

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