

The Corporation of the Village of Cumberland  
Committee of the Whole Meeting Agenda

Monday, August 8, 2022, 2:00 p.m.  
Council Chamber, 2675 Dunsmuir Avenue



We are honoured to gather on the unceded traditional territory of the K'ómoks First Nation.  
The public may view the meeting live on the [Village of Cumberland YouTube channel](#)

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Pages

1. **Agenda**

- 1.1. Agenda for Committee of the Whole meeting, August 8, 2022

**Recommendation:**

THAT the Committee approve the Agenda for the August 8, 2022  
Committee of the Whole meeting.

2. **Delegations**

- 2.1. Regional Tourism Service - Comox Valley Regional District 3  
James Warren, Deputy Chief Administrative Officer and Lisa Kilpatrick,  
Economic Recovery and Community Resilience Coordinator

**Recommendation:**

THAT the Committee receive the delegation of James Warren, Deputy  
Chief Administrative Officer and Lisa Kilpatrick, Economic Recovery and  
Community Resilience Coordinator from the Comox Valley Regional  
District regarding the Regional Tourism Service.

- 2.2. United Riders of Cumberland (UROC) - Strategic Trails Plan 2022 20  
Dougal Browne, Executive Director and Adam Spiegel President, UROC  
regarding presentation of the Strategic Trails Plan 2022

**Recommendation:**

THAT the Committee receive the delegation of Dougal Browne, Executive  
Director and Adam Spiegel President from United Riders of Cumberland  
regarding the Strategic Trails Plan 2022.

3. **Reports**

- 3.1. Quarterly Reports - April - June 2022 37

**Recommendation:**

THAT the Committee receive the second quarter reports for information.

4. **Question Period**

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

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

## 5. Closed Portion

### **Recommendation:**

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

(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;

## 6. Adjournment

File: 3900-02

July 4, 2022

Via email: [rparker@cumberland.ca](mailto:rparker@cumberland.ca)

Village of Cumberland  
1809 Beaufort Avenue  
Comox, BC V9M 1R9

Attention: Ms. Rachel Parker Corporate Officer

Dear Ms. Parker:

**Re: Bylaw No. 725 being "Comox Valley Economic Development Service Conversion Bylaw No. 345, 2016, Amendment No. 3"**

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The Comox Valley Regional District (CVRD) Board, at its meeting of March 15, 2022, gave three readings to Bylaw No. 725 being "Comox Valley Economic Development Service Conversion Bylaw No. 345, 2016, Amendment No. 3". The intent of the bylaw is to further implement the outcomes of the service review conducted in 2021 and 2022 by including the Village of Cumberland as a participant in the Comox Valley Tourism Service.

This bylaw, prior to submission for approval from the Inspector of Municipalities, requires written consent of the participants in the service, being the Directors for Electoral Areas A, B and C, the City of Courtenay and the Village of Cumberland.

In light of the above, the board requests your council to consent to the bylaw amendment under section 346 of the *Local Government Act* by considering the following resolution:

THAT the Village of Cumberland consent to the adoption of the Comox Valley Regional District Bylaw No. 725 being "Comox Valley Economic Development Service Conversion Bylaw No. 345, 2016, Amendment No. 3" under section 346 of the *Local Government Act*.

The inclusion of the Village of Cumberland as a formal participant in the Comox Valley Tourism Service is aligned with the findings of the service review and the existing tourism service contract that is in place for 2022. By way of background I've attached the staff report dated February 8, 2022 concerning the service review along with Bylaw No. 725 at third reading.

We would appreciate a response by August 15, 2022 in order to move forward with the bylaw in a timely manner. If you have any questions, please contact me at 250-334-6052 or via email at [ldennis@comoxvalleyrd.ca](mailto:ldennis@comoxvalleyrd.ca).

We look forward to hearing from you.

Sincerely,  
**L. Dennis**  
Manager of Legislative Services

Attachments: Staff report dated February 8, 2022  
Bylaw No. 725

## COMOX VALLEY REGIONAL DISTRICT

### BYLAW NO. 725

**A bylaw to amend the Comox Valley Tourism Service to include the Village of Cumberland as a participant in the service**

**WHEREAS** the Board of the Comox Valley Regional District adopted Bylaw No. 345 being “Comox Valley Economic Development Service Conversion Bylaw No. 345, 2016” on October 25, 2016” to convert and establish the Comox Valley Economic Development Service;

**AND WHEREAS** the board wishes to amend the service establishing bylaw to further implement the outcomes of the service review conducted in 2021 and 2022 by including the Village of Cumberland as a participant in the service;

**AND WHEREAS** pursuant to the *Local Government Act* (RSBC, 2015, c.1), at least two-thirds of the participants have given consent on behalf of the electors to the adoption of this bylaw;

**AND WHEREAS** pursuant to the *Local Government Act* (RSBC, 2015, c.1), the approval of the Inspector of Municipalities has been obtained;

**NOW THEREFORE** the board of the Comox Valley Regional District in open meeting assembled enacts as follows:

#### **Amendment**

1. Bylaw No. 345 being “Comox Valley Economic Development Service Conversion Bylaw No. 345, 2016” is hereby amended by:

- a) Adding to section 4 (Boundaries) the words “and the Village of Cumberland” such that section 4 reads as follows:

“The boundaries of this service shall be the boundaries of Baynes Sound (Electoral Area A (excluding Denman and Hornby Islands)), Lazo North (Electoral Area B), Puntledge/Black Creek (Electoral Area C) and inclusive of the City of Courtenay and the Village of Cumberland.”

- b) Deleting from section 5 (Participating local governments ‘Members’) the word “and” before the words “the City of Courtenay” and adding the words “the Village of Cumberland” such that section 5 reads as follows:

“The participants of this service are Baynes Sound (Electoral Area A, excluding Denman and Hornby Islands), Lazo North (Electoral Area B), Puntledge/Black Creek (Electoral Area C), the City of Courtenay and the Village of Cumberland.”

#### **Citation**

This Bylaw No. 725 may be cited as “Comox Valley Economic Development Service Conversion Bylaw No. 345, 2016, Amendment No. 3”.



The CVRD Board released this report from in-camera at its February 15/22 meeting

In-camera

**DATE:** February 8, 2022

**FILE:**6750-20/CV

**TO:** Chair and Directors  
Regional District Board

**FROM:** Russell Dyson  
Chief Administrative Officer

Supported by Russell Dyson  
Chief Administrative Officer

*R. Dyson*

**RE: Comox Valley Economic Development Service – Service Review Final Report**

**Purpose**

To seek the Board’s endorsement of the recommendations from the service review of the Comox Valley Economic Development Service, Function 550.

**Recommendations from the Chief Administrative Officer:**

1. THAT the Board concur with the recommendations provided in the Report on the Service Review dated January 2022 and staff be directed to bring forward an amendment to Bylaw No. 345 being “Comox Valley Economic Development Service Conversion Bylaw No. 345, 2016” to:
  - a) remove the Town of Comox as a participant and modify the service boundaries accordingly;
  - b) modify the service name to reflect the Comox Valley Regional Tourism Service;
  - c) modify the service purpose and related provisions to remove reference to economic development and insert tourism and destination marketing services;
  - d) insert language concerning the Town of Comox’s
    - i. obligation to contribute their portion of debt and facility maintenance costs until the Vancouver Island Visitor Centre (VIVC) mortgage is retired; and
    - ii. entitlement to a share of any benefits from the disposition, lease or re-purposing of the VIVC during the period in which the Town of Comox contributes to the VIVC mortgage debt and maintenance costs.

AND FURTHER THAT staff be authorized to negotiate service contracts with the Town of Comox and the Village of Cumberland for tourism and destination marketing services with such contracts being subject to Board approval;

AND FINALLY THAT such direction and the public release of this staff report and the report on the service review dated January 2022 be actioned upon receipt of affirmative responses to the service findings report from all of the service participants.

2. THAT upon adoption of the amendment to Bylaw No. 345 being “Comox Valley Economic Development Service Conversion Bylaw No. 345, 2016” to repurpose the service as the Comox Valley Regional Tourism Service, the Village of Cumberland be invited to participate in the service through contract for 2022 and join the service as a formal participating area starting in 2023.

3. THAT staff be directed to undertake a transition planning process for the Vancouver Island Visitor Centre to identify and assess options for the use of the facility.
4. THAT the Comox Valley Economic Development Select Committee, established to consider matters relating to the contract deliverables with the Comox Valley Economic Development Society, be disbanded.

### Executive Summary

- On October 30, 2020 the Town of Comox requested a service review of the Comox Valley Economic Development Service, Function 550 citing dissatisfaction with the service governance model and the resulting challenges to service delivery. [The staff report dated November 19, 2020](#) detailed this request and the framework for dispute resolution in regards to regional district services.
- The review process has followed the statutory framework provided for in the *Local Government Act* in which participant representatives, assisted by a third-party facilitator, reviewed the terms and conditions of the service and undertook negotiations to identify common interests and reach agreement on the issues identified.
- The enclosed Report on the Service Review dated January 2022 documents this process conducted over an eleven-month period and articulates the outcomes and recommendations for consideration by each of the service participants.
- In summary, the recommendations provide for a restructuring and redesign of Function 550 by focusing the service purpose on tourism and destination marketing services as well as removing the Town of Comox as a participant under terms obligating contributions to the outstanding mortgage for the Vancouver Island Visitor Centre (VIVC) and with a corresponding entitlement to any benefits arising from the disposition, lease or re-purposing of the facility. This adjustment to the service purpose means economic development services will no longer be delivered to the region and instead undertaken individually by each jurisdiction. The recommendations also provide for the establishment of tourism service contracts with both the Town of Comox and Village of Cumberland (Village) so that they may benefit from the service, with the latter body being invited to join the redesigned service as a formal participant. Should Cumberland join the service the contract between the Comox Valley Regional District (CVRD) and the Village would be terminated at the appropriate time.
- In consideration of the significance of the VIVC and the decentralization of visitor services a transition planning process for the facility is proposed to be initiated in 2022 to identify and assess options for its use. The process is expected to carry into and expand in 2023 as the regional tourism service is further developed.
- In recognition of the need for and benefits of collaboration and information sharing in regards to the parties' individual economic development activities, the service review representatives also supported the notion of holding of ad hoc regional economic development roundtables. It is noted that such roundtables can be accommodated through Elected Officials' Forums that the CVRD regularly conducts or through municipal-led events.
- Subject to endorsement by each of the participating bodies, this staff report seeks the Board's endorsement of the necessary actions stemming from the review recommendations as well as the public release of the report. Staff will provide a verbal update at the February 15, 2022 meeting respecting the consideration by each of the parties.
- Staff have updated the Ministry's Planning and Land Use Management Branch respecting the status of the service review negotiations and will notify the Minister of Municipal Affairs should agreement be reached.

- A public news release to communicate the completion of the process and the direction concerning implementation of the recommendations is also planned to be issued following confirmation of agreement by all parties.
- The draft Function 550 budget, developed around the provision of tourism services, will be presented to CVRD Board on March 15, 2022 and will include information concerning a potential contract extension with Tourism Vancouver Island. The amending bylaw associated with the implementation of the service review recommendation would also be considered at that time, should this initiative proceed.

This report is being considered in-camera in accordance with section 90(1)(k) of the Community Charter which provides that part of a board meeting may be closed to the public if the matter pertains to negotiations and related discussions respecting the proposed provision of regional district services that are at their preliminary stages and that, in the view of the board, could reasonably be expected to harm the interests of the regional district if they were held in public.

Prepared by:

***J. Martens***

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Jake Martens  
General Manager  
of Corporate Services

Concurrence:

***J. Warren***

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James Warren  
Deputy Chief  
Administrative Officer

**Government Partners and Stakeholder Distribution (Upon Agenda Publication)**

N/A	✓
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Attachments: Appendix A – Report on the Service Review dated January 2022



Statutory Service Review  
Comox Valley Economic Development Service  
January, 2022

## REPORT ON THE SERVICE REVIEW

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### RECOMMENDATIONS

Recommendations arising from the Service 550 Service Review, for presentation to the City of Courtenay, Town of Comox and Comox Valley Regional District:

- > *THAT the parties amend Conversion Bylaw No. 345 (2016) to remove the economic development component of the service.*
- > *THAT the parties support the creation of ad hoc regional roundtables as forums for collaboration on initiatives aimed at promoting the economic development of the Comox Valley.*
- > *THAT the parties amend Conversion Bylaw No. 345 (2016) to remove the Town of Comox as a participating jurisdiction.*
- > *THAT the parties endorse a Fee-for-Service Contract between the Town of Comox and CVRD, as described under "Recommendation 4" in the Report on the Service Review, designed to:*
  - *enable Comox to partake in and benefit from the Comox Valley visitor services and destination marketing initiatives developed and delivered on behalf the Service 550 participants*
  - *ensure that Comox pays its share of the outstanding VIVC mortgage debt*

- *enable Comox to receive a share of any benefits from the disposition, lease or re-purposing of the VIVC, during the period in which the Town's contributions to the VIVC mortgage debt continue*

- > *THAT the Village of Cumberland be invited to join the re-designed and renamed Service 550 (Comox Valley Regional Tourism).*
- > *THAT Conversion Bylaw No. 345 (2016) be amended to reflect the name change to the service, and the inclusion of the Village of Cumberland as a participant.*

### INTRODUCTION

At the end of October, 2020, the Town of Comox exercised its authority under section 357(1) of the *Local Government Act* to initiate a statutory review of the Comox Valley Economic Development Service (Service 550). In accordance with section 355(2) of the *Act*, one elected official from each participating jurisdiction was selected to represent the jurisdiction in the Service Review process. The Chair of the Comox Valley Regional District (CVRD) was selected to represent the Regional District Board.

Pursuant to section 359(1) of the *Act*, the CVRD Board arranged for the Preliminary Meeting of the Service Review to be held on January 19, 2021. At that meeting, representatives agreed to a scope of

review and a process to guide discussions. Within the agreed scope, and guided by the agreed process, the representatives participated in a total of six meetings (in addition to the Preliminary Meeting) over an eleven-month period ending on December 14, 2021.

An independent local government consultant was retained by the parties to design the Service Review process, facilitate Service Review meetings, and develop — in consultation with the local government Chief Administrative Officers — possible solutions for consideration by the representatives. This report, titled *Service Review Recommendations*, has been prepared by the consultant based on the outcomes of the Service Review. The report will be presented for consideration to the parties' governing bodies — namely, the CVRD Board of Directors, the Town of Comox Municipal Council, and the City of Courtenay Municipal Council.

The report begins by profiling Service 550 as it existed at the start of the Service Review, and as it continues to exist today pending endorsement and implementation of the recommended changes. The scope of the Service Review is then outlined, followed by a chronological examination of the Service Review meetings. The report ends by presenting the outcomes of the Service Review as recommendations to the local governments.

The primary purpose of the report is to present recommendations aimed at resolving the concerns of the parties, and concluding the Service Review. The report also serves, however, as the official record of the Service Review and its outcomes. For this reason, the chronological examination of the meetings is documented in considerable detail, as are the outcomes of the Review.

## COMOX VALLEY ECONOMIC DEVELOPMENT — SERVICE 550

### Service Participants

The Comox Valley Economic Development Service is a long-standing service of the CVRD, established in 1976 under supplementary letters patent. The service's *Conversion Bylaw No. 345*, adopted by the Board in 2016, identifies the following participating jurisdictions:

- City of Courtenay
- Town of Comox
- Electoral Area A
- Electoral Area B
- Electoral Area C

The service area includes the whole of the participating municipalities and the whole of Electoral Areas B and C. In Electoral Area A, only the Baynes Sound portion of the jurisdiction is included.

### Service Definition

*Conversion Bylaw No. 345* sets out the purpose of the service: to "encourage the responsible expansion of the Comox Valley economic base as well as enhance wealth and employment opportunities". A set of specific, core economic development activities to be undertaken in pursuit of this purpose is also set out in the bylaw.

Service 550's scope of activities evolved over time to include two additional areas of focus, both of which are related to tourism. These focus areas are identified as:

- destination marketing, which includes efforts aimed at promoting the Comox Valley as a vacation destination
- visitor information services, which are activities aimed at helping visitors to the Comox Valley learn about the area and experience its range of visitor experiences

### Service Governance

CVRD Board is the ultimate governing body for Service 550. Decisions taken by the Board follow the default voting provisions of the *Local Government Act*.

Historically, the role of the Board in decision-making has been limited by the presence of the Comox Valley Economic Development Society (CVEDS), an independent entity created to deliver the service (see below). Prior to the recent dissolution of the Society, the CVEDS Board of Directors played an important role in service governance.

### Service Finance

The 2021 budget for Service 550 projected close to \$1.17 million in expenses. This amount was the total required to provide the full service, including its economic development and tourism elements, for the year. A 2021 tax requisition of \$0.98 million covered the bulk of the expenses. The full tax burden was allocated among participants on the basis of converted assessment.

### Service Delivery

At the start of the Service Review and for many years prior to that time, Service 550 was delivered by CVEDS on behalf of the Regional District. CVEDS was established in 1998 by the member jurisdictions (not the CVRD corporation) as a non-profit service delivery body. The CVRD entered into a new service contract with the Society in mid-2020.

### SCOPE OF REVIEW

At the Review's Preliminary Meeting in January, 2021, the representatives of the parties considered the issues raised by the Town of Comox in its notice of Service Review. Individual representatives then put forward additional issues to consider for inclusion in the scope of the Review.

Based on their discussion of the full set of issues presented, representatives agreed to focus the Review on three issues:

- *Current Service Delivery* — Representatives agreed — albeit for different reasons — that the Comox Valley Economic Development Society could not continue in its role as the economic development and tourism service agency for the local governments of the Comox Valley. Representatives agreed to identify and examine the implications for the service of terminating the CVEDS' contract.
- *Service Definition* — Representatives expressed different views with respect to elements of Service 550 that should remain regional in nature and within the shared service, and elements that should be provided at a local or sub-regional level outside of Service 550. The jurisdictions were united, however, on the need to re-define the existing service to focus on a reduced scope of activities. The Service

Review, it was agreed, would be the process through which the representatives could determine the specific service elements of the to provide through a re-defined Service 550.

- *Delivery Model* — Representatives agreed to use the Service Review to determine the specific service model — in-house, arm's-length agency or service contractor — for delivery of the re-defined, shared service.

It is important to highlight the issue of service definition in the scope of Service Review. The representatives' decision to use the Service Review as the vehicle to re-design Service 550's elements, including its list of participants, reflected the view shared by all parties that significant changes to the service were required. The decision also reflected an understanding that not all jurisdictions would continue to collaborate through a collective service of the Regional District in all aspects of economic development and tourism. Through the review, it was determined, the representatives would recognize and facilitate decisions by all individual jurisdictions to participate or not participate in the re-designed service. This accommodation was provided not only to the Town of Comox — the participant that initiated the Service Review — but to all jurisdictions.

### SERVICE REVIEW CHRONOLOGY

#### March, 2021

The representatives to the Service Review held their first meeting on March 16, 2021. In the weeks leading up to this date, the CVRD Board issued contract termination notice to CVEDS. Efforts began immediately to identify the implications of contract termination, and of the potential resulting dissolution of CVEDS, for the parties. These efforts remained ongoing after the March 16 meeting.

In discussions at the meeting itself, representatives made progress in identifying possible changes to the service. All representatives, for example, confirmed that there was no interest in retaining regional economic development in a re-defined Service 550. Representatives were quick, however, to support the creation of *ad hoc* regional economic roundtables at which jurisdictions and others —

including K'ómoks First Nation — could share information and develop shared initiatives.

On the tourism side, at least some of the representatives expressed an interest in continuing with the shared provision of visitor services in Service 550. The same representatives spoke to the value, as well, in continuing to participate in shared destination marketing efforts aimed at drawing targeted groups of visitors to the Comox Valley.

In the weeks following the March 16 meeting, the Members of CVEDS met with the CVEDS' Board of Directors to review the Society's assets and liabilities, and to understand the intentions of the Board with respect to dissolution. The Regional District Board approved an interim *Five-Point Plan* designed by staff to provide short-term stability to ongoing tourism and economic development activities, and to give the parties to the Service Review the time required to complete their process.

A key element of the *Five-Point Plan* was a proposal aimed at protecting the Vancouver Island Visitor Centre (VIVC), a community asset held by CVEDS and funded through Service 550. Under the *Plan* the CVRD would assume from CVEDS title to the facility, as well as Centre's outstanding mortgage liability. The *Plan* also called on the CVRD to assume responsibility for the tourism service delivery sub-contract between CVEDS and Tourism Vancouver Island (TVI), and to replace CVEDS in its role as Secretariat for the Economic Recovery Task Force.

#### April, 2021

The second meeting of the Service Review was held on April 20, 2021. Most of the time at this meeting was spent discussing possibilities for shared tourism. Key points from the discussion were as follows:

- *Regional Tourism* — All jurisdictions except for the Town of Comox expressed an interest in regional tourism, and a commitment to taking responsibility for the VIVC facility, VIVC mortgage and TVI delivery contract.
- *New Service Design* — All representatives agreed that the current tourism service, based

out of the VIVC, was not the preferred service model for the Comox Valley. A new vision, scope and service model for a Comox Valley visitor services and destination marketing function was required.

- *Full-Region* — Several representatives expressed a desire to expand the tourism service area to include the Village of Cumberland, Hornby Island and Denman Island. Several also highlighted the importance of, and opportunities for, engaging K'ómoks First Nation.

Following the April 20 meeting, the Service Review facilitator spoke individually to each of the representatives and to the local government CAOs to better understand the parties' interests. The following points emerged from these discussions:

- The Town of Comox did not wish to participate in any form of shared, Regional District service, including a re-designed service focused on visitor services and destination marketing.
- The City of Courtenay and Electoral Areas A, B and C remained interested in collaborating on visitor services and destination marketing through a regional tourism service, re-imagined and re-defined through ongoing discussion involving all willing parties, including the Village of Cumberland and other jurisdictions that are not currently participating in Service 550.
- The City of Courtenay, CVRD and CVEDS were in discussions with Destination BC to determine how to transfer the Municipal Regional District Tax (MRDT) from CVEDS to a new designated recipient in a way that would avoid any interruption in the program.
- The CVRD remained intent on implementing the agreed *Five-Point Plan* and, in so doing, assuming ownership and responsibility for the mortgage liability of the VIVC, as well as responsibility for the contract with TVI.
- All parties remained interested in collaborating on economic development initiatives through *ad hoc* regional roundtables. None of the

parties, however, expressed interest in participating in a formal regional economic development service.

### May, 2021

The third meeting of the Service Review was held on May 13, 2021. The meeting focused on regional tourism (economic development, the parties had determined, would be provided through local economic development services, not as part of a re-designed Service 550). Two regional tourism scenarios were presented for discussion by representatives at the meeting:

- *Regional Tourism WITHOUT Town of Comox* — Under this scenario, the City of Courtenay and Electoral Areas A, B and C would choose to participate in a revised Service 550 focused on the provision of regional visitor services and destination marketing initiatives. Invitations to join the service would be sent to the Village of Cumberland Municipal Council, along with the Chairs of Denman Works and the Hornby Island Community Economic Development Corporation.

The Town of Comox would not participate in the service. The Town's decision to withdraw from Service 550 entirely would trigger a discussion on compensation — specifically, the question as to whether or not Comox should be expected to compensate the remaining participants for a portion of the cost incurred by the service in taking ownership of the VIVC.

Regional tourism would be delivered for at least an initial period by TVI on contract to the CVRD. The participants would engage in a strategic planning process to examine the potential to transition visitor services from a centralized VIVC-based model to a more dynamic, decentralized model.

Destination marketing efforts in the service would be supported in part by MRDT funds, which could be administered by TVI on behalf of the service and the hospitality sector. The annual tax requisition paid by the participating jurisdictions would fund a portion of visitor service and destination marketing costs, but

would also be used to pay the VIVC mortgage and operation.

Efforts would be taken to promote a "Team Comox Valley" approach by collaborating with a Town of Comox local tourism service, the K'ómoks First Nation and other entities in the region.

- *Regional Tourism WITH Town of Comox* — Under this scenario, the Town of Comox would participate along with Courtenay and Electoral Areas A, B and C in a revised, tourism-focused Service 550. As in the other scenario, invitations to join the service would be sent to the Village of Cumberland and the Islands.

TVI would deliver the service on contract to the CVRD, and would work with the parties to help develop a decentralized visitor services model. The voting model for the service would be examined to address concerns raised by Comox (and possibly shared by others) related to a perceived inability to influence decision-making. Changes would be introduced using the authority under the *Local Government Act* to ensure that weighted stakeholder decisions reflected the broad consensus of participants.

The MRDT program, which would support destination marketing initiatives, could be collected over a broader, regional area to capture overnight accommodation providers (including online services) throughout the region.

The first scenario, which would result in regional tourism *without* the Town of Comox, was the agreed outcome of the May 13 meeting. The matter of an "exit fee" to be paid by Comox was discussed at length. Representatives agreed that an equitable fee would include an amount to address the Town's portion of the mortgage liability connected to the VIVC, as well as a portion of the cost associated with any outstanding items connected to the imminent dissolution of CVEDS. Both the VIVC- and CVEDS-related costs, it was agreed, were the responsibility of all current Service 550 participants. Representatives did not agree on a rationale for additional compensation to address the ongoing operation of the VIVC.

Representatives resolved at the end of the meeting to pause the Service Review in order to provide sufficient time to implement the *Five-Point Plan*. Implementation could not be completed until the CVRD had received all information related to the transfer of the VIVC facility and TVI contract to the Regional District, along with any outstanding items connected to the dissolution of CVEDS.

### July, 2021

The fourth meeting of the Service Review was held on July 27, 2021. Representatives focused their discussions on two papers that were developed and distributed in advance of the meeting. The first paper, titled *Service 550 Re-Design Proposal* set out a blueprint for a Comox Valley Regional Tourism Service with participation by all five existing Service 550 participants, including the Town of Comox, and all other jurisdictions that wished to join (e.g., Village of Cumberland). The second paper was titled *"Exit Fee" Framework*. This paper addressed the need to determine an exit fee for any existing participant to leave Service 550 entirely.

Both papers were developed by the facilitator in the weeks following the May 13 meeting. Drafts were presented to the Chief Administrative Officers of the Town of Comox, City of Courtenay and CVRD. The *Service 550 Re-Design Proposal* was written, notwithstanding the outcome of the May 13 meeting, to address the possibility that Comox may wish to understand what a revised regional tourism service could look like prior to determining its final course of action. It was thought, in particular, that safeguards outlined in the proposed re-design — for example, a provision for automatic future service reviews — could provide Comox with the necessary comfort to consider remaining in a regional function.

The *Service 550 Re-Design Proposal* ended with a set of suggested next steps for representatives to consider. The most immediate of these steps called on the representatives of the City of Courtenay and Town of Comox to present the proposal to their respective Municipal Councils in order to obtain the Councils' approvals-in-principle. The Electoral Area Directors were asked to present the proposal to the CVRD Board to obtain the same approval. The facilitator was made available to all of the parties to

assist in presenting the paper; the facilitator was also made available to the Village of Cumberland to present and explain the proposed re-design.

In August, 2021, the facilitator presented the proposal to the Electoral Area Services Committee of the CVRD Board. In September, 2021, the facilitator met to discuss the proposal with the City of Courtenay Council and Village of Cumberland Council. The Town of Comox's representative to the Service Review, along with the Town's Chief Administrative Officer, presented the proposal to Comox Town Council.

On September 10, 2021, shortly after the presentation to Comox Town Council, the Chair of the CVRD received a letter from Comox's Mayor, announcing the Town's decision to withdraw entirely from Service 550. The letter noted that Comox would be providing all elements of Service 550 — economic development, visitor services and destination marketing — as local services.

### October, 2021

Representatives met for the Service Review's fifth meeting October 14, 2021. The *"Exit Fee" Framework* paper presented at the July 27 meeting set the stage for the October discussions. The paper identified the purpose of an exit fee, outlined a set of principles to help guide discussion on a fee, and listed suggested exit fee components.

Importantly, the paper reminded the representatives that their agreement to use the Service Review as the vehicle to re-design Service 550's elements, including its list of participants, reflected the view shared by all parties that significant changes to the service were required. The representatives' agreement also reflected an understanding that not all jurisdictions would continue to collaborate through a collective service of the Regional District in all aspects of economic development and tourism. Through the review, it was determined, the parties would recognize and facilitate decisions by each jurisdiction to participate or not participate in the re-designed service. This accommodation was provided not only to the Town of Comox — the participant that initiated the Review — but to all jurisdictions.

At the meeting, representatives made some progress in determining an appropriate exit fee. There was consensus that the fee for Comox — and, indeed, for any jurisdiction that wished to withdraw from all elements of the service — should take into account the following factors:

- the outstanding mortgage debt on the VIVC
- the need to complete outstanding capital repairs on the VIVC (repairs that were identified through a recent review of the Centre's state of repair)
- any outstanding liabilities associated with the dissolution of CVEDS
- any outstanding costs incurred to indemnify CVEDS' Directors from future potential (unanticipated) liabilities

Representatives did not reach agreement on the question of whether a departing jurisdiction, after paying the exit fee, should receive a portion of any revenues generated by the sale of facility, should such a sale occur.

After tabling the matter for further consideration, representatives received a presentation from Tourism Vancouver Island — the current tourism contractor — on the importance of, and the potential for, some level of ongoing collaboration in destination marketing under the shared "Comox Valley" brand, as well as the potential for ongoing cooperation on visitor services through a decentralized model with a scaled-back use of the VIVC. The Mayor and Chief Administrative Officer from the Village of Cumberland were welcomed into the meeting to hear the presentation and participate in group discussion on it. TVI's presentation was requested based on the understanding that, despite the lack of full support for a new regional tourism service, all jurisdictions had indicated an interest in some level of collaboration on destination marketing and visitor services efforts.

Following the presentation, representatives of the jurisdictions, including the Village of Cumberland, explored possible structural arrangements for ongoing collaboration. Two options were put forward by the facilitator. The options are similar to one another in most respects. Both options, for

example, feature the following elements:

- *Regional Tourism Service* — Central to both options was a re-designed Service 550 focused on destination marketing and decentralized visitor services. The resulting service — Comox Valley Regional Tourism — would be a service of the Regional District with five participating jurisdictions:
  - City of Courtenay
  - Village of Cumberland
  - Electoral Area A (Baynes Sound)
  - Electoral Area B
  - Electoral Area C
- *Tourism Vancouver Island* — In both options the CVRD would contract service delivery to Tourism Vancouver Island.
- *Town of Comox* — The Town of Comox would not be a participating jurisdiction in the service under either option. In both options, however, the Town would receive, benefit from and pay for the service through a fee-for-service contract.

The chief difference between the options concerned the body with which Comox would contract. In one option, Comox would contract with the CVRD to contribute to and collaborate on visitor services and destination marketing initiatives delivered by TVI. In the other option, Comox would contract directly with TVI for the services. It was determined that the first option, featuring a contract with the CVRD, would be the most straightforward for all parties, including TVI.

### December, 2021

December 14, 2021, was the final meeting of the Service Review. The matter of the exit fee was the focus of the meeting.

The agenda for the meeting included a "Setting the Stage" background section that set out the points on which representatives had reached agreement in October. The background section noted, as well, that CVRD staff had confirmed earlier in 2021 that capital reserves in place for the Centre were sufficient for the necessary capital repairs to the

facility. Staff had also confirmed that the 2021 Service 550 budget was sufficient to accommodate all costs associated with the dissolution of CVEDS. The amount of funding — if any — required to indemnify CVEDS' Directors from future liabilities was not entirely known; however, based on information available in December, the risk of future costs was (and remains) considered low.

The exit fee component that was both certain and known going into the December Service Review meeting was the outstanding mortgage debt on the VIVC. The Town of Comox's total share of the debt at the end of 2021 was approximately \$72,000.

In response to the wishes of the Service 550 participants, the CVRD agreed to undertake, with existing service participants only, a *VIVC Transition Planning Process* in 2022 to identify and assess options for the Visitor Centre facility. A decision emerging from the planning process to sell the facility would generate proceeds that would benefit the service and the participating jurisdictions that, by virtue of their continued participation, assumed responsibility for the facility. A decision to retain ownership of the Centre, but to re-purpose it as a venue for other uses, could generate lease revenues that would also benefit the service and its jurisdictions.

Should a jurisdiction that withdraws from Service 550, but pays its share of the VIVC's outstanding mortgage debt, be entitled to share in the financial benefits generated by the re-purposing or sale of the facility? Or, should the financial benefits flow solely to the jurisdictions that continue to participate in the re-designed Service 550 — the service to which the facility is attached? These questions informed the development of exit fee options for the Service Review parties to consider.

Two options were developed for discussion at the December 14 meeting:

- *Option 1: No Exit Fee* — Under this option, a departing jurisdiction would pay its full 2022 Service 550 requisition in January, 2022, and withdraw from the service by March 31 of the same year. The jurisdiction would pay no exit fee, but would also receive no share of benefits generated by the re-purposing or disposition of

the VIVC. The jurisdiction would not be expected to make any contributions to the ongoing operation or improvement of the facility, including any improvements required to address unforeseen incidents.

In essence, Option 1 dealt with the issue of future benefits by eliminating the need for an exit fee. In that respect, the option was straightforward and would result in a clean and final separation for the departing jurisdiction from the service. The option embraced the position that the VIVC and its future use are the responsibility of, and for the benefit of, the service and its participating jurisdictions only. Non-participants would have no responsibility for, no role in governing, and stand to receive no benefit from, the Centre, irrespective of past payments made.

- *Option 2: Mortgage, Improvements & Maintenance* — In this option, the departing jurisdiction would pay its full 2022 Service 550 requisition in 2022, and withdraw from the service by March 31 of that year. The jurisdiction would enter into an exit fee contract with the CVRD under which the jurisdiction would be required to make an annual VIVC facility payment to cover the jurisdiction's portion of:
  - the mortgage debt for the facility
  - the cost to maintain the facility
  - facility improvement costs necessary to keep the facility in a state of proper repair

The jurisdiction would make the facility payment each year for four years, or until the mortgage debt had been fully retired. During the term of the payment contract, the jurisdiction would be entitled to a share of any financial benefits generated by the re-purposing or sale of the Centre. At the end of the contract term, the jurisdiction's payments towards the facility would end, as would the jurisdiction's claim on any financial benefits.

Following considerable discussion, the representatives of the City of Courtenay, Electoral Areas B

and C, and the CVRD Board endorsed Option 2.<sup>1</sup> The Town of Comox representative agreed to present Option 2 to Comox Council to ensure acceptance.

### SERVICE REVIEW RECOMMENDATIONS

The Service 550 Service Review began on January 19, 2021, with the preliminary meeting of representatives. From the outset, the parties to the Review, through their representatives in the process, agreed to use the Review as a vehicle to re-design Service 550. This agreement reflected the view shared by all parties that significant changes to the service were required. The agreement also reflected an understanding that not all jurisdictions would continue to collaborate through a collective service of the Regional District in all aspects of economic development and tourism. Through the review, it was determined, the parties would recognize and facilitate decisions by every individual jurisdiction to participate or not participate in the re-designed service. This accommodation was provided not only to the Town of Comox — the participant that initiated the Service Review — but to all jurisdictions.

Over six subsequent meetings, representatives considered a range of proposals that were designed to help address concerns and, where possible, align the parties' interests. By the end of December, 2021, a number of outcomes had emerged. These outcomes are outlined in this final section of the report as recommendations to the local governments represented in the Service Review.

#### Recommendation 1:

##### Economic Development Service

The first recommendation arising from the Service Review concerns the economic development component of Service 550:

- *THAT the parties amend Conversion Bylaw No. 345 (2016) to remove the economic development component of the service.*

If endorsed by the parties, this recommendation would eliminate economic development as a

shared, regional service of the Regional District. Individual jurisdictions could choose to create (or to not create) their own, local economic development services.

#### Recommendation 2:

##### Regional Roundtables

All representatives to the Service Review expressed support for local government jurisdictions to come together, along with K'ómoks First Nation and other interested parties, in *ad hoc* regional economic development roundtables. These roundtables would be convened as forums for collaboration on initiatives aimed at promoting the economic development of the Comox Valley. The recommendation on roundtables is as follows:

- *THAT the parties support the creation of ad hoc regional roundtables as forums for collaboration on initiatives aimed at promoting the economic development of the Comox Valley.*

#### Recommendation 3:

##### Participation in Regional Tourism

Through its representative to the Service Review, and in its letter of September 10, 2021, to the Chair of the CVRD Board, the Town of Comox has expressed its desire exit Service 550 entirely, including the service's regional tourism components. The recommendation to the local governments on this point is as follows:

- *THAT the parties amend Conversion Bylaw No. 345 (2016) to remove the Town of Comox as a participating jurisdiction.*

#### Recommendation 4:

##### Exit Fee

The recommendation on the matter of the exit fee arises from the discussion on the Option 2 proposal as presented to representatives at the December 14, 2021, Service Review meeting. In accordance with this discussion, the exit fee for the Town of Comox would be determined and paid as follows:

<sup>1</sup> The Electoral Area A Director was not present, but agreed in advance to support the agreed option.

- Comox would pay its full Service 550 requisition for 2022, based on the same terms as those which apply to the other Service 550 participants.
  - Comox would withdraw from Service 550 on or before March 31, 2022, with the support of the remaining participants.
  - Comox would enter into a Fee-for-Service Contract with the CVRD to partake in and benefit from the Comox Valley visitor services and destination marketing initiatives developed by Tourism Vancouver Island on behalf the Service 550 participants.
    - The price of the Town's Fee-for-Service Contract for 2022 would be \$0, since Comox would have already paid the full 2022 service requisition.
    - The Contract price for subsequent years, beginning 2023, would be determined by Comox and the CVRD based on anticipated Service 550 costs in those years — costs that would include, specifically, the cost of the service contract for tourism services, regular VIVC maintenance, and the remaining mortgage payments required to retire the VIVC debt.
  - For clarity, the Town of Comox would not be expected to contribute towards the cost of any future VIVC capital improvements beyond those capital repairs that have already been identified by the CVRD and shared with the parties.
    - The parties have agreed to fund the identified repairs, in their entirety, using existing Service 550 capital reserves towards which the Town has already contributed.
    - The cost of future capital improvements that may be determined beyond 2022 would be born solely by the jurisdictions that participate in Service at the time.
  - For as long as the Town of Comox continued to pay through its Fee-for-Service contract a portion of the VIVC mortgage debt, the Town would receive a share of any proceeds earned as a result of a decision by the Service 550 participants to dispose of the Centre.
    - The Town's share would be negotiated by the parties, taking into account past payments made to the facility by all jurisdictions.
  - During the period in which the Town's VIVC debt contributions continued, efforts by the Service 550 participants to lease or otherwise re-purpose the Centre could generate revenues for the service.
    - Any such revenues would be used to help reduce total net service costs.
    - Comox's share of the benefits associated with these revenues would be realized through the Town's annual Fee-for-Service Contract payment, which (as noted) would be based each year on the Service 550 service costs (net of capital improvements not already identified for funding out of existing capital reserves)
  - Once the Town's contributions to the VIVC mortgage debt had ended, the Town would renounce its legal claim to a portion of any benefits generated by the future disposition, lease or re-purposing of the Centre.
- The recommendation on the matter of the exit fee is as follows:
- *THAT the parties endorse a Fee-for-Service Contract between the Town of Comox and CVRD, as described under "Recommendation 4" in the Report on the Service Review, designed to:*
    - *enable Comox to partake in and benefit from the Comox Valley visitor services and destination marketing initiatives developed and delivered on behalf the Service 550 participants*

- *ensure that Comox pays its share of the outstanding VIVC mortgage debt*
- *enable Comox to receive a share of any benefits from the disposition, lease or re-purposing of the VIVC, during the period in which the Town's contributions to the mortgage debt continue*

**Recommendations 5 and 6:****Village of Cumberland**

Strong support was expressed in the Service Review for expanding Service 550 — re-designed and renamed to focus on regional tourism — to include the Village of Cumberland. Accordingly, it is recommended:

- *THAT the Village of Cumberland be invited to join the re-designed and renamed Service 550 (Comox Valley Regional Tourism).*
- *THAT Conversion Bylaw No. 345 (2016) be amended to reflect the name change to the service, and the inclusion of the Village of Cumberland as a participant.*

# 2022 TRAIL NETWORK STRATEGIC PLAN (3 - 5 YEARS)

## GOALS AND OBJECTIVES



Engage and support volunteer trail builders



Maintain and administer the Land Access Agreement



Collaborate with and support the Village to reduce pinch points and issues associated with entering and exiting the network



Use trail designations, signage, and communication to reduce user conflicts and risks



**1**  
MAINTAIN & ENHANCE THE EXISTING, HIGH-QUALITY NETWORK OF TRAILS

**2**  
OPTIMIZE THE TRAIL NETWORK TO CREATE THE BEST POSSIBLE USER EXPERIENCE

**3**  
REDUCE THE RISK OF USER CONFLICTS

Create a sustainable trail network



Maintain and improve existing trails



Design Trails to provide access to points and zones, maximize terrain and enhance user experience

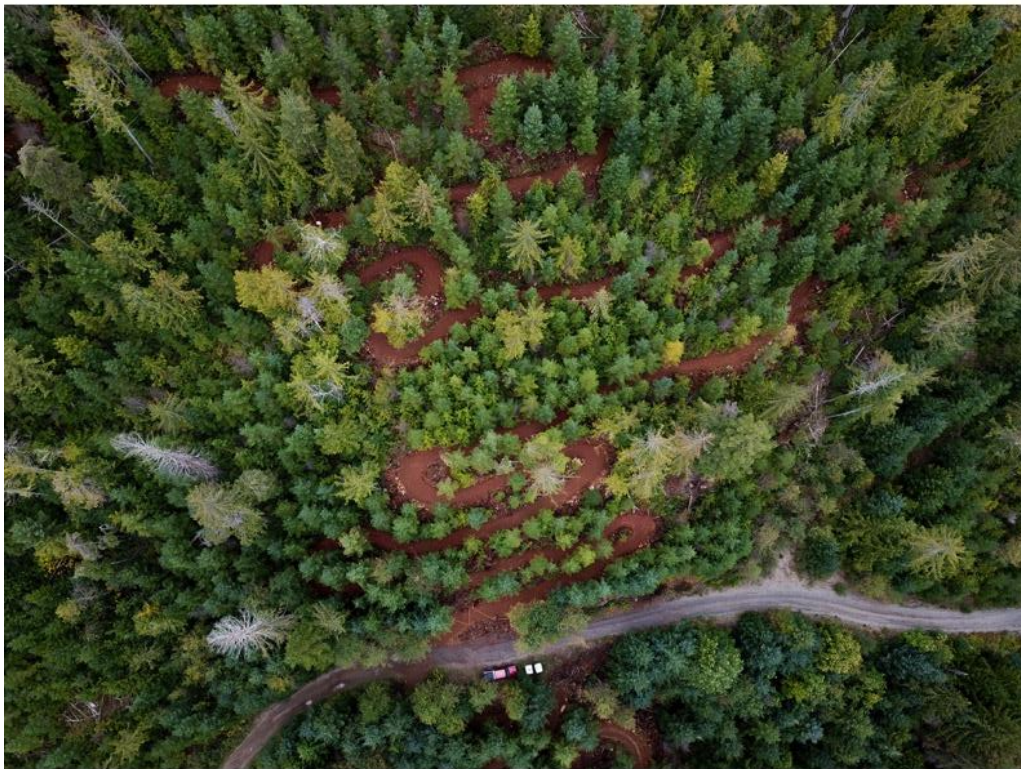


Develop trail difficulty/experience zones in the network and a diversity of trails



Design and build trails to reduce user conflicts and risks





## **2022 Trail Network Strategic Plan**

May 2022

Welcome to our 2022 Trails Strategic Plan. We would first like to respectfully acknowledge that the land we gather on is the Unceded Traditional Territory of the K'ómoks First Nation, the traditional keepers of this land. The document you are about to read is a culmination of years of hard work led primarily by volunteers who share a passion and love for being on trails. UROC was founded in Dec 2008 and has been growing and evolving as an organization along with the trail network. We present to you this plan as a roadmap for the near future that will guide our decisions about the trail system you all love and enjoy.

Sincerely,

Adam Speigel  
President  
UROC Board of Directors

# 1) Introduction

In 2015, after years of building a foundation of positive working relationships in support of mountain biking in the Comox Valley, UROC entered a Land Access (License) Agreement with the Village of Cumberland, Mosaic Forest Management, and Manulife Investment Management (Hancock) to secure access to the largely private lands to build and use trails for mountain biking and other non-motorized recreation.

Under the Land Access Agreement, and the associated trail management obligations that UROC has assumed, including the management of risk and liability, significant social and economic benefits have been realized for Cumberland and the Comox Valley. These benefits would not be possible without the cooperation of the landowners, and the dedicated hard-working trail builders and volunteers of UROC. In the first six years since taking responsibility for trail management, UROC has achieved the following:

- Completed an inventory of all trails and technical trail features to determine maintenance priorities.
- Assigned difficulty ratings to all trails according to the Whistler Trail Standards (WTS).
- Created and maintained GIS database of all trails.
- Hired a Trail Manager/Executive Director and professional Trail Crew.
- Hosted multiple trail maintenance workshops to increase volunteer and trail crew knowledge and capacity.
- Installed trail name and difficulty signage and associated directional signage.
- Installed trail head kiosks and signage in partnership with the Village of Cumberland.
- Managed several capital projects including bridges and a signature climbing trail: and,
- Addressed several high priority trail maintenance concerns

However, there are ongoing challenges associated with managing the trails and maintaining or improving this resource. In addition, the access agreement area is finite, and it is therefore important that the network is planned strategically.

## Primary Purpose

The primary purpose of this document and process is to build a planning framework to ensure that we create the best possible trail network that we can over the long term, developing a sustainable recreation asset and amenity for Cumberland and beyond. This plan establishes our goals and objectives for the trail network and with strategies to be implemented or in part actioned over the next three to five years (2022-2025/27).

This plan is informed by the UROC Strategic Plan and is a partner document to the Trail Management Plan, which is specific to trail management and operations, and adheres to requirements in the Land Access Agreement.

Although UROC's core mandate is to advocate for mountain biking, we work with the landowners and manage the Trail Network on behalf of all non-motorized trail users. The plan was also developed using feedback we received from the 2021 UROC Trail User Survey that went out to all trail users in the region. As such, the needs of all trail users have been

considered in the development of this plan. The scope of the document is primarily for strategic planning of the trails for which UROC has direct management authority (i.e. the trails on private land). However, given adjacency issues, this plan also recognizes the importance of taking a holistic approach to trail network planning that considers impacts across trail management boundaries. Accordingly, while not the focus of the plan, UROC recognizes the need to collaborate with the Village of Cumberland on issues of mutual interest. This includes strategic trail network planning for Village managed parks/trails, and community interface issues like trailhead parking and access/egress routes.

## 2) Background and Context

### a. Land Ownership and Access

The Cumberland Trail Network is composed of approximately 200 kms of interconnected single-track trails. It has largely been built by passionate volunteer mountain bikers in a complex mix of undulating terrain, soil and forest types, waterways, and roads.

Adjacent to the Cumberland Village, the trail network is situated on lands managed by Mosaic Forest Management, Manulife Investment Management, and the Village of Cumberland (see map in figure 1. Below). These lands are managed for different objectives including as municipal watershed protection lands, as municipal parks, and as privately owned timber lands. The trail network is situated in a landscape with a variety of ecological values that are important to the community. Through the support of the broader community, the Cumberland Community Forest Society has fundraised enough funds to add 500 more acres of land to the Community Forest. These lands are managed by the Village of Cumberland under a strict conservation covenant. The private lands are a working forest and subject to intermittent operations from logging and road building.

In 2015, after years of building a foundation of positive working relationships, UROC entered into a historic agreement with these landowners and the Village of Cumberland that allows for legal, non-motorized recreation on these lands. Approximately 90% of the trails today are in this land access/use (license) agreement. This agreement grants the right and responsibility to construct and maintain trails within the agreement area and transfers the responsibility for trail management to UROC. It also transfers the liability for trail use and requires UROC to hold and maintain a comprehensive general liability insurance policy. Prior to this agreement, trail work, and recreational use and promotion of the trail network was not sanctioned, and event specific permits were required. The benefits of the land access agreement are immense and have permitted the development of a world class recreation amenity for the region. We are privileged to have access to the lands.

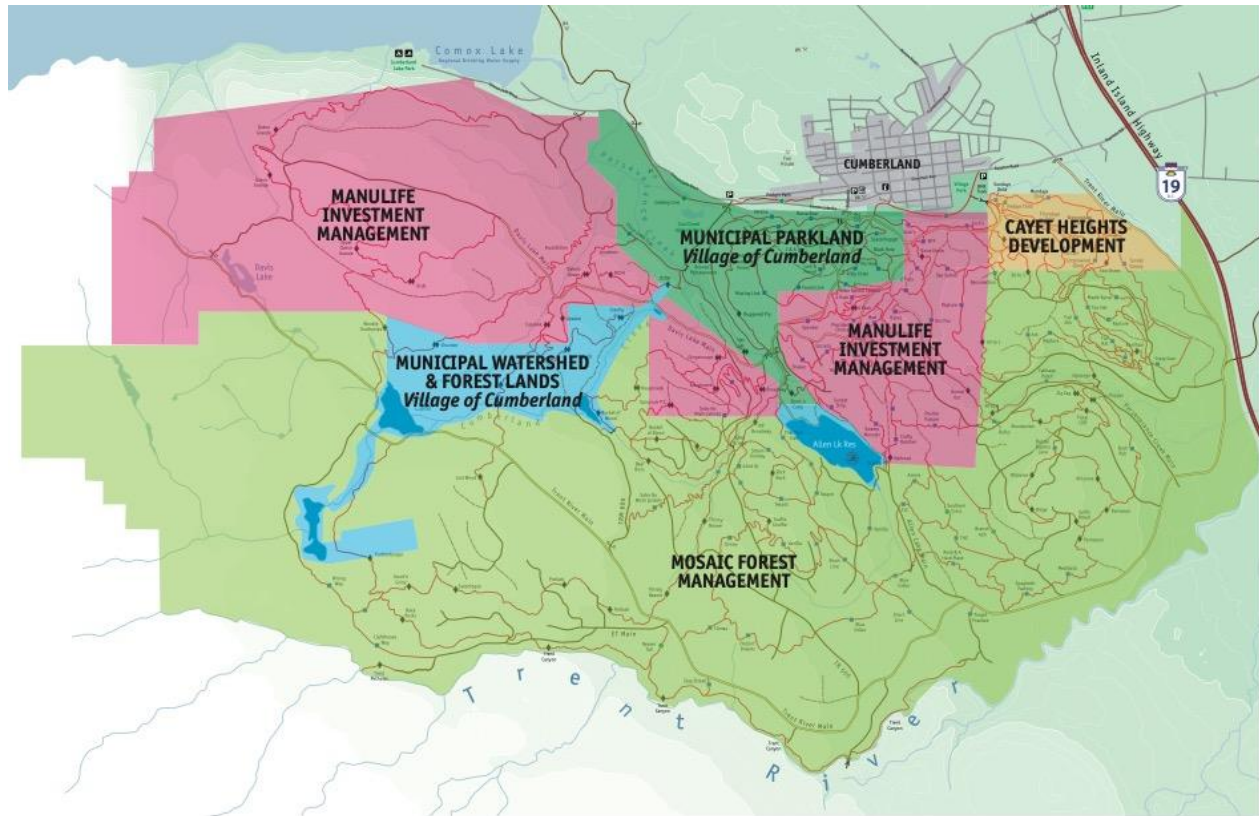


Figure 1. Cumberland Trail Network with Land Ownership boundaries.

## b. The Trail Network

The Cumberland trail network has been built over time by dedicated volunteers and in an organic way. UROC is now directly responsible for the management of ~180 kms of the trails in the network, the trails that are on private forest lands, and the Village of Cumberland is directly responsible for the remaining ~20 kms of trails that are on Cumberland Community Forest Park and Municipal Forest Lands (watershed protection).

The breakdown of total trail distance by difficulty rating is as follows:

- 2 kms (3%) of Easy (green circle)
- 84 kms (43%) of More Difficult (blue square)
- 85kms (43%) of Most Difficult (black diamond)
- 11 kms (5%) Expert Unlimited (double black diamond)
- 15kms (6%) other – Access trails or double track

The access agreement has allowed UROC to improve the safety, quality, and diversity of the trail network, created opportunities for grant funding, and the promotion of the trail network to visitors. This has further increased the importance of the trail network as a community recreation asset and as an important contributor to the economic health of the Village.

### c. Trail Use and User Characteristics

Cumberland Trail Network is a popular and well-respected trail network that stands out on a national level. Trail counter data collected in partnership with the Village of Cumberland shows an average annual increase in trail visits of 21% year over year (see Table 1: 2020 Trail Counter Data). Trail usage increased by approximately 27% in 2020 over the previous year. There were approximately 84,000 trail users in 2020, which is an increase of 18,000 over 2019. The climbing trail saw 67,000 unique users in 2020 after being open for only 6 months.

*Table 1: 2020 Trail Counter Data*

COUNTER	YEAR				
	2016	2017	2018	2019	2020
BMX Bridge	16,920	22,846	22,632	21,618	35,843
Swamp Bridge	40,655	38,101	45,963	40,872	71,074
Yellow Gate	37,199	45,166	58,220	69,594	60,631
<b>CUMULATIVE COUNT</b>	<b>94,744</b>	<b>106,113</b>	<b>126,815</b>	<b>132,084</b>	<b>167,548</b>
Year Over Year Increase	14,846	11369	20,702	5269	35,464
Year Over Year Percent Increase	24%	12%	20%	20%	27%
Total Count Increase 2016-2020	72,804				
Total Percentage Increase 2016-2020	77%				

The Trailforks App (which uses GPS) reported that riders using the app rode a total of 1.1 million kilometers in the Cumberland in 2020. This equals 229 times across Canada. The actual total distance ridden is more than double that given our estimate that only 40% of riders are using the Trailforks App when riding. We expect that the pandemic was a major driver behind such a large increase in trail usage. However, we do expect trail usage to continue increasing in line with regional population growth and tourism.

Cumberland’s population is growing rapidly: from 2006 to 2020 the population grew by almost 40% with recent census data showing that 18.5% of that growth was recorded from 2016 to 2021 alone. UROC and other non-profit events bring many people to the Village and the Cumberland trails also play host to international events such as BC Bike Race and Mind Over Mountain Adventure Race. Cumberland as a mountain biking and trails destination has been promoted through social media, magazine features and, more recently, through the Village and the Vancouver Island Mountain Bike Tourism Consortium.

The 2018, 2019 and 2021 UROC Trail User Surveys indicate that approximately 30% percent of trail users are from Cumberland and 60-65% from the wider Comox Valley. Many respondents are using the trails several times per week for mountain biking, running, and walking. The 2016 Trail Visitor Survey indicated that 90% of visitors to Cumberland are coming because of the trails, primarily to mountain bike. The abundance of trails in the area being the primary reason

for choosing Cumberland. These visitors are spending more than \$80/day in Cumberland not including accommodation.

## d. Challenges

### **Trail User Growth**

The growth in trail users is positive and means that more people are getting into nature and being physically active and often social. The health and social benefits alone are immense. The growth in users does present some challenges including:

- more trail users encountering one another on the trail.
- increasing diversity of trail users and stakeholders.
- changing trends in technology such as E-Bikes.
- pressure for different styles of trails.
- increasing demand for third party events.

With these there is an increased risk of trail users having negative experiences or conflicts, with injury being the worst-case scenario, and increased liability exposure for UROC. Although we are not aware of any injuries occurring due to trail encounters, we are hearing that it is an increasing concern.

### **Trail Etiquette**

We know that trail etiquette knowledge is lacking, and that more effort is needed to educate trail users through better signage and outreach. This issue has been exacerbated by the rapid population growth and an increasing diversity of trail users and stakeholders, many not knowing trail etiquette, how to share trails and procedures during forestry activities and operations. UROC participated in the recent Village-led development of an enhanced Trail Signage Guide for the Cumberland Community Forest Park trails. Details on the Trail Signage Guide can be found here: <https://cumberland.ca/cumberland-trail-network/>. We plan to build on this work and will look to extend the concept to the broader network (see further details in our goals and objectives below).

### **Unauthorized Trail Building**

While uncoordinated and un-sanctioned volunteer trail building creates management challenges, it is also the reason we have a trail network in the first place. We have a significant amount of respect for the volunteer trail builders that have contributed to the Cumberland Trail Network. These people have volunteered tens of thousands of hours to build the trails that we all enjoy.

Although UROC has worked diligently to engage and educate the trail building community about the trail sanctioning process for getting new trails approved and mapped, some unauthorized/unsanctioned trail building still occurs. Unauthorized trail building puts a significant strain on UROC resources and presents a risk to the Land Access Agreement, trail use and access for everyone.

Where unauthorized trail work is made known to UROC, the association will explain the approval process to the builders. Failure to adhere to the process will result in loss of key use and vehicle access. Unauthorized trails cannot be approved and will be deactivated.

### **Ongoing Trail Management Challenges**

In addition to the above issues, we face several legacy issues that we are slowly correcting:

- Poorly constructed and/or decaying wooden structures
- Trails built with unsustainable design and characteristics
- Inadequate drainage on trails built in wet areas
- Inappropriately sited trails in riparian zones
- Unsafe trail junctions, trail mergers and crossings
- Inconsistent orientation signage
- Inconsistent trail difficulty (i.e., expert-level features on intermediate trails or lower trail difficulty connecting to higher trail difficulty)
- Disjointed or disconnected movement & connectivity around the network

## **e. Strengths and Opportunities**

### **Organizational Capacity**

UROC now has a full time and highly motivated Executive Director, an effective Board of Directors, and a well-established governance structure. UROC has a well-established professional trail crew made up of three seasonal full-time staff and several part time seasonal crew members. This strong organizational capacity increases UROC's ability to get the approvals and financing in place to plan and manage more projects, and increased complexity.

### **Strong Partnerships with Landowners, Governments and Community Organizations**

We are grateful for the strong relationships and trust that has been established between the landowners (Mosaic Forest Management and Manulife Investment Management) and other strategic partners (Village of Cumberland and Comox Valley Regional District). The Land Access Agreement backed by these strong relationships is what allows us to make continued improvements to the trail network. Strategic relationships also exist with the Cumberland Community Forest Society, Comox Valley Land Trust, and to some extent the local business community via sponsorship and other support and alliances.

### **Strong Membership and Community**

UROC membership recently exceeded 2000 members, which puts our membership in reach of the two largest mountain bike associations in BC (North Shore Mountain Bike Association in Metro Vancouver: 2,600 members; and the Squamish Off-road Cycling Association: 2,400 members). Cumberland's population stands at 4700 people and the Comox valley is at 72,400 as of 2021. We also have a large roster of amazing sponsors that help fund our operations on the ground. The increasing support from our members and sponsors provides the resources needed to capitalize on our opportunities.

### 3) Goals and Objectives

<b>Goal 1: Maintain and Enhance the Existing, High-Quality Network of Trails</b>
<i>Objective 1.1: Maintain and administer the Land Access Agreement</i>
Strategies and Targets
<ol style="list-style-type: none"> <li>1. <i>Maintain and manage the trail network to the highest standard via the Trail Management Plans</i></li> <li>2. <i>Manage network risk and liability (e.g., mitigating wildfire risk, mitigating trail use risk, maintaining a comprehensive general liability insurance policy, and working to Whistler trail standards etc.)</i></li> <li>3. <i>Eliminate unauthorized trail building</i></li> <li>4. <i>Work with the landowners to update the agreement as necessary</i></li> </ol>
<i>Objective 1.2: Maintain and improve existing trails</i>
Strategies and Targets
<ol style="list-style-type: none"> <li>1. <i>Extend and complete existing trails projects using untapped gradient and connect closer to surrounding trails or trail entry exit points and work to reduce user traffic on forestry roads.</i></li> <li>2. <i>Ongoing maintenance to all trails with a focus on improving the trail experience, installing long term drainage solutions, improved sightlines, and improve safety.</i></li> <li>3. <i>Instill sustainable trail building practices using the UROC Trail assessment and Maintenance standards. (See appendix).</i></li> <li>4. <i>Rebuild trails subject to 2021 / 2022 road building and harvesting. These trails are Vanilla, 42<sup>nd</sup> Street, Slick Rock, Teapot, Steam Donkey. (Project to commence spring/fall 2022).</i></li> <li>5. <i>Rebuild and re-instate trails lost to forestry activity and grandfathered trails.</i></li> </ol>
<i>Objective 1.3: Engage and support volunteer trail builders</i>
Strategies and Targets
<ol style="list-style-type: none"> <li>1. <i>Work with volunteer trail builders to support trail maintenance and care.</i></li> <li>2. <i>Work with known volunteer trail builders to facilitate the process for getting sanctioned trail builds via annual applications for new trails and only allow works on sanctioned trails.</i></li> <li>3. <i>Provide opportunities for ongoing education/training (e.g., in-house or 3<sup>rd</sup> party workshops in trail building and trail care)</i></li> <li>4. <i>Eliminate unauthorized trail building through awareness and outreach in the trail building community.</i></li> <li>5. <i>Provide volunteer trail builders access to quality trail building tools</i></li> <li>6. <i>Provide and monitor sign in and sign out of access keys for volunteers and trail builders</i></li> </ol>

*Objective 1.4: Create a sustainable trail network*

Strategies and Targets

- 1. Continue to reduce our environmental impact through the application of best practices.*
- 2. Develop and implement a Sustainability Framework*
- 3. Collaborate with the Village of Cumberland, CVRD and other partners in watershed protection work within the Perseverance Creek watershed.*

**Goal 2: Optimize the trail network to create the best possible user experience**

*Objective 2.1: Develop trail difficulty/experience zones in the network and a diversity of trails*

Strategies and Targets

- 1. Several trail difficulty/experience zones will be identified that align with geographic features and constraints of the Network such as terrain, gradient, soil and forest types, waterways, and roads (see map in Figure 2).*
- 2. These zones will be assessed for connectivity, trail to trail relationships, designation equality and continuity of rider experience. Enhance resting and signage points to compliment zone transition or major decision points. This will allow riders & users to complete longer rides and loops on trails that are aligned with their preferred riding style, trail use and ability.*
- 3. Working with the Village and other landowners to explore options for a beginner (green circle) trail project to address the lack of continuous beginner trails in the network. Include a skills aspect to or around this trail.*
- 4. Continue to select, assess, and evolve existing trails within the network for adaptive trail use.*

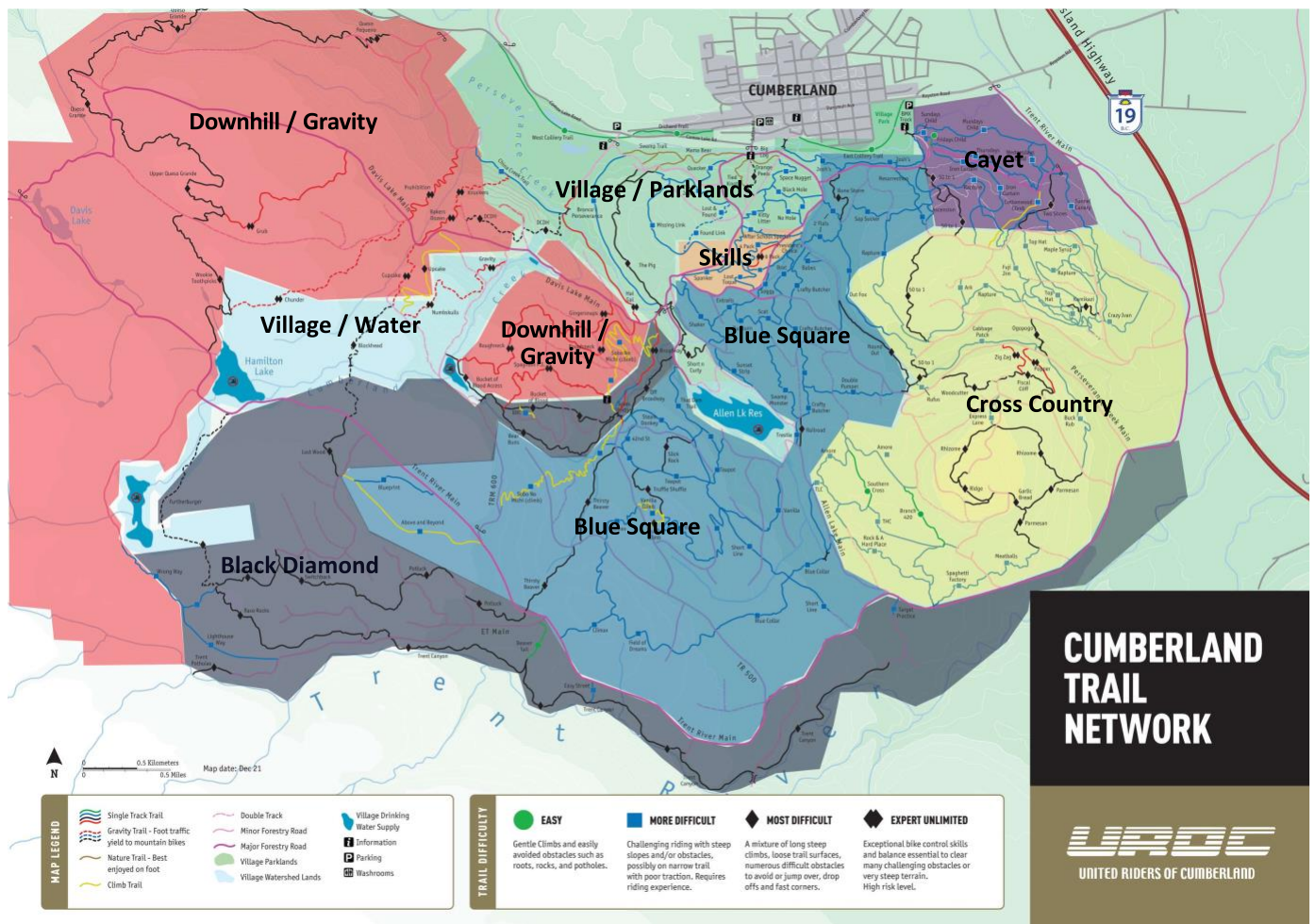


Figure 2. Cumberland Trail Network Zone Map (UROC)

*Objective 2.2: Design Trails to provide access to points and zones, maximize terrain and enhance user experience*

### Strategies and Targets

1. *Develop and establish loops that link trails together that align with designations and rider experience*
2. *Add climbing trails and access trails up to hub points within the network. Hub points are the high points throughout the network where trail users tend to congregate before descending (See figure 3).*
  - *Build a new climbing trail up to Nikkei peak.*
  - *Build a blue square designated climb trail after the Ogopogo bridge and build an additional straight flat bridge to better connect Nikkei and the Eastern Block.*
  - *Extend the current climbing trail up to Grunt and Grind from Above and Beyond [2022 - 2024].*
  - *Work with the Village of Cumberland to continue to explore options for improved trail sustainability and connectivity from the Perseverance Creek area in the vicinity of Hai Gai / DCDH to the Davis Lake Main [2023].*
3. *Develop 'signature' trails in key aspects of the network.*

- Plan and seek approval to build a machine-built/hand-built blue square trail running parallel to the Trent River main from Lost Wood start to Upper Thirsty Beaver start (See figure 3) [2024].
  - Build the currently sanctioned extension trail of Vanilla (backwards up to the climb trail) as a machine rough in and then hand built finished (See figure 3) [2022 - 2023].
4. Plan and seek approval for an “IMBA Epic” that will be built out over the next 2-7 years.
- The IMBA Epic designation denotes a true backcountry riding experience, requiring a route to be primarily single-track in a natural setting for at least 32 km’s.

*Objective 2.3: Collaborate with and support the Village to reduce pinch points and issues associated with entering and exiting the network*

**Strategies and Targets**

1. *Work with the Village to explore options to improve exit and entry points for trail users around Perseverance Creek where access and egress are pinched by the canyon.*
2. *Work with the Village to explore options to either re-locate, partially rebuild, decommission and re-purpose Hai Gai trail.*
3. *Work with the Village to explore the opportunity of creating a climbing trail through the Cumberland Community Forest Park to provide access to the greater network off of the Davis Main.*
4. *Work with the Village to explore options for new, alternate trail entry/exit points to reduce trail head congestion.*

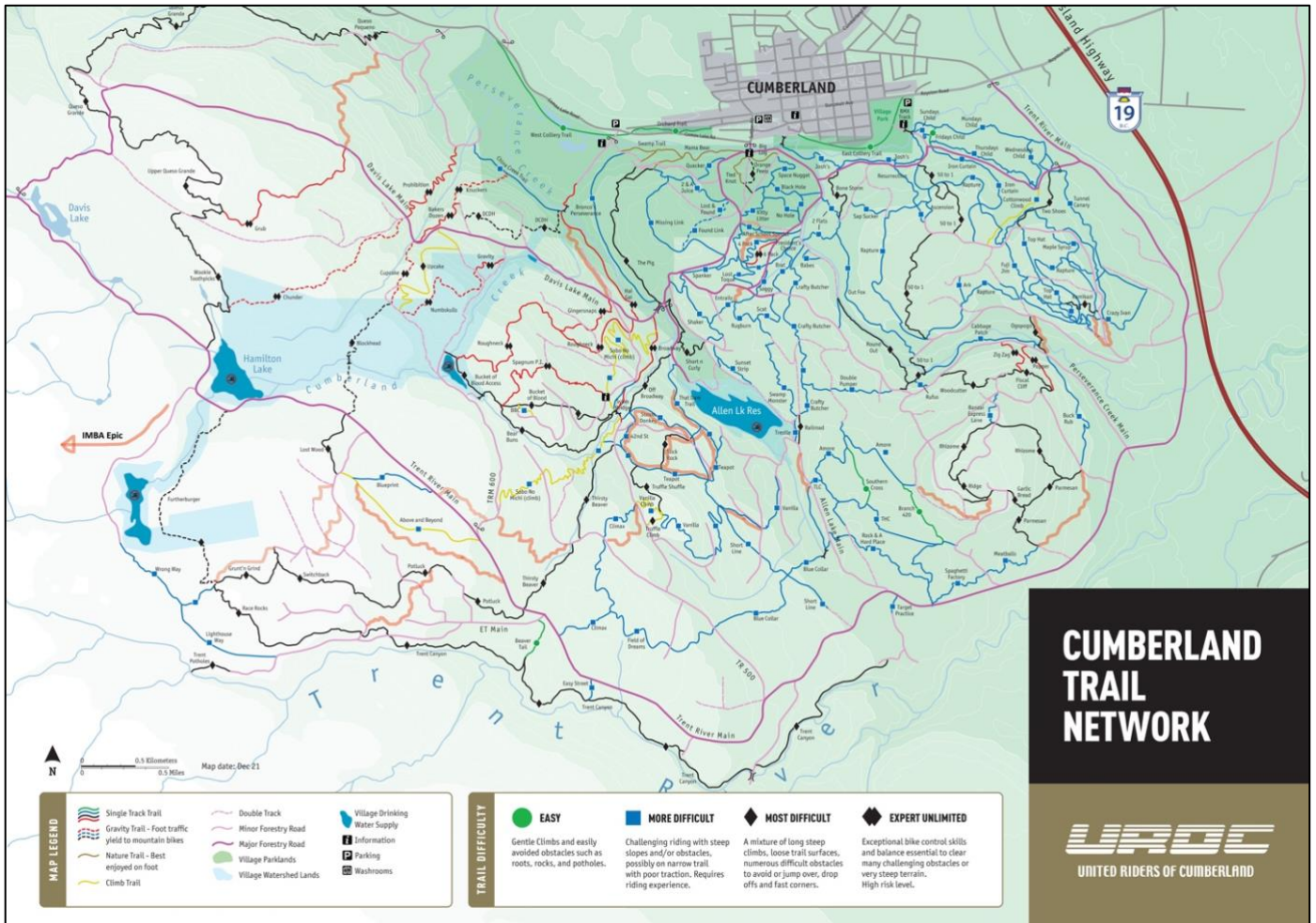


Figure 3. Map of proposed climbing and down trails (UROC)

<b>Goal 3: Reduce the risk of user conflicts</b>
<i>Objective 3.1: Use trail designations, signage, and communication to reduce user conflicts and risks</i>
<b>Strategies and Targets</b>
<ol style="list-style-type: none"> <li>1. <i>Support the Village in designating and signing trails in the Cumberland Community Forest to reduce user conflict.</i></li> <li>2. <i>Develop a signage plan aimed to reduce trail user conflicts, reduce recreation conflicts with landowner activities within UROC managed trails.</i></li> <li>3. <i>Develop a communication and awareness strategy around trail management, land manager activities and user etiquette.</i></li> </ol>
<i>Objective 3.2: Design and build trails to reduce user conflicts and risks</i>

## Strategies and Targets

1. *Where possible and appropriate, design, build and maintain trails with maximized sight lines and reduced users conflict measures.*
2. *Support the Village's implementation of trail projects in the Cumberland Community Forest that aim to reduce user conflicts and improve trail experiences.*

## 4) Plan Implementation

### a) Engagement and Information

Partner/stakeholder engagement and public education is a key component for successfully implementing this plan and the goals and objectives within. Information about the plan and its goals/objectives should be posted on the UROC website with links to Facebook, and copies of this plan will also need to be made available to landowners, and strategic partners and alliances, and members upon request. Changes or revisions to the plan will need to be reflected on webpages, and other public mediums in a timely manner.

### b) Monitoring and Adaptive Management

UROC will be responsible for collecting data and monitoring relevant trail use, activities and trends. Similar data will be collected from the Village of Cumberland for the lands and trails that it manages.

Adaptive management is a process for continually revising and improving management objectives and strategies by learning from the outcomes (or results) through monitoring and evaluation. UROC will refer to the goals and objectives as annual work plans are developed and implemented. We will monitor and evaluate management results against the objectives and revise management strategies and work plans where necessary.

The Plan, including goals, objectives, strategies, and targets will be reviewed and updated every three years (or as required) to consider emerging management needs and priorities, as well as cumulative results from monitoring reports and annual work plans.

### C) Capital Projects

Projects that may include financial assistance by way of grants, sourced funding or shared funding are listed below and may be subject to change.

1. DCDH / China Creek
2. Epic trail
3. Extending Race Rocks & Lost Wood
4. Extending Vanilla
5. Signage project for new designations

### c) Strategy Timeline

		2022	2023	2024	2025	2026	2027	2028	
Goal - 1.1	Maintain and administer Land Access Agreement							Ongoing	>
Goal - 1.2	Maintain and Improve existng trails							Ongoing	>
	Objectives								
	1.2.1 - Extend existing trails					>			
	1.2.2 - Ongoing maintenance						Ongoing	>	
	1.2.3 - Instill sustainable trail building						Ongoing	>	
	1.2.4 - Rebuild trails subject to forestry activity		>						
	1.2.5 - Grandfathered trails		>						
Goal - 1.3	Engage and Support Volunteer trail builders							Ongoing	>
Goal - 1.4	Create a sustainable trail network							Ongoing	>
Goal - 2.0	Optimize user experience							Ongoing	>
	2.1.1 - Zones					>			
	2.1.2 - Connectivity				>				
	2.1.3 - Green trail and skills zones				>				
Goal - 2.2									
	2.2.1 - Loops			>					
	2.2.2 - Nikkei Climb trail			>					
	2.2.3 - Ogoogo			>					
	2.2.4 - Climb to Grunt N Grind				>				
	2.2.5- DCDH / China Creek					>			
	2.2.6- Blue Square experince trail					>			
	2.2.7 - Vanilla extension trails				>				
	2.2.8 - IMBA Epic						>		
Goal - 2.3									
	2.3.1 - Network Exit / Entry				>				
	2.3.2 - Hai Gai				>				
	2.3.3 - New Western entry / exit point					>			
	2.3.4 - Climbing trail through Village forest				>				
Goal - 3.0									
	3.1.1 - Reduce Conflicts					>			
	3.1.2 - Signage				>				
	3.1.3 - Communication / Etiquette					>			



# QUARTERLY REPORT TO COUNCIL

April to June 2022



THE VILLAGE OF  
**CUMBERLAND**

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info@cumberland.ca  
cumberland.ca

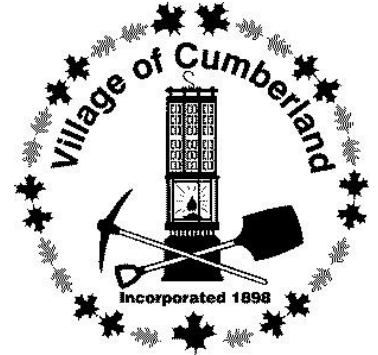
2673 Dunsmuir Avenue  
Box 340, Cumberland, BC  
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# STRATEGIC PRIORITIES QUARTERLY REPORT



MEETING DATE: August 8, 2022  
REPORT PERIOD: April to June 2022  
FROM: Michelle Mason, Interim Chief Administrative Officer

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The attached report is for the period of April to June 2022 and summarizes activities relating to the Village's Strategic Priorities and major projects and initiatives. As well the report includes the following departmental quarterly updates.

- Strategic Priorities 2020-2023 Updates
- Climate Change Successes and Projects (NEW from 1<sup>st</sup> Quarter)
- Financial Services
- Fire Services and Bylaw Services
- RCMP
- Development Services
- Legislative Services (Council Resolution list)

## QUARTERLY SUMMARY

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

A highlight of the second quarter was that the memorandum of understanding between the Village and the School District 71 (SD71) was finalized and the childcare facility project is now underway and being managed by SD71. Other highlights include the Village entering into a one-year agreement with the regional tourism service and consenting to adoption of the regional parks service establishment bylaw. After working through partnership project delays, the electric vehicle charging station installation project is now underway. Council was able to contribute COVID-19 recovery provincial funds towards several not-for-profit organizations that has been supporting COVID recovery in Cumberland. As

well we had a number of projects continue, including the Development Modernization project and the Recreation, Arts and Culture Plan, and Vacation Rental Regulations review.

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

#### **ATTACHMENTS**

1. Village of Cumberland Strategic Priorities 2022 second quarter report



117  
GOALS

42%  
GOAL COMPLETION

STRATEGIC PRIORITIES 2020-2023 PLAN

QUALITY INFRASTRUCTURE PLANNING AND DEVELOPMENT


Initiative	Description	2... 20... 20... 20... 20...	Updates	Actions	Status	Owner
<b>Asset Management</b>	Maintain a high-level, systematic approach that supports the Village in moving toward service, asset and financial sustainability.				On Track	Unassigned
→ <b>Construct new Fire Hall</b>	Construct a new Village fire hall building which replaces the existing fire hall.		Project complete grand opening occurred in September 2021.		Complete	Mike Williamson   Manager of Protective Services
→ <b>Asset Management Policy</b>	Policy that outlines the principles and mandated requirements for undertaking asset management across the organization in a systematic and coordinated way, consistent with the organization's plans.		<b>NEW</b> Asset Management Policy adopted by Council on February 14, 2022.		Complete	Interim CAO   Legislative Services
→ <b>Inventory Natural Assets</b>	Identify environmentally sensitive areas to ensure an appropriate balance between future growth of community and preservation of key natural assets.		<b>NEW</b> Asset Management Policy adopted by Council on February 14, 2022. The policy includes natural assets with the Village's assets.	<b>Village Asset Management Policy - Natural Asset included</b> <input checked="" type="checkbox"/> <b>Regional Municipal Natural Asset Initiative (MNAI) project</b> <input type="checkbox"/> <b>Perseverance Watershed Initiative</b> <input type="checkbox"/>	On Track	Interim CAO   Legislative Services

Initiative	Description	2... 20... 20... 20... 20... 20... 20...	Updates	Actions	Status	Owner
<p>↳ <b>Public Works facilities concept, design, schedule and costing plan for the Union Rd. Site</b></p>	<p>Include in the proposed 2023 – 2027 Financial Plan, funding for the development of a Public Works facilities concept, design, schedule and costing plan for the Union Rd. Site, specifically the northern portion of Lot D, Section 25, Township 10 Comox District, Plan VIP65968 Except Part in Plans VIP66934 and VIP67631</p>		<p><b>NEW</b> Concept plan contract award for preliminary site layout.</p>		On Track	Rob Crisfield   Operations Manager
<b>Liquid Waste Management</b>	Develop an environmentally sustainable method of treating the Village's liquid waste.				Behind	Unassigned
<p>↳ <b>High performance waste water treatment project</b></p>	<p>Satisfy conditions of existing operating permit through upgrades to existing Liquid Waste Treatment system. Project part of ICIP grant funding.</p>		<p><b>NEW</b> Jun 26 2022: Council approval of transfer of \$2.5 million from Sewer DCCs to the Asset renewal reserve.  Jun 27 2022: Council approval of Gas Tax funding application for Phase 2 for \$2.5 million, total project cost \$4.94 million.  Pre-design and detailed phases have commenced and long lead equipment purchases complete or in still being finalized. Majority of tree clearing completed with some remaining areas left due to bird nesting. KFN engagement continues and reporting on this segment of the work in being communicated to the Infrastructure Canada.</p>		On Track	Rob Crisfield   Operations Manager
<p>↳ <b>Future Waste Water Treatment Approval</b></p>	<p>Proceed toward registration under the MWR or LWMP operational certificate. Completion by 2025.</p>				Not started	Rob Crisfield   Operations Manager
<b>Drinking Water</b>	Maintain high quality safe drinking water supply and service that meets the all regulatory requirements.				On Track	Unassigned

Initiative	Description	2... 20... 20... 20... 20... 20...	Updates	Actions	Status	Owner
→ <b>Dam #2 reconstruction funding confirmation</b>	Based on the preliminary design the Village will seek funding to complete detailed design, construction, and creek restoration.		<b>NEW</b> No update relating to the funding application to date.		Behind	Rob Crisfield   Operations Manager
→ <b>Watershed Management Plan</b>	2016 Village watershed management plan actions, including: stakeholder engagement, infrastructure and water monitoring, mitigation strategies, education and reporting.		<b>NEW</b> Dam monitoring equipment was installed in Stevens Lake Fall 2021, is now fully functional. Further recommendations from the WMP continue to be included in future annual budgeting and capital plans.		On Track	Rob Crisfield   Operations Manager
<b>Transportation Assessment</b>	Review risk and opportunities relating to active transportation, parking, walkability, connection/paths, accessibility, sidewalks, transit.				On Track	Unassigned
→ <b>Traffic and Pedestrian data collection</b>	Collect data to inform updated transportation master plan. Including: vehicle, bicycle, pedestrian and parking.		<b>NEW</b> This data will be used to help inform the Transportation Master Plan		Complete	Rob Crisfield   Operations Manager
→ <b>Transportation Master plan (TMP)</b>	Plan and inform corridors and standards relating to roads and pathways.		<b>NEW</b> TMP contract has been awarded and project to commence shortly.	<b>Active Transportation Planning project</b> <input checked="" type="checkbox"/> <b>Community wide speed limit reduction option reviewed</b> <input type="checkbox"/>	On Track	Rob Crisfield   Operations Manager

# COMPREHENSIVE COMMUNITY PLANNING

Initiative	Description	20...	2021	2022	2023	Updates	Actions	Status	Owner
<b>Community Climate Change Assessment</b>	Determine key actions to reduce community greenhouse gas emissions, and adapt to the impacts of climate change.					<b>NEW</b> Apr 11 2022: Council direction to include summary of status of climate-related activities in quarterly update and to consider climate action in 2023 budget and strategic planning discussions.  Community emissions inventory being developed by CVRD.		On Track	Courtney Simpson   Manager of Development Services
<b>Zoning Bylaw Update</b>	First major update to Zoning Bylaw No. 1027, 2016 since adoption.					Zoning Amendment Bylaw No. 1133, 2020 adopted on March 8, 2021		Complete	Courtney Simpson   Manager of Development Services
<b>Official Community Plan Updates</b>								On Track	Courtney Simpson   Manager of Development Services
→ <b>Enhance Heritage protection tools</b>	Develop the necessary heritage protection tools, special requirements related to heritage situations can be enabled either through Heritage Alteration Permits or other heritage protection tools.					<b>NEW</b> Staff engaged consultant to continue implementing the plan recommendations. This work will continue through 2022, reports to Heritage Committee will be provided.		On Track	Courtney Simpson   Manager of Development Services
<b>Urban Forest</b>	Urban forest management program will occur through education, with a primary focus of clearly illustrating the environmental, economic and social benefits of trees to the public, land owners and developers.							On Track	Courtney Simpson   Manager of Development Services
→ <b>Urban Forest Management Consultation</b>	Final development of an urban forest management plan includes the requirement to seek public input on the recommendations, the priorities for implementation and the canopy cover target for the Village.					Project complete. Further public engagement and canopy tree cover target moved to future bylaw and policy development project.		Complete	Courtney Simpson   Manager of Development Services

Initiative	Description	20...	2021	2022	2023	Updates	Actions	Status	Owner
<a href="#">Urban Forest Bylaw and Policy Development</a>	<p>Trees are a collective community resource; the benefits of trees can extend far beyond property lines. As such, there is a need to protect trees on both public and private land in order to ensure the long-term sustainability of the urban forest.</p>					<p><b>NEW</b> Seeking consultant to lead development of Tree Protection Bylaw in 2022.</p>		<p>On Track</p>	<p>Courtney Simpson   Manager of Development Services</p>

## HEALTHY COMMUNITY

Initiative	Description	2020	2021	2022	2023	Updates	Actions	Status	Owner
<b>Food Security</b>	Food security efforts to support that all people have sufficient, safe and nutritious food for an active and healthy life. Healthy food needs to be available and accessible so people can make healthy food choices.							On Track	Unassigned
→ <b>Regional Food Policy Council participation</b>	As per the OCP, Consider new and innovative approaches to urban food production that increase food security, in partnership with citizens, community groups, and other stakeholders.					Councillor Brown is the Village of Cumberland representative on the Comox Valley Food Policy Council.	<b>Vancouver Island Food Charter</b> <input type="checkbox"/>	On Track	Courtney Simpson   Manager of Development Services
<b>Child Care Space Creation</b>	The Village of Cumberland has developed a child care inventory and child care space creation plan to help support the healthy development of our children as well as the economic development of the community.  The Village is utilizing this Plan along with the creation/update of Village policy towards the development/creation of new childcare space.							On Track	Unassigned
→ <b>BC Child Care New Spaces Fund Application</b>	Apply for Provincial funding through the Community Child Care Space Creation Program to create new child care spaces within the Village.					<b>NEW</b> The Village was awarded on May 26th, 2021, \$3M in funding toward the creation of 85 new childcare spaces for the Village of Cumberland.		Complete	Kaelin Chambers   Economic Development Officer
→ <b>Child Care Policy and Bylaw Development</b>	Implement Policy and Bylaw recommendations identified in Child care Action Plan					Updates to zoning bylaw included increased flexibility relating to childcare development.		Complete	Courtney Simpson   Manager of Development Services

Initiative	Description	2020	2021	2022	2023	Updates	Actions	Status	Owner
↳ <b>Childcare Space Creation project</b>	<p>The Village was awarded \$3M toward the development of 85 new childcare spaces.</p> <p>The Village and SD71 are working in partnership on the Project. SD71 is overseeing the development and management of the Project with collaboration from the Village.</p>					<p><b>NEW</b></p> <p>May 30 2022: MOU with SD71 finalized for the construction of childcare centre. SD 71 is now leading and managing the project.</p>		On Track	Kaelin Chambers   Economic Development Officer
<b>Arts and Culture</b>	Arts and culture in Cumberland make up an important aspect of the Village's identity and quality of life. .							On Track	Unassigned
↳ <b>Recreation, Arts and Culture Master Plan</b>	Development of an Recreation, Arts and Culture Master Plan to provide a road map for Village delivery of recreation, arts and culture services over the next 10 years.					<p><b>NEW</b></p> <p>A project update was presented to Council in June 2022. Based on Council and community feedback, the scope of the plan and timeline for the project is under review. A report on the project will be brought to Council in fall 2022.</p>		On Track	Kevin McPhedran   Manager of Parks and Recreation

## ECONOMIC DEVELOPMENT

Initiative	Description	20...	2021	2022	2023	Updates	Actions	Status	Owner
<b>COVID- 19 Recovery</b>	Village activities relating to COVID-19 emergency response and recovery.							On Track	Unassigned
→ <b>Local/Regional Economic Development recovery initiatives</b>	COVID-19 Regional Economic Task group created with Village participation. Identify economic recovery efforts for the Village and region.					COVID related regional economic development initiatives are currently active, while the CVRD reviews/ revises its approach to economic development services.		Complete	Interim CAO   Legislative Services
→ <b>Village Administrative Functions</b>	Develop and implement response and adaptation plan for Village Service delivery, including Council activities and Village office.					<b>NEW</b> As of April 8th, 2022 the Village has followed Public Health direction and removed all Public Health orders. The Village has also removed the existing COVID Safety Plan and replaced the plan with a communicable disease policy.		Complete	Michelle Mason   CFO
<b>Economic Development Strategy</b>	Economic Development Strategy and Implementation Plan will guide economic development initiatives and decision-making. It provides a long-term vision and implementation framework for economic development work.							On Track	Kaelin Chambers   Economic Development Officer

Initiative	Description	20...	2021	2022	2023	Updates	Actions	Status	Owner
→ <b>Bevan Industrial Area Development</b>	The Bevan Industrial Lands contain approximately 500 ha of land zoned for industrial use, which represents approximately 84% of the remaining industrial lands within the entire Comox Valley. Explore options to diversify its non-residential tax base by attracting new investment, business, and development in this area					<p><b>NEW</b></p> <p>in December 2021 Staff created the Development Implementation Plan for the Bevan Lands.</p> <p>A workshop was held on October 14, 2021, with key staff representing all departments to review the outcomes of the initial subdivision application process and the recommendations in the Concept Plan for servicing, transportation, land use, and parks and trails. The Implementation Plan is the result of this workshop.</p> <p>The Implementation Plan recommends next steps over the short to long term, who would undertake them (in-house or consultant), preliminary budget considerations.</p>		Complete	Kaelin Chambers   Economic Development Officer
→ <b>Implementation Plan for Bevan Industrial Lands Development</b>	The Implementation Plan recommends next steps over the short to long term, who would undertake them (in-house or consultant), preliminary budget considerations and status of the action.					<p><b>NEW</b></p> <p>Consultant engaged to develop strategy that will: improve understanding of watershed boundaries; include Develop Class D cost estimates; and recommend a model for development cost recovery for future development phases.</p>	<p><b>Bevan Industrial Servicing Strategy</b> <input type="checkbox"/></p> <p><b>DCC Review</b> <input type="checkbox"/></p> <p><b>Transportation Master Plan</b> <input type="checkbox"/></p>	On Track	Courtney Simpson   Manager of Development Services
→ <b>Economic Development webportal</b>	The web-portal provides information relating to business, investment and/or development opportunities within the Village.					Launched 2021. Moving forward, staff will be providing maintenance and regular updates to the web-portal.		Complete	Kaelin Chambers   Economic Development Officer

Initiative	Description	20...	2021	2022	2023	Updates	Actions	Status	Owner
↳ Village Business Association	Organized business group to which would be eligible to partner and promote Village business opportunities.					<p><b>NEW</b></p> <p>Jun 26 2022: Council approval of THRIVE grant for business core improvements. Staff to develop operational agreement.</p>		On Track	Kaelin Chambers   Economic Development Officer

SUPPORT COMMUNITY-LED RECONCILIATION AND RELATIONSHIP BUILDING.

Initiative	Description	...	Updates	Actions	Status	Owner
<p><b>Commitment to reconciliation with Indigenous peoples and the United Nations Declaration of Rights of Indigenous Peoples</b></p>			<p><b>NEW</b> Staff continue to engage KFN on projects of mutual interests, including active work on the Wastewater Treatment Plant, Perseverance Creek stewardship (including the Dam #2 Project), Recreation, Arts and Culture Master Plan, and support for the Guardian Watchmen Program. Preliminary discussions have also commenced on involvement in the 2023 Official Community Plan Update project.</p>		<p>On Track</p>	<p>Interim CAO   Legislative Services</p>
<p>→ <b>Regional Indigenous Relations participation</b></p>			<p><b>NEW</b> Staff continue to engage in discussions with the CVRD and other local governments on an indigenous relations action plan.</p>		<p>On Track</p>	<p>Kevin McPhedran   Manager of Parks and Recreation</p>

## EMERGING ITEMS






Initiative	Description	20...	2021	2022	2023	Updates	Actions	Status	Owner
<b>Climate Change</b>	See also Community Climate Change Assessment initiative under Comprehensive Community Planning							Behind	Interim CAO   Legislative Services
→ <b>Green New Deal</b>	Investigate ways Cumberland as a community can promote new ways of economic growth, social responsibility and environmental sustainability.						Staff have reviewed the Green New Deal as presented to Council earlier in 2021. Since that point all other regional partners have had similar presentations. The CVRD provided a report to the Board in Jan. 2022, staff to connect with regional partners and discuss next steps, with the plan to provide Council with a report and recommendations.	Behind	Interim CAO   Legislative Services
→ <b>Stormwater Management Plan Requirements</b>	Review Village stormwater management plan requirements so that consideration of 100 year storm events with 15% increase for climate change are required.							Not started	Courtney Simpson   Manager of Development Services
<b>COVID-19 Restart Funding</b>	The Village received \$1.3M in COVID-19 restart funding directed toward supporting the Village through the pandemic recovery.						<b>NEW</b> As of March 28th, 2022 council has allocated approximately \$1,218,225 of the Restart funding. The remaining balance of the Restart fund is \$107,805	On Track	Interim CAO   Legislative Services
→ <b>IT service improvements</b>	Investigate alternatives relating to IT service support.						The IT infrastructure improvements are now complete.	Complete	Interim CAO   Legislative Services
→ <b>Phase 1 Village Office Upgrades</b>	Phase 1 Village Hall upgrades includes front reception and administration area improvements, along with accessibility upgrades.						The Village office phase 1 upgrades have been completed early March, 2021 and the office is now open for in person service.	Complete	Interim CAO   Legislative Services

Initiative	Description	20...	2021	2022	2023	Updates	Actions	Status	Owner
→ <b>Back-up Generator New Fire Hall</b>	Back-up power supply for new fire hall.					<b>NEW</b> The generator has been installed at the fire hall.		Complete	Interim CAO   Legislative Services
→ <b>Phase 2 Village Office Upgrades</b>	Phase 2 includes relocation of Public Works staff to Old Fire Hall, creation of Community Policing Office in Old Fire Hall, upgrades to planning and recreation work places.					Project completed middle of October 2021.		Complete	Kaelin Chambers   Economic Development Officer
→ <b>Community Group Support</b>	Restart funding provided by Council to community organizations.					<b>NEW</b> Jul 11 2022: New Grant to CCSS of \$10,000.		On Track	Kaelin Chambers   Economic Development Officer
→ <b>Communications Strategy</b>	Develop a corporate communications strategy with priority actions.					<b>NEW</b> A draft Communication Strategy has been developed and presented to Council in early 2022. Staff are now implementing short term actions, while the overall report and longer term action implementation is under review during the interim leadership period.		On Track	Interim CAO   Legislative Services
→ <b>Village Website redesign</b>						<b>NEW</b> A consultant has been engaged and is developing a proposal for phase I improvements to the website focused on functionality and accessibility.		Behind	Kaelin Chambers   Economic Development Officer

Initiative	Description	20...	2021	2022	2023	Updates	Actions	Status	Owner
→ <b>Downtown Improvements</b>	Council directed Restart Funding towards the purchase/installation of temporary picnic tables, an event tent and safety barriers for sidewalk patios.  Funding was also directed towards the purchase of wayfinding and pedestrian safety signage in the Village.					<b>NEW</b> Additional picnic benches have once again been installed in summer 2022 throughout the downtown core. Concrete safety barriers have been purchased in support of the sidewalk patio program.  Parking and other wayfinding signage improvements remain in process.  Staff continue to engage with the CBA on the community map sign project.		On Track	Kaelin Chambers   Economic Development Officer
→ <b>Community Policing Office</b>	Develop a Community Policing office in Cumberland located within the Old Fire Hall. A location the RCMP can utilize to engage with the community.					<b>NEW</b> December 2021 the RCMP have moved into the office. Dedicated parking on Dunsmuir has been provided for the RCMP. The RCMP plan to commence utilizing the space early in 2022 and will be in contact with the Village to explore a communication relating to the use.		Complete	Interim CAO   Legislative Services
→ <b>Bylaw service level increases</b>	Hire additional bylaw staff to support evening and weekend coverage, with a focus on education.					A Community Patrols position has once again been hired in summer 2022 (June to September) for additional evening and weekend coverage on high traffic areas in the community.		Complete	Interim CAO   Legislative Services
→ <b>Phase 3 Renovations</b>	Village office meeting room. New programmer office at Rec. Council chamber audio updates. New records room.					<b>NEW</b> Phase 3 projects are complete.		Complete	Rachel Parker   Corporate Officer
<b>Cumberland Community Forest Park Initiatives</b>								On Track	Kevin McPhedran   Manager of Parks and Recreation





Initiative	Description	20...	2021	2022	2023	Updates	Actions	Status	Owner
→ <b>Cumberland Community Forest Park Interim Trail Management Strategy</b>	Interim plan to guide trail management in park in 2021 and 2022.					<b>NEW</b> CCF Park Interim Trail Management Strategy adopted in spring 2021. Implementation of strategy to continue in 2022, in partnership and supported by UROC and the CCFS.		Complete	Kevin McPhedran   Manager of Parks and Recreation
→ <b>Cumberland Community Forest Park Management Plan</b>	Develop park management policy for 200 hectare park .					<b>NEW</b> Ongoing Cumberland Community Forest Park Planning projects include: Outdoor Education Park Use Strategy, and research on Western Toads. Both projects to be in partnership with the Cumberland Community Forest Society.		On Track	Kevin McPhedran   Manager of Parks and Recreation
<b>Cultural Centre - Buchanan Hall Future Use</b>	Determine future use of the Buchanan Hall (ground floor of Cultural Centre, formerly leased to OAP)					<b>NEW</b> Hall now actively being used for Recreation and Culture Programming (including drop in seniors centre) and rentals.		Complete	Kevin McPhedran   Manager of Parks and Recreation
<b>Affordable Housing Initiatives</b>	Initiatives to address housing affordability and availability in the community including regulatory and addressing vacation rentals.							On Track	Courtney Simpson   Manager of Development Services
→ <b>Cumberland Community Housing Society memorandum of understanding</b>	Village of Cumberland and Cumberland Community Housing Society to development a memorandum of understanding.					<b>NEW</b> No further action as Society is inactive. Village is available to discuss MOU in the future if this or another Society is interested.		Complete	Courtney Simpson   Manager of Development Services
→ <b>Vacation rental regulations review</b>	Review vacation rental regulations after completion of the 2019/2020 Housing Needs Assessment.					<b>NEW</b> May 9 2022: Business licence applications for new vacation rentals suspended for 90 days. Jul 6 2022: public hearing for Zoning Amendment Bylaw held.	<b>Establish MRDT Program to recoup tax on vacation rentals</b> <input type="checkbox"/>	On Track	Courtney Simpson   Manager of Development Services

Initiative	Description	20...	2021	2022	2023	Updates	Actions	Status	Owner
→ Residential rental tenure zoning	Prepare a report to Council with options for residential rental tenure zoning.						Rezoning for 2782 Ulverston Avenue included first rental tenure zone for the Village.	Not started	Courtney Simpson   Manager of Development Services
→ Co-operative Housing	Prepare a list of possible publicly-owned sites within the Village of Cumberland that could be further evaluated to Co-operative Housing Federation of BC, for the feasibility of a Co-op Housing project.						<b>NEW</b> Made contact with the organization in April 2022 to address this direction, no response received.	Not started	Courtney Simpson   Manager of Development Services
→ Affordable Housing Financial Support Initiatives							<b>NEW</b> Council direction to draft a tax exemption bylaw establishing conditions and application requirements to grant property tax exemptions on the assessed improvement value of affordable rental housing projects. Initial purpose is to support the 2nd St affordable housing development but will apply to other qualifying properties.  Council direction to report to Council during the 2023 budget discussions on the establishment of a reserve to support affordable housing.	On Track	Courtney Simpson   Manager of Development Services
Perseverance Watershed Initiative (PWI)	In partnership with the Cumberland Community Forest Society and Mosaic Forest Management, a collaborative watershed protection-centric research and land use planning project.						<b>NEW</b> 2022 activities are focus on watershed modelling and data collection; build relationships with private landowners, other project stakeholders, and K'omoks First Nation; and provincial advocacy (BC Watershed Security Strategy and Fund).	On Track	Kevin McPhedran   Manager of Parks and Recreation

Initiative	Description	20...	2021	2022	2023	Updates	Actions	Status	Owner
<b>Community Amenity Contribution Policy and Density Bonus Review</b>	To explore options for community amenity contribution policy and density bonus in the VCMU-1 zone to promote affordable housing and heritage conservation.					<b>NEW</b> Final report presented July 11, 2022		Complete	Courtney Simpson   Manager of Development Services
<b>Development Approvals Process Modernization</b>	To streamline the development approvals process, improve public communications, and establish an electronic file tracking system connected to GIS.					<b>NEW</b> Streamlining accessory dwelling unit approvals report referred to committees. Bylaws being drafted.		On Track	Courtney Simpson   Manager of Development Services
<b>Anti-Racial Discrimination and Anti-Racism Policy</b>						<b>NEW</b> Referred to Accessibility and Inclusion Committee		On Track	Rachel Parker   Corporate Officer
<b>Cumberland 125h Anniversary Event</b>						<b>NEW</b> Apr 25 2022: Council approval for application for Federal funding (grant application submitted); funding response expected in early fall 2022. Staff to prepare for 2023 budget.		On Track	Kaelin Chambers   Economic Development Officer
<b>Parking Variance in VCMU-1 Policy</b>	Policy to guide consideration of parking variances applications in VCMU-1.							Not started	Courtney Simpson   Manager of Development Services







## REGIONAL ACTIVITIES

Initiative	Description	20...	2021	2022	2023	Updates	Actions	Status	Owner
<b>Regional Parks Service Establishment</b>	CVRD is completing a Background Study to inform the potential establishment of a Regional Parks Service. All regional local government partners are participating in this project.					<b>NEW</b> July 11 2022: Council consented to adoption of service establishment bylaw.		Complete	Kevin McPhedran   Manager of Parks and Recreation
<b>Regional Solid Waste Collection</b>	Existing solid waste collection contract for entire region expires in 2022, regional partners plan to collaborate of developing and releasing a joint RFP					<b>NEW</b> Apr 25 2022: Council approval to purchase Recollect App for solid waste notifications and scheduling. Staff working with CVRD to implement.		On Track	Rob Crisfield   Operations Manager
<b>Regional Active Transportation Network Plan</b>	CVRD Active Transportation Plan will identify priority areas and routes for investment in active transportation infrastructure.					The Regional Active Transportation Plan was adopted by the CVRD Board in September 2021. CVRD and Village staff will now work on implementation of the actions identified.		Complete	Courtney Simpson   Manager of Development Services
<b>Regional Airshed Roundtable</b>	CVRD initiative to develop and implement a Regional Airshed Protection Strategy.					Staff participating in Roundtable and Woodstove Emission Reduction Working Group.		On Track	Courtney Simpson   Manager of Development Services
<b>Regional Transit Facilities Plan</b>	Facilities Plan for improvement to exchanges and priority lanes.					Staff participating in stakeholder consultation. Note that this focuses only on key transit infrastructure. The 2014 Transit Network Plan is scheduled for review and update in 2022.		Complete	Courtney Simpson   Manager of Development Services
<b>Tourism and Destination Marketing</b>	Tourism Vancouver Island (TVI) has been engaged to provide Tourism/Destination Marketing services to the CVRD and has engaged the Village to participate within the regional destination tourism function.					<b>NEW</b> The Village entered into a one year service agreement (for 2022) with CVRD.		Complete	Kaelin Chambers   Economic Development Officer

Initiative	Description	20...	2021	2022	2023	Updates	Actions	Status	Owner
<b>Strengthening Community Services Project</b>	City of Courtenay led initiative to provide supports for those experiencing homelessness. Grant received from UBCM in partnership with CVRD and municipalities.					Staff to participate in new training opportunities through this project and support with bylaw enforcement resources as needed.		Not started	Courtney Simpson   Manager of Development Services
<b>Regional Recreation Fields Study</b>						<b>NEW</b> Staff are participating in a Regional Working Group in support of updating the 2008 CVRD Regional Track and Field Service Strategy, while also considering community fields services in the Village's Recreation, Arts and Culture Plan.		On Track	Kevin McPhedran   Manager of Parks and Recreation
<b>Regional Aquatics Study</b>						<b>NEW</b> Staff are liaising with regional partners in the joint CVRD-City of Courtenay Aquatic Study.		On Track	Kevin McPhedran   Manager of Parks and Recreation
<b>Regional Tourism</b>						<b>NEW</b> Village is participating in the CVRD's Regional Tourism Service, operated by Tourism Vancouver Island, via contract in 2022.  Meanwhile the CVRD formally invited the Village to join the service as a participant; a Council report is scheduled to be brought forward seeking Council's direction on this in September 2022.		On Track	Kaelin Chambers   Economic Development Officer

## OPERATIONAL ACTIVITIES

Initiative	Description	20...	2021	2022	2023	Updates	Actions	Status	Owner
<b>Village Forest Land Management Strategy</b>	Develop a Management Direction Statement for Village Forest Lands						Land Management Direction Statement adopted by Council February 2021.	Complete	Kevin McPhedran   Manager of Parks and Recreation
<b>Cumberland Trail Network Agreement</b>	Work with UROC, Mosaic and Manulife to update the model for collaborative management of the Cumberland Trail Network.						<b>NEW</b> "Memorandum of Understanding for Access, Collaborative Management and Use of the Cumberland Trail Network" scheduled to be presented to Council for consideration in August 2022.	Behind	Kevin McPhedran   Manager of Parks and Recreation
<b>Cumberland Lake Park: Operations and Improvement Agreement</b>	Develop 10 year Operating and Improvement agreement with CLWS.						<b>NEW</b> The 2017-2021 Operating Agreement with Lake Park Society has been extended to end of 2022.  In summer 2022, staff are working with LPS to update the priority projects, responsibilities, and implementation actions of 2014 Park Master Plan; this process will serve to support the development of a long term (2023-2032) operating agreement with LPS for Council consideration in late 2022.	On Track	Kevin McPhedran   Manager of Parks and Recreation
<b>Age Friendly Community status</b>	Apply for Age-Friendly BC designation						Age-Friendly Assessment and Action Plan accepted by Council. Next step to apply for Age-Friendly BC designation.	Not started	Courtney Simpson   Manager of Development Services
<b>Procedure Bylaw updated</b>	Due to recent COVID related legislation there is a requirement to complete a update to the Villages Procedure Bylaw.						<b>NEW</b> Bylaw adopted Jan 6 2022.	Complete	Rachel Parker   Corporate Officer

Initiative	Description	20...	2021	2022	2023	Updates	Actions	Status	Owner
<b>DCC Bylaw review and update</b>	Review of DCC projects and update to costing. Review of exception policies.					<b>NEW</b> DCC bylaw rates and structure has gone through a preliminary review from the province and final edits are being made to the bylaw prior to Council consideration of the first three readings at the August 8, 2022 Council meeting, at which time the bylaw will again undergo a final review at the province before proceeding with final adoption.		On Track	Rob Crisfield   Operations Manager
<b>Bylaw Offence Notice system</b>	A new system under the Local Government Bylaw Notice Enforcement Act that enables local governments to establish a bylaw notice adjudication system, an alternative to the provincial court for resolving minor bylaw contraventions such as parking tickets.					BON system establishment to be considered following completion of Transportation and parking plan, and update to Streets and Traffic Bylaw in 2023.		Not started	Rachel Parker   Corporate Officer
<b>Solport Park Design</b>	Design and development of Solport Park					<b>NEW</b> Forest management and fire abatement works were conducted in spring 2022 in partnership with the BC Wildfire Service.  A trail improvement project is scheduled for fall 2022, in addition to detailed design for park amenities such as a natural playground and family amenities.		On Track	Kevin McPhedran   Manager of Parks and Recreation
<b>Good Neighbour Bylaw development</b>	Village explore repealing its PPN Bylaw in its entirety, and replacing it with an updated style of "good neighbour bylaw. Which would address Repeat Nuisance Service Calls or Excess Nuisance Service Calls.					<b>NEW</b> May 30 2022: Good Neighbour Bylaw given first reading. Staff to prepare update of bylaw enforcement policy and MTI Bylaw.		On Track	Rachel Parker   Corporate Officer

# OPERATING AND CAPITAL PROJECTS

Initiative	Description	20...	2021	2022	2023	Updates	Actions	Status	Owner
<b>Administration Projects</b>								On Track	Unassigned
→ <b>Records Management Classification System</b>	First phase to transition to Electronic Document and Records Management System.						Currently work priorities have not permitted this project to move forward. The Village does continue to meet existing legislative requirements. The project is recommended to move to 2023, timelines have been updated.	Not started	Rachel Parker   Corporate Officer
→ <b>Electronic utility billing</b>	Utility billing process to streamline utility billing system.					<b>NEW</b>	Utility customers who have signed up for electronic utility billing have been receiving emailed bills and staff are continuing to promote this option to all customers.	Complete	Michelle Mason   CFO
→ <b>Recreation Software Conversion</b>	Transition from existing web based recreation registration and booking system to new system.						Software conversion complete, March 2021.	Complete	Kevin McPhedran   Manager of Parks and Recreation
→ <b>Cumberland Cemetery Central Area Preliminary Design</b>	Design plan for future central area construction to include new columbaria, new cremation and casket ground lots, scattering garden, hard landscaping including benches and gathering area.					<b>NEW</b>	Design completed Dec 2021. Construction contingent on budget.	Complete	Rachel Parker   Corporate Officer
→ <b>General Election</b>	Administration of election Oct 15 2022.					<b>NEW</b>	Aug 2 2022: Candidate nomination packages made available. Candidates to be declared on Sep 9 2022.	On Track	Rachel Parker   Corporate Officer
<b>Protective Services Capital</b>								On Track	Unassigned
→ <b>Fire Boat replacement</b>							The fire boat project is now complete and the new boat is in service on the Lake. Old fire boat replaced.	Complete	Mike Williamson   Manager of Protective Services

Initiative	Description	20...	2021	2022	2023	Updates	Actions	Status	Owner
↳ Bylaw vehicle replacement						<b>NEW</b> Bylaw van has been purchased and is in use.		Complete	Mike Williamson   Manager of Protective Services
<b>Operations Capital</b>									
								Behind	Unassigned
↳ Electric vehicle charging station						<b>NEW</b> Electrical contractor engaged and completed assessments of two protentional locations in July 2022: Dunsmuir Avenue adjacent to Village Park and at the Culture Centre. Based on technical considerations, the Culture Centre is the preferred site, however an electrical panel upgrade (outside of project scope) is required prior to charger installation. More information will be made available as this project evolves.		Behind	Kaelin Chambers   Economic Development Officer
↳ 2021 Roadway and Utility impovrements						<b>NEW</b> Following selection of a Civil Engineering firm, staff will work to review current projects in the 5 year capital plan and reprioritize some projects based on updated information from the Pavement Management Plan and Utility Replacement Plan.		Behind	Rob Crisfield   Operations Manager
↳ Solar crosswalk lighting system - Cumberland Rd./ Bruce Street	Working on quotes for the supply & installation of these lights.					<b>NEW</b> Project complete February 2022.		Complete	Rob Crisfield   Operations Manager
↳ Hope Road chip sealing	Chip seal the gravel road between Mill Street and Cumberland Road					Completed in September 2021.		Complete	Rob Crisfield   Operations Manager

Initiative	Description	20...	2021	2022	2023	Updates	Actions	Status	Owner
↳ Sidewalks project	Need to confirm alignment of Egremont sidewalk.					<b>NEW</b> The Egremont sidewalk is on hold until we receive final site layout and servicing plans for the new childcare facility. Other sidewalks are also on hold in order to consider them at the same time other linear asset improvements occur within the same street block.		Not started	Rob Crisfield   Operations Manager
↳ 2021 Water projects								Complete	Rob Crisfield   Operations Manager
↳ Dam monitoring equipment						<b>NEW</b> Monitoring equipment installed and operating. First Dam site Project complete for 2021.		Complete	Rob Crisfield   Operations Manager
↳ Egremont School Zone Safety Improvement	Safety improvements identified within the Active School grant which Cumberland Community School PAC received.					<b>NEW</b> Final planning underway for this project with work to commence in August.		On Track	Rob Crisfield   Operations Manager
↳ Grant Road & Memorial Way Street Closures						<b>NEW</b> work is planned for July when school is out for the summer.		Complete	Rob Crisfield   Operations Manager
↳ Engineering Services RFP						<b>NEW</b> This RFP has been issued and closed at the end of July.		Behind	Rob Crisfield   Operations Manager
<b>Parks and Facilities Capital</b>								Behind	Unassigned
↳ Cumberland Lake Park Waterfront Safety Improvement Projects	Waterfront safety improvements to swimming area, boat launch and campsite retaining wall facilities, supported by \$169,000 in provincial COVID response Grant Funding.					<b>NEW</b> Shoreline Restoration and Safety Upgrades project now complete. Staff to now focus on implementation of boat launch safety improvements.		Behind	Kevin McPhedran   Manager of Parks and Recreation

Initiative	Description	20...	2021	2022	2023	Updates	Actions	Status	Owner
→ <b>Boat Launch Safety Improvement:</b>	To address safety issues at the launch by assessing and improving facility layout, infrastructure and policy options.					<b>NEW</b> Dock replacement and safety improvements project continues to be delayed by supplier issues. Staff actively working on pursuing alternative options with goal of completing project in 2022-23 offseason.		Behind	Kevin McPhedran   Manager of Parks and Recreation
→ <b>Waterfront Campsite Retaining Wall Upgrade</b>	Implement shoreline restoration and safety upgrade project to replace the concrete lock block wall with a greenshores-insired shoreline.					Project complete.		Complete	Kevin McPhedran   Manager of Parks and Recreation
→ <b>Japanese Cemetery fence repair</b>	Replace 20 fence posts on existing Japanese Cemetery picket fence.					Project complete in August 2021. Some further repairs will continue in the coming years.		Complete	Kevin McPhedran   Manager of Parks and Recreation
→ <b>Rotary Pathway to Recreation Funding Application</b>	Application to provincial grant program to construct 700m of pathway adjacent to Comox Lake Road, including bridge crossing of Perseverance Creek.					<b>NEW</b> Following 2021 unsuccessful grant funding application, the project and its priority level will now be considered as part of the Active Transportation component of the Village's Transportation Master Plan.		Complete	Kevin McPhedran   Manager of Parks and Recreation
→ <b>Village Park Playground Works</b>	Zipline repairs and wood chip safety surfacing top up.					Zipline repair completed May 2021.		Complete	Kevin McPhedran   Manager of Parks and Recreation
→ <b>Museum renovation project</b>	In partnership with the Cumberland Museum and Archives Society, the museum is receiving extensive facility improvements.					The renovation of the museum is now complete. The museum is expected to reopen in Fall 2021.		Complete	Interim CAO   Legislative Services

## Village of Cumberland Climate Change Mitigation and Adaptation Action Summary April - June 2022

### Council Action

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

### Community Planning and Development Services

- **NEW** Plan to review Village stormwater management plan requirements so that consideration of 100 year storm events with 15% increase for climate change are required.

#### Official Community Plan, 2014:

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

#### Active Transportation Foundations Project, 2021:

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

#### Transportation Master Plan, 2022:

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

#### Urban Forest Management Plan 2020-2040:

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

### Public Lands and Village Operations

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

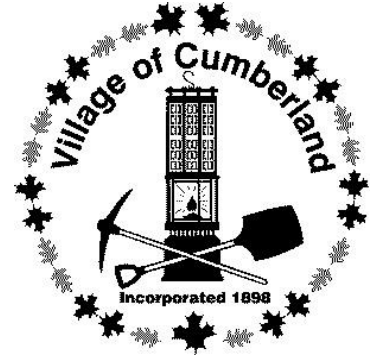
### Regional Initiatives

Participation in CVRD Regional Parks Feasibility Study.

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

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

# STRATEGIC PRIORITIES QUARTERLY REPORT



MEETING DATE: July 22, 2022  
REPORT PERIOD: April to June 2022  
FROM: Michelle Mason, Chief Financial Officer/Interim CAO

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## QUARTERLY SUMMARY

Revenue and expense items are currently running within the approved budget. There are no significant concerns to note at this time. Property and Parcel Taxes for 2022 have been levied. The overall surplus based on the financial plan is \$1,172,902.

Attached to the report are financial summaries as at June 30, 2022 with comparisons to the 2022 financial plan and 2021 audited amounts. These financial summaries are not audited and do not meet all accounting standards which would otherwise be applied for final year-end financial statement purposes. Amortization on assets, year-end adjusting entries and final expense accruals are not booked. The summaries are intended for internal purposes only.

The following statements as at June 30, 2022 are attached:

- *Attachment 1: Statement of Financial Position*
- *Attachment 2: Statement of Operations and Accumulated Surplus*
- *Attachment 3: Statement of Change in Net Financial Assets*
- *Attachment 4: Reconciliation of Financial Statement Surplus to Financial Plan Surplus*
  - Provides a list of adjustments to reconcile surplus for financial statement reporting purposes (as per accounting rules) to surplus for financial plan purposes (ensures we remain within budget).

Based on the above information and the fact that some invoices are still outstanding and some expenses are not recognized until year-end, we can expect an approximate 45-50% use of budget for operating expenses. Brief comments are included on Attachment 2 and 4 and expanded information regarding variances and other items of note are provided below.

### **Attachment 1: Statement of Financial Position**

The cash and cash equivalents balance of \$24,399,273 (compared to 2021 at \$21,019,005) is higher at this time of year due to the receipt of property tax payments prior to the payment of taxes collected for other taxing authorities as well as most projects are still in their earlier stages of completion. A cash flow analysis will be completed and the Village will invest excess cash in higher yielding guaranteed investments (if available) until the funds are required. Current interest rates are much higher than 2021 and 2020. Property taxes receivable (still owing) of \$2,302,452 (compared to 2021 at \$187,652) appears substantially higher than the 2021 comparatives, but as at June 30, 2022, it does not reflect post-dated payments, mortgage company transfers and last day tax collections. We collected 92% (typical collection and the same collection rate as 2021) of current year property tax revenues by the deadline. Accounts receivable are higher at June 30, 2022 than at December 31, 2021 due to home owner grant payments owed to the Village by the province. Accounts payable and accrued liabilities are always high at this time of year due to accruals for property tax collections for other taxing authorities that are not due until a later date. Due to a few major developments in process, the Village has received large development securities in 2022 which will be held until the developments are complete and inspections allow for the refund of those securities. Deferred grants are still high based on advanced grant funds received from the province which are being invested until the funds are required for the projects. The Village has contributed just under \$1.8m to reserves and the reserves have funded projects in progress in 2022.

### **Attachment 2: Statement of Operations and Accumulated Surplus**

#### **Revenues**

Property and parcel tax revenues are levied and recognized in May of each year. The use of financial plan for sales of services to other governments is only 29% at June 30, 2022 but this will increase significantly in August once the 2022 fire services to Royston are invoiced and subsequently collected. The total small community unconditional operating grant from the Province has been received and is \$145,000 higher than previous years based on a one-time bonus payment received in April. The small community grant is an important source of funding for small communities and without annual payment, the property tax revenues required for the same level of municipal services would increase by approximately 15% in 2022. Other grants are expected to reflect similar timing to related capital project expenses. Other revenues are higher than expected for this time of year at 60% use of budget and this is due to a development cash-in-lieu payment for parkland and earned interest for reserve funds that are not included in the budget.

### **Operating Expenses**

Most of the 2022 special operating projects are in progress and we expect to incur costs for these over the next six months. Cemetery and Parks maintenance expenditures will increase over the summer months. The Volunteer Fire Fighter compensation is not paid until December each year and other year-end adjustments are also outstanding until December. COVID grant projects and other projects that have been carried forward from 2021 are well underway in 2022; however, the budget has not been amended to add these budgets at this time so some use of budgets are showing a little higher than what is typical at this time of year. Significant snow that occurred late 2021 and early 2022 have higher than expected costs as well as some fleet and facility costs that are higher than expected that staff will continue to monitor.

### **Attachment 3: Statement of Change in Net Financial Assets**

The Village is currently in a net financial assets position of \$5,035,283. This is due to the fact that a significant amount of the property taxes has been collected; whereas, there is less than a 50% use of expenditures at June 30, 2022 and expected debt has not been entered into at this point. Simply put the net financial assets means that the Village's financial assets are currently greater than its liabilities. The Village has budgeted to be in a net financial asset position of \$3,415,375 in 2022; however, this will likely decrease significantly with the wastewater treatment upgrades budget amendment from the 2021 budget carry forward as well as the expected wastewater project budget increases.

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

The use of financial plan for capital projects is 111% at June 30, 2022 which is due to the budget not including the wastewater treatment upgrades budget amendment yet but there are some actual costs against this project to date. Most capital projects still do not have significant costs associated with them at this early stage but we expect to incur these costs over the next six months.

The financial plan deficit to date is \$1,169,620 due to the fact that 100% of the property taxes are recognized early in the year; whereas, there is less than a 50% use of expenditures at June 30, 2022. There are also other funding sources for the capital projects that are not recorded in the financial statements until 100% of the costs for the projects are recognized or at year-end.

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

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

A summary of the commitments that have been made between \$50,000 and \$200,000 as at June 30, 2022 follows:

<b>Vendor</b>	<b>Description</b>	<b>Commitment Date</b>	<b>Commitment Total</b>
Frontier Power Products	Genset backup power generator for F.Hall	4/13/22	\$ 51,340
Edgett Excavating	Lake Park Shoreline Restoration	2/1/22	\$ 113,110
Watt Consulting Group	Transportation Master Plan	6/22/22	\$75,000

**ATTACHMENTS**

1. Attachment 1 - Statement of Financial and Municipal Position as at June 30, 2022;
2. Attachment 2 - Statement of Operations and Accumulated Surplus as at June 30, 2022;
3. Attachment 3 - Statement of Change in Net Financial Assets as at June 30, 2022; and
4. Attachment 4 - Reconciliation of Financial Statement Surplus to Financial Plan Surplus as at June 30, 2022.

**THE CORPORATION OF THE VILLAGE OF CUMBERLAND**  
**Statement Of Financial Position As At**  
**June 30, 2022**  
**UNAUDITED**

	<b>2022</b>	<b><u>2021</u></b>
	<i>(Note 1)</i>	
<b>FINANCIAL ASSETS</b>		
Cash, equivalents and investments	24,399,273	21,019,005
Property taxes receivable	2,302,452	187,652
Accounts receivable	2,014,181	1,166,062
	28,715,906	22,372,719
<b>LIABILITIES</b>		
Accounts payable and accrued liabilities	(5,839,552)	(2,355,516)
Service and other deposits	(1,325,034)	(714,521)
Deferred revenue	(8,174,550)	(8,541,168)
Debenture and long term-debt	(8,341,489)	(8,683,349)
	(23,680,624)	(20,294,554)
<b>NET FINANCIAL ASSETS / (DEBT)</b>	<b>5,035,282</b>	<b>2,078,165</b>
<b>NON-FINANCIAL ASSETS</b>		
Tangible Capital Assets	65,934,673	64,985,318
Inventories	111,975	111,975
Prepaid expenses	3,902	16,378
	<b>66,050,550</b>	<b>65,113,671</b>
<b>ACCUMULATED SURPLUS</b>	<b>\$ 71,085,832</b>	<b>\$ 67,191,836</b>
<b>MUNICIPAL POSITION</b>		
Operating funds	(3,418,761)	(2,279,972)
Statutory/Bylaw Authorized Reserves	(10,073,886)	(8,609,895)
Equity in capital assets	(57,593,185)	(56,301,969)
	<b>\$ (71,085,832)</b>	<b>\$ (67,191,836)</b>

*Note 1:*

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

*They are intended for internal management purposes only.*

**THE CORPORATION OF THE VILLAGE OF CUMBERLAND**  
**Statement of Operations and Accumulated Surplus**  
**Interim Statement as at**  
**June 30, 2022**  
**Unaudited**

	<b>2022</b>	<b>Remove</b>	<b>2022</b>	<b>2022</b>	<b>% Use Of</b>	<b>Variance</b>	<b>2021</b>	<b>Comments</b>
	<b>Amended</b>	<b>Amortization</b>	<b>Adjusted</b>	<b>Actual-YTD</b>	<b>Financial</b>		<b>Actual</b>	
	<b>Financial Plan</b>		<b>Financial Plan</b>	<b>(Note)</b>	<b>Plan</b>			
<b>Revenue</b>			<i>(Note)</i>	<i>(Note)</i>				
Property taxes and P.I.L.	\$ 3,666,370	\$ -	\$ 3,666,370	\$ 3,702,528	101%	\$ (36,158)	\$ 3,464,375	Property Taxes levied in May each year
Parcel taxes	684,860	-	684,860	691,119	101%	(6,259)	644,718	Parcel Taxes levied in May each year
Sale of services & fees	2,218,390	-	2,218,390	1,070,759	48%	1,147,631	2,094,363	Utility billings, service connections and sales for other municipal services (Recreation/Cemetery)
Sale of services to other governments	487,470	-	487,470	141,357	29%	346,113	533,111	Bulk water/Fire Protection District/Animal Control to Ctny
Transfer from other govts-unconditional	527,000	-	527,000	672,000	128%	(145,000)	527,000	Small Community Grant to be received in Apr/June
Transfer from other govt's-conditional	840,810	-	840,810	437,329	52%	403,481	1,423,167	Grants relate to timing of projects plus Host Amenity & Community Works Funds
Other revenue	794,190	-	794,190	473,547	60%	320,643	826,276	Permits & Licensing/donations/interest & miscellaneous
Development cost charges	24,750	-	24,750	-	0%	24,750	21,249	
	<u>9,243,840</u>	<u>-</u>	<u>9,243,840</u>	<u>7,188,639</u>	<u>78%</u>	<u>2,055,201</u>	<u>9,534,259</u>	
<b>Operating Expenses</b>								
General government services	1,183,190	(16,700)	1,166,490	521,663	45%	644,827	1,419,521	Projects in progress & to be carried forward/budget amds outstanding
Transportation services	1,924,560	(798,200)	1,126,360	582,144	52%	544,216	1,596,806	Snow/fleet costs higher than expected
Protective services	851,650	(62,000)	789,650	349,280	44%	440,370	901,506	Firehall ops & fleet costs higher than expected
Environmental health services	2,186,430	(449,020)	1,737,410	767,917	44%	969,493	2,291,716	Projects in progress
Cemetery Services	37,410	(3,100)	34,310	8,662	25%	25,648	29,643	Maintenance to ramp up in spring/summer months / Projects not started
Planning, development & environment	786,310	-	786,310	354,226	45%	432,084	534,101	Projects in progress
Recreation services	803,870	(33,250)	770,620	445,150	58%	325,470	760,064	Recreation Centre & Cultural Centre facility costs higher than expected/budget amds outstanding
Cultural and community events	156,850	-	156,850	87,014	55%	69,836	132,141	Victoria Days costs higher than expected
Parks Services	592,530	(107,000)	485,530	178,586	37%	306,944	465,689	Projects in progress/maintenance to ramp up in spring/summer months
	<u>8,522,800</u>	<u>(1,469,270)</u>	<u>7,053,530</u>	<u>3,294,642</u>	<u>47%</u>	<u>3,758,888</u>	<u>8,131,187</u>	
<b>Annual Surplus</b>	721,040	1,469,270	2,190,310	3,893,997	178%	(1,703,687)	1,403,072	
<b>Accumulated Surplus, Beginning of Year</b>	67,191,836	-	67,191,836	67,191,836			65,788,764	
<b>Accumulated Surplus, End of Year</b>	<u>\$ 67,912,876</u>	<u>\$ 1,469,270</u>	<u>\$ 69,382,146</u>	<u>\$ 71,085,833</u>	<u>102%</u>	<u>\$ (1,703,687)</u>	<u>\$ 67,191,836</u>	

Note:

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

**THE CORPORATION OF THE VILLAGE OF CUMBERLAND**  
**Statement of Change in Net Financial Assets**  
**Interim Statement as at**  
**June 30, 2022**  
**Unaudited**

	<b>2022</b> <b>Amended</b> <b>Financial Plan</b>	<b>Remove</b> <b>Amortization</b>	<b>2022</b> <b>Adjusted</b> <b>Financial Plan</b> <i>(Note)</i>	<b>2022</b> <b>Actual-YTD</b> <i>(Note)</i>	<b>% Use Of</b> <b>Financial</b> <b>Plan</b>	<b>Variance</b>	<b>2021</b> <b>Actual</b>
<b>Annual Surplus</b>	721,040	1,469,270	2,190,310	3,893,997	178%	(1,703,687)	1,403,072
Amortization	1,469,270	(1,469,270)	-	-		-	1,651,856
Change in supplies inventories	-	-	-	-		-	10,172
Change in prepaid expenses	-	-	-	12,476		(12,476)	5,772
Proceeds on disposal of tangible capital assets	-	-	-	-		-	25,633
Gain on sale of tangible capital assets	-	-	-	-		-	25,493
Acquisition of tangible capital assets	(853,100)	-	(853,100)	(949,355)	111%	96,255	(2,820,324)
<b>Change in Net Financial Assets</b>	1,337,210	-	1,337,210	2,957,118	221%	(1,619,908)	301,674
<b>Net Financial Assets, Beginning of the Year</b>	2,078,165	-	2,078,165	2,078,165		-	1,776,491
<b>Net Financial Assets, End of the Year</b>	<b>\$ 3,415,375</b>	<b>\$ -</b>	<b>\$ 3,415,375</b>	<b>\$ 5,035,283</b>	<b>147%</b>	<b>\$ (1,619,908)</b>	<b>\$ 2,078,165</b>

**Note:**

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**THE CORPORATION OF THE VILLAGE OF CUMBERLAND**  
**Reconciliation of Financial Statement Surplus to Financial Plan Surplus**  
**Interim Statement as at**  
**June 30, 2022**  
**Unaudited**

	<b>2022</b> <b>Amended</b> <b>Financial Plan</b>	<b>Remove</b> <b>Amortization</b>	<b>2022</b> <b>Adjusted</b> <b>Financial Plan</b>	<b>2022</b> <b>Actual-YTD</b>	<b>% Use Of</b> <b>Financial</b> <b>Plan</b>	<b>Variance</b>	<b>2021</b> <b>Actual</b>	<b>Comments</b>
<b>Annual Surplus</b>	721,040	1,469,270	2,190,310	3,893,997	178%	(1,703,687)	1,403,072	
<b>Adjustments as per Financial Plan</b>								
Acquisition of tangible capital assets	(853,100)	-	(853,100)	(949,355)	111%	96,255	(2,820,325)	<i>Projects in progress/wastewater treatment project underway (budget amds outstanding)</i>
Add back amortization expenses	1,469,270	(1,469,270)	-	-		-	1,651,856	
Proceeds on borrowing	40,000	-	40,000	-	0%	40,000	3,015,511	
Principal payments on debt	(718,450)	-	(718,450)	(341,861)	48%	(376,589)	(524,195)	
Add Non-cash adjustments	-	-	-	-		-	25,493	
<b>Change in Consolidated Balances</b>	<b>658,760</b>	<b>-</b>	<b>658,760</b>	<b>2,602,781</b>	<b>395%</b>	<b>(1,944,021)</b>	<b>2,751,412</b>	
<b>Transfer (To) / From Reserves</b>								
To reserves	(2,577,590)	-	(2,577,590)	(1,823,263)	71%	(754,327)	(4,493,165)	
From reserves	1,918,830	-	1,918,830	390,102	20%	1,528,728	2,289,575	
<b>Transfer (To) / From Reserves</b>	<b>(658,760)</b>	<b>-</b>	<b>(658,760)</b>	<b>(1,433,161)</b>	<b>218%</b>	<b>774,401</b>	<b>(2,203,590)</b>	
<b>Surplus / (Deficit) Per Financial Plan</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,169,620</b>		<b>\$ (1,169,620)</b>	<b>\$ 547,822</b>	

Note:

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# PROTECTIVE SERVICES QUARTERLY REPORT



MEETING DATE: August 8, 2022

REPORT PERIOD: April - June 2022

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

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## **Service Quarterly Summary**

Well going into summer things have improved for us, has been a good year for responses with 133 incidents in the second quarter. Have finally replaced Deputy Chiefs position which helps very much with coverage and training. Some of our members stepped up and helped a lot with training program which worked okay. The new sign out front seems to be working, we gave out 10 firefighter applications and got 4 new recruits, which now have 6 recruits moving forward in our recruiting class and this brought our numbers back up 30. We have thirty members at present time. Which is good but would still like to have more new members. We keep recruiting trying to encourage more residents to join the department.

The fire generator is here, is working and tested. We have now started some wildfire training and testing our equipment. We have finally got our environmental trailer supplied and ready to deploy if needed the trailer will be at the Lake campground for the summer. We station it there because it has a high-quality boom to protect the boat ramp area if needed and can easily be moved to any of our dams or water reservoirs if required for fast deployment and protection of our water system. On the Fire Boat we have added few things to make it safer for our firefighters. It is in the water and was used for one sinking boat rescue in July. The family was very thankful we came to the top end of the lake to help them and rescue their boat. We have had few trail rescue responses this year with five serious ones, but they will all return to ride again. Our weekend duty crew will be active in July, and we continue with this all summer. Our fire bush truck unit #5 has taken a crumble as it is 20 years old. This truck is important to us as quick response bush truck to trails and back country we will be assessing what to do about this problem.

**Fire Services Response**

Response Type	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	2022
Fire	5	4	0	2	4	0							15
Rescue	0	1	3	2	0	0							6
First Responder	9	8	13	15	7	18							70
MV Incident	4	6	1	2	5	2							20
Duty Officer	3	1	3	6	1	8							22
Total Monthly	21	20	20	27	17	28							133

**Membership Status**

Regular Members	24
Junior Members:	0
Probationary Members	6
Pending Applications	4

**Bylaw Enforcement Services**

Bylaw has spent considerable resources on several large files in the last quarter and assisting other professional agencies such as the RCMP, Campbell River Animal Control, Nanaimo Animal Control, Comox Valley Animal Control. Campbell river, Nanaimo Animal Control and Comox Valley assists were for dog attacks in their jurisdiction by dogs that were or did reside in the Village of Cumberland. Complaints continue to be received regarding people living in RVs and advisement letters have been sent in response. People suspected of living in RVs or RVs being used as vacation rentals continues to be a concern. Parking and traffic enforcement is expected to increase proactively from the currently mainly complaint driven as major files are completed. Once resources become more available, all patrols will become more consistent.

Bylaw Response Type	Q3 2021	Q4 2021	Total 2021	Q1 2022	Q2 2022
<b>Animal control</b>					
Dog calls	8	12	37	4	10
Dog warnings	6	14	53	15	8
Dog at large	10	8	19	4	5
Dog attack	3	2	13	2	2
Other animal complaints	4	3	23	4	7
Wildlife complaints	0	1	4	1	3
<b>Zoning/Building/Business</b>					
Illegal suites/vacation rentals	2	2	8	2	6
Illegal BNB/vacation rental	0	1	3	2	3
Property inspections	9	7	36	27	7
Business complaints	4	3	11	4	1
Do not occupy orders	1	2	4	1	0
Stop work orders served	0	2	4	3	3
<b>Noise, Vandalism and Parks</b>					
Vandalism					
Illegal camp	8	1	18	2	9
Closed Park warnings	N/A	N/A	N/A	N/A	N/A
Illegal dumping	5	2	20	3	3
Noise complaints	8	2	21	1	1
<b>Parking</b>					
parking/traffic calls	8	5	24	2	9
Parking tickets	5	1	12	2	0
Parking Notices	26	9	63	8	9
Vehicles towed	5	2	9	1	0
<b>Administrative</b>					
Covid-19 complaints	0	0	1	0	0
RCMP calls/assists/ court / professional assists	4	3	11	3	7
Tickets served	21	3	43	12	11
Ticket calls/ disputed	4	3	13	5	8
General Customer service request	8	14	56	11	8
<b>Total All Files</b>			<b>506</b>		





Royal Canadian  
Mounted Police

Gendarmerie royale  
du Canada

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

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

Dear Mayor Baird

Re: Village of Cumberland Quarterly Report

April 1, 2022 to June 26, 2022

The Comox Valley Royal Canadian Mounted Police (RCMP) will be providing quarterly updates on policing in the community. This will include information on Calls for Service (CFS), Traffic files, Break and Enter files, Theft from Vehicle files, Canada Shipping Act compliance checks, and files at Comox Lake as well as at Cumberland Lake Park and Cumberland Campground. Quarterly reports will coincide with the Comox Valley RCMP Annual Performance reporting time lines in conjunction with Community Priorities.

First Quarter: April 1<sup>st</sup> to June 30<sup>th</sup>  
Second Quarter: July 1<sup>st</sup> to September 30<sup>th</sup>  
Third Quarter: October 1<sup>st</sup> to December 31<sup>st</sup>  
Fourth Quarter: January 1<sup>st</sup> to March 31<sup>st</sup>

This is a provisional report for the first quarter of the 2022 fiscal year, summarizing data between April 1, 2022 and June 26, 2022, because the Comox Valley RCMP Crime Analyst will be away on leave in July when the complete data for June will be available.

Canada

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RCMP GRC 2823 (2002-11) WPT

## 2022-2023 1<sup>ST</sup> QUARTER COMMUNITY REPORT - CUMBERLAND

### CALLS FOR SERVICE

In April and May of 2022, there were 14 more Calls for Service in Cumberland than in April and May of 2021.

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2019	64	47	50	67	85	89	75	83	59	63	37	47
2020	47	38	59	58	67	70	90	71	58	66	37	49
2021	32	46	59	52	61	88	69	82	59	56	41	48
2022	41	39	65	44	83	68						

### TRAFFIC

In April and May of 2022, there were 3 fewer Traffic files in Cumberland than in April and May of 2021.

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2019	0	9	6	5	7	14	7	9	10	7	3	6
2020	3	8	9	10	5	3	12	11	11	5	3	6
2021	3	4	3	8	4	7	6	13	11	6	3	5
2022	1	7	6	3	6	4						

### BREAK AND ENTERS

In April and May of 2022, there were the same number of Break and Enter files in Cumberland as in April and May of 2021.

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2019	4	1	0	1	1	1	3	6	1	1	1	
2020	0	1	2	1	0	2	4	1	2	3	0	4
2021	1	0	1	1	1	0	1	0	2	3	1	00
2022	1	0	1	1	1	0						

**THEFT FROM VEHICLE**

In April and May of 2022, there were 2 more Theft from Vehicle files in Cumberland than in April and May of 2021.

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2019	4	1	0	1	5	7	1	7	1	1	1	1
2020	4	2	0	0	1	2	3	0	0	1	0	0
2021	0	1	2	2	0	1	0	3	1	3	0	1
2022	0	1	2	1	3	0						

**CANADA SHIPPING ACT FILES**

There have been no Canada Shipping Act compliance checks in Cumberland since June of 2021.

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2019	0	0	0	0	0	0	1	0	0	0	0	0
2020	0	0	0	0	0	0	0	0	0	0	0	0
2021	0	0	0	0	0	4	0	0	0	0	0	0
2022	0	0	0	0	0	0						

**FILES AT COMOX LAKE/CUMBERLAND LAKE PARK, AND CUMBERLAND CAMPGROUND**

In April and May of 2022, there were 3 fewer files at Comox Lake, Cumberland Lake Park, and Cumberland Campground than in April and May of 2021.

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2019	0	0	0	1	0	1	1	5	0	0	1	0
2020	0	1	0	2	4	2	2	1	0	0	0	0
2021	0	2	0	2	2	5	3	0	1	2	1	0
2022	1	0	3	1	0	1						

Yours truly,

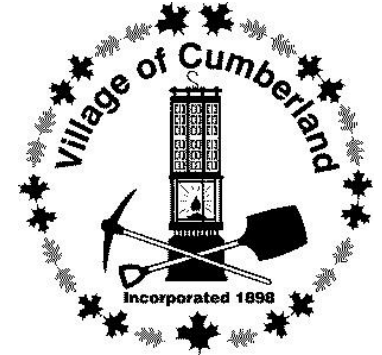
  
 Insp. M.J. Kurvers  
 OIC Comox Valley Detachment

**Canada**

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RCMP GRC 2823 (2002-11) WPT

# DEVELOPMENT SERVICES QUARTERLY REPORT



MEETING DATE: August 8, 2022  
 REPORT PERIOD: April to June 2022  
 FROM: Courtney Simpson, Manager of Development Services

## QUARTERLY SUMMARY

In the second quarter of 2022 the Village of Cumberland (the Village) received 4 new development applications. Eight applications were closed and 26 are ongoing. In addition, 20 building permits were issued (see Attachments 1-4).

Also in this quarter, staff has been working with Coal Valley Estates to update the information needed for their Phase 10/11 development permit application, a requirement of subdivision. The 24-lot Maple Street subdivision was registered. A manufactured home park permit was issued for 24-units on Royston Road; this is Phase 1 of a potential 54 units, pending a secondary access.

The Vacation Rental Regulations project proceeded with bylaw drafting. Other project focuses have been the Development Approvals Process Modernization and the Density Bonus / Community Amenity Contribution. A call for consultants to lead development of the Tree Protection Bylaw is still ongoing.

## Development Application Summary – Quarter 2, 2022

Application Type	New	Ongoing	Closed / Issued	Total
Amendments (OCP and Zoning)	0	2	1	3
Temporary Use Permits (TUP)	0	0	1	1
Heritage Alteration Permits (HAP)	0	0	1	1
Development Variance Permits (DV)	1	3	3	7
Development Permits (DP)	2	5	2	9
Subdivision	1	16	0	17
<b>Total</b>	<b>4</b>	<b>26</b>	<b>8</b>	<b>38</b>

## **ATTACHMENTS**

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

**ATTACHMENT 1**

**Amendment Applications List Quarter 2, 2022**

<b>File Number</b>	<b>Address</b>	<b>Purpose</b>	<b>Recent Activity</b>
<b>2021-03-RZ</b>	Lot A, Ulverston Avenue (near Royston Road)	Zoning Amendment for a 2.66 ha undeveloped lot to new mixed use zone for 22 units of affordable home ownership, live-work and multi-family areas.	Initial report with concept plan presented to Council June 27, 2022. Referred to APC and HAH.
<b>2020-02-OCP</b>	3345, 3341, 3339 Second St	OCP and Zoning Amendment for a 22-unit affordable rental apartment building	Land lease to Village with VIHA for review and addition of requirement for VIHA employees to have first right of refusal for some market housing units. Tax exemption bylaw being drafted.  Third Reading Dec 14 2020. Working on completion of conditions (lot consolidation, access agreement with Island Health, housing agreement). Applicant seeking federal funding.
<b>2019-02-OCP</b>	Horbury Road (Comox Lake)	OCP and Zoning Amendment	Early agency referrals sent Dec 9, 2021. Presented at Watershed Advisory Group meeting on Dec 16, 2021. Preparing report with referral responses.

**ATTACHMENT 2**

**Permit Applications List Quarter 2, 2022**

***Temporary Use Permits***

<b>File Number</b>	<b>Address</b>	<b>Street Name</b>	<b>Purpose</b>	<b>Status</b>	<b>Recent Activity</b>
2018-01-TUP	3276	Third Street	Renewal - Cannabis Retail	Issued	Approved April 25, 2022

***Heritage Alteration Permits***

<b>File Number</b>	<b>Address</b>	<b>Street Name</b>	<b>Purpose</b>	<b>Status</b>	<b>Recent Activity</b>
2021-03-HAP	2732	Dunsmuir Avenue	HAP amendment to extend covered patio roof at Cumberland Brewing	Issued	Approved May 9, 2022

**Development Variance Permits**

<b>File Number</b>	<b>Address</b>	<b>Street Name</b>	<b>Purpose</b>	<b>Status</b>	<b>Recent Activity</b>
<b>2022-05-DV</b>	4640	Cumberland Road	To reduce side setback from 7.5m to 3.5m for warehouse.	Open	Council Report June 27, 2022
<b>2022-04-DV</b>	2727	Allen Avenue	To increase size of ADU	Denied	Denied July 11, 2022 (see also 2022-03-DP)
<b>2022-03-DV</b>	3284	Second Street	To reduce parking, suite size, shipping container	Open	Council Report June 13, 2022 (see also 2022-01-DP)
<b>2021-23-DV</b>	2732	Dunsmuir Avenue	Increase lot coverage for patio roof extension at Cumberland Brewing	Issued	Approved May 9, 2022 (see also 2021-03-HAP)
<b>2021-22-DV</b>	2688	Penrith Avenue	Reduce onsite parking requirement for child care	Open	Council Report June 27, 2022
<b>2021-21-DV</b>	3025	Royston Road	Reduce width of access to Manufactured Home Park to 6.5m from 8.0m and vary requirement for second access to a public road	Issued	Approved April 11, 2022 (see also 2021-10-DP)
<b>2020-08-DV</b>	3345, 3341, 3339	Second Street	Vary setback and parking requirement for multi-family affordable housing	Open	On hold pending adoption of OCP and Zoning amendments. See also 2020-02-OCP

**Development Permits**

<b>File Number</b>	<b>Address</b>	<b>Street Name</b>	<b>Purpose</b>	<b>Status</b>	<b>Recent Activity</b>
<b>2022-05-DP</b>	3303	Tenth Street	New ADU	Open	Reviewing application
<b>2022-04-DP</b>	2818	Maryport Avenue	New ADU	Open	Reviewing application
<b>2022-03-DP</b>	2727	Allen Avenue	New ADU	Open	Associated DV for GFA denied, DP still open (see also 2022-04-DV)
<b>2022-02-DP</b>	Lot 6	Beck Avenue	Industrial Warehouse	Open	Approved by Council April 25, 2022. Cannot be issued until subdivision approved.
<b>2022-01-DP</b>	3284	Second Street	ADU conversion	Open	Council Report June 13, 2022 (see also 2022-03-DV)
<b>2021-13-DP</b>	2721	Derwent Avenue	New ADU	Withdrawn	Withdrawn by applicant
<b>2021-10-DP</b>	3025	Royston Road	New Manufactured Home Park	Issued	Application divided into two phases. Phase 1 approved April 11, 2022.
<b>2020-11-DP</b>	3339	Second Street	To vary setback and parking requirement	Open	Referred to APC (Dec 10 2020) and HAH Committee (Jan 20 2021). On hold pending adoption of OCP and Zoning amendments.
<b>2019-15-DP</b>		Coal Valley Estates	Environmental DP for Coal Valley Estates Phase 11 subdivision	Open	Applicant updating information for consistency with current subdivision proposal

**ATTACHMENT 3**

**Subdivision Applications List Quarter 2, 2022**

<b>File number</b>	<b>Address</b>	<b>Street Name</b>	<b>Purpose</b>	<b>Status</b>	<b>Recent Activity</b>
<b>2022-01-SV</b>	2539	Kentmere Avenue	Lot line adjustment	PLR	May 9, 2022 Council approve frontage waiver
<b>2021-04-SV</b>	3400	Mill Street	2 lots	Maintenance	Plan registered 2 <sup>nd</sup> quarter 2022
<b>2021-02-SV</b>		Coal Valley Estates	Coal Valley Estates Phase 10/11, 69 residential lots plus multi-family, seniors housing and mixed use	PLR	PLR Issued March 18, 2022. Applicant working to update required information for DP.
<b>2021-01-SV</b>		Beck Avenue	6-lot industrial	DSA	Construction complete. Registration delayed due to issue with existing SRW on title.
<b>2020-10-SV</b>	3132	Grant Road	3 lot bare land strata industrial with building conversion	PLR	
<b>2020-09-SV</b>	2631	Derwent Avenue	4 lot residential	DSA	Construction underway
<b>2020-08-SV</b>	3268	Fifth Street	2 lot residential	Maintenance	
<b>2020-07-SV</b>	2798	Ulverston Avenue	4 lot residential (revised application)	PLR	
<b>2020-05-SV</b>	4703	Cumberland Road	3 lot residential	PLR	
<b>2020-04-SV</b>	2814	Dunsmuir Avenue	2 lot residential	Maintenance	
<b>2019-08-SV</b>		Maple Street	24 lot residential	Maintenance	Plan registered 2 <sup>nd</sup> quarter 2022
<b>2019-05-SV</b>	2828	Maryport Avenue	2 lot residential	Maintenance	
<b>2019-03-SV</b>	4700	Cumberland Road	2 lot residential	Maintenance	
<b>2019-02-SV</b>	2640	Derwent Avenue	3 lot residential	Maintenance	
<b>2017-04-SV</b>		Carlisle Lane	8 lot residential	Maintenance	
<b>2017-02-SV</b>		Coal Valley Estates	Phase 8 – 22 lot residential	Maintenance	
<b>2015-03-SV</b>	3216	Sutton Road	3 lot residential	Maintenance	Plan registered 2 <sup>nd</sup> quarter 2022

**ATTACHMENT 4**

**Building Permits Issued Quarter 2, 2022**

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

	<b>2021 Totals</b>	<b>Q1 2022</b>	<b>Q2 2022</b>	<b>Q3 2022</b>	<b>Q4 2022</b>	<b>2022 Totals</b>
<b>Single Family Dwellings</b>	17	7	8			15
<b>Secondary Suite Conversions</b>	5	0	1			1
<b>Duplex</b>	0	1	1			2
<b>SFD Addtns &amp; Reno’s</b>	11	2	2			4
<b>Accessory Dwelling Units</b>	10	2	3			5
<b>Residential Accessory</b>	13	1	4			5
<b>Multi-family</b>	2	0	0			0
<b>Industrial &amp; Utility</b>	5	1	0			1
<b>Commercial</b>	1	0	0			0
<b>Institutional</b>	1	1	0			1
<b>Demolition</b>	2	3	1			4
<b>TOTALS</b>	<b>67</b>	<b>18</b>	<b>20</b>			<b>38</b>

	2019-11-25	THAT Council direct staff to develop a letter of agreement with the owner of the land known as Coal Valley Estates for the development of the No. 5 Mine Fan House Park.	DS	Complete
	2019-11-25	THAT Council direct staff to use the existing concrete slabs onsite and look at options of incorporating a concrete bench from design 2 into design 3 for the No. 5 Mine Fan House design concept.	DS	Complete
	2020-12-14	THAT Council confirm that, pursuant to its Development Procedures and Fees Bylaw No. 1073, 2018 and statutory requirements, early and on-going consultation was undertaken, including but not limited to a notice sign on the property, delivery of flyers and mailed notifications to neighbours within a 75 metre radius, public information meetings and a public hearing; THAT Council amend "Official Community Plan Amendment Bylaw No. 1136, 2020" in section 3 by striking out "3329" and substituting "3339"; THAT Council give third reading to "Official Community Plan Amendment Bylaw No. 1136, 2020" as amended; THAT Council give third reading to "Zoning Amendment Bylaw No. 1137, 2020"; and THAT final consideration of Bylaw No. 1136 and Bylaw No. 1137 be subject to: a) Registration of a section 219 Land Title Act covenant and housing agreement on title of 3345, 3341 and 3339 Second Street, legally described as Lots 3, 4, and 5, Block 32, District Lot 24, Nelson District, Plan 3268 with terms as outlined generally by the Senior Planner at the Public Hearing held on November 18, 2020. b) An access agreement, or assurance thereof, in a form satisfactory to the Village to permit the applicant to access their proposed on-site parking spaces off the Island Health rear driveway. c) Registration of a section 219 Land Title Act covenant requiring the consolidation of the three lots prior to any development, further subdivision (consolidation) or use.	DS	Complete
21-251	2021-08-09	THAT Council direct staff to prepare a report on the request from K. Wiseman, Wiser Projects, regarding 3339, 3341, 3345 Second Street Affordable Housing Development.	DS	Complete
21-262	2021-08-09	THAT Council direct staff to draft a watershed protection zone for that the area of Comox Lake that falls within the jurisdiction of the Village of Cumberland and present it for discussion at an upcoming meeting.	DS	Complete
21-240	2021-10-12	THAT Council direct staff to meet with the Cumberland Business Association and come back with next steps on the Cumberland Business Association's application to the Island Coastal Economic Trust THRIVE small capital program grant.	ED	Complete
22-016	2022-01-10	THAT Council direct staff to enter into a Memorandum of Understanding with the City of Courtenay and the Town of Comox for the issuance of a joint Request for Proposal to solicit proposals for a three-stream curbside collection service for a five-year contract with the provision for a five-year extension.	OP	Complete
22-271	2022-02-14	THAT Council adopt Option 2 – the integrated project approach – as the preferred grant funding strategy for the Wastewater Upgrade Project; THAT Council approve applying for scope change to ICIP1 funding to remove the Reed Bed and Wetland components from the Phase 1 project scope; THAT Council approve making the application to the Investing in Canada Infrastructure Program, Environmental Quality stream, intake 3, for funding of Phase 2 of the High Performance Wastewater Lagoon Upgrade Project, for a grant value of \$2,260,000; and THAT Council commit to funding the municipal portion of project (\$2,440,000) using a combination of existing, approved Green Municipal Fund funding (borrowing/grant) and sewer reserves for a total project amount of \$4,700,000.	Op FS	Complete
22-302	2022-03-14	That Council request the Province/Ministry of Municipal Affairs increase its public library funding to address regulatory requirements as well as offsetting the inflationary increases to operating costs.	LS	Complete

Council Resolutions - Outstanding Action Items

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22-313	2022-03-14	THAT Council allocate 2022 Community Grant Program funding at 70% to the three applicants and remaining money sit in the host community fund for late requests: Comox Bay Care Society:\$4,900 Cumberland and District Historical Society: \$1,400 Weird Church: \$2,100	LS	Complete
22-333	2022-03-28	THAT Council direct staff to bring forward amendments to the Election Procedures Bylaw, 2014 to allow mail ballot voting and eliminate the special voting opportunity, and to move the second advance voting day to the Wednesday prior to election day.	LS	Complete
22-345	2022-04-11	THAT Council approve the manufactured home park permit, development permit and development variance permit for the property described as Lot 1, District Lot 24, Nelson District, Plan 38778 Except Part In Plan 49490 (3025 Royston Road).	DS	Complete
22-367	2022-04-25	THAT Council support the purchase of the Recollect App to help assist the community with solid waste collection notifications, scheduling, and education.	OP	Complete
22-378	2022-05-09	THAT Council exempt Lot B of the proposed lot line adjustment of 2539 Kentmere Avenue, from the 10% minimum frontage requirement pursuant to Local Government Action Section 512, on the property described as Lot 18 District Lot 24 Nelson District Plan EPP79979 (2539 Kentmere Avenue).	DS	Complete
22-380	2022-05-09	THAT Council approve Heritage Alteration Permit (amendment) 2021-03-HAP for expansion of a patio cover and Development Variance Permit 2021-23-DV to increase lot coverage and reduce parking requirements, at 2732 Dunsmuir Avenue;	DS DS	Complete
22-382	2022-05-09	THAT Council direct staff to draft an amendment bylaw to Zoning Bylaw No. 1027, 2016 to amend the vacation rental regulations to: (a)Require a principal resident to live on property with vacation rentals; (b)Limit the maximum number of bedrooms rented on a property to three and the maximum number of guests to six; (c)Limit the vacation rental use on a single property to one dwelling unit; (d)Clarify that a vacation rental can be located within a principal dwelling unit, accessory dwelling unit or a secondary suite on a property; (e)Amend the definition of vacation rentals to distinguish between the commercial use of a home as a vacation rental and home-sharing of a principal residence; and THAT Council direct staff to bring forward a report to (a)Explore posting a modestly sized sign with the vacation rental name, operator/caretaker contact information and business license number at the property; (b)Explore removing the cash in lieu option for vacation rental parking; and THAT Council direct staff to draft an amendment to Business License Bylaw No. 896, 2009 that supports the Zoning Bylaw regulations for vacation rentals and: (a)Requires display of the business license number on listings and similar advertisements or promotional materials that communicate the availability of a vacation rental.	DS	Complete
22-393	2022-05-30	THAT Council direct staff to report back to Council with more information to support an application for the Campbell River and Comox Valley local governments to jointly host the 55+ BC Games in 2024, 2025, or 2026.	PR	Complete

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22-395	2022-05-30	THAT Council refer the application for a development permit (2022-03-DP) for a new accessory dwelling unit and development variance permit (2022-04-DV) to increase the maximum permitted GFA of the ADU for 2727 Allen Avenue to the Advisory Planning Commission for comment.	DS	Complete
22-397	2022-05-30	THAT Council approve the intent of the draft Memorandum of Understanding with School District 71 for the Cumberland Childcare Project; and THAT Council direct staff to finalize and execute the MOU with SD71.	ED	Complete
22-414	2022-06-13	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.	DS	Complete
22-417	2022-06-13	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.	PR	Complete
22-418	2022-06-13	THAT Council receive the Union of BC Municipalities Conference, Cabinet Minister Meetings report, 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	LS	Complete
22-459	2022-07-11	THAT Council refer the Streamlining Accessory Dwelling Unit Approval Process report to the Advisory Planning Commission, the Homelessness and Affordable Housing Committee, and the Accessibility and Inclusion Committee.	DS	Complete
22-462	2022-07-11	THAT Council support the expansion of the regional Leisure for Everyone Accessibility Program (LEAP) to residents of all ages and make it a permanent program beginning January 1, 2023. AND FURTHER THAT Council amend the Village's Financial Assistance in Recreation (FAIR) Program to replace the current admissions and/or membership benefit with a 50% discount on programs up to \$350 per year retroactive to July 1, 2022.	FS PR	Complete
22-466	2022-07-11	THAT the Village of Cumberland consent to the adoption of the Comox Valley Regional District Bylaw No. 719 being "Regional Parks and Trails Service Establishment Bylaw No. 719, 2022" under section 346 of the Local Government Act.	LS	Complete
22-341	2022-04-11	THAT Council direct staff to include a summary of the status of Village and regional climate-related activities in the quarterly update; THAT the Mayor meet with a representative of the delegation Some Concerned Moms of Cumberland to discuss the status of Village activities relating to climate change response; and THAT climate action be further considered during the 2023 budget and strategic priorities discussions.	LS FS	Complete

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22-319	2022-03-14	THAT Council authorize the expenditure of the remaining \$5,960,000 of the currently authorized project budget of \$9,700,000 for the Wastewater Upgrade Project; and THAT Council authorize an increase to the Maple Reinders contract by \$5,960,000, from \$1,700,000 to \$7,660,000 to proceed with purchasing and construction of the Wastewater Upgrade Project, to the extent of the currently authorized budget.	OP FS	Complete
21-221	2021-06-28	THAT Council endorse the Vacation Rental Regulations Review Resident and Stakeholder Engagement Plan; THAT Council approve the expenditure of up to \$10,000, to be funded by the general financial stabilization reserve, for the Vacation Rental Regulations Review project and amend the adopted 2021-2025 Financial Plan bylaw to reflect this expenditure; and further that Council investigate an agreement with AirBnB to recoup the hotel tax that is currently being collected by the company.	DS FS	Complete Complete In Progress
22-422	2022-06-13	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	DS	Complete Complete In Progress
21-330	2021-09-27	THAT Council allocate \$70,000 in COVID-19 Safe Restart Grant for Local Government funds to fund the development of a Recreation, Arts and Culture Master Plan.	FS PR	Complete In Progress
22-369	2022-04-25	THAT Council approves the Village submit an application for the Cumberland 125 <sup>th</sup> Community Celebration under the Building Communities Through Arts and Heritage Program; and THAT Council direct staff to report back on the financial costs of administering and coordinating a successful grant application and include these costs in 2023 budget discussions and workplans.	ED	Complete In progress
22-464	2022-07-11	THAT Council authorizes entering into the regional tourism service agreement with the Comox Valley Regional District (CVRD) for the administration, management, and delivery of regional tourism services in 2022, as attached to this report dated June 30, 2022; and THAT Council direct staff to respond to the Comox Valley Regional District's request to consent to the adoption of the Comox Valley	ED LS	Complete In Progress
	2016-01-26	THAT Council endorse the Rotary Club of Cumberland Centennial "Path to Recreation" trail proposal to partner to develop a trail from the Village core to Comox Lake in principle, direct staff to proceed with further investigations into the feasibility of the project, and report back to Council; and THAT Council direct staff to draft a Partnership Agreement with the Rotary Club of Cumberland Centennial to clarify the roles of each organization in the project, and to report back to Council.	PR	In Progress
	2019-10-28	THAT Council direct staff to prepare a list of possible publicly-owned sites within the Village of Cumberland that could be further evaluated by Co-operative Housing Federation of BC, for the feasibility of a Co-op Housing project.	DS	In Progress
	2020-01-13	THAT Council direct staff to consider the Vancouver Island Food Charter during the Official Community Plan update in 2021.	DS	In Progress
COTW	2020-04-27	THAT the Committee of the Whole recommend that Council consider cash in lieu parking requirements for Camp Road neighbourhood during a comprehensive Village parking study.	DS	In Progress
COTW	2020-04-27	THAT the Committee of the Whole recommend that Council consider reducing the minimum setback to 0 meters and establishing a maximum setback of 2 metres for the Camp Road neighbourhood during the next zoning bylaw update.	DS	In Progress

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	2020-09-14	THAT Council direct staff to include a speed limit reduction review as part of the Traffic and Pedestrian Study and Transportation Master Plan identified in Council's Strategic Priorities, 2020 – 2023.	DS	In Progress
	2020-11-09	THAT Council approve the revised Heritage Alteration Permit (2019-01-HAP REV) to collect a security for a mural or other decorative treatment of the east-facing wall of 2700 Dunsmuir Avenue and direct staff to prepare a report with mural options and process to complete the project for Council's consideration.	DS ED	In Progress
	2020-11-09	THAT Council direct staff to provide report to Council with recommendations to the Village's Business Licence Bylaw (No. 896, 2009), Inter-Community Business Licence Bylaw (No. 995, 2013) and/or other policy needs such as vacation rental and/or mobile vending regulations.	ED	In Progress
	2020-11-23	THAT Council direct staff to enter into formal deliberations with Cumberland Lake Wilderness Society on a 10-year Park Operations and Improvements Agreement (2022-2031), and report back to Council with an agreement proposal.	PR	In Progress
	2020-12-14	THAT Council request that staff provide the information requested by Council on the Coal Valley Estates development proposal before considering referral of the Environmental Protection (DPA #1) and Wildfire Urban Interface Development Permit (DPA #4) to the APC.	DS	In Progress
21-21	2021-01-11	*See Remedial Action Resolution - 2721 Derwent Avenue	PS	In Progress
21-45	2021-02-08	THAT Council direct staff to bring forward a report on implementing a 30km/h speed zone in the Village.	OP	In Progress
21-45	2021-02-08	THAT Council direct Staff to develop a Village of Cumberland Complaint Handling Policy and staff to report back to Council with the draft policy and procedures for Council's consideration;	CAO	In Progress
21-45	2021-02-08	THAT Council direct staff to work with the Cumberland Business Association towards a Memorandum of Understanding (MOU) between the Village of Cumberland and the CBA, and to bring a draft agreement to council for review/recommendation;	ED	In Progress
21-215	2021-06-28	THAT Council refer the Hearth, Patio & Barbecue Association of Canada request for an Industry Proposal to Improve Air Quality to the Comox Valley Regional District Air Quality Roundtable with the recommendation to support the Association's three pillars of sustainable, dry and seasoned wood supply for clean burning, general and targeted wood stove exchange program, and comprehensive public education.	LS	In Progress
COTW	2021-07-26	THAT the Committee direct staff to consider options for re-locating the sani dump outside the downtown core in future facility planning projects.	PR	In Progress
COTW	2021-07-26	THAT the Committee direct staff to investigate and implement a sponsorship program to cover operational costs for the Cumberland Recreation Centre Parking Lot bike wash station.	PR	In Progress
COTW	2021-07-26	THAT the Committee direct staff to investigate and implement a sponsorship program to cover the operational costs for the Village-operated sani-dump.	PR	In Progress
21-293	2021-09-07	THAT Council directs staff to provide a report and recommendations on any needed steps required by the province to enact Single-Use Item Regulation Bylaw No 1098, 2019.	ED	In Progress
21-242	2021-10-12	THAT staff be directed to formalize a final draft Memorandum of Understanding with the Cumberland Business Association and report back to Council.	ED	In Progress

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21-308	2021-12-19	THAT Council refer the correspondence from the Comox Valley Regional District regarding Communication Antenna Policy to staff and include a request for regular maintenance updates on the towers and a fulsome engagement process.	DS	In Progress
22-012	2022-01-10	THAT Council approve the Bevan Industrial Lands Implementation Plan dated November 2021; THAT Council direct staff to bring back items/actions within the Implementation Plan that are not included within current work plans and that may require further funding; and THAT Council approve the expenditure of up to \$25,000, to be funded through the Infrastructure Asset Renewal Reserve, for the Bevan Industrial Servicing Strategy (water supply and sanitary sewer) and THAT Council direct staff to bring forward an amendment to the adopted 2022-2026 Financial Plan Bylaw to reflect this expenditure.	DS	In Progress
22-269	2022-02-14	THAT Council approve an amendment of \$200,000 to the Maple Reinders contract, from \$1,500,000 to \$1,700,000, for site clearing works.	Op FS	In Progress
22-287	2022-02-28	THAT Council direct Staff to engage with School District #71 relating to school active travel and the intersection of First Street and Ulverston Avenue.	Op	In Progress
22-291	2022-02-28	THAT Council allocates COVID-19 Restart Funding towards the following projects: <ul style="list-style-type: none"> <li>•\$45,000 for Village Website Upgrades,</li> <li>•\$2,430 for new chairs for the Council Chamber,</li> <li>•\$30,250 for a New Phone system,</li> <li>•\$38,720 for Upgrades to the Information Technology System Security,</li> <li>•\$2,500 for the Summer Weekend Waste Collection Service,</li> <li>•\$8,500 for the installation of operations and meeting room screens and conference equipment.</li> <li>•\$8,000 for a GPS unit for collecting operational data</li> </ul>	FS LS Op	In Progress
22-299	2022-03-14	THAT Council invite the K'ómoks First Nation to meet to provide information on the Guardian Watchman program.	LS	In Progress
22-331	2022-03-28	THAT Council allocate 2022 COVID-19 Restart Grant in Aid Program funding as follows: Cumberland Community School Society \$20,000 Comox Valley Farmer's Market Association\$8,000 Comox Valley Community Health Network\$10,000 Comox Bay Care Society (Care-A-Van)\$3,336 THAT Council allocate \$10,160 from the Wayfinding Signage Restart COVID funding in support of (and partnership with) the Cumberland Business Association Community Map Project; and THAT Council direct staff assist the Cumberland Business Association with a scope change request to its ICET funding grant.	FS ED	In Progress
22-335	2022-03-28	THAT Council direct staff to proceed with the temporary road closures as shown on the attached plans for both Memorial Way and Grant Road.	OP	In Progress
22-343	2022-04-11	THAT Council authorize an exemption to the Noise Control Bylaw No 950, 2012 to the Comox Valley Regional District for construction activities related to Cell 2 construction at the Comox Strathcona Waste Management Centre at 3699 Bevan Road, limited to excavation and hauling of gravel and not to include drilling, blasting, breaking or screening, for night work on Mondays after 9 p.m. to Fridays until 7 a.m. from May 15 to August 30, 2022; and that Council direct the Chief Administrative Officer to work with the Comox Valley Regional District on prescribed hours and public notice.	CAO	In Progress
22-346	2022-04-11	THAT Council direct staff to bring back a report on updating bylaws to require stormwater plans to speak to 100 year storm events with a 15% climate change percentage impact as well.	DS	In Progress

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22-348	2022-04-11	THAT Council direct staff to draft a tax exemption bylaw establishing conditions and application requirements to grant property tax exemptions on the assessed improvement value of affordable rental housing projects.	FS DS	In Progress
22-349	2022-04-11	THAT Council direct staff to report to Council during the 2023 budget discussions on the establishment of a reserve to support affordable housing.	FS	In Progress
22-363	2022-04-25	THAT Council approve the application for a development permit (2022-02-DP) for the property described as Proposed Lot 6 (2799 Beck Avenue) Lot A, Section 34, Township 10, Comox District Plan EPP93477.	DS	In progress
22-365	2022-04-25	THAT Council approve the Temporary Use Permit renewal for the property described as Lot 12, Block 10, District Lot 21, Nelson District, Plan 555-A (3276 Third Street) for the purposes of operating a cannabis retail business.	DS	In progress
22-371	2022-04-25	THAT Council direct staff to amend the 2022 – 2026 Financial Plan bylaw to add a reserve contribution of \$43,750 from growth taxes to the Emergency and Public Safety Reserve to save towards policing; and THAT Council give first, second and third reading to “2022 Property Tax Rates Bylaw No. 1167, 2022”.	FS LS	In progress
22-380	2022-05-09	and THAT Council direct staff to draft a policy for consideration of development variance permit applications for parking associated with existing businesses and/or heritage buildings in the VCMU-1 zone.	DS	In progress
22-383	2022-05-09	THAT Council withhold accepting new business licence applications for upcoming new vacation rentals/business licence for properties subject to the Zoning Bylaw amendment in regard to vacation rentals.	ED	In progress

22-399	2022-05-30	<p>THAT Council adopt the following resolution:</p> <p>WHEREAS the Council of the Village of Cumberland has the authority, under Division 12 of Part 3 of the Community Charter, to impose remedial action requirements in relation to hazardous conditions and declared nuisances;</p> <p>AND WHEREAS, Council received the Remedial Action Requirements, 2721 Derwent Avenue Report on May 30, 2022;</p> <p>AND WHEREAS, the Mayor and Council of the Corporation of the Village of Cumberland, in an open meeting assembled, and pursuant to Division 12 of Part 3 of the Community Charter, hereby resolve as follows:</p> <p>i. THAT Council considers and declares that the accumulation and untidy storage of the following matters and things located upon the Property are unsightly and a nuisance, and are so dilapidated or unclean as to be offensive to the community, all within the meaning of subsections 74(1) and (2) of the Community Charter:</p> <p>(a) all vehicles or parts thereof, including all cars, trucks, all-terrain vehicles, recreation vehicles, motorcycles, trailers, and any modified configuration thereof (collectively referred to as "Vehicles"), that:</p> <p>1) are physically wrecked or disabled;</p> <p>2) are not capable of operating under their own power or, in the case of trailers, are incapable of being towed in the manner a trailer is normally towed; or</p> <p>3) do not have attached number plates for the current year pursuant to the regulations of the Motor Vehicle Act R.S.B.C., 1996 c. 318, as amended, from time to time;</p> <p>(b) all Vehicle parts and tires not currently affixed to a Vehicle;</p> <p>(c) all Vehicle storage boxes and Vehicle ramps;</p> <p>(d) all gas storage containers, Vehicle fluid storage containers, rusted and partially rusted containers, all batteries, including without limitation, all Vehicle batteries, and all household furnaces;</p> <p>(e) all machinery, equipment, mechanical and metal parts, appliances, fixtures, and furniture;</p> <p>(f) all building materials and equipment, including, without limitation, all lumber, shingles, roofing materials, plumbing, tubing, nails, ladders, and solar panels;</p> <p>(g) all cords, hoses, and cables, including, without limitation, all illegally installed cables attached to the hot tub;</p> <p>(h) all fences and accessory structures characterized by holes, breaks, rot, leaning, crumbling, cracking, peeling, rusting, or any other evidence of physical decay, neglect, excessive use, or lack of maintenance;</p> <p>(i) all landscaping that is dead, characterized by uncontrolled growth or lack of maintenance, or is damaged; and</p>	CAO	In Progress
22-401	2022-05-30	<p>THAT Council adjust the bylaw in section 4.2(j) by changing "two (2) MOTOR VEHICLES" to "four (4) MOTOR VEHICLES"; and</p> <p>THAT Council give first reading to Good Neighbour Bylaw No. 1168, 2022 with the following section 1.2 added:</p> <p>The purpose of the Good Neighbor Bylaw is to regulate, prohibit, and impose requirements and fees in relation to nuisances, disturbances, and other objectionable situations, and to authorize broad powers to be applied in a reasonable manner in response to complaints received that involve significant nuisances and negative impacts to neighbouring properties.</p>	LS	In Progress
22-402	2022-05-30	<p>THAT Council amend THE Good Neighbour Bylaw No. 1168, 2022 in section 2.5 by removing subsection (e) of the definition of "UNSIGHTLY".</p>	LS	In Progress
22-403	2022-05-30	<p>THAT Council direct staff to prepare an update to Council's Bylaw Enforcement Policy to update pro-active enforcement areas and prioritize enforcement response to complaints; and</p> <p>THAT Council direct staff to prepare an amendment to the Municipal Ticket Bylaw to include ticket amounts for contravention to the Good Neighbour Bylaw. THAT Council direct staff to prepare an amendment to the Municipal Ticket Bylaw to include ticket amounts for contravention to the Good Neighbour Bylaw.</p>	LS	In Progress

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22-410	2022-06-13	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.	?	In Progress
22-412	2022-06-13	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.	DS	In Progress
22-420	2022-06-13	THAT Council appoint Rachel Parker as Chief Election Officer and Kevin McPhedran as Deputy Chief Election Officer for the 2022 general local election	LS	In Progress
22-432	2022-06-27	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.	DS	In Progress
22-434	2022-06-27	THAT Council deny the development variance permit (2022-04-DV) to increase the maximum permitted gross floor area of the accessory dwelling unit, on the property described as Lot 5, District Lot 21, Nelson District, Plan 14377 (2727 Allen Avenue).	DS	In Progress
22-436	2022-06-27	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.	DS	In Progress
22-438	2022-06-27	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.	DS	In Progress
22-440	2022-06-27	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.	DS	In Progress
22-442	2022-06-27	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.	OP FS	In Progress
22-444	2022-06-27	THAT Council approve the scope of the Cumberland Business Association's THRIVE Grant Project as described in the Council Report dated June 22, 2022; AND THAT Council direct staff to work with the Cumberland Business Association in THRIVE project implementation, including development of an operational agreement, and authorize the Chief Administrative Officer to execute the agreement.	ED	In Progress

22-446	2022-06-27	<p>THAT Council allocates COVID-19 Restart Funding towards the following initiatives:</p> <ul style="list-style-type: none"> <li>• \$5,000 for a workstation in operations facility</li> <li>• \$12,000 for a concept plan for future operations facility</li> <li>• \$80,000 for a development modernization project information technology solution</li> <li>• \$5,000 for records management and retention policies</li> <li>• \$10,000 for laptop workstations</li> <li>• \$8,800 for janitorial equipment</li> <li>• \$2,200 for municipal office purifiers</li> <li>• \$9,200 for the Recreation Centre gym lighting system upgrade</li> <li>• \$2,600 for a recreation scanner membership hardware</li> <li>• \$8,300 for speed flasher units</li> <li>• \$3,250 for a Lake Park digital sign</li> <li>• \$10,500 for lost interest revenues on the Child Care Facility</li> </ul>	FS	In Progress
22-448	2022-06-27	<p>THAT Council approve the inclusion of the storm drainage pipe replacement on Sutton Road and the watermain pipe replacement on Maryport Avenue into the 2022 budget and; THAT Council direct staff to reflect these projects in a future 2022-2026 Financial Plan Bylaw amendment.</p>	FS	In Progress
22-452	2022-06-27	<p>THAT Council approve the transfer of \$2,500,000 from the Sewer Development Cost Charges Reserve to the Sewer and Water Infrastructure Asset Renewal Reserve for the wastewater upgrade project; and, THAT Council direct staff to bring forward an amendment to the adopted 2022-2026 Financial Plan Bylaw to reflect this transfer; and, THAT Council give first, second and third reading to the “Development Cost Charges Reserve Expenditure Bylaw No. 1172, 2022”.</p>	FS	In Progress
22-457	2022-07-11	<p>THAT Council approve the expenditure of \$10,000, to be funded by the COVID-19 Restart Funds, for a contribution to the Cumberland Community Schools Society Food Program; AND, THAT Council direct staff to bring forward an amendment to the adopted 2022-2026 Financial Plan Bylaw to reflect this expenditure.</p>	FS	In Progress
22-460	2022-07-11	<p>THAT Council direct staff to draft bylaws to amend the development approval procedures to streamline the approval process for Accessory Dwelling Units.</p>	DS	In Progress
22-469	2022-07-11	<p>THAT Council approve the Corporation of the Village of Cumberland 2021 Statement of Financial Information (SOFI) for filing with the Ministry of Municipal Affairs, Local Government Infrastructure and Finance Branch.</p>	FS	In Progress
22-471	2022-07-11	<p>THAT Council refer the Anti-Racial Discrimination and Anti-Racism Policy report to the Accessibility and Inclusion Committee.</p>	DS	In Progress
	2019-01-28	<p>THAT Council agree to participate in the Municipal Natural Assets Initiative project with the Comox Valley Regional District, City of Courtenay, Town of Comox and K’omoks First Nation; AND THAT Council approve the expenditure of \$10,500 over the 2019 and 2020 fiscal years, with funding to come from the Water Financial Stabilization Reserve Fund and THAT Council direct staff to amend the 2019-2023 Financial Plan bylaw to reflect the expenditure</p>	OP FS	In Progress Complete

Council Resolutions - Outstanding Action Items

Last Updated: July 2022  
File No. 0550-01

22-308	2022-03-14	<p>THAT Council receive the 2022-2023 Heritage Committee work plan and ask staff for a report on how the work plan can be completed;</p> <p>THAT Council add the Waverley Hotel and the Cumberland Community Church, each documented with a Statement of Significance, to the Cumberland Community Heritage Register and notify the owners and the Minister responsible for the Heritage Conservation Act.</p>	DS	<p>In Progress In Progress</p>
21-247	2021-08-09	<p>That Council endorse the efforts of the BC Coalition for Healthy School Food to advocate for a universal, cost-shared healthy school food program through the form provided by the Food Policy Council;</p> <p>THAT Council work with Cumberland Community School Society and the Food Policy Council to write a letter to the Prime Minister to request that the Government of Canada implement a universal, cost-shared, healthy school food program for all K-12 students in the country;</p> <p>THAT Council write to the Premier and the Minister of Education requesting that the Province of BC commit to increasing investment in a universal, cost-shared, healthy school food program for all K-12 students in the province; and,</p> <p>THAT Council continue to support the Cumberland community School Society in their efforts to continue to offer a healthy lunch program at Cumberland Community School.</p>	LS	<p>In Progress In Progress Complete</p>