

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

Monday, January 23, 2023, 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](#)

Pages

1. Call to Order

2. Agenda

2.1 Agenda for Committee of the Whole meeting, January 23, 2023

Recommendation:

THAT the Committee approve the agenda for the January 23, 2023
Committee of the Whole meeting.

3. Delegations

4. Reports

4.1 Electric Vehicle (EV) Charging Station Policy

Prepared by Kaelin Chambers, Economic Development Officer

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Recommendation:

THAT the Committee approve the interim adoption of Electric Vehicle
Charging station rates equivalent to the rates set by the British Columbia
Utilities Commission for BC Hydro's Electric Vehicle Charging Stations.

THAT the Committee direct staff to initiate the bylaw amendment process
to amend the existing Village Fees Bylaw to add Electric Vehicle Charging
Stations rates, and to set rates based on a revenue neutral basis.

THAT the Committee direct staff to draft a Village Electric Vehicle
Charging Station Policy and report back to Council.

4.2 Wastewater Upgrade Project – Project Update

Prepared by Paul Nash, Project Coordinator, Liquid Waste Management
Planning

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Recommendation:

THAT Council receive the report "Wastewater Upgrade Project – Project
Update" for information.

4.3 Strategic Priorities Quarterly Reports: October - December 2022

Recommendation:

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THAT Council receive the Strategic Priorities Fourth Quarter 2022 reports for information.

5. Question Period

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

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

6. Closed Portion

Recommendation:

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

(e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality;

(i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;

7. Adjournment

COMMITTEE OF THE WHOLE REPORT



REPORT DATE: 1/13/2023
 MEETING DATE: 1/23/2023

File No. 1855-14

TO: Mayor and Councillors
 FROM: Kaelin Chambers, Economic Development Officer
 SUBJECT: Electric Vehicle Charging Station Fees

RECOMMENDATION

- i. THAT the Committee approve the interim adoption of Electric Vehicle Charging station rates equivalent to the rates set by the British Columbia Utilities Commission for BC Hydro’s Electric Vehicle Charging Stations.
- ii. THAT the Committee direct staff to initiate the bylaw amendment process to amend the existing Village Fees Bylaw to add Electric Vehicle Charging Stations rates, and to set rates based on a revenue neutral basis.
- iii. THAT the Committee direct staff to draft a Village Electric Vehicle Charging Station Policy and report back to Council.

PURPOSE

The purpose of this report is to provide Council with an update on the installation of two Level 2 Electrical Vehicle (EV) Charging stations located within the Cultural Centre parking lot, to seek Council’s direction on setting an interim EV Charging station fee, and to seek Council’s direction to amend the Fee Bylaw for the adoption of a permanent service fee and create a related policy.

PREVIOUS COUNCIL DIRECTION

Date	Resolution
April 8, 2019	THAT the Village participate in the Mid-Island EV Network project and associated CleanBC communities Fund application with Regional District of Nanaimo as the lead applicant, and dedicate a total of up to \$15,000 to be funded from the host community amenity reserve for the Village’s portion of the cost of two dual-port public electric vehicle charging stations at a Village-owned site within the community, and that the location of the charging station be referred to staff; AND THAT upon a successful CleanBC Communities Fund grant application, the dual-port public electric vehicle charging station project be included in the 2020 financial plan.

BACKGROUND

In 2019 the Village participated in a successful grant application via a mid-Island collaboration to expand the availability of Level 2 Electric Vehicle (EV) charging stations for public use. The grant, provided through the CleanBC Communities Fund and Investing in Canada Infrastructure Program, provided funding for the design, installation, and construction of approximately 28 Level 2 Electric Vehicle Charging Stations across 12 different central Vancouver Island communities.

In addition to expanding the available EV Charging network on Vancouver Island, another intent of the grant program was to encourage economic activity within communities by locating these charging stations within the commercial core of participant communities. As such, Level 2 stations were selected as the typical length of charge required at Level 2 stations is in the one to two hour range, ideal for “stop and shop” charging.

The application and subsequent projects have been led by the Regional District of Nanaimo (RDN) with support from Community Energy Association of BC (CEA). The Village’s involvement has been via a Participation Agreement which outlines the Village’s responsibilities in the installation of two dual-port Level 2 Charging Stations in the Village, including:

Charging Station Location(s) and Operation

Based on the requirements of the grant and in consideration of the infrastructure needs of the stations, the Cultural Centre parking lot was determined to be the preferred location for the charging stations. Installation began on January 18, 2023, and the expectation is that the chargers will be commissioned for public use soon thereafter.

Per the grant agreement, the Village is also responsible for maintaining the ongoing charger operations for at least five years after installation and will retain ownership of the charging stations.

Financial Contribution

Under the terms of the Partnership Agreement, the Village is responsible for 26.67% of the total cost of its portion of the Project. If the installation costs are lower than estimated maximum project spend (\$50,137), the Village will be reimbursed so that their contribution equals 26.67% of the total cost of the project.

In 2019 council directed that \$15,000 be funded from the host community amenity reserve. In 2022, the Village contributed \$14,429 of this funding upon signing of the agreement, which accounts for the 26.67% commitment under the partnership agreement.

Respecting the Village will also need to account for future operating costs related to electricity utility fees, administration and maintenance, staff are seeking Council’s direction with respect to establishing EV Charging Station rates on either a subsidized or revenue neutral basis. As per the Community Charter, municipalities may only impose fees and charges for the provision of services, use of property exercise of regulatory authority, or for obtaining copies of local government records. Subsequently, Village owned charging station fees cannot be intended to generate profit.

Based on guidance from Council, staff are recommending adopting interim rates to the EV charging stations and then following further analysis of operating costs and demand, report back to Council to amend the Village Fees Bylaw for adoption of more permanent service fees. For interim rates, staff recommend that Council adopt EV Charging station rates equivalent to the rates set by the BCUC for BC Hydro’s EV Charging Stations’; this will enable staff to set user fees at

the time the station becomes operational to the public (details on this structure is outlined below) in late January 2023.

Establishing EV Charging Fees

The new EV charging stations located at the Cultural Centre come with built in costs in the form of network fees, electricity costs, as well as other optional fees such as warranty and/or service agreements. And whereas the first year of these costs have been included within the grant funding, the Village will need to consider how to account for these operating costs. Key costs to consider include:

- Network fees
- Service and maintenance fees
- Energy pricing
- Asset replacement

Network Fees

The associated network fee for the new stations connects all parties in the EV charging ecosystem including the driver, site hosts/station owners, as well as third parties who service the stations. This allows drivers to utilize the ChargePoint mobile app to find, initiate, and pay for the Village charging stations. Network access also allows staff and/or service providers to monitor station performance and access station related data, such as energy use, cost, and environmental impacts.

The annual fee to maintain network access for the Cultural Centre stations is approximately \$1200/year, however some savings are also available in signing a longer-term agreement.

Staff recommend maintaining network access and to include in future budget considerations beginning in 2024.

Service and Maintenance Fees

The actual costs for the Village to effectively service and maintain EV charging stations is difficult to estimate as costing analysis is not readily available for most stations outside of the regulatory review process. Likewise, many existing owner/operators, including municipalities, do not have the capacity and/or skills to provide the needed maintenance. As such, most utilize service and warranty agreements in place of internal capacity to ensure the ongoing operation.

The Village's charging stations do have a one-year warranty on parts replacement, but currently does not have a servicing agreement in place. As such, the warranty covers the part and labour required for repairs because of equipment failure or defect. However, there are servicing agreement options that would provide extended warranty on all parts replacement, as well as covering labour costs for repairs due to vandalism or accidents. The Servicing agreements also provide full time monitoring and monthly performance reporting. Service plans are available to the Village at a cost of approximately \$2,000 per year, depending on the term of the agreement.

Respecting the Village's staffing and financial capacity, staff will account for the costs of entering into service agreements for the long-term maintenance of the charging stations when bringing forward a proposed rate for Council's consideration in the Fee Bylaw amendment.

Asset replacement will need to be analyzed as the total cost expected for two dual charging stations is \$50,000. Once staff knows the expected life of this asset, annual replacement reserve contributions can also be calculated and consider in permanent fees.

Energy Pricing

Currently, a process to establish standard energy costs associated with administering an EV Charging station is occurring via a regulatory assessment completed between the BC Utilities Commission (BCUC) and BC Hydro.

With respect to the BCUC, the only organization subject to their regulations is BC Hydro, as private owners/operators such as municipalities are deemed exempt and not subject to BCUC review/regulation. This means the Village is free to set fees at will but are subject to BC Hydro's standard energy rates as part of the process. In 2020, BC Hydro submitted a rates/fee schedule for stations that are owned and/or operated by BC Hydro to BCUC; although the BCUC rejected these rates and required BC Hydro to re-submit, they have directed BC Hydro to utilize the following rates in the interim. Please note, the Village currently has installed two 7.2 kW stations.

- I. Rate Schedule 1360 for fast charging service at 25 kW stations at \$0.12 per minute.
- II. Rate Schedule 1560 for fast charging service at 50 kW stations at \$0.21 per minute; and
- III. Rate Schedule 1561 for fast charging service at 100 kW stations at \$0.27 per minute.

Based on BC Hydro rates, the Village's new 7.2 kW stations would charge approximately \$0.04 per minute or \$2.50 per hour.

In review of what other municipalities and private operators are charging, it still appears as though most public charging stations are free and/or subsidized to encourage use. Locally, the Village's closest neighbouring municipalities offer differing rates for their using charging stations owned/operated by local governments (ie public use), including:

- City of Courtenay EV charging stations are currently free, and there is currently no information available with respect to rates. Further info will become available as stations from this grant are installed in Courtenay early 2023.
- Town of Comox Public stations charge \$1.00 per hour (for the first 2 hrs.) and \$2.00 thereafter.
- City of Campbell River public stations are free for the first 30 minutes and \$2.00 per hour thereafter.
- Comox Valley Regional District charging stations are free, including at the Tourism Information Centre located in Cumberland.

More broadly, most public, and private charging stations remain free, and when a charge is applied the average cost is slightly lower than BC Hydro's assessed EV charging rates.

In the medium-long term, staff recommend that the pricing for Village public EV charging stations be established as cost-neutral to ensure that the Village can provide consistent service expectations. Subject to Council input and direction, staff will proceed to track the costs of operating and maintaining charging station related costs and will add these fees to an amended Fees Bylaw for future Council adoption.

However, prior to this analysis being completed, in the short-term staff recommend setting an interim rate based on BC Hydro's approved rates and in consideration of the rates previously established in the region. This rate would be set at \$0.04 /min or \$2.50 /hr.

Additional policy considerations

In addition to the EV stations being installed at the Cultural Centre, in alignment with Village development and building permit requirements, an EV Charging Station was installed at the new

Fire Hall at time of construction in 2021. In recognition that public use of the station has the potential to conflict with Emergency Service operations, the station has been signed to indicate “Emergency vehicles will have priority of movement in this area at all times. Users are encouraged to stay with their vehicles to allow for easy movement if emergency personnel should require it. Two hour maximum, no overnight parking.” There are no fees being charged for public charging at this site, nor does the site have the required hardware or software (e.g. ChargePoint) to collect fees. Accordingly, once the Cultural Centre EV Chargers are opened to the public, staff propose to sign the Fire Hall Charger for “Emergency Service Personnel Use Only”. Such an approach would also be proposed of future EV charger installations at municipal operations buildings such as a new Public Works Centre on Union Road, while any new or renovated public buildings (e.g. Municipal Hall, Recreation and Culture Facilities) would require the installation of user-fee based “public chargers”. In order to formalize such an approach, staff recommends that the Committee direct staff to draft a policy to provide direction in this regard and report back to Council at a future date.

ALTERNATIVES

1. Not proceed with any action at this time.
2. Not support the revenue neutral approach and direct staff to provide subsidized rates to charging station users and include future maintenance and operating costs within future operating budgets.

STRATEGIC OBJECTIVE

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

FINANCIAL IMPLICATIONS

To-date, the Village has paid \$14,429, however final project costs have not been submitted. Under the terms of the Partnership Agreement, the Village is responsible for 26.67% of the total cost of its portion of the Project. These project costs are only in relation to the grant work for the chargers, the Village also had to spend an additional \$3,862 on electrical panel upgrades to the Cultural Centre.

The Village will also need to account for future costs related to the operation and maintenance of the charging stations, and staff will need to include these costs within 2024 budget planning.

OPERATIONAL IMPLICATIONS

The Village will be responsible for the administration of revenues as well as maintaining and operating the charging stations which will require future work planning considerations for finance, facilities, and operations departments.

ATTACHMENTS

1. [EV Charging Station Level 2 Toolkit](#) (available by hyperlink only)

CONCURRENCE

Rob Crisfield, Manager of Operations **RC**

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

Kevin McPhedran, Interim Deputy CAO **KM**

Respectfully submitted,

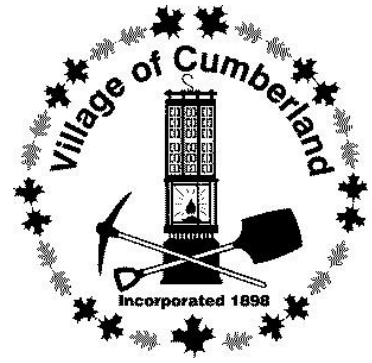
K. Chambers

Kaelin Chambers
Economic Development Officer

M. Mason

Michelle Mason
Chief Administrative Officer

COUNCIL REPORT



REPORT DATE: January 16, 2023

MEETING DATE: January 23, 2023

File No. 1855

TO: Mayor and Councillors

FROM: Paul Nash, Project Coordinator, Liquid Waste Management Planning

SUBJECT: Wastewater Upgrade Project – Project Update

RECOMMENDATION

- i. THAT Council receive the report “Wastewater Upgrade Project – Project Update” for information.

PURPOSE

The purpose of this report is to provide an update on

- The overall project objectives
- Scope & structure
- Schedule
- Budget

PREVIOUS COUNCIL DIRECTION

(Budget related resolutions only)

Date	Resolution
Sep 21, 2022	THAT Council approve the additional expenditure of up to \$2,710,000 for “Phase 1 Wastewater Upgrade Project” with: <ul style="list-style-type: none"> • \$1,550,000 to be funded through Sewer and Water Infrastructure Asset Replacement Reserve; and • \$1,160,000 to be funded through GMF (borrowing/grant).
Sep 21, 2022	THAT Council approve the expenditure of up to \$650,000 for “Phase 2 Wastewater

	<p>Upgrade Project – Pre-Construction Program” with:</p> <ul style="list-style-type: none"> • \$195,000 to be funded through Sewer and Water Infrastructure Asset Replacement Reserve; and • \$455,000 to be funded through GMF (borrowing/grant).
June 27, 2022	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.
June 27, 2022	That Council commit to funding the municipal portion of project (\$2,440,000) using a combination of existing, approved Green Municipal Fund funding and sewer reserves for a total project amount of \$4,940,000.
Feb 14, 2022	<p>THAT Council adopt Option 2 – the integrated project approach – as the preferred grant funding strategy for the Wastewater Upgrade Project;</p> <p>THAT Council approve applying for scope change to ICIP1 funding to remove the Reed Bed and Wetland components from the Phase 1 project scope;</p>
Feb 14, 2022	That Council approve making the application to the Investing in Canada Infrastructure Program, Environmental Quality stream, intake 3, for funding of Phase 2 of the High Performance Wastewater Lagoon Upgrade Project, for a grant value of \$2,260,000.
Feb 14, 2022	That Council commit to funding the municipal portion of project (\$2,440,000) using a combination of existing, approved Green Municipal Fund funding and sewer reserves for a total project amount of \$4,700,000
July 23, 2018	<p>i. That Council authorize the application to the “<i>ICIP – Green Infrastructure: Environmental Quality Sub-stream</i>” for a Wastewater Capital Project for:</p> <ul style="list-style-type: none"> a. The Project Scope of Phase 1, Phase 2A and the Biochar Media Reed Bed b. A funding amount of 73% of the estimated \$9.7 million total cost, being \$7,081,000 c. Submission for the August 29, 2018 intake <p>ii. AND THAT Council supports the project and commits to its share (\$2,619,000) of the project.</p>

BACKGROUND

Project Rationale

Cumberland’s lagoon-based wastewater treatment system was first built in 1967, and has been out of compliance with provincial regulations since 1999.

The primary objective of the wastewater upgrade project is to improve Cumberland’s wastewater treatment to meet all the applicable provincial and federal regulations.

The secondary objectives are to:

- Perform advanced treatment to meet near future regulatory requirements and for enhanced environmental protection.
- Make seismic stability improvements to the lagoon berms.
- Provide stormwater treatment to flows entering the wetland area
- Achieve environmental (habitat) improvements in the surrounding wetland area.
- Provide a recreational amenity by creating trails in the restored wetland area

An additional objective is to demonstrate an innovative, “made in Cumberland” approach to achieving all these objectives!

The project has been in planning phase from 2016 onwards, grant funding phase from 2018 onwards and in the execution phase from 2021 onwards.

With Phase 1 and 2 having a combined value of \$14 to \$16M, this will be the largest capital project in Cumberland’s history.

Project Delivery Model

The project is using the “Construction Management” (CM) delivery model, instead of the normal design-tender- build model.

The CM model has a Construction Manager in place of a General Contractor, and they participate in the design process along with the owner and design engineer. The CM does all the equipment purchasing and manages the construction site. They parcel out the major construction work in a series of sequential Work Packages, each tendered separately.

This process features a collaborative design process, to maximise input from the CM and result in a project that is – in theory – both well designed and easy to construct. The CM delivery model is also the best model for dealing with unforeseen changes during the construction process. Being a retrofit project, this risk was identified as the major risk for this project, which led to the selection of the Construction Management delivery model.

Project Team

The project team has been hired in various stages from 2020 through 2022, and the major participants in the project are:

Entity	Title	Role
Village of Cumberland Operations	Owner and Future Operator	Design input, operations integration
Paul Nash (Alpine Water and Energy)	Project Coordinator	Design input, project coordination, grant funding, community liaison
Colliers Project Leaders	Project Manager	Design input, contract and budget management
Integrated Sustainability	Design Engineer	Design
Maple Reinders	Construction Manager	Design input, management of all subcontractors, industrial piping work
EcoFish Research	Environmental Consultant	Studies on wetlands, MLC, Trent, fish, birds, etc

		Design of wetland and stream changes
Zinc Communications	Communications	Public & media engagement

Project Scope and Structure

The project scope, structure and budget has changed several times since they were originally defined in 2018. The changing scope has forced the changes in budget size and structure, so they are considered together here.

The original project started out with three main components:

Component	Budget (2018)
Lagoon Upgrades (main project)	\$7.7M
Reed Bed	\$1M
Wetland Distribution	\$1M
Total	\$9.7M

During the design process in 2021, several major changes –additions to the project - were identified, and the necessitated splitting the project into two phases in February 2022. This phase split allowed a grant funding application to be made for Phase 2. Of note is that the Reed Bed and Wetland Distribution were moved into Phase 2, and *these two components must be completed regardless of the success or failure of the grant funding application.*

A second grant funding opportunity for Phase 2 arose in June 2022, for the Gas Tax Strategic Priorities Fund (GSPF) and application to this was made for \$4.94M. In applying for both, Cumberland can only be successful for one and we have been advised it is more likely to be GSPF. Decisions are expected in spring 2023.

Phase	Items	Purpose	Budget (June 2022)
1	Lagoon Upgrades (main project)	Achieve regulatory compliance for effluent quality	\$9.7M
	Pumped flow and diffused aeration	Ensure performance in flood and heat wave conditions (climate resilience)	
2	Reed bed and wetland distribution	Enhanced treatment for removal of pharmaceuticals	\$4.94M
	Tertiary filtration	Enhanced treatment to meet near future regulatory requirements (2026)	
	Infill existing MLC channel	Seismic protection for lagoon berms adjacent to MLC channel	
	Create new MLC channel	To allow infilling of existing channel	
	Habitat enhancements	Selected plantings and maintain summer water depth of at least 0.5m in channel for fish habitat.	
	Recreational trails	Allow people to access and enjoy the wetland area as the lagoons will be fenced off	
	Stormwater wetland	Capture and treat all urban stormwater entering wetlands from western (Village) side	
Total			\$14.66M

In September 2022, in recognition of rising costs for Phase 1, a budget *increase* was made for Phase 1. The limited availability of Cumberland wastewater reserve funds at \$2.1M meant a budget *decrease* had to be made to Phase 2, as shown below.

Component	Original Budget	Revised Budget, with Ph2 Grant	Revised Budget, without Ph2 Grant
Phase 1	\$9.7	\$12.41	\$12.41
Phase 2	\$4.94	\$4.36	\$1.86
Total	\$14.64	\$16.77	\$14.27
All Grants	\$14.66	\$14.66	\$12.16
VoC Reserves	\$0	\$2.1	\$2.1

The September budget change included authorization of a pre-construction budget of \$0.65M out of the Phase 2 budget, to allow essential design work to proceed in advance of the grant funding decision. As a result of this pre-design work, it has been determined that regulatory permitting requirements for the stream relocation and stormwater wetland components means they cannot be constructed until 2024. But the reed bed and wetland distribution are ideally constructed in 2023 in conjunction with Phase 1 works.

The reed bed and wetland distribution components are part of the GMF funding scope and must be implemented regardless of the Phase 2 grant outcome. The remaining Phase 2 components are dependent on the grant outcome, and each has its own special characteristics. Accordingly, for execution planning, Phase 2 has been split into several sub-components, and the current overall project structure is as shown below (all figures \$M).

Phase	Items	Budget, with Ph2 Grant	Budget, without Ph2 Grant
1	Lagoon Upgrades (main project)	12.41	12.41
2A	Reed bed and wetland distribution	1.86	1.75
2B	Tertiary filtration	0.75	0.03
2C	Stormwater wetland, new MLC channel, habitat enhancements, trails	1.25	0.06
2D	Infill existing MLC channel	0.5	0
Ph 2 Subtotal		4.36	1.86
Total		16.77	14.27

The intention of this structure is to spend as little as possible on the grant dependent items until a grant decision is known.

If the grant is not received, all the Phase 2 B, C and D items -except the stormwater wetland – will be needed within five years, so the pre-design work is not wasted, and can be the basis of future funding applications.

Schedule

The original project schedule was intended to be – broadly – design in 2021 and construction in 2022. As a result of the all the scope changes and re-design, the schedule has effectively moved back an entire year, and the Phase 2 C&D works add an extra year onto that.

Detailed design work on the project is proceeding, but there have been further delays from technical design changes and geotechnical issues with the lagoon berms. The issuing of civil

construction tenders is now expected to be in Feb & March for a full construction start in April. Equipment procurement has been ongoing since June, with long lead time items in fabrication and deliveries to begin in February. With this revised start date, completion and commissioning of the Phase 1 works is scheduled for Dec 2023.

Of note is that the Phase 1, 2A and 2B works need to be completed by the existing project team, but 2C and 2D do not. They will be executed as a separate sub-project with a riparian stream specialist designer for 2C and a civil/geotechnical specialist for 2D. And, of course, 2D – the channel infill – cannot be started until 2C – creation of the new channel – is complete.

This structure means that Maple Reinders will only need to do one site mobilization for the Phase 1, 2 A and 2B works.

The overall project, schedule as of Jan 2023 is shown below.

Phase	Description	Activity	2023				2024		
			Q1	Q2	Q3	Q4	Q1	Q2	Q3
1	Lagoon Upgrades	Detail design	■	■					
		Civil construct		■	■				
		Mechanical, electrical construct			■	■			
		Commission				■			
2A	Reed bed and wetland distribution	Design	■	■					
		Construct			■				
2B*	Tertiary Filtration	Design	■	■					
		Construct				■	■		
2C*	New MLC Channel, Stormwater wetland	Design	■			■	■		
		Construct						■	
2D*	Infill MLC Channel	Design				■	■		
		Construct						■	

* These items are grant funding dependent

Within this schedule there is some “time contingency” in that certain things can suffer delays of weeks or a month without delaying the overall completion date.

The tertiary filtration equipment has a six month lead time, so there is an unavoidable gap between design and construction/installation.

The grant funding deadlines are 31 March 2024 for ICIP (phase 1 works) and 30 Sep 2024 for GMF, and March 2026 for GSPF.

The project team is committed to getting the project completed and commissioned within this schedule.

Grant Funding

The Phase 1 and Phase 2 Wastewater Projects have separate and overlapping grant funding sources, and both draw upon the same wastewater reserves for the Cumberland cash contributions.

For grant funding, there are three sources:

1. Investing in Canada Infrastructure Program (ICIP 1), for \$7.113M, for Phase 1
2. Green Municipal Fund (GMF) for \$4.4M loan and \$0.66M grant, for Phase 1 and 2

3. Gas Tax Strategic Priorities Fund (GSPF) for \$2.5M (awaiting approval spring 2023) for Phase 2 only. (Application was also made to round 3 of ICIP, but the province has indicated that GSPF is the more likely outcome)

Two of the components of Phase 2 – the Reed Bed and Effluent Wetland – are within the defined GMF funding scope and must be completed even if the GSPF grant funding is not received, creating two possibilities for Phase 2.

Combining all the funding sources leads to the financial picture as shown below (all figures \$M)

Funding Source	Applicable Phase	Total with GSPF	Total without GSPF
ICIP1 Grant	1	7.11	7.11
GMF Grant	1, 2	0.66	0.66
GSPF	2	2.5	0
Total Grants		10.27	7.77
GMF Loan	1, 2	4.4	4.4
VoC Wastewater Reserves	1, 2	2.1	2.1
Total Funding		16.77	14.27
Grants as % of total		61%	54%

Phase 1 Construction Budget - Project Expenditures & Commitments

With the project now in the execution stage, the cost tracking for the project is done by four ways for each item and category

1. Budget Amount – as the project was structured. The total is the Authorized Budget.
2. Committed Cost. This is where a contract has been signed or purchase order has been issued, or a quote/proposal received that is intended to be accepted. If the project were to stop tomorrow, this is the amount that would be spent. This amount – in total - cannot exceed the (total) Authorized Budget.
3. Forecast Cost at Completion – An estimate of total cost, including the Committed Cost, to complete a given item.

Budget and costs can be re-allocated within project categories if needed, but for comparison to the original Authorized Budget, it is the total that counts.

The following summary and detail are drawn from the Cost Tracking Log kept by Colliers Project Leaders, the Project Manager. It is based on information known to 19 December 2022. Where a quote has been received, and is intended to be acted on, it has been included as a committed cost.

Contingency percentages have been applied to each of the categories, according to the level of confidence. With 85% of the equipment having now been sourced, there is only a small contingency required. But the Construction Services category remains the least confident uncertainty. With the detailed design nearing completion, Maple Reinders has been able to estimate quantities and produce a meaningful estimate for Construction Services. However, these

services have not yet been tendered, prices are increasing, and there always remains the possibility of unexpected conditions and changes once construction starts.

The “Forecast Cost to Complete” represents the best estimate of the project cost is based on all the information currently available. The Contingency is to cover unexpected changes, market changes and allowance for small details that have not yet been designed.

Item	Budget Amount	Committed Costs	Forecast Cost to Complete	Contingency Used
Owners Costs	1.00	0.98	1.09	0.09
Design	1.04	1.16	1.21	0.17
Construction Management	1.60	1.60	1.75	0.15
Equipment	3.65	3.04	3.62	(0.03)
Construction Services	4.11	0.11	4.4	0.29
<i>Contingency</i>	<i>1.01</i>	<i>0</i>	<i>0</i>	<i>0.67</i>
Total	12.41	6.53	12.07	0.34 (remaining)

The project is seeing cost increases across all categories, due to design/scope changes and the increased overall duration of the project.

If there are no more major delays or scope changes, the project team expects to be able to complete within this Project Total of \$12.41M.

Policy References

This project was a product of a very intentional process of actioning the aspirational goals in Cumberland’s major planning documents.

The Official Community Plan has numerous references:

5.5.2.6 (p47) Encourage the use of integrated stormwater management techniques.

5.5.3.5 (p48) Seek maximum funding for infrastructure development from senior levels of government by taking advantage of special financing opportunities available for innovative efficient infrastructure development.

5.5.6.4 (p50) Protect, restore, and where appropriate enhance the natural stream and wetland habitats that support fish and wildlife resources.

7.1.3.1 (p62) identify opportunities and actions for improving water quality, wildlife connectivity, aquatic and terrestrial habitat, and recreational access.

8.2.2.2 (p72) Provide accessible and quality parks, greenways, open spaces, and recreational corridor systems that: (a) Protect, restore or enhance biodiversity, environmentally sensitive areas and provide an ongoing supply of ecosystem services.

Additionally, the (Provincially mandated) Comox Valley Sustainability Strategy of 2010 has the objective for wastewater as;

By 2050, All wastewater treatment in the Comox Valley will be to tertiary or reuse level.

The wastewater improvements have been a 25 year objective for Cumberland, culminating with the completion of the Stage 2 LWMP from 2016 to 2018.

Implementation of the wastewater upgrades will achieve Council’s 2016 strategic objective of;

Developing an environmentally sustainable method of treating the liquid waste that is produced by the Village.

It also actions the LWMP Wastewater Advisory Committee's expanded objective of;

"Develop an environmentally sustainable method to treat the liquid waste that is produced by the Village, that is affordable, and, ideally, economically productive, environmentally enhancing and socially beneficial" (LWMP Stage 2 report, Page 8)

Overall, this project has been a case of researching what the policy goals are, and then pro-actively looking for ways to action as many of them as possible.

All grant funding applications ask for specific examples of how the project aligns with policies, and informal feedback from the funders is that this project is an excellent example of a policy driven project.

Innovation Portfolio

Per policy 5.5.3.5, the use of innovation in the design has indeed succeeded in securing grant funding. The major innovations of note are:

- The "reinvention" of the lagoons, instead of replacing them with a mechanical treatment plant.
- The handling of wet weather peaking flows of 20:1 (normal is 3:1).
- Use of Suspended Air Flotation as the solids separation step – this is the first time in Canada for this process on wastewater.
- Specially designed biosolids dewatering bins, as an alternative to mechanical dewatering – the first ones in BC.
- Use of Chlorine Dioxide as the disinfectant. This is different from normal "chlorine" and is widely used in aquaculture - it is effective on viruses and of low toxicity to fish. This is the first full scale use for wastewater in Canada.
- The Biochar Media Reed Bed, for the removal of pharmaceuticals and other trace organic contaminants. While there are many constructed wetlands used for polishing of treated effluent, this is one is specifically intended to remove pharmaceuticals by the incorporation of biochar into the media. This is a first in North America and potentially the world.

The project team has thoroughly researched all these innovations to be confident in their use. In the case of the biochar reed bed, completed a year long field trial. However, the use of innovative solutions does mean more design and construction effort to incorporate them into the project, as they are, by definition – not "standard" things.

K'ómoks First Nation Consultation

K'ómoks First Nation (KFN) were part of the LWMP Wastewater Advisory Committee from 2016 to 2018. They did not attend all the meetings, but were part of all correspondence for that process. The then Chief gave an official address at one of the committee meetings in 2016, where he highlighted their concerns about pathogens in Baynes Sound and potential impacts on aquaculture.

Consultation with KFN is critical to the success of the project given both Council's Strategic Priority of reconciliation with Indigenous peoples, as well as consultation with KFN being a requirement of the federal grant funding.

Per the grant requirements, consultation is to be completed before construction begins. Consultation activities were first initiated in 2019 with a presentation to KFN Chief and Council, at which time the Nation communicated their key interests being the protection of downstream aquaculture interests and the critical importance of an effective disinfection process.

For the Phase 1 project, consultation activities have been ongoing since April 2022. KFN requested additional information in regards to the disinfection process, to address outstanding concerns. In response to this, Village and KFN staff have collaborated in the coordination of independent reviews of the proposed Chlorine Dioxide system by third party subject matter experts. These reviews have been completed and are expected to go before KFN Council in February.

In the meantime, KFN have agreed to support the commencement of civil construction works.

There will be further consultation with KFN in 2023 in regard to the Phase 2 works.

Ground-breaking Ceremony

A ground-breaking ceremony is proposed for the spring, dates to be confirmed.

Operational Costs

With the preliminary design completed, estimates of operating costs can now be made. These will be based upon expected electrical and chemical consumption for the various equipment, sludge disposal costs (to the CVRD composting facility), general maintenance and labour costs. It is likely that the new plant will need a full time operator (five day a week attention). Sewer utility rates have been slowly increasing to stabilize the preliminary estimated operating costs of \$400k since 2017. An update to these operating costs will be estimated once commissioning is underway and will be included in 2024-2027 operating budget requests.

Of note is that the EOCP classification of the wastewater treatment system (a measure of complexity) is likely to increase from 2 to 3. This will require a Level 3 operator, which Cumberland does not currently have. It is recommended that Cumberland recruit a Level 3 Operator while the project is still in construction, so that they will be here to see the detailed construction and participate in the commissioning process.

A schedule of asset management costs will also be prepared as part of the close out documentation of the project.

STRATEGIC OBJECTIVE

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

FINANCIAL IMPLICATIONS

The latest estimate (provided June 27, 2022) for the parcel tax that would be needed to pay back the \$4.4 million in debt is approximately \$220 per parcel.

The Sep 2022 request for a budget increase was based on estimates at that time but is necessary for the project to be able to go out for tender, now expected to be in February. The fact that the

overall Phase 1 budget still has a large portion based on estimates and not tendered amounts, leaves the Village open to another budget increase request at a later date, if the contingency within the estimates is not sufficient to manage unknowns. In this eventuality, Staff would need to analyze all available funds and come back to Council.

OPERATIONAL IMPLICATIONS

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

The Project has also had - and will continue to have - a significant time input from the CAO, DCAO, CFO and the financial services department. This is associated with the financial management, K'omoks First Nation Consultation and the general oversight of this large and somewhat changing project.

As noted above, additional resources will be required to operate the upgraded facility including a full time plant operator along with funding to support other operational items. These will be included in the 2024-2027 budget requests for Council consideration.

CLIMATE CHANGE IMPLICATIONS

A fundamental goal of the design of this project has been to reduce GHG's, both in construction and future operation.

For construction, the major GHG reduction action is to minimize the use of concrete. The use of prefabricated, skid mounted steel components has a lower GHG footprint than site built, concrete mounted equivalents.

For operation, the major GHG reduction action is to have all the processes be as energy efficient as possible. The selection of equipment reflects this, with high efficiency motors and control logic to ensure equipment is always operating in the optimum efficiency range.

Two of the major scope changes that have been made in 2021 – diffused aeration and pumped flow - have increased the climate resiliency of the project to maintain treatment performance during future hot summers and winter flood events. Both these changes – particularly diffused aeration - also increase the energy use of the project, leading to the counterintuitive result of (slightly) increased GHG emissions to be resilient to climate change induced events.

Given the environmental importance of maintaining wastewater treatment performance under all weather conditions, increasing resiliency must take precedence over reducing energy use.

The biochar to be used in the reed bed is made from wood waste, a carbon neutral material. Once turned into biochar, the carbon is highly resistant to biodegradation and can persist in soil for hundreds and thousands of years. Thus, the carbon in the biochar reed bed can be considered as *permanently sequestered*. There will be a one-time carbon sequestration of approximately 50tons CO₂e.

A full statement of the GHG's for the project – construction and expected operational - will be prepared as part of the close-out project documentation.

ATTACHMENTS

None

CONCURRENCE

Michelle Mason, Chief Financial Officer **MM**

Rob Crisfield, Manager of Operations **RC**

Kevin McPhedran, Interim Deputy CAO **KM**

Respectfully submitted,

P. Nash

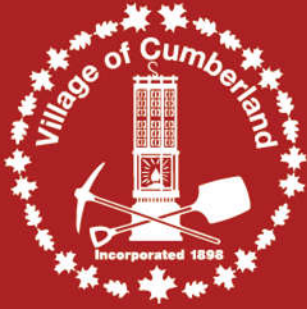
Paul Nash

Project Coordinator, Liquid Waste Management Planning

M. Mason

Michelle Mason

Chief Administrative Officer



QUARTERLY REPORT TO COUNCIL

October to December 2022



THE VILLAGE OF
CUMBERLAND

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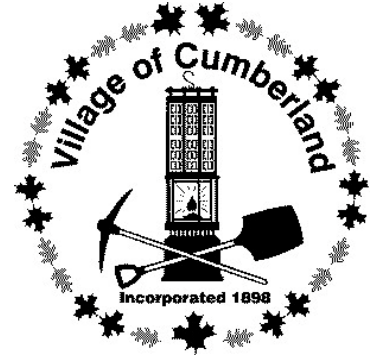
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STRATEGIC PRIORITIES QUARTERLY REPORT



MEETING DATE: January 15, 2023
REPORT PERIOD: October to December 2022
FROM: Michelle Mason, Chief Administrative Officer

The attached report is for the period of October to December 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 1st Quarter)
- Financial Services
- RCMP
- Development Services
- Legislative Services (Council Resolution list)

QUARTERLY SUMMARY

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

Fire and Bylaw services quarterly updates are not included in this report. A highlight of the fourth quarter was the improvements made to the municipal website structure as well as the completion of the Lake Park improvements, adoption of the Parking Variance in VCMU-1 zone policy and adoption of the Development Cost Charges bylaw that occurred early in 2023. In partnership with the Parent Advisory Committee, Egremont School zone safety improvements were completed. After working through partnership project delays, the electric vehicle charging station installation project is expected in January and a report is being presented to Council at this meeting for direction regarding fees. We have a new Council and orientation sessions took place in November. In October, the Village was awarded \$62k for Cumberland's 125th

anniversary celebrations which was significantly less than the funding required for the scope that was submitted and therefore work will need to take place over the next few weeks by the committee for rescoping.

Lastly attached to this report is the 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 fourth quarter report



126
GOALS






74%
GOAL COMPLETION

STRATEGIC PRIORITIES 2020-2023 PLAN

QUALITY INFRASTRUCTURE PLANNING AND DEVELOPMENT

Initiative	Description	2... 2021 20... 20... 20... 20... 20...	Updates	Actions	Status
Asset Management	Maintain a high-level, systematic approach that supports the Village in moving toward service, asset and financial sustainability.				On Track
→ State of Asset Management Report	Consultant to develop a State of Asset Management (SOAM) Report with staff input. SOAM is a summary of where the Village is at with various categories of asset management, where the Village should be at with a time frame to meet the expectations.		NEW The State of Asset Management has been completed and will be used in the next stages of asset management.		Complete
→ Construct new Fire Hall	Construct a new Village fire hall building which replaces the existing fire hall.		Project complete grand opening occurred in September 2021.		Complete
→ Asset Management Policy	Policy that outlines the principles and mandated requirements for undertaking asset management across the organization in a systematic and coordinated way, consistent with the organization's plans.		NEW Asset Management Policy adopted by Council on February 14, 2022.		Complete
→ Inventory Natural Assets	Identify environmentally sensitive areas to ensure an appropriate balance between future growth of community and preservation of key natural assets.		NEW Asset Management Policy adopted by Council on February 14, 2022. The policy includes natural assets with the Village's assets	Village Asset Management Policy - Natural Asset included <input checked="" type="checkbox"/> Regional Municipal Natural Asset Initiative (MNAI) project <input type="checkbox"/> Perseverance Watershed Initiative <input type="checkbox"/>	On Track

Initiative	Description	2... 2021 20... 20... 20... 20... 20...	Updates	Actions	Status
→ Public Works facilities concept, design, schedule and costing plan for the Union Rd. Site	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		NEW Draft plan is with staff for review.		On Track
Liquid Waste Management	Develop an environmentally sustainable method of treating the Village's liquid waste.				On Track
→ High performance waste water treatment project	Satisfy conditions of existing operating permit through upgrades to existing Liquid Waste Treatment system. Project part of ICIP grant funding.		NEW Time line has been updated. Dec 12 2022: THAT Council authorize staff to increase the contract value for Colliers Project Leaders from \$235,000 to a value not to exceed \$438,600 (excluding GST) for Project Management Services for the Wastewater Upgrade Project; and THAT Council authorize the CAO or designate to execute the revised contract value; and THAT Council authorize a direct award contract in the amount of \$55,800 to WSP Canada Inc. for geotechnical engineer consulting services per section 5.9 (x) of Council Policy 3.3 – Purchasing Management Services.		On Track
→ Future Waste Water Treatment Approval	Proceed toward registration under the MWR or LWMP operational certificate. Completion by 2025.				On Track
Drinking Water	Maintain high quality safe drinking water supply and service that meets the all regulatory requirements.				On Track
→ Dam #2 reconstruction funding confirmation	Based on the preliminary design the Village will seek funding to complete detailed design, construction, and creek restoration.		NEW Project funding has been confirmed and an agreement is now in place.		Complete

Initiative	Description	2... 2021 20... 20... 20... 20... 20...	Updates	Actions	Status
→ Watershed Management Plan	2016 Village watershed management plan actions, including: stakeholder engagement, infrastructure and water monitoring, mitigation strategies, education and reporting.		NEW Staff continue with the watershed management plan actions and is ongoing.		On Track
→ Dam #2 Reconstruction Project			NEW Dec 12 2022: THAT Council receive a presentation on the No. 2 Dam project from Tim Ennis of Latitude Conservation Solutions, Village consultant for engagement services for project.		On Track
Transportation Assessment	Review risk and opportunities relating to active transportation, parking, walkability, connection/paths, accessibility, sidewalks, transit.				On Track
→ Traffic and Pedestrian data collection	Collect data to inform updated transportation master plan. Including: vehicle, bicycle, and pedestrian.		NEW This data will be used to help inform the Transportation Master Plan		Complete
→ Transportation Master plan (TMP)	Plan and inform corridors and standards relating to roads and pathways.		NEW TMP is in presentation and an Active Transportation grant has been applied for to provide extra scope for active transportation. Public engagement planned for the spring of 2023. Timelines have been updated for the completion of this process.	Active Transportation Planning project <input type="checkbox"/> Community wide speed limit reduction option reviewed <input type="checkbox"/>	On Track

COMPREHENSIVE COMMUNITY PLANNING

Initiative	Description	2020	2021	2022	2023	Updates	Actions	Status
Community Climate Change Assessment	Determine key actions to reduce community greenhouse gas emissions, and adapt to the impacts of climate change.					NEW 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
Zoning Bylaw Update	First major update to Zoning Bylaw No. 1027, 2016 since adoption.	█				Zoning Amendment Bylaw No. 1133, 2020 adopted on March 8, 2021		Complete
Official Community Plan Updates		█	█	█				Complete
→ Enhance Heritage protection tools	Develop the necessary heritage protection tools, special requirements related to heritage situations can be enabled either through Heritage Alteration Permits or other heritage protection tools.		█			NEW Village website update is now complete. Updates include: addition of the Community Heritage Register (includes statements of significance), refreshed background information, addition of K'omoks First Nation history.		Complete
Urban Forest	Urban forest management program will occur through education, with a primary focus of clearly illustrating the environmental, economic and social benefits of trees to the public, land owners and developers.	█						On Track
→ Urban Forest Management Consultation	Final development of an urban forest management plan includes the requirement to seek public input on the recommendations, the priorities for implementation and the canopy cover target for the Village.	█				Project complete. Further public engagement and canopy tree cover target moved to future bylaw and policy development project.		Complete

Initiative	Description	2020	2021	2022	2023	Updates	Actions	Status
Urban Forest Bylaw and Policy Development	<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>NEW Consultant now engaged to begin project in January 2023. Project is behind due to lack of availability of consultants on original Village timeline.</p>		<p>On Track</p>

HEALTHY COMMUNITY

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

Initiative	Description	2020	2021	2022	2023	Updates	Actions	Status
↳ Childcare Space Creation project	<p>The Village was awarded \$3M toward the development of 85 new childcare spaces.</p> <p>The Village and SD71 are working in partnership on the Project. SD71 is overseeing the development and management of the Project with collaboration from the Village.</p>					<p>NEW</p> <p>The new childcare facility began construction in early November and is well underway. The new facility is on schedule to be completed this summer and operational by fall 2023. Adventure Daycare was selected by a committee of SD71 and Village staff to be the operator of the new facility. SD71 and Adventure Daycare are planning to implement further community engagement in early spring with support from Village staff as per the Project memorandum of understanding. Timelines have been updated.</p>		On Track
Arts and Culture	Arts and culture in Cumberland make up an important aspect of the Village's identity and quality of life. .							Behind
↳ Recreation, Arts and Culture Master Plan	Development of an Recreation, Arts and Culture Master Plan to provide a road map for Village delivery of recreation, arts and culture services over the next 10 years.					<p>NEW</p> <p>Staff has requested that the consultant pause the project to account for Village staff capacity limitations at this time, with the goal of re-initiating the project in 2023.</p>		Behind



ECONOMIC DEVELOPMENT

Initiative	Description	2020	2021	2022	2023	Updates	Actions	Status	
COVID- 19 Recovery	Village activities relating to COVID-19 emergency response and recovery.	[Dark Green Bar]							Complete
→ Village Administrative Functions	Develop and implement response and adaptation plan for Village Service delivery, including Council activities and Village office.	[Dark Green Bar]				NEW As of April 8th, 2022 the Village has followed Public Health direction and removed all Public Health orders. The Village has also removed the existing COVID Safety Plan and replaced the plan with a communicable disease policy.		Complete	
→ Local/Regional Economic Development recovery initiatives	COVID-19 Regional Economic Task group created with Village participation. Identify economic recovery efforts for the Village and region.	[Dark Green Bar]				COVID related regional economic development initiatives are currently active, while the CVRD reviews/ revises its approach to economic development services. Village staff continue to plan/work in support of regional initiatives and will continue to engage staff/colleagues in other regional jurisdictions in support of these efforts.		Complete	
Economic Development Strategy	Economic Development Strategy and Implementation Plan will guide economic development initiatives and decision-making. It provides a long-term vision and implementation framework for economic development work.	[Green Bar]							On Track


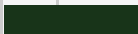





Initiative	Description	2020	2021	2022	2023	Updates	Actions	Status
→ Bevan Industrial Area Development	The Bevan Industrial Lands contain approximately 500 ha of land zoned for industrial use, which represents approximately 84% of the remaining industrial lands within the entire Comox Valley. Explore options to diversify its non-residential tax base by attracting new investment, business, and development in this area					<p>NEW</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
→ Implementation Plan for Bevan Industrial Lands Development	The Implementation Plan recommends next steps over the short to long term, who would undertake them (in-house or consultant), preliminary budget considerations and status of the action.					<p>NEW</p> <p>Bevan Servicing Study almost complete. Other implementation items underway or planned include Transportation Master Plan and Official Community Plan Update. Staff will provide status update on all implementation action in future report.</p>	<p>Bevan Industrial Servicing Strategy <input type="checkbox"/></p> <p>DCC Review <input checked="" type="checkbox"/></p> <p>Transportation Master Plan <input type="checkbox"/></p>	On Track
→ Economic Development webportal	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

Initiative	Description	2020	2021	2022	2023	Updates	Actions	Status
Village Business Association	Organized business group to which would be eligible to partner and promote Village business opportunities.					<p>NEW</p> <p>The creation of a Cumberland Business Association is complete.</p> <p>The THRIVE Project was revealed by the CBA in an official ceremony on September 22, 2022.</p> <p>A long-term project maintenance agreement has been drafted by staff and shared with the CBA and is awaiting their review/approval.</p>		Complete








SUPPORT COMMUNITY-LED RECONCILIATION AND RELATIONSHIP BUILDING.

Initiative	Description	Q... Q1 ... Q2... Q3... Q4... Q1 ... Q2...	Updates	Actions	Status
<p>Commitment to reconciliation with Indigenous peoples and the United Nations Declaration of Rights of Indigenous Peoples</p>			<p>NEW Nov 28 2022: THAT Council approve the one-time expenditure of \$3000, to be funded through "Host Amenity funds", to support the K'ómoks First Nation Guardian Program in 2022 and THAT Council direct staff to bring forward an amendment to the adopted 2022-2026 Financial Plan Bylaw to reflect this expenditure, and rise and report on this decision in a future public meeting;</p>		<p>On Track</p>
<p>→ Regional Indigenous Relations participation</p>	<p>Ongoing Village participation.</p>		<p>NEW Staff continue to engage in discussions with the CVRD and other local governments on an indigenous relations action plan.</p>		<p>On Track</p>

EMERGING ITEMS (*COUNCIL DIRECTION OR NOT PART OF EXISTING OPERATIONS)







Initiative	Description	2020	2021	2022	2023	Updates	Actions	Status
COVID-19 Restart Funding	The Village received \$1.3M in COVID-19 restart funding directed toward supporting the Village through the pandemic recovery.					NEW All projects that are funded by COVID restart funding that have not been completed by December 31, 2022 will need to be carried forward to 2023. Continued use of the COVID funding source into 2023 is being researched. Any unspent COVID funds in 2022 can be used to offset the lost interest revenue that was experienced over 2020, 2021 and 2022.		On Track
→ IT service improvements	Investigate alternatives relating to IT service support.					The IT infrastructure improvements are now complete.		Complete
→ Development Approvals Process Modernization project information technology solution	Creation of online application portal, internal process tracking, and GIS improvements					NEW This project is in progress and is behind the original timeline. The time line has been updated as this project will be carried forward to 2023 for completion.		Behind
→ Phase 1 Village Office Upgrades	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
→ Back-up Generator New Fire Hall	Back-up power supply for new fire hall.					NEW The generator has been installed at the fire hall.		Complete
→ Phase 2 Village Office Upgrades	Phase 2 includes relocation of Public Works staff to Old Fire Hall, creation of Community Policing Office in Old Fire Hall, upgrades to planning and recreation work places.					Project completed middle of October 2021.		Complete
→ Community Group Support	Restart funding provided by Council to community organizations.					NEW Complete.		Complete



Initiative	Description	2020	2021	2022	2023	Updates	Actions	Status
→ Communications Strategy	Develop a corporate communications strategy with priority actions.					NEW A draft Communication Strategy was developed and presented to Council in early 2022. Completion of the strategy will take place in 2023. The timeline has been updated to reflect this.		Behind
→ Village Website redesign						NEW Updates/improvements to the Village website were completed on December 23rd. Further work on the website, including a review/analysis of the website performance, and a long-term plan to address future communication needs will be undertaken in 2023. The timeline has been updated.		Behind
→ Downtown Improvements	Council directed Restart Funding towards the purchase/installation of temporary picnic tables, an event tent and safety barriers for sidewalk patios. Funding was also directed towards the purchase of wayfinding and pedestrian safety signage in the Village.					NEW 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.		Complete
→ Community Policing Office	Develop a Community Policing office in Cumberland located within the Old Fire Hall. A location the RCMP can utilize to engage with the community.					NEW December 2021 the RCMP have moved into the office. Dedicated parking on Dunsmuir has been provided for the RCMP. The RCMP plan to commence utilizing the space early in 2022 and will be in contact with the Village to explore a communication relating to the use.		Complete

Initiative	Description	2020	2021	2022	2023	Updates	Actions	Status
→ Bylaw service level increases	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
→ Phase 3 Renovations	Village office meeting room. New programmer office at Rec. Council chamber audio updates. New records room.					NEW Phase 3 projects are complete.		Complete
Cumberland Community Forest Park Initiatives								On Track
→ Cumberland Community Forest Park Interim Trail Management Strategy	Interim plan to guide trail management in park in 2021 and 2022.					NEW CCF Park Interim Trail Management Strategy adopted in spring 2021. Implementation of strategy to continue in 2022, in partnership and supported by UROC and the CCFS.		Complete
→ Cumberland Community Forest Park Management Plan	Develop park management policy for 200 hectare park .						NEW 2022 park planning focused on: 1. Research on Western Toad ecology in support of recreation management (in partnership with UROC and the CCFS). Completed summer 2022. 2. Development of a CCFP Outdoor Education Park Use Strategy (partnership project with CCFS). Scheduled for completion Spring 2023. Preliminary planning work underway for development of covenant-required management plan (bulk of project scheduled for 2024)	On Track
Cultural Centre - Buchanan Hall Future Use	Determine future use of the Buchanan Hall (ground floor of Cultural Centre, formerly leased to OAP)					NEW Hall now actively being used for Recreation and Culture Programming (including drop in seniors centre) and rentals.		Complete
Affordable Housing Initiatives	Initiatives to address housing affordability and availability in the community including regulatory and addressing vacation rentals.							On Track







Initiative	Description	2020	2021	2022	2023	Updates	Actions	Status
→ Cumberland Community Housing Society memorandum of understanding	Village of Cumberland and Cumberland Community Housing Society to development a memorandum of understanding.					NEW No further action as Society is inactive. Village is available to discuss MOU in the future if this or another Society is interested.		Complete
→ Vacation rental regulations review	Review vacation rental regulations after completion of the 2019/2020 Housing Needs Assessment.					NEW Aug 8 2022: Council adopted Zoning Amendment Bylaw No 1170, 2022 Sep 6 2022: Council adopted Business Licence Amendment Bylaw No 1171, 2022.		Complete
→ Residential rental tenure zoning	Prepare a report to Council with options for residential rental tenure zoning.					Rezoning for 2782 Ulverston Avenue included first rental tenure zone for the Village. Discussion of further options will be part of OCP Update project.		Complete
→ Co-operative Housing	Prepare a list of possible publicly-owned sites within the Village of Cumberland that could be further evaluated to Co-operative Housing Federation of BC, for the feasibility of a Co-op Housing project.					NEW Made contact with the organization in April 2022 to address this direction, no response received.		Not started
→ Affordable Housing Financial Support Initiatives	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.					NEW 2023 Budget discussions include consideration of taxation for affordable housing reserve. Staff report on options for reserve funded through development forthcoming.		On Track






Initiative	Description	2020	2021	2022	2023	Updates	Actions	Status
↳ Gwax' Dzi Dsas Affordable Housing - 3345 Second Street	Council leasing land from Ministry of Health to then sub-lease to housing society for construction of a 22 unit affordable housing building.					NEW Council released the resolutions made at the October 3, 2022 closed meeting to enter into a Housing Agreement, Access Agreement, and Lease for 3345 Second Street and to release the three agreement documents to the public upon final execution. Council also approved the use of general financial stabilization reserve funds to pay the 2023 property taxes for 3345 Second Street in the event that the property remains taxable for the 2023 year.		Overdue
Perseverance Watershed Initiative (PWI)	In partnership with the Cumberland Community Forest Society and Mosaic Forest Management, a collaborative watershed protection-centric research and land use planning project.					NEW 2022 activities focused on developing plans for watershed modelling and data collection; building relationships with private landowners, other project stakeholders, and K'omoks First Nation; and provincial advocacy (BC Watershed Security Strategy and Fund). 2023 workplan includes implementing data collection plans, continued engagement with private landowners and other stakeholders on land management planning, and continued provincial advocacy.		On Track
Community Amenity Contribution Policy and Density Bonus Review	To explore options for community amenity contribution policy and density bonus in the VCMU-1 zone to promote affordable housing and heritage conservation.					NEW Final report presented July 11, 2022		Complete

Initiative	Description	2020	2021	2022	2023	Updates	Actions	Status
Development Approvals Process Modernization	To streamline the development approvals process, improve public communications, and establish an electronic file tracking system connected to GIS.					NEW Bylaw to streamline the accessory dwelling unit approval process adopted on October 3, 2022. Work continues on new Development Procedures Bylaw, internal process improvements, public communication documents, and electronic file management system.		On Track
Anti-Racial Discrimination and Anti-Racism Policy						NEW Aug 8 2022: THAT Council refer the proposed Anti-Racial Discrimination and Anti-Racism Policy to staff for review and recommendation.		Not started
Cumberland 125th Anniversary Event						NEW Staff have drafted a report for the 125th Heritage committee seeking direction on how to rescope and budget the event in consideration of the available funding.		On Track
Parking Variance in VCMU-1 Policy	Policy to guide consideration of parking variances applications in VCMU-1.					NEW Policy adopted January 9, 2023		Complete
Climate Change	See also Community Climate Change Assessment initiative under Comprehensive Community Planning							Behind
→ Stormwater Management Plan Requirements	Review Village stormwater management plan requirements so that consideration of 100 year storm events with 15% increase for climate change are required.					NEW Background research work in process.		On Track

Initiative	Description	2020	2021	2022	2023	Updates	Actions	Status
Green New Deal	Investigate ways Cumberland as a community can promote new ways of economic growth, social responsibility and environmental sustainability.					<p>NEW</p> <p>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 still need to connect with regional partners and discuss next steps, and once that happens, likely in 2023, will proceed with a plan to provide Council with a report and recommendations.</p>		<p>Overdue</p>

REGIONAL ACTIVITIES

Initiative	Description	20...	2021	2022	2023	2024	Updates	Actions	Status
Regional Parks Service Establishment	CVRD is completing a Background Study to inform the potential establishment of a Regional Parks Service. All regional local government partners are participating in this project.						NEW The Service was formally established by the CVRD Board in September 2022.		Complete
Regional Active Transportation Network Plan	CVRD Active Transportation Plan will identify priority areas and routes for investment in active transportation infrastructure.						The Regional Active Transportation Plan was adopted by the CVRD Board in September 2021. CVRD and Village staff will now work on implementation of the actions identified.		Complete
Regional Airshed Roundtable	CVRD initiative to develop and implement a Regional Airshed Protection Strategy.						Staff participating in Roundtable and Woodstove Emission Reduction Working Group.		On Track
Regional Transit Facilities Plan	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
Tourism and Destination Marketing	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.						NEW On September 6, 2022 Council consented to the adoption of the Comox Valley Regional District Bylaw No. 725 and the Village officially committed to joining the regional tourism service. The CVRD is currently completing the approval/adoption of the revised service and will connect with the Village regarding Strategic planning and administration of the service in early 2023		Complete
Strengthening Community Services Project	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.		On Track

Initiative	Description	20...	2021	2022	2023	2024	Updates	Actions	Status
Regional Recreation Fields Study							NEW A draft Regional Fields Study has been circulated for Village staff review and is scheduled to be brought forward to the CVRD Recreation Commission in early 2023.		On Track
Regional Tourism							NEW On September 6, 2022 the Village of Cumberland committed to joining the CVRDs revised Regional Tourism Service (Service 550) in 2023.		Complete
Regional Growth Strategy Review	CVRD Board to consider undertaking five-year review						NEW Series of Technical Advisory Committee meetings from October, 2022 to February 2023		On Track
Municipal Regional District Tax Program (MRDT)	Monitor the CVRD-led initiative with TVI to collect the MRDT from online accommodation providers for use on affordable housing initiatives						NEW Council resolution (June 28, 2021) to investigate an agreement with AirBnB to recoup the hotel tax that is currently being collected by the company		Not started
Regional Parks and Trails Advisory Committee							NEW The 2023 focus of the Committee will be to inform and support the development of a Regional Parks and Trails Strategic Plan, including priority acquisitions, for Regional Parks and Trails Committee (elected appointees) consideration. The Interim Deputy CAO is the Village's member of the staff Committee.		On Track

OPERATIONAL ACTIVITIES

Initiative	Description	2020	2021	2022	2023	Updates	Actions	Status
Village Forest Land Management Strategy	Develop a Management Direction Statement for Village Forest Lands						Land Management Direction Statement adopted by Council February 2021.	Complete
Cumberland Trail Network Agreement	Work with UROC, Mosaic and Manulife to update the model for collaborative management of the Cumberland Trail Network.						NEW Aug 8 2022: THAT Council enter into the Memorandum of Understanding for Access, Collaborative Management and Use of a Cumberland Trail Network, as attached to this report dated July 28 2022 and authorize the Mayor and Chief Administrative Officer to execute the agreement.	Complete
Cumberland Lake Park: Operations and Improvement Agreement	Develop 10 year Operating and Improvement agreement with CLWS.						NEW Staff are working with Lake Park Society to finalize a draft 10 year operating agreement for Council's consideration early in 2023.	On Track
Age Friendly Community status	Apply for Age-Friendly BC designation						NEW Application in progress	Behind
Solid Waste Collection	Existing solid waste collection contract for entire region expires in 2022, regional partners plan to collaborate of developing and releasing a joint RFP						NEW Nov 14 2022: THAT Council direct staff to amend the Solid Waste User Rates to fund the operating costs over the years 2023-2027 effective for the 2023 year to include adding the possibility an automatic cart system in 2025.	On Track
Recollect App	Mobile app for solid waste customers for information updates as well as solid waste scheduling notifications.						NEW Staff are working with Comox Valley Regional District on an implementation plan.	Overdue
Procedure Bylaw updated	Due to recent COVID related legislation there is a requirement to complete a update to the Villages Procedure Bylaw.						NEW Bylaw adopted Jan 6 2022.	Complete
DCC Bylaw review and update	Review of DCC projects and update to costing. Review of exception policies.						NEW Aug 8 2022: DCC Bylaw given three readings and submitted to Inspector of Municipalities for approval.	Complete

Initiative	Description	2020	2021	2022	2023	Updates	Actions	Status
Bylaw Offence Notice system	A new system under the Local Government Bylaw Notice Enforcement Act that enables local governments to establish a bylaw notice adjudication system, an alternative to the provincial court for resolving minor bylaw contraventions such as parking tickets.							
						BON system establishment to be considered following completion of Transportation and parking plan, and update to Streets and Traffic Bylaw in 2023.		Not started
Solport Park Design	Design and development of Solport Park							
						NEW 2022 works focused on forest management and fire abatement (completed spring 2022 in partnership with the BC Wildfire Service) and trail improvements (completed fall 2022). Concept design work for park amenities such as a natural playground and family amenities is now in progress underway.		On Track
Good Neighbour Bylaw development	Village explore repealing its PPN Bylaw in its entirety, and replacing it with an updated style of "good neighbour bylaw. Which would address Repeat Nuisance Service Calls or Excess Nuisance Service Calls.							
						NEW May 30 2022: Good Neighbour Bylaw given first reading. Staff to prepare update of bylaw enforcement policy and MTI Bylaw.		Behind

OPERATING AND CAPITAL PROJECTS

Initiative	Description	2020	2021	2022	2023	Updates	Actions	Status	
Administration Projects									On Track
→ Electronic utility billing	Utility billing process to streamline utility billing system.					NEW 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	
→ Records Management Classification System	First phase to transition to Electronic Document and Records Management System.					Currently work priorities have not permitted this project to move forward. The Village does continue to meet existing legislative requirements. The project is recommended to move to 2023, timelines have been updated.		Not started	
→ Recreation Software Conversion	Transition from existing web based recreation registration and booking system to new system.					Software conversion complete, March 2021.		Complete	
→ Cumberland Cemetery Central Area Preliminary Design	Design plan for future central area construction to include new columbaria, new cremation and casket ground lots, scattering garden, hard landscaping including benches and gathering area.					NEW Design completed Dec 2021. Construction contingent on budget.		Complete	
→ General Election	Administration of election Oct 15 2022.					NEW General election took place Oct 15, 2022.		Complete	
Protective Services Capital									On Track
→ Fire Boat replacement						The fire boat project is now complete and the new boat is in service on the Lake. Old fire boat has been sold.		Complete	
→ Bylaw vehicle replacement						NEW Bylaw van has been purchased and is in use.		Complete	

Initiative	Description	2020	2021	2022	2023	Updates	Actions	Status
→ Fire Rescue Unit #5 replacement						<p>NEW</p> <p>Aug 8 2022: THAT Council approve the expenditure of up to \$80,000, to be funded through Fire Vehicle and Protective Equipment reserve for the unexpected replacement of Cumberland Fire/Rescue unit #5 and THAT Council direct staff to bring forward an amendment to the adopted 2022-2026 Financial Plan Bylaw to reflect this expenditure. THAT Council approve sole supplier procurement for the purchase of a second-hand Fire vehicle (Cumberland Fire/Rescue unit #5 replacement vehicle) due to uncertainties with and the current supply chain issues in the second hand vehicle market.</p>		Complete
→ Live Fire Training						<p>NEW</p> <p>Oct 3 2022:</p> <p>THAT Council support an application to the UBCM Community Emergency Preparedness Fund: Volunteer and Composite Fire Department Equipment and Training program for \$30,000 for the Live Fire Training Facility Project;</p> <p>AND THAT Council approve the expenditure of up to \$30,000, to be funded through "Fire Vehicle and Protective Equipment Replacement Reserve", for "Live Fire Training Facility Project" and THAT Council direct staff to include this in the 2023-2027 Financial Plan Bylaw to reflect this expenditure.</p> <p>Application submitted October 17 2022.</p>		On Track
Operations Capital								Behind

Initiative	Description	2020	2021	2022	2023	Updates	Actions	Status
→ Electric vehicle charging station						<p>NEW</p> <p>All pre-works, including the project design, have been completed and the installation started January 18, 2023.</p> <p>Staff are currently drafting a Committee of the Whole report in order to update council and seek direction from Council regarding charging rates.</p>		Behind
→ 2021 Roadway and Utility improvements						<p>NEW</p> <p>Civil engineering firm contract in place, analysis of project priorities in process.</p>		Complete
→ Solar crosswalk lighting system - Cumberland Rd./ Bruce Street	Working on quotes for the supply & installation of these lights.					<p>NEW</p> <p>Project complete February 2022.</p>		Complete
→ Hope Road chip sealing	Chip seal the gravel road between Mill Street and Cumberland Road					Completed in September 2021.		Complete
→ Sidewalks project	Need to confirm alignment of Egremont sidewalk.					<p>NEW</p> <p>The Egremont sidewalk has been completed with the exception of the portion that 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.</p>		Complete
→ 2021 Water projects								Complete
→ Dam monitoring equipment						<p>NEW</p> <p>Monitoring equipment installed and operating. First Dam site Project complete for 2021 with further monitoring equipment added to each Village dam over the following four years.</p>		Complete
→ Egremont School Zone Safety Improvement	Safety improvements identified within the Active School grant which Cumberland Community School PAC received.					<p>NEW</p> <p>The safety improvements have been completed.</p>		Complete

Initiative	Description	2020	2021	2022	2023	Updates	Actions	Status
→ Grant Road & Memorial Way Street Closures				■		NEW Project complete.		Complete
→ Engineering Services RFP				■		NEW Three-year contract awarded.		Complete
Parks and Facilities Capital		■	■					Complete
→ Cumberland Lake Park Waterfront Safety Improvement Projects	Waterfront safety improvements to swimming area, boat launch and campsite retaining wall facilities, supported by \$169,000 in provincial COVID response Grant Funding.	■	■			NEW .		Complete
→ Boat Launch Safety Improvements	To address safety issues at the launch by replacing, re-aligning and extending docks.	■	■			NEW New docks installed January 2023. Project now complete		Complete
→ Waterfront Campsite Retaining Wall Upgrade	Implement shoreline restoration and safety upgrade project to replace the concrete lock block wall with a greenshores-insired shoreline.		■			Project complete.		Complete
→ Japanese Cemetery fence repair	Replace 20 fence posts on existing Japanese Cemetery picket fence.	■				Project complete in August 2021. Some further repairs will continue in the coming years.		Complete
→ Rotary Pathway to Recreation Funding Application	Application to provincial grant program to construct 700m of pathway adjacent to Comox Lake Road, including bridge crossing of Perseverance Creek.		■	■		NEW Following 2021 unsuccessful grant funding application, the project and its priority level will now be considered as part of the Active Transportation component of the Village's Transportation Master Plan.		Complete
→ Village Park Playground Works	Zipline repairs and wood chip safety surfacing top up.		■			Zipline repair completed May 2021.		Complete
→ Museum renovation project	In partnership with the Cumberland Museum and Archives Society, the museum is receiving extensive facility improvements.		■			The renovation of the museum is now complete. The museum is expected to reopen in Fall 2021.		Complete

Village of Cumberland Climate Change Mitigation and Adaptation Action Summary

Council Action

- Request the Province to expand the Watershed Security Fund to apply to Private Managed Forest Lands
- 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 for the 2022 year with the goal of achieving 2030 Provincial Roadmap objectives.

Community Planning and Development Services

- 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 2023.
- Restriction on wood burning appliances in new development adopted in 2018

Public Lands and Village Operations

- Forest Land Management Direction Statement - completed
- Development of Environmental Education Strategy for Cumberland Community Forest Park - ongoing
- Parkland acquisitions in partnership with the Cumberland Community Forest Society in the Perseverance Creek Watershed - ongoing
- Perseverance Watershed Initiative - going
- Cumberland Lake Park Shoreline Restoration project – completed. “Green shores” shoreline will be more resilient to changing water levels; dock reconfiguration will improve public access during extreme high and low water levels.
- 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 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 the Cultural Centre parking lot in 2023 (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

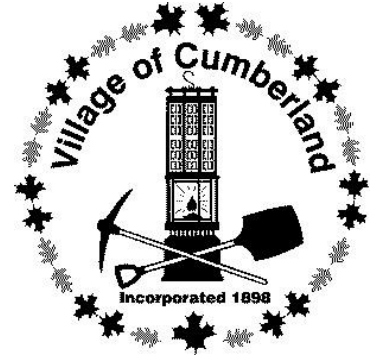
Regional Initiatives

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

FINANCIAL PERFORMANCE QUARTERLY REPORT



MEETING DATE: January 14, 2023
REPORT PERIOD: October to December 2022
FROM: Michelle Mason, Chief Administrative Officer

QUARTERLY SUMMARY

Overall the Village is in a surplus position and within budget.

Attached to the report are financial summaries as at December 31, 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 December 31, 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 year-end adjustments and invoices are still outstanding for the fourth quarter, we can expect an approximate 93-100% use of budget for operating expenses. Grants, transfers from reserves, some of the other revenue and development cost charge revenues are expected to reflect similar timing to related project expenses. Brief variance comments are included on Attachment 2 and 4.

The financial plan surplus to date is \$657,582. This balance will change once all 2022 expenses and related funds are recorded. Please note that this is a preliminary balance that will be adjusted throughout the year-end external audit process. Council will receive the audited financial statements for 2022 in April or early May that will provide a better analysis of the Village's financial performance and position. The following is a list of items that contribute to the surplus position:

- the total small community unconditional operating grant from the Province is \$145,000 higher than previous years and the budget based on a one-time bonus payment received in April;
- a development cash-in-lieu payment for parkland and earned interest for reserve funds are not included in the budget;
- some projects have not been fully completed in 2022 and will need to be carried forward to 2023;
- overall remuneration was lower than budget due to vacancies, leaves and timing differences;
- overall training and travel was lower than budget (slow to return after COVID);
- 2022 final invoices are outstanding and will reduce the surplus;
- 2022 expense accruals will be adjusted during the year-end process and will reduce the surplus;
- 2022 year-end adjustments are outstanding and will reduce the surplus.

Attachment 1: Statement of Financial Position

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; however deferred revenue has decreased due to the transferring of the childcare grant to the School District for managing the project and \$2.5m was transferred from sewer development cost charges to a reserve to be used for the wastewater treatment upgrades. The Village has contributed just under \$1.8m to reserves and the reserves funded projects in 2022.

Attachment 3: Statement of Change in Net Financial Assets

The Village is currently in a net financial assets position of \$6,260,285 meaning that the Village's financial assets are currently greater than its liabilities. There is still not significant borrowing against the wastewater treatment upgrades borrowing bylaw.

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 December 31, 2022 follows:

Vendor	Description	Commitment Date	Commitment Total
Frontier Power Products	Genset backup power generator for F.Hall	4/13/22	\$ 51,340
Edgett Excavating	Lake Park Shoreline Restoration	2/1/22	\$ 113,110
Watt Consulting Group	Transportation Master Plan	6/22/22	\$75,000
Urban Systems Ltd.	Development Modernization project	10/12/22	\$200,000
Alpha Technologies	Development Application Portal	11/1/22	\$55,800

ATTACHMENTS

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

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

	2022	<u>2021</u>
	<i>(Note 1)</i>	
FINANCIAL ASSETS		
Cash, equivalents and investments	22,360,484	21,019,005
Property taxes receivable	200,434	187,652
Accounts receivable	1,055,490	1,166,062
	<u>23,616,408</u>	<u>22,372,719</u>
LIABILITIES		
Accounts payable and accrued liabilities	(2,167,533)	(2,355,516)
Service and other deposits	(1,205,128)	(714,521)
Deferred revenue	(5,427,047)	(8,541,168)
Debenture and long term-debt	(8,556,415)	(8,683,349)
	<u>(17,356,123)</u>	<u>(20,294,554)</u>
NET FINANCIAL ASSETS / (DEBT)	6,260,285	2,078,165
NON-FINANCIAL ASSETS		
Tangible Capital Assets	67,229,778	64,985,318
Inventories	111,975	111,975
Prepaid expenses	11,810	16,378
	<u>67,353,563</u>	<u>65,113,671</u>
ACCUMULATED SURPLUS	\$ 73,613,848	\$ 67,191,836
MUNICIPAL POSITION		
Operating funds	(2,781,213)	(2,279,972)
Statutory/Bylaw Authorized Reserves	(12,159,271)	(8,609,895)
Equity in capital assets	(58,673,364)	(56,301,969)
	<u>\$ (73,613,848)</u>	<u>\$ (67,191,836)</u>

Note 1:

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

They are intended for internal management purposes only.

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

	2022	Remove	2022	2022	% Use Of	Variance	2021	Comments
	Amended	Amortization	Adjusted	Actual-YTD	Financial		Actual	
	Financial Plan		Financial Plan	(Note)	Plan			
Revenue								
Property taxes and P.I.L.	\$ 3,710,120	\$ -	\$ 3,710,120	\$ 3,710,014	100%	\$ 106	\$ 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	2,268,607	102%	(50,217)	2,094,363	Utility billings, service connections and sales for other municipal services (Recreation/Cemetery)
Sale of services to other governments	547,470	-	547,470	537,918	98%	9,552	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 gov'ts-conditional	7,453,070	-	7,453,070	1,750,583	23%	5,702,487	1,423,167	Grants relate to timing of projects plus Host Amenity & Community Works Funds
Other revenue	874,060	-	874,060	940,400	108%	(66,340)	826,276	Permits & Licensing/donations/interest & miscellaneous
Development cost charges	2,534,700	-	2,534,700	2,500,000	99%	34,700	21,249	
	<u>18,549,670</u>	<u>-</u>	<u>18,549,670</u>	<u>13,070,641</u>	<u>70%</u>	<u>5,479,029</u>	<u>9,534,259</u>	
Operating Expenses								
General government services	1,466,050	(16,700)	1,449,350	1,082,633	75%	366,717	1,419,521	Projects to be carried forward/staffing vacancy
Transportation services	1,984,830	(798,200)	1,186,630	1,122,318	95%	64,312	1,596,806	Projects to be carried forward & staffing vacancies offset by fleet & snow budget overages
Protective services	933,650	(62,000)	871,650	766,171	88%	105,479	901,506	Staffing vacancies & debt savings due to timing offset by Firehall ops & fleet budget overages
Environmental health services	2,206,430	(449,020)	1,757,410	1,555,874	89%	201,536	2,291,716	Projects to be carried forward and final invoices outstanding
Cemetery Services	37,410	(3,100)	34,310	26,949	79%	7,361	29,643	Projects under budget & maintenance less than budgeted
Planning, development & environment	958,330	-	958,330	695,743	73%	262,587	534,101	Projects in progress
Recreation services	924,320	(33,250)	891,070	813,673	91%	77,397	760,064	Staffing vacancy offset by Recreation Centre facility budget overages & backfilling of vacant position
Cultural and community events	168,186	-	168,186	162,241	96%	5,945	132,141	
Parks Services	698,710	(107,000)	591,710	423,027	71%	168,683	465,689	Projects to be carried forward offset by backfilling of vacant position
	<u>9,377,916</u>	<u>(1,469,270)</u>	<u>7,908,646</u>	<u>6,648,629</u>	<u>84%</u>	<u>1,260,017</u>	<u>8,131,187</u>	
Annual Surplus	9,171,754	1,469,270	10,641,024	6,422,012	60%	4,219,012	1,403,072	
Accumulated Surplus, Beginning of Year	67,191,836	-	67,191,836	67,191,836			65,788,764	
Accumulated Surplus, End of Year	<u>\$ 76,363,590</u>	<u>\$ 1,469,270</u>	<u>\$ 77,832,860</u>	<u>\$ 73,613,848</u>	<u>95%</u>	<u>\$ 4,219,012</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
December 31, 2022
Unaudited

	2022 Amended Financial Plan	Remove Amortization	2022 Adjusted Financial Plan <i>(Note)</i>	2022 Actual-YTD <i>(Note)</i>	% Use Of Financial Plan	Variance	2021 Actual
Annual Surplus	9,171,754	1,469,270	10,641,024	6,422,012	60%	4,219,012	1,403,072
Amortization	1,469,270	(1,469,270)	-	-		-	1,651,856
Change in supplies inventories	-	-	-	-		-	10,172
Change in prepaid expenses	-	-	-	4,568		(4,568)	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	(13,530,700)	-	(13,530,700)	(2,244,460)	17%	(11,286,240)	(2,820,324)
Change in Net Financial Assets	(2,889,676)	-	(2,889,676)	4,182,120	(145%)	(7,071,796)	301,674
Net Financial Assets, Beginning of the Year	2,078,165	-	2,078,165	2,078,165		-	1,776,491
Net Financial Assets, End of the Year	\$ (811,511)	\$ -	\$ (811,511)	\$ 6,260,285	(771%)	\$ (7,071,796)	\$ 2,078,165

Note:

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

	2022 Amended Financial Plan	Remove Amortization	2022 Adjusted Financial Plan	2022 Actual-YTD	% Use Of Financial Plan	Variance	2021 Actual	Comments
Annual Surplus	9,171,754	1,469,270	10,641,024	6,422,012	60%	4,219,012	1,403,072	
Adjustments as per Financial Plan								
Acquisition of tangible capital assets	(13,530,700)	-	(13,530,700)	(2,244,460)	17%	(11,286,240)	(2,820,325)	<i>Projects to be carried forward including significant wastewater treatment upgrades</i>
Add back amortization expenses	1,469,270	(1,469,270)	-	-		-	1,651,856	
Proceeds on borrowing	2,450,520	-	2,450,520	554,967	23%	1,895,553	3,015,511	
Principal payments on debt	(778,450)	-	(778,450)	(681,902)	88%	(96,548)	(524,195)	<i>Bylaw van & PW land debt payment timing/ops truck replacement to be carried forward/final payments outstanding</i>
Add Non-cash adjustments	-	-	-	-		-	25,493	
Change in Consolidated Balances	<u>(1,217,606)</u>	<u>-</u>	<u>(1,217,606)</u>	<u>4,050,617</u>	<u>(333%)</u>	<u>(5,268,223)</u>	<u>2,751,412</u>	
Transfer (To) / From Reserves								
To reserves	(5,616,340)	-	(5,616,340)	(5,196,446)	93%	(419,894)	(4,493,165)	
From reserves	6,833,946	-	6,833,946	1,803,411	26%	5,030,535	2,289,575	
Transfer (To) / From Reserves	<u>1,217,606</u>	<u>-</u>	<u>1,217,606</u>	<u>(3,393,035)</u>	<u>(279%)</u>	<u>4,610,641</u>	<u>(2,203,590)</u>	
Surplus / (Deficit) Per Financial Plan	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 657,582</u>		<u>\$ (657,582)</u>	<u>\$ 547,822</u>	

Note:

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Royal Canadian
Mounted Police

Gendarmerie royale
du Canada

Mayor Vicki Brown
2673 Dunsmuir Avenue
Cumberland, B.C. V0R 1S0

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

Dear Mayor Brown

Re: Village of Cumberland Quarterly Report

October 1, 2022 to December 31, 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, Traffic files, Break and Enter files, Theft from Vehicle files, Canada Shipping Act compliance checks, and files at Comox Lake, 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 to June 30
Second Quarter: July 1 to September 30
Third Quarter: October 1 to December 31
Fourth Quarter: January 1 to March 31

Canada

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RCMP GRC 2823 (2002-11) WPT

2022-2023 3RD QUARTER COMMUNITY REPORT - CUMBERLAND

CALLS FOR SERVICE

Overall, there was a negligible difference in Calls for Service in Cumberland between 2021 and 2022.

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
2019	64	47	50	67	85	89	75	83	59	63	37	47	766
2020	47	38	59	58	67	70	90	71	58	66	37	49	710
2021	32	46	59	52	61	88	69	82	59	56	41	48	693
2022	41	39	65	44	83	78	64	62	47	79	48	44	694

TRAFFIC

There was a 31.5% decrease in Traffic files in Cumberland between 2021 and 2022.

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
2019	0	9	6	5	7	14	7	9	10	7	3	6	83
2020	3	8	9	10	5	3	12	11	11	5	3	6	86
2021	3	4	3	8	4	7	6	13	11	6	3	5	73
2022	1	7	6	3	6	5	4	4	4	3	3	4	50

BREAK AND ENTERS

There were 6 fewer Break and Enter files in Cumberland in 2022 than in 2021.

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
2019	4	1	0	1	1	1	3	6	1	1	1	0	20
2020	0	1	2	1	0	2	4	1	2	3	0	4	20
2021	1	0	1	1	1	0	1	0	2	3	1	0	11
2022	1	0	1	1	1	0	0	0	0	1	0	0	5

THEFT FROM VEHICLE

There was a 50% increase in Theft from Vehicle files in Cumberland between 2021 and 2022.

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
2019	4	1	0	1	5	7	1	7	1	1	1	1	30
2020	4	2	0	0	1	2	3	0	0	1	0	0	13
2021	0	1	2	2	0	1	0	3	1	3	0	1	14
2022	0	1	2	1	3	0	3	2	5	2	0	2	21

CANADA SHIPPING ACT FILES

There were no Canada Shipping Act compliance checks in Cumberland in 2022.


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

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

There were 5 fewer files at Comox Lake, Cumberland Lake Park, and Cumberland Campground in 2022 than in 2021.

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
2019	0	0	0	1	0	1	1	5	0	0	1	0	9
2020	0	1	0	2	4	2	2	1	0	0	0	0	12
2021	0	2	0	2	2	5	3	0	1	2	0	0	17
2022	1	0	1	1	0	1	3	3	0	0	0	2	12

Yours truly,

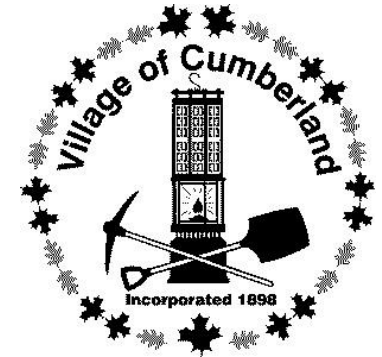

Insp. M.J. Kurvers
OIC Comox Valley Detachment

Canada

RCMP GRC 2823 (2002-11) WPT

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DEVELOPMENT SERVICES QUARTERLY REPORT



MEETING DATE: January 23, 2023
 REPORT PERIOD: October to December 2022
 FROM: Courtney Simpson, Manager of Development Services

QUARTERLY SUMMARY

In the fourth quarter of 2022 the Village of Cumberland (the Village) received 3 new development applications. Eleven applications were closed and 24 are ongoing. In addition, 17 building permits were issued (see Attachments 1-4).

The major policy focus this quarter was the Development Approvals Process Modernization project. Bylaw amendments were adopted to streamline the Accessory Dwelling Unit approval process so that a development permit is no longer required. Background work for the upcoming Official Community Plan Update project was started.

Development Application Summary – Quarter 4, 2022

Application Type	New	Ongoing	Closed / Issued	Total
Amendments (OCP and Zoning)	0	2	1	3
Temporary Use Permits (TUP)	0	0	0	0
Heritage Alteration Permits (HAP)	1	0	0	1
Development Variance Permits (DV)	2	1	5	8
Development Permits (DP)	0	3	5	8
Subdivision	0	18	0	18
Total	3	24	11	38

ANNUAL SUMMARY

In 2022 there were 21 new development applications representing a drop from the previous year (see Attachment 5 – Development Applications 2016-2022). There were 44 building permits issued which is down from 67 in 2021. Project and policy highlights for Development Services in 2022 include:

- Bevan Industrial Lands Implementation Plan adopted
 - Bevan Industrial Lands Servicing Strategy underway
 - 6-lot subdivision complete, watermain constructed, and Tree Island Yogurt Facility nearly complete.
- Community Amenity Contribution and Density Bonus Review complete
- Statements of Significance for Waverley Hotel and Cumberland Community Church completed
- Gwax' Dzi Dsas affordable housing development land lease approved by Council
- Vacation Rental Regulations review complete and bylaw amendments adopted
- Development Approvals Process Modernization project continues including:
 - Accessory Dwelling Unit approval process streamlining – development permits no longer required
 - Procedures bylaw amendments (in progress)
 - Development of electronic file management system including electronic application submission (in progress)
- Launch of new “Cumberland’s Heritage” webpages – Community Heritage register is now available online

ATTACHMENTS

1. Amendment Applications List Quarter 4, 2022
2. Permit Applications List to Quarter 4, 2022
3. Subdivision Applications List to Quarter 4, 2022
4. Building Permit Issued to Quarter 4, 2022
5. Development Applications 2016-2022

ATTACHMENT 1 - Amendment Applications List Quarter 4, 2022

File Number	Address	Purpose	Recent Activity
2021-03-RZ	Lot A, Ulverston Avenue (near Royston Road)	Zoning Amendment for a 2.66 ha undeveloped lot to new mixed use zone for 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. Application was withdrawn on Oct 6.
2020-02-OCP	3345, 3341, 3339 Second St	OCP and Zoning Amendment for a 22-unit affordable rental apartment building	Third Reading Dec 14 2020. Required agreements received Council approval on Oct 3, now awaiting Ministry of Health signature.
2019-02-OCP	Horbury Road (Comox Lake)	OCP and Zoning Amendment for Comox Lake Land Corporation	Early agency referrals sent Dec 9, 2021. Report to Council Aug 8, 2022 with referral to APC. Applicant hosted public information meeting November 16, 2022. Preparing draft bylaws.

ATTACHMENT 2 - Permit Applications List Quarter 4, 2022

Heritage Alteration Permits

File Number	Address	Street Name	Purpose	Status	Recent Activity
2019-01-HAP extension	2700	Dunsmuir Avenue	HAP extension for “The Victory” Mixed use building with 14 residential units.	Open	Reviewing Application (see also 2019-08-DV)

Development Variance Permits

File Number	Address	Street Name	Purpose	Status	Recent Activity
2019-08-DV extension	2700	Dunsmuir Avenue	DVP extension for “The Victory” Mixed use building with 14 residential units	Open	Reviewing application (see also 2019-01-HAP)
2022-09-10		Coal Valley Estates	To vary road standard in Subdivision and Development Bylaw for one road in Phase 10/11 subdivision application	Open	Review application (see also 2022-07-DP)
2022-09-DV	2540	Dunsmuir Avenue	To reduce front setback for dwelling addition	Open	Waiting for updated info from applicant
2022-08-DV	2712	Dunsmuir Avenue	To reduce required parking for new retail use	Open	Reviewing application
2020-08-DV	3345, 3341, 3339	Second Street	Vary setback and parking requirement for multi-family affordable housing	Open	On hold pending adoption of OCP and Zoning amendments. See also 2020-02-OCP

Development Permits

File Number	Address	Street Name	Purpose	Status	Recent Activity
2022-07-DP		Coal Valley Estates	Coal Valley Estates Phase 10/11, 69 residential lots plus multi-family, seniors housing and mixed use	Open	Reviewing application. (New file number, initial DP application was 2019-15-DP. This is a continuation of same application but updated number for record keeping)
2022-03-DP	2727	Allen Avenue	New ADU	Open	Associated DV for GFA denied, DP still open
2020-11-DP	3339	Second Street	To vary setback and parking requirement	Open	Referred to APC (Dec 10 2020) and HAH Committee (Jan 20 2021). On hold pending adoption of OCP and Zoning amendments.

ATTACHMENT 3 - Subdivision Applications List Quarter 4, 2022

File number	Address	Street Name	Purpose	Status	Recent Activity
2022-02-SV	2807	Windermere Avenue	2 lot residential	PLR	PLR expires October 27, 2023
2022-01-SV	2539	Kentmere Avenue	Lot line adjustment	PLR	May 9, 2022 Council approve frontage waiver.
2021-04-SV	3400	Mill Street	2 lot residential	Maintenance	Plan registered 2 nd quarter 2022
2021-02-SV		Coal Valley Estates	Coal Valley Estates Phase 10/11, 69 residential lots plus multi-family, seniors housing and mixed use	PLR	PLR Issued March 18, 2022. Applicant working to update required information for DP.
2021-01-SV		Beck Avenue	6 lot industrial	Maintenance	Plan registered 4 th quarter 2022
2020-10-SV	3132	Grant Road	3 lot bare land strata industrial with building conversion	PLR	PLR extended to March 17, 2023
2020-09-SV	2631	Derwent Avenue	4 lot residential	DSA	Construction underway
2020-08-SV	3268	Fifth Street	2 lot residential	Maintenance	
2020-07-SV	2798	Ulverston Avenue	4 lot residential (revised application)	PLR	PLR extended to Oct 27, 2023
2020-05-SV	4703	Cumberland Road	3 lot residential	PLR	PLR extended to March 26, 2023
2020-04-SV	2814	Dunsmuir Avenue	2 lot residential	Maintenance	
2019-08-SV		Maple Street	24 lot residential	Maintenance	Plan registered 2 nd quarter 2022
2019-05-SV	2828	Maryport Avenue	2 lot residential	Maintenance	
2019-03-SV	4700	Cumberland Road	2 lot residential	Maintenance	
2019-02-SV	2640	Derwent Avenue	3 lot residential	Maintenance	
2017-04-SV		Carlisle Lane	8 lot residential	Maintenance	
2017-02-SV		Coal Valley Estates	Phase 8 – 22 lot residential	Maintenance	
2015-03-SV	3216	Sutton Road	3 lot residential	Maintenance	Plan registered 2 nd quarter 2022

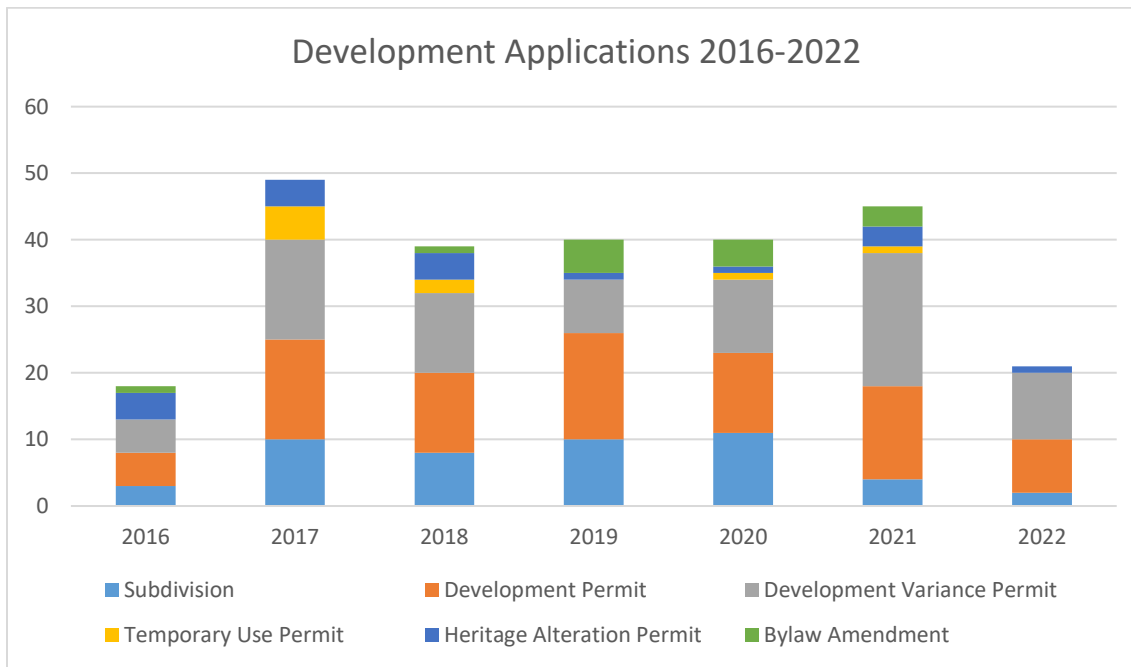
ATTACHMENT 4 - Building Permits Issued, 2022

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

	2021 Totals	Q1 2022	Q2 2022	Q3 2022	Q4 2022	2022 Totals
Single Family Dwellings	17	7	8	0	6	21
Secondary Suite Conversions	5	0	1	0	3	4
Duplex	0	1	1	1	1	4
SFD Addtns & Reno’s	11	2	2	3	5	12
Accessory Dwelling Units	10	2	3	1	0	6
Residential Accessory	13	1	4	0	1	6
Multi-family	2	0	0	0	0	0
Industrial & Utility	5	1	0	0	0	1
Commercial	1	0	0	1	0	1
Institutional	1	1	0	0	1	2
Demolition	2	3	1	0	0	4
TOTALS	67	18	20	6	17	44

Attachment 5 – Development Applications 2016-2022

Application type	2016	2017	2018	2019	2020	2021	2022
Subdivision	3	10	8	10	11	4	2
Development Permit	5	15	12	16	12	14	8
Development Variance Permit	5	15	12	8	11	20	10
Temporary Use Permit	0	5	2	0	1	1	0
Heritage Alteration Permit	4	4	4	1	1	3	1
Bylaw Amendment	1	0	1	5	4	3	0
Subtotal	18	49	39	40	40	45	21



Res #	Date	Council Resolution	Assigned To	Status
	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
	2019-01-28	THAT Council agree to participate in the Municipal Natural Assets Initiative project with the Comox Valley Regional District, City of Courtenay, Town of Comox and K’omoks First Nation; AND THAT Council approve the expenditure of \$10,500 over the 2019 and 2020 fiscal years, with funding to come from the Water Financial Stabilization Reserve Fund and THAT Council direct staff to amend the 2019-2023 Financial Plan bylaw to reflect the expenditure	OP FS	In Progress Complete
	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 OP	In Progress
	2020-01-13	THAT Council direct staff to consider the Vancouver Island Food Charter during the Official Community Plan update in 2021.	DS	In Progress
COTW	2020-04-27	THAT the Committee of the Whole recommend that Council consider cash in lieu parking requirements for Camp Road neighbourhood during a comprehensive Village parking study.	DS	In Progress
COTW	2020-04-27	THAT the Committee of the Whole recommend that Council consider reducing the minimum setback to 0 meters and establishing a maximum setback of 2 metres for the Camp Road neighbourhood during the next zoning bylaw update.	DS	In Progress
	2020-09-14	THAT Council direct staff to include a speed limit reduction review as part of the Traffic and Pedestrian Study and Transportation Master Plan identified in Council’s Strategic Priorities, 2020 – 2023.	DS	In Progress
	2020-11-09	THAT Council approve the revised Heritage Alteration Permit (2019-01-HAP REV) to collect a security for a mural or other decorative treatment of the east-facing wall of 2700 Dunsmuir Avenue and direct staff to prepare a report with mural options and process to complete the project for Council’s consideration.	DS	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.	FS	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	Complete
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
COTW	2021-01-25	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
21-221	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 ED	Complete Complete 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	Complete
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.	ED	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.	ED	In Progress
21-247	2021-08-09	That Council endorse the efforts of the BC Coalition for Healthy School Food to advocate for a universal, cost-shared healthy school food program through the form provided by the Food Policy Council; THAT Council work with Cumberland Community School Society and the Food Policy Council to write a letter to the Prime Minister to request that the Government of Canada implement a universal, cost-shared, healthy school food program for all K-12 students in the country; THAT Council write to the Premier and the Minister of Education requesting that the Province of BC commit to increasing investment in a universal, cost-shared, healthy school food program for all K-12 students in the province; and, THAT Council continue to support the Cumberland community School Society in their efforts to continue to offer a healthy lunch program at Cumberland Community School.	LS	Complete In Progress Complete Complete

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
21-330	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
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
21-308	2021-12-13	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 DS FS FS	Complete In Progress Complete Complete
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: •\$45,000 for Village Website Upgrades, •\$2,430 for new chairs for the Council Chamber, •\$30,250 for a New Phone system, •\$38,720 for Upgrades to the Information Technology System Security, •\$2,500 for the Summer Weekend Waste Collection Service, •\$8,500 for the installation of operations and meeting room screens and conference equipment. •\$8,000 for a GPS unit for collecting operational data	FS	Complete
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
22-308	2022-03-14	THAT Council receive the 2022-2023 Heritage Committee work plan and ask staff for a report on how the work plan can be completed; 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.	DS	Complete Complete

22-331	2022-03-28	<p>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.</p>	FS ED	Complete Complete
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
22-346	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 OP	In Progress
22-348	2022-04-11	THAT Council direct staff to draft a tax exemption bylaw establishing conditions and application requirements to grant property tax exemptions on the assessed improvement value of affordable rental housing projects.	FS DS	In Progress
22-349	2022-04-11	THAT Council direct staff to report to Council during the 2023 budget discussions on the establishment of a reserve to support affordable housing.	DS FS	In Progress
22-369	2022-04-25	THAT Council approves the Village submit an application for the Cumberland 125 th 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	Closed 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	Complete
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	Complete
22-380	2022-05-09	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	Complete
22-399	2022-05-30	<p>THAT Council adopt the following resolution: 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>	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 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
22-422	2022-06-13	<p>THAT Council give first and second reading to Bylaw 1170, 2022, cited as “Zoning Amendment Bylaw No. 1170, 2022”.</p> <p>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.</p> <p>THAT Council give first and second reading to Bylaw 1171, cited as “Corporation of the Village of Cumberland Business Licence Amendment Bylaw No. 1171, 2022”.</p> <p>THAT Council direct staff to include pro-active enforcement of vacation rental regulations in the review of the Village’s Bylaw Enforcement Policy and, as part of that discussion, provide further details on financial impacts.</p>	DS	Complete
22-410	2022-06-13	<p>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.</p>	CAO	Complete
22-412	2022-06-13	<p>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.</p>	DS	Complete
22-440	2022-06-27	<p>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;</p> <p>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.</p>	DS	Complete
22-432	2022-06-27	<p>THAT the correspondence from Jesse Ketler, Chair of the Comox Valley Regional District Board regarding Automotive Service Stations be referred to staff to report back to Council.</p>	DS	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	THAT Council allocates COVID-19 Restart Funding towards the following initiatives: <ul style="list-style-type: none"> • \$5,000 for a workstation in operations facility • \$12,000 for a concept plan for future operations facility • \$80,000 for a development modernization project information technology solution • \$5,000 for records management and retention policies • \$10,000 for laptop workstations • \$8,800 for janitorial equipment • \$2,200 for municipal office purifiers • \$9,200 for the Recreation Centre gym lighting system upgrade • \$2,600 for a recreation scanner membership hardware • \$8,300 for speed flasher units • \$3,250 for a Lake Park digital sign • \$10,500 for lost interest revenues on the Child Care Facility 	FS	Complete
22-448	2022-06-27	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.	FS	Complete
22-452	2022-06-27	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,	FS	Complete
22-479	2022-08-08	THAT Council direct staff to bring forward a report on the BC Speculation Tax.	LS	In Progress
22-483	2022-08-08	THAT Council approve the development variance permit (2022-03-DV) for the property described as Lot 1, Block 5, District Lot 21, Nelson District, Plan 522 (3284 Second Street) to: <ul style="list-style-type: none"> f. allow a shipping container on the lot subject to installation of cladding to reflect the character of the primary dwelling 	DS	Complete
22-489	2022-08-08	THAT Council approve the development variance permit to vary the required number of parking spaces from five to one for a childcare program, on the property described as Lot 1, Block 4, District Lot 21, Nelson District, Plan 522 (2688 Penrith Avenue).	DS	Complete
22-501	2022-08-08	THAT Council enter into the Memorandum of Understanding for Access, Collaborative Management and Use of a Cumberland Trail Network, as attached to this report dated July 28 2022 and authorize the Mayor and Chief Administrative Officer to execute the agreement. Page 77 of 82	PR	Complete

22-503	2022-08-08	THAT Council refer the proposed Anti-Racial Discrimination and Anti-Racism Policy to staff for review and recommendation.	LS CS	In Progress
22-510	2022-08-08	THAT Council give 1st, 2nd and 3rd readings to “Development Cost Charges Bylaw No. 1173, 2022”; THAT Council direct staff to refer the DCC Background Report by Urban Systems dated July 21 2022 to the Ministry of Municipal Affairs for approval by the Inspector of Municipalities.	OP	Complete
22-499	2022-08-08	THAT Council approve the expenditure of up to \$80,000, to be funded through Fire Vehicle and Protective Equipment reserve for the unexpected replacement of Cumberland Fire/Rescue unit #5 and THAT Council direct staff to bring forward an amendment to the adopted 2022-2026 Financial Plan Bylaw to reflect this expenditure. THAT Council approve sole supplier procurement for the purchase of a second-hand Fire vehicle (Cumberland Fire/Rescue unit #5 replacement vehicle) due to uncertainties with and the current supply chain issues in the second hand vehicle market.	FS	Complete
22-515	2022-09-06	THAT Council support funding the 2022 Obon Tour event from the Obon Tour donations held by the Village in the amount of \$500	CAO	Complete
22-527	2022-09-21	THAT Council approve the additional expenditure of up to \$2,710,000 for “Phase 1 Wastewater Upgrade Project” with: <ul style="list-style-type: none"> • \$1,550,000 to be funded through Sewer and Water Infrastructure Asset Replacement Reserve; and • \$1,160,000 to be funded through GMF (borrowing/grant). THAT Council approve the expenditure of up to \$650,000 for “Phase 2 Wastewater Upgrade Project – Pre-Construction Program” with: <ul style="list-style-type: none"> • \$195,000 to be funded through Sewer and Water Infrastructure Asset Replacement Reserve; and • \$455,000 to be funded through GMF (borrowing/grant). THAT Council direct staff to bring forward an amendment to the adopted 2022-2026 Financial Plan Bylaw to reflect these expenditures.	FS	Complete
22-528	2022-09-21	That Council approve an increase of \$2,710,000 to the Maple Reinders contract, for the “Phase 1 Wastewater Upgrade Project”; and THAT Council authorize staff to enter into contracts totalling \$650,000 to execute the “Phase 2 Wastewater Upgrade Project – Pre-Construction Program”.	OP FS	In Progress
22-530	2022-09-21	THAT Council approve heritage alteration permit (2022-01-HAP) for 2714 Dunsmuir Avenue, properties legally described as Lot 1, Block 6, District Lot 21, Nelson District, Plan 522 and The West1/2 of Lot 2, Block 6, District Lot 21, Nelson District, Plan 522 with a requirement to change the black corrugated metal on all outer finishes; and THAT Council approve development variance permit (2022-07-DV) to vary Zoning Bylaw No. 1027, 2014 to increase the front maximum setback for the proposed development to 2.15 metres for 50 percent of the façade.	DS	Complete
22-531	2022-09-21	That Council require a peer review for the geotechnical report for the blasting under a building permit issued for the development at 2714 Dunsmuir Avenue. Page 78 of 82	DS	In Progress

22-533	2022-09-21	THAT Council direct staff to consider the recommendations of the Fire Service Review report in the 2023-2027 financial planning process.	FS	In Progress
22-535	2022-09-21	THAT Council direct staff to post on the Village website a complete and signed attestation form to confirm all Local Government Climate Action Program funds were, or will be, used towards climate action; and a completed PDF version of the required program survey.	DS	Complete
22-537	2022-09-21	THAT Council approve the short-term borrowing from the Municipal Finance Authority through the Equipment Financing Program up to \$65,000 for the purchase of a 2022 bylaw enforcement van for a five year term that must be repaid in five years.	FS	Complete
22-550	2022-10-03	THAT Council support an application to the UBCM Community Emergency Preparedness Fund: Volunteer and Composite Fire Department Equipment and Training program for \$30,000 for the Live Fire Training Facility Project; AND THAT Council approve the expenditure of up to \$30,000, to be funded through “Fire Vehicle and Protective Equipment Replacement Reserve”, for “Live Fire Training Facility Project” and THAT Council direct staff to include this in the 2023-2027 Financial Plan Bylaw to reflect this expenditure.	FS	In Progress
22-552	2022-10-03	THAT Council approve the extension of the current solid waste collection contract with the proposed rate increase of 11% to take effect October 1, 2022, through to December 31, 2023, with an additional 6-month extension if required beyond December 31, 2023 at a rate increase of 9%; AND THAT Council authorize the Mayor and CAO to execute the contract extension.	OP	Complete
22-554	2022-10-03	THAT Council pay \$80 out of Council’s public relations budget for the rental fees for the Cultural Centre for the community potluck expected to be held October 21, 2022.	FS PR	Complete
	2022-10-03	Release of Closed Meeting Resolutions: Agreements – 3345 Second Street Affordable Housing Project THAT Council authorize entering into the Housing Agreement and 219 Covenant with the Vancouver Island Health Authority and Housing Society for 3345 Second Street, property legally described as Lot A, District Lot 24, Nelson District, Plan EPP103460; THAT Council authorize entering into the Access Agreement with the Vancouver Island Health Authority to provide access to parking off the Cumberland Lodge rear driveway at 2696 Windermere Avenue to the proposed new development at 3345 Second Street; THAT Council authorize entering into the lease agreement for the Village to become a tenant of the property at 3345 Second Street, legally described as Lot A, District Lot 24, Nelson District, Plan EPP103460, from the Vancouver Island Health Authority (VIHA) for a period of up to 60 years; and THAT Council approve the use of general financial stabilization reserve funds to pay the 2023 property taxes for 3345 Second Street in the event that the property remains taxable for the 2023 year.	DS	In Progress
22-564	2022-10-24	THAT Council support the BC Active Transportation Network Planning Grant application submitted October 21, 2022 in the amount of \$25,685 along with the proposed associated activities	OP	In Progress

22-568	2022-11-07	<p>THAT Council designate the following members as Acting Mayor for the period indicated: November 2022 to January 2023- Councillor Ketler February to April 2023- Councillor Borecky May to July 2023- Councillor Sullivan August to October 2023- Councillor Therrien</p>	LS	Complete
22-570	2022-11-07	<p>THAT Council make the following appointments: Comox Valley Regional District Board Director: Councillor Ketler Alternate Director: Councillor Sullivan Each for a one-year term effective November 15, 2022, with <ul style="list-style-type: none"> •Councillor Ketler as primary representative on the Comox Valley Recreation Commission, & •Councillor Sullivan as primary representative on the Comox Strathcona Regional Hospital District Board and Comox Strathcona Waste Management Board Comox Valley Regional District Parks and Trails CommitteeMember: Mayor Brown Alternate: Councillor Therrien Comox Valley Community Justice Society Board Director: Councillor Borecky Alternate: Councillor Therrien Vancouver Island Regional Library Board Trustee: Councillor Therrien Alternate Trustee: Councillor Borecky BC Social Procurement Initiative Steering Committee Member: Mayor Brown Municipal Insurance Association of BC AGM Voting Delegate: Mayor Brown Island Coastal Economic Trust, North Island-Sunshine Coast Regional Advisory Committee Mayor Brown Comox Valley Coalition to End HomelessnessAdvisory Participant : Councillor Ketler Comox Valley Food Policy CommitteeNon-Voting Liaison : Councillor Ketler for a two-year term Comox Valley Social Planning SocietyNon-Voting Liaison: Councillor Ketler Alternate: Councillor Sullivan Accessibility and Inclusion Select Committee Member: Councillor Therrien</p>	LS	Complete
22-571	2022-11-07	<p>THAT Council approve the 2023 Council Meeting Schedule as presented</p>	LS	Complete
22-574	2022-11-14	<p>THAT Council approve staff to draft a letter of support with the initiatives mentioned within the letter for the Cumberland Community Schools Society.</p>	LS	Complete

22-575	2022-11-14	THAT Council direct staff to amend the Water and Sanitary Sewer User Rates bylaws to fund water, sewer and storm water operating and facility capital replacement costs over the years 2023-2027 effective for the 2023 year.	FS	Complete
22-576	2022-11-14	THAT Council direct staff to amend the Solid Waste User Rates to fund the operating costs over the years 2023-2027 effective for the 2023 year to include adding the possibility an automatic cart system in 2025.	FS	Complete
COTW	2022-11-28	THAT the Committee direct Council to determine the funding source and allocate funding for a 2024-2027 Community Services Partnership Program in the 2023-2027 Financial Planning Bylaw development process; THAT the Committee direct staff to develop a 2024-2027 Community Services Partnership Program and to bring back a report to Council in spring 2023 with a draft program policy that considers Council 2023 Strategic Priorities to guide services to be delivered through the program and the local organizations to pursue partnerships with.	CAO	In Progress
22-585	2022-11-28	THAT Council to approve the Cumberland Lake Park Master Plan Update (2022) for: a. future Lake Park capital project planning; b. guidance in park operations; and c. deliberations with Lake Park Society on the development of a 2023-2032 Operating Agreement for future Council consideration; and THAT Council endorse the Village providing a letter of support to the Lake Park Society in support of an application to the province of British Columbia’s Destination Development Fund grant program for the “Glamping” project listed in the Plan Update.	PR	Complete
22-586	2022-11-28	THAT Council refer the Council Policy on Review of Development Variance Permits for Parking in the Village Core Commercial Mixed-Use (VCMU-1) Zone to the Advisory Planning Commission for comment.	DS	Complete
22-595	2022-12-12	THAT Council authorize staff to increase the contract value for Colliers Project Leaders from \$235,000 to a value not to exceed \$438,600 (excluding GST) for Project Management Services for the Wastewater Upgrade Project; and THAT Council authorize the CAO or designate to execute the revised contract value; and THAT Council authorize a direct award contract in the amount of \$55,800 to WSP Canada Inc. for geotechnical engineer consulting services per section 5.9 (x) of Council Policy 3.3 – Purchasing Management Services.	OP FS	In Progress
22-597	2022-12-12	THAT Council enter into an agreement with the Comox Valley Regional District to provide fire protection services to the Rural Cumberland Fire Protection Service Area for a one-year term commencing January 1, 2023; and authorize the Mayor and Chief Administrative Officer to execute the agreement.	CAO	Complete

22-598	2022-12-12	THAT Council direct staff to prepare resolutions on the Watershed Security Fund application to lands in Private Managed Forest Lands and on representation on the Private Managed Forest Land Council for submission to the 2023 Association of Vancouver Island Coastal Communities conference.	CAO	Complete
22-599	2022-12-12	THAT Council appoint Councillor Borecky to the Heritage Committee and Councillor Therrien as alternate.	LS	Complete
23-005	2023-01-09	THAT Council adopt the Council Policy on Review of Development Variance Permits for Parking in the Village Core Commercial Mixed-Use (VCMU-1) Zone.	DS	Complete
23-006	2023-01-09	THAT Council approve the development permit (2022-07-DP) for the property described Lot A Section 34 Township 10 Comox District Plan EPP93477 (2794 Beck Avenue).	DS	In Progress
23-009	2023-01-09	That Council refer the development variance permit application to reduce the required number of off-street parking stalls from eight to zero, the number of commercial loading spaces from two to zero, and the number of class two bicycle parking stalls from seven to zero on the property described as Lot B District Lot 21 Nelson District Plan EPP61337 (2712 Dunsmuir Avenue) to staff.	DS	In Progress
23-010	2023-01-09	THAT Council approve the application for \$97,125 to the Rural Economic Diversification and Infrastructure Program for completion of the Village of Cumberland Investment and Development Readiness Project, with the Village cash contribution of \$10,000 and in-kind contribution of \$9,713.	ED	In Progress