehicles.

Local economic development: Achieve a sustainable, resilient and dynamic economy that supports businesses and entrepreneurship.

- This section of the RGS seeks to support local business retention, direct new commercial development and business activities to Core Settlement Areas (e.g. municipalities, SEAs and SN) while supporting resource-based employment in the rural areas, and encourage green jobs and technology to locate in the Comox Valley. Directing new petroleum-based fuel sales to the municipalities while retaining the existing sales as lawfully non-conforming uses may support these measures.

Transportation: Develop accessible, efficient, affordable and connected multi-modal transportation network.

- This section of the RGS seeks to increase transit use, improve bicycle and pedestrian infrastructure, and maintain inter-regional transportation facilities (e.g. airport, ferry terminal, railway).

Climate change: Minimize regional GHGs and plan for adaptation.

- The zoning amendment will encourage the widespread adoption of ZEVs in the rural areas which will help reduce GHGs from the regional transportation sector.

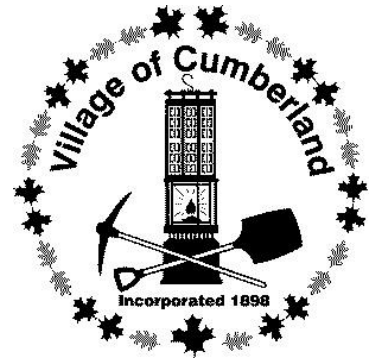
Intergovernmental Factors

A zoning amendment may have the effect of directing new gas stations or expanded vehicular fuel sales to the municipalities. This is consistent with the local economic development policies which seek to encourage new commercial development to locate in these core settlement areas. Also, see Adoption of Zero Emission Vehicles section above for consideration of provincial and federal initiatives on ZEVs.

Citizen/Public Relations

During the consideration of a zoning amendment, public consultation occurs with a public hearing and referrals to relevant advisory planning commissions.

COUNCIL REPORT



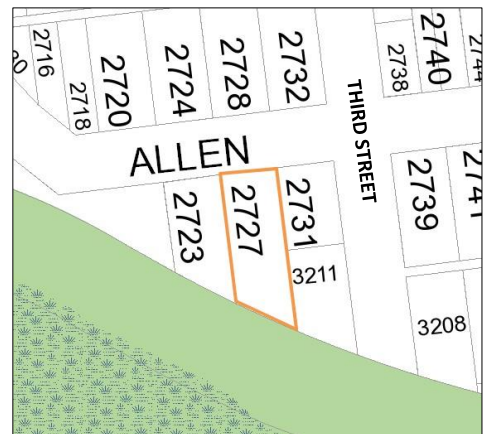
REPORT DATE: 6/15/2022
MEETING DATE: 6/27/2022

File No. 2022-03-DP/2022-04-DV

TO: Mayor and Councillors
FROM: Meleana Searle, Planner
SUBJECT: Development & Development Variance Permit Application 2727 Allen Avenue

RECOMMENDATION

- i. THAT Council receive the Development & Development Variance Permit Application – 2727 Allen Avenue report.
- ii. THAT Council approve the development permit (2022-03-DP) for a new accessory dwelling unit and 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.



PURPOSE

The Village has received an application for a residential infill development permit to allow the construction of a new accessory dwelling unit (ADU). The applicant is proposing to vary the maximum gross floor area (GFA) of the ADU as a percentage of the GFA of the single-family dwelling from 75%, to 91%. This would result in an ADU of 89.4m² (962.0ft²) which is still within the permitted maximum GFA of 90.0m² (968.0ft²). The purpose of this report is to seek Council a Council decision.

BACKGROUND

Proposed Development

The subject property currently has a one-storey dwelling of 98.0m² (1055.0ft²) plus carport. The proposal is to construct a new ADU at the rear of the lot. The ADU is proposed to be 89.4m² (962.0ft²) which is 91% of the single-family dwelling. ADU's are permitted to be up to 75% of the GFA of the principal dwelling to a maximum of 90.0 m² (968.8ft²). The application and supporting documents meet all the Residential Infill Development Permit Guidelines and Zoning Bylaw 1027, 2016 requirements except for the maximum permitted GFA percentage and the use of building materials that reflect the character of the principal dwelling unit. The GFA is being addressed via the concurrent development variance permit application.

Official Community Plan

The subject property is within the R1-A Zone and Development Permit Area No. 6 - Residential Infill. Residential infill development is intended to build density in mature residential areas located within a short walk of the downtown core. The objective of a Residential Infill Development Permit is to guide the integration of new housing into established residential neighbourhoods and to promote quality residential environments that maintain desirable relationships to their surrounding context.

Zoning Bylaw

The subject property is zoned R-1A – Residential Infill which permits single family dwellings as the principal use. One secondary suite and one ADU are permitted as accessory uses if they meet the requirement in Zoning Bylaw No. 1027, 2016. The R1-A Zone permits 40% lot coverage. The proposed ADU and existing single-family dwelling would result in 25% lot coverage and all setbacks would comply.

ANALYSIS

Development Permit

The application and supporting documents meet all the Residential Infill Development Permit Guidelines and Zoning Bylaw 1027, 2016 requirements except for the maximum permitted GFA percentage and the use of building materials that reflect the character of the principal dwelling unit. As the existing single-family dwelling is dilapidated and planned to be demolished, it is not practical to have the ADU reflect the character of the principal dwelling. The property owner intends to have the new primary dwelling unit complement the aesthetics of the ADU.

The parking space required for the ADU would be accessed via the existing driveway and would be accommodated on-site behind the single-family dwelling.

Development Variance Permit

Land use justification

Best practices for evaluating development variance permit applications typically look for an acceptable land use justification such as:

- i. the ability to use or develop the property is unreasonably constrained or hindered by having to comply with the bylaw requirement;*
- ii. there is a net benefit to the community or immediate area that would be achieved through the variance approval; or,*
- iii. the proposed variance would allow for more efficient and effective use and development of the subject property.*

The applicant is proposing to vary the maximum GFA of the ADU as a percentage of the GFA of the single-family dwelling from 75%, to 91%. This would result in an ADU of 89.4m² (962.0ft²) which is still within the permitted maximum GFA of 90.0m² (968.0ft²). The relatively small floor area of the existing dwelling at 98.0m² (1055.0ft²) hinders the ability to construct an ADU of the desired size. The existing dwelling would need to be only 22.7m² (245.0ft²) larger (at least 120.7m² (1,300ft²)) for the ADU to be compliant with GFA percentage requirement. This additional GFA could easily be accomplished within current setbacks, lot coverage and permitted height.

The applicant is wanting to build the ADU first as it is more economically feasible. The ADU will be less expensive to build than the larger single-family dwelling which requires demolition of the existing dwelling. Once a tenant is in the ADU the property owner will be able to allocate the finances to develop the primary dwelling. Additionally, from a construction perspective, it's more practical to build from the back of the lot to the front.

Impacts of the Variance

Where a land use justification for a proposed variance has been demonstrated, the application should then be evaluated based upon the impact(s) (positive or negative) of the variance.

Impact(s) may be classified into the following three general categories:

- i. Aesthetic impact. This includes the impact of the proposed variance on the streetscape, the views from adjacent properties, compatibility with neighbourhood design standards, etc.*
- ii. Functional impact. This includes the impact of the proposed variance on the function of the property for the permitted uses and the potential impact of the variance on the function of adjacent properties, or road right-of-ways.*
- iii. Environmental impact. This includes the impact of the proposed variance on the long-term sustainability of the natural environment or the direct impact on a specific feature of the natural environment.*

The aesthetic impacts of the proposed ADU are minimal on the streetscape due to the structure being sited at the rear of the lot. The south facing deck has been screened from the westerly neighbours and small windows have been designed for the walls that face adjacent properties. On the east side of the ADU, a wall provides screening for the side entrance, outdoor shower and bike wash station. The established coniferous trees located just along the rear-side and rear property lines will provide vegetative screening to the neighbouring properties as well as the Wellington Colliery trail. The requirement for an ADU to be at least 25% smaller than the principal dwelling is intended to create a streetscape with the more prominent dwellings in the front and the smaller, secondary dwellings in the back. The variance would allow the ADU to be 9% smaller than the principal dwelling. The aesthetic impacts of this proportional increase in size are expected to be minor.

While it is anticipated that the principal dwelling will be re-built to a larger size, for clarity, under the existing bylaw, the Village cannot require that a new, larger, principal dwelling be built. Should the property owner decide to not rebuild or expand the existing single-family dwelling so that it is at least 120.7m² (1,300ft²), the ADU would remain at 91% of the GFA of the dwelling.

PUBLIC ENGAGEMENT AND REFFERALS

As required by the *Village of Cumberland Procedures and Fees Bylaw No. 1073, 2018* the applicant has placed the required sign on-site.

Pursuant to the requirements of the *Local Government Act*, a notice of Council consideration of the Development Permit was mailed on April 27, 2022, to the owners of properties within 75.0metres. At the time of this report no submissions have been received by staff.

At the time of this report, staff received feedback from three community members. Residents have said that they generally support infill-development but do not support the requested variance for increased maximum GFA in their neighbourhood (Attachment 3 – Public Feedback).

The Advisory Planning Commission reviewed the application at their regular meeting on June 9, 2022 and recommend approval of the development permit (2022-03-DP) and development variance permit (2022-04-DV) to Council.

ALTERNATIVES

1. THAT Council request further information about or changes to the proposed ADU related to the development permit area guidelines.

Council may request further information or clarification, or request the applicant make changes to the plans. If changes are requested, specific direction about the type of alterations and which guidelines they relate to will assist the applicant.

2. THAT Council deny the development variance permit (2022-04-DV) on the property described as Lot 5, District Lot 21, Nelson District, Plan 14377 (2727 Allen Avenue).

STRATEGIC OBJECTIVE

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

FINANCIAL IMPLICATIONS

None.

OPERATIONAL IMPLICATIONS

The review of development permit and development variance permit applications is part of the services provided by the Development Services Department.

CLIMATE CHANGE IMPLICATIONS

The proposed ADU meets the objective of the Village to encourage new development that incorporates energy and water conservation principles as well as designs that work towards reducing greenhouse gas emissions. A 240volt electric vehicle plug-in, siting for solar gain in the winter and solar shade in the summer, solar ready wiring, LED lighting, and secure bike storage will be provided.

The stormwater management plan uses IDF (Intensity-Duration-Frequency) values that have been increased by 15% to account for climate change.

This infill development is an example of compact growth in an existing residential node. Compact growth enables residents and visitors to walk safely and easily, cycle, carpool or travel by bus as well as by automobile.

ATTACHMENTS

1. 2022-03-DP DRAFT
2. 2022-04-DV DRAFT
3. Public Feedback

CONCURRENCE

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

Respectfully submitted,

M. Searle

Meleana Searle
Planner

M. Mason

Michelle Mason
Acting Chief Administrative Officer



Corporation of the
Village of Cumberland

DEVELOPMENT PERMIT

TO: 0911532 B.C. LTD.

OF: 307 Gartley Road, Courtney, BC V9N 9T2

This Development Permit (2022-03-DP) is issued subject to compliance with all of the bylaws of the Village of Cumberland applicable thereto, except as supplemented by this Permit for the purposes of constructing an accessory dwelling unit.

1. This Development Permit applies to and only to those lands within the Village of Cumberland described below:

Legal Description: Lot 5, District Lot 21, Nelson District, Plan 14377

Folio: 516 00654.000

PID: 004-395-832

Civic Address: 2727 Allen

Avenue

2. The land described herein shall be developed substantially in accordance with the following terms and conditions and provisions of this Permit:

a) Site Design

- i) The siting shall be substantially in conformance with the attached Schedule A.

Required prior to Final Inspection of the Building Permit:

b) Landscaping

- i) The landscape plan shall be implemented substantially in conformance with the attached Schedule A.

c) Building Form and Character

- i) ADU shall be constructed substantially in compliance with the attached Schedule B.
- ii) Civic addressing shall be visible from the street frontage on Allen Avenue.

d) Lighting

- i) All site lighting installations shall be fully shielded (full cutoff).

- ii) Security and other lighting should be placed so as not to shine directly into residential properties or to reduce the separation effectiveness of any landscaped buffer.

e) Access, Parking, & Amenity Areas

- i) One of the parking spaces shown on the attached Schedule A shall be for the exclusive use of the ADU resident. The parking space shall be surfaced with a paving treatment (including: pervious paving, cellular paving and concrete unit pavers).
- ii) Access from the parking space to the ADU shall be a hard travel surface and at least 1.2metres wide, however the clearance shall be maintained for 1.5metres for emergency services.

f) Energy Conservation & Reduction of Greenhouse Gas Emissions

- i) A 240 electric vehicle plug-in shall be required.

h) Stormwater

- i) A Stormwater Management Plan prepared by Wedler Engineering dated February 18, 2022 is attached as Schedule C and forms part of this permit.
- ii) A rock-pit per the details in the Stormwater Management Plan is to be constructed.

3. Security

- a) A security which represents 125% of the cost estimate for the approved landscape plan shall be received before the Permit is granted.
- b) When the plan has been completely implemented the Owner shall request an inspection. If found to be compliant, a refund of 75% shall be made.
- c) The remaining 25% will be held back for one year at which time the Owner will request an inspection. If the plantings are to the satisfaction of the Village, the holdback will be returned to the person who paid it. If any of the plants have not survived, they shall be replaced by the Owner per the approved landscape plan, or failing this, the Village may use the holdback to replace the plants. Any amount of the security not used for the purpose it was intended will be returned to person who paid it.

4. Expiry

Subject to the terms of the permit, if the owner of this development permit does not substantially start any construction with respect to which the permit was issued within two years after the date it is issued, the permit lapses.

5. Timing and Sequencing of Development

None.

6. List of Reports or Plans attached as Schedules

- a) Schedule A - Site & Landscape Plan

- b) Schedule B – Architectural Drawings
- c) Schedule C - Stormwater Management Plan

7. Contaminated Sites Regulation

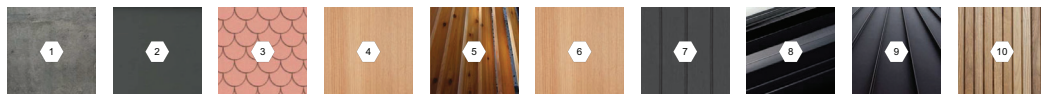
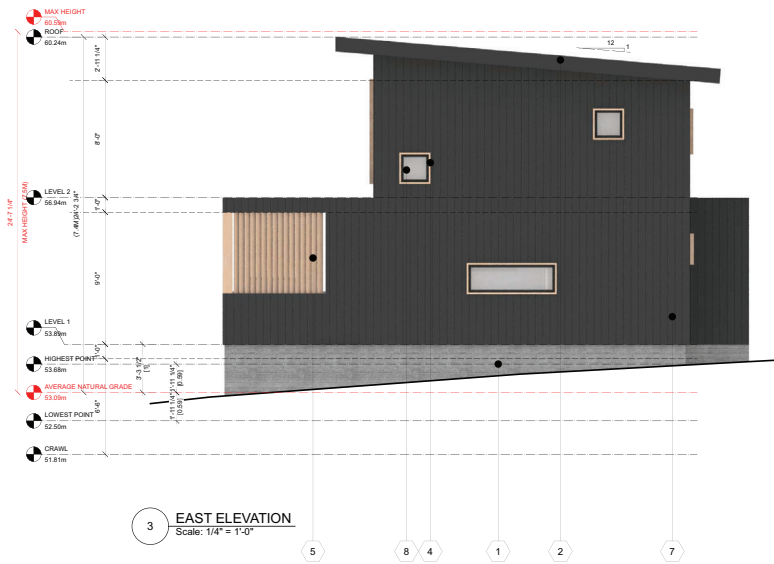
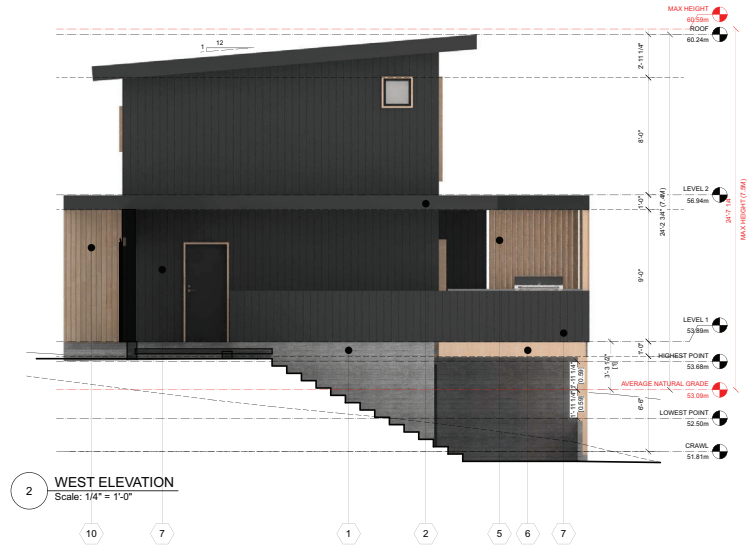
This Permit is issued pursuant to the requirements of the *Environmental Management Act*, whereby the Owner has completed a “Site Declaration” for the subject property.

- 8.** This Permit is **not** a Building Permit.

CERTIFIED as the **DEVELOPMENT PERMIT** granted and issued by resolution of the Council of the Corporation of the Village of Cumberland on June 27, 2022.

Corporate Officer

Schedule B - Architectural Drawings



MATERIAL LEGEND	
1 CONCRETE	6 HEAVY TIMBER
2 HARDIE TRIM, BLACK	7 8" CHANNEL, T+G METAL SIDING, BLACK
3 HALF ROUND WOOD SHINGLES, PINK	8 BLACK VINYL WINDOWS
4 CEDAR TRIM	9 PROLOK, 12" OR TORCH ON, BLACK
5 CEDAR SCREEN	10 CEDAR T+G SOFFIT

Wedler Engineering LLP
211-2459 Cousins Avenue
Courtenay, BC V9N 3N6



WEDLER
ENGINEERING

February 18, 2022

File Ref: V21-0511/A

Facet Custom Builders
Cumberland, BC
Via email: silas@facetbuilders.com

Attention: Silas Straathof, Owner

**Reference: Proposed Development – 2727 Allan Ave, Cumberland, BC
Hydrology and Stormwater Management Report**

As requested by the Village of Cumberland this letter is intended to fulfill the requirement for a stormwater management report to address the proposed development at the subject property.

To maintain flow rates at pre-development levels, some form of stormwater detention and retention will be required. On other Village projects, and in directions provided by the Village, the “Water Balance Model” is referenced as the design guideline to follow. The “Water Balance Model” is an online tool for determining the impacts of certain stormwater management practices on the stormwater performance of a proposed development. From the Water Balance Model Website:

The web-based “Water Balance Model powered by QUALHYMO” integrates the site with the watershed and the stream. This scenario comparison tool underpins Beyond the Guidebook, a provincial initiative to advance implementation of green infrastructure policies and practices throughout British Columbia.

As such, the “Water Balance Model” does not present any best management practices, being simply a tool for assessing the impact of said practices. Therefore, the “Beyond the Guidebook” publication is referenced in the preparation of this letter.

“Beyond the Guidebook 2010: Implementing a New Culture for Urban Watershed Protection and Restoration in British Columbia” does not include individual project site solutions or guidelines. Rather, it details how a greater policy shift can be achieved to greener infrastructure and better stream health in the receiving waters of urban centres. This publication does reference Department of Fisheries and Oceans Guidelines for stream health and environmental protection. Furthermore, it references a 2008 publication “Beyond the Guidebook: The New Business as Usual – Create Liveable Communities and Protect Stream Health – Establish Watershed-Specific Runoff Capture Performance Targets”. This publication, per its title, focuses on watershed level targets, and provides little guidance as to site specific goals, beyond reducing runoff, and limiting post-development flows to pre-development flows.

Finally, the “Beyond the Guidebook” publication references a June 2008 publication “Beyond the Guidebook: The New Business as Usual – Create Liveable Communities and Protect Stream Health – Rainwater Management: An Introduction to the Guidebook for British Columbia”. This publication does list performance targets that are applicable to a site-specific design.

The following measures are recommended in the June 2008 publication:

- Rainfall Capture - keep rain on site by means of 'rainfall capture' measures such as rain gardens and infiltration soakaways.
- Runoff Control - delay overflow runoff by means of detention storage ponds which provide 'runoff control'.
- Flood Mitigation – reduce flooding by providing sufficient hydraulic capacity to 'contain and convey'.

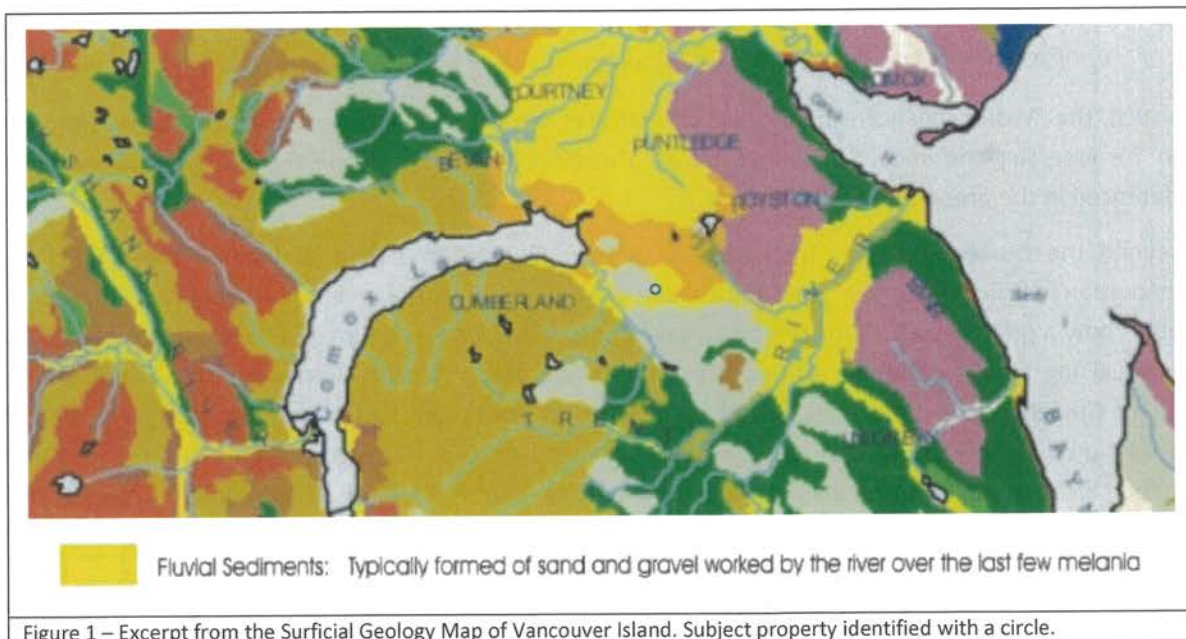
As such, this report will address on-site rainfall capture and some run-off control for the subject property to minimize the impacts from the proposed development.

Climate Change

MOTI Technical Circular 06-15 was reviewed, a literature review was conducted, and the Pacific Climate Impacts Consortium Global Climate Model (GCM) projections reviewed. Based on the results of this work, all IDF values used for stormwater analysis in this report have been increased by 15%. This is considered a conservative approach to addressing climate change impacts.

Pre-Development Site Condition and Hydrology

The parcel area is approximately 0.18 ac (0.07 ha) in size and contains an existing house. Rain falling on the site would be absorbed to the capacity of the in-situ soils, and flow downhill into a wetland in the Cumberland Community Forest. This wetland drains to Comox Lake via Perseverance Creek¹. Figure 1 shows the surficial geology of the area. Surficial geology of the subject property consists of fluvial sediments (sand and gravel) typical of this area.



¹ Per the 2010 "Stormwater Drainage Master Plan", McElhanney Consulting Services Ltd., July 13, 2010

Figure 2 shows the subject parcel relative to the larger sub-catchments of the Village and surrounding area. The total area of the Perseverance Creek catchment is +/- 2180 ha in both Village and CVRD lands. Approximately 1/20 of that area is settled urban and sub-urban lands at the east edge of the Village core and on Comox Lake.

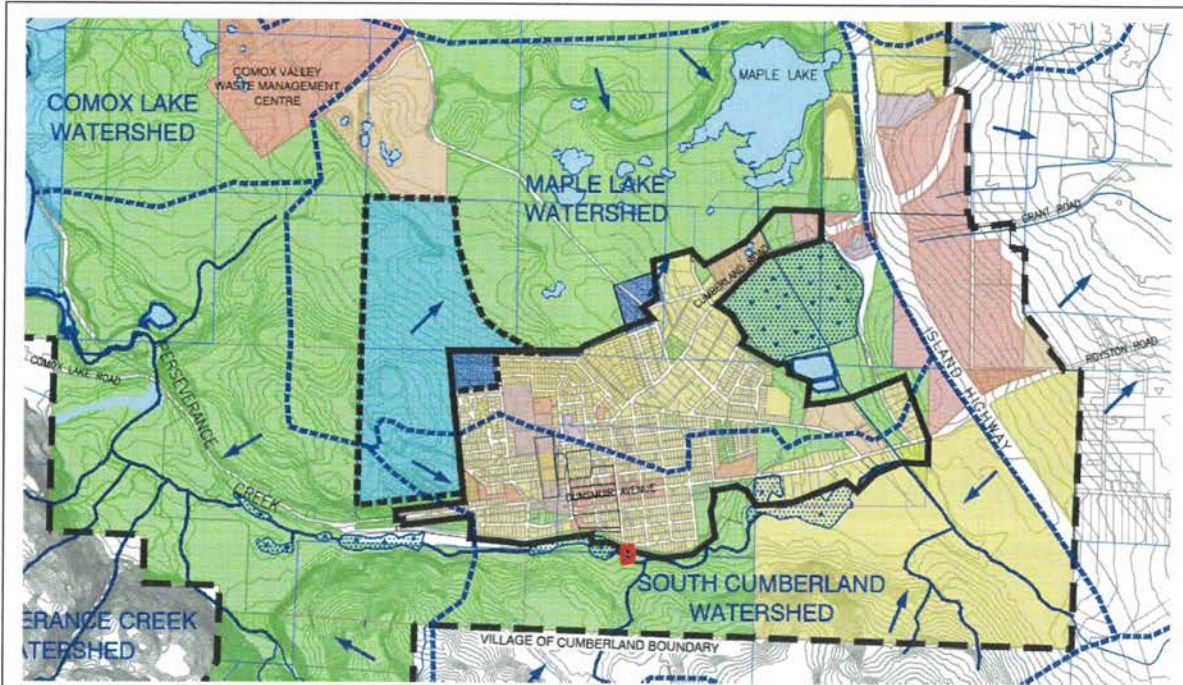


Figure 2 – Excerpt from Stormwater Management Plan – subject parcel outlined in red.

Figure 3 shows the subject parcel in relation to the smaller sub-catchments in the Village.

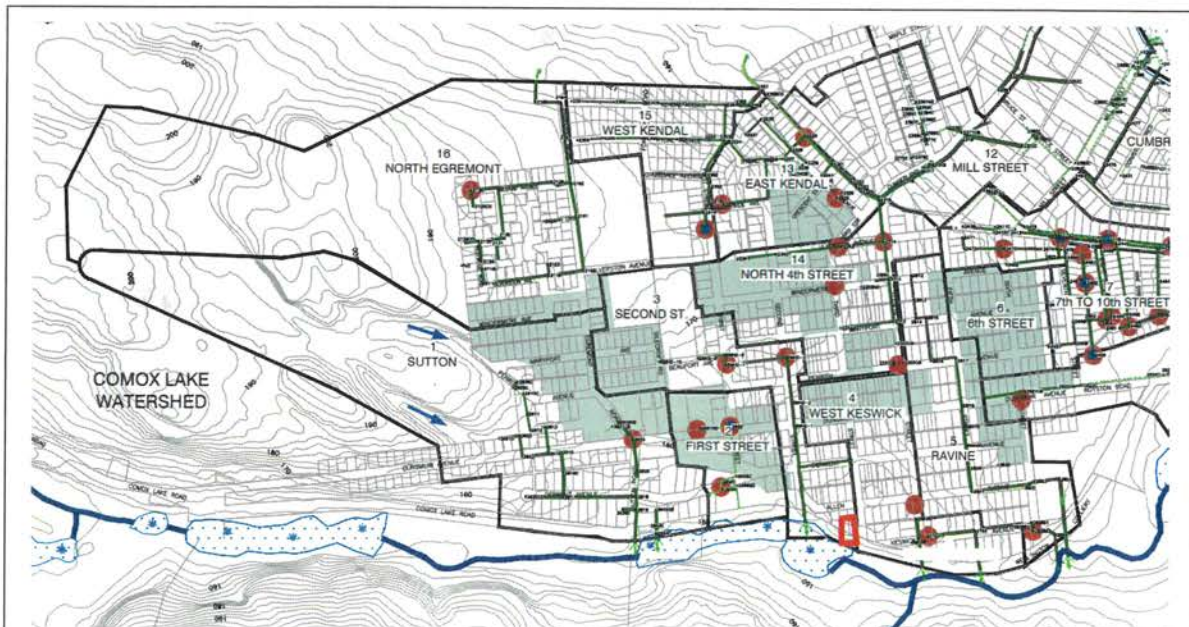


Figure 3 – Excerpt from Stormwater Management Plan – subject parcel outlined in red. The “Comox Lake Watershed” label appears incorrect. The subject property is in the Perseverance Creek watershed.

Historical aerial photos were reviewed to determine when works on the site were completed. Figure 4 presents four historical aerial photos demonstrating the development work overtime.

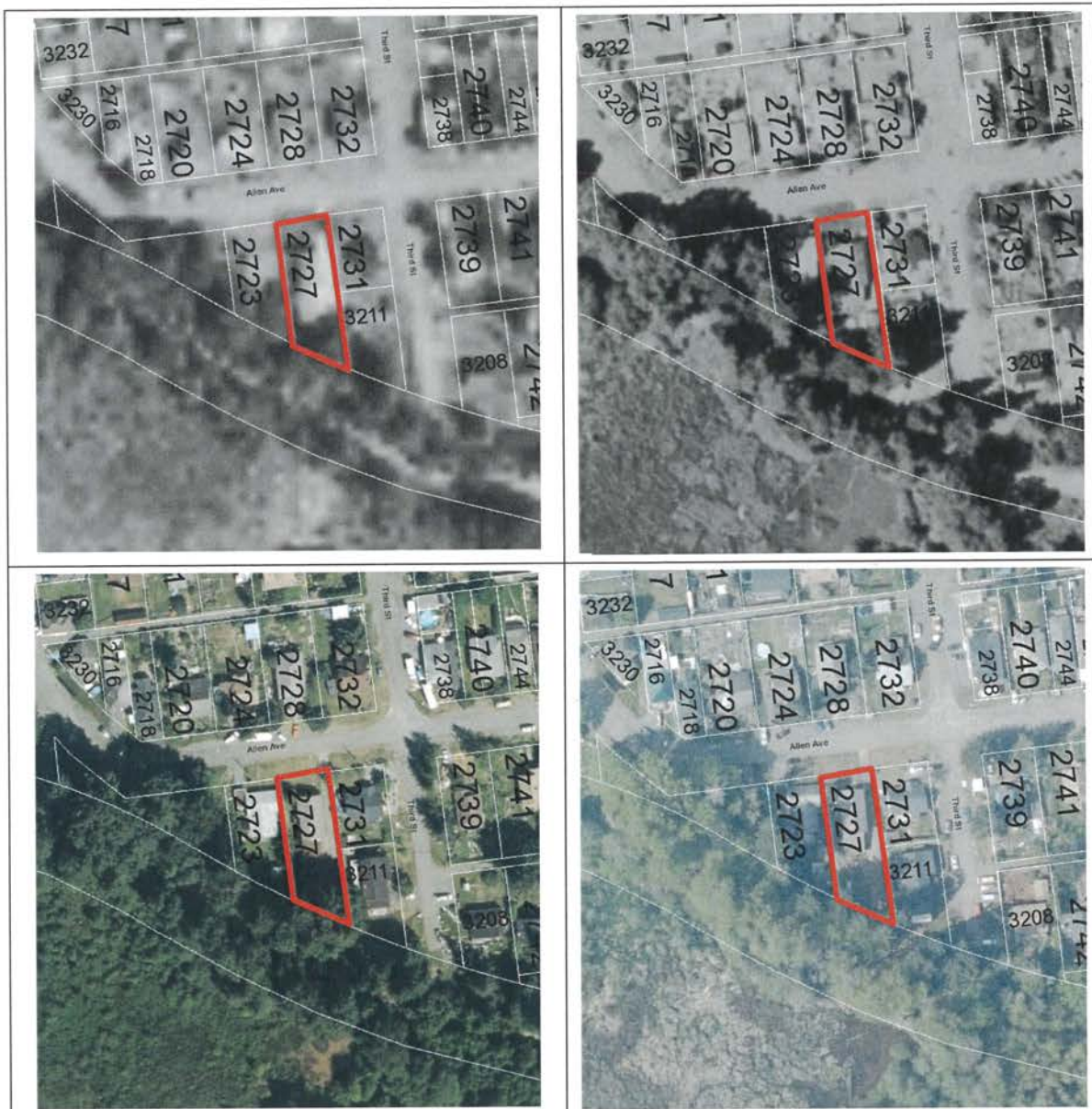
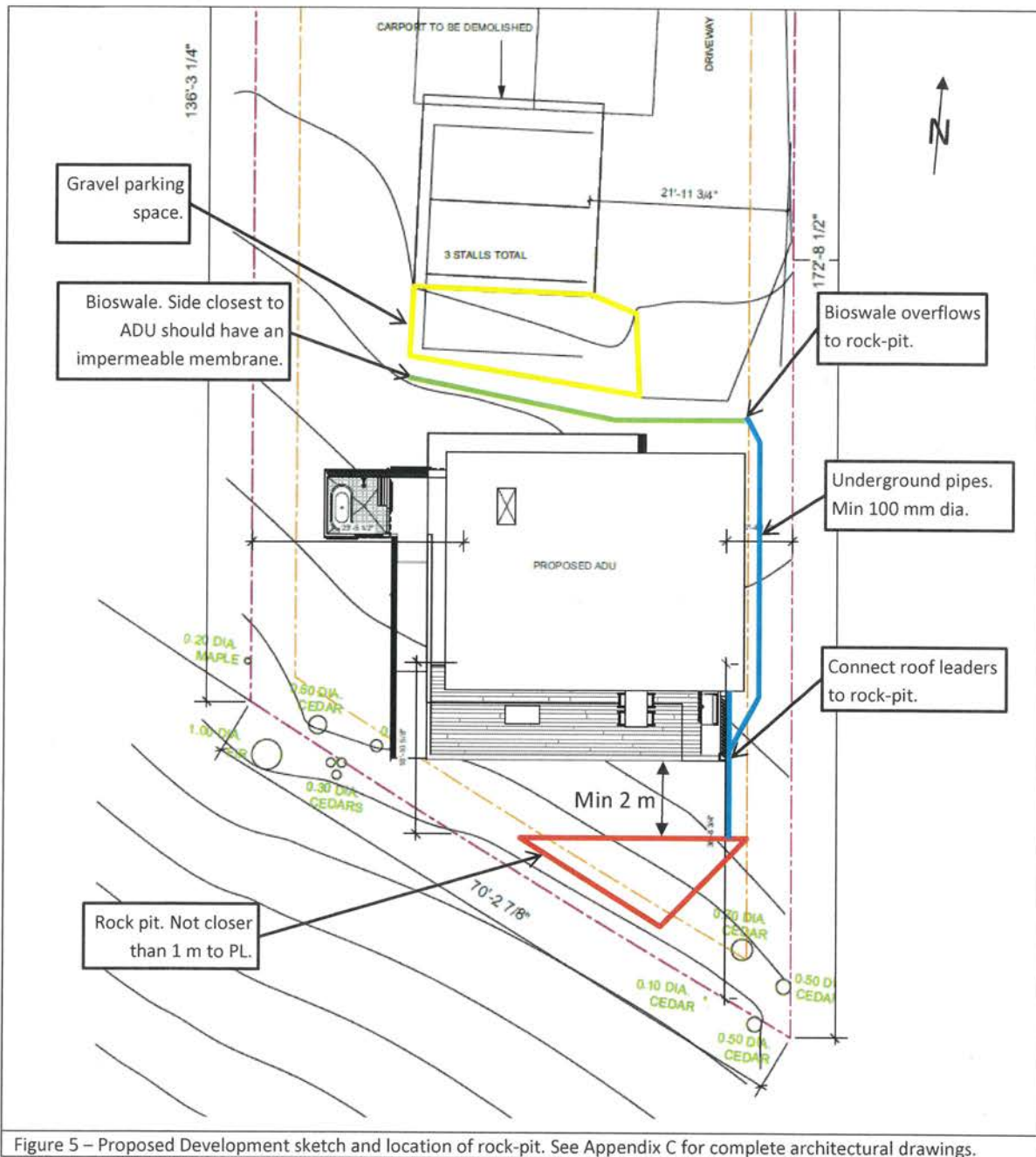


Figure 4 – Historical aerial photos. Top left is 1992, top right is 2002. Bottom left is 2012, and bottom right is 2020. Subject parcel outlined in red.

Considering that the site has been developed in its current state for over 28 years, only the impact of the new development will be analyzed. Downstream receiving waters will have adjusted to the current flow regime from the property.

Figure 5 below shows a sketch of the proposed ADU on the subject parcel. The ADU will add 128.5 m² of impervious area. The additional parking space will add 76.04 m² of impervious area. If 50% of the Mean Average Rainfall (MAR) is retained or detained on site, this will mitigate flows from the ADU for 90% of rainfall events throughout the year. It has been shown that 72% of the 2-year 24-hour event volume is roughly equivalent to 50% of the MAR. This equals 42 mm of rainfall using rainfall data from the Comox Airport. Increasing the amount of rainfall by 15% equals 48.3 mm of rainfall, which is the amount used in the analysis of this report.



Proposed Runoff Mitigation Strategies

The following strategies are recommended for mitigating the increase in runoff from this site after the proposed carriage house is completed:

- All rainwater leaders from the proposed structure be drained to an in-ground soak-away or “rock-pit”.
- Landscaping be pervious in nature, and the gravel driveway be retained.

The development proposed on the property is creating an auxiliary dwelling unit (ADU) and adding an additional parking spot using a gravel surface.

The new ADU will require 2.08 m³ of rainfall be attenuated. By applying a conservative infiltration rate of 20 mm/hr and assuming a rock void ratio of 0.3, 2.08 m³ of storage can be accomplished with a rock-pit with a triangular base that is 1 m deep, 3.00 m wide and 5.30 m long along the legs of the triangle. The rock-pit is limited to 1 m deep to maximize infiltration potential. See Appendix B for details of a rock-pit.

The additional gravel parking spot will require 0.80 m³ of rainfall be attenuated. Using the same infiltration rate, and rock void ratio above, 0.80 m³ of storage can be accomplished with a bioswale 4.10 m long and 0.75 m wide. See Appendix A for details of the bioswale.

See Appendix B for details for the rock-pit. Final location and details should be determined in the field; with the following requirements maintained:

- 5.0 m horizontal separation to any house/ADU foundation, with a minimum of 1.5 m of undisturbed native soil retained between the rock-pit and the foundation. This separation will provide sufficient limitation to rock-pit influence on the perimeter drain.
- The above horizontal separation can be reduced to 2.0 m south of the proposed building, so long as it is downslope of the building foundations, and a perimeter drain is installed with the foundations that drain to a separate location from the rock-pit.
- 0.3 m vertical separation between the floor slab and the lawn basin rim / overflow. This will not result in increased risk of surcharging if the storm service is connected per the BC Plumbing Code.
- Outside the dripline of any trees.

All onsite facilities should be designed with a suitable overflow and site grading that will convey excess flows safely offsite without causing property damage or other unwanted effects.

Proposed erosion and sediment control measures for during construction

The following measures are recommended for the construction stage of the proposed carriage house:

- Construct permanent or temporary fencing around sensitive features and their buffers.
- Retain as much natural vegetation as possible. Minimise the size of the cleared area required for construction.
- Prevent any disturbance within the root zone (drip line) of established trees.
- Retain the natural soils and put them back onsite during landscaping.
- Reduce soil compaction by avoiding machinery use except where necessary.



- Cut-off potentially sediment laden surface water with interception ditches or compost filled geotextile tubes.
- Build and maintain a sedimentation pond that captures all run-off from cleared areas.
- Cover any areas that will be left unplanted with straw to reduce soil stripping.
- Stage construction and stripping to avoid having large areas of the site excavated.

The staging will depend on day-to-day activities on site, and overall erosion and sediment control is the responsibility of the Contractor.

Conclusion

The construction of a rock-pit per the details in this report will attenuate 90% of rain events from the proposed development. As such, all impacts on water quality and quantity because of the proposed development on the subject property can be easily mitigated.

Should any revisions be made to the proposed development plans (such as ADU roof size, additional gravel or hard surface areas proposed on the lot, etc) this report will need to be revised accordingly to ensure the rock-pit is sized appropriately.

Yours truly,
Wedler Engineering LLP

Per:

Prepared by:



Nick Gardner, EIT
Civil Design Engineer

#211 – 2459 Cousins Avenue
Courtenay BC V9N 3N6
ngardner@wedler.com
p. 250-334-3263

Reviewed by:



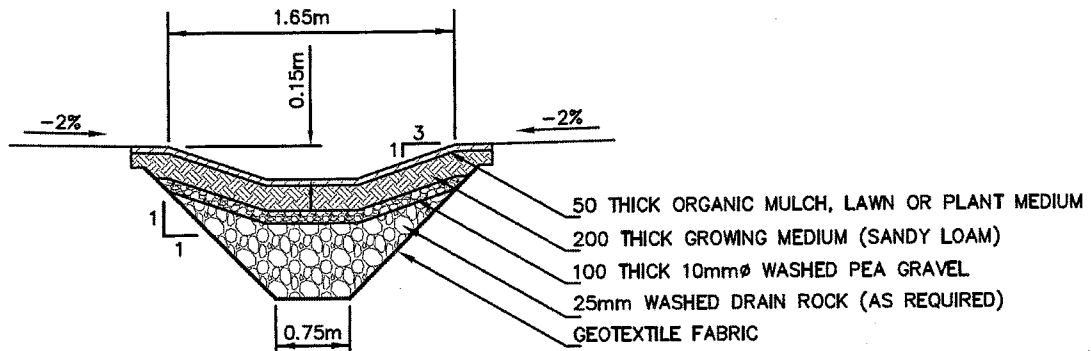
2022-02-18

Permit to Practice number: 1000196
Andrew Gower, FEC, P.Eng., PE
Partner* - Courtenay Branch Manager

*Wedler Engineering LLP is a partnership of corporations.

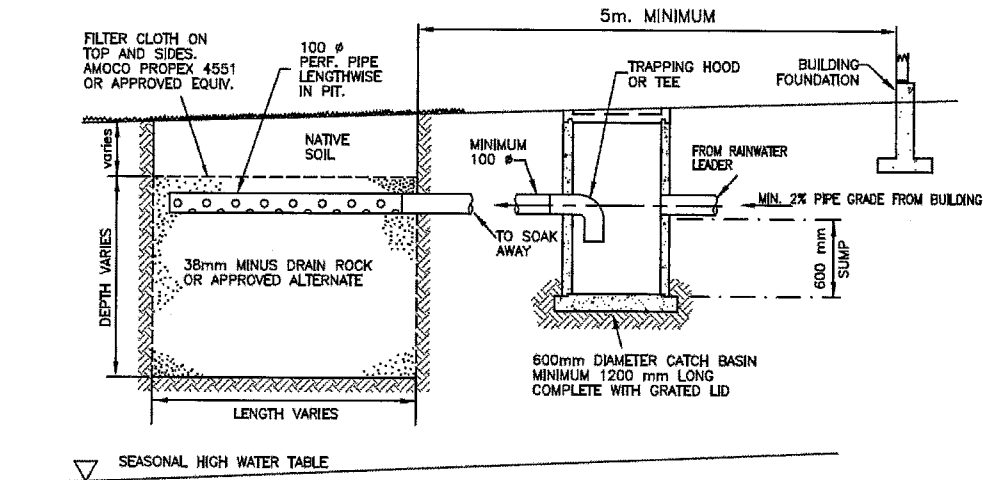


APPENDIX A Bioswale Detail



**TYPICAL BIO-SWALE
CROSS-SECTION DETAIL**
N.T.S.

APPENDIX B
Rock-Pit Detail



TYPICAL ROCK PIT DETAIL
 (ALL DIMENSIONS ARE IN MILLIMETRES)

NOTES:

1. ONLY CLEAN WATER FREE OF ANY SILT, CLAY OR OTHER CONTAMINANTS IS TO ENTER THE SOAK-AWAY PIT.
2. VOID RATIO OF DRAIN ROCK ASSUMED TO BE 33%. FINAL FACILITY SIZING TO BE ADJUSTED IF ALTERNATIVE MATERIAL IS USED.
3. IF MINIMUM 5m SEPARATION FROM ANY BUILDING FOUNDATION CAN NOT BE ACHIEVED AS SHOWN ABOVE, GEOTECHNICAL ENGINEER MUST REVIEW AND APPROVE.
4. ROCK PIT IS NOT TO BE LOCATED WHERE IT WILL BE SUBJECTED TO VEHICULAR LOADS. IN ORDER TO BE LOCATED UNDER TRAFFICKED OR PARKING AREAS, A GEOTECHNICAL ENGINEER MUST REVIEW AND APPROVE.
5. IF PERIMETER DRAIN FOUNDATION IS LOCATED ABOVE THE LAWN BASIN RIM ELEVATION, PERIMETER DRAINS CAN BE CONNECTED TO ROCK PIT.
6. ROCK PIT TO BE LOCATED IN THE UNSATURATED SOIL ZONE, ABOVE THE SEASONAL HIGH GROUND WATER TABLE.
7. ENGINEER TO INSPECT EXCAVATION WITH FILTER CLOTH INSTALLED & BACKFILL MATERIAL ON SITE PRIOR TO INFILLING.

DISCLAIMER

WEDLER ENGINEERING LTD. DOES NOT GUARANTEE OR ASSUME ANY LIABILITY FOR FLOODED BASEMENTS OR CRAWL SPACES.

APPENDIX C
Architectural Drawings



VILLAGE OF CUMBERLAND
ALLEN ADU
 2727 ALLEN AVE, CUMBERLAND

ISSUE FOR DEVELOPMENT PERMIT + DEVELOPMENT VARIANCE PERMIT

SURVEY
 HERBARD/ELAND SURVEYORS
 4. 15-1000-0000
 5. 15-1000-0000
 6. 15-1000-0000

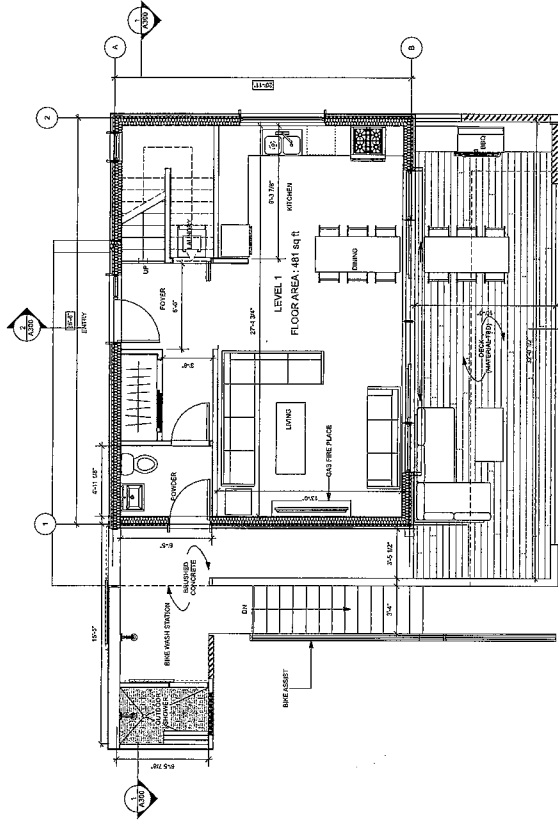
ARCHITECT
 FRAY ARCHITECTURE
 4. 15-1000-0000
 5. 15-1000-0000
 6. 15-1000-0000

CIVIL ENGINEER
 WEDLER ENGINEERING LLP
 4. 15-1000-0000
 5. 15-1000-0000
 6. 15-1000-0000

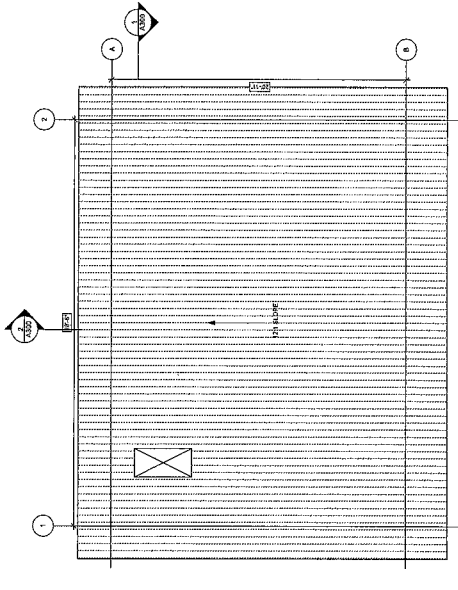
GEOTECH ENGINEER
 LEVINSKY ENGINEERING ASSOCIATES LTD.
 4. 15-1000-0000
 5. 15-1000-0000
 6. 15-1000-0000

DATE 05/05/2024
SCALE 1:100
NO. 15-1000-0000
PROJECT ALLEN ADU
DESCRIPTION DEVELOPMENT PERMIT + DEVELOPMENT VARIANCE PERMIT
DATE 05/05/2024

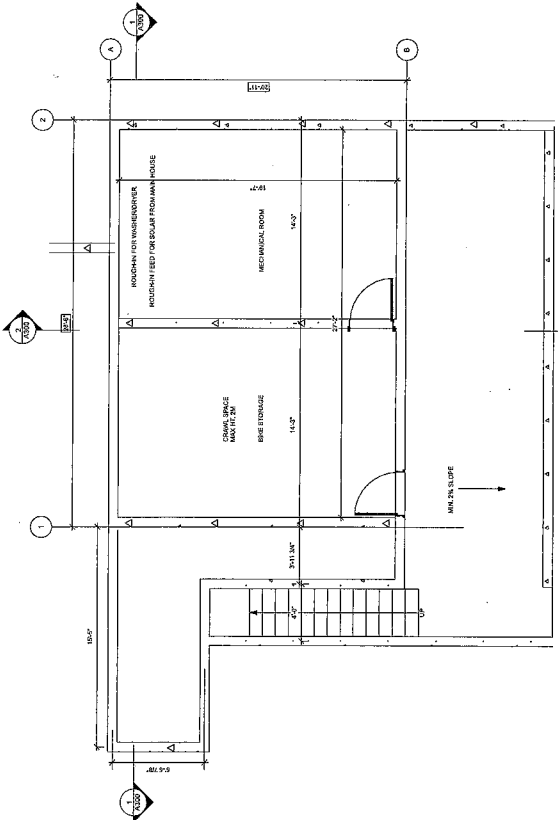




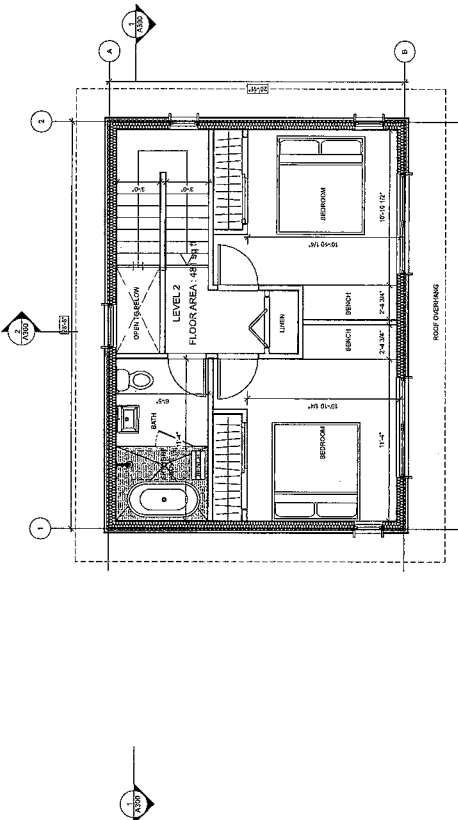
2 LEVEL 1 - PLAN
SCALE: 1/8" = 1'-0"



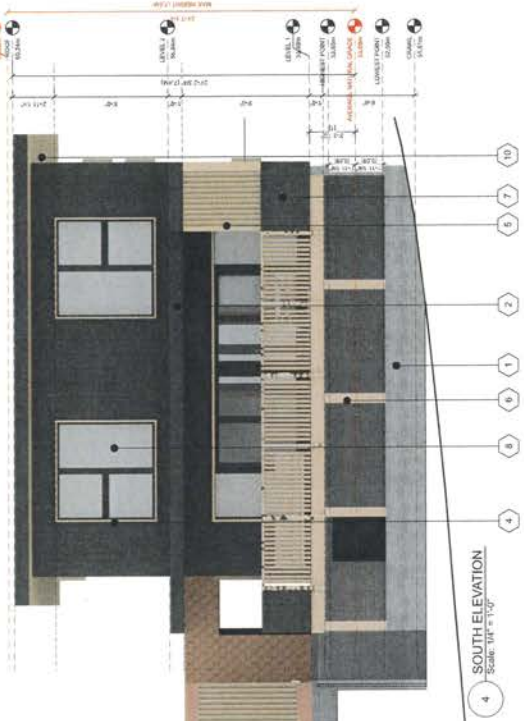
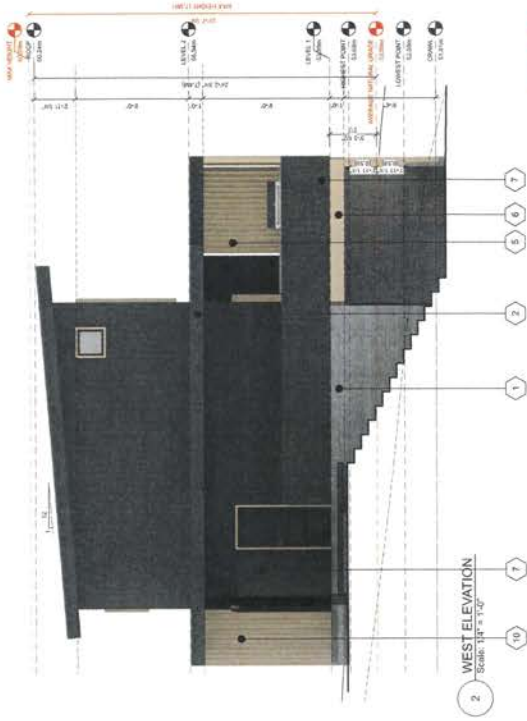
4 ROOF - PLAN
SCALE: 1/8" = 1'-0"



1 CRAWL - PLAN
SCALE: 1/8" = 1'-0"

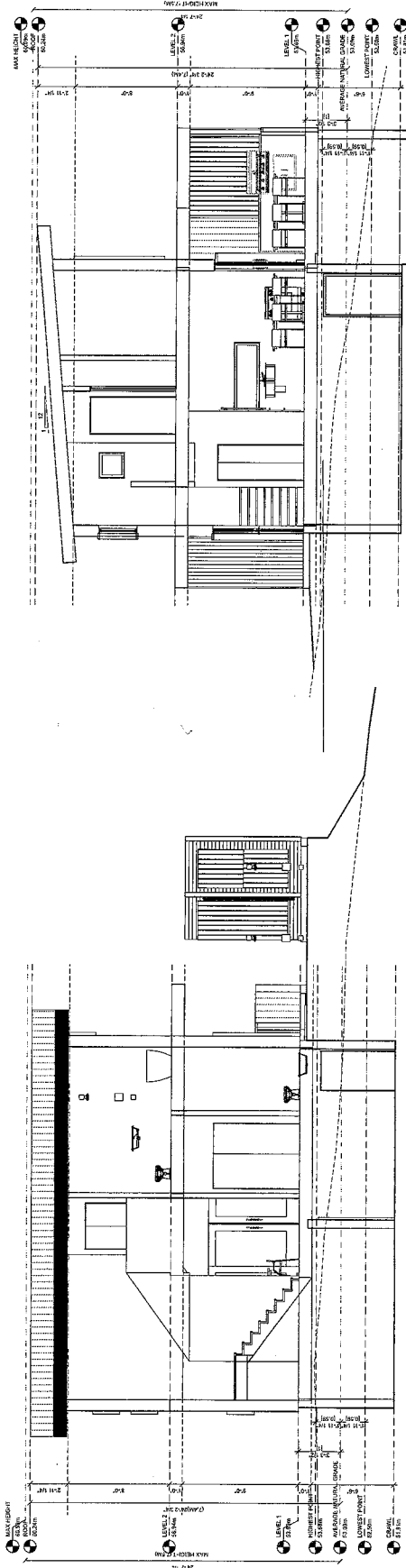


3 LEVEL 2 - PLAN
SCALE: 1/8" = 1'-0"



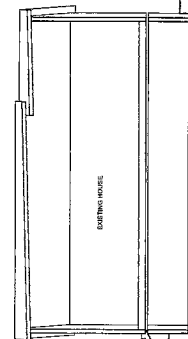
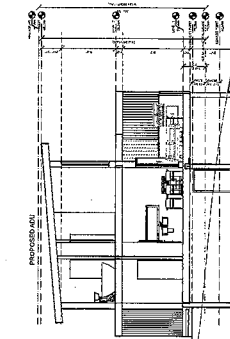
- MATERIAL LEGEND**
- 1. CLOUGHETT
 - 2. HANDEL TRIM BLACK
 - 3. HALF ROUND WOOD BRIMBLESS PINK
 - 4. CEDAR SCREEN
 - 5. CEDAR SCREEN
 - 6. CEDAR SCREEN
 - 7. 8\"/>
 - 8. BLACK W/VA WINDOWS
 - 9. METAL SCREEN
 - 10. CEDAR TO ROFT





2 SECTION
 SCALE: 1/4" = 1'-0"

1 SECTION
 SCALE: 1/4" = 1'-0"



3 SITE SECTION
 SCALE: 1/8" = 1'-0"



Corporation of the Village of Cumberland

DEVELOPMENT VARIANCE PERMIT

TO: 0911532 B.C. LTD.

OF: 307 Gartley Road, Courtney, BC V9N 9T2

This Development Variance Permit (2022-04-DV) is issued subject to compliance with all of the bylaws of the Village of Cumberland applicable thereto, except as specifically varied or supplemented by this Permit for the purposes of constructing an accessory dwelling unit with a gross floor area of 89.4m².

1. This Development Variance Permit applies to and only to those lands within the Village of Cumberland described below, and any and all buildings, structures and other development thereon:

Legal Description: Lot 5, District Lot 21, Nelson District, Plan 14377

Folio: 516 00654.000 **PID:** 004-395-832

Civic Address: 2727 Allen Avenue

2. The land described herein shall be developed strictly in accordance with the following terms and conditions and provisions of this Permit: The Zoning Bylaw No.1076, 2016 is varied as follows:

Section 4.2, a) iii) The accessory dwelling unit Gross Floor Area percentage is varied to a maximum of 91% (89.4m²) of the GFA of the single family dwelling.

3. **Security**

None.

4. **Expiry**

Subject to the terms of the Permit, if the Applicant of this Development Variance Permit does not substantially start any construction with respect to which the Permit was issued within 2 years after the date it is issued, the Permit lapses.

5. **Timing and Sequencing of Development**

None.

6. **List of Reports or Plans attached as Schedules**

1. Schedule A – Site Plan

7. **Contaminated Sites Regulation** (choose one of the following as applicable)

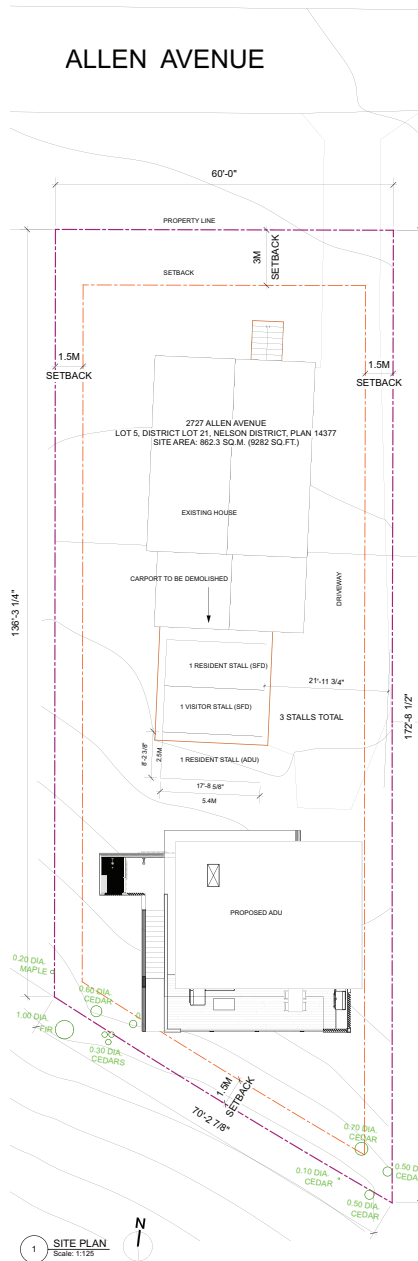
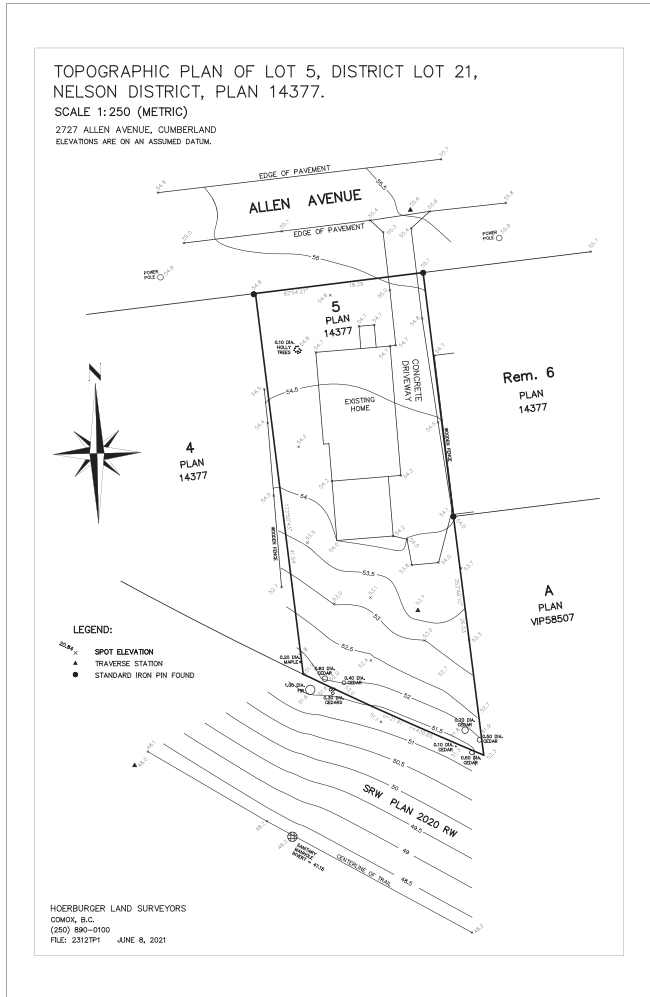
This Permit is issued pursuant to the requirements of the *Environmental Management Act*, whereby the Applicant has completed a “Site Declaration” for the subject property.

8. This Permit is **not** a Building Permit.

CERTIFIED as the DEVELOPMENT VARIANCE PERMIT approved and issued by resolution of the Council of the Corporation of the Village of Cumberland on June 27, 2022.

Corporate Officer

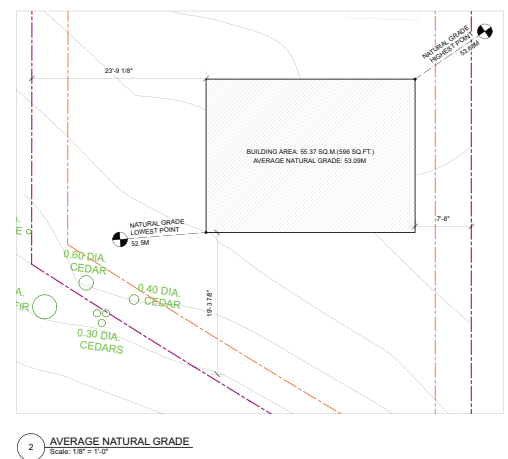
DRAFT

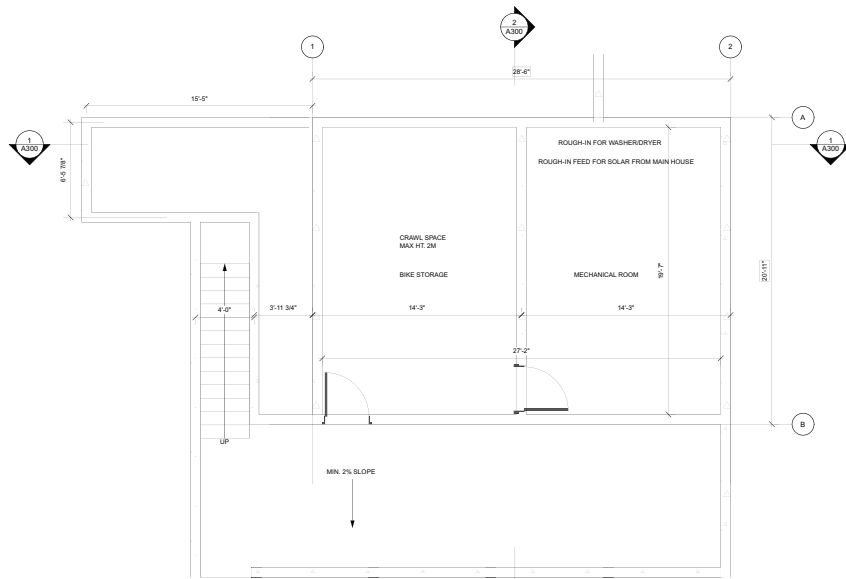


PROJECT DESCRIPTION	
Site.	2727 Allen Avenue is located in the residential infill zone just south of the downtown commercial core. The property abuts one residential lot to the west and two residential lots to the east. To the south the property abuts The South Wellington Colliery Railway which provides trail access to The Cumberland Community Forest and The Village Park. The property gently slopes from north to south with a total elevation loss of 3.5 metres.
Building.	There is an existing single family dwelling on the site with a building area of 1193 sq.ft. and a GFA of 1055 sq.ft. The carport attached to the existing building will be demolished. The proposed ADU is a two storey two bedroom building. There is minimal fenestration to the east, west and north to respect neighbour's privacy. There is a deck and large windows to the south to take in the view of the forest.
Variance.	A variance is being requested since the ADU is non-conforming to the zoning bylaw "4.2 a) ii) 2) must be less than 75% of the GFA of the single family dwelling." The ADU is 91% of the GFA of the existing dwelling. The home owner plans to demolish the existing single family dwelling and construct a larger home. The new home will be larger than 1300 sq.ft. (968/0.75=1290) which would make the ADU conform to the zoning bylaw.

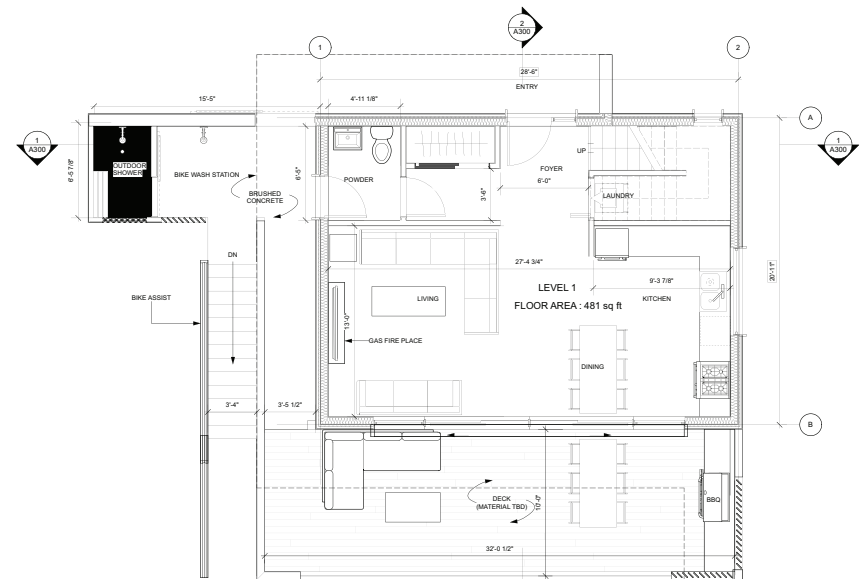
ZONING SUMMARY - R1A			
CIVIC	2727 ALLEN AVENUE		
LEGAL	LOT 5, DISTRICT LOT 21, NELSON DISTRICT, PLAN 14377		
LOT SIZE	962.3 SQ.M. (9282 SQ.FT.)		
ACCESSORY USE	ALLOWED	PROPOSED	25%
LOT COVERAGE	COVERAGE, MAXIMUM 40%		
	EXISTING(SFD)	1193 SQ.FT.	40%
	PROPOSED(ADU)	1141 SQ.FT.	2334/9282=25%
TOTAL	2334 SQ.FT.		
GROSS FLOOR AREA (ADU)	MUST NOT EXCEED 90 SQ.M. (968 SQ.FT.)		89.4 SQ.M. (962 SQ.FT.)
	(ADU) MUST BE LESS THAN 75% OF THE GFA OF THE SINGLE FAMILY DWELLINGS(SFD)		
EXISTING SINGLE FAMILY DWELLING GFA:	98 SQ.M. X 0.75=		> (75% SFD GFA)
	73.5 SQ.M. (791 SQ.FT.)		
SETBACKS(ADU)	FRONT	3.0 METRES	32.5M (106'7")
	REAR	1.5 METRES	1.8M (5'3")
	SIDE	1.5 METRES	12.4M (7'11") + 2.25M(7'4")
	SIDE, EXTERIOR	3.0 METRES	N/A
HEIGHT	HEIGHT MAXIMUM	7.5 METRES	7.4 METRES

PARKING CALCULATIONS			
	RESIDENTS		
	MIN VEHICULAR	MAX VEHICULAR	PROPOSED
R1A (INFILL RESIDENTIAL ZONE)			
SINGLE FAMILY DWELLING	1/DWELLING UNIT	2/DWELLING UNIT	1
ACCESSORY DWELLING UNIT	1/DWELLING UNIT	1/DWELLING UNIT	1
MARKET GARDEN	0	0	N/A
SECONDARY SUITE	1/DWELLING UNIT	1/DWELLING UNIT	N/A
URBAN AGRICULTURE	0	0	N/A
VACATION RENTAL	0	0	N/A
	VISITORS		
	MIN VISITOR VEHICULAR	MAX VISITOR VEHICULAR	PROPOSED
R1A (INFILL RESIDENTIAL ZONE)			
SINGLE FAMILY DWELLING	1/DWELLING UNIT	2/DWELLING UNIT	1
ACCESSORY DWELLING UNIT	0	1/DWELLING UNIT	0
MARKET GARDEN	0	1	N/A
SECONDARY SUITE	0	1/DWELLING UNIT	N/A
URBAN AGRICULTURE	0	0	N/A
VACATION RENTAL	1/ RENTAL ROOM	1/ RENTAL ROOM +1	N/A

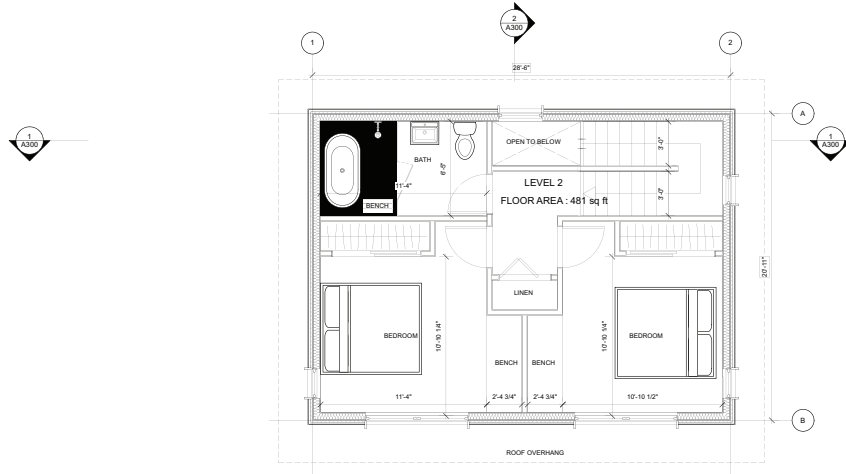




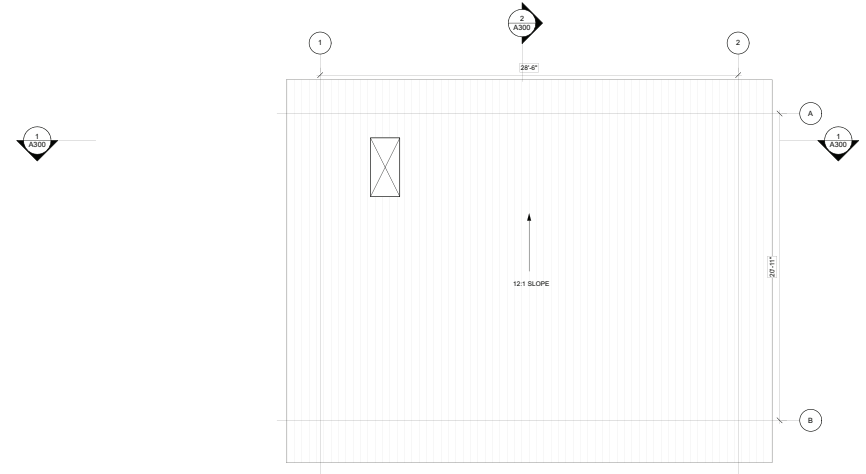
1 CRAWL - PLAN
Scale: 1/4" = 1'-0"



2 LEVEL 1 - PLAN
Scale: 1/4" = 1'-0"



3 LEVEL 2 - PLAN
Scale: 1/4" = 1'-0"



4 ROOF - PLAN
Scale: 1/4" = 1'-0"

Meleana Searle

From: [REDACTED]
Sent: May 5, 2022 5:13 PM
To: Planning
Subject: Planning permission for 2727 Allen Avenue

To Meleana S

Thank you for informing me of the new proposed ADU build at 2727 Allen Avenue in Cumberland, BC. I live directly beside the lot where the new build is being considered, [REDACTED] Allen Avenue.

I have lived in my house for the last 13 years and moved here to enjoy the green space and forest. I have also been very grateful for the fact that the immediate neighbourhood has retained its historical presence with little change in the general structure of the houses. I understand the need for change and the need to develop property to accommodate a growing village/town but my concern is that the ADU to be built at 2727 Allen Avenue will not take into account the following:

- Not following the 75% ADU footprint of the current dwelling; a larger dwelling is going against planning regulations that have been set up to stop people exploiting out of greed as opposed to need
- Not keeping with the historical nature and beauty of the village, which has such a rich and vibrant past
- Increasing risk of noise disturbance and road congestion when two habitable buildings are built onto the property

Further concern is that the current house on the property will likely be demolished with a replacement being much larger than the one on site now. The development plan for the ADU should be in keeping with the house than is currently on the property, not future planning.

I hope you consider my concerns and objections when making a decision on the planning permission for the ADU being proposed for 2727 Allen Avenue.

Thank you for your time
[REDACTED]

Sent from [Mail](#) for Windows

Meleana Searle

From: [REDACTED]
Sent: May 3, 2022 5:29 PM
To: Planning
Subject: 2022-03-DP/ 2022-04-DV

Dear Meleana

I am writing to you in regards to the proposed ADU development and variance for 2727 Allen ave. I own and live in the home at [REDACTED] Allen Ave and while I am supportive of community development and housing opportunities, I am not in support of the applicants proposal to increase the GFA to 91%. From my perspective increasing the GFA to 91% will be creating an obvious disproportion to adjacent/ neighbouring properties. It will influence sight lines to the forrest for our family and negatively influence exposure and privacy to immediate neighbours.

A larger footprint likely indicates higher density living, and thus the potential for increased vehicle traffic/ parking and noise on this quiet ish street where children can still safely play basketball and street hockey etc. (it seems that there are few of these streets left).

It is my belief that 75% of the original residence footprint is adequate sizing when considering residential infill especially given that the main house, if restored, has substantial housing space to offer. Unfortunately, the main house has been vacant and left open to the elements for the last several years.

Thank you for your time and consideration, Sincerely, [REDACTED] Home owner and occupier [REDACTED] Allen ave

Sent from my iPhone

Meleana Searle

From: [REDACTED]
Sent: May 14, 2022 10:03 AM
To: Planning
Subject: 2022-03-DP/2022-04-DV

I live at [REDACTED] 3rd Street, since 1996, and strongly oppose this variance application for the following reasons

1. [REDACTED]
2. Proposal is \$ making scheme in single family dwelling neighborhood. Goes against community character.
3. Neighborhood is quiet, proposal would allow up to 4 separate families living on 1 property which would increase noise level.
4. Proposed plan directly blocks my view of forest and mountains.
5. Proposed plan has kitchen window facing directly into my home, which would rob me of my privacy.
6. I was previously denied a variance permit (not even invited to town meeting, with excuse of wrong email) and had to cut portion of my deck off because it exceeded 41 percent of my property allowance, I feel it would be unfair and possibly preferential if a developer (who unethically acquired property) were approved for 90 percent when a family oriented property owner was denied over 41 on the property right next to it.

These are the most important reasons but I may come up with a few more,,,,,

Please reply to email to acknowledge receipt,,,,,

Gratefully yours,
[REDACTED]

Meleana Searle

To:
Subject: RE: 2727 Allen Ave

-----Original Message-----

From: [REDACTED]
Sent: May 29, 2022 9:41 AM
To: Village of Cumberland <info@cumberland.ca>; Leslie Baird <mayor.baird@cumberland.ca>; Vickey Brown <councillor.brown@cumberland.ca>; Jesse Ketler <councillor.ketler@cumberland.ca>; Gwyn Sproule <councillor.sproule@cumberland.ca>; Sean Sullivan <Councillor.sullivan@cumberland.ca>
Subject: 2727 Allen Ave

Hello Mayor and councilors,

I am writing in regards of the variance request for: 2727 Allan Ave.

This a beautiful piece of property and home bordering an amazing forest that for so many years of it has sat vacant, no homeowner present, no tenants in place for years, with little or no attention to the yard I don't think that this application should be approved based on the "sad story" about how much more feasible it would be to build the new ADU before demolishing the existing vacant home.

I am sure that no one living next door to a house would want a parking lot in the middle of the yard next door. I can't imagine that will be pleasant to have lights shining into your home/yard as the neighbours are starting their car to warm it up/scrap windows in the winter, pulling in late at night. etc. Our lots were not build with that in mind. While I can appreciate the developers/owner idea for parking solution, using the middle of the property for a parking lot doesn't sound like a great idea for the immediate neighbours.

91 % lot coverage is a huge ask. For an ADU that isn't a home to help out family, or a mortgage helper for the family living on the property. This is a for profit development.

If the intent is to allow for a larger home to be built so that the ADU will then comply, where are the plans that show this larger home? What timeline is that going to be? We shouldn't allow for a variance request to be passed based on the Hope and trust that the developer will comply.

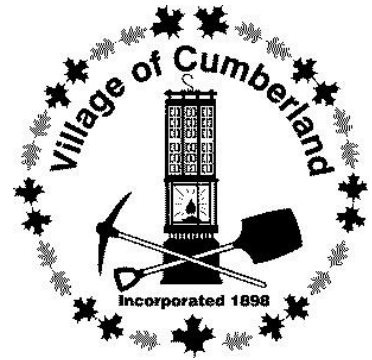
Start from scratch. Allow for proper parking, in the front of the house not a parking lot in the middle of the lot.

I don't live close to this development. I walk by it often, both on the trail below and street level. I just saw the application in the agenda for council tomorrow Monday May 30th. This isn't the kind of development we should be allowing in our village.

My heart goes out to the neighbours, I can't imagine the stress they are under as their forever homes are in jeopardy of no longer being a quiet sanctuary.

[REDACTED]
[REDACTED] Maryport Ave

COUNCIL REPORT



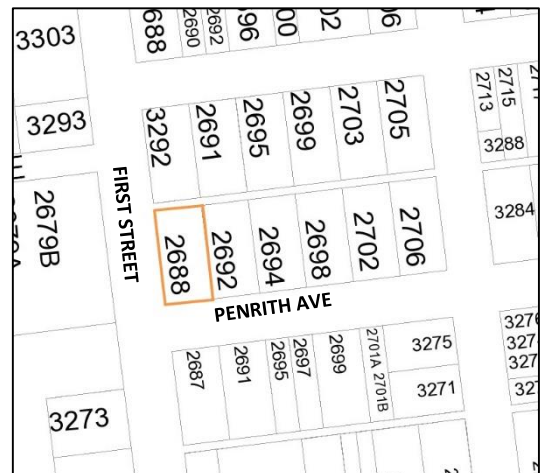
REPORT DATE: 6/7/2022
MEETING DATE: 6/27/2022

File No. 2022-21-DV

TO: Mayor and Councillors
FROM: Meleana Searle, Planner
SUBJECT: Development Variance Permit Application 2688 Penrith Avenue

RECOMMENDATION

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



PURPOSE

The Village has received an application for a development variance permit to vary the minimum required parking spaces for daycare use in the Public Assembly/Institutional Zone (PA-1). The purpose of this report is to request a referral to the next meeting of the Advisory Planning Commission.

BACKGROUND

Proposed Development

The applicant currently runs a provincially licenced, outdoor, group childcare program that uses the Cumberland United Church/Weird Church at 2688 Penrith Avenue as a drop-off and pick-up location. The outdoor daycare accommodates twenty children aged 2.5 years to 5 years old and employs four daycare workers. The applicant would like to transition to using space within the existing building to allow for indoor daycare in addition to the outdoor program. To comply with the Zoning Bylaw the applicant needs to meet the parking requirements for the intended use or pay cash-in-lieu at a cost of \$3,800 per required parking space. The applicant is required to provide five on-site parking spaces. One parking space is proposed on site, and the applicant is requesting that the remaining four be varied.

Official Community Plan

The subject property is designated Institutional. This designation includes non-profit or semi-public use or institutions such as a fire hall, church, library, public or private school or health care facilities within the Village. It is not located within a Development Permit Area.

Zoning Bylaw

The subject property is located in the PA-1 - Public Assembly/Institutional Zone which permits community care facilities, institutional uses and recreational facilities. Parking requirements in PA-1 are based on the proposed use. Daycare facilities require a minimum of 0.75 spaces per employee and 0.075 spaces per child. With twenty children and four employees, the applicant is required to provide five on-site parking spaces and three bicycle stalls.

Village of Cumberland Strategic Priorities

The Village of Cumberland Strategic Priorities guide the Village's corporate management and decision-making. The primary purpose of the Strategic Priorities is to communicate the priorities of Council and the community and to focus and coordinate the resources of the Village of Cumberland Council and staff. The Village of Cumberland seeks to create and improve the social, environmental, and economic assets that support the health and well-being of residents. Creating childcare spaces is one of the healthy community objectives.

ANALYSIS

Land use justification

Best practices for evaluating development variance permit applications typically look for an acceptable land use justification such as:

- i. the ability to use or develop the property is unreasonably constrained or hindered by having to comply with the bylaw requirement;*
- ii. there is a net benefit to the community or immediate area that would be achieved through the variance approval; or,*
- iii. the proposed variance would allow for more efficient and effective use and development of the subject property.*

The applicant has proposed to provide one on-site parking space at the rear of the property and has requested to vary four spaces (Attachment 1 – Draft Development Variance Permit). Varying the required minimum number of on-site parking spaces from five to one would allow for the applicant to offer indoor daycare spaces. A payment of \$3,800.00 per parking space would total \$15,200.00, which is cost prohibitive for the daycare.

The proposed daycare is located in the Cumberland United Church which was built in 1895. The church was not designed to accommodate parking and the heritage nature of the site makes it challenging to provide the required parking spaces.

Additionally, the Community Care and Assisted Living Act requires a daycare licensee to provide at least 6.0m² (64.5ft²) of outdoor play area for each child. The entire outdoor play area must be enclosed in a manner that is suitable for the age and development of the children and will ensure that the children are free of harm. The siting of the existing building and requirement for outdoor play area hinders the applicant's ability to construct more than one on-site parking space.

Varying the required number of on-site parking spaces could be considered a benefit to the community as it allows for additional childcare spaces.

Impacts of the Variance

Where a land use justification for a proposed variance has been demonstrated, the application should then be evaluated based upon the impact(s) (positive or negative) of the variance.

Impact(s) may be classified into the following three general categories:

- i. Aesthetic impact. This includes the impact of the proposed variance on the streetscape, the views from adjacent properties, compatibility with neighbourhood design standards, etc.*
- ii. Functional impact. This includes the impact of the proposed variance on the function of the property for the permitted uses and the potential impact of the variance on the function of adjacent properties, or road right-of-ways.*
- iii. Environmental impact. This includes the impact of the proposed variance on the long-term sustainability of the natural environment or the direct impact on a specific feature of the natural environment.*

Staff do not identify any aesthetic or environmental impacts from the proposed variance. A potential functional impact is traffic congestion at pick-up and drop-off times. The daycare operates Monday-Friday, 7:30am to 5:30pm. As the United Church mainly operates on weekends and evenings there is no conflict for parking spaces.

PUBLIC NOTIFICATION AND CONSULTATION

Pursuant to the requirements of the Village of Cumberland Development Procedures and Fees Bylaw No. 1073, 2018:

1. The Applicant has placed the required signage on site.
2. Village staff prepared a notice of Council consideration of a Development Variance Permit which was mailed to owners and occupants of properties within 75.0 metres on June 2, 2022, meeting the Bylaw minimum of 10 days before Council considers the application.

At the time of this report, staff have not received any correspondence from the public regarding this application.

ALTERNATIVES

1. THAT Council approve 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).
2. THAT Council deny 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).
3. THAT Council request more information before making a decision.

STRATEGIC OBJECTIVE

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

FINANCIAL IMPLICATIONS

None.

OPERATIONAL IMPLICATIONS

The review of development variance permit applications is part of the services provided by Development Services.

CLIMATE CHANGE IMPLICATIONS

The proposed variance does not have an easily quantifiable impact on factors contributing to climate change.

ATTACHMENTS

1. Draft Development Variance Permit 2021-22-DV

CONCURRENCE

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

Respectfully submitted,

M. Searle

Meleana Searle
Planner

M. Mason

Michelle Mason
Acting Chief Administrative Officer



TO: BC Conference Property Development Council United Church of Canada

OF: 2688 Penrith Avenue, Cumberland, BC, V0R 1S0

This Development Variance Permit (2021-21-DV) is issued subject to compliance with all of the bylaws of the Village of Cumberland applicable thereto, except as specifically varied or supplemented by this Permit for the purposes of operating a licensed childcare facility with twenty children aged 2.5 years to 5 years old and four daycare workers. The requirement of 5 onsite parking spaces for this daycare use is reduced by this development variance permit.

1. This Development Variance Permit applies to and only to those lands within the Village of Cumberland described below, and any and all buildings, structures and other development thereon:

Legal Description: LOT 1, BLOCK 4, DISTRICT LOT 21, NELSON DISTRICT, PLAN 522

Folio: 516 00031.000 **PID:** 008-970-513

Civic Address: 2688 Penrith Avenue

2. The land described herein shall be developed strictly in accordance with the following terms and conditions and provisions of this Permit: The Zoning Bylaw No.1076, 2016 is varied as follows:

Part 6 The Parking requirements are reduced to one space for the daycare use at 2688 Penrith Avenue as indicated on Schedule A to this permit.

3. **Security**

None.

4. **Expiry**

Subject to the terms of the Permit, if the Applicant of this Development Variance Permit does not substantially start any construction with respect to which the Permit was issued within 2 years after the date it is issued, the Permit lapses.

5. **Timing and Sequencing of Development**

None.

6. **List of Reports or Plans attached as Schedules**

1. Schedule A – Site Plan

7. **Contaminated Sites Regulation**

This Permit is issued pursuant to the requirements of the *Environmental Management Act*, whereby the Applicant has completed a “Site Declaration” for the subject property.

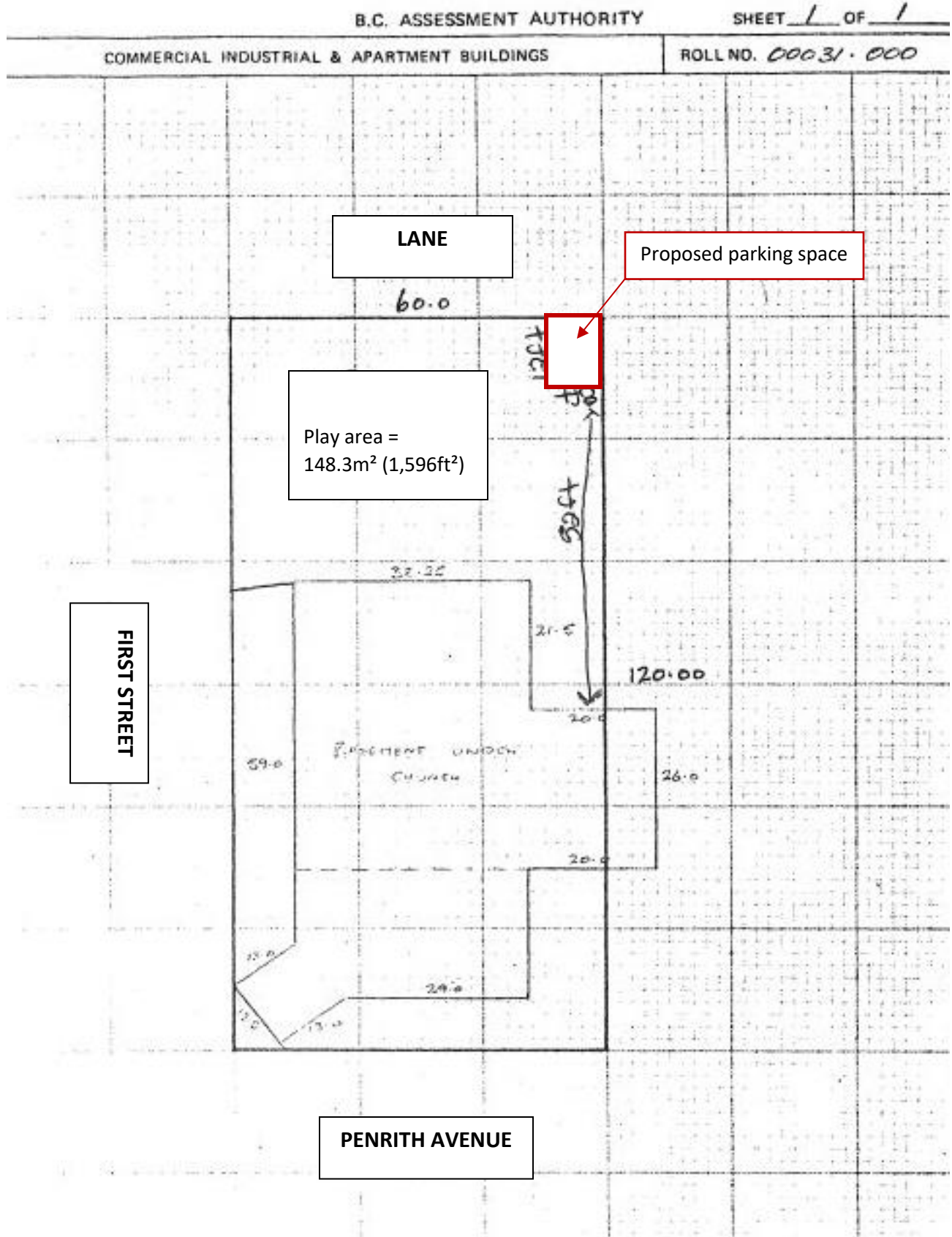
8. This Permit is **not** a Building Permit.

CERTIFIED as the DEVELOPMENT VARIANCE PERMIT approved and issued by resolution of the Council of the Corporation of the Village of Cumberland on _____, 2022.

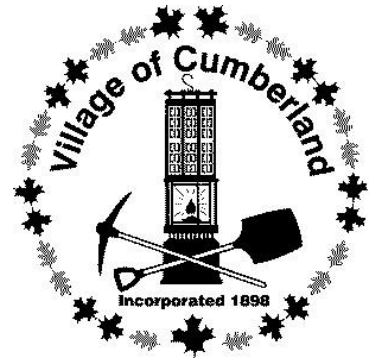
Corporate Officer

DRAFT

Schedule A – Site Plan



COUNCIL REPORT



REPORT DATE: 6/14/2022
MEETING DATE: 6/27/2022

File No. 2022-05-DV

TO: Mayor and Councillors
FROM: Meleana Searle, Planner
SUBJECT: Development Variance Permit Application 4640 Cumberland Road

RECOMMENDATION

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



Subject Property

PURPOSE

The Village has received an application for a development variance permit at 4640 Cumberland Road. The applicant is proposing to vary the side setback on the north-east side of the property from 7.5m (24.6ft) to 3.0m (9.8ft) to accommodate on-site parking and driveway access for a new industrial warehouse building. This application is for a development variance permit only, and a development permit would also be required prior to issuance of a building permit.

PREVIOUS COUNCIL DIRECTION

Date	Resolution
December 9, 2016	THAT Council grant the amendment to the Development Permit (File 2013-01-DP) for property legally described as Lot 1, Section 25, Township 10, Comox District, Plan 35738 (4640 Cumberland Road) granted on June 10, 2013 for the purposes of reducing the development setback to the wetland as recommended by Warren Fleenor, R.P.Bio, in his report dated November 14, 2013 which is shown on the replacement Appendix D to the Development Permit, attached to this report as Schedule C.
June 10, 2013	THAT Council grant the Development Permit (File 2013-01-DP) for property legally described as Lot 1, Section 25, Township 10, Comox District, Plan

	35738 (4640 Cumberland Road) for the purposes of construction of a building containing 6 light industrial rental units and a handicap accessible washroom addition to the existing ATCO trailer. The development will be substantially in the form of the Development Permit with the addition of the words 'of an electrical room' after the words 'additional design' in section 3(a)ii)(2).
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BACKGROUND

Proposed Development

The subject property currently has a 6-unit light industrial warehouse, a building with decks, and outdoor storage. A dance and fitness studio currently operates out of the existing warehouse, and a bike shop out of the building at the front of the lot. The applicant is proposing to build a second industrial warehouse across from the existing warehouse to be occupied by Forbidden Bike Co. To accommodate parking and maintain a single driveway access for vehicular movement, the applicant is proposing to reduce the east side-setback.

Official Community Plan

Pursuant to the Official Community Plan (OCP), the proposed development on the property at 4640 Cumberland Road is subject to two development permit areas (DPAs): DPA #1 - Environmental Protection and DPA #5 – Industrial.

The applicant was granted an Industrial and Environmental Development Permit under the previous OCP (Bylaw No. 786, 2004) in 2013 for the first phase of development. Prior to applying for a building permit for the next phase, the property owner will be required to obtain a new development permit under the current OCP (Bylaw No. 990, 2014).

Zoning Bylaw

The subject property is zoned I-1 – Light Industrial Zone, which permits a variety of light industrial and accessory uses.

ANALYSIS

Land use justification

Best practices for evaluating development variance permit applications typically look for an acceptable land use justification such as:

- i. the ability to use or develop the property is unreasonably constrained or hindered by having to comply with the bylaw requirement;
- ii. there is a net benefit to the community or immediate area that would be achieved through the variance approval; or,
- iii. the proposed variance would allow for more efficient and effective use and development of the subject property.

Reducing the side setback from 7.5m (24.6ft) to 3.0m (9.8ft) allows for more effective use of the property. Creating a central parking area and a single vehicular travel lane between the two buildings simplifies vehicular travel onsite and allows businesses on both sides to share parking. Additionally, mirroring the two buildings emphasizes a 'public realm' by keeping site activity, both

pedestrian and vehicular, central on the property resulting in more opportunity for social interaction

Siting the proposed building to face the centre of the property will allow for building entrances to be prominent and visible from the common access driveway as required in the Industrial Development Permit guidelines.

Impacts of the Variance

Where a land use justification for a proposed variance has been demonstrated, the application should then be evaluated based upon the impact(s) (positive or negative) of the variance.

Impact(s) may be classified into the following three general categories:

- i. Aesthetic impact. This includes the impact of the proposed variance on the streetscape, the views from adjacent properties, compatibility with neighbourhood design standards, etc.
- ii. Functional impact. This includes the impact of the proposed variance on the function of the property for the permitted uses and the potential impact of the variance on the function of adjacent properties, or road right-of-ways.
- iii. Environmental impact. This includes the impact of the proposed variance on the long term sustainability of the natural environment or the direct impact on a specific feature of the natural environment.

Aesthetic impacts would be minimal on the streetscape and adjacent property. The proposed building is set back from Cumberland Road and the adjacent property to the east is zoned I-2 – Heavy Industrial and is used for the storage and sale of landscape supplies such as rock, soil and gravel.

Reducing the side-setback would increase the functionality of the subject property and would not impact the function of adjacent properties or road right-of-ways.

Staff do not identify an environmental impact.

PUBLIC NOTIFICATION AND REFERRALS

Pursuant to the requirements of the Village of Cumberland Development Procedures and Fees Bylaw No. 1073, 2018:

1. The Applicant has placed the required signage on site.
2. Village staff prepared a notice of Council consideration of a Development Variance Permit which was mailed to owners and occupants of properties within 75.0 metres on May 26, 2022, meeting the Bylaw minimum of 10 days before Council considers the application.

At the time of this report, staff have spoken to a couple of residents regarding issues that are not related to the proposed variance but are related to the site or past permits. Staff received one comment via email related to the proposed variance (Attachment 2 – Public Feedback) and a letter of support from Forbidden Bike Company (Attachment 3 – Letter of Support).

ALTERNATIVES

1. THAT Council approve 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).

2. THAT Council deny 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).

STRATEGIC OBJECTIVE

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

FINANCIAL IMPLICATIONS

None.

OPERATIONAL IMPLICATIONS

The review of development variance permit applications is part of the services provided by Development Services.

CLIMATE CHANGE IMPLICATIONS

The proposed subdivision is within an existing industrial node and along an existing corridor. Future climate conditions and their expected impacts shall always be considered in the planning, design, and construction of any new development on the subject property.

ATTACHMENTS

1. 2022-05-DV DRAFT
2. Public Feedback
3. Letter of Support

CONCURRENCE

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

Respectfully submitted,

M. Searle

Meleana Searle
Planner

M. Mason

Michelle Mason
Interim Chief Administrative Officer



TO: 0967098 B.C. LTD.

OF: P.O. Box 336, Lazo, BC V0R 2K0

This Development Variance Permit (2022-05-DV) is issued subject to compliance with all of the bylaws of the Village of Cumberland applicable thereto, except as specifically varied or supplemented by this Permit for the purposes of developing a new industrial warehouse.

1. This Development Variance Permit applies to and only to those lands within the Village of Cumberland described below, and any and all buildings, structures and other development thereon:

Legal Description: Lot 1, Section 25, Township 10, Comox District, Plan 35738

Folio: 516 00820.005 **PID:** 000-351-440

Civic Address: 4640 Cumberland Road

2. The land described herein shall be developed strictly in accordance with the following terms and conditions and provisions of this Permit: The Zoning Bylaw No.1027, 2016 is varied as follows:

Section 10.1, 6). The east side-setback is varied to as close as 3.0 metres as shown on the site plan attached to this permit as Schedule A.

3. **Security**

None.

4. **Expiry**

Subject to the terms of the Permit, if the Applicant of this Development Variance Permit does not substantially start any construction with respect to which the Permit was issued within 2 years after the date it is issued, the Permit lapses.

5. **Timing and Sequencing of Development**

None.

6. **List of Reports or Plans attached as Schedules**

1. Schedule A – Site Plan

7. **Contaminated Sites Regulation** (choose one of the following as applicable)

This Permit is issued pursuant to the requirements of the *Environmental Management Act*, whereby the Applicant has completed a "Site Declaration" for the subject property.

8. This Permit is **not** a Building Permit.

CERTIFIED as the DEVELOPMENT VARIANCE PERMIT approved and issued by resolution of the Council of the Corporation of the Village of Cumberland on June 27, 2022.

Corporate Officer

DRAFT

**VARIANCE APPLICATION SKETCH FOR:
LOT 1 SECTION 25 TOWNSHIP 10 COMOX DISTRICT
PLAN 35738**

DATE: MAY 16th, 2022.

NOTES:

LOT DIMENSIONS AND BEARINGS (IF SHOWN) ARE DERIVED FROM PLAN VIP35738

THIS PLAN WAS PREPARED FOR ARCHITECTURAL DESIGN AND SITE SERVICING PURPOSES, AND IS FOR THE EXCLUSIVE USE OF OUR CLIENT. THE SIGNATORY ACCEPTS NO RESPONSIBILITY OR LIABILITY FOR ANY DAMAGES THAT MAY BE SUFFERED BY A THIRD PARTY AS A RESULT OF REPRODUCTION, TRANSMISSION OR ALTERATION TO THIS DOCUMENT WITHOUT CONSENT OF THE SIGNATORY

OFFSET MEASUREMENTS ARE TO THE SIDING OF BUILDING AND ARE PERPENDICULAR TO PROPERTY LINE

BUILDING OFFSETS SHOWN ON THIS PLAN ARE NOT TO BE USED TO RE-ESTABLISH PROPERTY LINES OR CORNERS



ZONING SETBACKS

PROPOSED BUILDING			
MINIMUM BUILDING SETBACKS			
P/L	EXISTING	PROPOSED	ZONING
FRONT	7.50 M	7.50 M.	ROAD
REAR	7.50 M	7.50 M.	PA-2
SIDE(W)	7.50 M	7.50 M	R-3
SIDE(E)	7.50 M	3.00 M	I-1

NUMBERS IN BLUE INDICATES REQUIRED VARIANCE

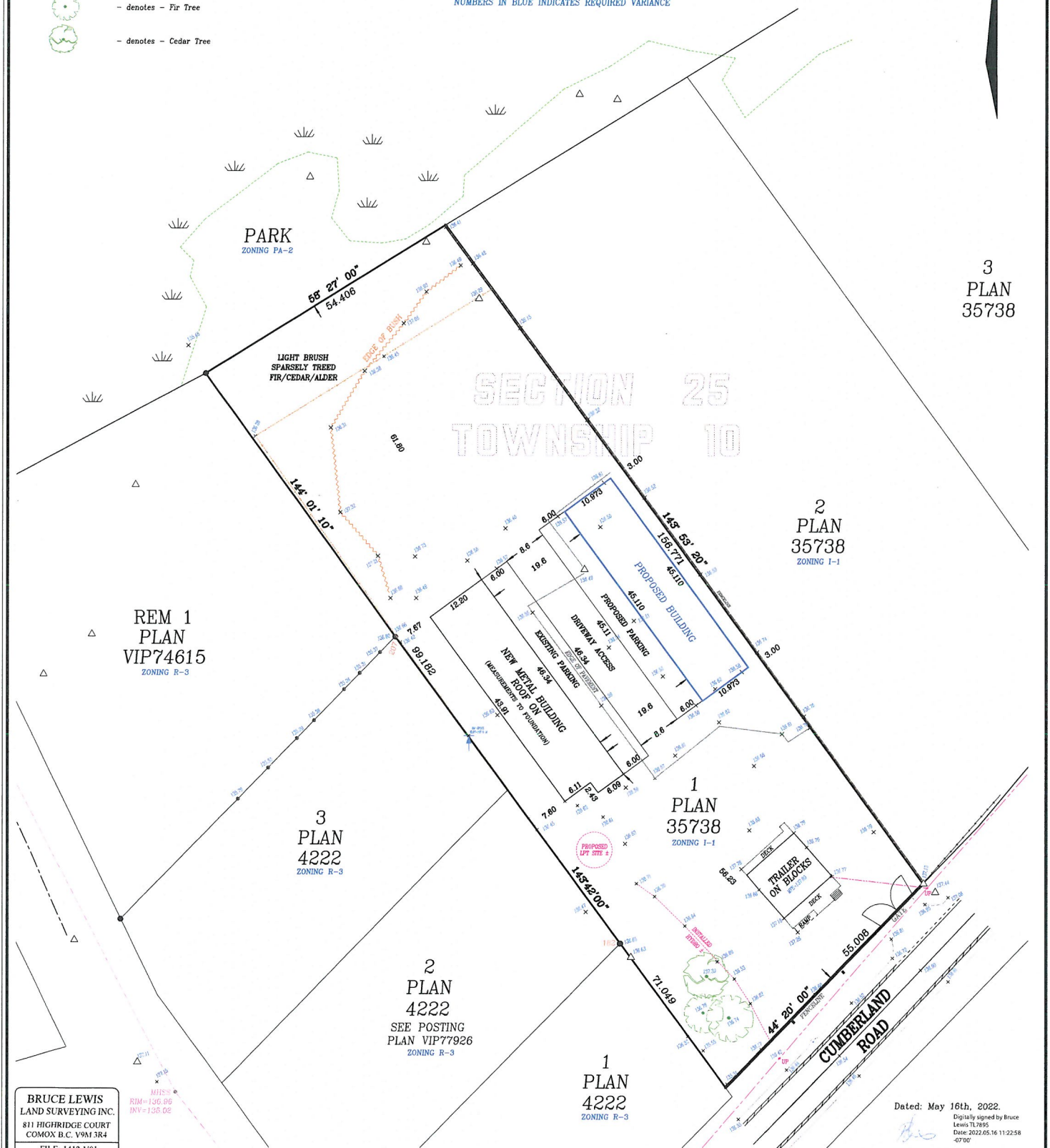
SCALE = 1 : 500



All distances are in metres and decimals thereof unless otherwise stated

LEGEND:

- △ TH - denotes - Traverse Hub
- - denotes - Iron Post found
- - denotes - Spot elevation
- - denotes - Wires
- - denotes - Fir Tree
- - denotes - Cedar Tree



3
PLAN
35738

2
PLAN
35738
ZONING I-1

REM 1
PLAN
VIP74615
ZONING R-3

3
PLAN
4222
ZONING R-3

2
PLAN
4222
SEE POSTING
PLAN VIP77926
ZONING R-3

1
PLAN
35738
ZONING I-1

1
PLAN
4222
ZONING R-3

BRUCE LEWIS
LAND SURVEYING INC.
811 HIGHRIDGE COURT
COMOX B.C. V9M1 3R4
FILE: 1412-V01

Dated: May 16th, 2022.
Digitally signed by Bruce
Lewis TL7895
Date: 2022.05.16 11:22:58
-07'00'

Bruce V. Lewis, BCLS #705

Meleana Searle

From: [REDACTED]
Sent: June 7, 2022 12:29 PM
To: Planning
Subject: Development variance permit for 4640 cumberland rd.

To Village of Cumberland

In regards to the proposed variance changing set back from 7.5m to 3m on property adjacent to 4634; the 4640 property proposed building will need access for fire trucks and maintenance vehicle ect. if downspouts are to be installed and other fixtures, accessories ect... it will shrink the set back even further.

3.75m or 12.3 ft would be accessible for our neighbour and acceptable to us. Considering that the existing building has a set back of 7.5m or (24.6 ft) a 50% reduction is a reasonable compromise while still maintaining safety for an industrial building.

I would also like information on the following items. Where is the form and character of the proposed building? Why is the building at cumberland road not drawn with all the extensions?

Thanks for your consideration in this matter. I look forward to receiving answers to my questions...

[REDACTED]
For Sunny Mountain Enterprises Inc.



March 14, 2022

To whom it may concern,

We are pleased to support [REDACTED] s/0967098 BC LTD application for a variance at 4640 Cumberland Road in Cumberland BC. We are currently commercial tenants at this property and require more space to continue our operations.

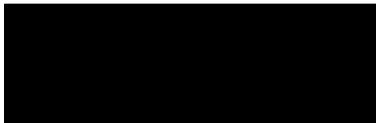
Started in 2018, Forbidden Bike Company is a global mountain bike brand designing and selling bikes that was founded and is currently based in Cumberland. The founder of the company chose this community due to its proximity to the incredible mountain bike trail network and the livability of the area. Since then, we have grown extremely quickly from a company with 3 staff in total, to a team of 10 staff who live and work locally in the Comox Valley and we project to continue to add several more jobs in 2022 alone.

Our operational space requirements have also grown exponentially, and we now require a much larger facility to allow us to bring the bicycle assembly function of our business in-house, as we plan to do the work here. We also plan to grow our local community presence by continuing to offer more bicycle demos, host community events and collaborate regularly with other local businesses to support our neighbors.

We have a strong preference to keep our business based in Cumberland – however, time is of the essence considering our quick growth, and the lack of available commercial lease options is forcing us to consider a move to elsewhere in the Comox Valley. We therefore are hopeful that the application from Jamie Edwards/0967098 BC LTD for this variance will be reviewed and approved in a timely manner so that we can work with him to develop a larger space on the property this year.

If you would like further information about our business and vision for how we can grow and be a part of the community fabric of Cumberland, please do not hesitate to reach out. Thank you for your time and energy in considering this application!

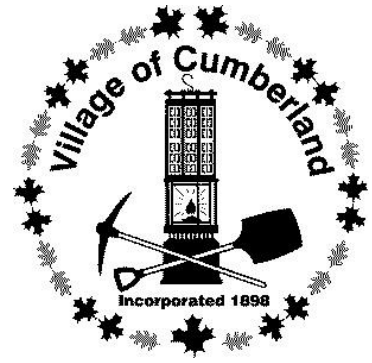
Best regards,



[REDACTED]
General Manager
Forbidden Bike Company



COUNCIL REPORT



REPORT DATE: June 17, 2022
MEETING DATE: June 27, 2022

File No. 1855

TO: Mayor and Councillors
FROM: Paul Nash, Project Coordinator, Liquid Waste Management Planning
SUBJECT: Wastewater Upgrade Project - Application to Gas Tax Strategic Priorities Fund

RECOMMENDATION

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

PURPOSE

The purpose of this report is to

- Inform Council about a new funding opportunity for Phase 2 of the wastewater project
- Seek Council direction to apply to this funding opportunity.

PREVIOUS COUNCIL DIRECTION

Date	Resolution
Feb 14, 2022	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.
Feb 14, 2022	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 \$4,700,000

BACKGROUND

Project Phasing and ICIP funding application

On February 14, 2022, a report was presented to Council to seek additional funding for the wastewater project, through the third intake of the Investing in Canada Infrastructure Program (“ICIP3”). To meet the requirements of this program, the wastewater project was split into two phases, with;

- Phase 1 being all project components that are required immediately, to achieve Permit compliance. Phase 1 is covered by the existing funding from ICIP1 and Green Municipal Fund , and
- Phase 2 being the components that are expected to be required within five years, or are aspirational in nature. This was the subject of the ICIP3 funding application, with the municipal portion coming from reserves and Green Municipal Fund

Table 1. Summary of phase split

Phase 1 (2022-23)	Phase 2 (2023-24)
Headworks Screening	Biochar Media Reed Bed
Lagoon aeration improvement and flow control	Wetland Augmentation
Solids separation and phosphorus removal	Tertiary filtration
Disinfection	MLC Channel infill (seismic upgrade)
Sludge dewatering	Create new, naturalized MLC channel
Operators building, workshop, site security, SCADA, etc	Stormwater wetland & public trails

While the project is being split into two phases, the intention for execution is – if the funding is obtained - to use the same project team for both phases, and start Phase 2 in 2023 while Phase 1 is being completed. This will maximize efficiencies by having a team that is already intimately familiar with the project, and avoid both a new team procurement process and contractor de and re-mobilization. Unfortunately, it also means that costs for the team members that are already hired, the existing project team, are not eligible for ICIP recovery, though all equipment and outside contractors remain eligible.

Full details of the phasing split and cost analysis are contained in the report “Wastewater Upgrade Project, ICIP Grant Funding Application, February 14, 2022”, which is attached to this report for reference.

Gas Tax Funding Opportunity

A new grant funding opportunity has arisen through a new intake of the Gas Tax Strategic Priorities Fund (“SPF”). The SPF is not specifically focused on water and wastewater, but these are included in the eligible project categories.

While this program is administered by the Union of BC Municipalities (“UBCM”) instead of the Province and Infrastructure Canada, the program objectives and application process are very

similar to ICIP3. This means that all the required information to make an application already exists, because of the ICIP3 application made in February.

The current intake for SPF has a \$100M pool, and the maximum funding per project is \$6M, and applications are due by June 30th.

Unlike ICIP3, SPF does not require cost sharing – applications can be for up to 100% of project costs. However, the higher the ask, the lower the likelihood of success, and cost sharing is looked upon favourably. Since Cumberland has already applied to ICIP 3 on a cost sharing basis, and the applications are reviewed by the same Provincial staff, a change to ask for 100% funding could be seen as an unnecessary “cash grab”. Accordingly, it is proposed to apply to SPF on the same cost sharing basis as the ICIP3 application. This will maximise the chances of success.

Informal discussion with the Province have suggested that the ICIP3 funding may get allocated to a small number of large projects, and that the SPF funding is more likely to go to a larger number of smaller projects. The Phase2 project would be a small project in these terms, and so is likely to have a better chance of success with SPF.

SPF Technical Objectives.

SPF has its own set of technical objectives which are broadly similar to ICIP. Since it is the same staff reviewing them, they are already familiar with the Cumberland project and its technical facets. The following table lists the objectives from the SPF funding guide, and the star rating is staff assessment of the rating of the project, where three stars is best.

Table 2. Technical objectives and assessment

How much the project is expected to support the CCBF National Objectives of productivity and the economic growth; a clean environment; and strong cities and communities;	**
The timing of the project and its outcomes;	**
The capacity of the community to undertake, evaluate and document the project, and to operate and maintain it;	***
The degree to which the project develops or supports strategic infrastructure investment decisions or links to sustainability or capital investment plans;	***
The degree to which asset management practices were considered;	**
The degree to which the project uses sustainability principles or leads to sustainable outcomes (e.g., community service demand; resource recovery and environmental protection);	***
The degree to which the project considers climate resilience;	***
The degree the project benefits more than one community or is identified as regional in impact;	**
The size or scale of the project in relation to the size of the community;	*
The degree to which the project reflects inter-jurisdiction cooperation;	*

The degree to which the innovative plan, process, method or technology supports the approach that will be used, and the additional risks associated with using this innovation;	***
The relative benefit of the innovative process, method or technology over existing processes, methods and technologies.	***

The innovative nature of the project, and focus on improved environmental outcomes mean that it scores well across many of the objectives. Given how many get three stars, staff consider this project to be a very strong candidate for funding, as it is for ICIP3.

Revised Funding Ask.

The application for ICIP3 in February used the best information available, and the technical information has not changed. However, there is cost uncertainty and inflation being experienced on Phase 1, as there is with many other projects across the province. The Phase 2 works –with the exception of filtration - are mostly earthworks and do not have a large equipment component.

While the February application included a 30% contingency, it is proposed to add a further 5% to allow for inflationary pressures. This portion would be included in the SPF ask, leaving Cumberland’s commitment to be the same as it was for ICIP3 in February, as shown in Table 3.

Table 3. Revised Costs and Grant Funding Ask (\$M)

	ICIP3 (Feb)	SPF (June)
Total estimated project cost	4.7	4.94
Grant funding portion	2.26	2.50
Cumberland portion (including GMF)	2.44	2.44

ALTERNATIVES

1. Not proceed with any action at this time, and remain with just the ICIP3 application that was been submitted in February.

STRATEGIC OBJECTIVE

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

FINANCIAL IMPLICATIONS

The Village has sufficient reserve funds to fund Council’s chosen option 2 if borrowing is maximized (including future works funded via LWMP borrowing). The debt term would need to be 20 years to be affordable. The annual debt payments would require a parcel charge to property

owners to repay. At the February 14, 2022 meeting, Council chose option 2 which at that point showed a parcel charge of \$189 per person for current works (at 3.08% and does not include future works). Interest rates are increasing which has impacted the expected parcel charge but once we sign the GMF loan agreement, the interest rate will remain constant throughout the 20 year term for the \$4.4m debt. With the increased interest rates (now at 4.25%), the parcel charge for the current works for option 2 is estimated to be \$220 per person.

In addition, staff has removed the estimated parcel tax amount for the future works that was presented to Council in February based on the current fluctuation in interest rates and given the fact that if a grant is approved, then the debt/parcel charge will not be needed. Staff will bring back to Council a new parcel charge analysis for this future works if a grant is not approved.

The original annual parcel charge (for the 2018 referendum) for the capital upgrades for borrowing the total \$4.4m was estimated at \$200.

A final financial implication is that there is a \$1,500 cost for consultant time for preparing and submitting the grant application. This cost is not eligible for recovery if the grant is received. Council approved a budget for ineligible costs in 2021 to be funded from the Sewer and Water Infrastructure Asset Replacement Reserve which will be carried forward to 2022 to be used for these types of ineligible costs.

OPERATIONAL IMPLICATIONS

The operational staff have been involved in the collaborative design phase and will continue to be involved in all stages of both phases of the wastewater project.

The preferred approach from the operations staff is to try to get all the work done as soon as practical. The prospect of breaking the work up into a separate future project will place a further load on the operational staff when the time comes to do that project.

CLIMATE CHANGE IMPLICATIONS

A fundamental goal of the wastewater project, and the LWMP process that led to it, has been to maximise both;

1. Climate Resiliency – ability to maintain operation in the face of extreme summer and winter conditions
2. Environmental protection – by the removal of contaminants
3. Environmental benefit – by maintaining, restoring or improving water conditions and habitat enhancements in MLC and the adjacent wetlands.

The Phase 1 works primarily action (1) and (2) the Phase 2 works action (2) and (3).

The MLC water level control planned as part of Phase 2 – raising present summertime water levels, and reducing them in winter – are specifically intended to maintain a healthy ecosystem in the face of the changing climate. They will maintain freshwater flow in the stormwater ponds and creek, and encourage native plant species to compete with the invasive reed canary grass.

Overall, the Phase 2 project is all about enhancing this local environment after Phase 1 has protected it.

ATTACHMENTS

1. Wastewater Upgrade Project, ICIP Grant Funding Application, February 14, 2022

CONCURRENCE

Michelle Mason, Chief Financial Officer **MM**

Rob Crisfield, Manager of Operations **RC**

Respectfully submitted,

P. Nash

Paul Nash

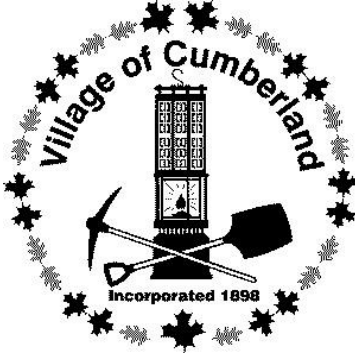
Project Coordinator, Liquid Waste Management Planning

M. Mason

Michelle Mason

Interim Chief Administrative Officer

COUNCIL REPORT



REPORT DATE: February 08, 2022
MEETING DATE: February 14, 2022

TO: Mayor and Councillors
FROM: Paul Nash, Project Coordinator, Liquid Waste Management Planning
SUBJECT: Wastewater Upgrade Project, ICIP Grant Funding Application

RECOMMENDATION

1. THAT Council receive the Wastewater Upgrade Project ICIP Grant Funding Application Report;
2. That Council adopt Option 2 – the integrated project approach – as the preferred grant funding strategy.
3. That Council approve applying for scope change to ICIP1 funding to remove the Reed Bed and Wetland components from the Phase 1 project scope.
4. 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.
5. 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.

PURPOSE

To provide Council with an analysis of the grant funding options for Phase 2 of the wastewater project. If the grant is successful, these options allow for funding of all the Phase 2 scope items.

BACKGROUND

Scope and Cost changes

The original project budget was for \$9.7M, which represents Phase 1 and 2A of planned LWMP works, with Phase 2B, for \$3M, planned for the future. Various project scope changes have been identified during the conceptual design process in 2021, and these were described in the staff report Wastewater Upgrade Project Update, 14 Feb 2021.

The costs for the project now stand at:

- Phase 1 – works required for Permit compliance at \$10M
- Phase 2A – the Reed Bed and Wetland at \$2M
- Phase 2B – Tertiary filtration and Seismic upgrade at \$2.1M
- Phase 2C – Stormwater wetland at \$0.6M

These costs combine to make Phase 2 a \$4.7M project.

Scope change for ICIP Grant Funding

In consideration of the scope and cost increases, discussions were held with the Province about restructuring the project regarding the ICIP funding. The feedback received was that the additional costs of screening and aeration are eligible for inclusion into the original ICIP1 project, as they are effectively a cost increase to an existing scope item.

In special cases, when projects are experiencing increased costs, the grant programs will allow de-scoping of the “nice to have” items, to allow the core project to be completed, and the core outcomes to be achieved. The Reed Bed and Wetland Augmentation components fit into this category, which is why they were not part of the original LWMP “Phase 1” works.

It was suggested that the Reed Bed and Wetland Augmentation can be “de-scoped” from the ICIP funded project, and re-applied for as part of a future grant application. Note that this does not guarantee they will get funded, just that it is allowable to attempt to do so.

The rationale here is that they are not required to achieve compliance with the Permit or Federal regulations, which is the main purpose of the original ICIP project. The new ICIP program (ICIP3) has a much greater focus on additional environmental outcomes beyond regulatory, so the reed bed, wetland and stormwater wetland are all well matched to the intentions of ICIP 3.

A restructured, two phased project then looks as shown in Table 1.

Table 1. Summary of revised phase split (all figures in \$M)

Scope Items		Phase 1 (2022)	Phase 2 (2023+)
Ph.1	Main Lagoon Treatment Works	6.3	
	Lagoon aeration and flow control	2.2	
	Headworks Screening	0.5	
Ph. 2A	Reed Bed & Wetland		2.0
Ph. 2B	Tertiary filtration		1.0
	MLC Channel infill and relocation (seismic upgrade)		0.9
Ph. 2C	Stormwater wetland & public trails		0.5
Owners Costs		1.0	0.3
Total Projected Cost		10.0	4.7

In effect, this split reflects an updated version of the original LWMP phasing, where Phase 1 is the new cost of the minimum works required to achieve Permit compliance, and Phase 2 incorporates what was Ph. 2A and 2B – everything for the aspirational goals and future regulatory needs.

Grant Funding Opportunity

A new grant funding opportunity has become available through a third round of the Investing in Canada Infrastructure Program, Environmental Quality stream, intake 3. It will pay 73.3% of eligible costs and applications close on 23 February 2022. This program (“ICIP3”) is very similar in objectives and requirements as the 2018 round (“ICIP1”).

Of note for this new program is an increased emphasis on:

- the use of naturalized treatment systems
- outcomes that improve climate change adaptation
- outcomes that improve environmental habitat (over and above that achieved by compliance with regulations)

The program guide also specifically includes the current “Cumberland High Performance Wastewater Lagoon Project” as an example project!

It is proposed to apply to ICIP3 to secure additional funding to allow all the Phase 2 scope items to be completed, while minimizing the need for an upfront cash contribution from Cumberland.

Timing considerations

The timing of the ICIP3 announcements will be spring 2023, so no construction on them can begin until then. All the scope items for both ICIP1 and ICIP3 can still be covered by GMF if they are completed by the end of 2023.

Assuming the decision is announced in March 2023, this leaves a construction window of nine months for the Phase 2 works. And to avoid working in the wet months of the fall, the effective construction season is six months. To achieve all the construction work in this short window will require all the design work to be done beforehand, to enable a construction start as soon as possible after the funding announcement. ***This means that a significant portion (3approx. 40%) of the indirect costs are incurred regardless of whether the grant application is successful.*** This creates a risk of design work done, but if the grant is not successful, of nothing being built. However, given that the items would need to be built by 2026, the design work is not wasted.

To make these indirect costs eligible would require Phase 2 to be done as a completely separate project, with a new procurement process for the design engineer, construction manager and project manager, to be started ***after*** the funding decision is announced in spring 2023. This would push the construction to 2024, and the GMF coverage would be lost.

Analysis of the grant funding scenarios and outcomes is complicated by the fact that the if ICIP 3 funding is denied (or not applied for) then the Phase 2B items must still be done by 2026.

In consideration of these factors, there are three major options open to Council, relating to the scope and funding:

- 1. Minimal Project.** Do not pursue grant funding, and create a minimal (current) project by reducing the scope to just Phase 1, for execution in 2022, and pursue Phase 2B in 2024-25
- 2. Integrated Project.** Pursue grant funding for executing Phase 2, in 2023, with the current (Phase 1) project team
- 3. Two Separate Projects.** Pursue grant funding for Phase 2 as a completely separate project, for execution in 2024

Option 1 – Minimal Project

This would give up the aspirational goals achieved by the reed bed and wetland, and represents a significant change in direction for Cumberland. These components were foundational aspects of the GMF funding, and to cancel them would mean cancelling the GMF funding. If these components were not intended to be done in the future, it would also mean amending the Stage 2 LWMP that has been submitted to and approved by the Province.

In the absence of GMF funding, a new borrowing agreement would be done directly with MFA, though this is straightforward, and is still within the existing \$4.4M elector approved borrowing bylaw.

While this option costs the least up front, it also gives up the most.

Option 2 – Integrated project

The concept here is to use the existing (Phase 1) project team to also execute Phase 2, as soon as funding is announced, capturing the maximum efficiency of an already mobilized and project-familiar team. This also gets the work substantially completed in 2023, and no further treatment works projects are required until 2030+.

This option achieves GMF coverage of both phases, with ICIP 1 coverage of Phase 1 and ICIP 3 coverage of most of Phase 2. There is one important exclusion to ICIP 3 coverage – if the existing project team is used to execute Phase 2, the costs for these team members are not eligible as they have “already been tendered” before the funding decision. It would only be the tendered construction costs (the Work Packages) that would be eligible for 73% recovery under ICIP 3.

Also, the design work for Phase 2 will need to be done in 2022, to allow a construction start as soon as the funding is announced in spring 2023. This brings the risk that, if funding is denied, money has been spent on the design of things (phase 2B items) that may not get built until 2025, or, in the case of 2A and 2C, may not get built at all.

By using the existing project team, it is the most efficient execution of Phase 2, and has the highest chance of getting grant funding. It also carries the highest cost if grant funding is denied.

Option 3 – Two Separate Projects

This option allows Phase 1 to be completed and “let the dust settle” before doing Phase 2. It will require a completely new procurement process for the project team, and the construction work itself. In doing so, all the phase 2 costs become eligible for ICIP 3 coverage. The procurement process, and the familiarization of a new project team is considered to effectively add \$0.5M to the project, though this cost itself is eligible.

In effect, Option 3 is the least efficient way to do the second phase, but the costs of this inefficiency are covered. Because it costs more and is less efficient, it is considered to have a lesser chance of getting grant funding than Option 2, but there is also no sunk cost if the grant funding is denied.

In consideration of these factors, the scope structure for the three options is as shown in Table 2. Note that the Direct Costs include a 30% contingency.

Table 2. Summary of cost and phase split for grant funding option (all figures in \$M)

Scope Items		Phase 1 (2022, ICIP1)	Option 2, Phase 2 indirect costs (ICIP3 ineligible **)	Option 2, Phase 2 Direct Costs (ICIP3 eligible)	Option 3 All costs ICIP 3 eligible
Ph.1	Main Lagoon Treatment Works	6.3			
	Lagoon aeration and flow control	2.2			
	Headworks Screening	0.5			
Ph.2A	Reed Bed & Wetland		0.6	1.4	2.0
Ph.2B	Tertiary filtration		0.3	0.7	1.0
	MLC Channel infill and relocation		0.3	0.6	0.9
Ph.2C	Stormwater wetland & public trails		0.1	0.4	0.5
Owners Costs		1.0	0.3		0.8
Total Projected Cost		10.0	1.6	3.1	5.2
ICIP 3 funding (73%)		7.113	0	2.26	3.81
VoC share of Phase 2				2.44	1.39

* **Of note for Option 2 is that even though the Phase 2 indirect costs are not eligible for ICIP3, they are still eligible for GMF.

For each of options 2 and 3, there are two possible outcomes – grant funding received, or denied. Combined with Option 1 there are five possible outcomes, as laid out in Table 3.

Table 3. Summary of grant funding outcomes (all figures in \$M)

Option	1	2		3	
GMF Strategy	Give Up	Retain		Give Up	
ICIP3 Result	Not applied for	Received	Denied	Received	Denied
Phases Built 2022-23	Ph.1 only	1, 2A,B,C	1, 2A	1, 2A,B,C	1
Initial Built Cost	10	14.7	12	15.2	10
Sunk Cost if ICIP 3 Denied			0.7		0
Total Incurred cost 2022-23	10	14.7	12.7	15.2	10
ICIP1 Grant	7.11	7.11	7.11	7.11	7.11
ICIP3 Grant	0	2.26	0	3.81	0
GMF Grant	No	0.66	0.66	No	No
Loan (GMF or MFA)	2.89	4.40	4.40	4.28	2.89
VoC Reserves in 2023	0	0.27	0.53	0	0
Interest Rate	3.08%	3.08%	3.08%	3.08%	3.08%
Loan interest (20yr)	1.2	1.8	1.8	1.79	1.2
Total VoC obligation for initial project	4.09	6.47	6.73	6.07	4.09
Future works (2025-26)	Ph. 2B	None	Ph. 2B	Ph. 2B	Ph. 2B
Future works cost (2022 cost +30%)	2.18**	0	2.18**	0	2.18**
Total VoC obligation incl. future works	6.27	6.47	8.91	6.07	6.27

Analysis of Options

The “Total VoC obligation including future works” is relatively similar for all the options, but the benefits achieved for this cost are different, depending on whether the grant is received or denied.

Option 1 is clearly the minimalist option, but represents a significant step back from the aspirational goals developed in the 2018 LWMP.

Option 2 gives the best and fastest result, if the grant is successful, but also the most VoC cost if it is denied.

Option 3 achieves a project separation, but incurs greater cost for the project separation, and is a 50% greater ask of ICIP3 for the same scope as Option 2. It is a less efficient execution, but seeks more grant funding to cover the inefficiency which may reduce our chances of approval.

From a grant funding evaluation point of view, Option 2 offers the same results as Option 3 but for only 60% of the grant funding amount. ***Option 2 is much better value per grant dollar and has the highest chance of being successful, but carries the greatest downside cost if unsuccessful.***

Any future works required if grant funding is not successful will need to be funded separately from the current project. This will require future borrowing and a new borrowing authorization for a second project. Borrowing authority for works in 2026 or later would come from the completed LWMP. There may also be some future grant funding available.

Despite the downside risk of Option 2, this is the preferred option from staff. It honors both the intended LWMP scope and the GMF funding, and seeks to get both phases executed in the most time and cost efficient manner.

The other Option 2 outcome of grant denied, but committing to the reed bed and wetland, leads to the highest cost to Cumberland, but still achieves almost all the environmental and social outcomes that were envisaged in the LWMP.

STRATEGIC OBJECTIVE

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

FINANCIAL IMPLICATIONS

The Village has sufficient reserve funds to fund all three options if borrowing is maximized (including future works funded via LWMP borrowing). The debt term would need to be 20 years to be affordable. The annual debt payments would require a parcel charge to property owners to repay. Table 4 below outlines what the annual parcel charge would need to be for each option. As we progress through the 20 year debt term, interest rates may fluctuate for option 1 (through MFA) upon refinancing but not for options 2 and 3 through GMF. In addition, the number of parcels paying the charge will increase with growth. Both variables are unknown at this point and are not included in the estimates. Any reserve balances available at the time of converting the interim construction debt to long-term debt, could reduce the total debt required but that is unknown at this point. The original annual parcel charge (for the 2018 referendum) for the capital upgrades for borrowing the total \$4.4m were estimated at \$200. The Village has been increasing utility fees to cover the operating costs for the upgrades since 2018. The 10% increase to these costs will be brought in by the end of 2023 when the treatment works are operational.

Table 4. Summary of parcel tax implications

Options	Annual Debt Pmt	Number of Parcels	Annual Parcel Charge	Future Works Annual Debt Pmt (10 yr term)	Future Works Annual Parcel Charge	Total Parcel Charge
Option 1	\$205,000	1650	\$124	\$26,000	\$16	\$140
Option 2, with grant	\$312,145	1650	\$189	\$0	\$0	\$189
Option 2, no grant	\$312,145	1650	\$189	\$26,000	\$15	\$204
Option 3, with grant	\$303,632	1650	\$184	\$0	\$0	\$184
Option 3, no grant	\$205,000	1650	\$124	\$26,000	\$16	\$140

While the parcel charge is significantly lower for Option 1 and Option 3-no grant, it should be noted that these options do not include the environmentally enhancing scope items of the Reed Bed, Wetland Augmentation and the Stormwater Wetland.

The Province has confirmed that GMF funds can be used to provide for the municipal portion (26.67%) of the project.

A final financial implication is that there is a \$3,000 cost for consultant time for preparing and submitting the grant application. This cost is not eligible for recovery if the grant is received. Council approved a budget for ineligible costs in 2021 to be funded from the Sewer and Water Infrastructure Asset Replacement Reserve which will be carried forward to 2022 to be used for these types of ineligible costs.

OPERATIONAL IMPLICATIONS

The operational staff have been involved in the collaborative design phase and will continue to be involved in all stages of the project.

The preferred approach from the operations staff is Option 2, to try to get all the work done as soon as practical. The prospect of breaking the work up into a separate future project will place a further load on the operational staff when the time comes to do that project.

ATTACHMENTS

Hyperlink to ICIP3 Program Guide:
<https://www2.gov.bc.ca/gov/content/transportation/funding-engagement-permits/funding-grants/investing-in-canada-infrastructure-program/green-infrastructure/environmental-quality>

CONCURRENCE

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

Respectfully submitted,

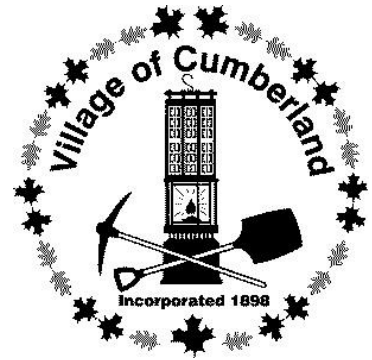
P. Nash

Paul Nash
Liquid Waste Management Planning Coordinator

C. Postings

Clayton Postings
Chief Administrative Officer

COUNCIL REPORT



REPORT DATE: June 22, 2022
MEETING DATE: June 27, 2022

File No.

TO: Mayor and Councillors
FROM: Kaelin Chambers, Economic Development Officer
SUBJECT: Cumberland Business Association THRIVE Grant Update

RECOMMENDATION

- i. THAT Council receive the Cumberland Business Association (CBA) THRIVE Grant Update report.
- ii. THAT Council approve the scope of the CBA's THRIVE Grant Project as described in the Council Report dated June 22, 2022
- iii. AND THAT Council direct staff to work with the CBA in THRIVE project implementation, including development of an operational agreement, and authorize the CAO to execute the agreement.

PURPOSE

The purpose of this report is to provide additional detail on the revised scope of the CBAs THRIVE Grant Project and seek council's direction for staff to support the implementation of the Project.

PREVIOUS COUNCIL DIRECTION

Date	Resolution
October 2021	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.
September 2021	THAT Council receive the correspondence from the Cumberland Business Association.
	THAT Council provides a letter of support for the Cumberland Business Association's (CBA) application to the THRIVE Beautification Grant, the Comox Valley Community Enrichment Grant, and THAT Council direct staff to bring back further details on the Cumberland Business Association grant application and/or project plans for Council review and/or input

BACKGROUND

In October 2021, the Cumberland Business Association applied for project funding under the Island Coastal Economic Trust (ICET) THRIVE Beautification Grant to contribute to the attraction of Cumberland's Dunsmuir core. In November, the CBA was notified that it had been awarded \$50,000 towards the Project.

At the time of submission, the CBA presented the Project (Rooted in Place) to Council and identified the Project's goal of enticing and retaining visitors (and locals) to the downtown core by creating cultural and/or artistic features for the interest and enjoyment of locals and visitors alike. Whereas the CBA was able to articulate and provide a conceptual description of the Project, at the time of presentation to Council specific details on the Project design were not yet available.

In providing their general support for the Project, Council subsequently requested further detail of the Project, as well as an opportunity for council and staff to review and discuss how the Project may be implemented. These details are provided below.

To address a challenging schedule and capacity constraints, the CBA has since modified their Project plans. As currently designed, the Project intends to create a central gathering place in the form of dynamically painted sidewalks and public rest areas at the four corners of Dunsmuir Ave and Second Street.

The four corners will include large mural paintings, inspired by surrounding natural elements, and created by local artists. The CBA will also utilize the Village's sidewalk patio permits to create small 'parklet' or rest areas on Second St. Flags and lights will further adorn the intersection, helping create an inviting ambiance year-round.

The previous project scope also proposed to include a unique sculpture, locally made and designed by a local artist and metal worker featuring multiple bikes stripped and welded together with an interactive pedal and auditory sounds. Although this feature is not included in the updated project plans, it is still under review and could be incorporated within the final implementation scope. Staff will continue to work with the CBA on if/how best to include this feature.

Sidewalk Painting

The CBA has engaged four local artists to each design and paint an area of sidewalk at the four corners of Dunsmuir and Second Street. Respecting that these areas will be subject to the elements, through both pedestrian use and weather, the sidewalk paint will use solid colours. This will aid in the long-term maintenance and upkeep.

The Village has an existing street art policy (Street Art Policy - Street Painting No. 11.4) with the intended primary purpose of supporting street painting projects to "facilitate community building within a neighbourhood". While the purpose of the policy is for neighbourhood street painting, staff intend to follow it while working with the CBA to implement the project, where applicable.

Murals

The selected artists will also create more detailed murals on metal panels that can/will be located on the adjacent buildings. Respecting that two of the buildings located at the corners of Dunsmuir and Second are likely to undergo redevelopment and/or improvement, the mural paintings can be relocated as needed. The design of the murals will focus on the key elements of heritage and natural flora/fauna.

The colour palette for the sidewalk painting and mural works is provided in Attachment 1.

In review of this project component, Village staff have acknowledged the need for an agreement between the Village and CBA to ensure that the sidewalk paint is maintained and that potential slip/fall hazards are mitigated. Staff recommend that development and execution of this operational agreement with the CBA be delegated to staff.

Staff have also recommended that the CBA engage an accessibility advisor to ensure their designs meet accessibility safety standards.

Parklet / Rest Area

As noted, the CBA has proposed to create small parklets or rest areas for use by the public. Utilizing the Village's sidewalk patio permitting process, these areas will be in the parking areas on Second Street adjacent to Dunsmuir Ave.

As proposed, the CBA will install tents in these areas to provide shade throughout the summer. The tents will also house tables as seating area providing an opportunity to rest and/or eat. The rest areas will also be adorned with LED lights, adding additional ambiance (and safety) in the area. A good example of this type of amenity was experienced last summer via the 'Moon's Records' tent which was implemented on behalf of the CBA.

In review, Village Staff have acknowledged that the Sidewalk Patio Permit process will address the CBAs request/needs, as well as provide some additional protection through the installation of concrete barriers by the Village.

Public Statue / Structure

The CBA has engaged a local artist known to construct a statue/structure acknowledging the role of bicycling in the community.

Staff have expressed their preliminary support for the concept, dependent on its design and feasibility given project delays, and will continue to discuss/explore opportunities to include such a feature within the final implementation scope.

Street Flags and Lights

The CBA has proposed to string the traditional red and blue pennant flags across the intersection at Second and Dunsmuir with the intention of drawing public attention to this quieter portion of Dunsmuir Ave.

As the pennants are already a common feature in the Village, staff have found/expressed no concerns with this proposed part of the Project. As the CBA proposal does not identify how the flags will be installed and/or maintained, Village staff have included this for future discussion. However, staff would be amenable to providing in-kind support to these efforts and including these works within the operations departments existing work plans.

Summary

Overall, staff are of the view that the revised scope of the CBA THRIVE Project will provide much benefit to the community and needed revitalization to the downtown core. Likewise, all proposed works and activities can be supported by the Village through existing policies and practices and staff are happy to support these efforts.

A schedule of planned works and activities will be provided by the CBA, although the Project is anticipated to be completed over the summer/early fall with complete project unveiling planned

for September. Some elements, such as the rest areas and sidewalk paint will be implemented more immediately, other items, such as the interactive structure/statue, may require further planning.

As previously mentioned, staff are also in support of entering into an agreement with the CBA to ensure the Project, and public safety, is maintained in the long-term. Likewise, this agreement can also provide a means for the Village and CBA to collaborate on similar initiatives and/or opportunities.

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 may be financial implications for the Village in the form of in-kind works and/or support in the installation and maintenance of the Project.

Based on the current project scope, staff anticipate minimal in-kind support being required beyond the loan of a power washer, and support in hanging the flag pennants, which is already within current workplans. Other activities, such as the installation of the rest areas, are covered under previously allocated Restart funding in support of patio permitting fees.

OPERATIONAL IMPLICATIONS

Supporting this project is included within the existing workplans of the Economic Development Officer. However, there may be minor operational implications for the Village in the form of in-kind works and/or support in the installation and maintenance of the Project.

ATTACHMENTS

1. CBA THRIVE Project Colour Palette

CONCURRENCE

Kevin McPhedran, Interim Deputy CAO *KM*

Respectfully submitted,

K. Chambers

Kaelin Chambers
Economic Development Officer

M. Mason

Michelle Mason
Interim Chief Administrative Officer

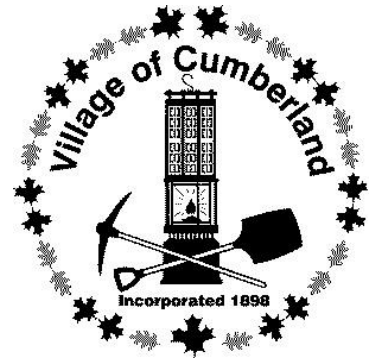
Look at the Bright Side 0858	Yellow Lupine 0808	Quintessentia 0059	Beeswax Candle 0991	Bush Buck 0141
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Can Can 1131	Sweet Baby Rose 1067	Dainty Debutante 0056	Purple Haze 1255
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Science Experiment 0781	Wildness Mint 0724	Green Glow 0788	Aquamarine Ocean 0715	Pleasant Stream 0682	Lasting Thoughts 0659	Skylla 0640
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Elusive White 0002	Silent Sea 0515
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COUNCIL REPORT



REPORT DATE: June 17, 2022
MEETING DATE: June 27, 2022

File No. 1855

TO: Mayor and Councillors
FROM: Michelle Mason, Interim CAO
SUBJECT: COVID-19 Restart Funding

RECOMMENDATION

- i. THAT Council receives the COVID-19 Restart Funding report.
- ii. THAT Council allocates 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
 - Up to a maximum of \$10,000 contribution to Cumberland Community School Society Food Share Program Storage Solution

PURPOSE

The purpose of this report is to provide Council with an overview of the use of the Village's restart funding to date and to present further detail on opportunities/initiatives identified by Council and/or staff through previous Restart reports and discussions.

PREVIOUS COUNCIL DIRECTION

Date	Resolution
February 28, 2022	<p>THAT Council allocates COVID-19 Restart Funding towards the following projects:</p> <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, • \$2,500 for the Summer Weekend Waste Collection Service, • \$8,500 for the installation of operations and meeting room screens and conference equipment. • \$8,000 for a GPS unit for collecting operational data
November 8, 2021	<p>THAT Council allocates Restart Funding towards the following initiatives</p> <ul style="list-style-type: none"> • \$60,000 towards the Office Phase 3 Renovations. • \$34,000 towards the construction of the Fire Hall Emergency Generator Pad. • \$25,000 towards increased bylaw services for 2022. • \$7,000 towards Council Meeting Software. • \$6,500 towards Recreation Facilities Water/Filling Stations. • \$3,000 towards the 2022 Summer Series in the Park. • \$2,500 to the Inclusion and Accessibility Committee to undertake a public event to promote social equity and inclusion in the Village. <p>THAT Council consider establishing a one-time (2022) Restart Grant Program, and direct staff to present a program framework for Council's consideration; AND THAT Council allocates \$40,000 in Restart Funding for use within the 2022 Restart Grant Program. (the total funds that Council actually allocated for this program was \$41,336)</p>
September 27, 2021	<p>THAT Council receive the Proposed Development of a Recreation, Arts and 2021 Cultural Master Plan report.</p> <p>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.</p> <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 Aid Program.</p>

July 26, 2021	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.
May 10, 2021	<p>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.</p> <p>THAT Council allocates \$2,500 in Restart Funding towards additional janitorial services.</p> <p>THAT Council allocates \$20,000 in Restart Funding towards increased COVID-19 related bylaw services.</p> <p>THAT Council allocates \$20,000 in Restart Funding to support downtown improvements, including the expansion of public walkways and/or safety barriers for patio areas.</p> <p>THAT Council allocates \$20,000 in Restart Funding towards the installation of Village wayfinding signage: 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 wayfinding signage.</p> <p>THAT Council allocates \$5,000 in Restart Funding towards the installation pedestrian safety signage and/or speed signs/indicators.</p> <p>THAT Council recommend staff work with the Cumberland Business Association in addressing the requests/recommendations outlined in their letter to Council on April 15, 2021, as well as those overlapping interests identified within the COVID-19 Restart Funding report.</p> <p>THAT Council waive all 2021 permit application fees for a Sidewalk Cafe Permit and/or refund those permitting fees already paid for a 2021 Sidewalk Café Permit as a special 2021 COVID recovery initiatives in support of all local businesses.</p>
April 12, 2021	<p>THAT Council allocates COVID-19 Restart funding through funding agreements to the following organizations:</p> <ul style="list-style-type: none"> * \$35,000 to the Cumberland Community School Society for the Food Share Program, * \$5,400 to the Comox Valley Farmers' Market for the Food Coupon Program, * \$10,000 to the Cumberland Business Association for continued start up and 2021 Operating Funding.
March 8, 2021	THAT Council approves \$223,500 for the Information Technology and Fire Hall generator expenditures to be funded through the general financial stabilization reserve - COVID-19 Restart Funds and direct staff to amend the adopted 2021-2026 Financial Plan bylaw to reflect this expenditure.
December 14, 2020	<p>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.</p> <p>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.</p>

	<p>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.</p>
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- * A further \$32,000 was also allocated towards a Fire & Emergency Service Review, including an allocation to increase to Deputy Fire Chief hours for COVID recovery support.
- * In December 2021, Council also directed \$13,000 in Restart Funding for the Village to participate (via one year contract) within the Comox Valley Regional Districts newly established Regional Tourism Visitor and Destination Marketing Service.

BACKGROUND

Staff have been working through the initiatives that Council has previously allocated COVID-19 restart funds towards. The majority of the projects / initiatives are complete or are expected to be completed by the end of summer and some by the end of the year with the exception of the in-ground garbage receptacles. Due to a feasibility analysis, it has been determined that this type of garbage receptacle is not currently operationally feasible in Cumberland parks; however, staff expect that larger wildlife proof receptacles can be purchased with these funds and achieve the same operational needs.

Staff continue to assess the Village's operational needs/challenges during the onset of COVID-19. Below is information and justifications for further recommended COVID restart fund use.

A. Village Operations

Workstation in Operations Facility (old fire hall)

A workstation in the operations facility would benefit Public Works operations to ensure a safe segregated workspace is provided for any training or administrative support needs. The workstation would allow for temporary uses as well as any future staffing needs that may be required for the operations administration. It is expected that this station can be transferred to the future Operations facility.

Concept Plan for Future Operations Facility

The current Operations facility is only a temporary solution to ensure safe and segregated workspaces for operations. The mechanic shop should not be below the municipal office due to the work that can affect the office above as well as the work yard is at capacity. The Village needs to expand its fleet to further allow for employee segregation as well as provide capacity for current service levels. While staff believe that the current space is relatively safe for a similar outbreak such as COVID-19, planning needs to take place to develop a concept plan for a new facility that would be safe during any future outbreaks with expected capacity increases. In addition there are other regulatory requirements that are not being met with this current location.

Development Modernization Project Information Technology Solutions

Adopting a digital database for development applications and related property information will provide needed tools for staff to more effectively work remotely. It will also allow information on active development applications to be linked to the GIS and made available to the public online. This work was originally part of the \$229,960 grant received through the UBCM Local Government Development Approvals Program. Shifting the information technology component of that project to the Restart Funding program will allow for additional Modernization work to be completed, as outlined in the May 25, 2022 Recommendations Report. The Recommendations Report

highlighted the extent of process improvements that could be implemented more efficiently with the development of a more robust process than what was previously expected.

Records Management and Retention Policies and Laptop Workstations

The Village moved to remote work for most employees during COVID and have kept this program as it is one of the most effective ways to keep staff and visitors safe during COVID type outbreaks.

To support remote work with legislative requirements, the Village will need to develop records scanning and retention policies.

Staff are recommending five new laptop purchases with workstation accessories that would replace current employee desktop computers. This would allow employees to work remotely without having to use personal computers at home which would provide additional security to the Village IT infrastructure as well as add efficiencies for employees working at home. This would also be a better way to replace older desktop computer that are ready for replacement.

Janitorial Equipment, Facility and Recreation Updates

One of the main concerns during COVID was ensuring that there was adequate janitorial supplies and equipment to safeguard staff and visitors. There are some remaining items that would provide additional confidence in this area such as new broom, mop and vacuum systems, a separate janitor sink in Moncrief Hall and floor machines. In addition, staff had to purchase air purifiers for the municipal office during COVID that should be funded through these funds.

During the 2020 tax season, due to the expected volume, the Recreation Centre gym was used to collect in person property tax payments to allow payers to be safely spaced from each other. Also, recreation programs, when allowed under provincial regulations, fit well in the large gym. During these times, it was determined that the lighting in the gym needs to be updated to a new LED lighting system as the older system is inadequate for frequent use and very expensive to maintain due to obsolete lighting equipment. Staff expect to apply and receive funds through a BC Hydro program to fund a portion of these upgrades but recommend COVID restart funds be used for the rest of the required funds.

During COVID, one of the harder hit municipal services was Recreation. Scanner membership hardware could mitigate any future challenges caused by a breakout similar to COVID because members could scan their membership cards themselves without the use of staff which would limit interactions between staff and customers. This hardware will also enable the Village to more easily participate in regional low-income access programs.

Speed Flasher Units and Lake Park Digital Sign

During COVID, the outdoor use of residents and visitors increased significantly as it became clear to everyone that outdoor spaces were safer during the pandemic. This created an increase to visitors travelling into Cumberland to use our outdoor recreation and spaces which has continued to increase. With the added traffic, speed became an issue and staff, with the help of ICBC, purchased two speed flasher units which helped drivers become aware of their speed and slowed them down. Both units were placed on Cumberland Road coming into Cumberland and leaving Cumberland. However, these units have been vandalized and stolen and need to be replaced and also staff recommend another unit be purchased for the Kendal Road area. Staff have plans to ensure that the replacements will not be easy to vandal or steal.

Another pressure that the Village is experiencing from the increase in visitors is the parking at the Cumberland Lake Park. The parking at the lake was already at capacity before COVID and COVID has pushed the parking past its capacity. Council has allocated some of the funds towards a Community Patrol temporary position for the summers of 2021 and 2022. This position proved to be successful with educating vehicle owners regarding their parking at the lake. A sign located at Sutton Road and Dunsmuir Avenue informing Lake Park visitors when the parking lot is full and other weather warning worked well in the summer of 2021. Staff is recommending a digital sign that can be updated remotely for Lake Park parking lot and weather information again for 2022.

Lost Interest Revenues

Interest rates plummeted during 2020 and 2021 due to COVID and just started to recover in 2022. The lost interest for all Cumberland funds between 2020 and 2021 is estimated to be \$380k (based on 2019 pre COVID interest earned). These revenues can be recovered through the COVID restart funds. However, the restart funds have primarily been used for initiatives that staff believe will provide sustainability for the Village in the event of a possible future outbreak or similar emergency. The province advanced \$1,180,000 for the Child Care Spaces project, the Village transferred those funds to the School District in January 2022. Now that the school district is starting to use those funds to build the child care facility, staff will transfer the interest earned on those funds which total \$8,826.67. However, based on interest earned in 2019, staff estimates that the interest on those funds to be transferred to the school district should have been just over \$19k and therefore the lost interest on those funds is \$10,500. Staff recommend using COVID restart funds to supplement that lost revenue. Once all of the COVID related initiatives have been completed, staff will come back to Council to recommend any restart funds left over at that point be used to recover some of the remaining lost interest revenue.

B. Community Restart Grants

In addition to other not-for-profit organizations that have been supporting COVID recovery in Cumberland, the Village has been supporting the Cumberland Community Schools Society (CCSS) Food Share program with COVID restart funds. During this time staff have become aware of an issue that the program is having with adequate space with a safe access to store the donated food. To alleviate this challenge in the short term, staff recommend that Council contribute up to a maximum of \$10,000 from the restart funds to CCSS for a storage solution.

ALTERNATIVES

1. Alternate funding options could be to utilize funds from another Village reserve or carry forward funds.
2. Council may only approve selected initiatives.
3. Not proceed with any action at this time.

STRATEGIC OBJECTIVE

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

FINANCIAL IMPLICATIONS

The Village received \$1,312,000 for COVID-19 restart funds. To date, Council has directed approximately \$1,219,561 in restart funding towards recent activities and initiatives as outlined in the previous Council direction. Staff estimates interest earned on the funds to be \$19,030. In addition, staff estimates budgetary savings on previous initiatives to be \$60,903 (mostly IT/community patrol). As a result, there is a remaining \$172,372 in available funding.

The following activities/initiatives presented below with descriptions/justifications provided above have been identified as existing needs and are currently not identified within the Village’s financial plan. Where possible, staff have researched/reviewed the requirements of each initiative, and proposed costs are based on current quotes. Should Council choose to allocate Restart Funding towards all the initiatives presented below, it would result in a further allocation of \$166,850.

The following table provides an overview of those proposed initiatives brought forward for Council’s consideration.

Activity/Initiative	Cost
Workstation in Operations Facility (old fire hall)	\$5,000
Concept Plan for Future Operations Facility in a new location	\$12,000
Development Modernization Project Information Technology Solutions	\$80,000
Records Management and Retention Policies	\$5,000
Laptop Workstations	\$10,000
Janitorial Equipment	\$8,800
Municipal Office Air Purifiers	\$2,200
Recreation Centre Gym Lighting System Upgrade	\$9,200
Recreation Scanner Membership Hardware	\$2,600
Speed Flasher Units	\$8,300
Lake Park Digital Sign	\$3,250
Lost Interest Revenues on Child Care Facility grant advance	\$10,500
Cumberland Community School Society Food Share Program Food Storage Solution	\$10,000
	\$166,850

OPERATIONAL IMPLICATIONS

Those projects identified above are not currently prioritized in staff’s work plans and may require additional resources for staff to effectively implement. Further information on project costs, including staff capacity/means to undertake the work may be included in future reporting. The

management team develops the initiatives that address COVID impacts and recovery as part of a multi-phase process and this has been taking place since the fall of 2020.

CLIMATE CHANGE IMPLICATIONS

There will be a reduction in energy consumption with the Recreation Centre gym lighting system upgrade to LED lighting with green house gas reduction. With vehicle travel savings, the digital Lake Park parking lot information sign will likely result in some green house gas reduction. Many of the previously Council directed initiatives encourage outdoor use and recreation, such as active transportation, which may result in green house gas reduction.

ATTACHMENTS

None

CONCURRENCE

Kevin McPhedran, Interim Deputy CAO *KM*

Rob Crisfield, Manager of Operations *RC*

Courtney Simpson, Manager of Development Services *CS*

Kaelin Chambers, Economic Development Officer *KC*

Andrea Samsom, Manager of Finance and Human Resources *AS*

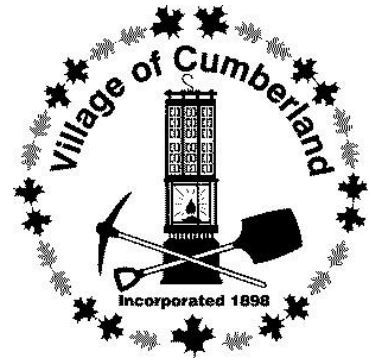
Rachel Parker, Corporate Officer *RP*

Respectfully submitted,

M. Mason

Michelle Mason
Interim Chief Administrative Officer

COUNCIL REPORT



REPORT DATE: June 15, 2022

MEETING DATE: June 27, 2022

TO: Mayor and Council

FROM: Manager of Operations

SUBJECT: Emergency Pipe Replacement

RECOMMENDATION

1. THAT Council receive the Emergency Pipe Replacement report;
2. AND THAT Council approve the inclusion of the storm drainage pipe replacement on Sutton Road and the watermain pipe replacement on Maryport Street into the 2022 budget and that Council direct staff to reflect these projects in a future 2022-2026 Financial Plan Bylaw amendment;

PURPOSE

Seek Council approval for two underground utility pipe replacements due to pipe failures.

PREVIOUS COUNCIL DIRECTION

Date	Resolution
	None

BACKGROUND

Aging underground utility infrastructure in the Village of Cumberland continues to be a challenge with respect to maintenance and repairs and setting a pace for replacement without fully knowing the asset condition.

Recently, as part of the development work on Sutton Road at Derwent Avenue, a section of the storm main outside of the development scope of work, had to be replaced due to corrosion of the corrugated steel pipe (CSP). This pipe that crossed under Sutton Road was in such poor condition that a decision was made by staff to replace it to avoid the potential of a trench failure across the road surface, and to utilize the availability of the contractor already at this location. See attached photo. The cost to replace this section of pipe including the asphalt patch across the street was \$11,100. While this project was not pre-approved by Council as a capital project, staff are seeking Council support to include this work in the 2022 Capital Budget and to bring forward a future budget amendment reflecting this change.

Crews also continue to revisit a watermain on Maryport Avenue between Second and Third streets, that is beyond its life expectancy. This old steel pipe watermain is so perforated in certain sections that crews have had to install repair clamps side by each. See attached photos below. This watermain has only recently started to fail at an alarming rate and is not currently slated for replacement within several years. While this project was not pre-approved by Council as a capital project, staff again are seeking Council support to include this work in the 2022 Capital Budget and to bring forward a future budget amendment reflecting this change. This will allow staff to move forward with engaging an engineer on design and then a contractor on construction in 2022. Staff estimate the cost of replacing this watermain to be approximately \$75,000, but this estimate would need to be confirmed once a design drawing is in place.

Sutton Road Storm Drainage Pipe Crossing



Maryport Avenue Watermain



ALTERNATIVES

1. Not proceed with the replacement of the Maryport Avenue watermain.

STRATEGIC OBJECTIVE

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

FINANCIAL IMPLICATIONS

Currently there is just over \$2m in the Linear Asset Renewal Reserve fund. Staff are recommending use of these funds to cover the cost of both projects.

Both emergency projects will come back to Council in a future meeting to be included in a budget amendment.

OPERATIONAL IMPLICATIONS

Currently the watermain pipe on Maryport is failing at an increasing rate and crews have had to make several repairs over the past two years. Replacing this section of watermain will reduce time spent investigating leaks and repairing this pipe.

ATTACHMENTS

None

CONCURRENCE

None

Respectfully submitted,

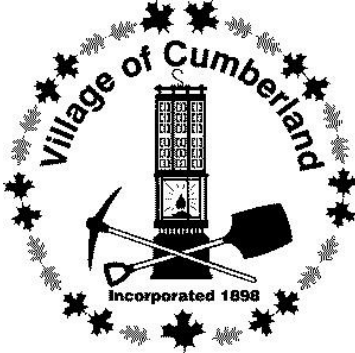
R. Crisfield

Rob Crisfield
Manager of Operations

M. Mason

Michelle Mason
Interim Chief Administrative Officer/Chief Financial Officer

COUNCIL REPORT



REPORT DATE: June 20, 2022
MEETING DATE: June 27, 2022

File No. 0640-20

TO: Mayor and Council
FROM: Rachel Parker, Corporate Officer
SUBJECT: 2021 Annual Report

RECOMMENDATION

- i. THAT Council receive the 2021 Annual Report.
- ii. 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.

PURPOSE

The BC *Community Charter* requires that Council prepare an annual report and make the report available for public inspection each year. The purpose of this report is for Council to review the draft report and give notice of the annual meeting.

BACKGROUND

The *Community Charter* requires that all municipalities in BC prepare an annual report with the following required content:

- (a) the audited annual financial statements referred for the previous year;
- (b) for each tax exemption provided by a council and the amount of property taxes that would have been imposed on the property in the previous year if it were not exempt for that year;
- (c) a report respecting municipal services and operations for the previous year and a progress report respecting the previous year in relation to the objectives and measures established for that year;
- (d) any declarations of disqualification of council members or former council members;
- (e) a statement of municipal objectives, and the measures that will be used to determine progress respecting those objectives, for the current and next year;
- (f) any other information the council considers advisable.

The objectives and measures identified in the annual report reflect Council’s strategic priorities adopted by Council in 2021.

Council must prepare the report, publish notice and make the report available for inspection, then consider the report along with submissions and questions from the public. The annual meeting should be held before June 30, however the report is presented late this year. The annual meeting is proposed to take place during the July 11, 2022 regular council meeting.

The draft Annual Report is presented here for Council's review. Staff is asking Council consider approving the report, then direct staff to give notice of the meeting at which it will be considered along with questions and submissions from the public.

FINANCIAL IMPLICATIONS

None

STRATEGIC OBJECTIVE

None

CLIMATE CHANGE IMPLICATIONS

None

ATTACHMENTS

1. Draft 2021 Annual Report.

OPTIONS

1. Any other action deemed appropriate by Council.

CONCURRENCE

None

Respectfully submitted,

R. Parker

Rachel Parker
Corporate Officer

M. Mason

Michelle Mason
Interim Chief Administrative Officer



ANNUAL REPORT

2021



THE VILLAGE OF
CUMBERLAND

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V0R 1S0



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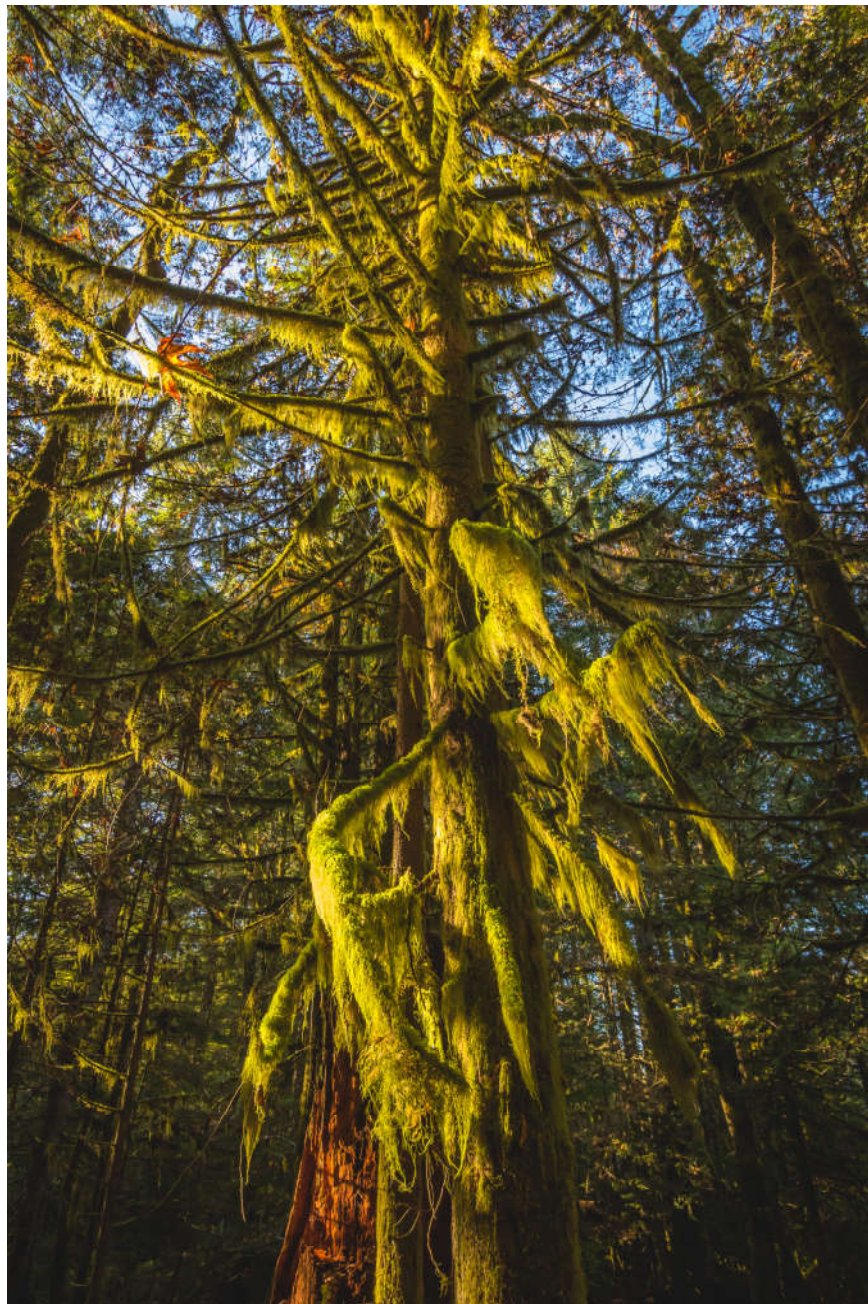
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Cover Photo: Cast bronze plaque at “Perseverance Creek Heritage Site” dedicated to the memory of Chinese and Japanese families who lived and worked here (2004) in Coal Creek Historic Park.



Territorial Acknowledgement

The Village of Cumberland is located on the unceded traditional territory of the K'ómoks First Nation. We acknowledge our traditional hosts, honour their welcome, and recognize our privilege to live, work and play here.







Message from the Mayor

On behalf of Cumberland Council, I am pleased to introduce the 2021 Annual Report to the community. This report showcases the essential services of the Village, which are a small but important part of what makes up our wonderful community.

We are fortunate to enjoy an incredible quality of life here in the Village, however there are many of us that are experiencing challenges with the high cost of housing, inflation, and food security as we recover from the COVID pandemic. Council has been privileged to be able to provide some community funding for services that support those who need it. We continue to see the generosity of residents, through their donations to community-not-for profit organizations that also provide essential services.

As Cumberland grows and the demand for services increases, the Village has been able to restructure its administration and operations to keep up the challenge of maintaining our aging community infrastructure, while also improving and expanding important services and meeting senior government regulations. Council members continue to listen to residents on where we fall short and where we need to go.

I would be remiss not to acknowledge the hard work and dedication of our Councillors who have guided the Village through these challenging times over their term in office, Vickey Brown, Jesse Ketler, Gwyn Sproule, and Sean Sullivan. Of special note, I would like to acknowledge Gwyn as she retires from Council after 20 years of service that has seen incredible change in our community, in which she played such an important part. I believe I can speak on behalf of the community to extend heartfelt gratitude to you.

Leslie Baird
Mayor





Message from the Interim Chief Administrative Officer

As the Council proceeds into the last year of their term in 2022, I am pleased to present this report to highlight the diligence of the Village’s Council and staff to respond to COVID recovery, incredible growth in the community, increasing regulatory requirements and the associated demands for services.

Having worked for the Village of Cumberland since 2011, I feel that I can assure the community as to the quality of the work being done in the Village to provide the highest levels of service, from accounting standards to drinking water quality. Village staff are adept at providing high quality work behind the scenes, to ensure the safety of residents and the security of the Villages assets. The implementation of organizational restructure has enabled staff to meet these demands and we will continue to watch for how we can provide quality services and administration for the community.

While much of 2021 was focused on COVID-19 recovery, the Village was able to complete significant capital projects and make progress on Council’s updated strategic priorities, setting the stage for a new council and chief administrative officer on the way to more solid achievements in the following years.

Michelle Mason
Interim Chief Administrative Officer





Part I: Cumberland Council



Back: Councillor Vickey Brown and Councillor Sean Sullivan
Front: Councillor Gwyn Sproule, Mayor Leslie Baird, and Councillor Jesse Ketler

Member Appointments



Mayor Leslie Baird

External

- Alleyway Sign Project Committee
- AVICC Community Benefit Hub Steering Committee for Social Procurement
- AVICC Fire Protection Funding Select Committee
- Municipal Insurance Association of BC
- Island Coastal Economic Trust Regional Advisory Committee



Councillor Vickey Brown

Internal

Accessibility and Inclusion Select Committee

External

CVRD Integrated Transportation Regional Select Committee

Comox Valley Community Justice Centre Board

Comox Valley Regional Food Policy Council

Comox Valley Social Planning Society

Vancouver Island Regional Library Board



Councillor Jesse Ketler

Internal

Homelessness and Affordable Housing Select Committee

External

Comox Valley Regional District Board (Chair)

Comox Valley Sports Centre Commission

Comox Valley Coalition to End Homelessness



Councillor Gwyn Sproule

Internal

Heritage Committee

External

Cumberland and District Historical Society liaison



Councillor Sean Sullivan

Internal

Economic Development Steering Committee

Wastewater Advisory Committee

External

Comox Valley Waste Management Board

Comox Valley Hospital District Board

Disqualified Council Members

There were no council members disqualified from holding office in 2021.



Advisory Committees

Advisory Planning Commission

Jaye Mathieu
Neil Borecky
Dan Griffin
Janet Bonaguro
Nick Ward
Roger Klshi
Shannon Levett

Heritage Committee

Paul Laronde
Meaghan Cursons
Sheila Davis
Donna Mae Frawley
Lena McCliesh
Melissa Roeske
Hugh McLean
Marianne Bell
Councillor Sproule

Accessibility and Inclusion Select Committee

Judy Norbury, vice chair
Jaye Mathieu
Brenda Lenahan
Trond Halle
Rhianna Walz
Councillor Brown

Homelessness and Affordable Housing Select Committee

Kathy Duperron, Vice-chair
Ian Cooper
Mark Fortin
Bobby Herron
Lindsay Monk
Debbie Bowman
John Landry
Councillor Ketler





Code of Responsible Conduct

As local elected representatives, we recognize that responsible conduct is essential to providing good governance for the Village of Cumberland.

We further recognize that responsible conduct is based on the foundational principles of integrity, accountability, respect, and leadership and collaboration.

In order to fulfill our obligations and discharge our duties, we are required to conduct ourselves to the highest ethical standards by being an active participant in ensuring that these foundational principles, and the standards of conduct set out below, are followed in all of our dealings with every person, including those with other members, staff, and the public.

1. How to Apply and Interpret this Code of Conduct

This Code of Conduct applies to the members of Council of the Village of Cumberland. It is each member's individual responsibility to uphold both the letter and the spirit of this Code of Conduct in their dealings with other members, staff, and the public.

Elected officials must conduct themselves in accordance with the law. This Code of Conduct is intended to be developed, interpreted and applied by members in a manner that is consistent with all applicable Federal and Provincial Laws, as well as the bylaws and policies of the local government, the common law and any other legal obligations which apply to members individually or as a collective council or board.

2. Foundational Principles and Standards of Responsible Conduct

These four principles, in conjunction with the key standards of conduct, can be used as a guide for elected officials against which to assess their own conduct.

2.1 **Integrity** means being honest and demonstrating strong ethical principles. Conduct under this principle upholds the public interest, is truthful and honourable.

Integrity is demonstrated by the following conduct:

- Members will be truthful, honest, and open in all dealings, including those with other members, staff and the public.
- Members will ensure that their actions are consistent with the shared principles and values collectively agreed to by the council.
- Members will follow through on their commitments, correct errors in a timely and transparent manner, and engage in positive communication with the community.
- Members will direct their minds to the merits of the decisions before them, ensuring that they act on the basis of relevant information and principles and in consideration of the consequences of those decisions.
- Members will behave in a manner that promotes public confidence in all of their dealings.



- 2.2 **Respect** means having due regard for others' perspectives, wishes and rights; it also means displaying deference to the offices of local government, and the role of local government in community decision making. Conduct under this principle is demonstrated when a member fosters an environment of trust by demonstrating due regard for the perspectives, wishes and rights of others and an understanding of the role of the local government.

Respect is demonstrated through the following conduct:

- Members will treat every person with dignity, understanding, and respect.
- Members will show consideration for every person's values, beliefs, and contributions to discussions.
- Members will demonstrate awareness of their own conduct, and consider how their words or actions may be perceived as offensive or demeaning.
- Members will not engage in behaviour that is indecent, insulting or abusive. This behaviour includes unwanted physical contact, or other aggressive actions that may cause any person harm or makes them feel threatened.

- 2.3 **Accountability** means an obligation and willingness to accept responsibility or to account for ones actions. Conduct under this principle is demonstrated when council members, individually and collectively, accept responsibility for their actions and decisions.

Accountability is demonstrated through the following conduct:

- Members will be responsible for the decisions that they make and be accountable for their own actions and the actions of the collective council.
- Members will listen to and consider the opinions and needs of the community in all decision making, and allow for appropriate opportunities for discourse and feedback.
- Members will carry out their duties in an open and transparent manner so that the public can understand the process and rationale used to reach decisions and the reasons for taking certain actions.

- 2.4 **Leadership and Collaboration** means an ability to lead, listen to, and positively influence others; it also means coming together to create or meet a common goal through collective efforts. Conduct under this principle is demonstrated when a council member encourages individuals to work together in pursuit of collective objectives by leading, listening to, and positively influencing others.

Leadership and collaboration is demonstrated through the following conduct:

- Members will behave in a manner that builds public trust and confidence in the local government.
- Members will consider the issues before them and make decisions as a collective body. As such, members will actively participate in debate about the merits of a decision, but once a decision has been made, all members will recognize the



democratic majority, ideally acknowledging its rationale, when articulating their opinions on a decision.

- Members will recognize that debate is an essential part of the democratic process and encourage constructive discourse while empowering other members and staff to provide their perspectives on relevant issues.
- As leaders of their communities, members will calmly face challenges, and provide considered direction on issues they face as part of their roles and responsibilities while empowering their colleagues and staff to do the same.
- Members will recognize, respect and value the distinct roles and responsibilities others play in providing good governance and commit to fostering a positive working relationship with and among other members, staff, and the public.
- Members will recognize the importance of the role of the chair of meetings, and treat that person with respect at all times.

3. Recognition and Distribution

To support a culture of responsible conduct, this Code of Conduct will be included in Council's annual report, and will be provided to new members of Council and new members of working and advisory committees and commissions. This Code of Conduct will also be published on the municipal website.





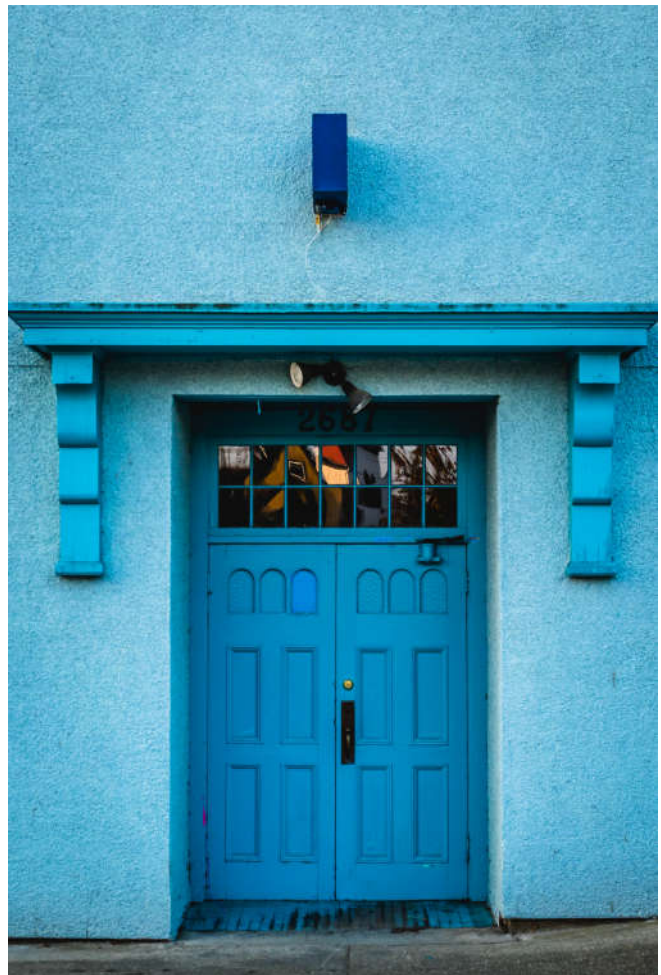
Council's Strategic Vision and Priorities

The Village of Cumberland is a unique community. Its rich coal mining history is visible everywhere - from the heritage homes in the historic core, to the abandoned mine sites scattered throughout the surrounding forests.

Despite the challenging fiscal realities that the Village of Cumberland faces, the people of Cumberland are here because this Village offers an unmatched quality of life. They envision that Cumberland will continue to be a community vibrating with activity. Surrounded by living forests, the Village is a mecca for outdoor recreation, with opportunities for anyone who wants to immerse themselves in nature. Protected by living natural corridors, the wetlands, forested areas, lakes and streams attract a diversity of wildlife and the network of walking and biking paths attracts visitors from all over the world.

Council's strategic focus areas were identified in 2020 with a supplemental update in 2021 which included the impact of these emerging priorities:

- reconciliation with Indigenous peoples
- housing affordability
- climate change mitigation and adaptation
- protection of the natural environment
- the Child Care Space Creation Project
- the Arts, Culture and Recreation Plan
- the Bevan industrial area development





Priorities

The vision for the Village is built upon the following priorities, some of which may be reinforced through collaborative community and regional partnerships:

Sustainable Infrastructure

Effective and Ongoing Community Engagement

Diversified Economy

Food Security

Maintaining Village Character and Retaining Heritage

Healthy and Accessible Community

Climate Change Mitigation and Adaptation

Attainable Housing

Diverse Recreation, Arts and Culture Opportunities

Quality Administration through Accountability and Transparency

Protecting and Enhancement of Natural Environment





The Four Strategic Focus Areas

The Village has four strategic focus areas and for each there are several objectives identified to achieve these priorities. Each task has a targeted timeframe.

1. Healthy Community

The Village of Cumberland seeks to create and improve the social, environmental, and economic assets that support the health and well-being of residents through the objectives of food security, childcare space creation, and arts and culture.

In 2021 the Village continued to support the community food share program in response to the COVID-19 pandemic. The food share program is operated through a partnership between Cumberland Community School Society and the Weird Church, which provided 1,160 boxes of food to 66 households, supporting 174 individuals in the community.

Following the completion of a childcare inventory and childcare space creation plan in 2020, the Village was awarded \$2.95 million in funding for 85 new childcare spaces to be constructed on School District #71 property at the Cumberland Community School.

Late in 2021, a consultant was engaged to develop a community recreation, arts and culture plan.





2. Quality Infrastructure Planning & Development

The Village of Cumberland seeks to maintain, replace and expand the utility, dedicated road and building assets of the Village in an organized and responsible fashion through the strategic objectives of asset management, liquid waste management, drinking water, and transportation assessment.

A project construction manager and project engineer were selected for the lagoon upgrade project to the wastewater treatment plant. Conceptual design work was completed late in the year with construction scheduled to commence in 2022.

Dam monitoring equipment was installed in Stevens Lake as recommended by the Watershed Management Plan.

The Village received senior government funding in 2021 to take further steps toward the development of an asset management program to maintain a high-level, systematic approach that supports the Village toward service, asset and financial sustainability.

The Village also received Active Transportation Plan funding and launched a community transportation and mobility survey to understand how people move around the Village. The engagement was a part of background work for an upcoming Transportation Master Plan, along with an inventory on existing walking and cycling facilities, and policy review.



Allen Lake Drinking Water Reservoir



3. Comprehensive Community Planning

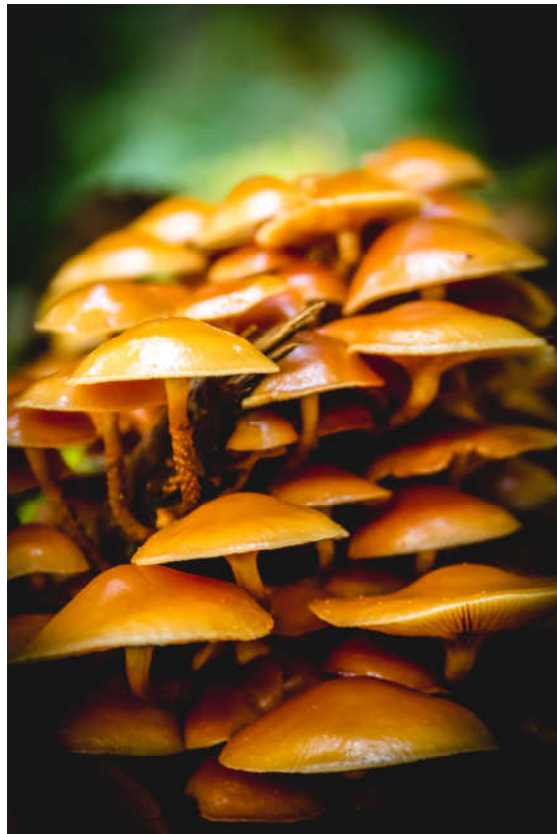
The Village of Cumberland seeks to move towards environmental sustainability through a broad range of means including effective land use planning, waste reduction and protection of resources through the strategic objectives of community climate change assessment, Zoning Bylaw update, Official Community Plan updates, and urban forest management.

The Zoning Bylaw was updated to add clarity to several definitions and regulations, as well as some new policy to restrict water bottling in all zones and to permit beekeeping in additional zones. The bylaw update also implements recommendations in the child care inventory and space creation plan.

Cumberland participated in a regional housing need assessment to update Cumberland's current and future housing needs.

Heritage protection tool initiatives were presented to Council in 2021 with a plan for website updates, density bonus or community amenity options, among other initiatives.

Processes to ensure key review and considerations relating to climate change response were initiated to allow the Village to respond as well as plan for climate change as part of regular operational activities.





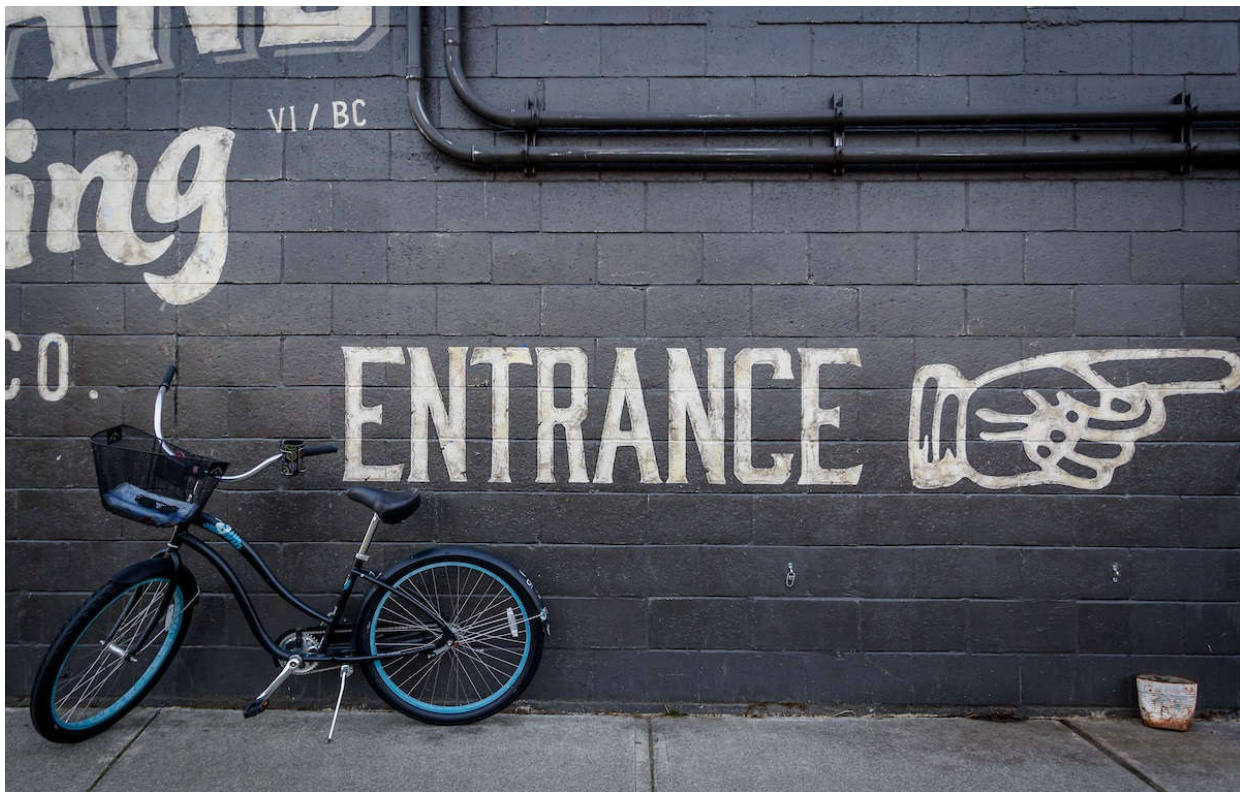
4. Economic Development

The Village of Cumberland seeks to support the local economy by facilitating and leveraging the energy and resources in the private and non-profit sectors through COVID-19 Recovery, and the Economic Development Strategy.

Work continued with the Cumberland Business Association to bring about a memorandum of understanding.

The Bevan Industrial Lands implementation plan was created based on review of the initial subdivision application process and the recommendations in the Bevan Concept Plan for servicing, transportation, land use, and parks and trails. The Implementation Plan recommends next steps over the short to long term, how they are to be achieved, and preliminary budget considerations.

Village administration and operations moved to Step 3 of the BC COVID-19 Restart Plan.

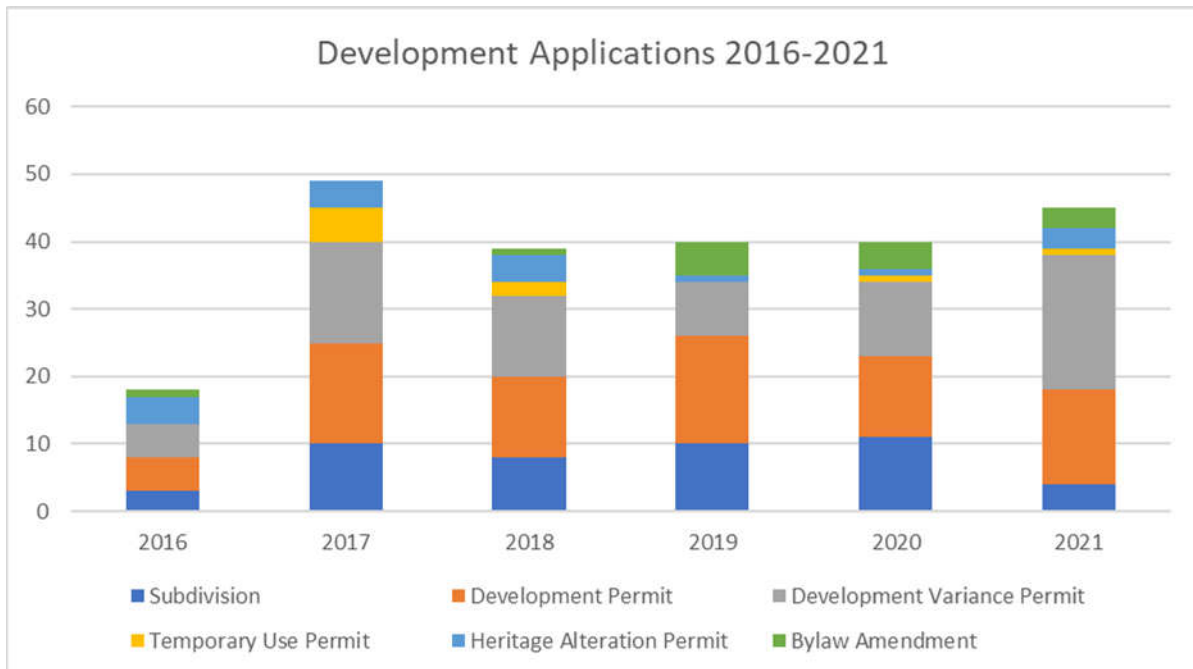




Part II: Municipal Services and Operations

Building and Development Services

In 2021 there were 45 new development application representing the second highest number of any previous year. Overall, new development applications tend to have a higher degree of complexity which is straining current systems and resources.



A new Development Services Assistant position was established on a part-time, temporary basis in response to workload volume.

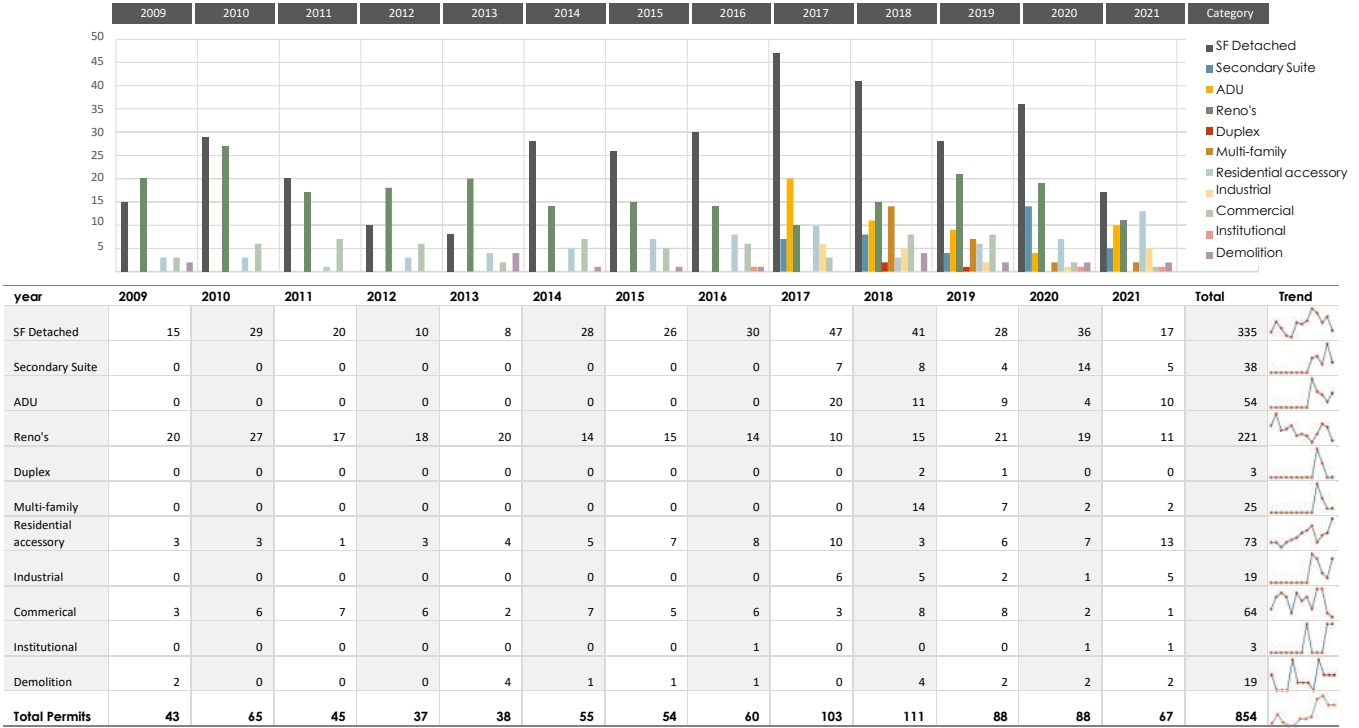
The Village experienced an increasing pace and complexity of development and a significant rise in the cost of housing along with barriers to advancing new subsidized housing development.

The Village received a \$229,960 grant to fund a Development Approvals Process Modernization project to assist the Village in streamlining its processes and preparing for a continued high volume and complexity of applications in the coming years.

In 2021, there were 67 building permits issued which is down from a peak of 111 in 2018.



BUILDING TRENDS



Operations and Public Works

In 2021, Operations continued to implement infrastructure maintenance programs to reduce reactionary callouts and better understand linear asset condition. The new water treatment facility was brought online December 2020 and the effort to operate the facility took considerable staff and financial resources in 2021.

Challenges included workload related to land development, large capital projects, regulatory requirements, and asset management. Service level pressures increase each year related to a growing community and aging infrastructure. In order to try and maintain existing service levels, seasonal labourers are necessary to support existing staff with important maintenance programs during summer months.

Work is underway to assess the equipment necessary to provide required regulatory service levels on the water supply reservoir dams and wastewater lagoon berms, increasing parks operations service levels, increased tipping fees to dispose of wood waste, and additional public works staffing.

Staff participated with regional local governments to explore a regional solid waste service contract.



Protective Services and Bylaw Enforcement

Service levels and response in 2021 was consistent with previous years with no significant changes.

The Department transitioned operations into a new Fire Hall, with a new fire engine and fire boat. Operational and maintenance costs were estimated and continue to be updated. Firefighter recruitment is stable but not as strong as in previous years.

Extreme heat events through the summer were met with extra summer patrols, public awareness, liaison with owners of large tracts of forested lands, and training focus on initial attack.

Demand for bylaw enforcement service level was met with additional seasonal bylaw services focusing on parks. Demand for bylaw enforcement services is increasing as the Village grows.

Response Type	2020	2021
Fire	53	51
Rescue	12	16
First Responder	74	108
MV Incident	29	37
Duty Officer	57	64
Total Monthly	225	276

Recreation, Parks and Trails

The year 2021 saw the first year of park operations in a restructured Parks and Recreation Department.

Landscape maintenance for the new Fire Hall was provided. The continued growth and usage of Village parks and trails attributed to community and regional growth, including COVID-19 impacts.

In part in response to COVID growth pressures, the Village worked with community partners in spring of 2021 to develop an Interim Trail Management Strategy for the Cumberland Community Forest Park; implementation of the strategy has since begun, including new trail designations and other trail improvement projects.

Future considerations and safety improvements plan for Cumberland Lake waterfront and boat launch were completed, while the Village continues to work with Lake Park Society via a formal agreement to expand and improve camping, interpretive park programs and other services.



In response to watershed protection issues and opportunities, the Perseverance Watershed Initiative was developed in partnership with the Cumberland Community Forest Society to balance various resource interests in the Perseverance Creek basin.

Recreation and Culture programs and events continued to be impacted by COVID; however, modifications were made to provide access to services where possible, while new services were added such as the Cumberland Drop in Social Club (50+). The department also supported the community during extreme summer heat events.

Demands on parks and recreation services continue to increase in the community. New Village and private development require parks operational resources. Parks planning and operations continue to be influenced by aging parks and recreation infrastructure.

Corporate Services

Legislative Services

Council meetings were returned to in-person meetings in the fall as COVID-19 public health orders restrictions eased with the option to view through the live stream remaining a popular option. Public communications tasks were restructured.

Renovations of the Village office were completed with a new entrance doorway and outer sidewalk, as well as a new office meeting room.

A property and facilities review commenced in 2021 to assess the Village's future facility needs and options for funding.

Financial, Human Resource and Information Technology Services

In 2021, the Village transitioned to a new information technology (IT) service provider that provided extensive upgrades to organizational IT. A departmental restructure was completed with procurement, human resources, customer service and health and safety administration partially centralized with full implementation planned for 2022. Substantial grants were received for organization initiatives. The CUPE 556 contract negotiations were successful and the Village engaged a new employee benefit provider.

The growth in employees working remotely and from home supported the movement from paper to electronic financial processes. The Province transitioned to managing online homeowner grants and property tax deferment applications.

Through the year pressures on support services were felt with staff additions, large projects and climate change events, as well as increased grant administration. A new accounting standard has required significant staff training along with an organization team led initiative planned for 2022 for reporting requirements tied to the new standard. The Department was impacted by a significant reduction in interest earnings and inflationary budget pressures as well as financial system end user efficiencies and reporting challenges.



2021 Property Tax Exemptions

The following properties in the Village of Cumberland were provided permissive property tax exemptions by Council in 2021 as authorized by section 98 of the *Community Charter*.

Civic Address	Organization	Value of Exemption
2688 Penrith Avenue	Cumberland United Church Trustees	\$211.60
2722 Penrith Avenue	Cumberland Community Church	\$223.85
2680 Dunsmuir Avenue	Historical Society (museum)	\$2,265.47

2021 Community Funding

The Village provided funding to the following organizations through four-year service agreements and annual community grants:

Organization	Project/Service	Funding Amount
Cumberland Community School Society	Youth Centre, and After School Programs	\$14,000
Cumberland and District Historical Society	Museum and Archives Operations	\$30,000
Cumberland Events Society	Event Organization and Insurance	\$10,000
United Riders of Cumberland	Trail Management and Maintenance	\$13,000
Cumberland Community School Parents Association	Covered, secure bike rack on school property	\$2,625
Cumberland Culture & Arts Society	Improved quality administrative functions by updating our systems, internal governance review and task forces.	\$2,800

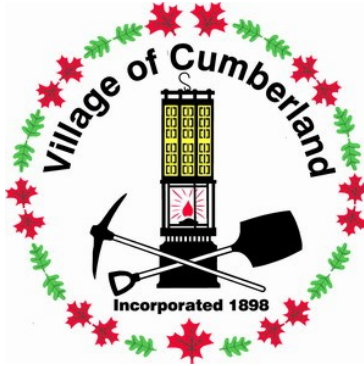


Royal Canadian Legion	Research project for the Cumberland, Comox Valley, and Oceanside region to determine the number of homeless or near homeless Veterans	\$2,100
Youth and Ecological Restoration Program (YER)	Youth support worker to train and supervise youth for cedar tree documentation and western toad project.	\$2,100

COVID Re-start funds were provided to the following organizations:

Organization	Project/Service	Funding Amount
Cumberland Community School Society	Food Share Program	\$35,000
Comox Valley Farmers' Market	Food Coupon Program	\$5,400
Cumberland Business Association	Continued Start Up and 2021 Operating Funding	\$10,000





**THE CORPORATION OF THE
VILLAGE OF CUMBERLAND**

FINANCIAL STATEMENTS

DECEMBER 31, 2021

**THE CORPORATION OF THE
VILLAGE OF CUMBERLAND**

Index to Financial Statements

For the year ended DECEMBER 31, 2021

MANAGEMENT'S RESPONSIBILITY

INDEPENDENT AUDITOR'S REPORT

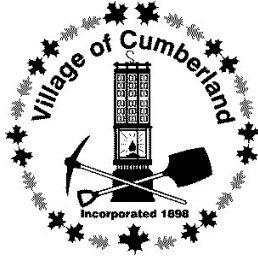
STATEMENTS

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Corporation of the Village of Cumberland

2673 Dunsmuir Avenue
P.O. Box 340
Cumberland, BC V0R 1S0
Telephone: 250-336-2291
Fax: 250-336-2321
cumberland.ca

Management's Responsibility for Financial Reporting

The financial statements have been prepared by management in accordance with Canadian public sector accounting standards and are outlined under "Significant Accounting Policies" in the notes to the financial statements. Management is responsible for the integrity and objectivity of these statements and schedules.

Management maintains a system of internal controls to provide reasonable assurance that assets are safeguarded and that transactions are authorized, recorded and reported properly. Management also maintains a program of proper business compliance.

Council is responsible for reviewing and approving the financial statements and for ensuring that management fulfils its responsibilities for financial reporting and internal control.

MNP LLP, Chartered Professional Accountants, the Village's independent auditors, have conducted an examination of the financial statements in accordance with Canadian generally accepted auditing standards and have expressed their opinion in a report accompanying this statement.

Michelle Mason, CPA, CGA
Financial Officer,
pursuant to Section 149 of the Community Charter
April 11, 2022

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

Opinion

We have audited the financial statements of the Corporation of the Village of Cumberland (the "Municipality"), which comprise the statement of financial position as at December 31, 2021, and the statements of operations and accumulated surplus, changes in net financial assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Municipality as at December 31, 2021, and the results of its operations, changes in its net financial assets and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

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

Other Information

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

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

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

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

Responsibilities of Management and Those Charged with Governance for the Financial Statements

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

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

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

Auditor's Responsibilities for the Audit of the Financial Statements

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

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

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

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

Courtenay, British Columbia

April 11, 2022

MNP LLP

Chartered Professional Accountants

THE CORPORATION OF THE VILLAGE OF CUMBERLAND
Statement of Financial Position
As at December 31, 2021

	<u>2021</u>	<u>2020</u>
Financial Assets		
Cash and cash equivalents	\$ 13,019,005	\$ 13,698,115
Property taxes receivable	187,652	180,066
Accounts receivable (Note 2)	1,166,062	980,564
Investments (Note 3)	8,000,000	4,748,059
	<u>22,372,719</u>	<u>19,606,804</u>
 Liabilities		
Accounts payable and accrued liabilities (Note 4)	2,355,516	2,582,277
Service and other deposits (Note 5)	714,521	851,496
Deferred revenue (Note 7)	8,541,168	8,204,507
Debenture and long term-debt (Note 9, Schedule 2)	8,683,349	6,192,033
	<u>20,294,554</u>	<u>17,830,313</u>
 Net Financial Assets	<u>2,078,165</u>	<u>1,776,491</u>
 Non-financial Assets		
Tangible capital assets (Schedule 1)	64,985,318	63,867,976
Inventories	111,975	122,147
Prepaid expenses	16,378	22,150
	<u>65,113,671</u>	<u>64,012,273</u>
 Accumulated Surplus (Note 17)	<u>\$ 67,191,836</u>	<u>\$ 65,788,764</u>

Contingent liabilities (Note 8)
Contractual rights and commitments (Note 18)
Subsequent events (Note 20)
Significant event (Note 21)

See accompanying notes to the financial statements

Approved by:



Leslie Baird
Mayor



Michelle Mason
Chief Financial Officer

THE CORPORATION OF THE VILLAGE OF CUMBERLAND
Statement of Operations and Accumulated Surplus
For The Year Ended December 31, 2021

	2021 Budget (Note 14)	2021 Actual	2020 Actual
Revenue			
Property taxes	\$ 3,449,960	\$ 3,408,208	\$ 3,211,569
Payments in lieu of taxes	56,100	56,167	55,088
Frontage taxes	674,730	644,718	518,949
Sale of services	2,101,450	2,094,363	1,948,566
Transfers from other governments	8,222,000	1,950,167	2,521,518
Services to other governments	470,530	533,111	409,383
Other Revenue	672,760	826,276	2,968,899
Development cost charges	-	21,249	1,835
	<u>15,647,530</u>	<u>9,534,259</u>	<u>11,635,807</u>
Expenses			
General government services	1,087,170	1,419,521	824,999
Transportation services	1,606,330	1,596,806	1,488,729
Protective services	810,010	901,506	692,373
Environmental health services	2,136,890	2,291,716	2,222,913
Public health services	44,350	29,643	32,890
Environmental planning and development	524,970	534,101	477,349
Recreation and cultural services	1,404,340	1,357,894	1,272,905
	<u>7,614,060</u>	<u>8,131,187</u>	<u>7,012,158</u>
Annual Surplus	<u>8,033,470</u>	<u>1,403,072</u>	<u>4,623,649</u>
Accumulated Surplus, Beginning of Year	65,788,764	65,788,764	61,165,115
Accumulated Surplus, End of Year	<u><u>\$ 73,822,234</u></u>	<u><u>\$ 67,191,836</u></u>	<u><u>\$ 65,788,764</u></u>

See accompanying notes to the financial statements

THE CORPORATION OF THE VILLAGE OF CUMBERLAND
Statement of Changes in Net Financial Assets
For The Year Ended December 31, 2021

	2021 Budget	2021 Actual	2020 Actual
	(Note 14)		
Annual Surplus	\$ 8,033,470	\$ 1,403,072	\$ 4,623,649
Amortization of tangible capital assets	1,469,270	1,651,856	1,544,032
Change in supplies inventories	-	10,172	(6,632)
Change in prepaid expense	-	5,772	131,460
Proceeds on disposal of tangible capital assets	-	25,633	-
Loss on disposal of tangible capital assets	-	25,493	40,312
Acquisition of tangible capital assets	(10,800,750)	(2,820,324)	(7,323,038)
Change In Net Financial Assets	(1,298,010)	301,674	(990,217)
Net Financial Assets, Beginning Of Year	1,776,491	1,776,491	2,766,708
Net Financial Assets, End Of Year	<u>\$ 478,481</u>	<u>\$ 2,078,165</u>	<u>\$ 1,776,491</u>

See accompanying notes to the financial statements

THE CORPORATION OF THE VILLAGE OF CUMBERLAND
Statement of Cash Flows
For The Year Ended December 31, 2021

	2021	2020
Cash Flows From Operating Transactions		
Annual surplus	\$ 1,403,072	\$ 4,623,649
Non-cash items		
Amortization	1,651,856	1,544,032
Contributed assets	-	-
Long-term debt actuarial reduction	(36,180)	(31,944)
Loss on disposal of tangible capital assets	25,493	40,312
Change in prepaid expense	5,772	131,460
Change in inventories	10,172	(6,632)
Change in deferred revenue	336,661	2,899,791
Change in working capital		
Change in property taxes receivable	(7,586)	(37,064)
Change in accounts receivable	(185,498)	169,563
Change in accounts payable	(226,761)	1,478,151
Change in trust and other deposits	(136,975)	(115,715)
Cash provided by operating transactions	2,840,026	10,695,603
Cash Flow From Capital Transactions		
Purchase of tangible capital assets	(2,820,324)	(7,323,038)
Proceeds on disposal of tangible capital assets	25,633	-
Cash applied to capital transactions	(2,794,691)	(7,323,038)
Cash Flow From Financing Transactions		
New debt issued	3,015,511	2,076,609
Long-term debt repaid	(488,015)	(426,526)
Cash applied to financing transactions	2,527,496	1,650,083
Cash Flow From Investing Transactions		
Change in investments	(3,251,941)	56,074
Cash applied to investing transactions	(3,251,941)	56,074
Increase (Decrease) in Cash and Cash Equivalents	(679,110)	5,078,722
Cash and Cash Equivalents, Beginning Of Year	13,698,115	8,619,393
Cash and Cash Equivalents, End Of Year	\$ 13,019,005	\$ 13,698,115
Interest Included In Operating Transactions		
Interest received in the year	\$ 257,916	\$ 242,355
Interest paid in the year	\$ (209,498)	\$ (151,885)

See accompanying notes to the financial statements

**The Corporation of the Village of Cumberland
Notes to Financial Statements
Year Ended DECEMBER 31, 2021**

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

1. SIGNIFICANT ACCOUNTING POLICIES

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

NOTE 1 SIGNIFICANT ACCOUNTING POLICIES (continued)

- i) The Municipality is statutorily obligated to collect and transmit the tax levies of the following bodies:
- i) Provincial Government – Schools;
 - ii) Provincial Government – Police;
 - iii) Comox Valley Regional District;
 - iv) Regional Hospital District of Comox Strathcona;
 - v) British Columbia Assessment Authority;
 - vi) Municipal Finance Authority; and
 - vii) Vancouver Island Regional Library.

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

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

NOTE 1 SIGNIFICANT ACCOUNTING POLICIES (continued)

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

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

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

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

- n) Liability For Contaminated Sites

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

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

As at December 31, 2021 and 2020 the Municipality has reported no liabilities related to contaminated sites.

**The Corporation of the Village of Cumberland
Notes to Financial Statements
Year Ended DECEMBER 31, 2021**

2. ACCOUNTS RECEIVABLE

Accounts receivable is comprised of the following:

	2021	2020
Due from federal government	\$ 367,823	\$ 198,347
Due from provincial government	18,790	33,242
Due from other governments	81,787	49,921
Other receivables	697,662	699,054
	\$ 1,166,062	\$ 980,564

3. INVESTMENTS

Investments are comprised of the following:

	2021	2020
First Credit Union Term Deposits with interest rates of 1% (2020 – 2%); matures March 17, 2022	\$ 2,000,000	\$ 4,748,059
Canacord Genuity Wealth Management Investment with interest rate of 1.3% (2020 – Nil); matures October 11, 2022	5,000,000	-
Canacord Genuity Wealth Management Investment with interest rate of 1.4% (2020 – Nil); matures Jan 3, 2023	1,000,000	-
	\$ 8,000,000	\$ 4,748,059

4. ACCOUNTS PAYABLE

Account payable is comprised of the following:

	2021	2020
Due to federal government	\$ 4,199	\$ 1,488
Due to provincial government	1,181,086	676,904
Due to other government	1,163	2,209
Salaries, wages and benefits payable	316,043	469,299
Other payables	853,025	1,432,377
	\$ 2,355,516	\$ 2,582,277

5. SERVICE AND OTHER DEPOSITS

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

**The Corporation of the Village of Cumberland
Notes to Financial Statements
Year Ended DECEMBER 31, 2021**

6. BANK INDEBTEDNESS

The Municipality has an available secured line of credit of \$2 million from the First Credit Union bearing interest at prime. No balance was drawn on the line of credit as at December 31, 2021 (2020 – \$Nil).

7. DEFERRED REVENUE

	Balance 31-Dec-20	Collections	Adjustments	Recognized As Revenue	Interest Income	Balance 31-Dec-21
Deferred Revenue – DCC						
Parks	\$ 729,349	\$ 24,039	\$ 4,195	\$ (4,250)	\$ 7,384	\$ 760,717
Roads	795,339	38,638	4,577	(4,250)	8,151	842,455
Sanitary Sewer	2,556,529	142,981	18,399	(4,250)	26,236	2,739,895
Storm Drainage	177,471	18,127	996	(4,250)	1,848	194,192
Waterworks	552,508	68,451	8,109	(4,250)	5,893	630,711
	<u>4,811,196</u>	<u>292,236</u>	<u>36,276</u>	<u>(21,250)</u>	<u>49,512</u>	<u>5,167,970</u>
Other Deferred	3,393,311	559,159	-	(626,358)	47,086	3,373,198
	<u>\$8,204,507</u>	<u>\$851,395</u>	<u>\$36,276</u>	<u>\$ (647,608)</u>	<u>\$ 96,598</u>	<u>\$ 8,541,168</u>

8. CONTINGENT LIABILITIES

- a) The Municipality’s loan agreements with the Comox Valley Regional District and the Municipal Finance Authority provide that if at any time the scheduled payments required are not sufficient to meet obligations in regards to borrowings, the resulting deficiency becomes a joint and several liability of the Municipality and the other member Municipalities.
- b) The Municipality is involved with a number of legal actions, the outcomes of which cannot be determined at this time. Management has determined that any potential liabilities arising from these outstanding claims are either not significant or will be recovered through property taxes.
- c) As at December 31, 2021, the Municipality has no record of any significant assessment appeals pending with respect to properties.
- d) The Municipality is a Subscribed member of the Municipal Insurance Association of British Columbia (the “Exchange”) as provided by Section 3.02 of the Insurance Act of the Province of British Columbia. The main purpose of the Exchange is to pool the risks of liability so as to lessen the impact upon any Subscriber. Under the Reciprocal Insurance Exchange Agreement the Municipality is assessed a premium and specific deductible for its claims based on population. The obligation of the Municipality with respect to the Exchange and/or contracts and obligations entered in to by the Exchange on behalf of its Subscribers in connection with the Exchange are in every case several, and not joint and several.
- e) The Municipality makes every reasonable effort to comply with all environmental regulations that apply to its operations. These regulations may require future expenditures to meet applicable standards. Amounts required to meet these obligations will be charged to operations when incurred or set aside as in reserve funds for when they can be reasonably estimated.

NOTE 8 e) CONTINGENT LIABILITIES (continued)

In 2019, the Municipality received a notice from the Ministry of Environment and Climate Change Strategy (MOE) notifying the Municipality that the MOE was considering imposing a number of administrative penalties. The Municipality entered into a consent order with MOE in 2020 and paid \$15,000 that represents a portion of the administration penalties. As per the consent order, if registration under the Municipal Wastewater Regulation or an Operational Certificate under an approved Liquid Waste Management Plan is not complete by December 31, 2025, unless any delay beyond that date is affected by a material change in circumstances not caused or contributed to by the appellant, \$40,000 shall forthwith be paid to the Minister of Finance. The Municipality believes there is a high probability that the registration will take place by December 31, 2025.

9. LONG-TERM DEBT

- a) The Municipality is party to several equipment loans financed through the Municipal Finance Authority for the acquisition of vehicles and operating equipment. Loan terms are five years or less. The vehicles and equipment under these loans have a carrying value of \$764,705 (2020 - \$846,910) and are recorded as non-financial assets in the statements.

The following is a schedule of future minimum principal payments under the equipment financing loans with various expiry dates to 2026 together with the balance of the obligations under the loans, which is included in the debenture and long-term debt as detailed in Schedule 2:

2022	\$	146,220
2023		130,972
2024		76,307
2025		49,382
2026		2,646
	\$	405,527

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

2022	\$	305,727
2023		305,727
2024		305,727
2025		305,727
2026		305,727
	\$	1,528,635

Total balance for equipment loans, debenture and long-term debt equal \$8,683,349 (2020 - \$6,192,033).

10. DEPOSITS AND RESERVES – MUNICIPAL FINANCE AUTHORITY

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

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

Cash deposits at December 31, 2021 equal to \$94,364 (2020 - \$50,981) and are not reported elsewhere in these financial statements.

11. EMPLOYEE BENEFITS LIABILITY

Employees who retire qualify for a one-time payout of up to 72 days of their accumulated unused sick leave bank after 10 years of service. The Municipality calculates the value of this liability for employees based on review of the total vested and non-vested accrued time to date. Probabilities of 10 – 100% are assigned based on years of service and length of time to retirement and discounted at 2.97% (2020 – 2.13%). At December 31, 2021, the value of sick leave for all vested employees is calculated at \$80,787 (2020 - \$88,043). The total estimated employee retirement benefit liability at December 31, 2021 is \$223,082 (2020 - \$214,785). Employee retirement benefit amounts are being funded by an accounting charge on sick time accrued during the year and are included in the accounts payable and accrued liabilities.

12. PENSION LIABILITY

The Municipality and its employees contribute to the Municipal Pension Plan (the “Plan”), a jointly trustee pension plan. The Board of trustees, representing Plan members and employers, is responsible for administering the Plan, including investment of the assets and administration of benefits. The pension plan is a multi-employer defined benefit pension plan. Basic pension benefits provided are based on a formula. As at December 31, 2020, the Plan has approximately 220,000 active members and approximately 112,000 retired members. Active members include approximately 42,000 contributors from local governments.

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

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

The next valuation will be as at December 31, 2021 with results available later in 2022.

**The Corporation of the Village of Cumberland
Notes to Financial Statements
Year Ended DECEMBER 31, 2021**

NOTE 12 PENSION LIABILITY (continued)

Employers participating in the Plan record their pension expense as the amount of employer contributions made during the fiscal year (defined contribution pension plan accounting). This is because the Plan records accrued liabilities and accrued assets for the Plan in aggregate, resulting in no consistent and reliable basis for allocating the obligation, assets and cost to the individual employers participating in the Plan.

The Municipality paid \$231,402 (2020 - \$220,209) for employer contributions while employees contributed \$205,818 (2020 - \$196,353) to the Plan in fiscal 2021.

13. TRUST FUNDS

Cash and cash equivalents at December 31, 2021 held in trust by the Municipality for cemetery care equal to \$78,119 (2020 - \$73,708). Neither the assets nor related liabilities have been recorded in the financial statements.

14. ANNUAL BUDGET

Budget figures are based on the *2021-2025 Financial Plan Bylaw No. 1138, 2020* approved by Council in January of 2021. Figures are presented on the basis used for actual results and were adjusted as follows to comply with financial statement presentation:

Surplus per 2021 – 2025 Financial Plan	\$ -
Remove proceeds from borrowing	(2,684,000)
Remove principal payments on debt	704,030
Add back amortization	(1,469,270)
Remove capital acquisitions	10,800,750
Transfer to reserves	681,960
Surplus restated for financial statement purposes	<u><u>\$ 8,033,470</u></u>

**The Corporation of the Village of Cumberland
Notes to Financial Statements
Year Ended DECEMBER 31, 2021**

NOTE 14 ANNUAL BUDGET (continued)

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

	Original Financial Plan Bylaw 1138	Final Amended Financial Plan Bylaw 1161	Difference
Revenues	\$ (15,647,530)	\$ (15,783,700)	\$ (136,170)
Expenses			
General government services	1,151,445	1,276,655	125,210
Transportation services	1,720,950	1,739,850	18,900
Protective services	751,445	768,565	17,120
Environmental health services	2,027,710	2,073,360	45,650
Public health services	50,955	50,955	-
Environmental planning and development services	510,180	649,630	139,450
Recreation and cultural services	1,451,235	1,508,705	57,470
	<u>7,663,920</u>	<u>8,067,720</u>	<u>403,800</u>
Net (Revenues) Expenses	<u>(7,983,610)</u>	<u>(7,715,980)</u>	<u>267,630</u>
Adjustments	7,351,510	8,540,120	1,188,610
Transfers (from) to reserves	681,960	(1,407,590)	(2,089,550)
Development costs charges	-	(31,200)	(31,200)
	<u>8,033,470</u>	<u>7,101,330</u>	<u>(932,140)</u>
Transfer to/(from) accumulated surplus	<u>\$ 49,860</u>	<u>\$ (614,650)</u>	<u>\$ (664,510)</u>

**The Corporation of the Village of Cumberland
Notes to Financial Statements
Year Ended DECEMBER 31, 2021**

15. FEDERAL GAS TAX AGREEMENT FUNDS

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

Revenues under the Community Works Fund portion of the program will be recognized when allocated to the Municipality. The Municipality continues to track the unspent amounts in the Community Works Reserve Fund. The continuity of this fund is presented in the table below:

	2021	2020
Opening balance of unspent funds	\$ 443,943	\$ 400,063
Add:		
Amounts received during the year	436,228	213,171
Interest on funds	6,983	7,792
Less:		
Amounts allocated to projects during the year	-	(177,083)
Closing balance unspent funds	\$ 887,154	\$ 443,943

16. COVID-19 SAFE RESTART FUNDS

COVID-19 Safe Restart funding is provided by the Province of British Columbia. COVID-19 Safe Restart funding may be used towards designated categories that address the impacts of COVID-19. Eligible costs will include:

- addressing revenues shortfalls;
- facility reopening and operating costs;
- emergency planning and response costs;
- bylaw enforcement and protective services like fire protection and police;
- computer and other electronic technology costs (to improve interconnectivity and virtual communications);
- services for vulnerable persons (e.g. persons living with disabilities, mental illness or addictions, persons experiencing homelessness or other vulnerabilities); and
- other related costs.

Revenues under the COVID-19 Safe Restart program have been recognized when allocated to the Municipality. The Municipality continues to track the unspent amounts in the General Financial Stabilization Reserve. The continuity of this fund is presented in the table below:

	2021	2020
Opening balance of unspent funds	\$ 1,295,316	\$ -
Add:		
Amounts received during the year	-	1,312,000
Interest on funds	12,489	1,541
Less:		
Amounts allocated to projects during the year	(557,134)	(18,225)
Closing balance unspent funds	<u>\$ 750,671</u>	<u>\$ 1,295,316</u>

**The Corporation of the Village of Cumberland
Notes to Financial Statements
Year Ended DECEMBER 31, 2021**

17. ACCUMULATED SURPLUS

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

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

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

Accumulated Surplus:	2021	2020
Operating Funds:		
General Fund	\$ 1,566,622	\$ 1,577,069
Water Fund	286,158	248,077
Sanitary Sewer Fund	427,193	325,146
	<u>2,279,973</u>	<u>2,150,292</u>
Reserve Funds:		
Community Works Funds Reserve	887,154	443,943
Emergency & Safety Reserve	1,241,547	916,572
Fire Vehicles & Protective Equipment Replacement	141,176	111,244
General Financial Stabilization Reserve	1,800,509	766,654
General Village Assets Reserve	219,091	199,763
Host Amenity Funds Reserve	300,524	200,298
Infrastructure Asset Renewal Reserve	1,706,619	1,485,807
Land Sale Reserve	1,192	1,180
Parkland Reserve	112,659	119,393
Sewer Stabilization Reserve	708,103	296,555
Water Meter Renewal Reserve	581,967	488,041
Water Stabilization Reserve	318,159	300,000
Water & Sewer Infrastructure Asset Renewal Reserve	591,194	635,531
	<u>8,609,894</u>	<u>5,962,529</u>
Equity In Tangible Capital Assets:		
General Fund	24,824,253	26,395,811
Water Fund	15,742,903	15,909,609
Sanitary Sewer Fund	15,734,813	15,370,523
	<u>56,301,969</u>	<u>57,675,943</u>
Accumulated Surplus	<u>\$ 67,191,836</u>	<u>\$ 65,788,764</u>

18. CONTRACTUAL RIGHTS AND COMMITMENTS

Contractual rights are rights to economic resources arising from contracts or agreements that will result in revenues and assets in the future. As at December 31, 2021, the Municipality had the following contractual rights and significant commitments:

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

19. SEGMENTED INFORMATION

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

The segments are categorized and described as follows:

General Government Services

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

Transportation Services

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

Protective Services

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

Environmental Health Services

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

NOTE 19 SEGMENTED INFORMATION (continued)

Public Health Services

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

Environmental Planning and Development Services

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

Recreation and Cultural Services

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

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

20. SUBSEQUENT EVENTS

On Feb 14, 2022, Council made the following motions regarding amending contracts for design and management as well as increasing the budget for the Wastewater Upgrade Project and applying for further grants:

- i. 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.
- ii. 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

NOTE 20 SUBSEQUENT EVENTS (continued)

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.

21. SIGNIFICANT EVENT

During the 2020 and 2021 years, there was an outbreak of COVID-19 (coronavirus), which has had a significant impact on organizations through the restrictions put in place by the Canadian, provincial, and municipal governments regarding travel, municipality operations and isolation/quarantine orders. The pandemic caused disruption to work plans, supply chain issues and minor staffing shortages which delayed some purchases and other projects to future years. At this time, it is unknown the extent of the impact the COVID-19 outbreak may have on the Village as this will depend on future developments that are highly uncertain and that cannot be predicted with confidence. These uncertainties arise from the inability to predict the ultimate geographical spread of the disease, and the duration of the outbreak, including the duration of travel restrictions, office closures or disruptions, and quarantine/isolation measures that are currently, or may be put, in place by Canada and other countries to fight the virus.

THE CORPORATION OF THE VILLAGE OF CUMBERLAND
Tangible Capital Assets
For the Year Ended December 31, 2021

	Land	Building	Equipment / Furniture / Vehicles	Engineering Structures			Land Improvements	Assets Under Development	2021 Total	2020 Total
				Water	Sewer / Drainage	Roads				
Cost										
Opening balance	\$ 9,638,896	\$ 5,560,802	\$ 4,980,733	\$ 15,519,992	\$ 19,963,774	\$ 25,155,786	\$ 3,113,715	\$ 3,873,350	\$ 87,807,048	\$ 80,604,453
Add: Additions	-	4,590,292	210,681	182,724	298,870	331,535	15,821	831,447	6,461,370	12,877,160
Less: disposals	-	-	(141,860)	(71,334)	-	(48,074)	-	(3,641,047)	(3,902,315)	(5,674,565)
Closing balance	9,638,896	10,151,094	5,049,554	15,631,382	20,262,644	25,439,247	3,129,536	1,063,750	90,366,103	87,807,048
Accumulated Amortization										
Opening balance	-	1,558,818	2,946,627	3,134,227	3,316,992	11,399,726	1,582,682	-	23,939,072	22,475,171
Add: amortization	-	220,985	295,226	179,789	207,508	631,143	117,204	-	1,651,855	1,544,032
Less: disposals	-	-	(141,120)	(22,110)	-	(46,912)	-	-	(210,142)	(80,131)
Closing balance	-	1,779,803	3,100,733	3,291,906	3,524,500	11,983,957	1,699,886	-	25,380,785	23,939,072
Net Book Value, December 31, 2021	<u>\$ 9,638,896</u>	<u>\$ 8,371,291</u>	<u>\$ 1,948,821</u>	<u>\$ 12,339,476</u>	<u>\$ 16,738,144</u>	<u>\$ 13,455,290</u>	<u>\$ 1,429,650</u>	<u>\$ 1,063,750</u>	<u>\$ 64,985,318</u>	
Net Book Value, December 31, 2020	<u>\$ 9,638,896</u>	<u>\$ 4,001,984</u>	<u>\$ 2,034,106</u>	<u>\$ 12,385,765</u>	<u>\$ 16,646,782</u>	<u>\$ 13,756,060</u>	<u>\$ 1,531,033</u>	<u>\$ 3,873,350</u>		<u>\$ 63,867,976</u>

THE CORPORATION OF THE VILLAGE OF CUMBERLAND
Debenture and Long-Term Debt
As at December 31, 2021

	2021	2020
General Capital Fund		
Equipment Financing Loans with various expiry dates to 2025 interest charged at a floating rate (December 31st at 0.96%) secured by equipment with carrying value of \$764,705 (2020 - \$846,910)	\$ 405,528	\$ 413,383
Land Purchase-LUAR 4.1 5 year loan #305-6 interest charged at floating rate (December 31st at 0.97%) with carrying value of \$1,011,978 (2020 - \$1,011,978)	540,410	739,610
Interim Construction Financing Temporary Borrowing Bylaw #1123 interest charged at floating rate (December 31st at 0.97%) (Transferred to long-term debt Bylaw #1122 in 2021)	-	1,828,319
Debenture Debt Fire Hall Bylaw #1122, due 2041 interest charged at 2.41% annual principal payment of \$168,597	4,200,000	-
	5,145,938	2,981,312
Water Capital Fund		
Debenture Debt Water Supply Improvements Bylaw #981, due 2040 interest charged at 0.91% annual principal payment of \$18,865	428,256	447,120
Water Supply Improvements Bylaw #1063, due 2040 interest charged at 0.91% annual principal payment of \$44,305	1,005,795	1,050,100
	1,434,051	1,497,220
Sewer Capital Fund		
Interim Construction Financing Temporary Borrowing Bylaw #1106 interest charged at floating rate (December 31st at 0.97%)	500,000	-
Debenture Debt Sanitary Sewer Improvements Bylaw #781, due 2036 interest charged at 1.75% annual principal payment of \$15,797	569,678	597,034
Sanitary Sewer Improvements Bylaw #914, due 2031 interest charged at 3.25% annual principal payment of \$58,164	1,033,682	1,116,467
	2,103,360	1,713,501
Total Debenture and Long-Term Debt	\$ 8,683,349	\$ 6,192,033

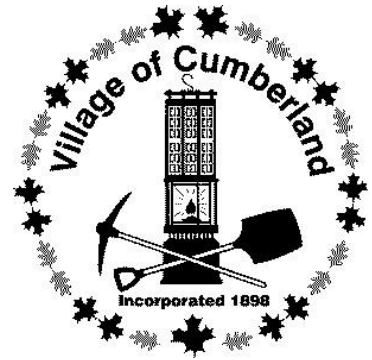
THE CORPORATION OF THE VILLAGE OF CUMBERLAND
Segment Disclosure
For the Year Ended December 31, 2021

	General government services		Transportation services		Protective services		Environmental health services		Public health services		Environmental planning and development services		Recreation and cultural services		Total	
	2021	2020	2021	2020	2021	2020	2021	2020	2021	2020	2021	2020	2021	2020	2021	2020
Revenue																
Tax revenue	\$ 1,143,083	\$ 1,024,113	\$ 908,787	\$ 911,697	\$ 504,135	\$ 466,613	\$ 609,502	\$ 483,734	\$ 7,653	\$ 13,251	\$ 194,231	\$ 183,725	\$ 741,702	\$ 702,473	\$ 4,109,093	\$ 3,785,606
Sale of services	-	-	-	-	241,955	175,912	2,146,095	1,994,818	20,663	33,753	-	-	218,761	153,466	2,627,474	2,357,949
Transfer from other governments	911,564	2,025,217	157,615	141,834	116,395	119,849	572,936	89,193	1,060	1,523	32,248	32,374	158,349	111,528	1,950,167	2,521,518
Other revenues and contributions	189,271	218,390	179,658	160,002	30,450	22,906	105,163	107,294	3,313	166	280,206	226,297	59,464	2,235,679	847,525	2,970,734
Total revenues	2,243,918	3,267,720	1,246,060	1,213,533	892,935	785,280	3,433,696	2,675,039	32,689	48,693	506,685	442,396	1,178,276	3,203,146	9,534,259	11,635,807
Expenses																
Wages, salaries and benefits	1,168,825	1,034,692	514,314	517,963	399,611	394,350	365,698	315,303	13,794	15,336	324,996	346,467	675,375	622,882	3,462,613	3,246,993
Good and services	233,093	(221,912)	324,685	193,958	228,008	230,422	1,198,672	1,174,802	12,766	14,472	209,104	130,882	572,686	520,508	2,779,014	2,043,132
Debt expense	-	-	8,827	18,640	125,107	7,814	78,277	111,043	-	-	-	-	-	192	212,211	137,689
Amortization	17,603	12,219	765,116	755,445	156,376	59,787	599,845	584,811	3,082	3,082	-	-	109,833	128,688	1,651,855	1,544,032
Loss/(Gain) on disposal of assets	-	-	(16,135)	2,723	(7,595)	-	49,224	36,954	-	-	-	-	-	635	25,494	40,312
Total Expenses	1,419,521	824,999	1,596,807	1,488,729	901,507	692,373	2,291,716	2,222,913	29,642	32,890	534,100	477,349	1,357,894	1,272,905	8,131,187	7,012,158
Annual Surplus (Deficit)	\$ 824,397	\$ 2,442,721	\$ (350,747)	\$ (275,196)	\$ (8,572)	\$ 92,907	\$ 1,141,980	\$ 452,126	\$ 3,047	\$ 15,803	\$ (27,415)	\$ (34,953)	\$ (179,618)	\$ 1,930,241	\$ 1,403,072	\$ 4,623,649

THE CORPORATION OF THE VILLAGE OF CUMBERLAND
Segment Disclosure With Budget Information
For the Year Ended December 31, 2021

	General government services		Transportation services		Protective services		Environmental health services		Public health services		Environmental planning and development services		Recreation and cultural services		Total	
	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
Revenue																
Tax revenue	\$ 1,143,083	\$ 1,156,680	\$ 908,787	\$ 919,530	\$ 504,135	\$ 510,460	\$ 609,502	\$ 639,510	\$ 7,653	\$ 7,730	\$ 194,231	\$ 196,680	\$ 741,702	\$ 750,200	\$ 4,109,093	\$ 4,180,790
Sale of services	-	-	-	-	241,955	247,390	2,146,095	2,061,090	20,663	25,500	-	-	218,761	238,000	2,627,474	2,571,980
Transfer from other governments	911,564	696,410	157,615	167,610	116,395	105,210	572,936	7,081,000	1,060	1,040	32,248	30,250	158,349	140,480	1,950,167	8,222,000
Other revenue and contributions	189,271	111,250	179,658	155,350	30,450	25,260	105,163	98,180	3,313	5,980	280,206	228,540	59,464	48,200	847,525	672,760
Total revenue	2,243,918	1,964,340	1,246,060	1,242,490	892,935	888,320	3,433,696	9,879,780	32,689	40,250	506,685	455,470	1,178,276	1,176,880	9,534,259	15,647,530
Expenses																
Wages, salaries and benefits	1,168,825	1,199,390	514,314	503,870	399,611	414,490	365,698	392,550	13,794	19,000	324,996	342,240	675,375	723,390	3,462,613	3,594,930
Good and services	233,093	(128,920)	324,685	286,580	228,008	212,350	1,198,672	1,164,710	12,766	22,250	209,104	182,730	572,686	540,700	2,779,014	2,280,400
Debt expense	-	-	8,827	17,680	125,107	121,170	78,277	130,610	-	-	-	-	-	-	212,211	269,460
Amortization	17,603	16,700	765,116	798,200	156,376	62,000	599,845	449,020	3,082	3,100	-	-	109,833	140,250	1,651,855	1,469,270
Loss/(Gain) on disposal of assets	-	-	(16,135)	-	(7,595)	-	49,224	-	-	-	-	-	-	-	25,494	-
Total expenses	1,419,521	1,087,170	1,596,807	1,606,330	901,507	810,010	2,291,716	2,136,890	29,642	44,350	534,100	524,970	1,357,894	1,404,340	8,131,187	7,614,060
Annual Surplus (Deficit)	\$ 824,397	\$ 877,170	\$ (350,747)	\$ (363,840)	\$ (8,572)	\$ 78,310	\$ 1,141,980	\$ 7,742,890	\$ 3,047	\$ (4,100)	\$ (27,415)	\$ (69,500)	\$ (179,618)	\$ (227,460)	\$ 1,403,072	\$ 8,033,470

COUNCIL REPORT



REPORT DATE: 6/20/2022
MEETING DATE: 6/27/2022

File No. 1680

TO: Mayor and Councillors
FROM: Andrea Samsom, Manager of Finance and Human Resources
SUBJECT: 2021 Statement of Financial Information (SOFI)

RECOMMENDATION

- i. THAT Council receive the 2021 Statement of Financial Information (SOFI) report.
- ii. THAT Council approve the Corporation of the Village of Cumberland 2021 Statement of Financial Information for filing with the Ministry.

PURPOSE

The purpose of this report is to present the 2021 Statement of Financial Information (SOFI), prepared in accordance with the BC Financial Information Act to Council for approval.

PREVIOUS COUNCIL DIRECTION

N/A

BACKGROUND

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

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

ALTERNATIVES

1. Council can direct staff to bring additional information back before approving the 2021 Statement of Financial Information (SOFI) report.
2. Not proceed with any action at this time.

STRATEGIC OBJECTIVE

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

FINANCIAL IMPLICATIONS

There are no financial implications associated with approving the 2021 SOFI report.

OPERATIONAL IMPLICATIONS

The Statement of Financial Information (SOFI) report is a statutory requirement. Staff extract the SOFI information annually from the Village's financial system's payroll and purchasing modules. Staff need to reconcile and review this information for accuracy and enter the information into the required format. The expense reports are sent to employees for their review. The deadline for submission to the ministry is June 30, 2022.

CLIMATE CHANGE IMPLICATIONS

While the SOFI report as a regulatory reporting requirement does not mitigate impacts of climate change many of the goods and services that are paid for by the Municipality have impacts on climate however, those impacts would be reported in other areas by the Village.

ATTACHMENTS

1. The 2021 Statement of Financial Information (SOFI)

CONCURRENCE

Michelle Mason, Chief Financial Officer **MM**

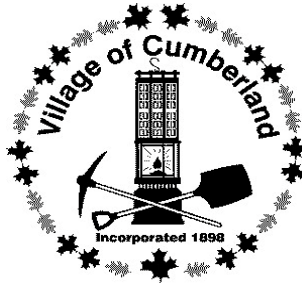
Respectfully submitted,

A. Samsom

Andrea Samsom
Manager of Finance and Human Resources

M. Mason

Michelle Mason, Interim CAO



THE CORPORATION OF THE VILLAGE OF CUMBERLAND

STATEMENT OF FINANCIAL INFORMATION

FOR THE FISCAL YEAR ENDED DECEMBER 31, 2021

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SCHEDULE OF REMUNERATION

SCHEDULE OF SEVERANCE

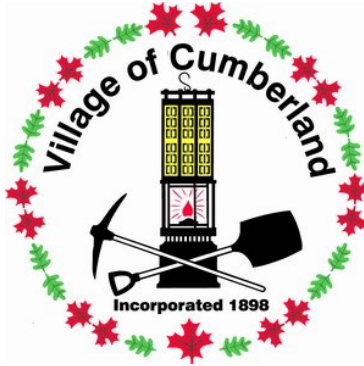
SCHEDULE OF PAYMENTS MADE TO SUPPLIERS

SUPPLEMENTARY SCHEDULE OF GRANTS IN AID

APPROVAL OF FINANCIAL INFORMATION

**THE CORPORATION OF THE VILLAGE OF CUMBERLAND
STATEMENTS OF FINANCIAL INFORMATION (SOFI)
REQUIREMENTS FOR FINANCIAL INFORMATION ACT SECTION 2(2)(a-c)
FOR THE FISCAL YEAR ENDED DECEMBER 31, 2021**

*2021 FINANCIAL STATEMENTS FOR THE CORPORATION OF THE VILLAGE OF CUMBERLAND
ATTACHED*



**THE CORPORATION OF THE
VILLAGE OF CUMBERLAND**

FINANCIAL STATEMENTS

DECEMBER 31, 2021

**THE CORPORATION OF THE
VILLAGE OF CUMBERLAND**

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For the year ended DECEMBER 31, 2021

MANAGEMENT'S RESPONSIBILITY

INDEPENDENT AUDITOR'S REPORT

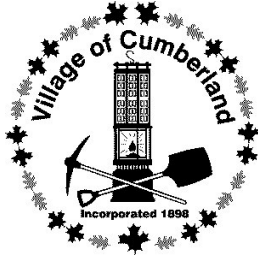
STATEMENTS

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Corporation of the Village of Cumberland

2673 Dunsmuir Avenue
P.O. Box 340
Cumberland, BC V0R 1S0
Telephone: 250-336-2291
Fax: 250-336-2321
cumberland.ca

Management's Responsibility for Financial Reporting

The financial statements have been prepared by management in accordance with Canadian public sector accounting standards and are outlined under "Significant Accounting Policies" in the notes to the financial statements. Management is responsible for the integrity and objectivity of these statements and schedules.

Management maintains a system of internal controls to provide reasonable assurance that assets are safeguarded and that transactions are authorized, recorded and reported properly. Management also maintains a program of proper business compliance.

Council is responsible for reviewing and approving the financial statements and for ensuring that management fulfils its responsibilities for financial reporting and internal control.

MNP LLP, Chartered Professional Accountants, the Village's independent auditors, have conducted an examination of the financial statements in accordance with Canadian generally accepted auditing standards and have expressed their opinion in a report accompanying this statement.

Michelle Mason, CPA, CGA
Financial Officer,
pursuant to Section 149 of the Community Charter
April 11, 2022

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

Opinion

We have audited the financial statements of the Corporation of the Village of Cumberland (the "Municipality"), which comprise the statement of financial position as at December 31, 2021, and the statements of operations and accumulated surplus, changes in net financial assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Municipality as at December 31, 2021, and the results of its operations, changes in its net financial assets and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

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

Other Information

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

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

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

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

Responsibilities of Management and Those Charged with Governance for the Financial Statements

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

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

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

Auditor's Responsibilities for the Audit of the Financial Statements

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

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

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

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

Courtenay, British Columbia

April 11, 2022

MNP LLP

Chartered Professional Accountants

THE CORPORATION OF THE VILLAGE OF CUMBERLAND
Statement of Financial Position
As at December 31, 2021

	<u>2021</u>	<u>2020</u>
Financial Assets		
Cash and cash equivalents	\$ 13,019,005	\$ 13,698,115
Property taxes receivable	187,652	180,066
Accounts receivable (Note 2)	1,166,062	980,564
Investments (Note 3)	8,000,000	4,748,059
	<u>22,372,719</u>	<u>19,606,804</u>
 Liabilities		
Accounts payable and accrued liabilities (Note 4)	2,355,516	2,582,277
Service and other deposits (Note 5)	714,521	851,496
Deferred revenue (Note 7)	8,541,168	8,204,507
Debenture and long term-debt (Note 9, Schedule 2)	8,683,349	6,192,033
	<u>20,294,554</u>	<u>17,830,313</u>
 Net Financial Assets	<u>2,078,165</u>	<u>1,776,491</u>
 Non-financial Assets		
Tangible capital assets (Schedule 1)	64,985,318	63,867,976
Inventories	111,975	122,147
Prepaid expenses	16,378	22,150
	<u>65,113,671</u>	<u>64,012,273</u>
 Accumulated Surplus (Note 17)	<u>\$ 67,191,836</u>	<u>\$ 65,788,764</u>

Contingent liabilities (Note 8)
Contractual rights and commitments (Note 18)
Subsequent events (Note 20)
Significant event (Note 21)

See accompanying notes to the financial statements

Approved by:



Leslie Baird
Mayor



Michelle Mason
Chief Financial Officer

THE CORPORATION OF THE VILLAGE OF CUMBERLAND
Statement of Operations and Accumulated Surplus
For The Year Ended December 31, 2021

	2021 Budget (Note 14)	2021 Actual	2020 Actual
Revenue			
Property taxes	\$ 3,449,960	\$ 3,408,208	\$ 3,211,569
Payments in lieu of taxes	56,100	56,167	55,088
Frontage taxes	674,730	644,718	518,949
Sale of services	2,101,450	2,094,363	1,948,566
Transfers from other governments	8,222,000	1,950,167	2,521,518
Services to other governments	470,530	533,111	409,383
Other Revenue	672,760	826,276	2,968,899
Development cost charges	-	21,249	1,835
	<u>15,647,530</u>	<u>9,534,259</u>	<u>11,635,807</u>
Expenses			
General government services	1,087,170	1,419,521	824,999
Transportation services	1,606,330	1,596,806	1,488,729
Protective services	810,010	901,506	692,373
Environmental health services	2,136,890	2,291,716	2,222,913
Public health services	44,350	29,643	32,890
Environmental planning and development	524,970	534,101	477,349
Recreation and cultural services	1,404,340	1,357,894	1,272,905
	<u>7,614,060</u>	<u>8,131,187</u>	<u>7,012,158</u>
Annual Surplus	<u>8,033,470</u>	<u>1,403,072</u>	<u>4,623,649</u>
Accumulated Surplus, Beginning of Year	65,788,764	65,788,764	61,165,115
Accumulated Surplus, End of Year	<u>\$ 73,822,234</u>	<u>\$ 67,191,836</u>	<u>\$ 65,788,764</u>

See accompanying notes to the financial statements

THE CORPORATION OF THE VILLAGE OF CUMBERLAND
Statement of Changes in Net Financial Assets
For The Year Ended December 31, 2021

	2021 Budget	2021 Actual	2020 Actual
	(Note 14)		
Annual Surplus	\$ 8,033,470	\$ 1,403,072	\$ 4,623,649
Amortization of tangible capital assets	1,469,270	1,651,856	1,544,032
Change in supplies inventories	-	10,172	(6,632)
Change in prepaid expense	-	5,772	131,460
Proceeds on disposal of tangible capital assets	-	25,633	-
Loss on disposal of tangible capital assets	-	25,493	40,312
Acquisition of tangible capital assets	(10,800,750)	(2,820,324)	(7,323,038)
Change In Net Financial Assets	(1,298,010)	301,674	(990,217)
Net Financial Assets, Beginning Of Year	1,776,491	1,776,491	2,766,708
Net Financial Assets, End Of Year	<u>\$ 478,481</u>	<u>\$ 2,078,165</u>	<u>\$ 1,776,491</u>

See accompanying notes to the financial statements

STATEMENT D

THE CORPORATION OF THE VILLAGE OF CUMBERLAND
Statement of Cash Flows
For The Year Ended December 31, 2021

	2021	2020
Cash Flows From Operating Transactions		
Annual surplus	\$ 1,403,072	\$ 4,623,649
Non-cash items		
Amortization	1,651,856	1,544,032
Contributed assets	-	-
Long-term debt actuarial reduction	(36,180)	(31,944)
Loss on disposal of tangible capital assets	25,493	40,312
Change in prepaid expense	5,772	131,460
Change in inventories	10,172	(6,632)
Change in deferred revenue	336,661	2,899,791
Change in working capital		
Change in property taxes receivable	(7,586)	(37,064)
Change in accounts receivable	(185,498)	169,563
Change in accounts payable	(226,761)	1,478,151
Change in trust and other deposits	(136,975)	(115,715)
Cash provided by operating transactions	2,840,026	10,695,603
Cash Flow From Capital Transactions		
Purchase of tangible capital assets	(2,820,324)	(7,323,038)
Proceeds on disposal of tangible capital assets	25,633	-
Cash applied to capital transactions	(2,794,691)	(7,323,038)
Cash Flow From Financing Transactions		
New debt issued	3,015,511	2,076,609
Long-term debt repaid	(488,015)	(426,526)
Cash applied to financing transactions	2,527,496	1,650,083
Cash Flow From Investing Transactions		
Change in investments	(3,251,941)	56,074
Cash applied to investing transactions	(3,251,941)	56,074
Increase (Decrease) in Cash and Cash Equivalents	(679,110)	5,078,722
Cash and Cash Equivalents, Beginning Of Year	13,698,115	8,619,393
Cash and Cash Equivalents, End Of Year	\$ 13,019,005	\$ 13,698,115
Interest Included In Operating Transactions		
Interest received in the year	\$ 257,916	\$ 242,355
Interest paid in the year	\$ (209,498)	\$ (151,885)

See accompanying notes to the financial statements

**The Corporation of the Village of Cumberland
Notes to Financial Statements
Year Ended DECEMBER 31, 2021**

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

1. SIGNIFICANT ACCOUNTING POLICIES

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

NOTE 1 SIGNIFICANT ACCOUNTING POLICIES (continued)

- i) The Municipality is statutorily obligated to collect and transmit the tax levies of the following bodies:
 - i) Provincial Government – Schools;
 - ii) Provincial Government – Police;
 - iii) Comox Valley Regional District;
 - iv) Regional Hospital District of Comox Strathcona;
 - v) British Columbia Assessment Authority;
 - vi) Municipal Finance Authority; and
 - vii) Vancouver Island Regional Library.

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

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

NOTE 1 SIGNIFICANT ACCOUNTING POLICIES (continued)

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

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

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

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

- n) Liability For Contaminated Sites

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

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

As at December 31, 2021 and 2020 the Municipality has reported no liabilities related to contaminated sites.

**The Corporation of the Village of Cumberland
Notes to Financial Statements
Year Ended DECEMBER 31, 2021**

2. ACCOUNTS RECEIVABLE

Accounts receivable is comprised of the following:

	2021	2020
Due from federal government	\$ 367,823	\$ 198,347
Due from provincial government	18,790	33,242
Due from other governments	81,787	49,921
Other receivables	697,662	699,054
	\$ 1,166,062	\$ 980,564

3. INVESTMENTS

Investments are comprised of the following:

	2021	2020
First Credit Union Term Deposits with interest rates of 1% (2020 – 2%); matures March 17, 2022	\$ 2,000,000	\$ 4,748,059
Canacord Genuity Wealth Management Investment with interest rate of 1.3% (2020 – Nil); matures October 11, 2022	5,000,000	-
Canacord Genuity Wealth Management Investment with interest rate of 1.4% (2020 – Nil); matures Jan 3, 2023	1,000,000	-
	\$ 8,000,000	\$ 4,748,059

4. ACCOUNTS PAYABLE

Account payable is comprised of the following:

	2021	2020
Due to federal government	\$ 4,199	\$ 1,488
Due to provincial government	1,181,086	676,904
Due to other government	1,163	2,209
Salaries, wages and benefits payable	316,043	469,299
Other payables	853,025	1,432,377
	\$ 2,355,516	\$ 2,582,277

5. SERVICE AND OTHER DEPOSITS

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

**The Corporation of the Village of Cumberland
Notes to Financial Statements
Year Ended DECEMBER 31, 2021**

6. BANK INDEBTEDNESS

The Municipality has an available secured line of credit of \$2 million from the First Credit Union bearing interest at prime. No balance was drawn on the line of credit as at December 31, 2021 (2020 – \$Nil).

7. DEFERRED REVENUE

	Balance 31-Dec-20	Collections	Adjustments	Recognized As Revenue	Interest Income	Balance 31-Dec-21
Deferred Revenue – DCC						
Parks	\$ 729,349	\$ 24,039	\$ 4,195	\$ (4,250)	\$ 7,384	\$ 760,717
Roads	795,339	38,638	4,577	(4,250)	8,151	842,455
Sanitary Sewer	2,556,529	142,981	18,399	(4,250)	26,236	2,739,895
Storm Drainage	177,471	18,127	996	(4,250)	1,848	194,192
Waterworks	552,508	68,451	8,109	(4,250)	5,893	630,711
	<u>4,811,196</u>	<u>292,236</u>	<u>36,276</u>	<u>(21,250)</u>	<u>49,512</u>	<u>5,167,970</u>
Other Deferred	3,393,311	559,159	-	(626,358)	47,086	3,373,198
	<u>\$8,204,507</u>	<u>\$851,395</u>	<u>\$36,276</u>	<u>\$ (647,608)</u>	<u>\$ 96,598</u>	<u>\$ 8,541,168</u>

8. CONTINGENT LIABILITIES

- a) The Municipality’s loan agreements with the Comox Valley Regional District and the Municipal Finance Authority provide that if at any time the scheduled payments required are not sufficient to meet obligations in regards to borrowings, the resulting deficiency becomes a joint and several liability of the Municipality and the other member Municipalities.
- b) The Municipality is involved with a number of legal actions, the outcomes of which cannot be determined at this time. Management has determined that any potential liabilities arising from these outstanding claims are either not significant or will be recovered through property taxes.
- c) As at December 31, 2021, the Municipality has no record of any significant assessment appeals pending with respect to properties.
- d) The Municipality is a Subscribed member of the Municipal Insurance Association of British Columbia (the “Exchange”) as provided by Section 3.02 of the Insurance Act of the Province of British Columbia. The main purpose of the Exchange is to pool the risks of liability so as to lessen the impact upon any Subscriber. Under the Reciprocal Insurance Exchange Agreement the Municipality is assessed a premium and specific deductible for its claims based on population. The obligation of the Municipality with respect to the Exchange and/or contracts and obligations entered in to by the Exchange on behalf of its Subscribers in connection with the Exchange are in every case several, and not joint and several.
- e) The Municipality makes every reasonable effort to comply with all environmental regulations that apply to its operations. These regulations may require future expenditures to meet applicable standards. Amounts required to meet these obligations will be charged to operations when incurred or set aside as in reserve funds for when they can be reasonably estimated.

NOTE 8 e) CONTINGENT LIABILITIES (continued)

In 2019, the Municipality received a notice from the Ministry of Environment and Climate Change Strategy (MOE) notifying the Municipality that the MOE was considering imposing a number of administrative penalties. The Municipality entered into a consent order with MOE in 2020 and paid \$15,000 that represents a portion of the administration penalties. As per the consent order, if registration under the Municipal Wastewater Regulation or an Operational Certificate under an approved Liquid Waste Management Plan is not complete by December 31, 2025, unless any delay beyond that date is affected by a material change in circumstances not caused or contributed to by the appellant, \$40,000 shall forthwith be paid to the Minister of Finance. The Municipality believes there is a high probability that the registration will take place by December 31, 2025.

9. LONG-TERM DEBT

- a) The Municipality is party to several equipment loans financed through the Municipal Finance Authority for the acquisition of vehicles and operating equipment. Loan terms are five years or less. The vehicles and equipment under these loans have a carrying value of \$764,705 (2020 - \$846,910) and are recorded as non-financial assets in the statements.

The following is a schedule of future minimum principal payments under the equipment financing loans with various expiry dates to 2026 together with the balance of the obligations under the loans, which is included in the debenture and long-term debt as detailed in Schedule 2:

2022	\$	146,220
2023		130,972
2024		76,307
2025		49,382
2026		2,646
	\$	405,527

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

2022	\$	305,727
2023		305,727
2024		305,727
2025		305,727
2026		305,727
	\$	1,528,635

Total balance for equipment loans, debenture and long-term debt equal \$8,683,349 (2020 - \$6,192,033).

10. DEPOSITS AND RESERVES – MUNICIPAL FINANCE AUTHORITY

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

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

Cash deposits at December 31, 2021 equal to \$94,364 (2020 - \$50,981) and are not reported elsewhere in these financial statements.

11. EMPLOYEE BENEFITS LIABILITY

Employees who retire qualify for a one-time payout of up to 72 days of their accumulated unused sick leave bank after 10 years of service. The Municipality calculates the value of this liability for employees based on review of the total vested and non-vested accrued time to date. Probabilities of 10 – 100% are assigned based on years of service and length of time to retirement and discounted at 2.97% (2020 – 2.13%). At December 31, 2021, the value of sick leave for all vested employees is calculated at \$80,787 (2020 - \$88,043). The total estimated employee retirement benefit liability at December 31, 2021 is \$223,082 (2020 - \$214,785). Employee retirement benefit amounts are being funded by an accounting charge on sick time accrued during the year and are included in the accounts payable and accrued liabilities.

12. PENSION LIABILITY

The Municipality and its employees contribute to the Municipal Pension Plan (the “Plan”), a jointly trustee pension plan. The Board of trustees, representing Plan members and employers, is responsible for administering the Plan, including investment of the assets and administration of benefits. The pension plan is a multi-employer defined benefit pension plan. Basic pension benefits provided are based on a formula. As at December 31, 2020, the Plan has approximately 220,000 active members and approximately 112,000 retired members. Active members include approximately 42,000 contributors from local governments.

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

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

The next valuation will be as at December 31, 2021 with results available later in 2022.

**The Corporation of the Village of Cumberland
Notes to Financial Statements
Year Ended DECEMBER 31, 2021**

NOTE 12 PENSION LIABILITY (continued)

Employers participating in the Plan record their pension expense as the amount of employer contributions made during the fiscal year (defined contribution pension plan accounting). This is because the Plan records accrued liabilities and accrued assets for the Plan in aggregate, resulting in no consistent and reliable basis for allocating the obligation, assets and cost to the individual employers participating in the Plan.

The Municipality paid \$231,402 (2020 - \$220,209) for employer contributions while employees contributed \$205,818 (2020 - \$196,353) to the Plan in fiscal 2021.

13. TRUST FUNDS

Cash and cash equivalents at December 31, 2021 held in trust by the Municipality for cemetery care equal to \$78,119 (2020 - \$73,708). Neither the assets nor related liabilities have been recorded in the financial statements.

14. ANNUAL BUDGET

Budget figures are based on the *2021-2025 Financial Plan Bylaw No. 1138, 2020* approved by Council in January of 2021. Figures are presented on the basis used for actual results and were adjusted as follows to comply with financial statement presentation:

Surplus per 2021 – 2025 Financial Plan	\$ -
Remove proceeds from borrowing	(2,684,000)
Remove principal payments on debt	704,030
Add back amortization	(1,469,270)
Remove capital acquisitions	10,800,750
Transfer to reserves	681,960
Surplus restated for financial statement purposes	<u><u>\$ 8,033,470</u></u>

**The Corporation of the Village of Cumberland
Notes to Financial Statements
Year Ended DECEMBER 31, 2021**

NOTE 14 ANNUAL BUDGET (continued)

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

	Original Financial Plan Bylaw 1138	Final Amended Financial Plan Bylaw 1161	Difference
Revenues	\$ (15,647,530)	\$ (15,783,700)	\$ (136,170)
Expenses			
General government services	1,151,445	1,276,655	125,210
Transportation services	1,720,950	1,739,850	18,900
Protective services	751,445	768,565	17,120
Environmental health services	2,027,710	2,073,360	45,650
Public health services	50,955	50,955	-
Environmental planning and development services	510,180	649,630	139,450
Recreation and cultural services	1,451,235	1,508,705	57,470
	<u>7,663,920</u>	<u>8,067,720</u>	<u>403,800</u>
Net (Revenues) Expenses	<u>(7,983,610)</u>	<u>(7,715,980)</u>	<u>267,630</u>
Adjustments	7,351,510	8,540,120	1,188,610
Transfers (from) to reserves	681,960	(1,407,590)	(2,089,550)
Development costs charges	-	(31,200)	(31,200)
	<u>8,033,470</u>	<u>7,101,330</u>	<u>(932,140)</u>
Transfer to/(from) accumulated surplus	<u>\$ 49,860</u>	<u>\$ (614,650)</u>	<u>\$ (664,510)</u>

**The Corporation of the Village of Cumberland
Notes to Financial Statements
Year Ended DECEMBER 31, 2021**

15. FEDERAL GAS TAX AGREEMENT FUNDS

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

Revenues under the Community Works Fund portion of the program will be recognized when allocated to the Municipality. The Municipality continues to track the unspent amounts in the Community Works Reserve Fund. The continuity of this fund is presented in the table below:

	2021	2020
Opening balance of unspent funds	\$ 443,943	\$ 400,063
Add:		
Amounts received during the year	436,228	213,171
Interest on funds	6,983	7,792
Less:		
Amounts allocated to projects during the year	-	(177,083)
Closing balance unspent funds	\$ 887,154	\$ 443,943

**The Corporation of the Village of Cumberland
Notes to Financial Statements
Year Ended DECEMBER 31, 2021**

16. COVID-19 SAFE RESTART FUNDS

COVID-19 Safe Restart funding is provided by the Province of British Columbia. COVID-19 Safe Restart funding may be used towards designated categories that address the impacts of COVID-19. Eligible costs will include:

- addressing revenues shortfalls;
- facility reopening and operating costs;
- emergency planning and response costs;
- bylaw enforcement and protective services like fire protection and police;
- computer and other electronic technology costs (to improve interconnectivity and virtual communications);
- services for vulnerable persons (e.g. persons living with disabilities, mental illness or addictions, persons experiencing homelessness or other vulnerabilities); and
- other related costs.

Revenues under the COVID-19 Safe Restart program have been recognized when allocated to the Municipality. The Municipality continues to track the unspent amounts in the General Financial Stabilization Reserve. The continuity of this fund is presented in the table below:

	2021	2020
Opening balance of unspent funds	\$ 1,295,316	\$ -
Add:		
Amounts received during the year	-	1,312,000
Interest on funds	12,489	1,541
Less:		
Amounts allocated to projects during the year	(557,134)	(18,225)
Closing balance unspent funds	<u>\$ 750,671</u>	<u>\$ 1,295,316</u>

**The Corporation of the Village of Cumberland
Notes to Financial Statements
Year Ended DECEMBER 31, 2021**

17. ACCUMULATED SURPLUS

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

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

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

Accumulated Surplus:	2021	2020
Operating Funds:		
General Fund	\$ 1,566,622	\$ 1,577,069
Water Fund	286,158	248,077
Sanitary Sewer Fund	427,193	325,146
	<u>2,279,973</u>	<u>2,150,292</u>
Reserve Funds:		
Community Works Funds Reserve	887,154	443,943
Emergency & Safety Reserve	1,241,547	916,572
Fire Vehicles & Protective Equipment Replacement	141,176	111,244
General Financial Stabilization Reserve	1,800,509	766,654
General Village Assets Reserve	219,091	199,763
Host Amenity Funds Reserve	300,524	200,298
Infrastructure Asset Renewal Reserve	1,706,619	1,485,807
Land Sale Reserve	1,192	1,180
Parkland Reserve	112,659	119,393
Sewer Stabilization Reserve	708,103	296,555
Water Meter Renewal Reserve	581,967	488,041
Water Stabilization Reserve	318,159	300,000
Water & Sewer Infrastructure Asset Renewal Reserve	591,194	635,531
	<u>8,609,894</u>	<u>5,962,529</u>
Equity In Tangible Capital Assets:		
General Fund	24,824,253	26,395,811
Water Fund	15,742,903	15,909,609
Sanitary Sewer Fund	15,734,813	15,370,523
	<u>56,301,969</u>	<u>57,675,943</u>
Accumulated Surplus	<u>\$ 67,191,836</u>	<u>\$ 65,788,764</u>

18. CONTRACTUAL RIGHTS AND COMMITMENTS

Contractual rights are rights to economic resources arising from contracts or agreements that will result in revenues and assets in the future. As at December 31, 2021, the Municipality had the following contractual rights and significant commitments:

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

19. SEGMENTED INFORMATION

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

The segments are categorized and described as follows:

General Government Services

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

Transportation Services

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

Protective Services

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

Environmental Health Services

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

NOTE 19 SEGMENTED INFORMATION (continued)

Public Health Services

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

Environmental Planning and Development Services

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

Recreation and Cultural Services

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

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

20. SUBSEQUENT EVENTS

On Feb 14, 2022, Council made the following motions regarding amending contracts for design and management as well as increasing the budget for the Wastewater Upgrade Project and applying for further grants:

- i. 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.
- ii. 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

NOTE 20 SUBSEQUENT EVENTS (continued)

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.

21. SIGNIFICANT EVENT

During the 2020 and 2021 years, there was an outbreak of COVID-19 (coronavirus), which has had a significant impact on organizations through the restrictions put in place by the Canadian, provincial, and municipal governments regarding travel, municipality operations and isolation/quarantine orders. The pandemic caused disruption to work plans, supply chain issues and minor staffing shortages which delayed some purchases and other projects to future years. At this time, it is unknown the extent of the impact the COVID-19 outbreak may have on the Village as this will depend on future developments that are highly uncertain and that cannot be predicted with confidence. These uncertainties arise from the inability to predict the ultimate geographical spread of the disease, and the duration of the outbreak, including the duration of travel restrictions, office closures or disruptions, and quarantine/isolation measures that are currently, or may be put, in place by Canada and other countries to fight the virus.

THE CORPORATION OF THE VILLAGE OF CUMBERLAND
Tangible Capital Assets
For the Year Ended December 31, 2021

	Land	Building	Equipment / Furniture / Vehicles	Engineering Structures			Land Improvements	Assets Under Development	2021 Total	2020 Total
				Water	Sewer / Drainage	Roads				
Cost										
Opening balance	\$ 9,638,896	\$ 5,560,802	\$ 4,980,733	\$ 15,519,992	\$ 19,963,774	\$ 25,155,786	\$ 3,113,715	\$ 3,873,350	\$ 87,807,048	\$ 80,604,453
Add: Additions	-	4,590,292	210,681	182,724	298,870	331,535	15,821	831,447	6,461,370	12,877,160
Less: disposals	-	-	(141,860)	(71,334)	-	(48,074)	-	(3,641,047)	(3,902,315)	(5,674,565)
Closing balance	9,638,896	10,151,094	5,049,554	15,631,382	20,262,644	25,439,247	3,129,536	1,063,750	90,366,103	87,807,048
Accumulated Amortization										
Opening balance	-	1,558,818	2,946,627	3,134,227	3,316,992	11,399,726	1,582,682	-	23,939,072	22,475,171
Add: amortization	-	220,985	295,226	179,789	207,508	631,143	117,204	-	1,651,855	1,544,032
Less: disposals	-	-	(141,120)	(22,110)	-	(46,912)	-	-	(210,142)	(80,131)
Closing balance	-	1,779,803	3,100,733	3,291,906	3,524,500	11,983,957	1,699,886	-	25,380,785	23,939,072
Net Book Value, December 31, 2021	\$ 9,638,896	\$ 8,371,291	\$ 1,948,821	\$ 12,339,476	\$ 16,738,144	\$ 13,455,290	\$ 1,429,650	\$ 1,063,750	\$ 64,985,318	
Net Book Value, December 31, 2020	\$ 9,638,896	\$ 4,001,984	\$ 2,034,106	\$ 12,385,765	\$ 16,646,782	\$ 13,756,060	\$ 1,531,033	\$ 3,873,350		\$ 63,867,976

THE CORPORATION OF THE VILLAGE OF CUMBERLAND
Debenture and Long-Term Debt
As at December 31, 2021

	2021	2020
General Capital Fund		
Equipment Financing Loans with various expiry dates to 2025 interest charged at a floating rate (December 31st at 0.96%) secured by equipment with carrying value of \$764,705 (2020 - \$846,910)	\$ 405,528	\$ 413,383
Land Purchase-LUAR 4.1 5 year loan #305-6 interest charged at floating rate (December 31st at 0.97%) with carrying value of \$1,011,978 (2020 - \$1,011,978)	540,410	739,610
Interim Construction Financing Temporary Borrowing Bylaw #1123 interest charged at floating rate (December 31st at 0.97%) (Transferred to long-term debt Bylaw #1122 in 2021)	-	1,828,319
Debenture Debt Fire Hall Bylaw #1122, due 2041 interest charged at 2.41% annual principal payment of \$168,597	4,200,000	-
	<u>5,145,938</u>	<u>2,981,312</u>
Water Capital Fund		
Debenture Debt Water Supply Improvements Bylaw #981, due 2040 interest charged at 0.91% annual principal payment of \$18,865	428,256	447,120
Water Supply Improvements Bylaw #1063, due 2040 interest charged at 0.91% annual principal payment of \$44,305	1,005,795	1,050,100
	<u>1,434,051</u>	<u>1,497,220</u>
Sewer Capital Fund		
Interim Construction Financing Temporary Borrowing Bylaw #1106 interest charged at floating rate (December 31st at 0.97%)	500,000	-
Debenture Debt Sanitary Sewer Improvements Bylaw #781, due 2036 interest charged at 1.75% annual principal payment of \$15,797	569,678	597,034
Sanitary Sewer Improvements Bylaw #914, due 2031 interest charged at 3.25% annual principal payment of \$58,164	1,033,682	1,116,467
	<u>2,103,360</u>	<u>1,713,501</u>
Total Debenture and Long-Term Debt	<u>\$ 8,683,349</u>	<u>\$ 6,192,033</u>

THE CORPORATION OF THE VILLAGE OF CUMBERLAND
Segment Disclosure
For the Year Ended December 31, 2021

	General government services		Transportation services		Protective services		Environmental health services		Public health services		Environmental planning and development services		Recreation and cultural services		Total	
	2021	2020	2021	2020	2021	2020	2021	2020	2021	2020	2021	2020	2021	2020	2021	2020
Revenue																
Tax revenue	\$ 1,143,083	\$ 1,024,113	\$ 908,787	\$ 911,697	\$ 504,135	\$ 466,613	\$ 609,502	\$ 483,734	\$ 7,653	\$ 13,251	\$ 194,231	\$ 183,725	\$ 741,702	\$ 702,473	\$ 4,109,093	\$ 3,785,606
Sale of services	-	-	-	-	241,955	175,912	2,146,095	1,994,818	20,663	33,753	-	-	218,761	153,466	2,627,474	2,357,949
Transfer from other governments	911,564	2,025,217	157,615	141,834	116,395	119,849	572,936	89,193	1,060	1,523	32,248	32,374	158,349	111,528	1,950,167	2,521,518
Other revenues and contributions	189,271	218,390	179,658	160,002	30,450	22,906	105,163	107,294	3,313	166	280,206	226,297	59,464	2,235,679	847,525	2,970,734
Total revenues	2,243,918	3,267,720	1,246,060	1,213,533	892,935	785,280	3,433,696	2,675,039	32,689	48,693	506,685	442,396	1,178,276	3,203,146	9,534,259	11,635,807
Expenses																
Wages, salaries and benefits	1,168,825	1,034,692	514,314	517,963	399,611	394,350	365,698	315,303	13,794	15,336	324,996	346,467	675,375	622,882	3,462,613	3,246,993
Good and services	233,093	(221,912)	324,685	193,958	228,008	230,422	1,198,672	1,174,802	12,766	14,472	209,104	130,882	572,686	520,508	2,779,014	2,043,132
Debt expense	-	-	8,827	18,640	125,107	7,814	78,277	111,043	-	-	-	-	-	192	212,211	137,689
Amortization	17,603	12,219	765,116	755,445	156,376	59,787	599,845	584,811	3,082	3,082	-	-	109,833	128,688	1,651,855	1,544,032
Loss/(Gain) on disposal of assets	-	-	(16,135)	2,723	(7,595)	-	49,224	36,954	-	-	-	-	-	635	25,494	40,312
Total Expenses	1,419,521	824,999	1,596,807	1,488,729	901,507	692,373	2,291,716	2,222,913	29,642	32,890	534,100	477,349	1,357,894	1,272,905	8,131,187	7,012,158
Annual Surplus (Deficit)	\$ 824,397	\$ 2,442,721	\$ (350,747)	\$ (275,196)	\$ (8,572)	\$ 92,907	\$ 1,141,980	\$ 452,126	\$ 3,047	\$ 15,803	\$ (27,415)	\$ (34,953)	\$ (179,618)	\$ 1,930,241	\$ 1,403,072	\$ 4,623,649

THE CORPORATION OF THE VILLAGE OF CUMBERLAND
Segment Disclosure With Budget Information
For the Year Ended December 31, 2021

	General government services		Transportation services		Protective services		Environmental health services		Public health services		Environmental planning and development services		Recreation and cultural services		Total	
	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
Revenue																
Tax revenue	\$ 1,143,083	\$ 1,156,680	\$ 908,787	\$ 919,530	\$ 504,135	\$ 510,460	\$ 609,502	\$ 639,510	\$ 7,653	\$ 7,730	\$ 194,231	\$ 196,680	\$ 741,702	\$ 750,200	\$ 4,109,093	\$ 4,180,790
Sale of services	-	-	-	-	241,955	247,390	2,146,095	2,061,090	20,663	25,500	-	-	218,761	238,000	2,627,474	2,571,980
Transfer from other governments	911,564	696,410	157,615	167,610	116,395	105,210	572,936	7,081,000	1,060	1,040	32,248	30,250	158,349	140,480	1,950,167	8,222,000
Other revenue and contributions	189,271	111,250	179,658	155,350	30,450	25,260	105,163	98,180	3,313	5,980	280,206	228,540	59,464	48,200	847,525	672,760
Total revenue	2,243,918	1,964,340	1,246,060	1,242,490	892,935	888,320	3,433,696	9,879,780	32,689	40,250	506,685	455,470	1,178,276	1,176,880	9,534,259	15,647,530
Expenses																
Wages, salaries and benefits	1,168,825	1,199,390	514,314	503,870	399,611	414,490	365,698	392,550	13,794	19,000	324,996	342,240	675,375	723,390	3,462,613	3,594,930
Good and services	233,093	(128,920)	324,685	286,580	228,008	212,350	1,198,672	1,164,710	12,766	22,250	209,104	182,730	572,686	540,700	2,779,014	2,280,400
Debt expense	-	-	8,827	17,680	125,107	121,170	78,277	130,610	-	-	-	-	-	-	212,211	269,460
Amortization	17,603	16,700	765,116	798,200	156,376	62,000	599,845	449,020	3,082	3,100	-	-	109,833	140,250	1,651,855	1,469,270
Loss/(Gain) on disposal of assets	-	-	(16,135)	-	(7,595)	-	49,224	-	-	-	-	-	-	-	25,494	-
Total expenses	1,419,521	1,087,170	1,596,807	1,606,330	901,507	810,010	2,291,716	2,136,890	29,642	44,350	534,100	524,970	1,357,894	1,404,340	8,131,187	7,614,060
Annual Surplus (Deficit)	\$ 824,397	\$ 877,170	\$ (350,747)	\$ (363,840)	\$ (8,572)	\$ 78,310	\$ 1,141,980	\$ 7,742,890	\$ 3,047	\$ (4,100)	\$ (27,415)	\$ (69,500)	\$ (179,618)	\$ (227,460)	\$ 1,403,072	\$ 8,033,470

**THE CORPORATION OF THE VILLAGE OF CUMBERLAND
STATEMENTS OF FINANCIAL INFORMATION (SOFI)
REQUIREMENTS FOR FINANCIAL INFORMATION ACT SECTION 2(2)(d)
FOR THE FISCAL YEAR ENDED DECEMBER 31, 2021**

SCHEDULE OF GUARANTEE AND INDEMNITY AGREEMENTS

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

**THE CORPORATION OF THE VILLAGE OF CUMBERLAND
STATEMENTS OF FINANCIAL INFORMATION (SOFI)
REQUIREMENTS FOR FINANCIAL INFORMATION ACT SECTION 2(3)(a)
FOR THE FISCAL YEAR ENDED DECEMBER 31, 2021**

SCHEDULE OF REMUNERATION

1. Council / Elected Officials

Name	Position	Remuneration	Expenses
Baird, Leslie	Mayor	\$ 22,287	\$ 388
Brown, Vickey	Councillor	11,565	1,179
Ketler, Jesse	Councillor	11,565	112
Sproule, Gwyn	Councillor	11,120	116
Sullivan, Sean	Councillor	11,120	91
Total: Council/Elected Officials		\$ 67,657	\$ 1,886

2. Other Employees

Name	Position	Remuneration	Expenses
Albert, Karin	Senior Planner	\$ 80,342	\$ 1,567
Barker, Darryl	Mechanic	77,743	131
Chambers, Kaelin	Economic Development Officer	79,072	231
Crisfield, Robert	Manager of Operations	120,465	1,630
Houghton, Eric	Public Works Chargehand	80,015	-
Mason, Michelle	Chief Financial Officer / Deputy CAO	121,185	2,835
McPhedran, Kevin	Manager of Parks and Recreation	94,094	1,976
Morin, Teodora	Deputy Financial Officer	90,979	1,482
Murgatroyd, Gavin	Public Works Foreman/Coordinator	94,648	558
Parker, Rachel	Corporate Officer	86,971	1,058
Pinfield, Simon	Utilities I	77,156	555
Postings, Clayton	CAO	135,199	2,170
Simpson, Courtney	Manager of Development Services	83,688	2,028
Williamson, Michael	Manager of Protective Services	99,780	815
Wing, David	Utilities II	79,598	2,960
Consolidated total of other employees with remuneration and expenses of \$75,000 or less		1,399,668	37,102
Total: Other Employees		\$ 2,800,603	\$ 57,096

3. Reconciliation

Total remuneration - Council/Elected Officials	\$ 67,657
Total remuneration - Other Employees	2,800,603
Subtotal	2,868,260
Reconciling Items	Note 1
Total per Statement of Revenue and Expenditure (Schedule 3)	3,462,613
Variance Note 1	\$ 594,353

Note 1 - Reconciling Items

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

Note 2 - Receiver General CPP and EI employer payments

CPP	\$	113,684
EI		41,775
Total	\$	155,458

**THE CORPORATION OF THE VILLAGE OF CUMBERLAND
STATEMENTS OF FINANCIAL INFORMATION (SOFI)
REQUIREMENTS FOR FINANCIAL INFORMATION ACT
FOR THE FISCAL YEAR ENDED DECEMBER 31, 2021**

STATEMENT OF SEVERANCE AGREEMENTS

There was one severance agreement under which payment commenced between The Corporation of the Village of Cumberland and its non-unionized employees during 2021. This agreement represented 10 months of compensation.

**THE CORPORATION OF THE VILLAGE OF CUMBERLAND
STATEMENTS OF FINANCIAL INFORMATION (SOFI)
REQUIREMENTS FOR FINANCIAL INFORMATION ACT SECTION 2(3)(b)
FOR THE FISCAL YEAR ENDED DECEMBER 31, 2021
SCHEDULE OF PAYMENTS FOR THE PROVISION OF GOODS AND SERVICES**

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

Supplier name	Aggregate amount paid to supplier
ABL Masonry Ltd	68,250.00
Access SMT	62,079.77
Active Network Ltd	30,318.94
Alliance Engineering Works (1985) Ltd	30,072.00
Alpine Water & Energy	67,584.22
Assessment Authority, BC	46,720.76
Athecon Projects Inc	42,472.01
Canada Life Insurance Company	40,557.65
Carvello Law Corporation	63,718.66
Central Square Technologies	45,672.63
Coal Valley Estates Ltd BC0708223	124,608.00
Coastal Mountain Fuels	47,695.97
Colliers Project Leaders Inc.	109,654.98
Cupe Local 556	26,545.04
Current Millwork (2012) Ltd.	41,869.18
CV Marine	31,331.50
David Stalker Excavating Ltd.	125,301.31
E&K Painting Ltd	42,897.75
Ecofish Research Ltd.	110,566.29
Emterra Environmental	236,922.66
FORTISBC-Natural Gas	25,335.71
GCS Technology (Alpha)	239,316.79
Graphic Office Interiors	154,789.67
Hydro & Power Authority, BC	179,792.21
ICONIX Waterworks LP	39,003.64
Insurance Corporation of British Columbia	25,513.00
Integrated Sustainability Consultants Ltd.	318,078.15
Island Overhead Door (1979) Ltd	28,581.95
JMR Landscaping & Irrigation Ltd	142,537.50
Koers & Associates Engineering Ltd.	41,735.85
Lacasse Construction	94,235.57
Leuco Construction Inc.	875,230.40
Maple Reinders Inc.	83,056.04
Mazzei Electric Ltd.	80,491.02
Mid Island Glass Ltd	37,385.26
Minister of Finance - PTB	1,525,101.80
Ministry of Finance - EHT	84,235.56
MKM Projects Ltd	495,771.93
Municipal Finance Authority	3,494,281.80
Municipal Insurance Association of British Columbia	79,396.00
Municipal Pension Plan	400,836.51
Nelson Roofing & Sheet Metal Ltd.	54,158.91
North Island Communications Inc.	28,872.29
Outlook ELA Inc.	35,410.23

Pacific Blue Cross	139,231.21
Powerhouse Sheet Rock Ltd	114,819.79
Receiver General For Canada	760,664.37
Regional District,Comox Valley	1,241,448.21
Regional Hospital District, Comox Strathcona	409,686.45
Regional Library, Vancouver Island	212,042.00
Shades Tankers (1976) Ltd.	26,866.98
Slegg Developments Ltd	25,395.62
Strategic Mechanical Inc.	170,093.98
Subdivision security refund	88,180.00
United Riders of Cumberland	28,815.00
Urban Systems Ltd	77,997.63
Village Carpentry Service	29,759.66
Wedler Engineering	74,244.34
Westwood Metals Ltd	100,325.41
WorkSafeBC	62,567.40
Zinc Strategies Inc.	28,760.35
Grand Total	\$ 13,548,886

Schedule of payment to suppliers

Total paid to suppliers who received \$25,000 or more	\$	13,548,886
Total paid to suppliers who received less than \$25,000	\$	1,729,348
Total paid to suppliers	\$	15,278,234

Total of payments for grants and contributions

Community Grant- Cumberland Museum	\$	30,000
Cumberland Community School Society-(Food share program \$35,000 Community Grant \$14,000)	\$	49,000
Total grants of \$25,000 or more	\$	79,000
Total grants of less than \$25,000- <i>Note 1</i>	\$	58,160
Total of all grants	\$	137,160
Total of contributions of \$25,000 or more	\$	-
Total of contributions less than \$25,000	\$	-
Total contributions	\$	-
Total of all grants and contributions of \$25,000 or more	\$	79,000
Total of all grants and contributions less than \$25,000	\$	58,160
Total of all grants and contributions	\$	137,160

Reconciliation

Total paid to suppliers of goods and services	\$	15,278,234
Total of all grants and contributions		137,160
Subtotal		15,415,394
Less: total per Schedule 3 to financial statements (goods and services)		(2,779,014)
Variance (Note 2)	\$	12,636,380

Note 1: A listing of grants in aid under \$25,000 is attached for information.

Note 2: Vendor listing includes all vendor payments, including balance sheet items, payments to other taxing authorities, capital expenditures and payroll expenses and consequently does not reconcile to the expenses noted on the Financial Statements.

**THE CORPORATION OF THE VILLAGE OF CUMBERLAND
STATEMENTS OF FINANCIAL INFORMATION (SOFI)
REQUIREMENTS FOR FINANCIAL INFORMATION ACT SECTION 2(3)(b)
FOR THE FISCAL YEAR ENDED DECEMBER 31, 2021**

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

Cumberland Culture & Arts Society	\$ 2,800
Cumberand Community School Parents Association	2,625
Royal Canadian Legion	2,100
Youth Ecological Restoration	2,100
Broombusters	375
Empire Events Society	10,000
Farmer's Market Nutrition Coupon Program	5,400
United Riders of Cumberland	13,000
Cumberland Museum	8,260
Coal Hills BMX	1,500
Cumberland Business Association	10,000
Total	\$ 58,160

**THE CORPORATION OF THE VILLAGE OF CUMBERLAND
STATEMENTS OF FINANCIAL INFORMATION (SOFI)
REQUIREMENTS FOR FINANCIAL INFORMATION ACT
FOR THE FISCAL YEAR ENDED DECEMBER 31, 2021**

STATEMENT OF FINANCIAL INFORMATION APPROVAL

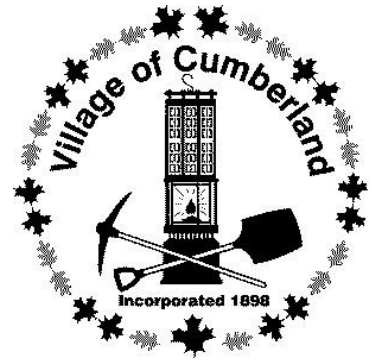
The undersigned, as authorized by the Financial Information Regulation, Schedule 1, Subsection 9(2), approves all the statements and schedules included in this Statement of Financial Information, produced under the Financial Information Act.

Michelle Mason
Chief Financial Officer

Leslie Baird
Mayor

dated this 27th day of June, 2022

COUNCIL REPORT



REPORT DATE: June 20, 2022
MEETING DATE: June 27, 2022

File No. 2510

TO: Mayor and Councillors
FROM: Rachel Parker, Corporate Officer
SUBJECT: Appointment of Deputy Corporate Officer

RECOMMENDATION

- i. THAT Council receive the Appointment of Deputy Corporate Officer report.
- ii. THAT Council appoint Andrea Samsom as Deputy Corporate Officer.

PURPOSE

The purpose of this report is to request that Council appoint a Deputy Corporate Officer.

BACKGROUND

Cumberland Council's Officers Bylaw No. 944, 2011 establishes the positions of chief administrative officer, corporate officer, and financial officer as required by the *Community Charter*. In order to provide some depth of duties, Council often appoints deputies to positions in order to ensure continuity of administration and services. The Village's past practice has been to appoint the Chief Administrative Officer as deputy corporate officer, however with recent appointments of interim and deputy CAO this did not take place.

As summer holiday season approaches, staff is requesting the Council appoint a Deputy Corporate Officer, to ensure that a staff person is available to administer oaths and declarations, and witness signatures for Village documents. Staff is recommending that Andrea Samsom, Manager of Finance and Human Resources, be appointed to this position. The statutory duties of the corporate officer are shown below:

Corporate officer

- 148** One of the municipal officer positions must be assigned the responsibility of corporate administration, which includes the following powers, duties and functions:
- (a) ensuring that accurate minutes of the meetings of the council and council committees are prepared and that the minutes, bylaws and other records of the business of the council and council committees are maintained and kept safe;

- (b) ensuring that access is provided to records of the council and council committees, as required by law or authorized by the council;
- (c) administering oaths and taking affirmations, affidavits and declarations required to be taken under this Act or any other Act relating to municipalities;
- (d) certifying copies of bylaws and other documents, as required or requested;
- (e) accepting, on behalf of the council or municipality, notices and documents that are required or permitted to be given to, served on, filed with or otherwise provided to the council or municipality;
- (f) keeping the corporate seal, if any, and having it affixed to documents as required.

ALTERNATIVES

1. Council may consider other senior staff to fill this role.

STRATEGIC OBJECTIVE

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

FINANCIAL IMPLICATIONS

None

OPERATIONAL IMPLICATIONS

There will be minor operational implications to appointing a deputy corporate officer.

CLIMATE CHANGE IMPLICATIONS

None

ATTACHMENTS

None

CONCURRENCE

Andrea Samsom, Manager of Finance and Human Resources **AS**

Respectfully submitted,

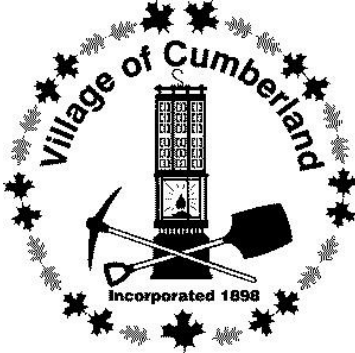
R. Parker

Rachel Parker
Corporate Officer

M. Mason

Michelle Mason
Chief Administrative Officer

COUNCIL MEMBER REPORT



DATE: June 20, 2022
TO: Mayor and Councillors
FROM: Mayor Baird
SUBJECT: Island Coastal Economic Trust Funding

File No. 0530-07

The Island Coastal Economic Trust (ICET) was created and capitalized by the Province in 2006 and plays a role in economic diversification, planning and regional revitalization in the Vancouver Island and Sunshine Coast region.

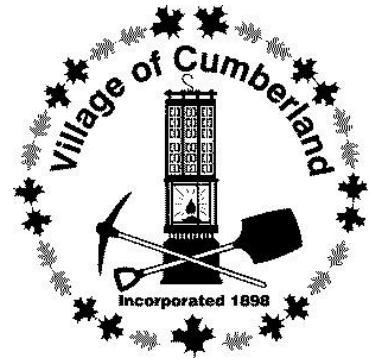
The Board of Directors consists of 13 directors, eight who are elected by two regional committees and five appointed by the Lieutenant Governor in Council. The Board is advised by the two Regional Advisory Committees comprised of the mayors, regional district chairs and MLAs from the region.

At its last meeting, the North Island-Sunshine Coast Regional Advisory Committee was advised that ICET has \$4.5 million remaining to commit to new projects. Without security a commitment by the Province in its 2023 budget, the Trust is in danger of shutting down in early 2023. If the Trust is discontinuing, local governments will lose their voice in funding decisions and the predictable responsive funding source for shared economic priorities would be lost.

ICET has submitted a 2023 budget request to recapitalize the ICET with at least \$150 million to transport the Trust from managing a short-term sinking fund that cannot generate sustainable returns into an intergenerational trust that supports and finances coastal communities to achieve our economic priorities for the future.

The North Island-Sunshine Coast Regional Advisory Committee has adopted a resolution to engage with our councils and senior staff regarding the near-term risk of the Trust imminently closing and the opportunity to contribute to a new vision for ICET to become a sustainable Trust focused on building community resiliency. The City of Courtenay has taken the lead to present a resolution to UBCM to support this. I ask for Council members' support as we head to UBCM in the fall.

COUNCIL REPORT



REPORT DATE: June 18, 2022
MEETING DATE: June 27, 2022

File No. 1765

TO: Mayor and Councillors
FROM: Michelle Mason, Interim Chief Administrative Officer
SUBJECT: Development Cost Charges Reserve Expenditure Bylaw

RECOMMENDATION

- i. THAT Council receive the Development Cost Charges Expenditure Bylaw report.
- ii. 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.
- iii. THAT Council give first, second and third reading to the "Development Cost Charges Reserve Expenditure Bylaw No. 1172, 2022".

PURPOSE

The purpose of this report is to:

- Seek Council approval to transfer \$2,500,000 from the Sewer Development Cost Charges (DCCs) reserve funds to the Sewer and Water Infrastructure Asset Renewal Reserve to fund the wastewater upgrade project.
- To provide Council the "Development Cost Charges Reserve Expenditure Bylaw No. 1172, 2022" for consideration of first, second and third reading.

PREVIOUS COUNCIL DIRECTION

N/A

BACKGROUND

The wastewater upgrade project is in process and phase one is expected to be commissioned in 2023. A funding source for this project has always included Sewer DCCs; however, in the beginning it was expected that all of the Sewer DCC funds available would be used to repay the 20 years of annual debt payments. Recent wastewater upgrade project updates have shown that this project will more than likely need the Sewer DCCs to fund portions of the project costs that will come in over budget or not be eligible for grant funding for both a phase 1 and 2 project. At the February 14, 2022 Council meeting, the sunken costs for phase 2 of the project that may not be eligible for grant funding was estimated to be \$700k and this would need to be a Village cash

outlay from reserves. At the June 13, 2022 Council meeting, the expected budget overage for phase 1 of the project is \$633k; however, actual construction costs are still at original estimates which may be higher once tendered given the inflationary climate.

The balance in the Sewer DCCs total just over \$3m but is earmarked for other DCC projects as well. However, the Village currently needs to fund \$1.333m from the Sewer DCCs to cover the cash outlay that is currently known. Therefore, staff is recommending that Council transfer \$2.5m from the Sewer DCCs to the Sewer and Water Infrastructure Asset Renewal Reserve to cover the current cash outlay and any further budget overages that are currently unknown. The current DCCs bylaw includes the wastewater treatment upgrades project at \$10m benefiting the developer at 100% and then that would be reduced by a 1% municipal assist factor. Staff will use any funds not required as Village cash outlays for the project from the \$2.5m Sewer DCCs to reduce any future borrowing required prior to going to long-term debt for the project.

ALTERNATIVES

1. Direct staff to research other funding sources for the required Village cash outlay.
2. Not proceed with any action at this time.

STRATEGIC OBJECTIVE

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

FINANCIAL IMPLICATIONS

Financial implications are outlined in the report above.

OPERATIONAL IMPLICATIONS

Finance analyzes all funding sources for Village projects and is responsible for debt processes as well. The Manager of Operations is part of the technical and steering committee and monitors the overall project.

CLIMATE CHANGE IMPLICATIONS

While the overall wastewater upgrade project has climate change implications, the funding for this project does not. All climate change implications for this project is provided with project updates to Council.

ATTACHMENTS

1. "Development Cost Charges Reserve Expenditure Bylaw No. 1172, 2022"

CONCURRENCE

Rob Crisfield, Manager of Operations **RC**

Respectfully submitted,

M. Mason

Michelle Mason
Interim Chief Administrative Officer

THE CORPORATION OF THE VILLAGE OF CUMBERLAND

BYLAW NO. 1172

A Bylaw to authorize the expenditures of monies from the Development Cost Charges Reserve.

The Council of the Corporation of the Village of Cumberland, in open meeting assembled, enacts as follows:

1. This Bylaw shall be cited as “Development Cost Charge Reserve Expenditure Bylaw No. 1172, 2022”.
2. An amount not exceeding \$2,500,000 in total is authorized to be paid out of the Development Cost Charges Reserve and transferred to the Sewer and Water Infrastructure Asset Renewal Reserve to meet the costs of upgrading the wastewater treatment service.

READ A FIRST TIME THIS	DAY OF	2022.
READ A SECOND TIME THIS	DAY OF	2022.
READ A THIRD TIME THIS	DAY OF	2022.
ADOPTED THIS	DAY OF	2022.

Mayor

Corporate Officer