

The Corporation of the Village of Cumberland  
Regular Council Meeting Agenda

Monday, February 13, 2023, 5:30 p.m.  
Council Chamber, 2675 Dunsmuir Avenue



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

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Pages

1. Call To Order

2. Agenda

2.1 Agenda for Regular Council Meeting, February 13, 2023

**Recommendation:**

THAT Council Approve the Agenda for the February 13, 2023 Regular Council Meeting.

3. Minutes

3.1 Adoption of Minutes

4

**Recommendation:**

THAT Council adopt the following minutes:

- Committee of the Whole Budget Meetings January 4, 11, 18, 2023 as corrected on page 15 to change the first instance of "Village Trail Network" to "Village Park".
- Committee of the Whole Meeting, January 23, 2023
- Regular Council Meeting, January 23, 2023 as corrected on page 5 to change the first instance of "Village Trail Network" to "Village Park".

3.2 Receipt of Minutes

30

**Recommendation:**

THAT Council receive the following draft minutes for information:

- Accessibility and Inclusion Select Committee January 16, 2023
- Board of Variance January 25, 2023

4. Delegations

4.1 Comox Valley Community Health Network - Substance Use Strategy  
Sharon Karsten - Program Director, Walk with Me, Betty Tate, Comox Valley Community Health Network, Kari Hackett Coordinator Substance Use Strategy

34

**Recommendation:**

THAT Council receive the delegation from Comox Valley Community Health Network regarding the Substance Use Strategy.

**5. Correspondence**

**6. Unfinished Business**

- 6.1 Beaufort Family Health Society 35

**Recommendation:**

THAT Council direct staff to bring forward a report on funding options for the Beaufort Family Health Society through conditional grant, service agreement, or permissive tax exemption.

**7. Reports**

- 7.1 Heritage Alteration Permit Extension – 2700 Dunsmuir Avenue for Approval 38  
Prepared by Karin Albert, Senior Planner

**Recommendation:**

THAT Council approve the extension of the 2019-01-HAP for the proposed development at 2700 Dunsmuir Avenue, legally described as Parcel B (DDA26122) of Lots 3 and 4, Block 3, District Lot 21, Nelson District, Plan 522, until November 9, 2024.

- 7.2 Inclusion Welcome at Village Public Facilities 77  
Prepared by Rachel Parker, Corporate Officer

**Recommendation:**

THAT Council direct staff to display the Everybody Welcome stickers for diversity and accessibility on Village public facilities.

- 7.3 Consultation on 2023 Council Strategic Priorities 80  
Prepared by Rachel Parker, Corporate Officer

**Recommendation:**

THAT Council direct staff to include community consultation on 2024-2027 strategic priorities as a topic on the agenda for the March 6, 2023 Village Hall meeting.

- 7.4 Council Monthly Reports January 2023 83
- Mayor Vickey Brown
  - Councillor Neil Borecky
  - Councillor Jesse Ketler
  - Councillor Sean Sullivan
  - Councillor Troy Therrien

**Recommendation:**

THAT Council receive Mayor and Council monthly reports for January 2023 for information.

**8. Bylaws**

**9. New Business**

**10. Notices, Motions and Announcements**

Matters considered here may include notices or motions to hold a meeting of the Committee of the Whole, a Village Hall meeting, a Public Hearing, and noticed of motion introduced by a Council Member.

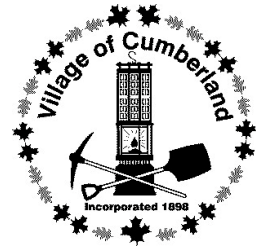
**11. Question Period**

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

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

**12. Adjournment**

**The Corporation of the Village of Cumberland  
Committee of the Whole Meeting Minutes  
Budget Workshops: January 4, 11 and 18, 2023 at 9 a.m.  
Council Chambers, 2675 Dunsmuir Avenue**



**January 4, 2023 at 9 a.m.**

Council Present: Mayor Vickey Brown  
Councillor Neil Borecky  
Councillor Troy Therrien  
Councillor Jesse Ketler

Regrets: Councillor Sean Sullivan (due to illness)

Staff Present: Michelle Mason, Chief Administrative Officer  
Courtney Simpson, Manager of Development Services  
Kaelin Chambers, Economic Development Officer  
Rachel Parker, Corporate Officer  
Mike Williamson, Manager of Protective Services  
Tyler Farley, Acting Manager of Parks and Facilities  
Andrea Samson, Manager of Finance and Human Resources  
Ryan Parton, Acting Manager of Recreation

Mayor Brown called the meeting to order at 9:04 a.m. and recognized that the Village is located in the unceded traditional territory of the K'ómoks First Nation.

**1. Approval of Agenda**

1.1 Agenda for the Committee of the Whole meeting, January 4, 11, & 18, 2023.

**Ketler/Therrien**

THAT the Committee of the Whole approve the agenda for the Committee of the Whole meeting, January 4, 11, 18, 2023.

**Carried Unanimously**

**2. Reports**

2.1 Proposed 2023-2027 Financial Plan

Ms. Mason reviewed the methodology of the financial planning process, noted that the draft budget is based on the 2020-2023 Strategic Priorities, factors that determine priority projects in financial plan, discussed potential tax increases and work to reduce increases, reviewed 2023 tax funded expenses previously approved in the 2022 financial plan, department totals for projects not in financial plan requiring consideration by Council and to consider some of those items, recommended not to keep taxes at the 3.63% increase in order

not to impact taxes too greatly in the future; reviewed staffing changes, both included and not included in the draft financial plan.

Discussion took place on the role of a communications coordinator in 2023 as recommended in the communications strategy, which would be driven by preliminary work by a communications consultant in early 2023.

Ms. Mason then reviewed financial stabilization and capital reserve funds, how they are funded through annual surpluses, reserve policy, one-time expenses paid by contingency funds, optimal levels of funding in stabilization funds, optimal annual contributions to capital reserves that are now supplemented by developer amenities and Community Works Funds; capital reserves should be used for asset replacement to maintain current service levels.

Discussion took place on restrictions on the local government climate action fund and whether the funds could be placed in reserve, the option to use for measuring greenhouse gas emissions, carbon accounting, and reporting requirements.

### **Reserve Funds**

Discussion then took place on capital projects reserve funds and contingency amounts.

Ms. Mason noted that new assets are a new service level and require an annual operating increase, an annual replacement budget increase, and possibly staffing increase along with other asset capacity for new staff.

Ms. Mason reviewed linear asset renewal projects, such as water and wastewater, stormwater lines, were behind and the need for a Engineering Tech to support capacity needs to ensure linear replacements. Ms. Mason noted the use of host amenity funds and senior government grants for major capital projects that made significant upgrades to linear assets. Background was given on social procurement benefits from the 2017 Dunsmuir capital project.

Discussion took place on development amenity contributions within and outside of comprehensive development agreements (CDAs), and application of new increased development cost charges rates. Discussion also took place on the requirement for a roundabout from the Coal Valley Estates development and whether an updated traffic study is required. Discussion on other traffic solutions to new phases of Coal Valley Estates development.

Discussion also took place on a policy that development amenity contributions be tied to inflation or through phased development agreements.

Discussion that Cumberland is not within federal ownership restrictions area in census conglomeration area on Vancouver Island on residential and mixed use property, and whether empty home tax could be implemented as an alternative. Based on Stats Canada reporting data.

Discussion on potential to renegotiate host community agreement at end of term for impacts on community to host the regional waste management centre and expansion of cell areas.

Ten minute recess at 10:45 a.m.

Ms. Mason noted annual contributions to asset related reserves (page 46 of the agenda package). Discussion took place on natural assets and how to determine value, and the identification of natural asset management in the current strategic priorities. Discussion took place on the use of the Community Works Funds initially for capacity building, and then transitioned to road replacement alongside linear utility upgrades as property tax funding for road replacement is too significant.

Ms. Mason reviewed annual balances of operating and capital reserves and decreases for water meter replacement, fire apparatus replacement in 2026, stabilization of water service debt, between \$30-50,000 increase each year for .... Individual operating reserve balances were reviewed, noting decrease from use, and noted opportunity to increase through surpluses. Financial Stabilization Reserves include climate change grant funds, carbon offset funds, which must be matched with funding or in kind contributions. Host Amenity Funds generally not used for hard assets and for projects for betterment of community, and supplementing municipal facilities asset reserve. Discussion whether increases for emergency services through requisition would come from reserve or taxes.

Ms. Mason then reviewed capital reserve balances and noted asset replacement plan shows \$150 million in assets requirement replacement, should be investing \$3.6 million each year for asset replacement, which is not occurring, therefore need to build capital reserve contributions and will come to Council in 2023. Discussion on municipal facility assessment was based on industry standard, and whether conditions were considered; consideration of Council's risk tolerance. Ms. Mason noted the importance in 2023 to focus on asset management to take a comprehensive review and long term financial planning. Ms. Mason noted the planned capital depletion of the fire capital assets for purchase of new apparatus and fire training centre. Ms. Mason noted water meter replacement reserve has inflation considered, but not considered increased cost for radio reading capability.

### Financial Plan Policies

Ms. Mason reviewed financial plan policy on permissive tax exemptions. Discussion took place on requests for new exemption, which could be considered through an amendment to its Financial Plan bylaw before August to include for the following year. Discussion took place on alternatives to new permissive tax exemptions. The committee reviewed proposed change to policy for affordable housing with a housing agreement with the Village and whether Council could refer the proposed change to the Homelessness and Affordable Housing Committee.

Ms. Mason noted on the Council direction to report back on a affordable housing reserve, and reviewed options recommended by staff to require amenity funds from development, and that Council could consider a reserve contribution from taxes through its budget deliberations. Discussion took place on funds being granted to a housing society to manage affordable housing units through tax reserve or requirement for affordable housing through development, through community amenity contribution through development to support diversity in the community. Staff suggested establishing a grant for feasibility projects. Discussion that management of affordable housing units may be more efficient by external society that has that service; partnering with other local governments on a housing corporation; current regional service to the Coalition to Prevent Homelessness; discussion on available property; society needed to manage housing agreements and units. Ms. Mason requested direction on whether the Committee wishes to increase taxes to consider an affordable housing reserve contributions from hotel tax, vacation hoes, amenity contributions from new infill development. Discussion on use of funds for capacity building and to consider staff spending more time on affordable housing solutions through strategic priorities.

Discussion on property tax distribution policy and increase to managed forest classification.

Property assessments: residential is growing at a larger rate than Class 6 business, so need a greater increase in taxes on business to meet distribution ratios.

Discussion took place on how vacant business properties can be influenced on business tax rates and potential occupancy on those spaces, and reduce incentive to redevelop for more revenue to fund property taxes, and how increase in distribution to class 6 affects. Discussion on classification of home based business generally considered residential unless a trigger to identify business use and not to impact residential uses, growth of business should trigger move to commercial core.

### **Proposed Tax Increase for Municipal Purposes**

Ms. Mason reviewed revenue available from 1% tax increase, impact on proposed increase on average single family household is estimated at \$285 or 7%, based on 3.38% tax increase, parcel taxes, utility increases, and other governments. Average strata home increase estimated at 6%. Multi-family has grown in 2023 less than average residential partly due to lower frontage taxes for utilities.

At 1 p.m. a recess was taken for lunch. Councillor Ketler left the meeting at 1 p.m. The meeting was reconvened at 1:25 p.m.

Ms. Mason reviewed utility user fees and proposed parcel tax increases for 2023 and future years.

### **Capital Projects and Operating Projects**

Ms. Mason then reviewed proposed 2023 capital projects expenses highlighting the No. 2 dam project and linear asset replacement and transportation improvements being the most significant projects.

Discussion took place on balance of investment between services and the requirement for water and wastewater improvements, and how to fund each services adequately. Ms. Mason suggested funding fleet improvement, occupational health and safety requirements, and noted expectation for increased fire staff compensation. Discussion on negotiating rate for highway fire rescue and review of rates against costs.

Ms. Mason reviewed the distribution of funds for operating projects for all service areas.

Ms. Mason asked Council members to review the five year plan for capital and operating projects and to have fulsome discussion on capital and operating projects for the next five years at the next session on prioritizing projects on a strategic level.

Discussion on unallocated fund (p. 62) and available funds and projects not currently funded. Ms. Mason advised that where reserves have been used to stabilize taxes, taxes will have to be brought in.

**Parking lot for future discussion:**

- Consider increasing the ratio of distribution for managed forest class
- Invite BC Assessment to come to a meeting to explain assessment of Private Managed Forest Lands
- Supporting health services through tax exemptions or service agreement
- Property tax contribution to housing fund or use staff time and identify in strategic priorities

Councillor Ketler returned at 2:04 p.m.

**Question period**

No questions were received.

**Borecky/Therrien**

THAT The Committee adjourn the meeting at 2:06 p.m.

**Carried Unanimously**

**Wednesday January 11, 2023 at 9 a.m.**

Council Present: Mayor Vickey Brown  
Councillor Neil Borecky  
Councillor Troy Therrien  
Councillor Jesse Ketler (by video due to illness)

Regrets: Councillor Sean Sullivan (due to illness)

Staff Present: Michelle Mason, Chief Administrative Officer  
Rob Crisfield, Manager of Operations  
Rachel Parker, Corporate Officer  
Kaelin Chambers, Economic Development Officer  
Andrea Samsom, Manger of Finance and IT  
Courtney Simpson, Manager of Development Services  
Mike Williamson, Manager of Protective Services  
Kevin McPhedran, Interim Deputy Chief Administrative Officer  
Tyler Farley, Acting Manager of Parks and Facilities  
Ryan Parton, Acting Manager of Recreation

Mayor Brown reconvened the meeting at 9:00 a.m.

**2.2 Department Budgets and Project Reviews**

Staff reviewed 2022 overview, challenges, 2023 focus areas for each service area and gave information on projects not currently in the 2023-2027 financial plan requiring further Council consideration for each service area.

The following notes are on discussion for each service area.

**Operations and Transportation**

- aeration of Cumberland Creek reservoir during summer months
- public program for property owners to connect to new storm sewers for storm/sewer separation; and identifying areas of storm sewer flowing into sanitary sewer during heaving rainfall, opportunity to look for senior government funding for further work on significant reduction into sanitary sewer;
- parking study question on small wins and importance of larger study of traffic flow and significant cost and use of parking in lieu funds, consultant necessary to review current situation and public consultation,
- level of training for utility workers and sufficient staff for coverage;

- Ms. Mason advised annual debt payments for fleet requests would have to be added to financial plan, and if Council wants to leave with operations and do not want to add extra debt, staff can review.
- Ms. Mason noted \$26,000 for fuel increases not funded, and \$4,000 of that is related to new assets. If Council does not want to add new asset of skid steer and new pick up, then \$4,000 would not be required.
- Discussion on which items could be pushed to 2024.
- Mr. Crisfield noted that the Village cannot avoid increase to gas and oil, can leave increases to public works materials and general engineering, and it is necessary to employ a new level 3 utility operator,
- discussion on priority over admin staff or fleet is a trade off, for mowing of brush around lagoon if no skid steer then increase in labour. For once a year brush would take four crew for one week and needs to be increased.
- discussion on need for administration support and without increases administration workload on other operations staff.
- occupational health and safety program costs noted to build formal process with more documentation to reduce WCB rates.

#### **Chief Administrative Officer and Legislative Services**

- office space limitations and opportunities to work from home would need more supports, exploring two staff sharing work stations, and challenges with funding home offices.
- regional partnerships and contracting opportunities with other local governments.
- potential for climate change mitigation staff team approach, and opportunity for community members consultation and expertise.
- cyber security and protection of personal information banks and insurance coverage for cyber breaches cost increase from 3200 to 7400.

#### **Economic Development Services**

- Cumberland Business Association and capacity limitations and how Village can assist to determine role to reflect Council's strategic priorities, noted was business planning supports, importance of core area businesses, membership is many homebased businesses, information from members can help Council make decisions, and role to provide feedback to the Village.
- completion of Bevan subdivision and tax revenue from improvements, \$24,000 increase from improvements for 2023 but no net increase due to transfer of tourism info centre to Comox Valley Regional District.

#### **Financial Services and Information Technology**

- financial software costs and option to change software
- Obon tour donation source

- policing reserve and increase to 5000 population, how close is budget to ideal amount, if hits in 2027, focus is new union contract for RCMP, if costs are relatively similar, use reserve in 2027 almost \$3.8 million if stay on track with contributions from growth taxes, use over 20 year period, or be aggressive in increases
- impact of municipal RCMP employees in cost
- police modernization review with UBCM and structure of phased implementation of policing costs

### **Development Services**

- question on complexity of development applications, statistics available on “number of doors,” e.g. multi-family v single-family development
- status of heritage alteration permit for 2700 Dunsmuir, Cumberland hotel site in relation to new tax revenue
- more transparent online system for status of applications on website;
- funding for Union Road property land use plan and combining of investment attraction are separate in review and combined in funding applications;
- tree bylaw funding source from host amenity funds;
- climate action plan budget proposed to use \$60,000: \$40,000 for climate action plan and \$20,000 for step code
- discussion on tasks under \$40,000 for climate action plan for combination of staff time and consultant to be integrated into official community plan, and managing OCP review internally and engaging consultant for specialized areas. Because major project internally will free up budget for consultants to backfill regular planning work, when present scope of OCP will include breakdown of components for Council.
- Discussion on funding parking study from other funds other than parking-in-lieu funds; and use parking-in-lieu for tangible parking improvements, including re-structuring, improving existing parking, signage, Village Park lot, signage, delineation of spaces, design, and importance to review holistically throughout the community through study.

### **Bylaw Enforcement Services**

- offsetting bylaw enforcement services at lake park through fee revenue, primary need for parking challenges which are regional day users, bylaw patrol also patrols other community/regional parks as security services for weekend coverage

Councillor Ketler left the meeting at 12:55 p.m.

Mr. Crisfield and Chief Williamson left the meeting at 1:10 p.m.

### **Community and Cultural Services**

- Community Service Partnership Program and long term funding source, what service Council wants to consider through program, now setting

budget at \$67,000 a year – time to consider tax funding or other source, increases or interim service funding in 2023

- end of host amenity funds ending 2032 and opportunity to negotiate continued funding
- no COVID funds to operate the food share, and unable to secure provincial funding
- agreement with Cumberland Business Association
- determine what services Council want to deliver through strategic priorities
- Increasing costs for existing services

Recess for lunch and reconvened at 1:35 p.m.

### **Fire Rescue Services**

- increase costs and revenue generation for services provided by contract
- Protective Services revenues projected to go down in 2023, sale of engine, \$80,000 sale and transferred to fire capital reserve
- unfunded requests which can be put to 2024
- noted \$54,000 as place holder for implementation of fire service review

Councillor Ketler returned at 2:15 p.m.

- discussion on unfunded priorities to get ladder truck operational, firefighter equipment and gear, increasing uniform costs, catering costs for banquet
- noted Society contributions to fire hall lounge, gym and museum
- bylaw services for increase security
- request to invite Society executive to meeting to share information about Society's role and tour of fire hall as part of facility review

### **Recreation Services**

- other funding or grants for summer concert series and option to use host amenity funds
- funding for May Queen luncheon, catering and equipment rental and invitations

### **Parks and Facilities:**

- tree die-back rates and costs for future years wont' be known yet, particularly on certain species of trees,
- developer requirement to maintain newly planted street trees
- budget for new addition maintenance for street scape, roads and right of way tree works handled by public works around construction sites, trees in parks budget, will use grant opportunities for streetscapes to improve existing trees, planting costs use contractors,
- for new developments require irrigation during establishment at cost of developer with propert soil medium and quality stock

- Urban forest management plan and best practices on site by site basis
- Nikkei retention pond maintenance
- Soleport Park playground design based on past community feedback
- Impacts on forest through overuse, daycares and school programs, with Cumberland Community Forest Society assessing
- eight month parks worker supports employee health and safety and can be transitional part time
- Additional staff resource for facility staff transition to permanent supervisor
- Option to use climate change funding for facilities improvements

Summary discussion on the option to fund from non-sustainable funds as a stop gap for a year and to spread out the tax increase over a couple of years through stabilization funds.

**Borecky/Therrien**

That the Committee adjourn the meeting at 3:52 p.m.

**Carried Unanimously**

**January 18, 2023 at 9 a.m.**

Council Present: Mayor Vickey Brown  
Councillor Neil Borecky  
Councillor Troy Therrien  
Councillor Jesse Ketler

Regrets: Councillor Sean Sullivan (due to illness)

Staff Present: Michelle Mason, Chief Administrative Officer  
Rob Crisfield, Manager of Operations  
Rachel Parker, Corporate Officer  
Courtney Simpson, Manager of Development Services  
Mike Williamson, Manager of Protective Services  
Kevin McPhedran, Interim Deputy Chief Administrative Officer

Mayor Brown reconvened the meeting at 10:10 a.m. at the conclusion of a special Council meeting.

**2.3 Review and Direction**

Ms. Mason outlined the review of departmental summaries and projects currently in the financial plan, and financial plan policies, with interim decisions being tracked for final direction from the Committee.

Discussion took place on

- affordable housing initiatives and regional services, ownership and operation of housing building,
- the host amenity reserves and financial plan tax increase. Ms. Mason noted corrections on interest and reserve contributions, from 3.38% in 2023 without any additions to 2.2% increase, and 2024 moved to 5.23% tax increase.
- potential for significant tax increases from other local governments, which are shown on municipal tax notice and collected by the Village.

**Operations and Transportation**

- remove eBike and look at alternate funding
- discussion on policy on electrifying operations fleet to reduce greenhouse, option to create policy to purchase new hybrid or electric fleet moving into the future, discussion on lease or rent option. Ms. Mason asked for clarification on fleet policy and application to other fleet replacement plans. Discussion on value of maintaining older vehicles.

### **Protective Services**

- Ms. Mason noted expenses from fire capital reserve, including \$30,000 for live training grant, turn out gear at \$10,000, and breathing apparatus at \$18,000 (now only funding two sets due to inflation) will deplete the reserve.
- Discussion on impact of Fire Underwriters Survey on vehicle replacement schedule impacts private property insurance costs. Lease of Courtenay ladder/quint truck gives five years to save for future engine purchases.
- Discussion on having three engines makes one available for provincial service and compensation to fund other fleet requirements
- Priority to fund turnout gear and breathing apparatus for ladder truck at \$13,000
- Discussion Courtenay engine lease and timing of order and delivery of replacement engine at ~\$1.5 million, and option to increase annual contribution to fire capital reserve
- Preference for SUV for deputy duty truck for storing equipment
- firefighter compensation review and other opportunities for recognition

### **Parks, Recreation and Cultural Services**

- community services funding currently funded from host amenity funds, and potential for increase to that fund
- Solport Park development, street tree replacement funding and developer requirements

Councillor Ketler left the meeting at 12:35 p.m. and participated by electronic communication until 12:50 p.m.

- Discussion on using growth taxes to fund certain increases in 2023 of \$24,000

The Committee recessed at 1 p.m. for lunch and reconvened at 1:47 p.m.

Discussion continued on use of taxes from new development to fund some new costs, timing of purchase of new fire engine and balancing 2023 and future tax increases on existing taxpayers and that staff will build the 2024 budget on rate set for 2023. Discussion further took place on impact of inflation on municipal services and on taxpayers, with particular impact on those with fixed limited incomes in the community.

The Committee discussed the distribution of taxes between property classes and the need to review the impact on increases from other local governments on Cumberland taxpayers. Also noted was the need to transition funded programs from host amenity funds to tax revenue.

Discussion took place on increasing the budget for the Community Partnership Program agreements with service organizations, expected requests for funding, and upcoming review of services targeted at Council's strategic priorities workshops.

The Committee reviewed tax revenue increases based on changes to the draft budget and impacts on property classes and concern for 2024 base increase, and discussed additional revenue projections from growth in 2024.

Councillor Ketler returned to the meeting at 3:02 p.m. by electronic communications.

**Borecky/Therrien.** That the Committee close the meeting to the public at 3:10 p.m. to discuss 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.

**Carried Unanimously**

The meeting was re-opened to the public at 3:21 p.m.

The Committee reviewed the decision tracking made through the meeting.

**Borecky/Therrien**

THAT Council make the following specific changes to the draft 2023-2027 detailed budgets and present the proposed 2023-2027 detailed budget package and a proposed 2023-2027 Financial Plan Bylaw to the public at the February 6, 2023 Village Hall meeting so that the tax revenue increase for 2023 is 6.16% to existing 2022 taxpayers:

- Remove eBike for staff at \$6,000 and explore funding from active transportation funds;
- Confirm Parking Study to be funded from parking in lieu funds;
- Move \$50,000 for new utility worker service truck to 2024, direct staff to retain the two trucks slated for disposal in 2023 in order to revisit the fleet plan to consider alternative energy vehicles;
- Increase annual debt payments for public works fleet by \$5,000 per year beginning in 2023;
- Add cyber insurance at \$7,400 per year;
- Reduce records management funded by reserves by \$5,000 in 2023;
- Add increase of \$19,050 per year to total Council remuneration as set by bylaw;
- Add \$100,000 in 2023 and an additional \$80,000 in 2024 for combined staffing additions to be reported back to Council;
- Add \$6,280 per year to be funded by taxes for VOIP phone licensing to start in 2026;
- Add \$10,000 per year for bylaw community patrol services and increase the revenue sharing from the Lake Park Campground by \$3,000 per year;
- Add \$2,000 per year for fire fleet material and supply;
- Add \$3,500 per year for fire fleet fuel and oil increase;
- Add \$1,000 per year for fire fleet insurance increase;
- Add \$100 per year for fire volunteer occupational health and safety supplies;
- Add \$4,400 per year for firefighter call out wages to 2023 and an additional \$4,400 to the 2024 year;
- Add \$300 to 2023, an additional \$300 to 2024 and an additional \$300 to 2025 for fire staff professional memberships;

- Add \$1,000 per year for fire uniform increases;
- Add \$400 per year for regional fire meeting hosting costs;
- Add \$300 per year for Fire department coffee;
- Add \$1,000 per year for firefighter banquet increase;
- Add \$250 per year for Fire Department office material increase;
- Increase to fire vehicle & protective equipment replacement reserve annual contribution by \$15,000 in 2025, \$3,000 in 2026, and \$2,000 in 2027 to bring the total fire vehicle & protective equipment replacement reserve contribution to \$107,500 by 2027;
- Add \$30,640 Fire debt annual payments to 2025 for the Rescue 4 replacement (move the quint purchase to 2028 to be ordered in 2026);
- Add \$13,000 budget for additional equipment/modifications needed for the leased ladder truck in 2023 funded by the fire vehicle and protective equipment replacement reserve;
- Add \$6,000 for community events for the summer music series to be funded by host amenity funds;
- Add \$750 per year starting in 2024 for Nikkei Park operating;
- Increase Village ~~Park Trail Network~~ contracted services by \$1,000 in 2023, \$500 in 2024, \$500 in 2025, \$500 in 2026 and \$500 in 2027;
- Increase Village Trail Network contracted services by \$1,000 in 2023, \$500 in 2024, \$500 in 2025, \$500 in 2026 and \$500 in 2027;
- Add \$27,000 per year for Transportation fleet cost increases;
- Add \$5,000 per year for general engineering services;
- Add \$3,000 per year starting in 2024 for Public Works materials;
- For distribution of property taxes among property classes, set the multiplier for class 7 to 19-times the residential rate.
- Add \$20,000 per year to the Community Service Partnership program from host amenity funds;
- Consider retaining 10% of annual contributions to the host amenity funds to stabilize eventual taxes required to fund the Community Service Partnership program in a future year.

**Carried Unanimously**

**Question Period**

There were no questions.

**Adjournment**

**Borecky/Therrien**

That the Committee adjourn the meeting at 3:32 p.m.

**Carried Unanimously**

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Mayor

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Certified Correct by Corporate Officer

**The Corporation of the Village of Cumberland  
Committee of the Whole Meeting Minutes**



**January 23, 2023, 2:00 p.m.  
Council Chamber, 2675 Dunsmuir Avenue**

Council Present: Mayor Vickey Brown  
Councillor Neil Borecky  
Councillor Jesse Ketler  
Councillor Troy Therrien

Regrets: Councillor Sean Sullivan (due to illness)

Staff Present: Michelle Mason, Chief Administrative Officer  
Rachel Parker, Corporate Officer  
Kevin McPhedran, Interim Deputy Chief Administrative Officer  
Courtney Simpson, Manager of Development Services  
Rob Crisfield, Manager of Operations  
Paul Nash, Project Coordinator, Liquid Waste Management Planning  
Kaelin Chambers, Economic Development Officer

**1. Call to Order**

Mayor Brown called the meeting to order at 2:03 p.m. and offered a territorial acknowledgement.

**2. Agenda**

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

**Moved by:** Ketler

**Seconded by:** Therrien

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

**Carried Unanimously**

**3. Delegations**

None

#### 4. Reports

##### 4.1 Electric Vehicle (EV) Charging Station Policy

Discussion took place re: funding the service and using provincial climate action funds or corporate sponsorship. Would have to assess annual costs, or have network fees and infrastructure costs, and consumers pay just for electricity. Need app to use and charges through the app and can find charging station locations through a phone. Full charge is a long process for visitors. Fees help limit time vehicles are charging stations. Discussion on experience of vandalism in other communities.

Discussion on \$2.50 per hour would be cost-neutral for operation and maintenance with service agreement. Municipalities are now moving towards cost recovery. Length of charge is variable depending on vehicle. For these stations would take considerable time to fully charge. There is variability between chargers and vehicles. Discussion on benefits of cost-neutral to take care of community assets and would not have to introduce charges in the future.

Give business district the opportunity to sponsor in the future.

Discussion on charger at the fire hall to be limited to emergency personnel use only as well as visitors to the fire hall, which would be addressed in the upcoming policy.

**Moved by:** Ketler

**Seconded by:** Therrien

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.

**Carried Unanimously**

##### 4.2 Wastewater Upgrade Project – Project Update

Mr. Nash reviewed the report on the background, costs, and status of the wastewater treatment upgrade project through a construction management contract. It was noted that current senior government funding is fully allocated and no word yet on current applications.

Phase I construction update reviewed the benefits of upsizing for increased volume to account for future growth and future capacity to 7200m<sup>3</sup>. This would reduce the number of days to use bypass mode for wet weather situations, therefore disposed water will be cleaner on the wetter weather days and would also benefit future industrial development.

Mr. Nash noted use of chlorine dioxide to reduce impact on Baynes Channel. Operational costs will depend on final system.

Discussion on other innovative options for storm sewer systems to achieve storm separation.

Discussion on grant funding sources and stacking limits.

A new committee must be struck for the new Phase 3 liquid waste management plan. A report will come forward.

**Moved by:** Ketler

**Seconded by:** Borecky

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

**Carried Unanimously**

#### 4.3 Strategic Priorities Quarterly Reports: October - December 2022

Discussion took place on:

- Protective services report requested for 4<sup>th</sup> quarter 2022 and 1<sup>st</sup> quarter of 2023.
- Safety improvements on Egremont, traffic calming and transportation review
- New childcare centre parking lot
- Recreation, Culture and Arts Master plan restart
- MRDT tax program for vacation rentals
- Tree bylaw
- Business licence review
- Good neighbour bylaw
- No Water bottle policy

**Moved by:** Therrien

**Seconded by:** Borecky

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

**Carried Unanimously**

**5. Question Period**

No questions received.

**6. Closed Portion**

**Moved by:** Borecky

**Seconded by:** Therrien

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;

**Carried Unanimously**

**7. Adjournment**

The meeting adjourned at 4:04 p.m.

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Mayor

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Certified Correct by Corporate Officer

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



**January 23, 2023, 5:30 p.m.**  
**Council Chamber, 2675 Dunsmuir Avenue**

Council Present: Mayor Vickey Brown  
Councillor Neil Borecky  
Councillor Jesse Ketler  
Councillor Troy Therrien

Regrets: Councillor Sean Sullivan (due to illness)

Staff Present: Rachel Parker, Corporate Officer  
Michelle Mason, Chief Administrative Officer  
Kevin McPhedran, Interim Deputy Chief Administrative Officer  
Courtney Simpson, Manager of Development Services  
Rob Crisfield, Manager of Operations

**1. Call To Order**

Mayor Brown called the meeting to order at 5:30 p.m. and recognized the unceded traditional territory of the K'ómoks First Nation and are grateful for their care and stewardship of this land since time immemorial.

**2. Agenda**

2.1 Agenda for Regular Council Meeting, January 23, 2023

Motion 23-012

**Moved by:** Borecky

**Seconded by:** Therrien

THAT Council approve the agenda for the January 23, 2023 regular council meeting, with addition of late item 7.3.

**Carried Unanimously**

**3. Minutes**

3.1 Adoption of Minutes

Motion 23-013

**Moved by:** Ketler

**Seconded by:** Therrien

THAT Council adopt the following minutes:

- Committee of the Whole December 2, 2022
- Regular Council Meeting January 9, 2023

THAT Council receive the following minutes:

- Accessibility and Inclusion Select Committee November 21, 2022

**Carried Unanimously**

**4. Delegations**

4.1 Beaufort Family Health Society

Motion 23-014

**Moved by:** Borecky

**Seconded by:** Ketler

THAT Council receive the delegation of Janet Bonaguro, Beaufort Family Health Society regarding a non-profit family health clinic.

**Carried Unanimously**

**5. Correspondence**

None

**6. Unfinished Business**

None

**7. Reports**

7.1 Development Variance Permit Application 2712 Dunsmuir Avenue

Motion 23-015

**Moved by:** Borecky

**Seconded by:** Therrien

THAT Council approve 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 to change the seven class two bicycle parking stalls to class one, on the property described as Lot B District Lot 21 Nelson District Plan EPP61337 (2712 Dunsmuir Avenue).

**Carried Unanimously**

7.2 Resolutions to the Association of Vancouver Island and Coast Communities Convention and Watershed Security Strategy Advocacy

Motion 23-016

**Moved by:** Ketler

**Seconded by:** Borecky

THAT Council submit the resolutions attached to this report dated January 16 2023 to the Association of Vancouver Island Coastal Communities:

- a) Watershed Security Strategy and Fund, and
- b) Managed Forest Council Representation with the amendment of the watershed drinking water interests added to the resolution;

THAT Council send letters to the provincial ministers of Water, Land and Resource Stewardship; Emergency Management and Climate Readiness; and Environment and Climate Change Strategy; and the MLA for Mid Island-Pacific Rim, to advocate for funding and support for Village watershed protection initiatives as part of province's Watershed Security Strategy and Fund and the 2023 provincial budget development process.

**Carried Unanimously**

7.3 2023-2027 Financial Plan, Committee of the Whole Report

Motion 23-017

**Moved by:** Borecky

**Seconded by:** Therrien

THAT Council make the following specific changes to the draft 2023-2027 detailed budgets and present the proposed 2023-2027 detailed budget package and a proposed 2023-2027 Financial Plan Bylaw to the public at the February 6, 2023 Village Hall meeting so that the tax revenue increase for 2023 is 6.16% to existing 2022 taxpayers:

- Remove eBike for staff at \$6,000 and explore funding from active transportation funds;
- Confirm Parking Study to be funded from parking in lieu funds;
- Move \$50,000 for new utility worker service truck to 2024, direct staff to retain the two trucks slated for disposal in 2023 in order to revisit the fleet plan to consider alternative energy vehicles;
- Increase annual debt payments for public works fleet by \$5,000 per year beginning in 2023;
- Add cyber insurance at \$7,400 per year;
- Reduce records management funded by reserves by \$5,000 in 2023;

- Add increase of \$19,050 per year to total Council remuneration as set by bylaw;
- Add \$100,000 in 2023 and an additional \$80,000 in 2024 for combined staffing additions to be reported back to Council;
- Add \$6,280 per year to be funded by taxes for VOIP phone licensing to start in 2026;
- Add \$10,000 per year for bylaw community patrol services and increase the revenue sharing from the Lake Park Campground by \$3,000 per year;
- Add \$2,000 per year for fire fleet material and supply;
- Add \$3,500 per year for fire fleet fuel and oil increase;
- Add \$1,000 per year for fire fleet insurance increase;
- Add \$100 per year for fire volunteer occupational health and safety supplies;
- Add \$4,400 per year for firefighter call out wages to 2023 and an additional \$4,400 to the 2024 year;
- Add \$300 to 2023, an additional \$300 to 2024 and an additional \$300 to 2025 for fire staff professional memberships;
- Add \$1,000 per year for fire uniform increases;
- Add \$400 per year for regional fire meeting hosting costs;
- Add \$300 per year for Fire department coffee;
- Add \$1,000 per year for firefighter banquet increase;
- Add \$250 per year for Fire Department office material increase;
- Increase to fire vehicle & protective equipment replacement reserve annual contribution by \$15,000 in 2025, \$3,000 in 2026, and \$2,000 in 2027 to bring the total fire vehicle & protective equipment replacement reserve contribution to \$107,500 by 2027;
- Add \$30,640 Fire debt annual payments to 2025 for the Rescue 4 replacement (move the quint purchase to 2028 to be ordered in 2026);
- Add \$13,000 budget for additional equipment/modifications needed for the leased ladder truck in 2023 funded by the fire vehicle and protective equipment replacement reserve;
- Add \$6,000 for community events for the summer music series to be funded by host amenity funds;
- Add \$750 per year starting in 2024 for Nikkei Park operating;

- Increase Village ~~Park Trail Networks~~ contracted services by \$1,000 in 2023, \$500 in 2024, \$500 in 2025, \$500 in 2026 and \$500 in 2027;
- Increase Village Trail Network contracted services by \$1,000 in 2023, \$500 in 2024, \$500 in 2026 and \$500 in 2027;
- Add \$27,000 per year for Transportation fleet cost increases;
- Add \$5,000 per year for general engineering services;
- Add \$3,000 per year starting in 2024 for Public Works materials;
- For distribution of property taxes among property classes, set the multiplier for class 7 to 19-times the residential rate.
- Add \$20,000 per year to the Community Service Partnership program from host amenity funds;
- Consider retaining 10% of annual contributions to the host amenity funds to stabilize eventual taxes required to fund the Community Service Partnership program in a future year.

**Carried Unanimously**

**8. Bylaws**

None

**9. New Business**

None

**10. Notices, Motions and Announcements**

Matters considered here may include notices or motions to hold a meeting of the Committee of the Whole, a Village Hall meeting, a Public Hearing, and noticed of motion introduced by a Council Member.

- Board of Variance January 25, 2023 at 12 pm Council Chambers
- Village Hall Financial Plan February 6, 2023 at 7pm Council Chambers
- Advisory Planning Commission February 9, 2023 at 4pm Council Chambers

**11. Question Period**

Questions were received on the following matters:

- 2023-2027 Financial Plan

**12. Closed Portion**

Motion 23-018

**Moved by:** Ketler

**Seconded by:** Therrien

THAT Council close the meeting at 6:17 p.m. to the public pursuant to Section 90 of the Community Charter to consider:

(c) labour relations or other employee relations;

**Carried Unanimously**

**13. Adjournment**

The meeting was adjourned at 6:54.

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Mayor

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Certified Correct by Corporate Officer

**The Corporation of the Village of Cumberland  
Accessibility and Inclusion Select Committee Minutes**



**January 16, 2023 at 3 p.m.  
Council Chamber, 2675 Dunsmuir Avenue**

**Members Present:**

Judy Norbury, chair  
Suzanna Wong  
Jaye Mathieu  
Troy Therrien, Councillor

**Regrets:**

Brenda Lenahan  
Rhianna Walz

**Staff Present:**

Rachel Parker, Corporate Officer

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Ms. Norbury called the meeting to order at 3:05 p.m.

**1. Approval of Agenda**

**Mathieu/Therrien:** That the Committee approve the agenda. **Carried**

**2. Adoption of Minutes**

**Mathieu/Therrien:** That the Committee approve the minutes of November 21, 2022. **Carried**

**3. Unfinished Business**

3.1 Public event to promote social equity and inclusion – November 23, 2022

- Good feedback. Appeared that Diversity and Inclusion workshop had value for everyone, including the representatives from external organizations.
- Noted that the workshop was better than expected for some and not what was expected for other Committee members.

3.2 Accessibility for Events - Development of Checklist for Community Events

- Discussion on application to events in private facilities
- Event checklist: add free ticket for attendant
- Noted focus on physical accessibility, and to add more inclusive features: e.g. welcome sign for members of LGBTQ2S+ community in advertising and signage
- Add separate section for “Action in Truth and Reconciliation”
- Add language of inclusion in second introduction paragraph

### **Wong/Therrien**

THAT the Committee recommend that Council direct staff to display the Everybody Welcome stickers for diversity and accessibility on Village public facilities.

### **Carried Unanimously**

#### 3.3 Committee Work Plan Review

- Discussion on Item 7, clarify term “political equity”
- Discussion on Item 5, to review business accessibility. Rachel to reach out to Cumberland Business Association to liaise on accessibility. Committee willing to present to members.

#### Questions:

- 2023 Budget for new projects involving accessibility
- Park and public space amenities – standard that all be accessible
- Cumberland Recreation washroom upgrades update

#### 4. **New Business**

None

#### 5. **Reports from committee members**

- Comox Valley Accessibility Committee: CVRD and City of Courtenay have secured funds for accessibility audit of public space by SPARC BC
- Review of accessible venues and grants for accessible stages for performers at local shows
- Discussion on membership, Indigenous and diverse members, accessibility projects, advocacy roles, audit of accessibility improvements, review of committee members as to why participate, members understand roles,
- Next meeting strategic priority setting “to promote social and political equity”.

#### 6. **Upcoming meetings:** Third Monday every second month.

- March 20, 2023 at 3 p.m.
  - Suggestion of talking circle for members to share background and why each volunteers on the committee
  - Request for list of proposed 2023 capital and operating projects that may have an accessibility or inclusion aspect that may be referred to the Committee
  - Update on 2016 Facility and Infrastructure Review

#### 7. **Adjournment**

The meeting adjourned at 4:35 p.m.

The Corporation of the Village of Cumberland  
Board of Variance Minutes



January 25, 2023 at 12 p.m.  
Council Chamber, 2675 Dunsmuir Avenue

**Members Present:** Ann Wood  
Brian Beaudry  
Deb Gurrad

**Staff Present:** Melissa Roeske, Legislative Services Coordinator  
Courtney Simpson, Manager of Development Services

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Ms. Roeske called the meeting to order at 12:00 p.m. and offered a land acknowledgment.

**1. Agenda**

**Moved by:** Gurrad

**Seconded by:** Beaudry

THAT the Board of Variance approve the Agenda for January 25, 2023.

**Carried Unanimously**

**2. Minutes**

None

**3. Unfinished Business**

None

**4. New Business**

4.1 Selection of Chair for the Committee

**Moved by:** Beaudry

**Seconded by:** Gurrad

That the Board of Variance elect Ann Wood as the chair and appoint Brian Beaudry as acting chair to preside in the absence of the chair.

**Carried Unanimously**

4.2 Board of Variance Appeal – 3025 Royston Road

Staff provided a presentation that described the appeal and confirmed that notification of the appeal was mailed to all owners and occupiers within 75 metres of the property. No correspondence from the public has been received.

**Moved by:** Gurrad

**Seconded by:** Beaudry

THAT the Board of Variance approve the request to increase the maximum height for principal buildings for the 24 modular homes in Phase 1 from 4.5metres to 5.5metres, on the property described as Lot 1, District Lot 24, Nelson District, Plan 38778 Except Part In Plan 49490 (3025 Royston Rd).

The Board deliberated and confirmed that undue hardship was found, the appeal constitutes a minor variance, and there were no consequences of the variance.

**Motion Carried Unanimously**

**5. Adjournment**

The meeting was adjourned at 12:47 p.m.

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Chair

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Certified Correct by the Recording Secretary



**SUBSTANCE USE STRATEGY**  
**[CVSUS22@GMAIL.COM](mailto:CVSUS22@GMAIL.COM) 778-895-0147**

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February 6, 2023

Dear Melissa

Re: Presentation to Mayor Brown and Council February 13th 2023

We are formally requesting to be invited to form a delegation to present to Mayor Brown and Council regarding the ***Phase 2 Midpoint Report for the Substance Use Strategy.***

There will be a short PowerPoint that will also contain ***a \$15,000 ask for Phase 3 funding.*** I will send you the PowerPoint by Wednesday of this week.

***The presenters are*** Sharon Karsten - Program Director - Walk with me, Betty Tate Comox Valley Community Health Network, Kari Hackett Coordinator Substance use strategy. Sharon would like to appear virtually and Kari and Betty will present in person if that works out okay. Sharon will present first, then Betty then Kari. Sharon's email is [Sharon.Karsten@viu.ca](mailto:Sharon.Karsten@viu.ca)

We thank the Mayor and Council for this opportunity and past support.

Let me know what else I can do to facilitate this process.

Thank you,

**Kari Hackett**

Kari Hackett  
Substance Use Strategy Coordinator

Beaufort Family Health Society  
2665 Beaufort Avenue  
Cumberland BC, V0R 1S0  
BeaufortFamilyHealthSociety@shaw.ca

January 31, 2023

**Mayor and Council  
Village of Cumberland**

**Re: Permissive Property Tax Exemption**

The Beaufort Family Health Society was formed in 2022 with the intention of operating a community-led, interdisciplinary, primary care, family medical practice in Cumberland BC.

The Beaufort Family Health Society is a non-profit society, governed by a volunteer Board of Directors.

The Society has been successful in obtaining commitments from the BC Ministry of Health for approximately five practitioners and some of our start up costs. Once at our full capacity we will serve up to 5,500 patients.

While located in Cumberland, the clinic will serve the entire Comox Valley and will be a part of the regional Primary Care Network, which provides access to a range of additional health professionals, which include Registered Nurses, Mental Health Workers, Social Workers, and others.

The clinic is fundamentally different from private medical practices owned by practitioners. Our revenue comes solely from a fixed overhead amount for each practitioner, which is not sufficient to offset our annual operating costs.

We project a startup year deficit of approximately \$155,000 and ongoing annual operating deficits of approximately \$90,000. We are diligently looking for sources of funding to offset this deficit, and have requested further Ministry support.

In order to offset a portion of our operating deficit and to further demonstrate the community's support for the clinic, it would be extremely helpful to receive a permissive property tax exemption for the clinic's portion of the property tax. The landlord has calculated the clinic's portion of property tax for 2022 was approximately \$9,000. The landlord calculates the clinic portion of taxes due as follows:

- Compare the property tax pre-building construction (2020 assessment) versus what it is recently. Therefore, 2022 was \$39,383.02 and in 2020 with no building it was \$21,603.89, a difference of \$17,791.13 that the building 'adds'.
- Multiply the square footage percentage that the medical clinic would occupy (2910/5800 square feet or approximately 50%) by the building portion of property tax per above (\$17,791.13) which equates to \$8,895.56.

We understand that in order to consider granting a property tax exemption for a non-profit on privately owned land, the Village would need to update its Permissive Property Tax policy in the Financial Plan Bylaw. We feel the Society provides a valuable community benefit and is worthy of consideration.

We also understand that the window of time has passed when Council needed to grant exemptions for the current tax year (taxes payable in 2023). While we seek an exemption for future years, we are also asking for any financial support the municipality may be able to provide to assist us in meeting the property tax costs we will incur in 2023.

Thank you in advance for your consideration. If you have questions please connect with us at: [BeaufortFamilyHealthSociety@shaw.ca](mailto:BeaufortFamilyHealthSociety@shaw.ca)

Sincerely,

**Beaufort Family Health Society Board of Directors**

Linda Oprica, Chair

Roger Kishi, Vice Chair

Keith Tatton, Treasurer

Janet Bonaguro, Secretary

Emma Gledhill, Director

December 23, 2022

Mayor & Council  
Village of Cumberland  
info@cumberland.ca

Dear Mayor & Council:

### **Beaufort Family Health Society**

In April 2022 the Beaufort Family Health Society was registered in British Columbia, with a founding Board of five community stakeholders interested in establishing a community-led medical clinic in Cumberland BC.

The Society is working to operate a non-profit family health clinic at the former Ginger Goodwin Clinic, staffed with community-values oriented family physicians and nurse practitioners that want to work in an interdisciplinary facility (the clinic is co-located with a physiotherapy practice and pharmacy) and with interdisciplinary allied health professionals (e.g. mental health, social work, dietician).

Our Society is in the process of:

- Securing start-up and practitioner funding;
- Securing the facility lease;
- Recruiting for Family Physicians, Nurse Practitioners, and clinic staff;
- Identifying potential patients;
- Setting up clinic operations; and
- Recruiting additional board members.

In 2023 we will:

- Begin public communications around the clinic opening;
- Conduct a thorough community needs assessment to ensure the complement of practitioners makes sense for the broader Comox Valley and Cumberland specifically (which has a much younger average age);
- Conduct a long-term strategic planning exercise;
- Identify additional sources of funding for community-oriented programming that falls outside the funding available for practitioners.

The Society looks forward to appearing as a delegation to Council on January 23, 2023 to provide an update of our work to date, and to request Council's consideration of a permissive property tax exemption and/or community grants.

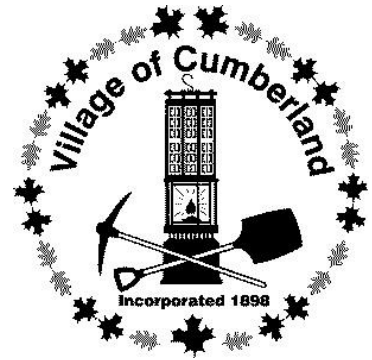
We appreciate Council's attention to this important community matter, and can be contacted at:  
BeaufortFamilyHealthSociety@shaw.ca

Sincerely,

### **Beaufort Family Health Society Board of Directors**

Linda Oprica - President  
Roger Kishi - Vice President  
Keith Tatton - Treasurer  
Janet Bonaguro - Secretary  
Emma Gledhill - Director at Large

# COUNCIL REPORT



REPORT DATE: 1/24/2023  
MEETING DATE: 2/13/2023

File No. 6800-30-2019

TO: Mayor and Councillors  
FROM: Karin Albert, Senior Planner  
SUBJECT: Heritage Alteration Permit Extension – 2700 Dunsmuir Avenue for Approval

## RECOMMENDATION

THAT Council approve the extension of the 2019-01-HAP for the proposed development at 2700 Dunsmuir Avenue, legally described as Parcel B (DDA26122) of Lots 3 and 4, Block 3, District Lot 21, Nelson District, Plan 522, until November 9, 2024.

## PURPOSE

The purpose of this report is to seek a Council decision on an application to extend the Heritage Alteration Permit (HAP) for 2700 Dunsmuir Avenue.



## PREVIOUS COUNCIL DIRECTION

Date	Resolution
Nov. 9, 2020	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.
Oct. 13, 2020	THAT Council direct staff to go back to the applicant and ask for a few more choices on the proposed mural that reflect Council discussion under the Heritage Alteration Permit for 2700 Dunsmuir Avenue.
Nov. 25, 2019	THAT Council approve the 2019-01-HAP for property described as Parcel B (DDA26122) of Lots 3 and 4, Block 3, District Lot 21, Nelson District, Plan 522 (2700 Dunsmuir Avenue) substantially in compliance with the Heritage Alteration Permit (2019-01-HAP), dated November 14, 2019.
Sep. 30, 2019	THAT Council refer the Heritage Alteration and Development Variance Permit Application – 2700 Dunsmuir Avenue report, dated September 24, 2019, to the next meeting of the Heritage Committee for their consideration and comments.

## **BACKGROUND**

### ***Status of 2019-01 HAP***

The application for a HAP for 2700 Dunsmuir Avenue was first presented at the September 30, 2019 Council meeting ([item 6.5 p. 24](#)). The permit was approved by Council on November 25, 2019 ([item 6.3, p. 145](#)). The development will be a four storey building with two commercial units on the ground floor and 14 residential units on floors two to four. Floors two and three will each have three 1-bedroom and two 2-bedroom units. The fourth floor will have four micro-units with large balconies and a small interior courtyard.

Due to the large balconies, the fourth floor is recessed from Dunsmuir Avenue and the lane, reducing the mass of the building experienced at street level. The façade design includes recessed balconies with black steel guards with bike-themed detail and a recessed area in front of one of the commercial units that can be used to display merchandise or create outdoor seating. The combination of the recessed areas and the use of different materials and colours creates visual interest and breaks up the mass of the building. See Schedule A to the HAP for the drawings (Attachment 1 – Heritage Alteration Permit Extension).

One of the requirements of the HAP was to present a mural design for the large east facing wall to Council for approval. The developer had a mural artist develop several design options which were presented at the October 13, 2020 Council meeting ([item 6.5, p. 133](#)). Council did not approve any of the designs and asked for further options. Further designs were presented at the November 9, 2020 meeting ([item 6.1, p. 37](#)). In addition to the design options, the developer proposed to provide a security for the cost of the mural to allow for more time to finalize the design at a later time. As Council did not support any of the further design options presented, it passed a resolution to add the requirement of a security for a mural design to the HAP. The so revised HAP was issued on November 9, 2020.

### ***2019-08-DV***

Together with the application for a HAP, the owner also applied for a development variance permit (2019-08-DV) to reduce the minimum floor-to-ceiling height of the first floor of the building from 4.5 m (14.8 ft) to 3.7 metres (12.2 ft). The Development Variance was granted on November 25, 2019 and expired on November 25, 2021. Since the new minimum height is shown in Schedule A of the HAP extension, by approving the HAP extension, Council is also approving an extension to the development variance permit.

### ***HAP extension***

Pursuant to the Village's Development Procedures and Fees Bylaw No. 1037, 2018, HAPs expire within two years of issue if construction has not substantially commenced prior to the expiry date.

Owners can apply to extend permits for up to two years. The owner of 2700 Dunsmuir Avenue is seeking an extension of the permit for a further two years until November 9, 2024 (Attachment 1 – Extension Request). The project was temporarily put on hold due to financial challenges caused by rising interest rates and changes in market conditions (Attachment 1 – HAP extension request).

## **ANALYSIS**

The extension request will give the applicant more time to realize the development project and adjust to shifting market conditions. It does not change the building design that was approved by Council under the 2019-01 HAP based on a review of the Heritage Conservation Area Guidelines in the Village's Official Community Plan.

Council retains the ability to review and approve a future mural design on the east-facing wall of the building.

Since the extension does not change the permit requirements, and there have been no amendments to the Heritage Conservation Area guidelines or other relevant sections of the OCP since the original application, staff recommend approval of the request.

## **PUBLIC NOTIFICATION AND CONSULTATION**

Pursuant to the Development Procedures and Fees bylaw, neighbours within 75 metres of 2700 Dunsmuir Avenue were notified and the owner advertised and hosted a public information meeting as part of the original HAP permit application. The comments received were shared with Council at their November 25, 2019 meeting.

Public notification and consultation are not required for HAP extension requests.

## **ALTERNATIVES**

1. THAT Council deny the application to extend the 2019-01-HAP for 2700 Dunsmuir Avenue.

*This decision would mean that the applicant would have to reapply for a new Heritage Alteration Permit.*

2. THAT Council refer the application to extend 2019-01-HAP for 2700 Dunsmuir Avenue to the Heritage Committee for comment.

*This decision would delay a final decision by Council and create uncertainty for the developer. It would not impact the expiry date of a permit extension. The new expiry date would be two years from the expiry date of the current HAP regardless of how long the review process might take.*

## **STRATEGIC OBJECTIVE**

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

## **FINANCIAL IMPLICATIONS**

The proposed extension does not have financial implications for the Village of Cumberland.

## **OPERATIONAL IMPLICATIONS**

Processing of extensions to Heritage Alteration Permits are part of the regular services provided by the Development Services Department.

## **CLIMATE CHANGE IMPLICATIONS**

The proposed extension does not change the impacts of the proposed new development on climate change. No new developments are climate neutral; however, developments within the downtown core, close to existing services, generally have lower vehicle-related greenhouse gas emissions than development on the fringes of the Village. All new developments have to meet BC Building code requirements for energy efficiency.

## **ATTACHMENTS**

1. Letter from the applicant
2. Heritage Alteration Permit Extension

## **CONCURRENCE**

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

Respectfully submitted,

***K. Albert***

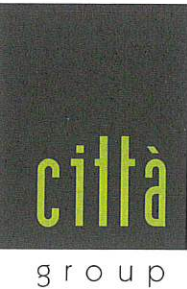
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Karin Albert  
Senior Planner

***M. Mason***

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Michelle Mason  
Chief Administrative Officer



Construction Ltd.

design | construction | project management

November 4, 2022

Village of Cumberland  
PO Box 340  
Cumberland BC V0R 1S0

**ATTN: PLANNING DEPARTMENT**

**RE: 2700 DUNSMUIR AVENUE HERITAGE ALTERATION PERMIT EXTENSION**

TO WHOM IT MAY CONCERN:

Please find the enclosed form, cheque, and letter to extend the building permit for 2700 Dunsmuir Avenue. We would like to proceed with this project but need an extension due to financial challenges caused by rising interest rates and poor market conditions. I am hoping for this resolve fairly soon, and we can move ahead. I request an extension for the full two years to November 9, 2024.

Please feel free to contact me if there are any further actions required.

Sincere regards,

A handwritten signature in black ink, appearing to read "Mike Dalton". The signature is fluid and cursive, with a large loop at the end.

**Mike Dalton**  
President, Città Construction Ltd.



Corporation of the  
Village of Cumberland

*HERITAGE  
ALTERATION PERMIT  
EXTENSION*

**TO: Citta Holdings**

**Owner/Agent: Mike Dalton**

**OF: 101-1763 Sean Heights, Saanichton, BC V8M 0A5**

1. This Heritage Alteration Permit 2019-01-HAP is issued subject to compliance with all of the bylaws of the Village of Cumberland applicable thereto for the purposes of construction of a four storey mixed use (commercial and residential) building.

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

**Legal Description:** Parcel B (DDA26122) of Lots 3 and 4, Block 3, District Lot 21, Nelson District, Plan 522

**Folio:** 516 00016.000

**PID:** 008-969-264

**Civic Address:** 2700 Dunsmuir Avenue

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

- a) The siting and design of the building and landscaping will be substantially in compliance with the site plan and drawings. Attached to this Permit as Schedule A.
- b) Colour and materials of the building and site, as per Schedule A (A100 and A104).
- c) The Sediment and Erosion Control Plan prepared by a registered profession for the construction and operational phases of the development. Attached to this Permit as Schedule B.
- d) The Stormwater Management Plan prepared by a registered professional engineer that has as its goal the maintenance of post-development flows equivalent to those of pre-development flow patterns and volumes over the entire wet weather season. Attached to this Permit as Schedule B.

**Required before Building Permit is approved:**

- e) The material, placement, dimensions and any projection over the sidewalk of the future sign for the commercial space if tenant known.

- f) Payment of a security in the amount identified under (5) below for the creation of a mural or decorative treatment of the east-facing side wall. The wall treatment will be approved by Council.
- h) Treatment of the central south facing windows to reduce overheating of the units in the summer.
- i) Details on how the building will be made solar-ready will be required at building permit drawings.
- j) Lighting detail shall be provided which shall show all lighting to be fully-shielded (full cut-off) and providing sufficient illumination for pedestrian and vehicle safety.
- k) Registration of a 1.5metre wide Statutory-Right-of-Way (SRW) along the rear lane for the purposes of enabling the Village, in the future, to construct and maintain a lane of sufficient width to provide improved rear access, travel, and snow removal.
- l) Provision of details on how mechanical equipment on the roof is hidden from view on all sides by screening by either painted or stained wood, or metal screens.
- m) Electric vehicle plug-in.

#### **4. Expiry**

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

#### **5. Security**

- a) A security in the amount of 125% of the cost estimate of \$5,000 for a mural design and execution shall be received before the building permit is issued.
- b) The security shall be refunded upon completion of the mural to the satisfaction of the Village.
- c) If the mural is not completed prior to building occupancy, the Village may use the security to commission a mural for the east-facing wall of the building. Any amount of the security not used for the purpose it was intended will be returned to the person who paid it.

#### **6. Timing and Sequencing of Development**

None.

#### **7. List of Reports or Plans attached as Schedules**

- a) Schedule A – Architectural Drawings
- c) Schedule B - Stormwater Management Plan and Erosion and Sediment Control Plan

8. This Permit is not a Building Permit.

**CERTIFIED** as the **HERITAGE ALTERATION PERMIT** issued by resolution of the Council of the Corporation of the Village of Cumberland on November 25, 2019; revised on November 9, 2020; and granted an extension on February 13, 2023 until November 9, 2024.

---

Corporate Officer

**CUMBERLAND MULTI-USE**

05 September 2019

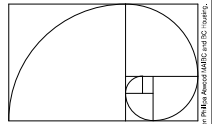
**PROJECT DATA**

AHJ	Village of Cumberland
Legal Address	Parcel B (DD A26122) of Lots 3 and 4, Block 3, District Lot 21, Nelson District, Plan 522
Address	2700 Dunsmuir Avenue, Cumberland BC
Zoning	Village Commercial Mixed Use (VCMU-1)
Building Use	Personal Services, Retail, Apartment
Area of Lot	557.4 m <sup>2</sup> (6,000 sf - 50'x120')
Lot Coverage	Permitted: 75%
	Proposed: 366.4 m <sup>2</sup> / 557.4 m <sup>2</sup> = 65.7%
Floor Area Ratio	Allowed: 2.0 = 1,115 m <sup>2</sup>
	Proposed: 981.2 m <sup>2</sup> (10,562 ft <sup>2</sup> )
Commercial Area	132 m <sup>2</sup>
Residential Area	849.2 m <sup>2</sup>
Vehicle Parking	\$3800/stall in lieu of required stalls not provided
	Personal Serv. 132m <sup>2</sup> /100 x 1.15 = 1.518
	Residential 1.0 / dwelling unit = 14 (incl. visitor)
	Require: 1.52 + 14 = 16
	Provided: 9
Accessible spaces	Require 5% = One
Small car stalls	Allowed 40% = 4 stalls
Electric car stalls	Require 5% = One
Loading	Require: One
Bike Parking	Class 1 No dwelling unit requirement for VCMU-1.
	Personal Services requirement:
	0.25/100m <sup>2</sup> = 167m <sup>2</sup> /100 x .25 = 0.42 = 1.0
	Total provided: 14
	Class 2 No dwelling unit requirement for VCMU-1.
	(Short term) Personal Services requirement:
	1.0/100m <sup>2</sup> = 167m <sup>2</sup> /100 x .25 = 0.42 = 1.0
	Total provided: 4
Building Height	Allowed 15 m (49'-4")
	Proposed 14.5 m (47'-8")
Setbacks	Front Minimum 0 m Max. 1 m (min. 75% of façade)
	Rear Minimum 4.5 m
	Side Minimum 0 m Max. 1 m (min. 75% of façade)
Landscaping	Not required.



**PROPOSED CUMBERLAND MULTI-USE DEVELOPMENT**

2700 DUNSMUIR AVE.



**Phillipa Atwood Architect**  
 5 Little Bear Way  
 Royston BC V0R 2V0  
 250 703 0433  
 pip@paatwoodarchitect.ca



**JAMES MATTHEW DESIGN LTD.**  
 jim.matthew@gmail.com 250-790-3555

**CITTA GROUP**

101-1763 SEAN HEIGHTS  
 SAANICHTON, BC V8M0A5  
 Contact: Mike Dalton  
 250-683-7816

No.	Description	Date
REVISIONS:		
ISSUED:		
For	Development Permit	Aug 27 2019

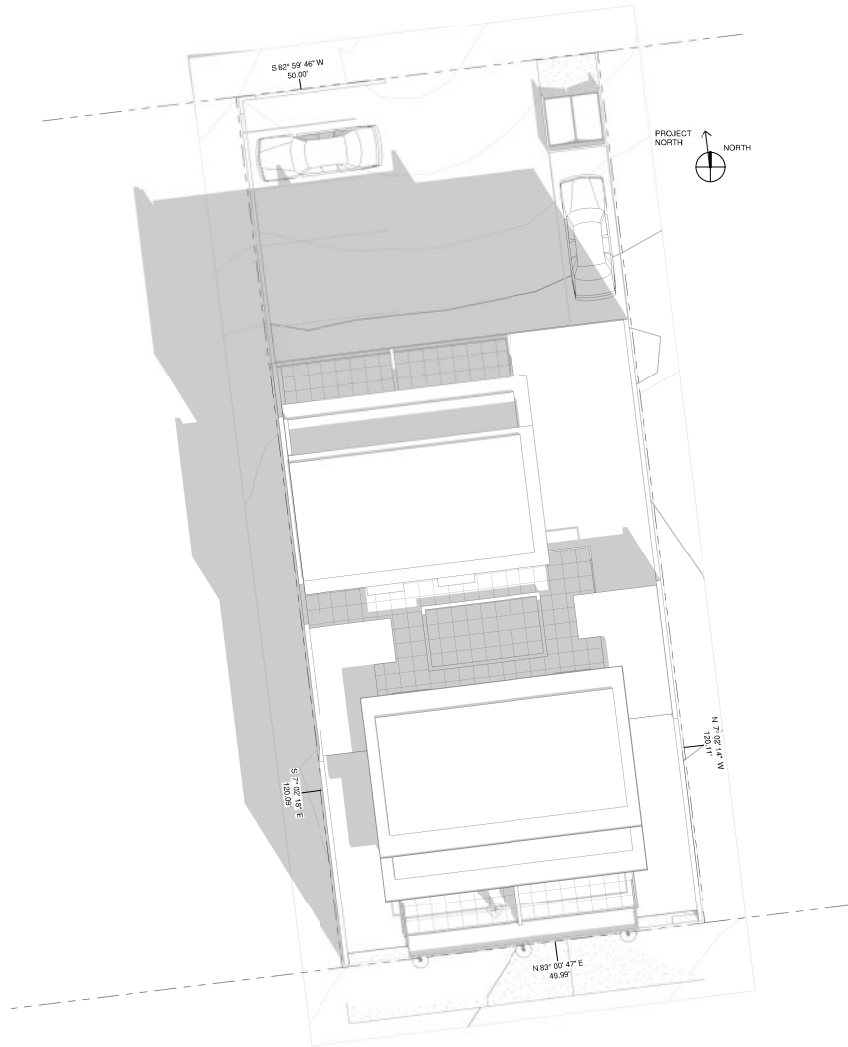
**CUMBERLAND MULTI-USE**

**COVER**

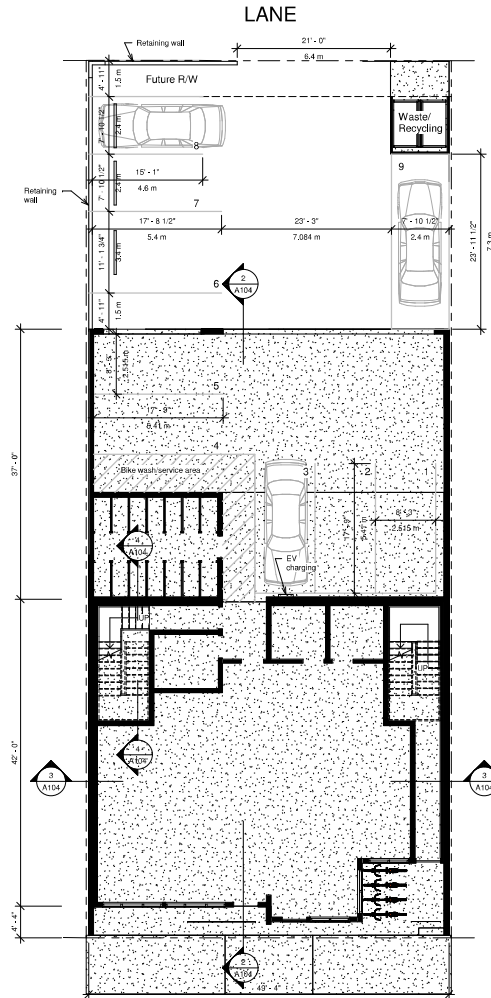
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Checked by	Checker	Date Issue Date
<b>A100</b>		Sheet

Plot date:  
 2018-11-16  
 11:19:49 AM

VCMU-1

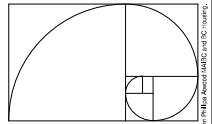


1 SITE PLAN  
1/8" = 1'-0"



DUNSMUIR

2 PARKING  
1/8" = 1'-0"

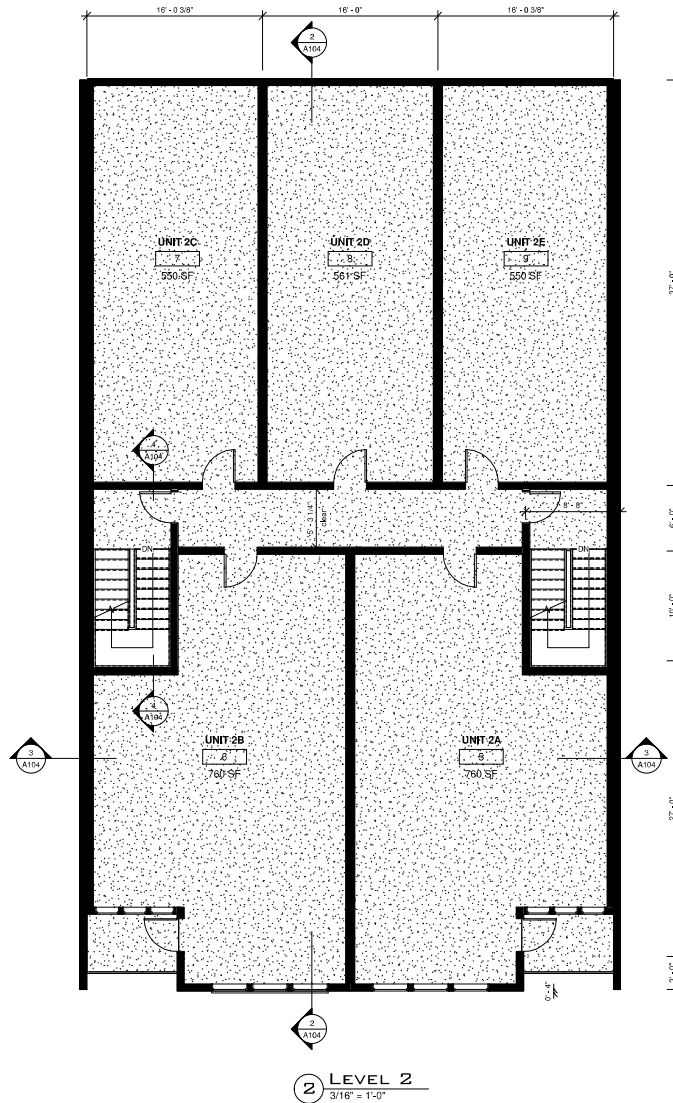
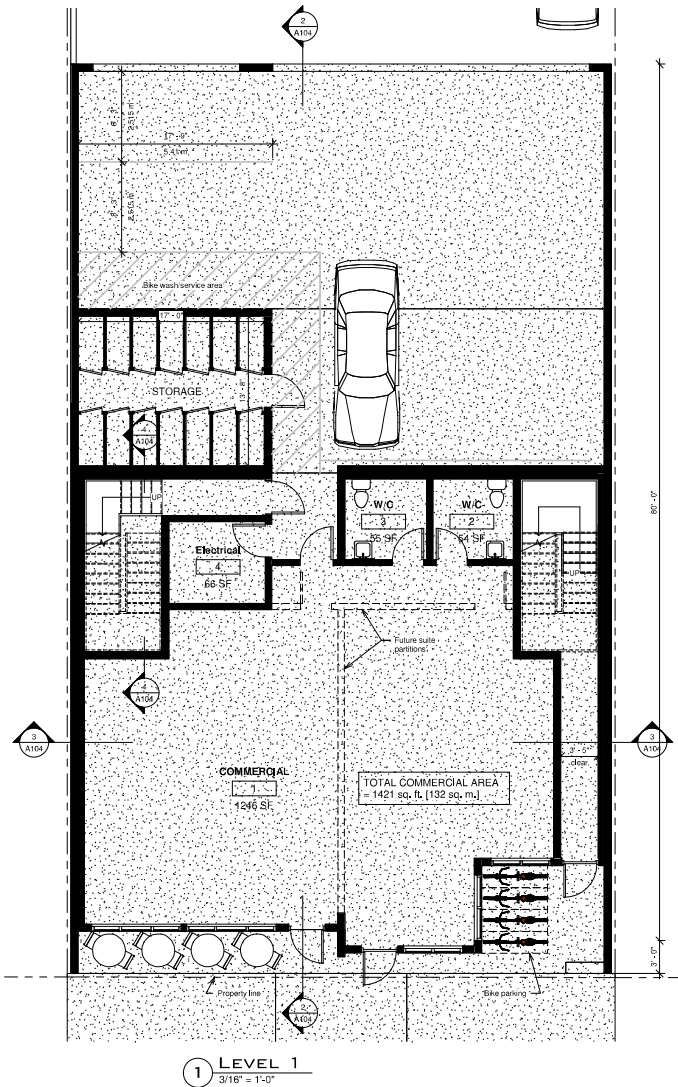


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250 709 0433  
pipas@atwoodarchitect.ca

JAMES MATTHEW  
DESIGN LTD.  
jim.matthew@gmail.com 250-790-3555

Site area = 6004 sq. ft.  
Building coverage = 4095 sq. ft.  
68% coverage

No.	Description	Date
REVISIONS:		
For	Development Permit	Aug 27 2019
CUMBERLAND MULTI-USE		
SITE PLAN		
Drawn by	Author	Scale 1/8" = 1'-0"
Checked by	Checker	Date Issue Date
<b>A101</b>		
Plot date:	2019-11-18 11:19:53 AM	
Project number	Sheet	



No.	Description	Date
REVISIONS:		
ISSUED:		Date
For	Development Permit	Aug 27 2019

**CUMBERLAND MULTI-USE**

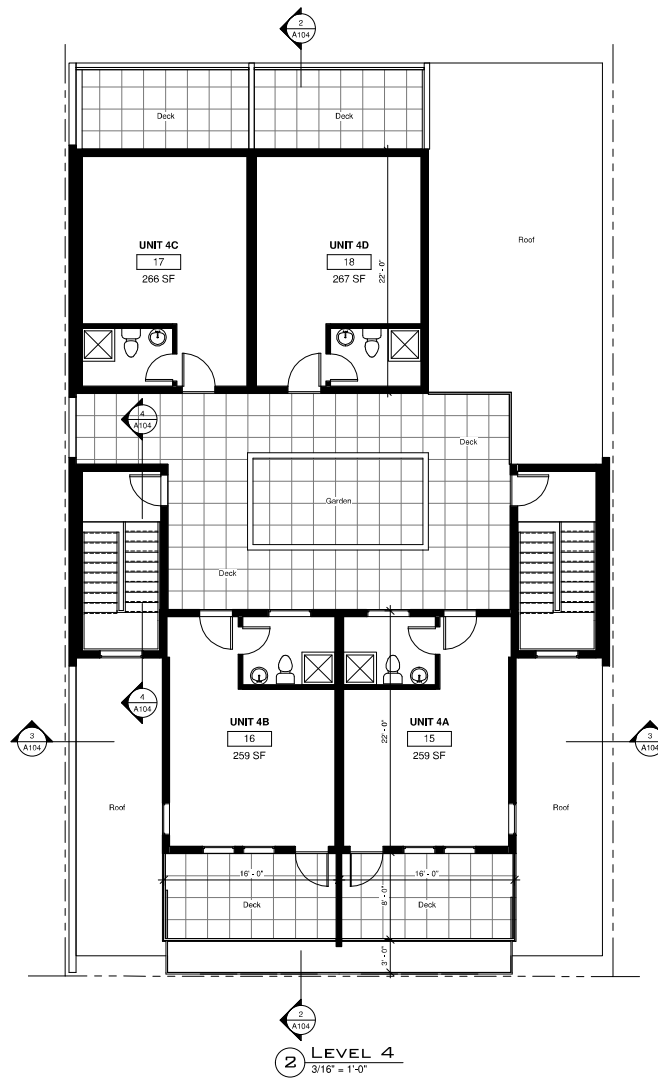
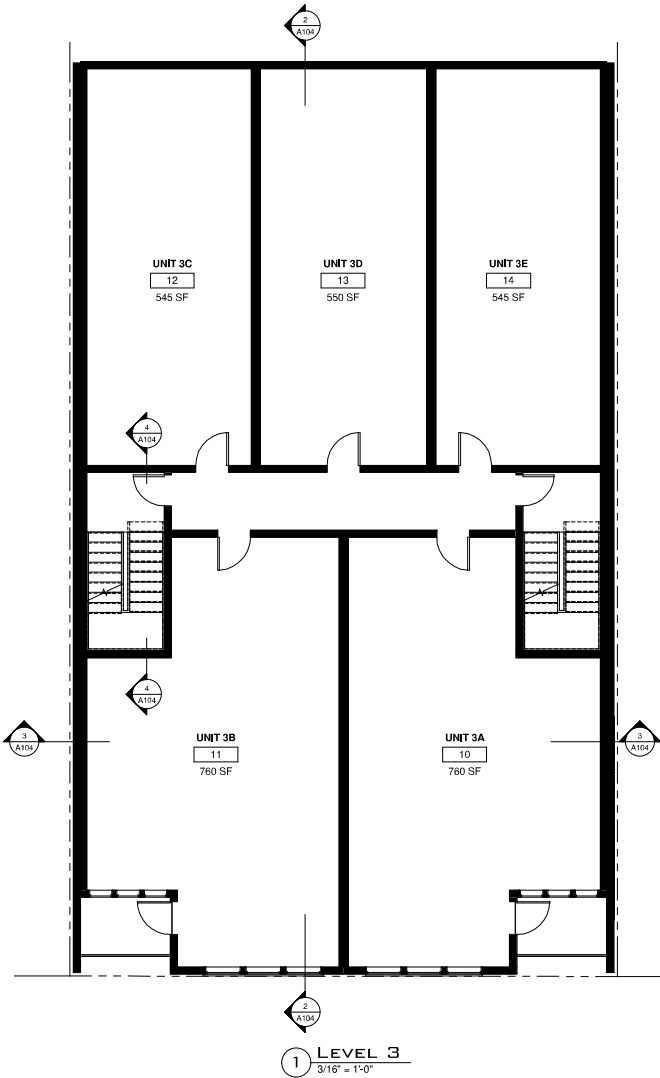
**PLANS**

Drawn by	Author	Scale	3/16" = 1'-0"
Checked by	Checker	Date	Issue Date

**A102**

Plot date: 2018-11-18 11:19:35 AM

Project number | Sheet



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 pippa@patwoodarchitect.ca

---

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 jim.matthew@gmail.com 250-790-3335

No.	Description	Date
REVISIONS:		
1	Development Permit	Aug 27 2019

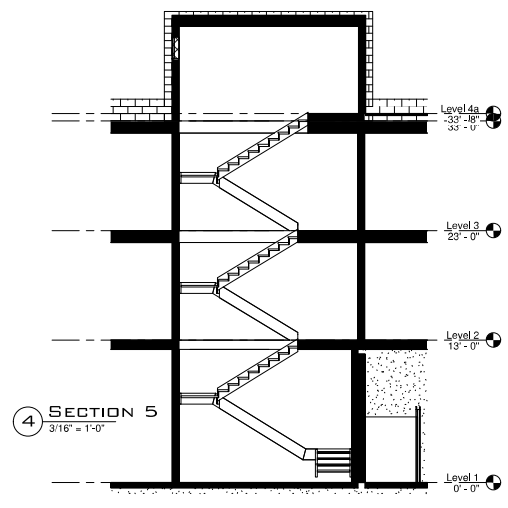
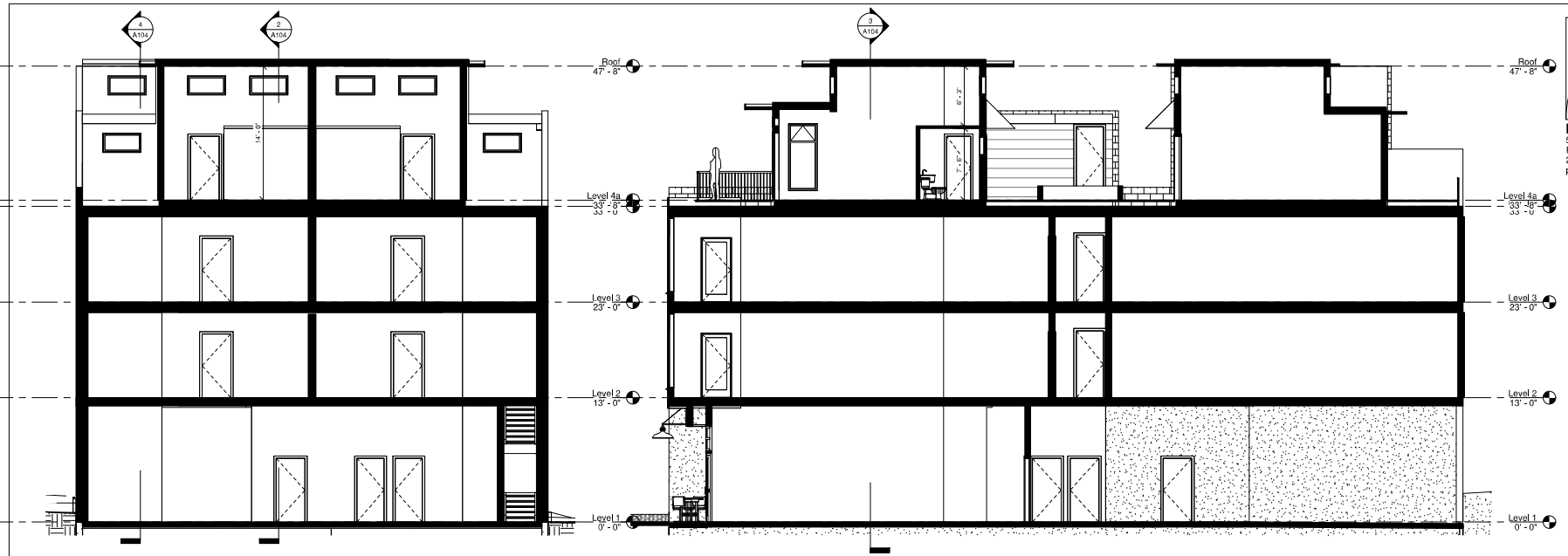
  

<b>CUMBERLAND MULTI-USE</b>			
<b>PLANS</b>			
Drawn by	Author	Scale	3/16" = 1'-0"
Checked by	Checker	Date	Issue Date
<b>A103</b>		Project number	Sheet

Plot date:  
 2019-11-16  
 11:19:35 AM

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 jim.matthew@gmail.com 250-790-3355



No.	Description	Date
REVISIONS:		
ISSUED:		
For:	Development Permit	Aug 27 2019

**CUMBERLAND MULTI-USE**

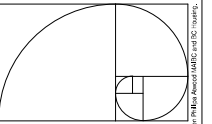
**ELEVATION & SECTIONS**

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Checked by	Checker	Date	Issue Date

**A104**

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Project number | Sheet



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jim.matthew@gmail.com 250-790-3355



② UP STREET



③ DOWN STREET



① STREET SCOPE  
 3/32" = 1'-0"

No.	Description	Date
REVISIONS:		

ISSUED:	Date
For Development Permit	Aug 27 2019

**CUMBERLAND  
 MULTI-USE**

**STREET  
 PERSPECTIVES**

Drawn by	Author	Scale	3/32" = 1'-0"
Checked by	Checker	Date	Issue Date

**A105**

Plot date:  
 2019-11-18  
 11:20:47 AM

Project number	Sheet

**Dunsmuir Avenue Multi-Development  
Village of Cumberland**

**Storm Water Management Plan**

August 23, 2019

JE Anderson File #89598

Prepared for:  
Citta Group

## 1.0 INTRODUCTION

A Multi-family development is being planned for the 530 square metre lot between the Waverly Hotel and the Liquor store and Dunsmuir Avenue and the lane. JE Anderson and Associates has been retained to complete a stormwater management and erosion and sediment control plan for the site.

## 2.0 EXISTING DRAINAGE

A site visit was made on August 20, 2019. The existing lot is gravel parking (13.0m gravel and 2.5m wide gravel that is growing in with vegetation). The lot is sloped from the lane toward Dunsmuir Street, and from Northeast to Southeast. Drainage to the east and west is blocked by existing buildings. There is an existing 600mm concrete barrel with grate in the southeast corner of the site, with a lead toward Dunsmuir Street.

Soil conditions on site have not been determined, but are expected to include rock as rock is shown on the Cumberland record drawings for the lane.

Adjacent buildings have basements or partial basements, with floor levels well below the lane. The Waverly to the west has a drain at the bottom of some stairs. Visually, it looked like the drain / perimeter drain would not flow to the drain in the lane.

Based on existing service information provided by Village of Cumberland (iMap) there is an existing 250mm drain in the lane (250mm sanitary sewer as well), and no drain in Dunsmuir Avenue.

Cumberland also provided a record drawing for the sewer and drain in the lane at the north side of the site. See drawing attached. The sewer and drain services have approximately 1.3m cover. The drain service in the lane is approximately centered in the lot, and is expected to be 100mm with invert 1.2m below existing ground (invert approximately 158.0m). The sanitary sewer invert may be at 158.1m. It is expected that the services won't be low enough to drain the lower floor by gravity (this will have to be reviewed once the actual service inverts are determined, and floor elevations finalized through the detailed design process).

## 3.0 DRAINAGE REQUIREMENTS

The MMCD Design Guidelines and Good Engineering Practices should be followed. These should include:

1. Retention storage of drainage for infiltration. This should not be applicable for this site as the development in the area is dense and adjacent buildings are old. Drainage into the ground would tend to flow into adjacent perimeter drains, which is not good engineering practice. Retention should be limited to minimum 300mm of absorbent topsoil in proposed landscape areas.
2. Minor storm drainage (up to the 5 or 10 year storm) to be directed to storm drain. Control flows to pre-development (gravel parking lot) levels. We will work with the 5 year return flows. We will also control the 2 year flows as retention is not proposed.
3. Major storm drainage flows (100 year) to have a suitable route to drain off site without damage. Consider detention for the 100 year storm.
4. Consider water quality

5. Consider erosion and sediment control during construction.
6. Consider potential for increase in rainfall intensity due to global warming (10% for the 5-year storm, 15% for the 100 year return storm).

We will work with City of Courtenay IDF Curves (Puntledge) as Courtenay is close to Cumberland. The Courtenay IDF Curves includes an allowance for future rainfall increases. We will adjust these 15% lower for year 2020 rainfalls, and then increase by 5% as Cumberland is approximately 100 metres higher than Courtenay (rainfall increases with elevation).

#### **4.0 PROPOSED DRAINAGE**

The proposed building will be four storey mixed use with parking at the rear. We expect that the parking area will be paved. There will be very limited space for landscaping. The drawings show a bike wash / service area, so ongoing sediment control will be an issue. See Site Plan in Appendix B.

##### **General Drainage**

We expect that drainage for this site will include the following:

Removal of the existing CB and capping of the lead at property line.

Connection to the existing service at the lane.

Pumping of the building footing drains, if required.

Directing roof drains via gravity to the existing storm drain (this will likely require that the parking area is elevated with respect to Dunsmuir Street in order to have cover for the drains. It may also require roof drains routed through the building.

A concrete holding tank (1500 gallons) acting as a sediment sump, oil separator and detention control system.

A detention system, likely drain rock / filter cloth. This must be sealed if it is within 5m of buildings, and as leakage may adversely affect adjacent buildings.

Control of excessive drainage from the lane.

A 100 year return overland flow route, if possible.

##### **Retention**

Rather than retention, we propose a relatively small low level orifice due to risk of breakout toward adjacent buildings. This will be used to control the 2 year return flows.

##### **Detention**

The 2, 5 and 100 year return flows will be controlled via detention. Detention calculations are attached in Appendix C. See Tables below indicating no increase in flow for the 2, 5, and 100 year return flows. Note that the 2 year return flows are restricted well below existing flows.

**Pre Development Flows**

Area	Q2 (L/s)	Q5 (L/s)	Q100 (L/s)
0.053 ha	3.05	4.5	8.7

**Post Development Flows**

0.053 ha	Q2 (L/s)	Q5 (L/s)	Q100 (L/s)
Flow	2.55	4.1	8.0
Void Volume	3.2 cu. m.	4.1 cu. m.	5.8 cu. m.
Water Level	100.40 m.	100.51 m.	100.73 m.

It may be desirable to reduce the 2 year return flows below the 2.55 L/s indicated above. Checking via Hydrocad indicated that the flows could be reduced to 1.7 L/s via a 32mm orifice with 5.1 cubic metres of storage. This would require an additional 5 cubic metres of drain rock at 40% void ratio.

**Oil / Grit / Detention Chamber**

We usually specify the largest available holding tank / septic tank (approximately 1500 IGAL) that has a tank and a separate top (H20 rated), with a concrete baffle with opening at the bottom. Detention control is located in the outlet compartment. These tanks are approximately 2.4m long, 2.0m wide, and 1.5m deep. This provides significant holding volume for detention, and provides time for oil to rise and silt to settle. The outlet invert should be kept minimum 0.5m above the bottom of the tank to maintain a 0.5m water depth.

Details will be provided at detailed design stage.

**Drainage Routing**

The 5 and 10 year return flows will be directed toward the drain in the lane at the back of the property.

The 100 year return flows will also be directed toward the drain at the back of the lot.

Normally, there is a 100 year return overland flow route from each lot which reduces the risk of building flooding. This will be complicated at this lot due to building covering the entire front of the site, and the elevated lane with storm drain. Through detailed design, the following should be considered:

- A piped system that will discharge water onto Dunsmuir Avenue when the site system is overloaded, and before the building is flooded (set up a roof drain to backflow).
- Set MBFE's at detailed design stage that considers the 100 year return flow route.
- Try to control flows from the lane to limit off site flows entering the site. There is a CB in the lane fronting the site.

### Maintenance of Oil / Grit / Detention Chamber / Drainage System

- Clean out catch basins and sumps minimum once per year
- Inspect oil / grit / detention chamber minimum once per year and minimum once when drainage flows are high. Clean detention control orifices and confirm suitable operation.
- Clean out oil / grit chamber when sediment gets over 100mm deep, or oil is over 5mm deep.
- Do not enter oil / grit chamber unless properly trained. Follow WCB requirements for confined space entry. Air in tank may be unsafe to breathe, and may be explosive.
- Follow the requirements of the Oil / Water Separator Maintenance Recommendations complete with Maintenance Log attached in Appendix A.
- The building / lot owner will be responsible for maintenance.

### Erosion and Sediment Control

Erosion and sediment control should be provided during construction. The best method is to control the silt at the source including the following:

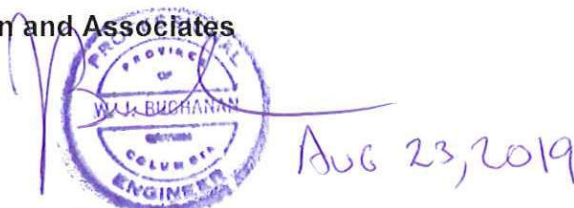
- Cover disturbed areas with gravel as soon as possible.
- Cover material stockpiles with plastic.
- Provide a broken rock pad for muddy equipment to work / park on, and workers to clean off.
- Do not have trucks driving over silty areas.
- Do not contaminate the lane gravel.
- Pump excavation to a sump prior to discharge. The oil / grit chamber could be installed and used as an emergency settling tank for this small area.
- Review and maintain the system during heavy rainfalls.
- Follow the guidelines of "Land Development Guidelines for the protection of Aquatic Habitat" and "Environmental Best Management Practices for Urban and Rural Land Development in BC".

Details will be provided at detailed Design Stage.

We trust that this report is as you require at this time. If you have any questions, please call.

Yours Truly

**JE Anderson and Associates**



W.J. BUCHANAN  
PROVINCE OF COLUMBIA  
ENGINEER  
Aug 23, 2019

Jim Buchanan, P. Eng.

## **APPENDIX A**

### **Oil / Water Separator Maintenance Recommendations Maintenance Log CRD Maintenance Log**



---

Date: August 23, 2019

File No: JEA 89598

Project: Dunsmuir Street, Cumberland

### OIL / WATER SEPARATOR MAINTENANCE RECOMMENDATIONS

#### Oil / Water Maintenance Schedule:

1. Every 3 months and during heavy rainfall at least once per year.
2. Increase frequency, if required.
3. Schedule can be extended to every 12 months and during heavy rainfall at least once per year if it becomes apparent that the three month schedule is too often.

#### Oil / Water Maintenance Review:

1. Confirm that upstream systems are not having a negative impact on the oil / water separator system.
2. Oil / water separator to be cleaned out (oil and sediment removed) whenever sediment depth is over 100mm at the inlet side, and whenever oil depth is over 5mm. Dispose of sediment and oil as contaminated material in a legal manner.
3. Clean out inlets and outlets.
4. Try to clean out in dry weather so that sediment in the water remaining in the cleaned tank has a chance to settle.
5. Replace system when required.
6. Do not enter oil interceptors unless properly trained. Follow WCB requirements for confined space entry as air in tank may be unsafe to breathe, and may be explosive.

#### Other Systems

1. Clean out catch basins, sumps, and other tanks requiring cleanout at minimum 1 year intervals. Increase frequency as required.
2. Check drain inlets and outlets for proper operation
3. Replace systems when required.

#### Ongoing

1. Review and update the maintenance recommendations based on experience with operations.
2. The owner/operator will be responsible for operation and maintenance.

See Oil / Water Separator Maintenance Log attached.





# Oil-Water Separator Maintenance Log

Making a difference...together

Year \_\_\_\_\_

## Oil-Water Separator (OWS) Calculations for Clean Out Requirements

OWS Wetted Height (WH) (cm) \_\_\_\_\_ (cm)  
 Maximum Floating Oil & Grease 5% x \_\_\_\_\_ WH (cm) = \_\_\_\_\_ (cm) OR 5cm (circle the lesser of the 2 numbers)  
 Maximum Settled Solids 25% x \_\_\_\_\_ WH (cm) = \_\_\_\_\_ (cm) OR 15cm (circle the lesser of the 2 numbers)

## Separator Inspections

	1st Qtr Inspection (Jan - Mar)			2nd Qtr Inspection (Apr - Jun)			3rd Qtr Inspection (Jul - Sep)			4th Qtr Inspection (Oct - Dec)		
	1st Cmpt	2nd Cmpt	3rd Cmpt	1st Cmpt	2nd Cmpt	3rd Cmpt	1st Cmpt	2nd Cmpt	3rd Cmpt	1st Cmpt	2nd Cmpt	3rd Cmpt
Floating oil & grease (cm)												
Settled solids (cm)												
Date of measurements												
Inspected by												
Signature												

CLEAN-OUT WITHIN 7 DAYS if solids exceeds 15 cm (6 inches) or 25% wetted height OR the amount of floating oil & grease exceeds 5 cm (2 inches) or 5% of wetted height.

INSPECT AND RECORD levels of floating material and settled solids in EACH COMPARTMENT at least once every 3 months.

IMMEDIATELY take corrective action if there is evidence of petroleum bypass OR separator malfunction.

## Separator Clean-out

	Jan	Feb	March	April	May	June	July	Aug	Sep	Oct	Nov	Dec
Date removed												
Type* of material removed												
Quantity of material removed												
Contractor												

\* solids, oil & grease or both

Separator must be cleaned out at least once every twelve months.

## Off-Site Waste Management

Date removed												
Type* of material removed												
Quantity of material removed												
Contractor												

\* waste oil, waste antifreeze, etc.

Keep records of the name, address and phone number of each disposal or recycling company that you engage.

## Preventive Maintenance

Date of maintenance (Note the preventive maintenance performed in box below.)

--	--	--	--	--	--	--	--	--	--	--	--	--

IMMEDIATELY take corrective action on any malfunctioning item and record the corrective action below.

**Accidental Discharge (greater than 100 Litres) include: (date, amount, details, corrective action)**

Also include: Preventive maintenance observations and corrective action taken

**APPENDIX B**

**Architect Site Plan  
Cumberland Record Drawing**

Phillips Atwood Architects  
 5 Little Lane Way  
 Troy, NY 12180  
 518.262.1100  
 phil@phillipsatwood.com

JAMES MATTHEW  
 DESIGN LTD.  
 1000 West 10th Street  
 Regina, Saskatchewan S4P 0X6  
 306.762.3339  
 james@jamesmatt.com

CONCEPT  
 FOR REVIEW ONLY

No.	Description	Date
ISSUED	For	

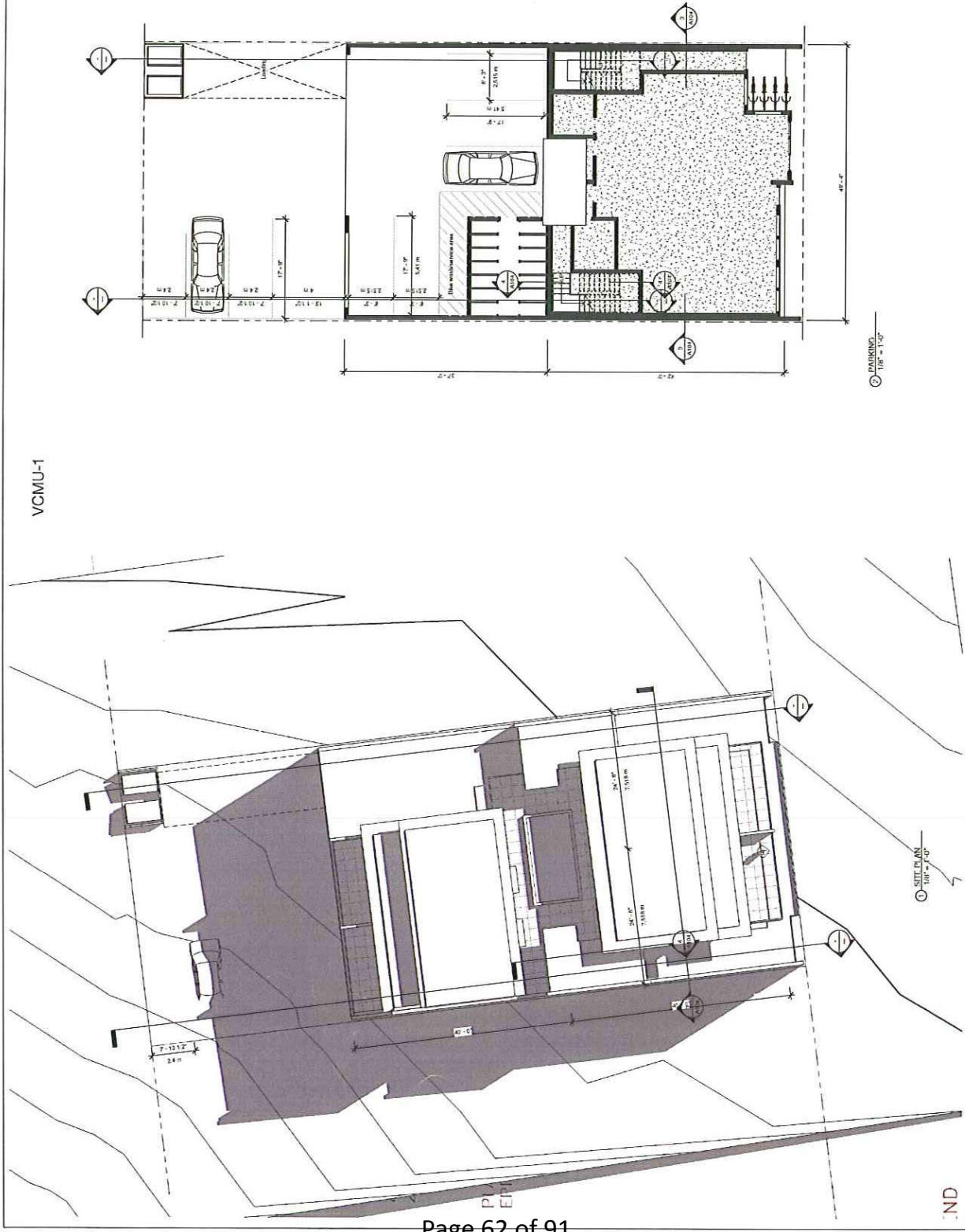
CUMBERLAND  
 MULTI

SITE PLAN

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 Checked by: [ ]  
 Date: [ ]  
 Issue Code: [ ]

A101

Project Number: [ ]



END

## **APPENDIX C**

### **DRAINAGE CALCULATIONS**

**Drainage Detention Calculations**

**Hydrocad 5 Year Pre & Dev (2020)**

**Hydrocad 100 Year Pre-Dev (2020)**

**Hydrocad 100 Year Detention (2020)**

**Hydrocad 100 Year Off-Site**

**Rainfall Intensity – Duration – Frequency**

**Curve Numbers**

**Holding Tank Size**

### Drainage Detention Calculations

Drainage Detention Calculations will be based on the Hydrograph Method using the following inputs:

- SCS TR-20 Seattle 24 hour rainfall, Gamma 300
- 24 hour rainfall based on City of Courtenay Rainfall Data increased 5% for elevation and reduced 15% for year 2020 rainfall:
  - 2 year rainfall 76mm/day
  - 5 year rainfall 98mm/day
  - 100 year rainfall 160mm/day

Ground condition – gravel parking, 20% vegetated, 80% gravel

- Curve numbers as follows, raised based on expected saturation:
  - Pre-development: CN = 89 for group C Soil used for gravel parking, and 79 for vegetated portion.
  - Post Development CN = 98 for impermeable areas. CN = 86 for disturbed areas (minimum 300mm topsoil with very good round cover).
  - Antecedent Moisture Level 2

Storage Area 8 square metres

#### Pre Development Flows

Area	Q2 (L/s)	Q5 (L/s)	Q100 (L/s)
0.053 ha	3.05	4.5	8.7

#### Post Development Flows

0.053 ha	Q2 (L/s)	Q5 (L/s)	Q100 (L/s)
Flow	2.55	4.1	8.0
Void Volume	3.2 cu. m.	4.1 cu. m.	5.8 cu. m.
Water Level	100.40 m.	100.51 m.	100.73 m.

#### Existing 250mm Drain in Lane

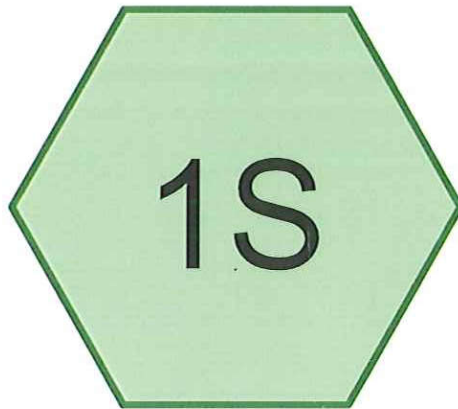
Drainage Area between First Street and Second Street approximately  $110 \times 80 = 0.88$  ha.

From Hydrocad, if area is 50% hard surface, 50% gravel, flow will be 162 L/s.

Rational Formula Method ( $T_c = 10$  min)  $Q_{100} = 0.7 \times 0.88 \text{ ha} \times 90 \text{ mm/hr} \times 2.78 = 154 \text{ L/s}$ .

Capacity of 250mm drain at 5.5% is 150 L/s when  $n = 0.013$ .

It seems that the 250mm drain was sized for the 100 year return flow.



# Lot Drainage



5 YEAR PRE-DEV.  
(2020)

Routing Diagram for 20190822-89598-Pre-dev  
Prepared by JE Anderson and Associates, Printed 8/23/2019  
HydroCAD® 10.00 s/n 03581 © 2012 HydroCAD Software Solutions LLC

**Summary for Subcatchment 1S: Lot Drainage**

Runoff = 0.00451 m<sup>3</sup>/s @ 7.90 hrs, Volume= 0.031 MI, Depth> 58 mm

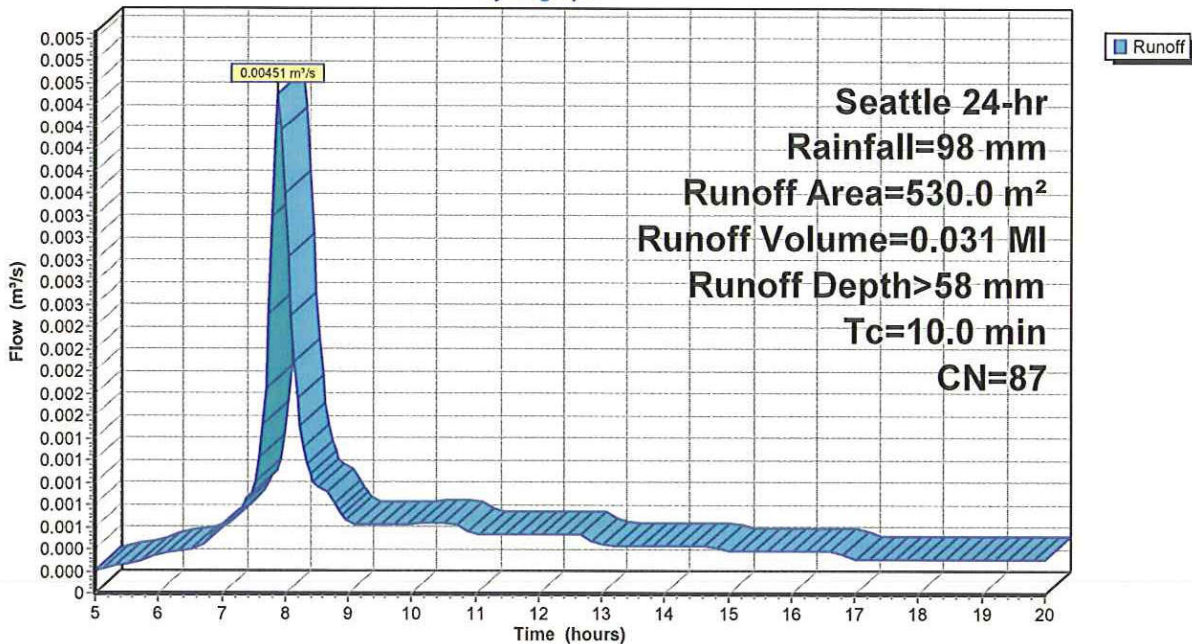
Runoff by SCS TR-20 method, UH=Gamma-300, Time Span= 5.00-20.00 hrs, dt= 0.05 hrs  
Seattle 24-hr Rainfall=98 mm

	Area (m <sup>2</sup> )	CN	Description
*	425.0	89	Gravel Pkg
*	105.0	79	Veg Parking
	530.0	87	Weighted Average
	530.0		100.00% Pervious Area

Tc (min)	Length (meters)	Slope (m/m)	Velocity (m/sec)	Capacity (m <sup>3</sup> /s)	Description
10.0					Direct Entry,

**Subcatchment 1S: Lot Drainage**

Hydrograph



5 YEAR PRE-DEV.  
(2020)

**Summary for Subcatchment 1S: Lot Drainage**

Runoff = 0.00874 m³/s @ 7.90 hrs, Volume= 0.058 MI, Depth>109 mm

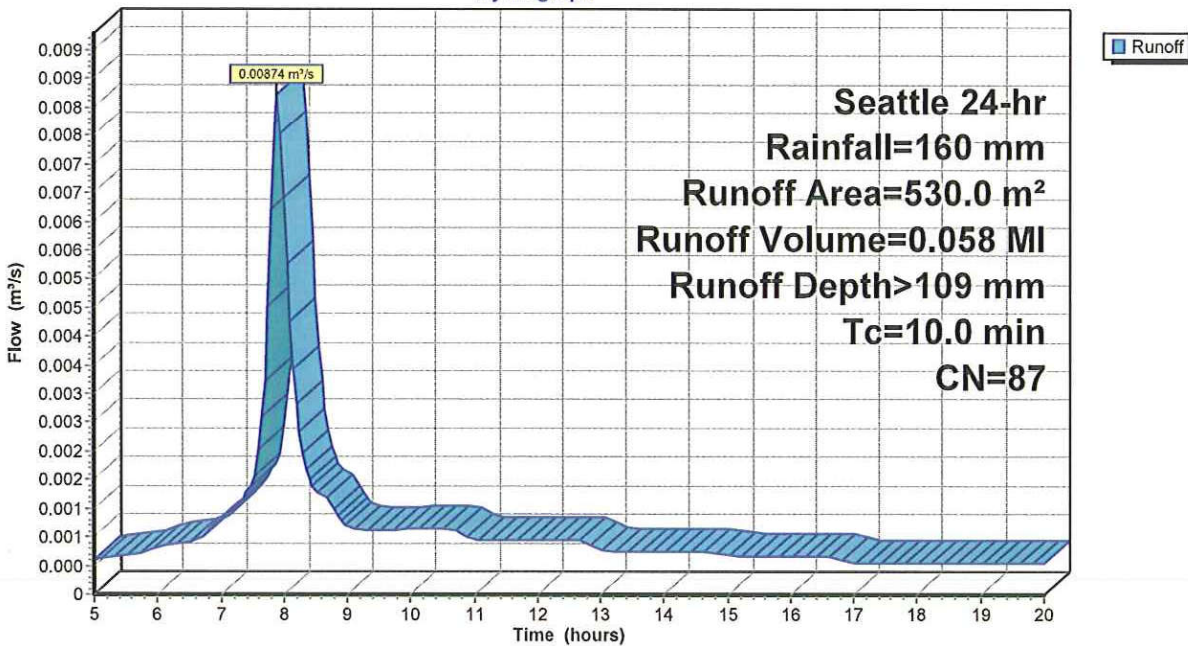
Runoff by SCS TR-20 method, UH=Gamma-300, Time Span= 5.00-20.00 hrs, dt= 0.05 hrs  
Seattle 24-hr Rainfall=160 mm

	Area (m²)	CN	Description
*	425.0	89	Gravel Pkg
*	105.0	79	Veg Parking
	530.0	87	Weighted Average
	530.0		100.00% Pervious Area

Tc (min)	Length (meters)	Slope (m/m)	Velocity (m/sec)	Capacity (m³/s)	Description
10.0					Direct Entry,

**Subcatchment 1S: Lot Drainage**

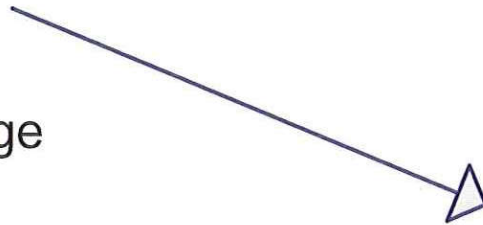
Hydrograph



100 YEAR PRE-DEV.  
(2020)



Lot Drainage



Tank / rock

100 YEAR DETENTION  
(2020)



Routing Diagram for 20190822-89598-Detention Post-dev  
Prepared by JE Anderson and Associates, Printed 8/23/2019  
HydroCAD® 10.00 s/n 03581 © 2012 HydroCAD Software Solutions LLC

### Summary for Subcatchment 1S: Lot Drainage

Runoff = 0.01031 m³/s @ 7.89 hrs, Volume= 0.067 MI, Depth>127 mm

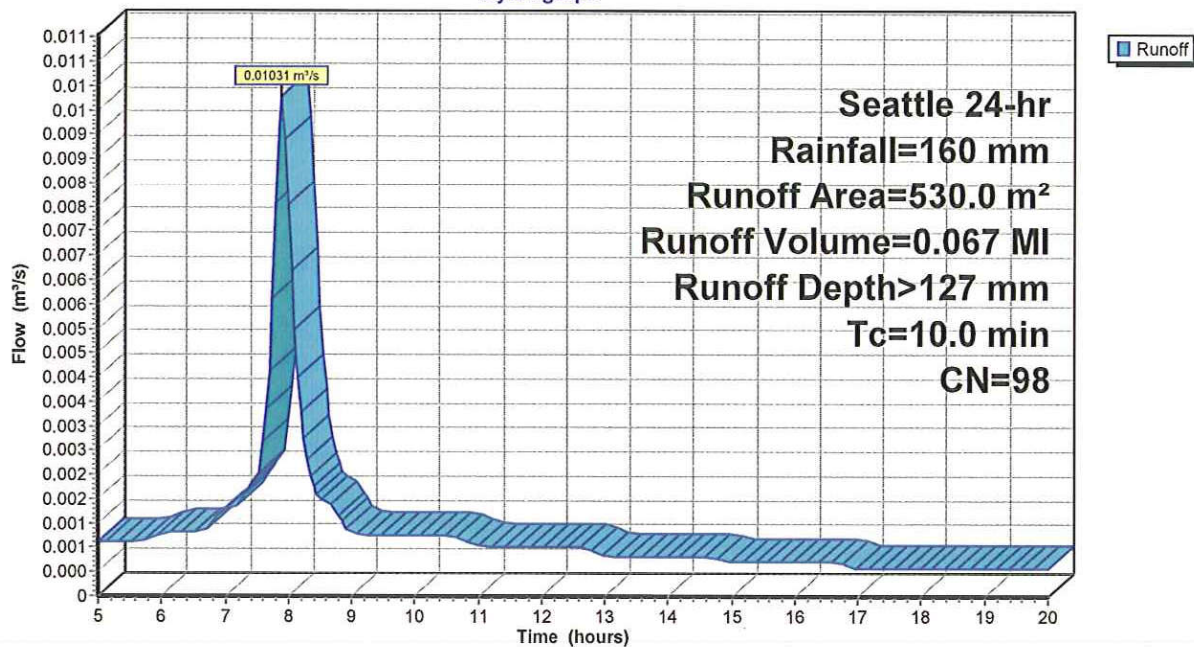
Runoff by SCS TR-20 method, UH=Gamma-300, Time Span= 5.00-20.00 hrs, dt= 0.05 hrs  
 Seattle 24-hr Rainfall=160 mm

Area (m²)	CN	Description
* 530.0	98	Hard Surface
530.0		100.00% Impervious Area

Tc (min)	Length (meters)	Slope (m/m)	Velocity (m/sec)	Capacity (m³/s)	Description
10.0					Direct Entry,

### Subcatchment 1S: Lot Drainage

Hydrograph



**Summary for Pond 2P: Tank / rock**

Inflow Area = 0.0530 ha, 100.00% Impervious, Inflow Depth > 127 mm  
 Inflow = 0.01031 m³/s @ 7.89 hrs, Volume= 0.067 MI  
 Outflow = 0.00804 m³/s @ 8.00 hrs, Volume= 0.067 MI, Atten= 22%, Lag= 6.6 min  
 Primary = 0.00804 m³/s @ 8.00 hrs, Volume= 0.067 MI

Routing by Stor-Ind method, Time Span= 5.00-20.00 hrs, dt= 0.05 hrs  
 Peak Elev= 100.729 m @ 8.00 hrs Surf.Area= 8.0 m² Storage= 5.8 m³

Plug-Flow detention time= 11.9 min calculated for 0.067 MI (99% of inflow)  
 Center-of-Mass det. time= 9.5 min ( 637.4 - 628.0 )

Volume	Invert	Avail.Storage	Storage Description
#1	100.000 m	8.0 m³	<b>Custom Stage Data (Prismatic)</b> Listed below (Recalc)

Elevation (meters)	Surf.Area (sq-meters)	Inc.Store (cubic-meters)	Cum.Store (cubic-meters)
100.000	8.0	0.0	0.0
101.000	8.0	8.0	8.0

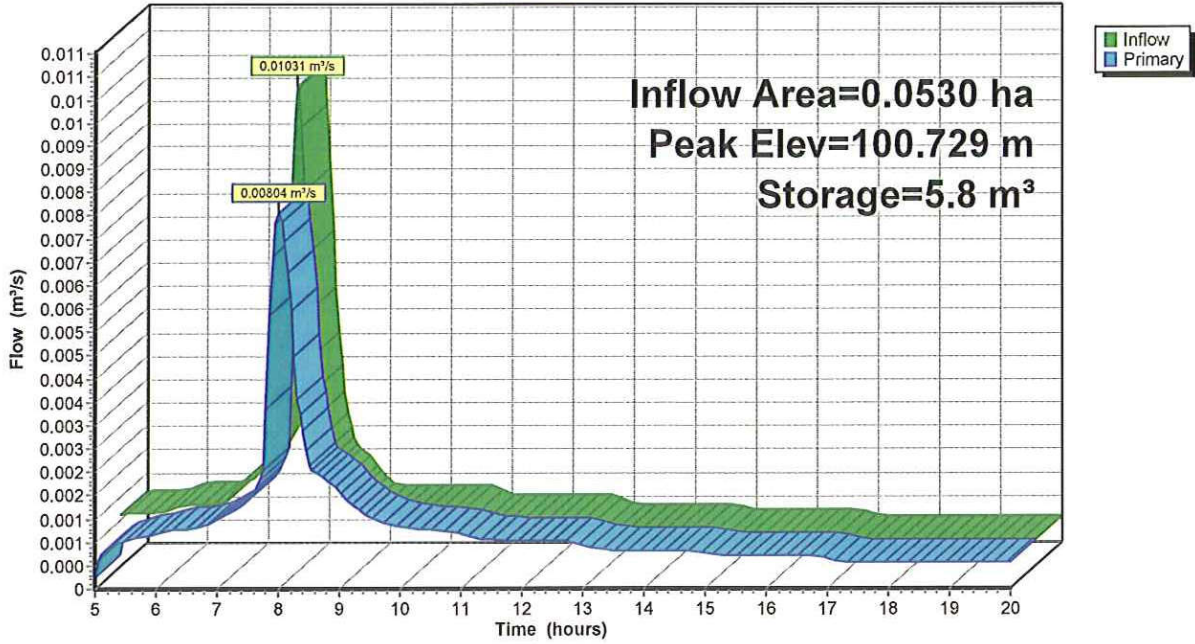
Device	Routing	Invert	Outlet Devices
#1	Primary	100.000 m	<b>44 mm Horiz. Orifice/Grate</b> C= 0.600 Limited to weir flow at low heads
#2	Primary	100.400 m	<b>44 mm Vert. Orifice/Grate</b> C= 0.600
#3	Primary	100.500 m	<b>50 mm Vert. Orifice/Grate</b> C= 0.600

**Primary OutFlow** Max=0.00803 m³/s @ 8.00 hrs HW=100.728 m (Free Discharge)

- 1=Orifice/Grate (Orifice Controls 0.00345 m³/s @ 2.27 m/s)
- 2=Orifice/Grate (Orifice Controls 0.00223 m³/s @ 1.47 m/s)
- 3=Orifice/Grate (Orifice Controls 0.00235 m³/s @ 1.20 m/s)

### Pond 2P: Tank / rock

Hydrograph



**Summary for Subcatchment 1S: Lot Drainage**

Runoff = 0.16243 m³/s @ 7.89 hrs, Volume= 1.063 MI, Depth>121 mm

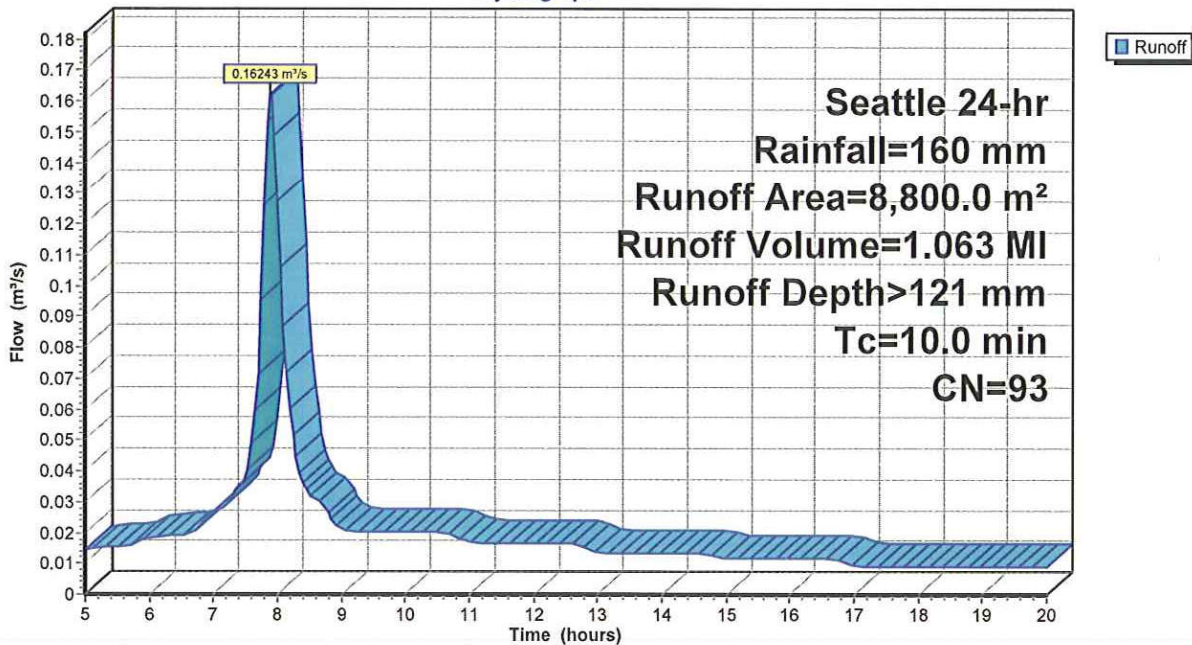
Runoff by SCS TR-20 method, UH=Gamma-300, Time Span= 5.00-20.00 hrs, dt= 0.05 hrs  
Seattle 24-hr Rainfall=160 mm

Area (m²)	CN	Description
* 8,800.0	93	Hard / gravel Surface
8,800.0		100.00% Pervious Area

Tc (min)	Length (meters)	Slope (m/m)	Velocity (m/sec)	Capacity (m³/s)	Description
10.0					Direct Entry,

**Subcatchment 1S: Lot Drainage**

Hydrograph

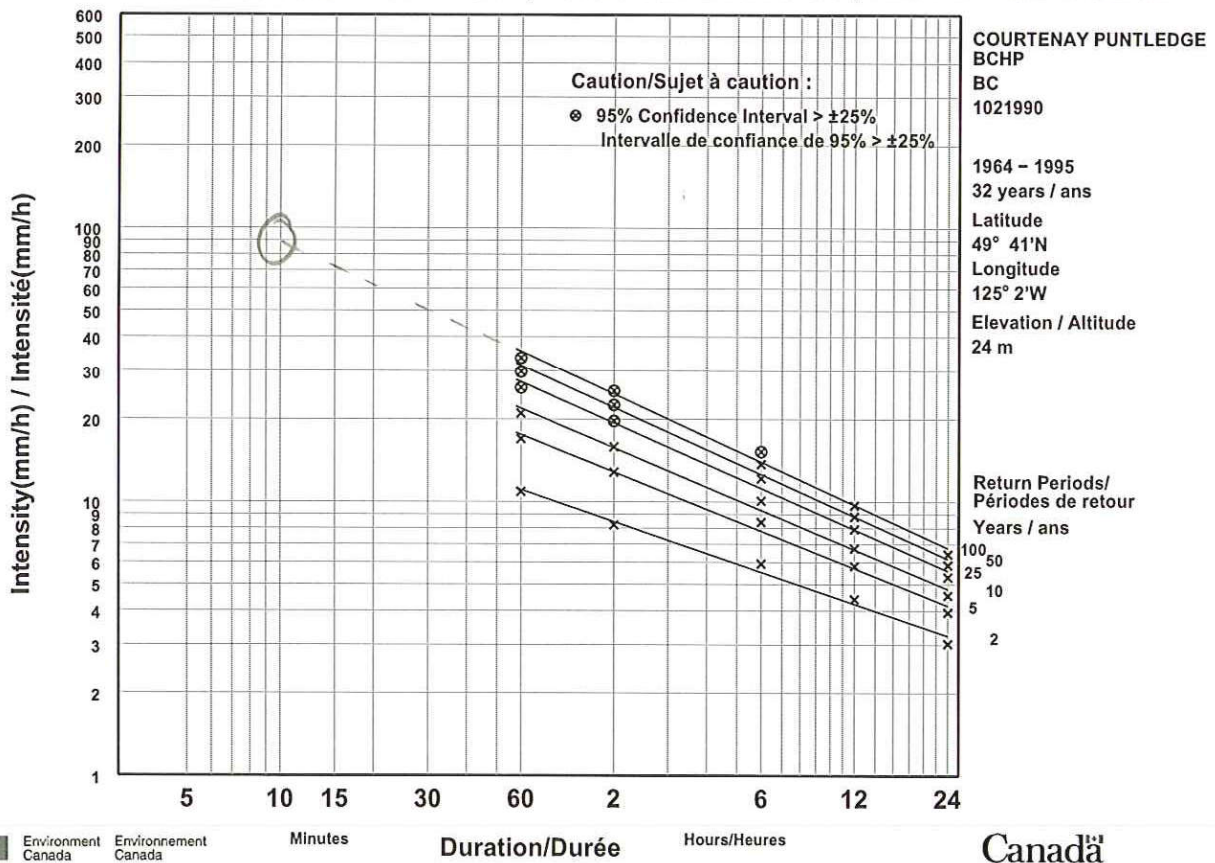


100 YEAR OFF SITE  
(2020)

### Short Duration Rainfall Intensity-Duration-Frequency Data

2014/12/21

Données sur l'intensité, la durée et la fréquence des chutes de pluie de courte durée



**Table 2.3.2  
Runoff Curve Numbers for Selected Agricultural, Suburban, and Urban Areas**

(Sources: TR 55, 1986, and Stormwater Management Manual, 1992. See Section 2.1.1 for explanation)

Cover type and hydrologic condition.	CNs for hydrologic soil group			
	A	B	C	D
<b>Curve Numbers for Pre-Development Conditions</b>				
<b>Pasture, grassland, or range-continuous forage for grazing:</b>				
Fair condition (ground cover 50% to 75% and not heavily grazed).	49	69	79	84
Good condition (ground cover >75% and lightly or only occasionally grazed)	39	61	74	80
<b>Woods:</b>				
Fair (Woods are grazed but not burned, and some forest litter covers the soil).	36	60	73	79
Good (Woods are protected from grazing, and litter and brush adequately cover the soil).	30	55	70	77
<b>Curve Numbers for Post-Development Conditions</b>				
<b>Open space (lawns, parks, golf courses, cemeteries, landscaping, etc.)<sup>1</sup></b>				
Fair condition (grass cover on 50% - 75% of the area).	77	85	90	92
Good condition (grass cover on >75% of the area)	68	80	86	90
<b>Impervious areas:</b>				
Open water bodies: lakes, wetlands, ponds etc.	100	100	100	100
Paved parking lots, roofs <sup>2</sup> , driveways, etc. (excluding right-of-way)	98	98	98	98
<b>Permeable Pavement (See Appendix C to decide which condition below to use)</b>				
Landscaped area	77	85	90	92
50% landscaped area/50% impervious	87	91	94	96
100% impervious area	98	98	98	98
Paved	98	98	98	98
Gravel (including right-of-way)	76	85	89	91
Dirt (including right-of-way)	72	82	87	89
<b>Pasture, grassland, or range-continuous forage for grazing:</b>				
Poor condition (ground cover <50% or heavily grazed with no mulch).	68	79	86	89
Fair condition (ground cover 50% to 75% and not heavily grazed).	49	69	79	84
Good condition (ground cover >75% and lightly or only occasionally grazed)	39	61	74	80
<b>Woods:</b>				
Poor (Forest litter, small trees, and brush are destroyed by heavy grazing or regular burning).	45	66	77	83
Fair (Woods are grazed but not burned, and some forest litter covers the soil).	36	60	73	79
Good (Woods are protected from grazing, and litter and brush adequately cover the soil).	30	55	70	77
<b>Single family residential<sup>3</sup>:</b>	Should only be used for subdivisions > 50 acres	Average Percent impervious area <sup>3,4</sup>		
Dwelling Unit/Gross Acre				
1.0 DU/GA		15		Separate curve number
1.5 DU/GA		20		shall be selected for
2.0 DU/GA		25		pervious & impervious
2.5 DU/GA		30		portions of the site or
3.0 DU/GA		34		basin
3.5 DU/GA		38		
4.0 DU/GA		42		
4.5 DU/GA		46		
5.0 DU/GA		48		
5.5 DU/GA		50		
6.0 DU/GA		52		
6.5 DU/GA		54		
7.0 DU/GA		56		
7.5 DU/GA		58		
PUD's, condos, apartments, commercial businesses, industrial areas & subdivisions < 50 acres	%impervious must be computed	Separate curve numbers shall be selected for pervious and impervious portions of the site		

For a more detailed and complete description of land use curve numbers refer to chapter two (2) of the Soil Conservation Service's Technical Release No. 55, (210-VI-TR-55, Second Ed., June 1986).

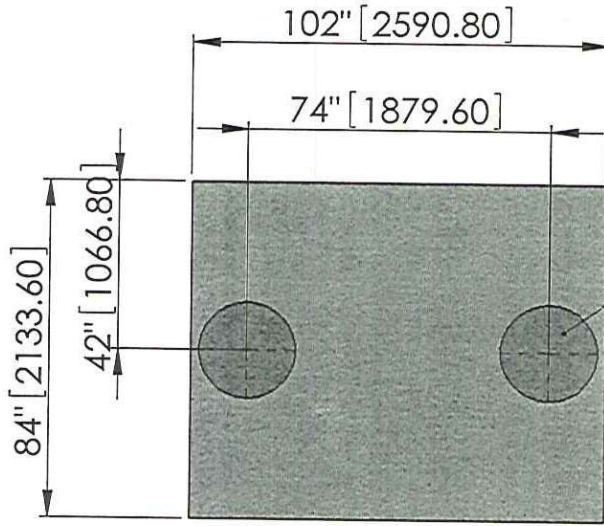
<sup>1</sup> Composite CN's may be computed for other combinations of open space cover type.

<sup>2</sup> Where roof runoff and driveway runoff are infiltrated or dispersed according to the requirements in Chapter 3, the average percent impervious area may be adjusted in accordance with the procedure described under "Flow Credit for Roof Downspout Infiltration" (Section 3.1.1), and "Flow Credit for Roof Downspout Dispersion" (Section 3.1.2).

<sup>3</sup> Assumes roof and driveway runoff is directed into street/storm system.

<sup>4</sup> All the remaining pervious area (lawn) are considered to be in good condition for these curve numbers.

# 1500 GALLON HOLDING TANK

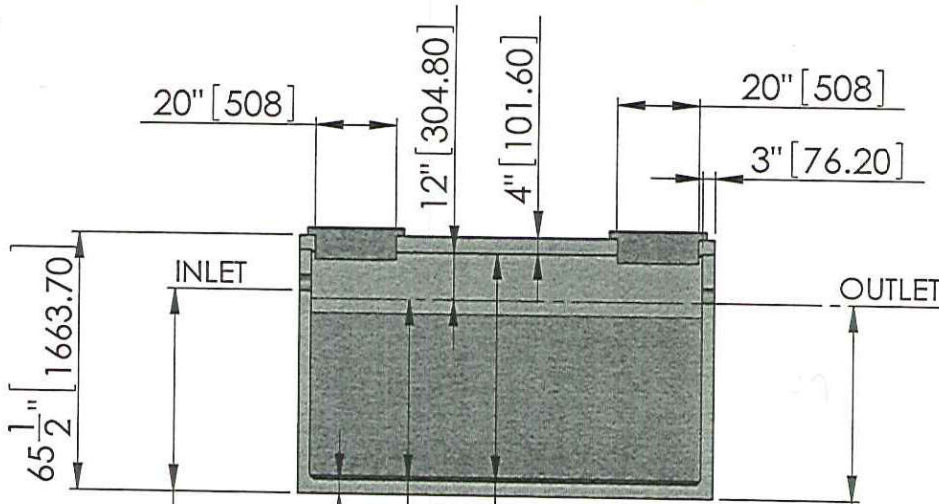
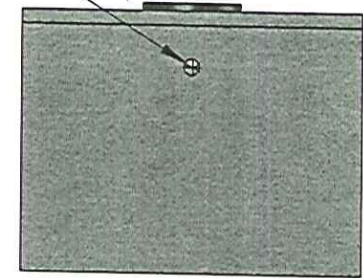


POLYLOK RISERS

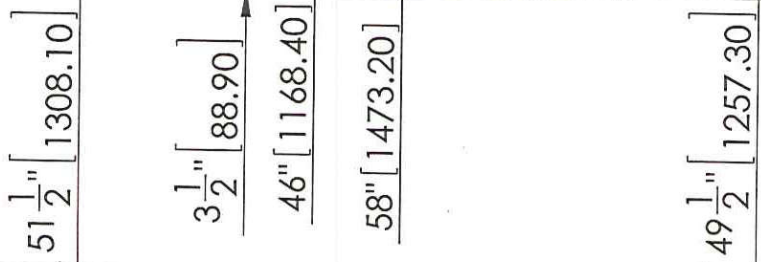
## DETAILS:

1. Concrete 30 Mpa @ 28 Days
2. 4 x 4" x 10/10 Welded Wire Mesh in Bottoms and Sides
3. 10M Rebar Mat in Cover
4. Concrete Contains Propex Fibremesh 150 MultiFilament Fibres
5. Tank Weight = 6,150 kgs (13,500 lbs)
6. Maximum Burial Depth is 1.830 m (6 feet)
7. 20" Plastic Polylok Riser in Septic Tank / 24" Plastic Polylok Riser in Pump Chamber
8. Lid Sealed to Tank with 3/4" Conseal CS-101 Gasket/ 1" Conseal CS 665 Gasket Used for Water Reservoirs
9. H20 Traffic Rated Tanks are Available - Contact ABC for Additional Information
10. Water Reservoirs Contain XyPex C-500 Waterproofing Additive

4"  $\phi$  [100mm] PVC  
INLET AND OUTLET

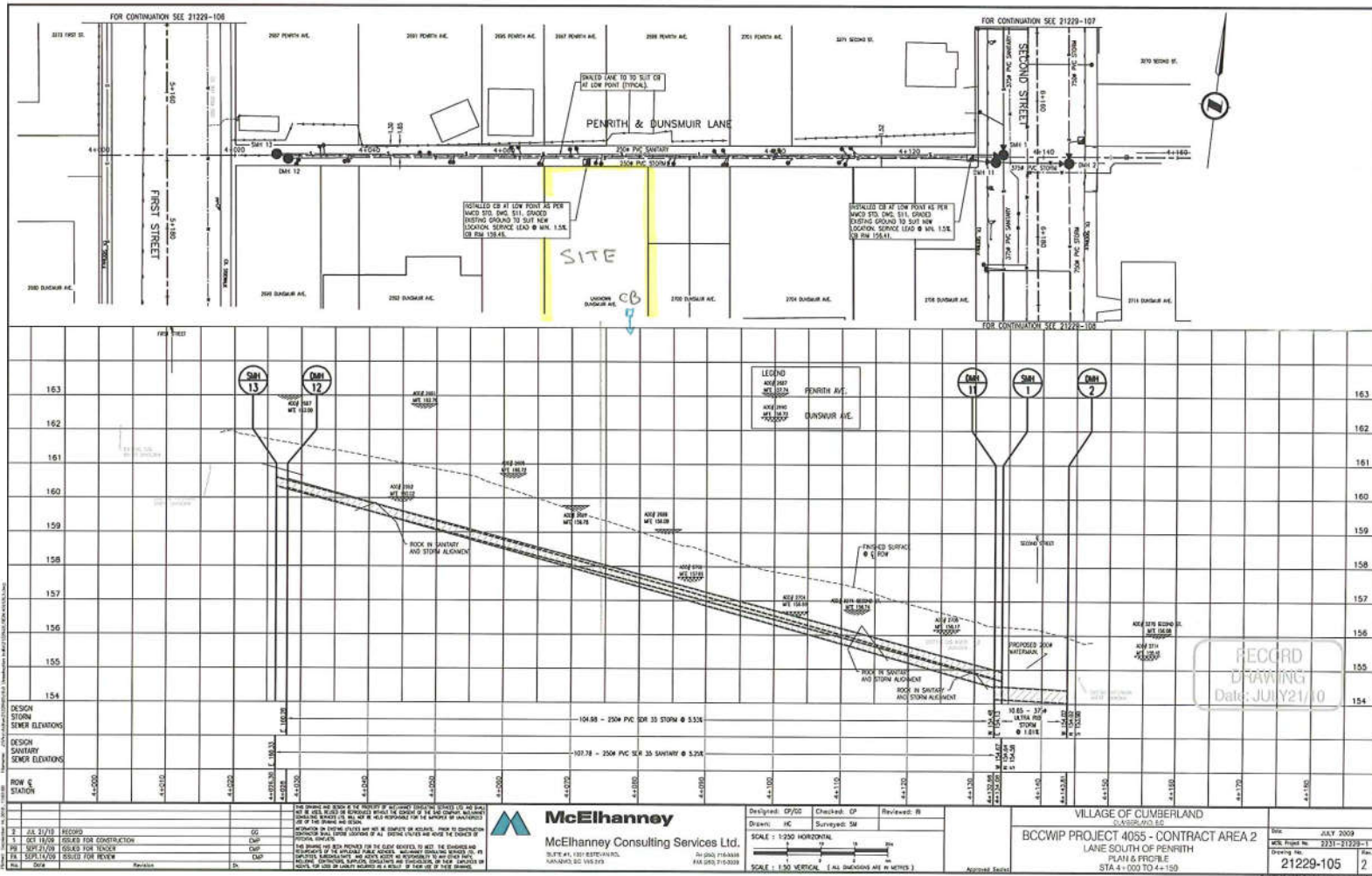


NOTE: INLET AND OUTLET LOCATIONS  
TO BE DETERMINED BY CUSTOMER



**abc**

PRECAST & READY MIX LTD.  
1941 Trans Canada Hwy  
Nanaimo, B.C. Ph: (250) 753-1223  
Canada Fax: (250) 754-2122  
V9X 1R4 Web: www.abcprecast.ca



1	JUL 17/10	ISSUED	GC
2	JUL 17/10	ISSUED FOR CONSTRUCTION	DCP
3	JUL 21/10	ISSUED FOR TENDER	DCP
4	JUL 21/10	ISSUED FOR REVIEW	DCP
5			
6			

THE ENGINEER AND SURVEYOR HEREBY CERTIFY THAT THE INFORMATION CONTAINED HEREIN IS TRUE AND CORRECT TO THE BEST OF HIS KNOWLEDGE AND BELIEF AND THAT HE IS NOT PROVIDING THIS INFORMATION FOR ANY OTHER PURPOSE THAN THAT FOR WHICH IT IS INTENDED. THE ENGINEER AND SURVEYOR SHALL NOT BE RESPONSIBLE FOR ANY DAMAGE OR INJURY TO PERSONS OR PROPERTY ARISING FROM THE USE OF THIS INFORMATION FOR ANY OTHER PURPOSE THAN THAT FOR WHICH IT IS INTENDED.

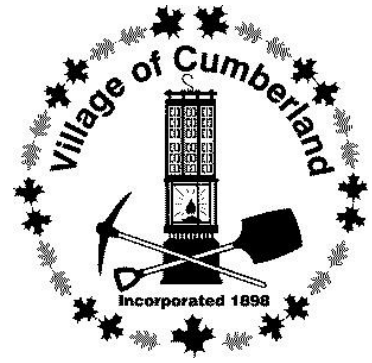
**McElhanney**  
 Consulting Services Ltd.  
 3010 15th Street SW  
 Vancouver, BC V6P 3R7  
 Tel: (604) 276-8888  
 Fax: (604) 276-9339

Designed: DYSO	Checked: CP	Reviewed: BR
Drawn: HC	Surveyed: SM	
SCALE: 1:250 HORIZONTAL		
SCALE: 1:50 VERTICAL (ALL DIMENSIONS ARE IN METRES)		

VILLAGE OF CUMBERLAND  
 QUAYSIDE, B.C.  
 BCCWP PROJECT 4055 - CONTRACT AREA 2  
 LANE SOUTH OF PENRITH  
 PLAN & PROFILE  
 STA 4+000 TO 4+150

Date: JULY 2010  
 Drawing No: 21229-105  
 Rev: 2

# COUNCIL REPORT



REPORT DATE: February 2, 2023  
MEETING DATE: February 13, 2023

File No. 0540-20/0730

TO: Mayor and Councillors  
FROM: Rachel Parker, Corporate Officer  
SUBJECT: Inclusion Welcome at Village Public Facilities

---

## RECOMMENDATION

THAT Council direct staff to display the Everybody Welcome stickers for diversity and accessibility on Village public facilities.

## PURPOSE

The purpose of this report is to present a recommendation from the Accessibility and Inclusion Committee.

## PREVIOUS COUNCIL DIRECTION

None

## BACKGROUND

The terms of reference for the Accessibility and Inclusion Committee include the tasks to:

- Review of community event manual with recommendations to make events more accessible; and outreach with special event coordinators;
- To promote social and political equity as follows:
  - (a) Identify barriers to social inclusion and accessibility and make recommendations as to how to remove these barriers;
  - (b) Identify best practices in other communities and make recommendations based on the findings to promote social and political equity;
  - (c) Participate in reviewing the Village of Cumberland's draft plans, policies and procedures to prevent the creation of barriers in the future;
  - (d) Draft a strategy for engaging with the community on issues relating to accessibility and inclusiveness;

- (e) Work with Council to increase public awareness on issues related to accessibility and inclusion for all citizens.

As directed by Council through the Committee’s terms of reference, the Committee has been working to develop an accessibility and inclusion checklist for community events. This checklist is intended to be distributed to organizations planning community events in both Village facilities and in private venues.

The Committee determined that the checklist would include a recommendation to display symbols that indicate everyone is welcome on digital and print media and at the venue entrance, such as 2SLGBTQ+ Everyone is Welcome flag or sticker. Committee members recognized that many community events are held at Village-owned public facilities, and made the following recommendation to Council:

THAT the Committee recommend that Council direct staff to display the Everybody Welcome stickers for diversity and accessibility on Village public facilities.

“You are Welcome Here” stickers were distributed in the community by the Cumberland Business Association in 2021 and are available for a \$5 contribution that is donated to the Gukwas sa Wagalus Rainbow House transitional housing project. The Out Central Oregon website notes the display is intended to show inclusion of people of colour, transgendered people and LGBTQ+ people using the Progress Pride Flag to celebrate diversity.



Local governments in BC are required to establish an accessibility plan that outlines how the local government will identify, remove and prevent barriers to people the organization or interacting with it, and consider inclusion and diversity. A policy to display this and other inclusion symbols at Village facilities may be considered during development of the plan and supported by policies on actionable operational strategies.

“Healthy and Accessible Community” and “Diverse Recreation, Arts and Culture Opportunities” are both overarching priorities in the 2020-2023 Council Strategic Priorities.

## **ALTERNATIVES**

1. Local governments in BC are required to establish an accessibility plan that outlines how the local government will identify, remove and prevent barriers to people the organization or interacting with it. A policy to display inclusion symbols at Village facilities may be considered during development of the plan.
2. Not proceed with any action at this time.

**STRATEGIC OBJECTIVE**

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

**FINANCIAL IMPLICATIONS**

None

**OPERATIONAL IMPLICATIONS**

Minimal operational implications that can be accommodated within regular operational tasks.

**CLIMATE CHANGE IMPLICATIONS**

None

**ATTACHMENTS**

None

**CONCURRENCE**

Kevin McPhedran, Interim Deputy Chief Administrative Officer **KM**

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

Respectfully submitted,

***R. Parker***

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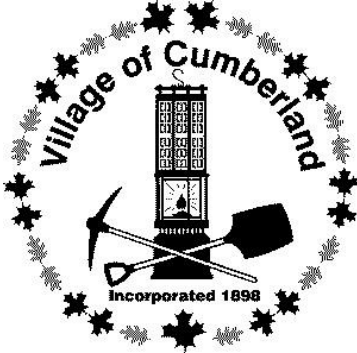
Rachel Parker  
Corporate Officer

***M. Mason***

---

Michelle Mason  
Chief Administrative Officer

# COUNCIL REPORT



REPORT DATE: January 31, 2023  
MEETING DATE: February 13, 2023

File No. 550-01

TO: Mayor and Councillors  
FROM: Rachel Parker, Corporate Officer  
SUBJECT: Consultation on 2023 Council Strategic Priorities

---

### RECOMMENDATION

THAT Council direct staff to include community consultation on 2024-2027 strategic priorities as a topic on the agenda for the March 6, 2023 Village Hall meeting.

### PURPOSE

The purpose of this report is to seek Council’s direction on topics for the March 6, 2023 Village Hall meeting.

### PREVIOUS COUNCIL DIRECTION

None

### BACKGROUND

Village Hall meetings hosted by Council are informal meetings held 3-4 times a year. Typically there are no specific matters on the agenda, and residents who attend lead the discussion while Council members listen to concerns and answer questions. Occasionally, Council selects special topics for Village Hall meetings for an opportunity to listen to residents on issues of importance.

Council is scheduled to meet in mid-March for workshops to develop its 2024-2027 strategic priorities, which will guide the Village’s corporate management and decision-making, and to enable staff to focus and coordinate Village resources over the next four years. The workshops are intended for Council members to discuss and determine broad overarching goals with specific measurable objectives, rather than specific tasks and actions. Staff then bring forward implementation of tasks to meet those objectives through work plans and budget process. Once Council has determined the 2024-2027 strategic priorities, the Village then informs the community through publication at a regular Council meeting.

Before the Council sits down for these workshops, Council may wish to have an opportunity to consult with the community. While Council members have likely had informal one-on-one

discussions with residents and business owners through daily interactions and during the 2022 election campaign period, there is also the opportunity to include strategic priorities consultation at the Village Hall meeting scheduled for March 6, 2023. The objective of this consultation would be to provide an open opportunity for the general community to submit opinions on priority broad overarching goals for the Village over the next four years.

If Council wishes to proceed with this opportunity, staff will advertise in the March Currently Cumberland newsletter and on the Village website. Comments made at the Village Hall meeting will be recorded in the minutes. An opportunity can also be given for comments to be received by email by March 8, 2023, which would be compiled and provided to Council before the workshops take place.

### **ALTERNATIVES**

1. Council may direct a more focused consultation on specific priorities, through survey or other communication tools, which would require more staff resources.
2. Council may choose not to offer consultation on strategic priorities.

### **STRATEGIC OBJECTIVE**

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

### **FINANCIAL IMPLICATIONS**

With limited consultation there would be no financial implications, other than small advertising costs.

### **OPERATIONAL IMPLICATIONS**

There would be some administrative support required as proposed.

### **CLIMATE CHANGE IMPLICATIONS**

None

### **ATTACHMENTS**

None

**CONCURRENCE**

None

Respectfully submitted,

***R. Parker***

---

Rachel Parker  
Corporate Officer

***M. Mason***

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Michelle Mason  
Chief Administrative Officer

# COUNCIL MEMBER REPORT

DATE: Feb 1, 2023

TO: Mayor and Councillors

FROM: Councillor Ketler

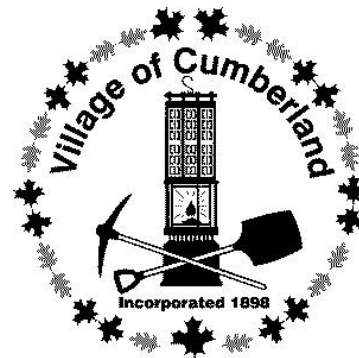
SUBJECT: Monthly Report for January 2023

Date	Event	Details
Jan 4	Village COTW	Budget Session #1
Jan 4	CVRD Chair/Vice Chair/CAO agenda meeting	Set agenda for following week's CVRD Board meeting
Jan 5	Village Agenda Review	Mayor and CAO - set agenda for following weeks Council meeting
Jan 6	North Island College Housing Site Blessing	Represented CVRD at the ceremony to celebrate the new housing project at the College
Jan 10	CVRD Recreation Commission	Delegation: CV Cricket Club Strategic Planning: Aquatic Strategy, Sports Field Study
Jan 10	CVRD Regular Board Meeting	Strategic Planning with Alison Habkirk: Key Reports: 1)"Social Development Service Scoping Study" 2) "Community Partnerships: Exploration of Policy and Procedure" 3) "Climate Crisis and Environmental Stewardship and Protection Strategic Driver"
Jan 11	Village COTW	Budget Session #2
Jan 11	CVRD Chair/Vice Chair/CAO agenda meeting	Set agenda for following week's CVRD Board meeting
Jan 17	CVRD Recreation Commission	Delegation: Ben Vanderhorst, Comox Valley Farmers Institute regarding Agriplex Strategic Planning Continued: Aquatic Strategy, Sports Field Study and Ice Arena Strategy

Jan 17	CVRD COW	Elected Officials Legal Orientation by Sukh Manhas																		
Jan 18	Village COTW	Budget Session #3																		
Jan 18	CVRD Chair/Vice Chair/CAO agenda meeting	Set agenda for following week's CVRD Board meeting																		
Jan 19	Comox-Strathcona Waste Management Board	<p>Still finalizing agreement for Fortis to purchase landfill gas from Cumberland landfill.</p> <p>Campbell River gas capture is almost complete but there are delays getting the flare due to supply chain issues.</p> <p>There are apps that can tell you where you can recycle different products "Courtenay Collects" and "Waste Wizard".</p> <p>Currently rolling out compost service for Campbell River and Courtenay (that is why Cumberland got new green bins)</p> <p>Proposed tax increase is \$12/\$100,000 Assessment Value but report coming back on balancing requisition with user fees.</p>																		
Jan 23	Village COTW																			
Jan 23	Regular Council Meeting	<a href="http://www.cumberland.ca/meetings">www.cumberland.ca/meetings</a>																		
Jan 24	CVRD Regular Board Meeting	<p>Spike Rd Land Acquisition and Maris Estates Ecological Gift Donation</p> <p>Delegations: Young Agrarians and Naut'Sa Mawt Wachaiy Affordable Housing Project (requested DCC exemption)</p> <p>BC Assesment:</p> <p><b><u>Village of Cumberland</u></b></p> <table> <tr> <td>Residential Total</td> <td>15.6</td> </tr> <tr> <td></td> <td>%</td> </tr> <tr> <td>    Single Family Residential</td> <td>15.8</td> </tr> <tr> <td></td> <td>%</td> </tr> <tr> <td>    Strata</td> <td>14.4</td> </tr> <tr> <td></td> <td>%</td> </tr> <tr> <td>Business/Other</td> <td>7.3%</td> </tr> <tr> <td>Light Industry</td> <td>14.0</td> </tr> <tr> <td></td> <td>%</td> </tr> </table> <p>Corporate Energy and Emissions Plan, Draft Internal Cost of Carbon Policy,</p>	Residential Total	15.6		%	Single Family Residential	15.8		%	Strata	14.4		%	Business/Other	7.3%	Light Industry	14.0		%
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		Transit new Electronic Fare Collection System and AVICC Resolution – A New Contribution Model to Finance Local Governements in Climate Transition
Jan 25	CVRD Chair/Vice Chair/CAO agenda meeting	Set agenda for following week’s CVRD Board meeting
Jan 25	CV Food Policy Council	BC Farmers Market
Jan 31	CVRD Special Board Meeting	Follow-up to Jan 10th Strategic Planning session

# COUNCIL MEMBER REPORT



DATE: February 3<sup>rd</sup>, 2023  
 TO: Mayor and Councillors  
 FROM: Neil Borecky  
 SUBJECT: Monthly Report for January 2023

Date	Event	Details
01/04/23	COTW Budget	First COTW Budget meeting attended
01/06/23	Met with Coal Valley Representative	In conjunction with Mayor Brown, I met with Dale Valance, a representative for Coal Valley Estates. We toured the next phase of development and discussed our concerns. There is a potential purchaser for the next phase of this development. Several engineering firms will be supporting the project including B4 engineering, Hy. Engineering and Darryl Brazier. The road linking up to Penrith requires it be up to MMCD codes (we discussed traffic calming measures, property encroachment, sidewalk placement etc. Still negotiating the steep back set-back, the steep bank will be given to the village.
01/09/23	Regular Council Meeting	Regular Council Meeting attended.
01/11/23	COTW Budget	Second COTW Budget Meeting attended.
01/18/23	COTW Budget	Third COTW Budget Meeting attended.
01/23/23	COTW	Regular COTW Meeting attended.
01/23/23	Regular Council Meeting	Regular Council Meeting attended
01/24/23	125 <sup>th</sup> Anniversary Events Committee Meeting	Met with members of the 125 <sup>th</sup> Anniversary Committee Structure is: Steering committee, Larger working group roundtable, Workforce. Theme is: "What's your Cumberland 125 Discussed Potluck picnic, Townhall Musical Jam, Mosaic Park (the art, not the landholder), Single stage of entertainment.

		First step is to get an RFP for an events coordinator
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DATE: Jan 31, 2023

TO: Mayor and Councillors

FROM: Troy Therrien

SUBJECT: January Monthly Report

Jan 16<sup>th</sup>- Accessibility and Inclusion committee.

The checklist for events and functions to ensure accessibility is nearly complete and ready to be included in our facility rentals package.

A motion was forwarded to council.

THAT the Committee recommend that Council direct staff to display the Everybody Welcome stickers for diversity and accessibility on Village public facilities. Carried Unanimously.

The committee seems unclear on what its role is going forward. Hopefully when the Terms of Reference for our committees are reviewed council can provide some direction.

Jan 28<sup>th</sup> – VIRL board meeting

Erin Hemmens, from Nanaimo, and Fred Robertson from Port Hardy were elected Chair and Vice Chair respectively. Daniel Arbour will be representing the Comox valley on the executive board.

At the meeting we were presented with the results of the public and stakeholder consultation that will form the basis of a new strategic plan. From the data the number 1 concern is to improve literacy. According to 1 stat we were given 45% of BC residents struggle with literacy in some way. Reconciliation and working with the many First Nations communities in the VIRL area is another high priority.

Other work the board will be undertaking is to complete a facilities masterplan. The next proposed library to be built will be in Masset, Haida Gwai.

# COUNCIL MEMBER REPORT



DATE: February 8, 2023  
 TO: Mayor and Councillors  
 FROM: Mayor Brown  
 SUBJECT: Monthly Report for January 2023

Date	Event	Details
Jan 3	Meeting	Beaufort Family Health Society Update on status and request for Council
Jan 4	Meeting	Council's Committee of the Whole Full Day Budget Workshop
Jan 5	Course	Climate Caucus Course: Learning and Unlearning - Indigenous Awareness
	Meeting	Agenda Review: Review Agenda along with acting Mayor
	Meeting	Meeting with potential developer with acting Mayor
Jan 6	Ceremony	North Island College celebration and site blessing ceremony for new housing project
	Site visit	On site meeting with developer for Coal Valley Estates with Councillor Borecky, discussion on next phases.
Jan 9	Meeting	Regular Council Meeting
Jan 10	Meeting	Meeting with Legion President to discuss upcoming celebration of youth Remembrance Day projects
Jan 11	Meeting	Strathcona Rotary Presentation – A little about me, and our fantastic Village
	Meeting	Committee of the Whole – Full day Budget Workshop
Jan 13	Meeting	MLA Osborne and our CAO – Discussion on how their office can support the Village.
	Meeting	Meeting with Acting and Deputy CAO's to discuss moving forward with 125 <sup>th</sup> celebration
	Meeting	Local Government Policing Modernization Roundtable Continued discussion on recommendations

Jan 14	Ceremony	Attendance and congratulations to newly elected Legion Executive Officers
Jan 17	Meeting	Comox Valley Substance Use Working Group Preparation for next Committee Meeting
	Meeting	Agenda Review with staff and acting Mayor
	Meeting	CVRD Elected Officials Legal Orientation Overview of legal parameters of Council and Regional District Board
Jan 18	Meeting	Committee of the Whole – Full Day Budget Workshop
Jan 19	Interview	'Mayors Minute' with Jet FM
	Panel Discussion	University of the Fraser Valley 3 part series Fostering Connections That Last: Conversations in Civic and Indigenous Relationship Building, panelists from local First Nations and municipal leaders will come together online to share their perspective on the roots and evolution of municipal relationship with Indigenous governments
Jan 21	Presentation	Attended Awards Ceremony to pass along congratulations from the Village to youth Remembrance Day project winners
Jan 23	Meeting	Council's Committee of the Whole
	Meeting	Regular Council Meeting
Jan 24	Meeting	Gathering of the 125 <sup>th</sup> Steering Committee to discuss rescope of event and moving forward plan
	Meeting	BC Social Procurement Executive Meeting – Planning advocacy for new funding to continue the Initiative
Jan 25	Presentation	Chamber of Commerce Economic forecast Breakfast Attended with CAO and Ec Dev Coordinator (who was on the panel)
	Meeting	Welcoming Communities Event - Building Empathy: Immigrant Experiences  Newcomers shared their stories of success and struggle and discussion followed on how to ensure newcomers feel welcome in our communities.
	Meeting	Comox Valley Food Policy Council School Food project, Agriculture Area Plan,
Jan 26	Meeting	Aboriginal Housing Management Association's Director of Strategic Relations, Mayor Minions, Courtenay CAO, Roger Kishi Wachiy to discuss AHMA Housing Plan and how we might collaborate on housing
	Meeting	Comox Valley Community Action Team – VIU Presentation on Roots to Thrive – psychedelic assisted therapy, and updates from AVI North Island safe supply program, and drug checking project.

	Meeting	Island Coastal Economic Trust Strategic Planning Dinner
	Meeting	Island Coastal Economic Trust Strategic Planning Session
	Celebration	Project Watershed's 30 <sup>th</sup> Anniversary Celebration and Input session