

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

Monday, April 24, 2023, 2:00 p.m.  
Council Chamber, 2675 Dunsmuir Avenue



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

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Pages

1. Call to Order

2. Agenda

2.1 Agenda for Committee of the Whole meeting, April 24, 2023

**Recommendation:**

THAT the Committee approve the Agenda for the April 24, 2023  
Committee of the Whole meeting.

3. Delegations

3.1 Experience Comox Valley, powered by 4VI (formally Tourism Vancouver  
Island).

Delegation of Tanya Massa, Comox Valley Marketing Coordinator and  
Calum Matthews, VP of Sustainability and Strategy at 4VI

3

**Recommendation:**

THAT the Committee receive the delegation of Experience Comox Valley,  
powered by 4VI (formally Tourism Vancouver Island).

4. Reports

4.1 Cumberland Events Society Memorandum of Understanding  
Prepared by Ryan Parton, Recreation & Culture Supervisor

5

**Recommendation:**

THAT the Committee recommend that Council enter in the Memorandum  
of Understanding with the Cumberland Events Society and authorize the  
Mayor and Chief Administrative Officer to execute the agreement;

AND FURTHERMORE, that the Manager of Parks and Recreation be  
authorized to make changes to the MOU, upon mutual agreement with  
the Cumberland Events Society, providing said changes are strictly  
operational in nature and do not change the Village's financial  
commitment or level of service provision.

4.2 Accessibility Plan

14

Prepared by Rachel Parker, Corporate Officer

**Recommendation:**

THAT the Committee recommend that Council participate in the collaborative development of a regional accessibility framework provided that socio-economic and political inclusion and diversity are not excluded by the framework and enter into an agreement with Comox Valley Social Planning Society for the services of a regional Accessibility Committee along with other regional local government partners.

- 4.3 Strategic Priorities, First Quarter Report, January to March 2023  
Prepared by Michelle Mason, Chief Administrative Officer

29

**Recommendation:**

THAT the Committee receive the Strategic Priorities First Quarter Report, January to March 2023.

**5. Question Period**

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

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

**6. Closed Portion**

**Recommendation:**

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

(c) labour relations or other employee relations;

(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;

(j) information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the Freedom of Information and Protection of Privacy Act; and,

(l) discussions with municipal officers and employees respecting municipal objectives, measures and progress reports for the purposes of preparing an annual report under section 98 [annual municipal report];

**7. Adjournment**

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**Subject:** FW: Delegation Request - March 27, 2023, 4VI & Experience Comox Valley

**From:** Tanya Massa <[tanya@tourismvi.ca](mailto:tanya@tourismvi.ca)>  
**Sent:** February 2, 2023 2:51 PM  
**To:** Village of Cumberland <[info@cumberland.ca](mailto:info@cumberland.ca)>  
**Subject:** Delegation Request - March 27, 2023

Good afternoon,

My name is Tanya Massa and I am the Comox Valley Marketing Coordinator for Experience Comox Valley, which is powered by 4VI (formally Tourism Vancouver Island). I am submitting a delegation request to appear before Council on Monday, March 27, 2023, so that we can provide a presentation overview/update on 4VI and Experience Comox Valley.

Names of speakers: Calum Matthews and Tanya Massa

Topic of Discussion: Overview of 4VI and Experience Comox Valley

Date of preferred meeting: March 27, 2023

Specific request to Council: Can we please request a longer time period to present? Ideally 10 mins for Calum to present on 4VI, 10 mins for me to present on Experience Comox Valley (marketing activities and objectives) and then 5 mins for questions, for a total of 25 minutes.

Please let me know if you have any questions.

Cheers,

Tanya

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**Tanya Massa** (she, her)

Comox Valley Marketing Coordinator  
Experience Comox Valley

📞 [604-785-6474](tel:604-785-6474) ✉ [tanya@tourismvi.ca](mailto:tanya@tourismvi.ca)

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[ExperienceComoxValley.ca](http://ExperienceComoxValley.ca)

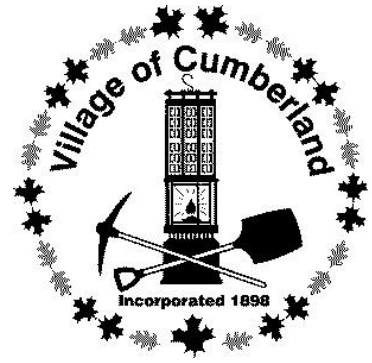


*Powered by 4VI - a social enterprise defining our destination.*

***Experience Comox Valley gratefully acknowledge that we live, work and play on the traditional, ancestral, and unceded territories of the K'ómoks First Nation the traditional keepers of this land***

For updates and information on Comox Valley destination marketing, promotion, and other opportunities, sign up for our [Tourism Stakeholder E-Newsletter here](#).

# COMMITTEE OF THE WHOLE REPORT



REPORT DATE: April 12, 2023

MEETING DATE: April 24, 2023

TO: Mayor and Councillors

FROM: Ryan Parton, Recreation & Culture Supervisor

SUBJECT: Cumberland Events Society Memorandum of Understanding

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## RECOMMENDATION

THAT the Committee recommend that Council enter in the Memorandum of Understanding with the Cumberland Events Society and authorize the Mayor and Chief Administrative Officer to execute the agreement.

AND FURTHERMORE, that the Manager of Parks and Recreation be authorized to make changes to the MOU, upon mutual agreement with the Cumberland Events Society, providing said changes are strictly operational in nature and do not change the Village's financial commitment or level of service provision.

## PURPOSE

The purpose of this report is to recommend that Council enter into a Memorandum of Understanding agreement with the Cumberland Events Society that serves to provide clarity on the roles and responsibilities in coordination and production of the Victoria Day Weekend event held in the Village each May.

## PREVIOUS COUNCIL DIRECTION

None.

## BACKGROUND

For over one hundred years, the Village has played host to a community celebration over the Victoria Day long weekend, with the primary responsibility for coordinating and producing the event evolving over time. However, since its incorporation as a Society in 2008, the Cumberland Events Society (CES) has taken the lead in organizing the event; meanwhile the Village has continued to support the event in various ways, including through Recreation, Public Works and Corporate Services Department staff time, as well as by providing funding to the CES in support of the event and the cultural benefits that it brings.

While this approach has generally worked, components of this model remain informal, something that has become increasingly challenging for each organization as a result of, at times, unclear

roles and responsibilities. This includes the expectations of the Village Community Service funding contribution to the event (valued at \$10,000 annually from 2020-2023), which in 2022 was approximately equivalent to the value of the services invoiced by the Village for Public Works staff support of event logistics.

Accordingly, in 2022, Village Parks and Recreation staff and board members of CES began work on a Memorandum of Understanding agreement that would serve to provide clarity on Village processes in regards to special events permitting and authorizations, as well as each party's roles and responsibilities in the event. The MOU also serves to provide background information on the event, as well as to create clarity on certain programs/functions that occur over the weekend that are proposed to change.

Highlights of the MOU include:

- The parties agree to undertake a “business like” transaction relationship with respect to the utilization of Public Works logistics support on a fee-for-service basis;
- Clarification on the ownership, access to, and storage of various special event equipment, materials and supplies;
- Clarification on Village Special Event policy and procedures, including facility rentals, park use permits and street closures;
- Commitment for the Village to organize, fund and deliver youth programming as part of the weekend event (currently funded by Village Recreation operating budgets and facilitated by contracted Village Recreation instructors);
- Confirmation that, moving forward, the Victoria Day Luncheon is a CES event (previously the Village was responsible for the coordination and production of this invitation-only event, funded by Recreation operating budget; options for re-allocating this budget will be presented to Council in a future Community Services Partnership Program staff report);
- Clarification on the Victoria Day parade roles and responsibilities;
- Other matters such as communications and coordination of timelines.

**ALTERNATIVES**

1. Council may choose to amend any specific clauses of the agreement, then resolve to enter into the MOU; or
2. Council may resolve to not enter into the agreement.

*As the agreement is largely operational in nature, should Council choose to not enter into the agreement, much of the content of the agreement will still move forward to implementation.*

**STRATEGIC OBJECTIVE**

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

- Reconciliation

**FINANCIAL IMPLICATIONS**

While the MOU does not commit the Village to future funding of CES through the Community Service Partnership Program, it does commit the Village to *“to consider CES for community service partnership program (or equivalent program) funding, subject to Council’s discretionary decision-making authority.”*

**OPERATIONAL IMPLICATIONS**

The proposed MOU is intended to provide operational clarity and efficiencies, which will service both parties' interests, and does not reflect a change in service levels provided by the Village.

**ATTACHMENTS**

Memorandum of Understanding between the Village of Cumberland and Cumberland Events Society, dated April 12, 2023

**CONCURRENCE**

Kevin McPhedran, Manager of Parks and Recreation **KM**

Rob Crisfield, Manager of Operations **RC**

Rachel Parker, Corporate Officer **RP**

Respectfully submitted,

***R. Parton***

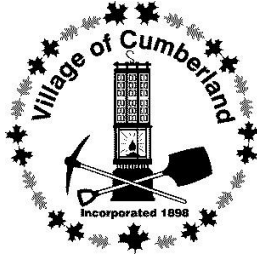
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Ryan Parton  
Recreation & Culture Supervisor

***M. Mason***

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Michelle Mason  
Chief Administrative Officer



# Corporation of the Village of Cumberland

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

## MEMORANDUM OF UNDERSTANDING

**BETWEEN:** The Corporation of the Village of Cumberland  
(the “Village”)

**AND:** Cumberland Events Society  
(“CES”)

**DATE:** April 11, 2023

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### WHEREAS:

- A. The Village and CES share a unique history of collaboration on Cumberland’s Victoria Day weekend event
- B. In 2008, the Cumberland Events Society incorporated with a primary mandate of organizing the Victoria Day Weekend event, along with other community events throughout the year.
- C. The Village of Cumberland recognizes the cultural value of the Cumberland Events Society’s Victoria Day weekend event
- D. Both parties seek clarity on roles and responsibilities and commitments as they pertain to Cumberland’s Victoria Day weekend event

### NOW THEREFORE the parties agree as follows:

- E. In Recognition of our history of collaboration and mutual interest, the Village and CES would like to work in partnership on Cumberland’s Victoria Day weekend event under the roles and responsibilities as described in this MOU.

### **1. OBJECTIVES**

- 1.1 This Memorandum of Understanding serves to provide clarity on terms, roles, responsibilities, and commitments of each party.
- 1.2 Entering into this agreement, and subsequently seeking to more formally collaborate on the implementation of Cumberland’s Victoria Day weekend event will serve to meet a mutual goal of both organizations: to deliver cultural programming that enriches the lives of Cumberland residents.

## **2. VICTORIA DAY WEEKEND ROLES & RESPONSIBILITIES**

- 2.1 The Village and CES agree to enact business-like processes with respect to requesting, scoping, estimating, delivering, invoicing and payment for any services provided by the Village to CES for the set-up, tear-down and/or delivery of services related to production of the Victoria Day weekend event. This includes, but is not limited to, labour, materials and equipment use. A list of services that the Village has traditionally performed in conjunction with this event is attached as Appendix A.
- 2.2 Regular charge-out rates will apply for all services, including but not limited to labour, material and equipment use, provided by the Village to CES in relation to the production of the Victoria Day weekend event, as per the Village's current bylaw that regulates fees and charges for applicable services.
- 2.3 The Village agrees to perform routine maintenance to ensure its facilities are in an acceptable condition prior to and during the Victoria Day weekend event, at no cost to CES and at the discretion of the village. This includes regular maintenance of Village Park fields and amenities prior to the event, janitorial services for the Centennial Building and emptying of Village-owned solid waste receptacles as required during the Victoria Day long weekend.
- 2.4 The parties agree that the Village owns and agrees to store and maintain bleachers (for the sports field) and an ice machine (at the Cumberland Recreation Centre), and to have these items available to CES for the Victoria Day event. Regular charge-out rates will apply for set-up and take-down of items, as per Section 2.2 of this agreement.
- 2.5 The Village agrees to store up to three CES-owned May Poles and 14 sheets of 4' x 8' plywood, at no cost to CES, when not in use for CES events. May Poles excepted, neither party is obligated to store any other item(s) on behalf of the other party.
  - 2.5.1 For clarity, though plywood is stored at no cost to CES, a fee will be required for Village staff to move it from storage to the gymnasium or another location for use by CES.
- 2.6 Use of Village traffic control equipment and/or solid waste containers is subject to availability, applicable fees as per Section 2.2 of this agreement and regular equipment borrowing procedures.
- 2.7 With respect to the set-up, take-down and delivery of the Victoria Day weekend event, CES agrees to pay all Village of Cumberland invoices in a timely manner and ensure that all event preparations and/or take-downs are conducted in accordance with any stipulations of the event permit(s).

## **2.7 Victoria Day Weekend – Youth Programming**

- 2.7.1 The Village agrees to plan, organize, deliver and provide prizes for children’s races at Village Park as part of the broader Victoria Day weekend event.
- 2.7.2 With respect to the planning, organization and delivery of the children’s races at Village Park on Victoria Day, CES agrees to liaise with the Village’s facilitator(s) as required to ensure seamless incorporation of the kids’ races within the other Victoria Day weekend festivities.
- 2.7.3 The parties agree to mutually consider partnering to deliver additional youth programming as part of the Victoria Day weekend event.

## **2.8 Victoria Day Luncheon**

- 2.8.1 The Victoria Day Luncheon event, if held, is a CES initiative subject to regular booking procedures should a Village facility or facilities be requested for use.

## **2.9 Victoria Day Parade and Soap Box Derby**

- 2.9.1 With respect to the planning, organization and delivery of the Victoria Day Parade and Soap Box Derby, CES agrees to submit a detailed street closure request as part of its overall Special Event Permit Application and, upon approval, abide by any and all stipulations of said permit.
- 2.9.2 The Village agrees to distribute parade invitations to special guests and dignitaries at no cost to CES.
  - (a) A copy of the invitation letter will be sent to CES for feedback no later than February 15, and invitations will be sent by the second week of March.
  - (b) The list of special guests and dignitaries to be invited is at the discretion of the Mayor.
  - (c) The Village will provide CES with a final list of RSVPs received no later than April 30.
- 2.9.3 Upon formal request by CES, the Village may provide marshalling service for parade vehicles entering Village Park. Such a request must be part of a clearly defined scope of services shared well in advance (see Section 3 – Communication), and any services supplied will be subject to availability and any fees as per Section 2.2 of this agreement.
- 2.9.4 The allowance of vehicles on the grass at Village Park is not guaranteed and may not be allowed if Village staff deem field conditions to be such that vehicle traffic would cause significant damage to the field.

## **2.10 Other CES Events**

2.10.1 CES agrees to follow the Village of Cumberland's Community Event Application process(es), subject to the applicable fees as per Section 2.2 of this agreement and all other applicable bylaws, policies and procedures, for all CES events not explicitly addressed in this agreement. For clarity, this includes but is not limited to Washoes tournaments, fashion shows and May Queen rehearsals.

## **2.11 Concurrent Third-Party Events**

2.11.1 Any third-party events not organized by CES that happen concurrently on the Victoria Day weekend shall be subject to their own permitting procedures and are not governed or affected by this agreement. Such events include, but are not limited to, Village Market Day.

## **3. COMMUNICATION**

3.1 With a mutual goal of more efficient and effective communication, the parties agree to meet, either in-person or virtually, at specified intervals to discuss each year's Victoria Day weekend events. Such meetings shall include:

3.1.1 No later than January 31 to discuss that year's event(s) and any services and/or equipment requested from the Village by CES, with the parties agreeing to have a clearly defined and mutually agreed-upon scope of services in place for that year's Victoria Day weekend event by the end of February.

3.1.2 Approximately two weeks prior to each year's event to discuss and coordinate any final details. The Village will designate an operational contact for the Victoria Day weekend during this meeting.

3.1.3 Up to two months following the event to discuss any matters that could improve future delivery of the Event and/or the relationship between CES and the Village.

3.2 The Village's Recreation Department shall be CES's main point of contact for all matters pertaining to the planning and coordination of the Victoria Day weekend event. Each year, the Village will designate an operational contact for the Victoria Day weekend itself, as per Section 3.1.2 of this agreement. Financial matters may be discussed directly with the Village's Finance department.

3.2 No part of this agreement shall preclude any other meetings or communication the parties deem appropriate.

**4. FINANCIAL OBLIGATIONS**

4.1 By way of this agreement, neither party is obligated to provide financial assistance to either organization.

4.2 The Village agrees to consider CES for community service partnership program (or equivalent program) funding, subject to Council’s discretionary decision-making authority.

**5. NOTICES**

5.1 Any notice, request, consent, approval or communication that either party desires or is required to give to the other party in regard to this agreement shall be in writing addressed to the other party at the address as follows:

TO THE VILLAGE: Kevin McPhedran  
Manager of Parks and Recreation  
Village of Cumberland  
Box 340  
Cumberland, BC V0R 1S0  
kmcphedran@cumberland.ca

TO CES: Cumberland Events Society Chairperson  
Box 460  
Cumberland, BC V0R 1S0  
cumberlandeventssociety@gmail.com

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**The Parties hereby agree to work together to reach mutual goals subject to the above terms.**

**THE CORPORATION OF THE VILLAGE OF CUMBERLAND**

Per.....  
Vickey Brown  
Mayor, Village of Cumberland

Per.....  
Michelle Mason  
Chief Administrative Officer

**CUMBERLAND EVENTS SOCIETY**

Per.....

Name: \_\_\_\_\_

Title: \_\_\_\_\_

## APPENDIX A

### Village of Cumberland services that may be available upon request

#### Services that, if requested, must be performed by Village staff

- Emptying Village-owned solid waste receptacles
- Set-up and take-down of Village-owned stage at Village Park (CES may choose to set up any other stage using its own resources)
- Installation of May Poles

#### Services that may be undertaken by anyone, at CES's discretion

- Installation of temporary fencing
- Hanging of bunting around stage
- Set-up and take-down of traffic barricades
- Transport of tables to and/or from CES storage facility
- Placement of solid waste and recycling receptacles
- Emptying other solid waste and recycling receptacles
- Parade marshalling at Village Park
- Chaining and locking of tennis courts
- Placement of Village soccer nets and bleachers and return to original locations
- Liming and/or painting soccer field lines

# COMMITTEE OF THE WHOLE REPORT



REPORT DATE: April 3, 2023  
 MEETING DATE: April 24, 2023

File No. 3710

TO: Mayor and Councillors  
 FROM: Rachel Parker, Corporate Officer  
 SUBJECT: Accessibility Plan

## RECOMMENDATION

THAT the Committee recommend that Council participate in the collaborative development of a regional accessibility framework provided that socio-economic and political inclusion and diversity are not excluded by the framework and enter into an agreement with Comox Valley Social Planning Society for the services of a regional Accessibility Committee along with other regional local government partners.

## PURPOSE

The purpose of this report is to provide information to Council on the requirements for local governments under the new *Accessible British Columbia Act*, offer options to Council to meet those requirements for discussion and feedback to staff, and present a recommendation that the Village work collaboratively with the Comox Valley Regional District, area municipalities, and the regional Accessibility Committee to develop an Accessibility Framework that will be an overarching guidance document for the development of future Village accessibility and inclusion assessment and action plans.

## PREVIOUS COUNCIL DIRECTION

Date	Resolution
July 11, 2021	THAT Council approve the incorporation of the above tasks into the scope of work of the Accessibility and Inclusion Committee; THAT Council allocate \$2500 in the 2022 budget for a public event to promote social equity and inclusion; THAT Council direct staff to include an amount in the 2022 budget discussions for the development of an accessibility and inclusiveness community strategy; and THAT Council recruit new members to the Accessibility and Inclusion Committee with a specific invitation to youth, BIPOC and 2SLGBTQ2+ residents.

Dec 12, 2016	THAT Council approve the Village of Cumberland Facility and Infrastructure Accessibility Review.
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## **BACKGROUND**

The Accessible BC Act came into force in 2021. The Act provides a legal framework to identify, remove, and prevent barriers to the full and equal participation of people with disabilities in B.C. The Act requires identified organizations, such as local governments, to establish an accessibility committee and an accessibility plan, and a mechanism for feedback on accessibility. Local governments in B.C. must comply with these requirements by September 1, 2023.

## **ACCESSIBLE BC ACT REQUIREMENTS**

### **Accessibility Plan**

An organization’s accessibility plan must outline how the organization will identify, remove and prevent barriers to people in the organization or interacting with it. “Barriers” include physical barriers in the environment, and also include barriers caused by communication, technologies, practices, policy, and attitudes. In development or updating an accessibility plan, an organization must consider these specific guiding principles: Inclusion, Adaptability, Diversity, Collaboration, Self-determination, and Universal design. The Act does not require organizations to implement physical upgrades to facilities and buildings.

### **Accessibility Committee Consultation**

An accessibility plan must be developed in consultation with an accessibility committee as the development of the plan is intended to be informed by people with lived experience with disabilities. The accessibility committee would provide advice to the organization on the accessibility plan and how to remove and prevent barriers. To the extent possible, the committee must have at least half of its members be persons with disabilities or represent a disability-serving organization, and members should also reflect the diversity of British Columbians and include Indigenous peoples.

The Province has provided funding to the Disability Alliance of BC, which has created guidance through an online accessibility hub and created a guide to developing an accessibility plan.

### **Flexibility in Approach**

The purpose of an accessibility plan is to integrate accessibility into the planning work that organizations are doing. The Province has framed requirements of the Act flexibly and organizations can use one of a variety of strategies and determine the content of their own plans to meet the requirements, including

- using an existing plan and committee,
- adapt an existing plan, or
- establish a plan and committee with another organization.

## **THE VILLAGE'S WORK ON ACCESSIBILITY AND INCLUSION**

Council first established the Accessibility Committee in January 2015 as an advisory committee to Council. The Committee was tasked with making recommendations on a 10-year accessibility plan for Village facilities and infrastructure, and a strategy to encourage and support owners of existing public and commercial buildings in making accessibility improvements. This goal was drawn from universal design policy statements in the 2014 Official Community Plan:

- Public spaces, facilities, services and places of employment shall be accessible to people of all abilities.
- The Village will encourage business partners, governments, and employers on public and private lands to improve the physical accessibility of their property and facilities.
- Provide adequate designated parking for people with disabilities.

The [Facility and Infrastructure Review](#) was completed in December 2016 and provides information on

- Census data on individuals living with health and activity limitations and the diversity of needs of those individuals,
- the guiding principles of inclusion, the values of inclusive spaces and places, participation in community, and making intentional choices,
- the benefits of the use of universal design

The Review has guided staff in upgrades to Village facilities and infrastructure and has made an impact on how Village staff approach their work. Many of the recommendations for improvements and enhancements included in the Review have been implemented, some through specific projects, e.g. automatic doors at the Cultural Centre and Recreation Centre, reserved parking spaces, trail improvements. Many improvements have been made as part of larger upgrade projects, e.g. Dunsmuir Avenue reconstruction, Museum renovation, Village office reception renovation. Some improvements remain outstanding, and would require significant infrastructure and facility upgrades to effectively make these improvements. e.g. field house in Village Park, washrooms at the Cumberland Recreation Centre.

### **Regional Accessibility Framework**

Due to the number Village priorities in late 2022 and in 2023 relating to completing existing priorities, staffing, and the election of a new council, the Village did not have capacity to consider the requirement of an accessibility plan in 2023. In the interim, the Comox Valley Regional District has proposed the development of a regional Accessibility Framework in consultation with regional municipal partners, including the Village.

The regional Accessibility Framework will be a high level document that would use the required specific guiding principles in its development: inclusion, adaptability, diversity, collaboration, self-determination and universal design. The Framework will identify types of barriers and the provision for each local government to develop its own assessments and action plans. If approved by the CVRD Board, \$15,000 in funding from the CVRD General Administration Service would be allocated to the development of the Accessibility Framework.

In the attached report, CVRD staff made the following recommendation to the CVRD Board:

A collaborative approach whereby:

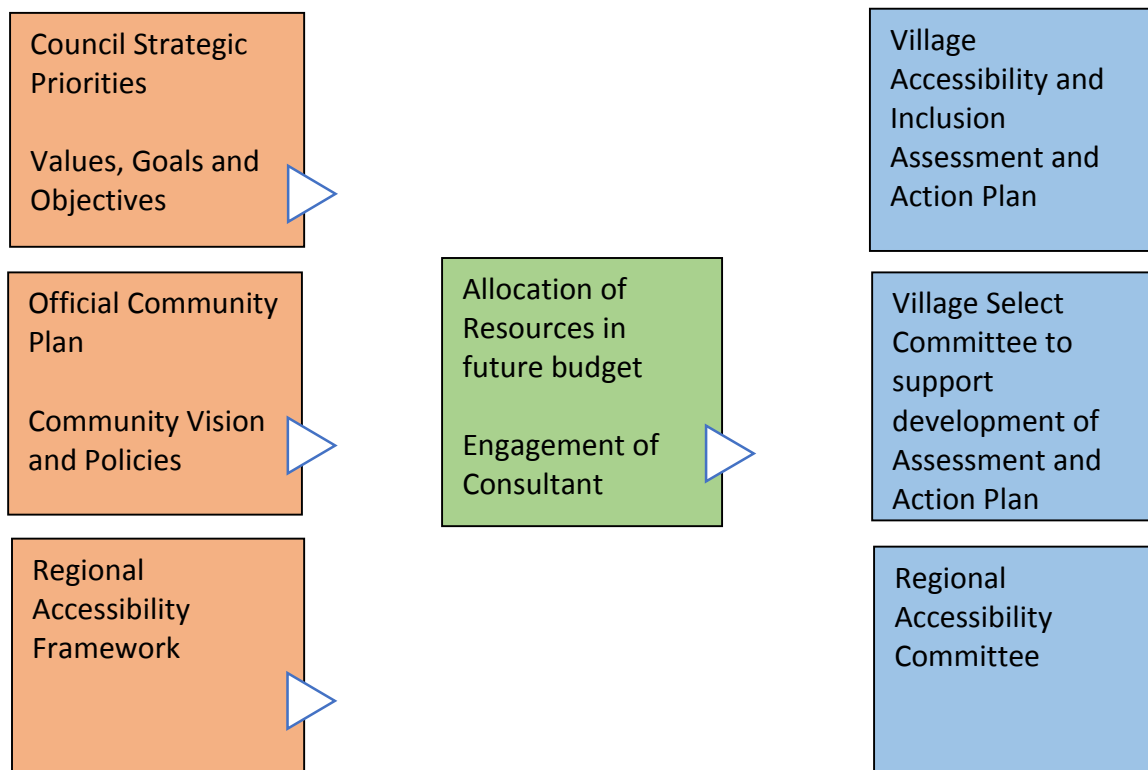
- i. A single accessibility framework is developed by the CVRD, City of Courtenay, Town of Comox and Village of Cumberland that describes shared principles relating to accessibility and inclusivity across the Comox Valley.
- ii. Based on the collective framework of shared principles, each local government will be responsible for the development of their action plans.
- iii. Engagement with the Committee and Cumberland's Accessibility and Inclusion Committee provides content and input to the accessibility framework

The CVRD proposes a funding model and agreement with the Comox Valley Social Planning Society to provide administrative support and collaboration with the regional Accessibility Committee on its meeting on April 18. The agreement proposes \$20,000 be provided annually from the CVRD General Administration Service for the administration of the regional Accessibility Committee. If approved, the regional Accessibility Committee would be adequately resourced and positioned to meet the requirement of an accessibility committee under the Accessible BC Act.

The regional Committee as well as the Village's Accessibility and Inclusion Committee would be collaborative partners in the development of the Accessibility Framework. The Village would be a signatory to the service agreement to have the opportunity to consult with the regional Accessibility Committee on issues of accessibility and inclusion. The Village is already a participant in the service that would fund the committee.

Village Staff have been consulted by the CVRD and given feedback on the proposal and generally in agreement with the proposal of an Accessibility Framework as it would provide a guiding document that is based on the specific requirements and guiding principles of the Accessible BC Act and would be in place by required date of September 1, 2023. The Village is a participant in the CVRD general administration service and already contributes to funding that service through requisition. The Framework would allow the Village time to complete its strategic plan, update its community vision in the Official Community Plan, allocate resources to develop its own assessment and action plan, and to consider the role of the Village's Accessibility and Inclusion Committee.

While the guiding principles of an accessibility plan include inclusion and diversity, the legislation focuses on addressing barriers to people with disabilities. In recent years, Council has identified importance of socio-economic and political equity through the terms of reference of the Village Accessibility and Inclusion Committee, and Council's priorities for a healthy community through affordable housing opportunities. Staff believe by participating in the regional accessibility framework that the Village would not be limited in choosing to include policy and acting to address socio-economic equity in its assessment and action plan, if it so wished. However, staff have included a clause in the staff recommendation to give Council comfort that the framework would be developed to not limit this future option.



**ALTERNATIVES**

Given that Cumberland is a small community with limited capacity and resources, which is recognized as a limitation in the guide for developing an accessibility plan, Council could consider using the 2016 Facility and Infrastructure Review and the Accessibility and Inclusion Committee to meet the requirements of the Accessible BC Act. The Village would need to establish a tool to receive public feedback on accessibility by the September 1, 2023 date, and it would also be necessary to expand the membership of the committee to meet the membership composition requirements that at least half the members be people with disabilities or representing a disability-serving organization and have one member who identifies as indigenous.

At some point the Village should review the plan and consider policies addressing how barriers to accessibility are approached by the Village.

**STRATEGIC OBJECTIVE**

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

## **FINANCIAL IMPLICATIONS**

There are no financial implications to participating in the regional accessibility framework as the Village already contributes to the General Administration service. Financial resources would be expected to be required to engage a qualified consultant to develop an assessment and action plan in future years. No budget has been allocated in 2023 for any identified projects in the Committee's terms of reference.

## **OPERATIONAL IMPLICATIONS**

Staff currently provided limited administrative support for the Accessibility and Inclusion Committee ([view terms of reference](#)). If the Village were to proceed with an assessment and action plan in future years, additional staff resources would be required to administer that project.

## **ATTACHMENTS**

1. CVRD report on Comox Valley Accessibility Framework and *Accessible British Columbia Act*

## **CONCURRENCE**

None

Respectfully submitted,

***R. Parker***

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Rachel Parker  
Corporate Officer

***M. Mason***

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Michelle Mason  
Chief Administrative Officer

**DATE:** April 12, 2023

**FILE:** 3710-01

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

Supported by Russell Dyson  
Chief Administrative Officer

**FROM:** Russell Dyson  
Chief Administrative Officer

*R. Dyson*

**RE:** **Comox Valley Accessibility Framework and *Accessible British Columbia Act***

**Purpose**

To introduce the proposed approach to respond to the *Accessible British Columbia Act* by developing an accessibility framework and working with the community’s accessibility committees.

**Recommendation from the Chief Administrative Officer:**

THAT the Comox Valley Regional District Board support the development of a Comox Valley Accessibility Framework in partnership with member municipalities and community partners as described in the staff report dated April 12, 2023.

**Executive Summary**

- The *Accessible British Columbia Act* obligates local governments to establish an accessibility committee, develop an accessibility plan and enable public feedback.
- Staff from the Comox Valley Regional District (CVRD) and Comox Valley municipalities are proposing a collaborative approach to respond to the legislation and engage with existing accessibility committees.
- The resulting accessibility framework will be based on shared principles relating to accessibility across the Comox Valley.
- Based on the collective/regional framework, each local government will be able to undertake further action plans that may result in investments to reduce or remove barriers to programs and services.

Prepared by:

***J. Warren***

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James Warren  
Deputy Chief  
Administrative Officer

**Government and Community Interests Distribution (Upon Agenda Publication)**

Comox Valley Accessibility Committee	✓
City of Courtenay, Town of Comox and Village of Cumberland Chief Administrative Officers	✓

### Background/Current Situation

- The *Accessible British Columbia Act* requires that municipalities and regional districts:
  - Establish an accessibility committee;
  - Develop an accessibility plan; and
  - Establish a process for receiving public feedback.
- The Accessible British Columbia Regulation prescribes the above actions for municipalities and regional districts (and others) effective September 1, 2023.
- Compliance and enforcement measures are not yet in force; however, when those measures come into force, provincial inspectors can investigate, and non-compliant organizations will be subject to fines of up to \$250,000.
- The Comox Valley Accessibility Committee (Committee) has operated since 1998 to educate and raise awareness about accessibility issues, be a resource for accessibility information, and advocate for improved accessibility, primarily at the local level.
  - <https://cvsocialplanning.ca/accessibility-committee/>
- From 1998 to 2017/18, the Committee operated through Courtenay Recreation. In 2020 the Committee and the Comox Valley Social Planning Society (Society) formed a collaborative relationship to further their mutual work. The Society received funding from the CVRD to provide administrative support for the Society and Committee.
  - The CVRD provided funding to the Committee (through the Society) in 2021 (\$15,000) and 2022 (\$20,000) as part of a two-year commitment to support social planning activities and the administration of the Committee. The Board supported a request by the Society for an additional grant of \$20,000 in 2023 for the general government service.
- The Village of Cumberland has established the Accessibility and Inclusion Committee.
  - <https://cumberland.ca/accessibility-select-committee/>
- CVRD staff have discussed the legislative obligations and opportunities for collaboration with the Committee and municipal staff.

### Options

The following options are identified for consideration:

1. A collaborative approach whereby:
  - i. A single accessibility framework is developed by the CVRD, City of Courtenay, Town of Comox and Village of Cumberland that describes shared principles relating to accessibility and inclusivity across the Comox Valley.
  - ii. Based on the collective framework of shared principles, each local government will be responsible for the development of their action plans.
  - iii. Engagement with the Committee and Cumberland's Accessibility and Inclusion Committee provides content and input to the accessibility framework.
2. An independent approach where the CVRD would undertake its own efforts to develop an accessibility plan for CVRD interests only. Engagement with the Committee would solicit content and input for CVRD activities. Each municipality would also be required to undertake their own efforts to respond to the *Accessible British Columbia Act* legislation.

Staff are recommending option 1, the collaborative approach.

A collaborative approach would include a joint agreement between the Comox Valley local governments and the Society that would:

- a) Define roles and responsibilities:

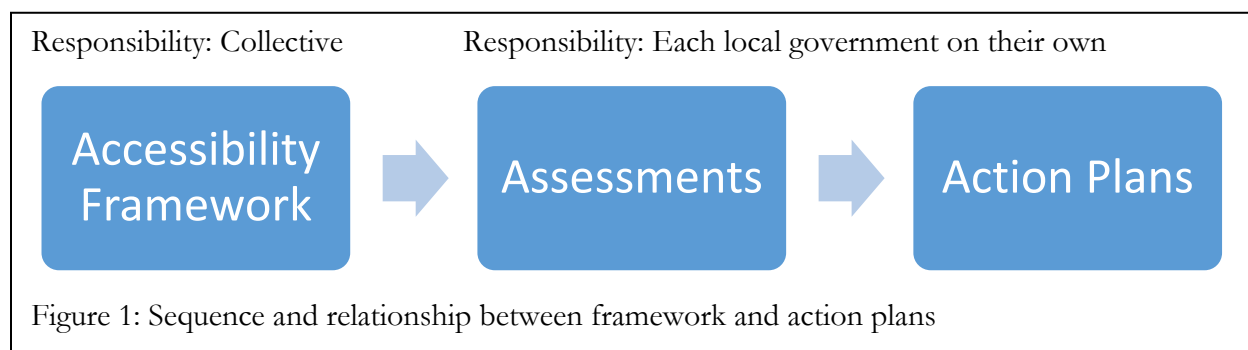
- i. Identify the interaction between the Comox Valley local governments and the Committee – illustrate the values that the regional approach provides to all jurisdictions.
- ii. Account for public engagement opportunities focused on committee membership input, review, and further engagement beyond the Committee when possible.
- iii. Describe the Committee membership that strives for compliance with the legislation (notably, the Act states the Committee must “to the extent possible” include members who are persons with disabilities or represent organizations that support persons with disabilities, reflect the diversity of persons with disabilities in BC, reflect the diversity of persons in BC and include one indigenous person).
- iv. Specify that inputs and outcomes are tied to individual jurisdictions; no single jurisdiction assumes implementation activities for the entire Comox Valley.
- v. Provide funding to the Society to administer the Committee.

Attached as Appendix A is a draft agreement that has been circulated through local government staff and the Committee for feedback. Provided the Board supports this approach, a joint agreement between the Comox Valley local governments and the Society would be pursued. This report has been distributed to each local government for awareness and to support their own accessibility initiatives, including the eventual assessments and action plans. Should this collaborative approach be supported, CVRD staff will work closely with local government staff to review documentation and protocols leading toward the framework.

A collaborative approach will result in an accessibility framework for the Comox Valley that would generally include the following:

- Guiding principles (inclusion, adaptability, diversity, collaboration, self-determination, and universal design);
- Relationship between the local governments and the accessibility committees;
- The consultation process to build the framework in relation to the accessibility committees and those in the community with disabilities; frequency, and method of engagement between local governments and the accessibility committees will be described;
- Barrier identification (employment, service delivery, built environment, information and communications, transportation, health, education and procurement);
- Provision for each jurisdiction to undertake assessments related to barriers and build action plans;
- Regular reporting and updates.

The work proposed in this report, combined with future assessments that result in specific action plans, can be graphically shown in Figure 1.



To develop the accessibility framework, CVRD staff propose a dialogue with the Committee and local government staff. Additional dialogue may be provided with Cumberland’s Accessibility and

Inclusion Committee. The dialogue would explore each framework chapter and incorporate a broad range of perspectives. The municipalities would be represented through assigned staff to similarly share a local government perspective and incorporate specific feedback related to civic operations and service delivery.

**Financial Factors**

Under the collaborative approach, funds are identified in the general administration service to:

- a) Provide support to the Society to assist with administering the Committee (\$20,000); and
- b) Engage with consulting services to develop the framework as required (\$15,000).

As the general administration service includes participation by all electoral areas and member municipalities, it serves as an equitable method to support the operation of the Committee in its service to all jurisdictions.

The support to the Society is partly in response to its request for funding and to advance the works required under the *Accessible British Columbia Act*. The \$35,000 in funding is included in the general administration service for a couple of reasons: the CVRD does not currently have another service that extends across the entire regional district and includes all jurisdictions, and the Act mandates local governments to undertake this work. If a non-collaborative approach is sought, each jurisdiction would need to fund this work on its own.

Depending on the outcome of this work, ongoing funding for the Committee may be contemplated and could continue to be funded from general administration for the reasons noted earlier.

For the CVRD, where capital or other investments are required or specific audits undertaken, staff would propose that individual services cover future costs. For example, if an accessibility audit for the CVRD’s recreation facilities is needed, the recreation complexes service would be expected to cover the audit costs and any resulting expenses. Similarly, where a municipality considers future audit work or capital investments, that municipality would need to cover those costs. For example, the Accessibility Committee is undertaking an audit with the Social Planning and Research Council of BC and is funded by the Community Health Network. Where appropriate, the outcome of this audit may be applicable for a local government to help identify actions. However, this particular audit would not require specific actions unless supported by the local government.

**Strategic Considerations: Strategic Drivers and Regional Growth Strategy**

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

Accessibility planning can be considered to identify and remove barriers in an organization’s policies, programs, practices and services and to prevent new barriers from emerging. In this sense, accessibility planning can be considered to support all of the Board’s drivers, given its broad scope and impacts.

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

Similarly, accessibility planning can describe and provide for improvements across the eight Regional Growth Strategy goals.

**Intergovernmental Factors**

Discussions have been initiated with staff from each municipality and the Committee. Staff have indicated support for a collaborative approach and will be bringing forward reports to their respective councils seeking approval of the approach. The accessibility framework could include the following:

- Broad, Comox Valley-wide principles and statements for local government; and
- Individualized approaches for Courtenay, Comox, Cumberland and the CVRD to allow for future action plans related to specific infrastructure, services and programs.

**Citizen/Public Relations**

In addition to developing an accessibility plan, the *Accessible British Columbia Act* also requires the local government to establish an accessibility committee and provide public input to the accessibility plan. The Committee has existed since 1998, and the CVRD is proposing a partnership to advance the goals of the legislation. That partnership, combined with the already active efforts by the Committee to engage with people with lived experience, the business community and other interested parties, can strengthen the outcomes associated with this work. However, the accessibility committee would not be the sole means of soliciting feedback. From the CVRD staff’s perspective, and following discussion with Accessibility Committee members, a broad public engagement is not being recommended through the development of the framework for a couple of reasons. The public, at large, may not place due emphasis on accessibility and inclusivity. Able-bodied individuals do not typically recognize barriers to services, programs or infrastructure. As such, a targeted engagement through the Committee and its network of organizations will yield a more representative response from people with lived experiences.

As assessments are undertaken and action plans are developed, broad public feedback may be sought by individual jurisdictions. Courtenay, for example, may use its annual survey as a mechanism for soliciting additional public feedback.

Attachments: Appendix A – Draft Agreement with Comox Valley Accessibility Committee

## AGREEMENT

**THIS AGREEMENT** made this     day of     , 2023.

**BETWEEN:**

Comox Valley Regional District (CVRD)  
770 Harmston Avenue, Courtenay, B.C, V9N 0GB

City of Courtenay  
830 Cliffe Avenue Courtenay, BC V9N 2J7

Town of Comox  
1809 Beaufort Avenue Comox, BC V9M 1R9

Village of Cumberland  
2673 Dunsmuir Avenue Cumberland BC V0R 1S0

**AND:**

Comox Valley Social Planning Society  
c/o Lewis Centre 489 Old Island Highway Courtenay, BC V9N 3P5

hereinafter collectively referred to as the "Parties"

**WHEREAS:**

- A. The Comox Valley local governments are responsible for providing local government regional and community services and infrastructure and include:
  - The Comox Valley Regional District (CVRD);
  - The City of Courtenay;
  - The Town of Comox; and
  - The Village of Cumberland;
- B. The Comox Valley Social Planning Society is a registered non-profit society in the Province of British Columbia formed to provide information to individuals, organizations and policymakers to advocate for and guide the development of social planning strategies throughout the Comox Valley;
- C. The CVRD Board, at its sole discretion, has provided funding to the Comox Valley Social Planning Society to, in part, administer an Accessibility Committee that works to increase accessibility and social inclusion to make the Comox Valley a place for everyone to belong;
- D. The Accessibility British Columbia Act (the "Act") requires that all local governments develop an accessibility plan, establish an accessibility committee and provide for public feedback to the plan;

- E. In recognition of the importance of clear roles, responsibilities and expectations to drive successful outcomes, the Parties wish to formalize a collaborative arrangement whereby annual financial support for the administration of the Accessibility Committee is maintained under certain terms and conditions that enable the CVRD and its member jurisdictions to meet their obligations under the Accessibility British Columbia Act for the establishment of an accessibility committee.

**NOW THEREFORE**, in consideration of the premises and the mutual covenants and conditions herein contained, the Parties hereby agree as follows:

1. The CVRD shall provide funding to the Comox Valley Social Planning Society in the amount of \$20,000 per annum during the term of this agreement to, in part, administer and support the operation and functioning of the Accessibility Committee in accordance with the agreement.
2. The Accessibility Committee shall act as a resource and provide advice to the CVRD and its member municipalities to support the advancement of accessibility and inclusion within the Comox Valley in accordance with, and in the spirit of, the Accessible British Columbia Act.
3. The CVRD and its member municipalities shall be entitled to meet regularly with the Accessibility Committee according to a mutually agreed schedule to support the development and implementation of an accessibility framework.
4. The Parties recognize that the accessibility framework is intended to be an overarching guidance document for Comox Valley local governments that:
  - a) is developed through the full participation of the CVRD, Village of Cumberland, City of Courtenay, Town of Comox and the Accessibility Committee;
  - b) includes, and gives consideration to, the guiding principles of inclusion, adaptability, diversity, collaboration, self-determination, and universal design; and
  - c) guides the development of further assessments or action plans by the individual jurisdictions that may identify barriers in employment, service delivery, built environment, information and communications, transportation, health, education and procurement.
5. The Accessibility Committee shall establish and maintain a terms of reference which, amongst others, provides for membership expectations, standards of conducts and committee composition which, to the extent possible, strives for the following in accordance with Section 9 of the Act:
  - a) at least half of the members are:
    - i. persons with disabilities, or
    - ii. individuals who support, or are from organizations that support, persons with disabilities;

- b) the members described in paragraph (a) reflect the diversity of persons with disabilities in British Columbia;
  - c) at least one of the members is an Indigenous person;
  - d) the committee reflects the diversity of persons in British Columbia.
6. The Accessibility Committee shall:
  - a) Serve as one method of public feedback on accessibility and inclusion in the Comox Valley;
  - b) Use their networks to solicit additional feedback / participation, where appropriate as part of its work with CVRD and its member municipalities;
  - c) Engage with accessibility and inclusion-related community organizations and groups; and
  - d) Consider opportunities for further collaboration amongst all local government entities.
7. As a public body, the CVRD must comply with statutory obligations under the Freedom of Information and Protection of Privacy Act concerning personal information and providing access to information under its control. The Comox Valley Social Planning Society acknowledges and agrees to provide reasonable assistance to the CVRD in complying with its statutory obligations under the Freedom of Information and Protection of Privacy Act.
8. This Agreement shall remain in full force and effect from the date of execution until December 31, 2023.
9. In entering into this Agreement, the Parties also express their intention to enter into a subsequent three-year agreement with consideration to a review of the accessibility framework and the other related work of the Parties.

**IN WITNESS WHEREOF**, the parties hereto have caused this Agreement to be executed by their duly authorized officers as follows:

<b>COMOX VALLEY SOCIAL PLANNING SOCIETY</b> Signed by: _____ Date: _____
<b>CITY OF COURTENAY</b> Signed by: _____ Date: _____
<b>TOWN OF COMOX</b> Signed by: _____ Date: _____
<b>VILLAGE OF CUMBERLAND</b> Signed by: _____ Date: _____
<b>COMOX VALLEY REGIONAL DISTRICT</b> Signed by: _____ Date: _____



# QUARTERLY REPORT TO COUNCIL

January to March 2023



THE VILLAGE OF  
**CUMBERLAND**

250.336.2291  
info@cumberland.ca  
cumberland.ca

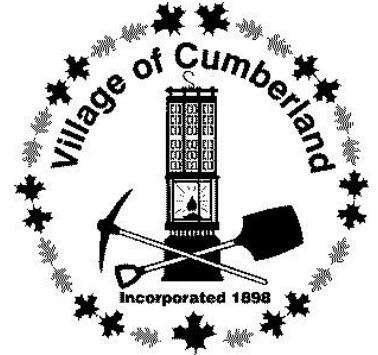
2673 Dunsmuir Avenue  
Box 340, Cumberland, BC  
V0R 1S0



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# STRATEGIC PRIORITIES QUARTERLY REPORT



MEETING DATE: April 24, 2023  
REPORT PERIOD: January to March 2023  
FROM: Michelle Mason, Chief Administrative Officer

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The attached report is for the period of January to March 2023 and summarizes activities relating to the Village's Strategic Priorities and major projects and initiatives. As well the report includes the following departmental quarterly updates.

- Strategic Priorities 2020-2023 Updates
- Climate Change Successes and Projects
- Financial Services
- Protective Services
- RCMP
- Development Services
- Legislative Services (Council Resolution list)

## QUARTERLY SUMMARY

This report summarizes the first quarter of 2023. The Strategic Priorities report also lists all active projects and recently completed projects. Some goals that are currently behind are either expected to be completed in 2023 or will be reviewed in relation to the new 2023-2027 Strategic Priorities.

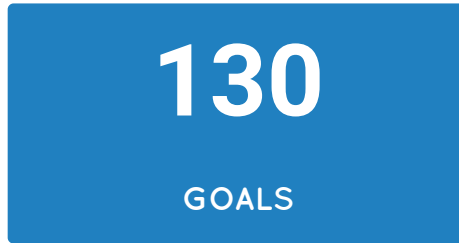
A highlight of the first quarter is the rescope and subsequent award of the contract for Cumberland's 125<sup>th</sup> anniversary celebration event management, 30km speed limit signs on upper Kendal in response to neighbourhood concerns and a presentation to Council on the Urban Forest bylaw and Policy development. The Village is pleased with the approval of the Rural Economic Diversification and Infrastructure grant to

complete an industrial, commercial and Institutional inventory assessment and fiscal impact analysis of new or potential development. The New Development Procedures Bylaw introduced March 27, 2023 with public comment opportunities prior to further readings.

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

#### **ATTACHMENTS**

1. Village of Cumberland Strategic Priorities 2023 first quarter report






STRATEGIC PRIORITIES 2020-2023 PLAN

QUALITY INFRASTRUCTURE PLANNING AND DEVELOPMENT

Initiative	Description	2... 2021 20... 20... 20... 2025	Updates	Actions	Status
<b>Asset Management</b>	Maintain a high-level, systematic approach that supports the Village in moving toward service, asset and financial sustainability.				On Track
→ <b>Construct new Fire Hall</b>	Construct a new Village fire hall building which replaces the existing fire hall.			Project complete grand opening occurred in September 2021.	Complete
→ <b>Public Works facilities concept, design, schedule and costing plan for the Union Rd. Site</b>	Include in the proposed 2023 – 2027 Financial Plan, funding for the development of a Public Works facilities concept, design, schedule and costing plan for the Union Rd. Site, specifically the northern portion of Lot D, Section 25, Township 10 Comox District, Plan VIP65968 Except Part in Plans VIP66934 and VIP67631			<b>NEW</b> Final Plan received and to be presented to Council	On Track
→ <b>State of Asset Management Report</b>	Consultant to develop a State of Asset Management (SOAM) Report with staff input. SOAM is a summary of where the Village is at with various categories of asset management, where the Village should be at with a time frame to meet the expectations.			<b>NEW</b> The State of Asset Management has been completed and will be used in the next stages of asset management.	Complete

Initiative	Description	2... 2021 20... 20... 20... 2025	Updates	Actions	Status
→ <b>Asset Management Policy</b>	Policy that outlines the principles and mandated requirements for undertaking asset management across the organization in a systematic and coordinated way, consistent with the organization's plans.		<b>NEW</b> Asset Management Policy adopted by Council on February 14, 2022.		Complete
→ <b>Inventory Natural Assets</b>	Identify environmentally sensitive areas to ensure an appropriate balance between future growth of community and preservation of key natural assets.		<b>NEW</b> Asset Management Policy adopted by Council on February 14, 2022. The policy includes natural assets with the Village's assets.	<b>Village Asset Management Policy - Natural Asset included</b> <input checked="" type="checkbox"/> <b>Regional Municipal Natural Asset Initiative (MNAI) project</b> <input type="checkbox"/> <b>Perseverance Watershed Initiative</b> <input type="checkbox"/>	Behind
<b>Liquid Waste Management</b>	Develop an environmentally sustainable method of treating the Village's liquid waste.				On Track
→ <b>High performance waste water treatment project</b>	Satisfy conditions of existing operating permit through upgrades to existing Liquid Waste Treatment system. Project part of ICIP grant funding.		<b>NEW</b> Hope to issue the first tender package for the civil works towards the end of April and break ground early June. Other tender packages to follow.		On Track
→ <b>Future Wastewater Treatment Approval</b>	Proceed toward registration under the MWR or an LWMP operational certificate. Completion by 2025.		<b>NEW</b> Funding approved in 2023-2027 budget to start the LWMP Stage III process over two years.		On Track
<b>Drinking Water</b>	Maintain high quality safe drinking water supply and service that meets the all regulatory requirements.				On Track
→ <b>Dam #2 Reconstruction Project</b>			<b>NEW</b> First Nations consultation in process, other stakeholder engagement has taken place, and an RFP for engineering to be prepared and issued this spring/summer		On Track
→ <b>Dam #2 reconstruction funding confirmation</b>	Based on the preliminary design the Village will seek funding to complete detailed design, construction, and creek restoration.		<b>NEW</b> Project funding has been confirmed and an agreement is now in place.		Complete
→ <b>Watershed Management Plan</b>	2016 Village watershed management plan actions, including: stakeholder engagement, infrastructure and water monitoring, mitigation strategies, education and reporting.		<b>NEW</b> Staff continue with the watershed management plan actions and is ongoing.		On Track

Initiative	Description	2... 2021 20... 20... 20... 2025	Updates	Actions	Status
<b>Transportation Assessment</b>	Review risk and opportunities relating to active transportation, parking, walkability, connection/paths, accessibility, sidewalks, transit.				On Track
→ <b>Traffic and Pedestrian data collection</b>	Collect data to inform updated transportation master plan. Including: vehicle, bicycle, and pedestrian.		<b>NEW</b> This data will be used to help inform the Transportation Master Plan		Complete
→ <b>Transportation Master plan (TMP)</b>	Plan and inform corridors and standards relating to roads and pathways.		<b>NEW</b> Additional funding through the Active Transportation Grant Program has been approved and will be used to bolster the TMP with more detailed planning, community engagement and some design specific to active transportation. Public engagement is slated to commence the spring of 2023.  Mar 27 2023: THAT Council refer the request from Mr. Sinclair for speed controls through Coal Valley Estates subdivision area to the Transportation Master Plan process, and to direct staff to prepare a report to Council on the Transportation Master Plan process; and, THAT Council direct staff to implement a 30km/h speed control limit on Kendal Avenue from Egremont Road to the west end of Kendal Avenue.	<b>Active Transportation Planning project</b> <input type="checkbox"/> <b>Community wide speed limit reduction option reviewed</b> <input type="checkbox"/>	On Track

# COMPREHENSIVE COMMUNITY PLANNING

Initiative	Description	20...	2021	2022	2023	Updates	Actions	Status
<b>Community Climate Change Assessment</b>	Determine key actions to reduce community greenhouse gas emissions, and adapt to the impacts of climate change.					<b>NEW</b> Community emissions inventory being developed by CVRD and a Climate Action Plan is in the 2023 budget to undertaken with the OCP update.		On Track
<b>Zoning Bylaw Update</b>	First major update to Zoning Bylaw No. 1027, 2016 since adoption.					Zoning Amendment Bylaw No. 1133, 2020 adopted on March 8, 2021		Complete
<b>Official Community Plan Updates</b>								Complete
→ <b>Enhance Heritage protection tools</b>	Develop the necessary heritage protection tools, special requirements related to heritage situations can be enabled either through Heritage Alteration Permits or other heritage protection tools.					<b>NEW</b> Village website update is now complete. Updates include: addition of the Community Heritage Register (includes statements of significance), refreshed background information, addition of K'omoks First Nation history.		Complete
<b>Urban Forest</b>	Urban forest management program will occur through education, with a primary focus of clearly illustrating the environmental, economic and social benefits of trees to the public, land owners and developers.							On Track
→ <b>Urban Forest Management Consultation</b>	Final development of an urban forest management plan includes the requirement to seek public input on the recommendations, the priorities for implementation and the canopy cover target for the Village.					Project complete. Further public engagement and canopy tree cover target moved to future bylaw and policy development project.		Complete
→ <b>Urban Forest Bylaw and Policy Development</b>	Trees are a collective community resource; the benefits of trees can extend far beyond property lines. As such, there is a need to protect trees on both public and private land in order to ensure the long-term sustainability of the urban forest.					<b>NEW</b> Presentation to Committee of the Whole March 27, 2023. APC and Community Engagement in May. Updated deadline to December 31, 2023.		On Track

## HEALTHY COMMUNITY

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

Initiative	Description	2020	2021	2022	Updates	Actions	Status
↳ <b>Childcare Space Creation project</b>	<p>The Village was awarded \$3M toward the development of 85 new childcare spaces.</p> <p>The Village and SD71 are working in partnership on the Project. SD71 is overseeing the development and management of the Project with collaboration from the Village.</p>				<p><b>NEW</b></p> <p>Project construction is on schedule and anticipated to be completed in summer 2023.</p>		On Track
<b>Arts and Culture</b>	Arts and culture in Cumberland make up an important aspect of the Village's identity and quality of life. .						Behind
↳ <b>Recreation, Arts and Culture Master Plan</b>	Development of an Recreation, Arts and Culture Master Plan to provide a road map for Village delivery of recreation, arts and culture services over the next 10 years.				<p><b>NEW</b></p> <p>Staff has requested that the consultant pause the project to account for Village staff capacity limitations at this time, with the goal of re-initiating the project in 2023. A report is scheduled to be presented to Council in spring 2023 prior to re-launch. The deadline for this initiative has been updated to December 31 2023.</p>		Behind




## ECONOMIC DEVELOPMENT

Initiative	Description	20...	2021	2022	2023	2024	Updates	Actions	Status
<b>COVID- 19 Recovery</b>	Village activities relating to COVID-19 emergency response and recovery.								Complete
→ <b>Local/Regional Economic Development recovery initiatives</b>	COVID-19 Regional Economic Task group created with Village participation. Identify economic recovery efforts for the Village and region.						COVID related regional economic development initiatives are currently active, while the CVRD reviews/ revises its approach to economic development services.		Complete
→ <b>Village Administrative Functions</b>	Develop and implement response and adaptation plan for Village Service delivery, including Council activities and Village office.						<b>NEW</b> As of April 8th, 2022 the Village has followed Public Health direction and removed all Public Health orders. The Village has also removed the existing COVID Safety Plan and replaced the plan with a communicable disease policy.		Complete
<b>Economic Development Strategy</b>	Economic Development Strategy and Implementation Plan will guide economic development initiatives and decision-making. It provides a long-term vision and implementation framework for economic development work.								Complete









Initiative	Description	20...	2021	2022	2023	2024	Updates	Actions	Status
→ <b>Bevan Industrial Area Development</b>	The Bevan Industrial Lands contain approximately 500 ha of land zoned for industrial use, which represents approximately 84% of the remaining industrial lands within the entire Comox Valley. Explore options to diversify its non-residential tax base by attracting new investment, business, and development in this area						<p><b>NEW</b></p> <p>in December 2021 Staff created the Development Implementation Plan for the Bevan Lands.</p> <p>A workshop was held on October 14, 2021, with key staff representing all departments to review the outcomes of the initial subdivision application process and the recommendations in the Concept Plan for servicing, transportation, land use, and parks and trails. The Implementation Plan is the result of this workshop.</p> <p>The Implementation Plan recommends next steps over the short to long term, who would undertake them (in-house or consultant), preliminary budget considerations.</p>		Complete
→ <b>Implementation Plan for Bevan Industrial Lands Development</b>	The Implementation Plan recommends next steps over the short to long term, who would undertake them (in-house or consultant), preliminary budget considerations and status of the action.						<p><b>NEW</b></p> <p>Bevan Servicing Study almost complete. Other implementation items underway or planned include Transportation Master Plan and Official Community Plan Update. Staff will provide status update on all implementation action in future report.</p>	<p><b>Bevan Industrial Servicing Strategy</b> <input type="checkbox"/></p> <p><b>DCC Review</b> <input checked="" type="checkbox"/></p> <p><b>Transportation Master Plan</b> <input type="checkbox"/></p>	On Track
→ <b>Investment Attraction Action Plan</b>	<p>Strategy identifies competitive advantages and opportunities within the Village, with recommendations to achieve investment attraction.</p> <p>The Cumberland Investment Attraction Action Plan was finalized and adopted by Council in February 2021. The implementation of the plan will take place through the work/operations of the Economic Development Officer.</p>						<p>The Cumberland Investment Attraction Plan was completed in January 2021</p>		Complete

Initiative	Description	20...	2021	2022	2023	2024	Updates	Actions	Status
<p>↳ <b>Cumberland Investment and Development Readiness Project</b></p>	<p>In March, the Village of Cumberland received a grant funding award of \$97,125 under the Rural Economic Diversification and Infrastructure Program (REDIP).</p> <p>The Project will consider and two specific study components, including:</p> <ul style="list-style-type: none"> <li>• An Industrial, Commercial and Institutional (ICI) Inventory Assessment and</li> <li>• Fiscal Impact Analysis on new or potential development</li> </ul>						<p><b>NEW</b></p> <p>Staff are currently drafting/scoping the an RFP which is anticipated to be issued by April 30th, 2023.</p> <p>Selection of a qualified contractor is anticipated by June 1st with project works starting immediately there after.</p>		On Track
<p>↳ <b>Economic Development webportal</b></p>	<p>The web-portal provides information relating to business, investment and/or development opportunities within the Village.</p>						<p>Launched 2021. Moving forward, staff will be providing maintenance and regular updates to the web-portal.</p>		Complete
<p>↳ <b>Village Business Association</b></p>	<p>Organized business group to which would be eligible to partner and promote Village business opportunities.</p>						<p><b>NEW</b></p> <p>The creation of a Cumberland Business Association is complete.</p> <p>The THRIVE Project was revealed by the CBA in an official ceremony on September 22, 2022.</p> <p>A long-term project maintenance agreement has been drafted by staff and shared with the CBA and is awaiting their review/approval.</p>		Complete

SUPPORT COMMUNITY-LED RECONCILIATION AND RELATIONSHIP BUILDING.

Initiative	Description	Q... Q... Q... Q... Q... Q... Q... Q3 '23	Updates	Actions	Status
<p><b>Commitment to reconciliation with Indigenous peoples and the United Nations Declaration of Rights of Indigenous Peoples</b></p>			<p><b>NEW</b>                      Mar 27 2023: Council approved 10 year operation agreement with Lake Park Society that includes annual contribution to the Guardian Watchmen Program.</p> <p>Staff continue to engage KFN on projects of mutual interests, including active work on the Wastewater Treatment Plant, and Perseverance Creek stewardship (including the Dam #2 Project). Preliminary discussions have also commenced on involvement in the 2023 Official Community Plan Update project.</p>		<p>On Track</p>
<p>→ <b>Regional Indigenous Relations participation</b></p>	<p>Ongoing Village participation.</p>		<p><b>NEW</b>                      Staff continue to engage in discussions with the CVRD and other local governments on an indigenous relations action plan. Participation in CVRD Reconciliation Advisory Table Engagement Strategy and Action Plan.</p>		<p>On Track</p>
<p>→ <b>K'wax Dzi Dsas welcome poles</b></p>			<p><b>NEW</b>                      Apr 18 2023: That Council refer the request from Dawn to Dawn Action on Homelessness Society regarding the temporary location for the K'wax Dzi Dsas welcome poles to staff to provide a report to Council on costs and process to raise the K'wax Dzi Dsas welcome poles at a temporary location.</p>		<p>On Track</p>

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



Initiative	Description	20...	2021	2022	2023	Updates	Actions	Status
<b>COVID-19 Restart Funding</b>	The Village received \$1.3M in COVID-19 restart funding directed toward supporting the Village through the pandemic recovery.					<b>NEW</b> All projects that are funded by COVID restart funding that have not been completed by December 31, 2022 will need to be carried forward to 2023. Any unspent COVID funds in 2023 can be used to offset the lost interest revenue that was experienced over 2020, 2021 and 2022.		Complete
→ <b>IT service improvements</b>	Investigate alternatives relating to IT service support.					The IT infrastructure improvements are now complete.		Complete
→ <b>Development Approvals Process Modernization project information technology solution</b>	Creation of online application portal, internal process tracking, and GIS improvements					<b>NEW</b> This project is in progress and is behind the original timeline. The time line has been updated as this project will be carried forward to 2023 for completion.		Behind
→ <b>Phase 1 Village Office Upgrades</b>	Phase 1 Village Hall upgrades includes front reception and administration area improvements, along with accessibility upgrades.					The Village office phase 1 upgrades have been completed early March, 2021 and the office is now open for in person service.		Complete
→ <b>Back-up Generator New Fire Hall</b>	Back-up power supply for new fire hall.					<b>NEW</b> The generator has been installed at the fire hall.		Complete
→ <b>Phase 2 Village Office Upgrades</b>	Phase 2 includes relocation of Public Works staff to Old Fire Hall, creation of Community Policing Office in Old Fire Hall, upgrades to planning and recreation work places.					Project completed middle of October 2021.		Complete
→ <b>Community Group Support</b>	Restart funding provided by Council to community organizations.					<b>NEW</b> Complete.		Complete
→ <b>Communications Strategy</b>	Develop a corporate communications strategy with priority actions.					<b>NEW</b> A draft Communication Strategy was developed and presented to Council in early 2022. Completion of the strategy will take place in 2023. The timeline has been updated to reflect this.		Behind

Initiative	Description	20...	2021	2022	2023	Updates	Actions	Status
→ Village Website redesign						<p><b>NEW</b> Updates/improvements to the Village website were completed on in 2022.</p> <p>Further work on the website, including a review/analysis of the website performance, and a long-term plan to address future communication needs may be undertaken in 2023. The timeline has been updated.</p>		Behind
→ Downtown Improvements	<p>Council directed Restart Funding towards the purchase/installation of temporary picnic tables, an event tent and safety barriers for sidewalk patios.</p> <p>Funding was also directed towards the purchase of wayfinding and pedestrian safety signage in the Village.</p>					<p><b>NEW</b> Additional picnic benches have once again been installed in summer 2022 throughout the downtown core. Concrete safety barriers have been purchased in support of the sidewalk patio program.</p> <p>Parking and other wayfinding signage improvements remain in process.</p> <p>Staff continue to engage with the CBA on the community map sign project.</p>		Complete
→ Community Policing Office	Develop a Community Policing office in Cumberland located within the Old Fire Hall. A location the RCMP can utilize to engage with the community.					<p><b>NEW</b> December 2021 the RCMP have moved into the office. Dedicated parking on Dunsmuir has been provided for the RCMP. The RCMP plan to commence utilizing the space early in 2022 and will be in contact with the Village to explore a communication relating to the use.</p>		Complete
→ Bylaw service level increases	Hire additional bylaw staff to support evening and weekend coverage, with a focus on education.					A Community Patrols position has once again been hired in summer 2022 (June to September) for additional evening and weekend coverage on high traffic areas in the community.		Complete
→ Phase 3 Renovations	Village office meeting room. New programmer office at Rec. Council chamber audio updates. New records room.					<p><b>NEW</b> Phase 3 projects are</p>		Complete

Initiative	Description	20...	2021	2022	2023	Updates	Actions	Status
<b>Cumberland Community Forest Park Initiatives</b>								On Track
→ <b>Cumberland Community Forest Park Interim Trail Management Strategy</b>	Interim plan to guide trail management in park in 2021 and 2022.					<b>NEW</b> CCF Park Interim Trail Management Strategy adopted in spring 2021. Implementation of strategy to continue in 2022, in partnership and supported by UROC and the CCFS.		Complete
→ <b>Cumberland Community Forest Park Management Plan</b>	Develop park management policy for 200 hectare park					<b>NEW</b> Preliminary planning work underway for development of covenant-required management plan (bulk of project scheduled for 2024).  Meanwhile, a Park Outdoor Education Strategy (partnership project with CCFS) is scheduled to be presented to Council in spring 2023.		On Track
<b>Cultural Centre - Buchanan Hall Future Use</b>	Determine future use of the Buchanan Hall (ground floor of Cultural Centre, formerly leased to OAP)					<b>NEW</b> Hall now actively being used for Recreation and Culture Programming (including drop in seniors centre) and rentals.		Complete
<b>Affordable Housing Initiatives</b>	Initiatives to address housing affordability and availability in the community including regulatory and addressing vacation rentals.							Complete
→ <b>Cumberland Community Housing Society memorandum of understanding</b>	Village of Cumberland and Cumberland Community Housing Society to develop a memorandum of understanding.					<b>NEW</b> No further action as Society is inactive. Village is available to discuss MOU in the future if this or another Society is interested.		Complete
→ <b>Vacation rental regulations review</b>	Review vacation rental regulations after completion of the 2019/2020 Housing Needs Assessment.					<b>NEW</b> Aug 8 2022: Council adopted Zoning Amendment Bylaw No 1170, 2022  Sep 6 2022: Council adopted Business Licence Amendment Bylaw No 1171, 2022.		Complete

Initiative	Description	20...	2021	2022	2023	Updates	Actions	Status
→ Residential rental tenure zoning	Prepare a report to Council with options for residential rental tenure zoning.						Rezoning for 2782 Ulverston Avenue included first rental tenure zone for the Village. Discussion of further options will be part of OCP Update project.	Complete
→ Co-operative Housing	Prepare a list of possible publicly-owned sites within the Village of Cumberland that could be further evaluated to Co-operative Housing Federation of BC, for the feasibility of a Co-op Housing project.						<b>NEW</b> Made contact with the organization in April 2022 to address this direction, no response received.	Not started
→ Affordable Housing Financial Support Initiatives	Council direction to draft a tax exemption bylaw establishing conditions and application requirements to grant property tax exemptions on the assessed improvement value of affordable rental housing projects. Initial purpose is to support the 2nd St affordable housing development but will apply to other qualifying properties.						<b>NEW</b> Reserve Funds Establishment Bylaw Amendment given 1st, 2nd and 3rd reading March 27 and referred to Homelessness and Affordable Housing Committee.	On Track
→ Gwax' Dzi Dsas Affordable Housing - 3345 Second Street	Council leasing land from Ministry of Health to then sub-lease to housing society for construction of a 22 unit affordable housing building.						<b>NEW</b> Signed Access and Housing agreements received from Island Health. Next steps are adopting rezoning and approving DP and DVP, and preparing sub-lease documents with Housing Society.	Behind
Perseverance Watershed Initiative (PWI)	In partnership with the Cumberland Community Forest Society and Mosaic Forest Management, a collaborative watershed protection-centric research and land use planning project.						<b>NEW</b> Jan 23 2023: Council submitted resolution to AVICC on the Watershed Security Strategy and Fund and representation on the Managed Forest Council.  Meanwhile, data collection and land protection planning work in collaboration with Mosaic and the CCFS is ongoing.	On Track
Community Amenity Contribution Policy and Density Bonus Review	To explore options for community amenity contribution policy and density bonus in the VCMU-1 zone to promote affordable housing and heritage conservation.						<b>NEW</b> Final report presented July 11, 2022	Complete

Initiative	Description	20...	2021	2022	2023	Updates	Actions	Status
<b>Development Approvals Process Modernization</b>	To streamline the development approvals process, improve public communications, and establish an electronic file tracking system connected to GIS.					<b>NEW</b> New Development Procedures Bylaw introduced March 27, 2023. Public comment opportunity prior to further readings.		On Track
<b>Anti-Racial Discrimination and Anti-Racism Policy</b>						<b>NEW</b> Aug 8 2022: THAT Council refer the proposed Anti-Racial Discrimination and Anti-Racism Policy to staff for review and recommendation.		Not started
<b>Cumberland 125th Anniversary Event</b>	The Village was awarded \$62,200 from Heritage Canada to undertake a community event celebrating the Village's 125 year anniversary of incorporation.					<b>NEW</b> In March 2023 Staff contracted Meaghan Cursons and Vig Schulman to act as event mangers for the 125th event.  On April 11, 2023 Meaghan and Vig presented to council and provided an overview of their event plan/theme for Belonging - A Community Celebration.		On Track
<b>Parking Variance in VCMU-1 Policy</b>	Policy to guide consideration of parking variances applications in VCMU-1.					<b>NEW</b> Policy adopted January 9, 2023		Complete
<b>Climate Change</b>	See also Community Climate Change Assessment initiative under Comprehensive Community Planning							Complete
→ <b>Stormwater Management Plan Requirements</b>	Review Village stormwater management plan requirements so that consideration of 100 year storm events with 15% increase for climate change are required.					<b>NEW</b> Background research work in process.		On Track

Initiative	Description	20...	2021	2022	2023	Updates	Actions	Status
<a href="#">Green New Deal</a>	Investigate ways Cumberland as a community can promote new ways of economic growth, social responsibility and environmental sustainability.					<p><b>NEW</b></p> <p>Staff have reviewed the Green New Deal as presented to Council earlier in 2021. Since that point all other regional partners have had similar presentations. The CVRD provided a report to the Board in Jan. 2022, staff still need to connect with regional partners and discuss next steps, and once that happens, likely in 2023, will proceed with a plan to provide Council with a report and recommendations.</p>		<p>Overdue</p>





## REGIONAL ACTIVITIES

Initiative	Description	2...	2021	2022	2023	2024	Updates	Actions	Status
<b>Regional Parks Service Establishment</b>	CVRD is completing a Background Study to inform the potential establishment of a Regional Parks Service. All regional local government partners are participating in this project.		█	█			<b>NEW</b> The Service was formally established by the CVRD Board in September 2022.		Complete
<b>Regional Active Transportation Network Plan</b>	CVRD Active Transportation Plan will identify priority areas and routes for investment in active transportation infrastructure.		█				The Regional Active Transportation Plan was adopted by the CVRD Board in September 2021. CVRD and Village staff will now work on implementation of the actions identified.		Complete
<b>Regional Airshed Roundtable</b>	CVRD initiative to develop and implement a Regional Airshed Protection Strategy.	█	█	█	█		Staff participating in Roundtable and Woodstove Emission Reduction Working Group.		On Track
<b>Regional Transit Facilities Plan</b>	Facilities Plan for improvement to exchanges and priority lanes.		█				Staff participating in stakeholder consultation. Note that this focuses only on key transit infrastructure. The 2014 Transit Network Plan is scheduled for review and update in 2022.		Complete
<b>Tourism and Destination Marketing</b>	Tourism Vancouver Island (TVI) has been engaged to provide Tourism/Destination Marketing services to the CVRD and has engaged the Village to participate within the regional destination tourism function.			█	█		<b>NEW</b> In April 2023, staff received a copy of the CVRDs project scope in establishing a Regional Tourism Service Strategy. The key outputs of this Project will be the a Master Plan (strategic plan), Action Plan and MRDT (ie Hotel Tax) application. Staff's input into the provided scope of work was requested.		Complete
<b>Strengthening Community Services Project</b>	City of Courtenay led initiative to provide supports for those experiencing homelessness. Grant received from UBCM in partnership with CVRD and municipalities.			█	█		Staff to participate in new training opportunities through this project and support with bylaw enforcement resources as needed.		On Track

Initiative	Description	2...	2021	2022	2023	2024	Updates	Actions	Status
<b>Regional Recreation Fields Study</b>							<b>NEW</b> Study complete and now being considered by CVRD Rec Commission as part of facility planning. As an outcome of the study, Council can expect to receive an invitation from the Rec Commission for Cumberland to become a participant of the Regional Fields Service.		Complete
<b>Regional Tourism</b>							<b>NEW</b> On September 6, 2022 the Village of Cumberland committed to joining the CVRDs revised Regional Tourism Service (Service 550) in 2023.		Complete
<b>Regional Growth Strategy Review</b>	CVRD Board to consider initiating review in Spring 2023.						<b>NEW</b> Series of Technical Advisory Committee meetings from October, 2022 to February 2023		On Track
<b>Municipal Regional District Tax Program (MRDT)</b>	Monitor the CVRD-led initiative with TVI to collect the MRDT from online accommodation providers for use on affordable housing initiatives						<b>NEW</b> This work is currently being explored/completed via the regional tourism service which includes the establishment of a potential regional MRDT within it's scope of service.		Not started
<b>Regional Parks and Trails Advisory Committee</b>							<b>NEW</b> The 2023 focus of the Committee will be to inform and support the development of a Regional Parks and Trails Strategic Plan, including priority acquisitions, for Regional Parks and Trails Committee (elected appointees) consideration. The Manager of Parks and Recreation is the Village's member of the staff Committee.		On Track
<b>Regional Solid Waste Advisory Committee</b>	This committee is tasked with reviewing and updating the Regional Solid Waste Management Plan over the next couple of years.								On Track

## OPERATIONAL ACTIVITIES

Initiative	Description	2020	2021	2022	2023	Updates	Actions	Status
<b>Village Forest Land Management Strategy</b>	Develop a Management Direction Statement for Village Forest Lands						Land Management Direction Statement adopted by Council February 2021.	Complete
<b>Cumberland Trail Network Agreement</b>	Work with UROC, Mosaic and Manulife to update the model for collaborative management of the Cumberland Trail Network.						<b>NEW</b> Aug 8 2022: THAT Council enter into the Memorandum of Understanding for Access, Collaborative Management and Use of a Cumberland Trail Network, as attached to this report dated July 28 2022 and authorize the Mayor and Chief Administrative Officer to execute the agreement.	Complete
<b>Cumberland Lake Park: Operations and Improvement Agreement</b>	Develop 10 year Operating and Improvement agreement with CLWS.						<b>NEW</b> 2023-32 Cumberland Lake Park Agreement entered into with Lake Park Society in March 2023.	Complete
<b>Age Friendly Community status</b>	Apply for Age-Friendly BC designation						<b>NEW</b> Application in progress	Overdue
<b>Solid Waste Collection</b>	Existing solid waste collection contract for entire region expires in 2022, regional partners plan to collaborate of developing and releasing a joint RFP						<b>NEW</b> The solid waste collection contract has been extended through to December 31, 2023 and is expected to be extended an additional 6-months into 2024 to allow for an analysis to be brought to Council regarding collection services, including the possibility of auto collection cart system.	Behind
<b>Recollect App</b>	Mobile app for solid waste customers for information updates as well as solid waste scheduling notifications.						<b>NEW</b> Staff are working with Comox Valley Regional District on an implementation plan.	Overdue
<b>Procedure Bylaw updated</b>	Due to recent COVID related legislation there is a requirement to complete a update to the Villages Procedure Bylaw.						<b>NEW</b> Bylaw adopted Jan 6 2022.	Complete







Initiative	Description	2020	2021	2022	2023	Updates	Actions	Status
<b>DCC Bylaw review and update</b>	Review of DCC projects and update to costing. Review of exception policies.					<b>NEW</b> Aug 8 2022: DCC Bylaw given three readings and submitted to Inspector of Municipalities for approval.		Complete
<b>Bylaw Offence Notice system</b>	A new system under the Local Government Bylaw Notice Enforcement Act that enables local governments to establish a bylaw notice adjudication system, an alternative to the provincial court for resolving minor bylaw contraventions such as parking tickets.					BON system establishment to be considered following completion of Transportation and parking plan, and update to Streets and Traffic Bylaw in 2023.		Not started
<b>Solport Park Design</b>	Design and development of Solport Park					<b>NEW</b> 2022 works focused on forest management and fire abatement (completed spring 2022 in partnership with the BC Wildfire Service) and trail improvements (completed fall 2022). Concept design work for park amenities such as a natural playground and family amenities is now in progress underway.		On Track
<b>Good Neighbour Bylaw development</b>	Village explore repealing its PPN Bylaw in its entirety, and replacing it with an updated style of "good neighbour bylaw. Which would address Repeat Nuisance Service Calls or Excess Nuisance Service Calls.					<b>NEW</b> May 30 2022: Good Neighbour Bylaw given first reading. Staff to prepare update of bylaw enforcement policy and MTI Bylaw.		Overdue

## OPERATING AND CAPITAL PROJECTS

Initiative	Description	2020	2021	2022	2023	Updates	Actions	Status	
<b>Administration Projects</b>									On Track
→ <b>Records Management Classification System</b>	First phase to transition to Electronic Document and Records Management System.					Currently work priorities have not permitted this project to move forward. The Village does continue to meet existing legislative requirements. The project is recommended to move to 2023, timelines have been updated.		Not started	
→ <b>Electronic utility billing</b>	Utility billing process to streamline utility billing system.					<b>NEW</b> Utility customers who have signed up for electronic utility billing have been receiving emailed bills and staff are continuing to promote this option to all customers.		Complete	
→ <b>Recreation Software Conversion</b>	Transition from existing web based recreation registration and booking system to new system.					Software conversion complete, March 2021.		Complete	
→ <b>Cumberland Cemetery Central Area Preliminary Design</b>	Design plan for future central area construction to include new columbaria, new cremation and casket ground lots, scattering garden, hard landscaping including benches and gathering area.					<b>NEW</b> Design completed Dec 2021. Construction contingent on budget.		Complete	
→ <b>General Election</b>	Administration of election Oct 15 2022.					<b>NEW</b> General election took place Oct 15, 2022.		Complete	
<b>Protective Services Capital</b>									On Track

Initiative	Description	2020	2021	2022	2023	Updates	Actions	Status
→ Fire Rescue Unit #5 replacement						<p><b>NEW</b>            Aug 8 2022: THAT Council approve the expenditure of up to \$80,000, to be funded through Fire Vehicle and Protective Equipment reserve for the unexpected replacement of Cumberland Fire/Rescue unit #5 and THAT Council direct staff to bring forward an amendment to the adopted 2022-2026 Financial Plan Bylaw to reflect this expenditure. THAT Council approve sole supplier procurement for the purchase of a second-hand Fire vehicle (Cumberland Fire/Rescue unit #5 replacement vehicle) due to uncertainties with and the current supply chain issues in the second hand vehicle market.</p>		Complete
→ Live Fire Training						<p><b>NEW</b>            Grant Approved to be completed by January 31, 2024.</p>		On Track
→ Fire Boat replacement						<p>The fire boat project is now complete and the new boat is in service on the Lake. Old fire boat has been sold.</p>		Complete
→ Bylaw vehicle replacement						<p><b>NEW</b>            Bylaw van has been purchased and is in use.</p>		Complete
<b>Operations Capital</b>								Complete
→ Electric vehicle charging station						<p><b>NEW</b>            Jan 23, 2023: COTW direction on fee policy and establishing fees.</p>		Complete
→ 2021 Roadway and Utility improvements						<p><b>NEW</b>            Civil engineering firm contract in place, analysis of project priorities in process.</p>		Complete
→ Solar crosswalk lighting system - Cumberland Rd./ Bruce Street	Working on quotes for the supply & installation of these lights.					<p><b>NEW</b>            Project complete February 2022.</p>		Complete

Initiative	Description	2020	2021	2022	2023	Updates	Actions	Status
→ Hope Road chip sealing	Chip seal the gravel road between Mill Street and Cumberland Road		█				Completed in September 2021.	Complete
→ Sidewalks project	Need to confirm alignment of Egremont sidewalk.		█			<b>NEW</b> The Egremont sidewalk has been completed with the exception of the portion that is on hold until we receive final site layout and servicing plans for the new childcare facility. Other sidewalks are also on hold in order to consider them at the same time other linear asset improvements occur within the same street block.		Complete
→ 2021 Water projects			█					Complete
→ Dam monitoring equipment			█			<b>NEW</b> Monitoring equipment installed and operating. First Dam site Project complete for 2021 with further monitoring equipment added to each Village dam over the following four years.		Complete
→ Egremont School Zone Safety Improvement	Safety improvements identified within the Active School grant which Cumberland Community School PAC received.			█		<b>NEW</b> The safety improvements have been completed.		Complete
→ Grant Road & Memorial Way Street Closures				█		<b>NEW</b> Project complete.		Complete
→ Engineering Services RFP				█		<b>NEW</b> Three-year contract awarded.		Complete
<b>Parks and Facilities Capital</b>		█						Complete
→ Cumberland Lake Park Waterfront Safety Improvement Projects	Waterfront safety improvements to swimming area, boat launch and campsite retaining wall facilities, supported by \$169,000 in provincial COVID response Grant Funding.		█	█		<b>NEW</b> .		Complete
→ Boat Launch Safety Improvements	To address safety issues at the launch by replacing, re-aligning and extending docks.		█	█		<b>NEW</b> New docks installed January 2023. Project now complete		Complete

Initiative	Description	2020	2021	2022	2023	Updates	Actions	Status
→ <b>Waterfront Campsite Retaining Wall Upgrade</b>	Implement shoreline restoration and safety upgrade project to replace the concrete lock block wall with a greenshores-insired shoreline.						Project complete.	Complete
→ <b>Japanese Cemetery fence repair</b>	Replace 20 fence posts on existing Japanese Cemetery picket fence.						Project complete in August 2021. Some further repairs will continue in the coming years.	Complete
→ <b>Rotary Pathway to Recreation Funding Application</b>	Application to provincial grant program to construct 700m of pathway adjacent to Comox Lake Road, including bridge crossing of Perseverance Creek.						<b>NEW</b> Following 2021 unsuccessful grant funding application, the project and its priority level will now be considered as part of the Active Transportation component of the Village's Transportation Master Plan.	Complete
→ <b>Village Park Playground Works</b>	Zipline repairs and wood chip safety surfacing top up.						Zipline repair completed May 2021.	Complete
→ <b>Museum renovation project</b>	In partnership with the Cumberland Museum and Archives Society, the museum is receiving extensive facility improvements.						The renovation of the museum is now complete. The museum is expected to reopen in Fall 2021.	Complete
<b>2023 Road and Utility Upgrades</b>							<b>NEW</b> Finalizing designs and hope to issue tender packages in May	On Track

## Village of Cumberland Climate Change Mitigation and Adaptation Action Summary

### Council Action

- Presentation of Resolutions to the Association of Vancouver Island and Coastal Communities Convention on the Watershed Security Strategy and Fund
- Meeting with Ministry of Water, Lands, Resource Stewardship, Parliamentary Secretary Donnelly to discuss the Watershed Security Fund
- Request the Province to expand the Watershed Security Fund to apply to Private Managed Forest Lands
- Consider climate action during the 2023 budget and strategic priorities discussions.
- Request for action to the Provincial Government through UBCM for support of local energy projects, including hydro and geothermal energy
- Community Grant Program supporting community environmental protection and climate change mitigation initiatives, such as the Western Toad Research Project
- Participation in the Green New Deal – further review is underway
- Signing on as a Blue Community and policy not to use bottled water
- Single item plastics regulation
- Signed on to the BC Climate Action Charter in 2010
- Has been carbon neutral since 2014 until the end of the BC Climate Action Revenue Incentive Program in 2020
- Expect to initiate carbon tracking in municipal operations for the 2022 year with the goal of achieving 2030 Provincial Roadmap objectives.

### Community Planning and Development Services

- Building Inspection service preparing for changes to application intake and inspection requirements to implement level 3 of the BC Energy Step Code that will become mandatory on May 1, 2023
- Plan to review Village stormwater management plan requirements so that consideration of 100 year storm events with 15% increase for climate change are required.

Official Community Plan, 2014:

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

Active Transportation Foundations Project, 2021:

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

Transportation Master Plan, 2022:

- Includes focus on active transportation. Modal shift away from vehicle travel will reduce GHG emissions.
- Include the Comox Valley Cycling Network Community Working Group as a stakeholder group for the Cumberland Transportation Plan

Urban Forest Management Plan 2020-2040:

- Many recommendations for canopy cover and resilient species diversity are integrated into Village operations.
- Preparation of a Tree Bylaw to manage tree protection on private land is planned for 2023.
- Restriction on wood burning appliances in new development adopted in 2018

## Public Lands and Village Operations

- Liaise with the Comox Valley Regional District on the Regional Active Transportation Network Plan implementation and the Comox Valley Cycling Coalition,
- Ten year operating agreement with the Cumberland Lake Park Society that will contribute 1% of revenues to the K'ómoks First Nation Guardian Watchmen program
- Direction to revisit fleet replacement plan to consider alternate energy vehicles as part of 2024 budget work.
- Two public electric vehicle charging stations installed at the Cultural Centre parking lot in 2023 with ability to charge 4 vehicles and fees policy adopted in March 2023.
- Forest Land Management Direction Statement - completed
- Development of Environmental Education Strategy for Cumberland Community Forest Park - ongoing
- Parkland acquisitions in partnership with the Cumberland Community Forest Society in the Perseverance Creek Watershed - ongoing
- Perseverance Watershed Initiative - ongoing
- Cumberland Lake Park Shoreline Restoration project – completed. “Green shores” shoreline will be more resilient to changing water levels; dock reconfiguration will improve public access during extreme high and low water levels.

- Recreation, Arts and Culture Planning, including consideration of community facilities as Emergency Support Centre's in response to climate emergencies and other natural disasters; and evaluation of energy efficiencies for recreation and cultural facilities
- Restoration projects in support of enhanced biodiversity and tree retention – No. 6 Mine Park, Village Park, Cumberland Lake Park
- Natural burial area in Cumberland Cemetery
- Participation in regional organics waste program and reduction of garbage collection to once every two weeks
- Wastewater treatment plant upgrades
- Water meters and consumption-based billing to reduce drinking water consumption
- Drinking water system upgrades, including new groundwater source, construction of storage reservoir and second supply line
- Asset Management Policy, including consideration of natural assets
- IT updates to reduce reliance on paper and to accommodate remote work for staff
- Corporate Climate Action Plan (2013) and energy efficiency improvements for public facilities, including heat pump installations
- Participation in CARIP program and purchase of carbon offsets

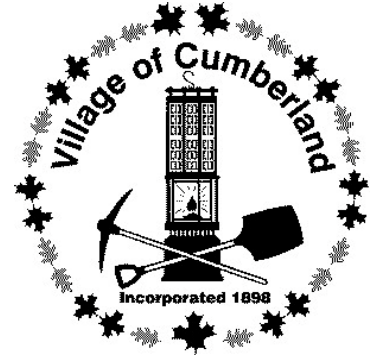
## Regional Initiatives

### Participation in the new CVRD Regional Parks Service (2022)

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

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

# FINANCIAL PERFORMANCE QUARTERLY REPORT



MEETING DATE: April 24, 2023  
REPORT PERIOD: January to March 2023  
FROM: Annie Bérard, Chief Financial Officer

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## QUARTERLY SUMMARY

Revenue and expense items are currently running within the approved budget. There are no significant concerns to note at this time. Property and Parcel Taxes for 2023 will not be levied until May and therefore there is currently a deficit of \$1.5 million. Once taxes are levied and the revenue is recognized, there will be a surplus.

Attached to the report are financial summaries as at March 31, 2023 with comparisons to the 2023 financial plan and 2022 audited amounts. These financial summaries are not audited and do not meet all accounting standards which would otherwise be applied for final year-end financial statement purposes. Amortization on assets, year-end adjusting entries and final expense accruals are not booked. The summaries are intended for internal purposes only.

The following statements as at March 31, 2023 are attached and provide information in financial statement format:

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

Based on the above information and the fact that some invoices are still outstanding and some expenses are not recognized until year-end, we can expect an approximate 20-25% use of budget for operating expenses.

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

Property tax receivables are lower at this time of the year until the levy in May; however the balance does include utility balances that were outstanding as at December 31, 2022 and consequently were transferred to tax accounts in January of 2023.

The increase in the accounts receivable balance is mainly due to the provincial and federal grant funding for the eligible portion spent in the first quarter of 2023 for the Waste Water Treatment Plant project.

The accounts payable balance is lower than the previous year based on year-end payable accruals being paid in January of 2023, including some large invoices for the Waste Water Treatment Plant project.

Something to note is that the general operating funds municipal position has reduced significantly from 2022 to 2023. Every year, this variance is caused by the deficits in the annual surplus for general funds for the first quarter that will remain until the end of May when property taxes are levied. Some municipalities borrow temporarily to cover deficits for this period; however, the Village has sufficient accumulated surplus.

The large increase in the Statutory / Bylaw Authorized Reserves is related to the unexpected revenue of \$2.777 million from the Growing Community Funds recorded in the first quarter of 2023.

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

#### **Revenues**

Property and parcel tax revenues totaling over \$4.7 million will be levied and recognized in May 2023.

Cumberland Fire Protection District service fees revenue of \$223,200 will be invoiced in August 2023.

As mentioned above, the unbudgeted Growing Community Funds revenue of \$2.777 million has been recorded in the Transfers from Other Government in the first quarter of 2023.

#### **Operating Expenses**

Most of the 2023 special operating projects are in progress and we expect to incur costs for these over the next nine months. Therefore, the departments are typically lower than budgets at this point but are expected to catch up in the second and third quarters. Many projects that have been carried forward from 2022 are well underway in 2023; however, the budget has not been amended to add these carry forward projects at this time, so some use of budgets are showing a little higher than what is typical at this time of year. Staff will monitor some expenses that are a little higher than expected for this time of year.

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

Currently the Village’s financial assets are greater than its liabilities.

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

The financial plan deficit to date is \$1.5 million, which is expected in the first quarter of each year. There is a deficit because there is only 5% of budgeted revenues recognized at this point (taxes are not levied until May & 31%-26% of the revenues are from the Growing Communities Funds that has been transferred directly to reserve); whereas, there is 25% use of operational expenditures. There are also other funding sources for the capital projects that are not recorded in the financial statements until 100% of the costs for the projects are recognized.

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

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

A summary of the commitments that have been made between \$50,000 and \$200,000 as at March 31, 2023 follows:

<b>Vendor</b>	<b>Description</b>	<b>Commitment Date</b>	<b>Commitment Total</b>
Knappett Industries	Emergency work Maryport Watermain	December 6, 2022 work done in January 2023	\$ 55,960
ISL Engineering	2023 Design Service Fees for Village Capital Works Projects	March 3, 2023	\$106,985

**ATTACHMENTS**

1. Attachment 1 - Statement of Financial and Municipal Position as at March 31, 2023;
2. Attachment 2 - Statement of Operations and Accumulated Surplus as at March 31, 2023;
3. Attachment 3 - Statement of Change in Net Financial Assets as at March 31, 2023; and
4. Attachment 4 - Reconciliation of Financial Statement Surplus to Financial Plan Surplus as at March 31, 2023.

**THE CORPORATION OF THE VILLAGE OF CUMBERLAND**  
**Statement Of Financial Position As At**  
**Interim Statement as at**  
**UNAUDITED**

Attachment 1

	<b>2023</b>	<b><u>2022</u></b>
	<i>(Note 1)</i>	
<b>FINANCIAL ASSETS</b>		
Cash, equivalents and investments	22,972,167	22,360,526
Property taxes receivable	88,429	213,332
Accounts receivable	1,955,402	1,542,189
	25,015,998	24,116,046
<b>LIABILITIES</b>		
Accounts payable and accrued liabilities	(1,186,600)	(1,647,792)
Service and other deposits	(1,084,748)	(1,204,628)
Deferred revenue	(6,553,212)	(6,276,284)
Debenture and long term-debt	(8,299,605)	(8,556,549)
	(17,124,164)	(17,685,253)
<b>NET FINANCIAL ASSETS / (DEBT)</b>	<b>7,891,834</b>	<b>6,430,793</b>
<b>NON-FINANCIAL ASSETS</b>		
Tangible Capital Assets	72,045,877	71,282,227
Inventories	129,404	123,204
Prepaid expenses	2,439	18,885
	<b>72,177,721</b>	<b>71,424,316</b>
<b>ACCUMULATED SURPLUS</b>	<b>\$ 80,069,554</b>	<b>\$ 77,855,109</b>
<b>MUNICIPAL POSITION</b>		
Operating funds	(776,442)	(2,303,243)
Statutory/Bylaw Authorized Reserves	(15,546,662)	(12,826,188)
Equity in capital assets	(63,746,450)	(62,725,678)
	<b>\$ (80,069,554)</b>	<b>\$ (77,855,109)</b>

*Note 1:*

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

*They are intended for internal management purposes only.*

**THE CORPORATION OF THE VILLAGE OF CUMBERLAND**  
**Statement of Operations and Accumulated Surplus**  
**Interim Statement as at**  
**March 31, 2023**  
**Unaudited**

	<b>2023</b>	<b>Remove</b>	<b>2023</b>	<b>2023</b>	<b>% Use Of</b>	<b>2022</b>	<b>2022</b>	<b>Comments</b>
	<b>Amended</b>	<b>Amortization</b>	<b>Adjusted</b>	<b>Actual-YTD</b>	<b>Financial</b>	<b>Variance</b>	<b>Actual</b>	
	<b>Financial Plan</b>		<b>Financial Plan</b>	<b>(Note)</b>	<b>Plan</b>			
<b>Revenue</b>			<i>(Note)</i>	<i>(Note)</i>				
Property taxes and P.I.L.	\$ 4,022,360	\$ -	\$ 4,022,360	\$ -	0%	\$ 4,022,360	\$ 3,710,015	Property Taxes levied in May each year
Parcel taxes	731,770	-	731,770	-	0%	731,770	691,119	Parcel Taxes levied in May each year
Sale of services & fees	2,432,980	-	2,432,980	487,572	20%	1,945,408	2,397,204	Utility billings, service connections and sales for other municipal services (Recreation/Cemetery)
Sale of services to other governments	503,780	-	503,780	10,020	2%	493,760	537,918	Bulk water/Fire Protection District/Animal Control to Ctny
Transfer from other govts-unconditional	530,000	-	530,000	-	0%	530,000	672,000	Small Community Grant to be received in Apr/June
Transfer from other govt's-conditional	4,381,330	-	4,381,330	3,455,287	79%	926,043	2,284,902	Grants relate to timing of projects plus Host Amenity & Community Works Funds. Includes 2.777 M Growing Community Fund
Other revenue	670,110	-	670,110	188,133	28%	481,977	1,120,617	Permits & Licensing/donations/interest & miscellaneous
Development cost charges	86,630	-	86,630	-	0%	86,630	2,500,000	
Contributed Assets	-	-	-	-		-	5,410,428	
	<u>13,358,960</u>	<u>-</u>	<u>13,358,960</u>	<u>4,141,012</u>	<u>31%</u>	<u>9,217,949</u>	<u>19,324,203</u>	
<b>Operating Expenses</b>								
General government services	1,281,120	(18,000)	1,263,120	418,698	33%	844,422	1,122,914	staffing reallocations/outstanding/some higher than expected expenses to be monitored
Transportation services	1,951,950	(778,200)	1,173,750	352,142	30%	821,608	1,966,302	snow/some higher than expected expenses to be monitored/fleet much higher to be monitored
Protective services	933,550	(85,500)	848,050	227,096	27%	620,954	1,022,694	some higher than expected expenses to be monitored
Environmental health services	3,131,420	(596,520)	2,534,900	448,381	18%	2,086,519	2,238,138	
Cemetery Services	37,560	(3,100)	34,460	3,072	9%	31,388	30,530	
Planning, development & environment	714,340	-	714,340	177,520	25%	536,820	740,011	
Recreation services	849,470	(20,000)	829,470	215,214	26%	614,256	860,681	some higher than expected expenses to be monitored
Cultural and community events	138,440	-	138,440	18,243	13%	120,197	162,421	
Parks Services	542,500	(95,000)	447,500	66,201	15%	381,299	517,239	
	<u>9,580,350</u>	<u>(1,596,320)</u>	<u>7,984,030</u>	<u>1,926,567</u>	<u>24%</u>	<u>6,057,461</u>	<u>8,660,930</u>	
<b>Annual Surplus</b>	3,778,610	1,596,320	5,374,930	2,214,445	41%	3,160,488	10,663,273	
<b>Accumulated Surplus, Beginning of Year</b>	77,855,109	-	77,855,109	77,855,109			67,191,836	
<b>Accumulated Surplus, End of Year</b>	<u>\$ 81,633,719</u>	<u>\$ 1,596,320</u>	<u>\$ 83,230,039</u>	<u>\$ 80,069,554</u>	<u>96%</u>	<u>\$ 3,160,488</u>	<u>\$ 77,855,109</u>	

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

**THE CORPORATION OF THE VILLAGE OF CUMBERLAND**  
**Statement of Change in Net Financial Assets**  
**Interim Statement as at**  
**March 31, 2023**  
**Unaudited**

	<b>2023</b> <b>Amended</b> <b>Financial Plan</b>	<b>Remove</b> <b>Amortization</b>	<b>2023</b> <b>Adjusted</b> <b>Financial Plan</b> <i>(Note)</i>	<b>2023</b> <b>Actual-YTD</b> <i>(Note)</i>	<b>% Use Of</b> <b>Financial</b> <b>Plan</b>	<b>Variance</b>	<b>2022</b> <b>Actual</b>
<b>Annual Surplus</b>	3,778,610	1,596,320	5,374,930	2,214,445	41%	3,160,488	10,663,273
Amortization	1,596,320	(1,596,320)	-	-		-	1,827,699
Change in supplies inventories	-	-	-	(6,200)		6,200	(11,229)
Change in prepaid expenses	-	-	-	16,446		(16,446)	(2,507)
Proceeds on disposal of tangible capital assets	-	-	-	-		-	5,681
Gain on sale of tangible capital assets	-	-	-	-		-	
Acquisition of tangible capital assets	(5,732,840)	-	(5,732,840)	(763,650)	13%	(4,969,190)	(8,130,289)
<b>Change in Net Financial Assets</b>	(357,910)	-	(357,910)	1,461,041	(408%)	(1,818,951)	4,352,628
<b>Net Financial Assets, Beginning of the Year</b>	6,430,793	-	6,430,793	6,430,793		-	2,078,165
<b>Net Financial Assets, End of the Year</b>	<b>\$ 6,072,883</b>	<b>\$ -</b>	<b>\$ 6,072,883</b>	<b>\$ 7,891,834</b>	<b>130%</b>	<b>\$ (1,818,952)</b>	<b>\$ 6,430,793</b>

**Note:**

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

**THE CORPORATION OF THE VILLAGE OF CUMBERLAND**  
**Reconciliation of Financial Statement Surplus to Financial Plan Surplus**  
**Interim Statement as at**  
**March 31, 2023**  
**Unaudited**

	<b>2023</b>		<b>2023</b>		<b>% Use Of</b>		<b>2022</b>	
	<b>Amended</b>	<b>Remove</b>	<b>Adjusted</b>	<b>2023</b>	<b>Financial</b>	<b>Variance</b>	<b>Actual</b>	<b>Comments</b>
	<b>Financial Plan</b>	<b>Amortization</b>	<b>Financial Plan</b>	<b>Actual-YTD</b>	<b>Plan</b>			
<b>Annual Surplus</b>	3,778,610	1,596,320	5,374,930	2,214,445	41%	3,160,485	10,663,273	
<b>Adjustments as per Financial Plan</b>								
Acquisition of tangible capital assets	(5,732,840)	-	(5,732,840)	(763,650)	13%	(4,969,190)	(8,130,289)	
Add back amortization expenses	1,596,320	(1,596,320)	-	-		-	1,827,699	
Proceeds on borrowing	287,000	-	287,000	-	0%	287,000	554,967	
Principal payments on debt	(856,610)	-	(856,610)	(256,944)	30%	(599,666)	(681,768)	
Add Non-cash adjustments	-	-	-	-		-	5,681	
<b>Change in Consolidated Balances</b>	<u>(927,520)</u>	<u>-</u>	<u>(927,520)</u>	<u>1,193,851</u>	<u>(129%)</u>	<u>(2,121,371)</u>	<u>4,239,563</u>	
<b>Transfer (To) / From Reserves</b>								
To reserves	(2,459,640)	-	(2,459,640)	(2,929,912)	119%	470,272	(6,282,369)	
From reserves	3,387,160	-	3,387,160	211,127	6%	3,176,033	2,783,428	
<b>Transfer (To) / From Reserves</b>	<u>927,520</u>	<u>-</u>	<u>927,520</u>	<u>(2,718,785)</u>	<u>(293%)</u>	<u>3,646,305</u>	<u>(3,498,941)</u>	
<b>Surplus / (Deficit) Per Financial Plan</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ (1,524,934)</u>		<u>\$ 1,524,934</u>	<u>\$ 740,622</u>	

*Note:*

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# PROTECTIVE SERVICES QUARTERLY REPORT



REPORT PERIOD: January to March 31/ 2023

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

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## Service Quarterly Summary

We are well into a new year things so far have been operating very well at the department. Call volume was up in the first 3 months. there have been a two structure fires which the department was able to save the structures, but some serious damage to one house interior both were in our fire protection area not the village . Fire Boat will be in the water early May and environment trailer will also be on site at the Boat ramp Comox lake. At this time we currently have a heathy 30 members we are looking to run another training group starting in September. One of our Firefighters and another x member from our department were just hired by the City of Nanaimo as full-time firefighters. They will be staying in Cumberland and continue working with us as Volunteers. We have been getting some interest from residents in starting the new recruiting class in September which will be great. The engine ladder 2 the firefighters have been training and taken driver training on the operation of the ladder it will be in service in the second quarter of this year. We have started to lay out our training pad out back of the hall now that grant has come through, we will get started on it cement works first. The village has been doing well as far as Fire concerns residents have done good job being safe and fire smart as we approach fire season in May. The weather has been very mild. Hope that the summer will be cooler and not so dry as other past years make our Village and forest areas a lot safer for us to play in. April has been very wet but things could soon become warm and dry going into May and June. Over all first quarter has gone very well thanks for your support. Work with bylaw and administration on the Derwent RAR. The process went well I feel on our part as well.

**Fire Services Response**

Response Type	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	2020
Fire	4	8	2										9
Rescue	0	0	1										4
First Responder	14	11	16										30
MV Incident	3	3	7										11
Duty Officer	6	2	3										7
Total Monthly	27	24	29										61

**Membership Status**

Regular Members	30
Junior Members:	0
Probationary Members	3
Pending Applications	4

**Bylaw Enforcement Services**

Bylaw services was unavailable for most of the last quarter and returned to over 1600 emails/phone calls. A considerable amount of resources have been used to organize the backlog and start to action the resulting files on a priority basis. Furthermore, a large amount of resources were used with arranging and executing the first portion of a Remedial Action Requirements “RAR” for a property clean up and also compliance issues for one property. This file is still ongoing for further stages of RAR work and continues to use further resources. The bylaw department has also developed and started to implement a new filing system which will be inline with the provincial LGMA recommendation for classifying and filing retention systems and should help improve efficiency with customer service, efficiency in general, archiving and many other aspects.

Response Type	Q1	Q2	Q3	Q4	Total Jan – Dec 2023
Animal Control					
Dog calls	7				
Dog warnings	3				
Dog at large	2				
Dog attack	9				
Other animal complaints	4				
Wildlife complaints					
Illegal suites/vacation rentals	1				
Illegal BNB/vacation rental	2				
Property inspections	1				
Business complaints	1				
Do not occupy orders					
Stop work orders served					
Vandalism					
Illegal camp	1				
Closed park warnings					
Illegal dumping	3				
Noise complaints					
parking/traffic calls	5				
Parking tickets					
Parking Notices	4				
Vehicles towed	1				
Covid-19 complaints					
RCMP calls/assists court calls	3				
Tickets served	2				
Ticket calls/ disputed	2				
General Customer service request	15				



Royal Canadian  
Mounted Police

Gendarmerie royale  
du Canada

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

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

Dear Mayor Baird

Re: Village of Cumberland Quarterly Report

January 1, 2023 to February 28, 2023

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

First Quarter: April 1 to June 30  
Second Quarter: July 1 to September 30  
Third Quarter: October 1 to December 31  
Fourth Quarter: January 1 to March 31

This is a provisional report for the last quarter of the 2022-2023 fiscal year, summarizing data between January 1, 2023 and February 28, 2023 because the data for the whole quarter will not be available until April.

Canada

RCMP GRC 2823 (2002-11) WPT

## 2022-2023 PROVISIONAL 4<sup>TH</sup> QUARTER COMMUNITY REPORT - CUMBERLAND

### CALLS FOR SERVICE

There were 11 more Calls for Service in Cumberland in the first two months of 2023 relative to the first two months of 2022.

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
2019	64	47	50	67	85	89	75	83	59	63	37	47	766
2020	47	38	59	58	67	70	90	71	58	66	37	49	710
2021	32	46	59	52	61	88	69	82	59	56	41	48	693
2022	41	39	65	44	83	78	64	62	47	79	48	44	694
2023	47	44											91

### TRAFFIC

There were 3 fewer Traffic files in Cumberland in the first two months of 2023 relative to the first two months of 2022.

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
2019	0	9	6	5	7	14	7	9	10	7	3	6	83
2020	3	8	9	10	5	3	12	11	11	5	3	6	86
2021	3	4	3	8	4	7	6	13	11	6	3	5	73
2022	1	7	6	3	6	5	4	4	4	3	3	4	50
2023	2	3											5

### BREAK AND ENTERS

There were as many Break and Enter files in Cumberland in the first two months of the 2023 as in the whole of 2022. Three of the files occurred at the same location and charges have been recommended against a suspect in relation to one of these files.

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
2019	4	1	0	1	1	1	3	6	1	1	1	0	20
2020	0	1	2	1	0	2	4	1	2	3	0	4	20
2021	1	0	1	1	1	0	1	0	2	3	1	0	11
2022	1	0	1	1	1	0	0	0	0	1	0	0	5
2023	2	3											5

### THEFT FROM VEHICLE

There were 2 more Theft from Vehicle files in Cumberland in the first two months of 2023 relative to the first two months of 2022.

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
2019	4	1	0	1	5	7	1	7	1	1	1	1	30
2020	4	2	0	0	1	2	3	0	0	1	0	0	13
2021	0	1	2	2	0	1	0	3	1	3	0	1	14
2022	0	1	2	1	3	0	3	2	5	2	0	2	21
2023	2	1											3

### CANADA SHIPPING ACT FILES

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

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
2019	0	0	0	0	0	4	1	0	0	0	0	0	5
2020	0	0	0	0	0	0	0	0	0	0	0	0	0
2021	0	0	0	0	0	4	0	0	0	0	0	0	4
2022	0	0	0	0	0	0	0	0	0	0	0	0	0
2023	0	0											0

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

There were 3 more files at Comox Lake, Cumberland Lake Park, and Cumberland Campground in the first two months of 2023 relative to the first two months of 2022.

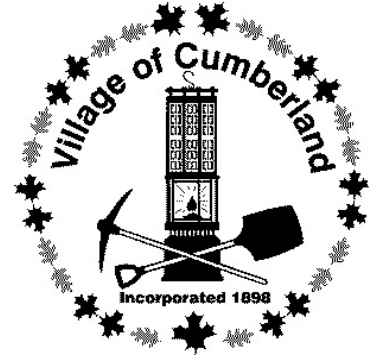
Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
2019	0	0	0	1	0	1	1	5	0	0	1	0	9
2020	0	1	0	2	4	2	2	1	0	0	0	0	12
2021	0	2	0	2	2	5	3	0	1	2	0	0	17
2022	1	0	1	1	0	1	3	3	0	0	0	2	12
2023	4	0											4

Yours truly,

Insp. M.J. Kurvers  
 OIC Comox Valley Detachment



# DEVELOPMENT SERVICES QUARTERLY REPORT



MEETING DATE: April 24, 2023  
 REPORT PERIOD: January to March 2023  
 FROM: Courtney Simpson, Manager of Development Services

## QUARTERLY SUMMARY

In the first quarter of 2023 the Village of Cumberland received 5 new development applications. Eight applications were closed and 23 are ongoing. Seventeen building permits were issued, 11 of which are for new dwelling units. The focus of policy work this quarter was new development procedures bylaw as part of the Development Approvals Process Modernization project, affordable housing reserve fund creation, and tree protection bylaw project launch.

### Development Application Summary – Quarter 1, 2023

Application Type	New	Ongoing	Closed / Issued	Total
Amendments (OCP and Zoning)	0	2	0	2
Temporary Use Permits (TUP)	0	0	0	0
Heritage Alteration Permits (HAP)	1	0	1	2
Development Variance Permits (DV)	2	3	3	8
Development Permits (DP)	1	2	2	5
Subdivision	1	16	2	18
<b>Total</b>	<b>5</b>	<b>23</b>	<b>8</b>	<b>35</b>

## ATTACHMENTS

1. Amendment Applications List Quarter 1, 2023
2. Permit Applications List to Quarter 1, 2023
3. Subdivision Applications List to Quarter 1, 2023
4. Building Permit Issued to Quarter 1, 2023

**ATTACHMENT 1 - Amendment Applications List Quarter 1, 2023**

<b>File Number</b>	<b>Address</b>	<b>Purpose</b>	<b>Recent Activity</b>
<b>2020-02-OCP</b>	3345, 3341, 3339 Second St	OCP and Zoning Amendment for a 22-unit affordable rental apartment building	Third Reading Dec 14 2020. Required agreements received Council approval on Oct 3, now awaiting Ministry of Health signature.
<b>2019-02-OCP</b>	Horbury Road (Comox Lake)	OCP and Zoning Amendment for Comox Lake Land Corporation	Early agency referrals sent Dec 9, 2021. Report to Council Aug 8, 2022 with referral to APC. Applicant hosted public information meeting November 16, 2022. Preparing draft bylaws.

**ATTACHMENT 2 - Permit Applications List Quarter 1, 2023**

***Heritage Alteration Permits***

<b>File Number</b>	<b>Address</b>	<b>Street Name</b>	<b>Purpose</b>	<b>Status</b>	<b>Recent Activity</b>
<b>2023-01-HAP</b>	2713c	Dunsmuir Avenue	New exterior door	Open	Reviewing application
<b>2019-01-HAP extension</b>	2700	Dunsmuir Avenue	HAP extension for “The Victory” Mixed use building with 14 residential units.	Issued	Issued February 13, 2023 (see also 2019-08-DV)

***Development Variance Permits***

<b>File Number</b>	<b>Address</b>	<b>Street Name</b>	<b>Purpose</b>	<b>Status</b>	<b>Recent Activity</b>
<b>2023-01-DV</b>	2752	Maryport Avenue	To reduce the emergency access width to ADU from highway	Issued	Approved by Council March 27, 2023.
<b>2022-11-DV</b>	2818	Maryport Avenue	To increase GFA of ADU as a percentage of the primary dwelling	Open	Reviewing application (this application was not reported in the 2022 Q4 report so it is added as a new application in this quarter).
<b>002019-08-DV extension</b>	2700	Dunsmuir Avenue	DVP extension for “The Victory” Mixed use building with 14 residential units	Issued	Approved by Council February 13, 2023 (see also 2019-01-HAP)
<b>2022-09-10</b>		Coal Valley Estates	To vary road standard in Subdivision and Development Bylaw for one road in Phase 10/11 subdivision application	Open	Reviewing application (see also 2022-07-DP)
<b>2022-09-DV</b>	2540	Dunsmuir Avenue	To reduce front setback for dwelling addition	Open	Reviewing application
<b>2022-08-DV</b>	2712	Dunsmuir Avenue	To reduce required parking for new retail use	Issued	Approved by Council January 23, 2023
<b>2020-08-DV</b>	3345, 3341, 3339	Second Street	Vary setback and parking requirement for multi-family affordable housing	Open	On hold pending adoption of OCP and Zoning amendments. See also 2020-02-OCP

**Development Permits**

<b>File Number</b>	<b>Address</b>	<b>Street Name</b>	<b>Purpose</b>	<b>Status</b>	<b>Recent Activity</b>
<b>2022-07-DP</b>	2794	Beck Avenue	New industrial storage complex	Issued	Approved by Council January 9, 2023. (this application was not reported in the 2022 Q4 report so it is added as a new application in this quarter).
<b>2022-03-DP</b>	2727	Allen Avenue	New ADU	Expired	Associated DV for GFA denied.
<b>2020-11-DP</b>	3339	Second Street	To vary setback and parking requirement	Open	Referred to APC (Dec 10 2020) and HAH Committee (Jan 20 2021). On hold pending adoption of OCP and Zoning amendments.
<b>2019-15-DP</b>		Coal Valley Estates	Coal Valley Estates Phase 10/11, 69 residential lots plus multi-family, seniors housing and mixed use	Open	Application re-activated November 2022. Reviewing updated application.

**ATTACHMENT 3 - Subdivision Applications List Quarter 1, 2023**

<b>File number</b>	<b>Address</b>	<b>Street Name</b>	<b>Purpose</b>	<b>Status</b>	<b>Recent Activity</b>
<b>2023-01-SV</b>		Bevan Road	2 lot industrial	Reviewing	Reviewing application
<b>2022-02-SV</b>	2807	Windermere Avenue	2 lot residential	PLR	PLR expires October 27, 2023
<b>2022-01-SV</b>	2539	Kentmere Avenue	Lot line adjustment	Closed	Plan registered, no civil works required, file closed.
<b>2021-04-SV</b>	3400	Mill Street	2 lot residential	Maintenance	Plan registered 2 <sup>nd</sup> quarter 2022
<b>2021-02-SV</b>		Coal Valley Estates	Coal Valley Estates Phase 10/11, 69 residential lots plus multi-family, seniors housing and mixed use	PLR	PLR Issued March 18, 2022.
<b>2021-01-SV</b>		Beck Avenue	6 lot industrial	Maintenance	Plan registered 4 <sup>th</sup> quarter 2022
<b>2020-10-SV</b>	3132	Grant Road	3 lot bare land strata industrial with building conversion	DSA	Final legal review
<b>2020-09-SV</b>	2631	Derwent Avenue	4 lot residential	DSA	Final legal review
<b>2020-08-SV</b>	3268	Fifth Street	2 lot residential	Maintenance	
<b>2020-07-SV</b>	2798	Ulverston Avenue	4 lot residential (revised application)	PLR	PLR extended to Oct 27, 2023
<b>2020-05-SV</b>	4703	Cumberland Road	3 lot residential	Expired	PLR expired March 26, 2023
<b>2020-04-SV</b>	2814	Dunsmuir Avenue	2 lot residential	Maintenance	
<b>2019-08-SV</b>		Maple Street	24 lot residential	Maintenance	Park construction and boulevard planting still to occur
<b>2019-05-SV</b>	2828	Maryport Avenue	2 lot residential	Maintenance	
<b>2019-03-SV</b>	4700	Cumberland Road	2 lot residential	Maintenance	
<b>2019-02-SV</b>	2640	Derwent Avenue	3 lot residential	Maintenance	
<b>2017-04-SV</b>		Carlisle Lane	8 lot residential	Maintenance	
<b>2017-02-SV</b>		Coal Valley Estates	Phase 8 – 22 lot residential	Maintenance	
<b>2015-03-SV</b>	3216	Sutton Road	3 lot residential	Maintenance	Plan registered 2 <sup>nd</sup> quarter 2022

**ATTACHMENT 4 - Building Permits Issued Quarter 1, 2023**

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

	<b>2022 Totals</b>	<b>Q1 2023</b>	<b>Q2 2023</b>	<b>Q3 2023</b>	<b>Q4 2023</b>	<b>2023 Totals</b>
<b>Single Family Dwellings (SFD)</b>	17	5				5
<b>Secondary Suite Conversions</b>	5	2				2
<b>Duplex</b>	0	2				2
<b>SFD Addtns &amp; Reno's</b>	11	5				5
<b>Accessory Dwelling Units</b>	10	1				1
<b>Residential Accessory</b>	13	0				0
<b>Multi-family</b>	2	0				0
<b>Industrial &amp; Utility</b>	5	1				1
<b>Commercial</b>	1	0				0
<b>Institutional</b>	1	0				0
<b>Demolition</b>	2	1				1
<b>TOTALS</b>	<b>67</b>	<b>17</b>				<b>17</b>
<i>New dwelling units</i>	<i>38</i>	<i>11</i>				<i>11</i>

Res #	Date	Council Resolution	Assigned To	Status
	2016-01-26	THAT Council endorse the Rotary Club of Cumberland Centennial “Path to Recreation” trail proposal to partner to develop a trail from the Village core to Comox Lake in principle, direct staff to proceed with further investigations into the feasibility of the project, and report back to Council; and THAT Council direct staff to draft a Partnership Agreement with the Rotary Club of Cumberland Centennial to clarify the roles of each organization in the project, and to report back to Council.	PR	In Progress
	2019-01-28	THAT Council agree to participate in the Municipal Natural Assets Initiative project with the Comox Valley Regional District, City of Courtenay, Town of Comox and K’omoks First Nation; AND THAT Council approve the expenditure of \$10,500 over the 2019 and 2020 fiscal years, with funding to come from the Water Financial Stabilization Reserve Fund and THAT Council direct staff to amend the 2019-2023 Financial Plan bylaw to reflect the expenditure	OP FS	In Progress Complete
	2019-10-28	THAT Council direct staff to prepare a list of possible publicly-owned sites within the Village of Cumberland that could be further evaluated by Co-operative Housing Federation of BC, for the feasibility of a Co-op Housing project.	DS OP	In Progress
	2020-01-13	THAT Council direct staff to consider the Vancouver Island Food Charter during the Official Community Plan update in 2021.	DS	In Progress
COTW	2020-04-27	THAT the Committee of the Whole recommend that Council consider cash in lieu parking requirements for Camp Road neighbourhood during a comprehensive Village parking study.	DS	In Progress
COTW	2020-04-27	THAT the Committee of the Whole recommend that Council consider reducing the minimum setback to 0 meters and establishing a maximum setback of 2 metres for the Camp Road neighbourhood during the next zoning bylaw update.	DS	In Progress
	2020-09-14	THAT Council direct staff to include a speed limit reduction review as part of the Traffic and Pedestrian Study and Transportation Master Plan identified in Council’s Strategic Priorities, 2020 – 2023.	OP	In Progress
	2020-11-09	THAT Council approve the revised Heritage Alteration Permit (2019-01-HAP REV) to collect a security for a mural or other decorative treatment of the east-facing wall of 2700 Dunsmuir Avenue and direct staff to prepare a report with mural options and process to complete the project for Council’s consideration.	DS	In Progress
	2020-11-09	THAT Council direct staff to provide report to Council with recommendations to the Village’s Business Licence Bylaw (No. 896, 2009), Inter-Community Business Licence Bylaw (No. 995, 2013) and/or other policy needs such as vacation rental and/or mobile vending regulations.	FS	In Progress

	2020-11-23	THAT Council direct staff to enter into formal deliberations with Cumberland Lake Wilderness Society on a 10-year Park Operations and Improvements Agreement (2022-2031), and report back to Council with an agreement proposal.	PR	Complete
	2020-12-14	THAT Council request that staff provide the information requested by Council on the Coal Valley Estates development proposal before considering referral of the Environmental Protection (DPA #1) and Wildfire Urban Interface Development Permit (DPA #4) to the APC.	DS	In Progress
21-45	2021-02-08	THAT Council direct staff to bring forward a report on implementing a 30km/h speed zone in the Village.	OP	In Progress
COTW	2021-01-25	THAT Council direct Staff to develop a Village of Cumberland Complaint Handling Policy and staff to report back to Council with the draft policy and procedures for Council's consideration;	CAO	In Progress
21-221	2021-06-28	THAT Council endorse the Vacation Rental Regulations Review Resident and Stakeholder Engagement Plan; THAT Council approve the expenditure of up to \$10,000, to be funded by the general financial stabilization reserve, for the Vacation Rental Regulations Review project and amend the adopted 2021-2025 Financial Plan bylaw to reflect this expenditure; and further THAT Council investigate an agreement with AirBnB to recoup the hotel tax that is currently being collected by the company.	DS FS ED	Complete Complete In Progress
COTW	2021-07-26	THAT the Committee direct staff to consider options for re-locating the sani dump outside the downtown core in future facility planning projects.	OP	In Progress
COTW	2021-07-26	THAT the Committee direct staff to investigate and implement a sponsorship program to cover operational costs for the Cumberland Recreation Centre Parking Lot bike wash station.	ED	In Progress
COTW	2021-07-26	THAT the Committee direct staff to investigate and implement a sponsorship program to cover the operational costs for the Village-operated sani-dump.	ED	In Progress

21-247	2021-08-09	That Council endorse the efforts of the BC Coalition for Healthy School Food to advocate for a universal, cost-shared healthy school food program through the form provided by the Food Policy Council; THAT Council work with Cumberland Community School Society and the Food Policy Council to write a letter to the Prime Minister to request that the Government of Canada implement a universal, cost-shared, healthy school food program for all K-12 students in the country; THAT Council write to the Premier and the Minister of Education requesting that the Province of BC commit to increasing investment in a universal, cost-shared, healthy school food program for all K-12 students in the province; and, THAT Council continue to support the Cumberland community School Society in their efforts to continue to offer a healthy lunch program at Cumberland Community School.	LS	Complete Complete Complete Complete
21-293	2021-09-07	THAT Council directs staff to provide a report and recommendations on any needed steps required by the province to enact Single-Use Item Regulation Bylaw No 1098, 2019.	ED	In Progress
21-330	2021-09-27	THAT Council allocate \$70,000 in COVID-19 Safe Restart Grant for Local Government funds to fund the development of a Recreation, Arts and Culture Master Plan.	FS PR	Complete In Progress
21-242	2021-10-12	THAT staff be directed to formalize a final draft Memorandum of Understanding with the Cumberland Business Association and report back to Council.	ED	In Progress
21-308	2021-12-13	THAT Council refer the correspondence from the Comox Valley Regional District regarding Communication Antenna Policy to staff and include a request for regular maintenance updates on the towers and a fulsome engagement process.	DS	In Progress
22-012	2022-01-10	THAT Council approve the Bevan Industrial Lands Implementation Plan dated November 2021; THAT Council direct staff to bring back items/actions within the Implementation Plan that are not included within current work plans and that may require further funding; and THAT Council approve the expenditure of up to \$25,000, to be funded through the Infrastructure Asset Renewal Reserve, for the Bevan Industrial Servicing Strategy (water supply and sanitary sewer) and THAT Council direct staff to bring forward an amendment to the adopted 2022-2026 Financial Plan Bylaw to reflect this expenditure.	DS DS FS FS	Complete In Progress Complete Complete
22-287	2022-02-28	THAT Council direct Staff to engage with School District #71 relating to school active travel and the intersection of First Street and Ulverston Avenue.	Op	In Progress
22-299	2022-03-14	THAT Council invite the K'ómoks First Nation to meet to provide information on the Guardian Watchman program.	LS	In Progress
22-335	2022-03-28	THAT Council direct staff to proceed with the temporary road closures as shown on the attached plans for both Memorial Way and Grant Road.	OP	Complete

22-346	2022-04-11	THAT Council direct staff to bring back a report on updating bylaws to require stormwater plans to speak to 100 year storm events with a 15% climate change percentage impact as well.	DS OP	In Progress
22-348	2022-04-11	THAT Council direct staff to draft a tax exemption bylaw establishing conditions and application requirements to grant property tax exemptions on the assessed improvement value of affordable rental housing projects.	FS	In Progress
22-349	2022-04-11	THAT Council direct staff to report to Council during the 2023 budget discussions on the establishment of a reserve to support affordable housing.	DS FS	Complete
22-399	2022-05-30	THAT Council adopt the following resolution: WHEREAS the Council of the Village of Cumberland has the authority, under Division 12 of Part 3 of the Community Charter, to impose remedial action requirements in relation to hazardous conditions and declared nuisances;	CAO	In Progress
22-401	2022-05-30	THAT Council adjust the bylaw in section 4.2(j) by changing “two (2) MOTOR VEHICLES” to “four (4) MOTOR VEHICLES”; and THAT Council give first reading to Good Neighbour Bylaw No. 1168, 2022 with the following section 1.2 added: The purpose of the Good Neighbor Bylaw is to regulate, prohibit, and impose requirements and fees in relation to nuisances, disturbances, and other objectionable situations, and to authorize broad powers to be applied in a reasonable manner in response to complaints received that involve significant nuisances and negative impacts to neighbouring properties.	LS	In Progress
22-402	2022-05-30	THAT Council amend THE Good Neighbour Bylaw No. 1168, 2022 in section 2.5 by removing subsection (e) of the definition of “UNSIGHTLY”.	LS	In Progress
22-403	2022-05-30	THAT Council direct staff to prepare an update to Council’s Bylaw Enforcement Policy to update proactive enforcement areas and prioritize enforcement response to complaints; and THAT Council direct staff to prepare an amendment to the Municipal Ticket Bylaw to include ticket amounts for contravention to the Good Neighbour Bylaw. THAT Council direct staff to prepare an amendment to the Municipal Ticket Bylaw to include ticket amounts for contravention to the Good Neighbour Bylaw.	LS	In Progress
22-432	2022-06-27	THAT the correspondence from Jesse Ketler, Chair of the Comox Valley Regional District Board regarding Automotive Service Stations be referred to staff to report back to Council.	DS	In Progress
22-444	2022-06-27	THAT Council approve the scope of the Cumberland Business Association's THRIVE Grant Project as described in the Council Report dated June 22, 2022; AND THAT Council direct staff to work with the Cumberland Business Association in THRIVE project implementation, including development of an operational agreement, and authorize the Chief Administrative Officer to execute the agreement.	ED	In Progress

22-479	2022-08-08	THAT Council direct staff to bring forward a report on the BC Speculation Tax.	LS	In Progress
22-503	2022-08-08	THAT Council refer the proposed Anti-Racial Discrimination and Anti-Racism Policy to staff for review and recommendation.	LS CS	In Progress
22-528	2022-09-21	That Council approve an increase of \$2,710,000 to the Maple Reinders contract, for the “Phase 1 Wastewater Upgrade Project”; and THAT Council authorize staff to enter into contracts totalling \$650,000 to execute the “Phase 2 Wastewater Upgrade Project – Pre-Construction Program”.	OP FS	In Progress
22-531	2022-09-21	That Council require a peer review for the geotechnical report for the blasting under a building permit issued for the development at 2714 Dunsmuir Avenue.	DS	In Progress
22-533	2022-09-21	THAT Council direct staff to consider the recommendations of the Fire Service Review report in the 2023-2027 financial planning process.	FS	Complete
22-550	2022-10-03	THAT Council support an application to the UBCM Community Emergency Preparedness Fund: Volunteer and Composite Fire Department Equipment and Training program for \$30,000 for the Live Fire Training Facility Project; AND THAT Council approve the expenditure of up to \$30,000, to be funded through “Fire Vehicle and Protective Equipment Replacement Reserve”, for “Live Fire Training Facility Project” and THAT Council direct staff to include this in the 2023-2027 Financial Plan Bylaw to reflect this expenditure.	FS	Complete
	2022-10-03	Release of Closed Meeting Resolutions: Agreements – 3345 Second Street Affordable Housing Project THAT Council authorize entering into the Housing Agreement and 219 Covenant with the Vancouver Island Health Authority and Housing Society for 3345 Second Street, property legally described as Lot A, District Lot 24, Nelson District, Plan EPP103460; THAT Council authorize entering into the Access Agreement with the Vancouver Island Health Authority to provide access to parking off the Cumberland Lodge rear driveway at 2696 Windermere Avenue to the proposed new development at 3345 Second Street; THAT Council authorize entering into the lease agreement for the Village to become a tenant of the property at 3345 Second Street, legally described as Lot A, District Lot 24, Nelson District, Plan EPP103460, from the Vancouver Island Health Authority (VIHA) for a period of up to 60 years; and THAT Council approve the use of general financial stabilization reserve funds to pay the 2023 property taxes for 3345 Second Street in the event that the property remains taxable for the 2023 year.	DS	Complete
22-564	2022-10-24	THAT Council support the BC Active Transportation Network Planning Grant application submitted October 21, 2022 in the amount of \$25,685 along with the proposed associated activities	OP	Complete

COTW	2022-11-28	<p>THAT the Committee direct Council to determine the funding source and allocate funding for a 2024-2027 Community Services Partnership Program in the 2023-2027 Financial Planning Bylaw development process;</p> <p>THAT the Committee direct staff to develop a 2024-2027 Community Services Partnership Program and to bring back a report to Council in spring 2023 with a draft program policy that considers Council 2023 Strategic Priorities to guide services to be delivered through the program and the local organizations to pursue partnerships with.</p>	PR	In Progress
22-595	2022-12-12	<p>THAT Council authorize staff to increase the contract value for Colliers Project Leaders from \$235,000 to a value not to exceed \$438,600 (excluding GST) for Project Management Services for the Wastewater Upgrade Project; and</p> <p>THAT Council authorize the CAO or designate to execute the revised contract value; and</p> <p>THAT Council authorize a direct award contract in the amount of \$55,800 to WSP Canada Inc. for geotechnical engineer consulting services per section 5.9 (x) of Council Policy 3.3 – Purchasing Management Services.</p>	OP FS	Complete
23-006	2023-01-09	THAT Council approve the development permit (2022-07-DP) for the property described Lot A Section 34 Township 10 Comox District Plan EPP93477 (2794 Beck Avenue).	DS	Complete
23-009	2023-01-09	That Council refer the development variance permit application to reduce the required number of off-street parking stalls from eight to zero, the number of commercial loading spaces from two to zero, and the number of class two bicycle parking stalls from seven to zero on the property described as Lot B District Lot 21 Nelson District Plan EPP61337 (2712 Dunsmuir Avenue) to staff.	DS	Complete
23-010	2023-01-09	THAT Council approve the application for \$97,125 to the Rural Economic Diversification and Infrastructure Program for completion of the Village of Cumberland Investment and Development Readiness Project, with the Village cash contribution of \$10,000 and in-kind contribution of \$9,713.	ED	Complete
COTW	2023-01-23	<p>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.</p> <p>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.</p> <p>THAT the Committee direct staff to draft a Village Electric Vehicle Charging Station Policy and report back to Council.</p>	ED	Complete
23-015	2023-01-23	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).	DS	Complete

23-016	2023-01-23	<p>THAT Council submit the resolutions attached to this report dated January 16 2023 to the Association of Vancouver Island Coastal Communities:</p> <ul style="list-style-type: none"> <li>a) Watershed Security Strategy and Fund, and</li> <li>b) Managed Forest Council Representation with the amendment of the watershed drinking water interests added to the resolution;</li> </ul> <p>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.</p>	LS	Complete
23-017	2023-01-23	<p>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:</p> <ul style="list-style-type: none"> <li>·Remove eBike for staff at \$6,000 and explore funding from active transportation funds;</li> <li>·Confirm Parking Study to be funded from parking in lieu funds;</li> <li>·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;</li> <li>·Increase annual debt payments for public works fleet by \$5,000 per year beginning in 2023;</li> <li>·Add cyber insurance at \$7,400 per year;</li> <li>·Reduce records management funded by reserves by \$5,000 in 2023;</li> <li>·Add increase of \$19,050 per year to total Council remuneration as set by bylaw;</li> <li>·Add \$100,000 in 2023 and an additional \$80,000 in 2024 for combined staffing additions to be reported back to Council;</li> <li>·Add \$6,280 per year to be funded by taxes for VOIP phone licensing to start in 2026;</li> <li>·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;</li> <li>·Add \$2,000 per year for fire fleet material and supply;</li> <li>·Add \$3,500 per year for fire fleet fuel and oil increase;</li> <li>·Add \$1,000 per year for fire fleet insurance increase;</li> <li>·Add \$100 per year for fire volunteer occupational health and safety supplies;</li> <li>·Add \$4,400 per year for firefighter call out wages to 2023 and an additional \$4,400 to the 2024 year;</li> <li>·Add \$300 to 2023, an additional \$300 to 2024 and an additional \$300 to 2025 for fire staff professional memberships;</li> <li>·Add \$1,000 per year for fire uniform increases;</li> <li>·Add \$400 per year for regional fire meeting hosting costs;</li> <li>·Add \$300 per year for Fire department coffee;</li> </ul> <p style="text-align: right;">Page 85 of 89</p>	FS	Complete

23-023	2023-02-13	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.	FS	In Progress
23-024	2023-02-13	THAT Council approve the extension of the 2019-01 Heritage Alteration Permit 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.	DS	Complete
23-025	2023-02-13	THAT Council direct staff to display the Everybody Welcome stickers for diversity and accessibility on Village public facilities.	PR	Complete
23-026	2023-02-13	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.	LS	Complete
23-033	2023-02-27	THAT Council refer the Comox Valley Community Health Network to the Village of Cumberland Community Grant Program to apply for funding for Phase 3 of the Comox Valley Substance Use Strategy.	LS	Complete
23-034	2023-02-27	THAT Council direct staff to review the request from the Comox Valley Regional District to consider a regional social development grant service and prepare a staff report recommending feedback.	CAO	Complete
23-035	2023-02-27	THAT Council remove the third and fourth requirement for supporting financial documentation from the Community Grant Program application: ·The organization’s projected budget for the current calendar or fiscal year, together with comparatives for the previous year ·A separate and detailed breakdown of any capital expenditures included in the projected budget, if applicable	LS	Complete
23-036	2023-02-27	THAT Council add the following to the Community Grant Program Guidelines: ·The program has one annual intake and organizations will have a higher chance of funding success if applications are submitted at the time of the intake. ·The program budget may be allocated entirely at the time of consideration of applications submitted as part of the annual intake. ·Funding will be distributed based on alignment with Village strategic priorities. Requests that do not align with these priorities are unlikely to be funded.	LS	Complete
23-037	2023-02-27	THAT Council endorse Village participation in a regional FireSmart project lead by the Comox Valley Regional District (CVRD), and approve of the CVRD to apply for, receive and manage the grant funding on the Village’s behalf.	LS	Complete
23-043	2023-03-13	THAT Council direct staff to write a letter to Dawn to Dawn Action on Homelessness Society regarding Gukwās sa Wagalus – Rainbow House outlining the Village’s property tax exemption policy, providing information on the Village’s community grant program, and offering support for applications for senior government funding.	LS	In Progress

23-044	2023-03-13	That Council refer the request from Dawn to Dawn Action on Homelessness Society regarding the temporary location for the K'wax Dzi Dsas welcome poles to staff to provide a report to Council on costs and process to raise the K'wax Dzi Dsas welcome poles at a temporary location.	CAO	In Progress
23-052	2023-03-27	THAT Council refer the request from Mr. Sinclair for speed controls through Coal Valley Estates subdivision area to the Transportation Master Plan process, and to direct staff to prepare a report to Council on the Transportation Master Plan process; and, THAT Council share the Village's Long Range Water Supply Strategy with Mr. Sinclair; and THAT Council direct staff to implement a 30km/h speed control limit on Kendal Avenue from Egremont Road to the west end of Kendal Avenue.	OP LS OP	In Progress Complete Complete
23-053	2023-03-27	THAT Council submit a request to the Ministry of Environment and Climate Change Strategy for a copy of any pesticide management plans for the Perseverance Watershed and any associated annual use reports required by the Integrated Pest Management Regulation.	LS	In Progress
23-054	2023-03-27	THAT Council approve the development variance permit to reduce the required 1.5m clearance past the principal building from Maryport Avenue to a proposed accessory dwelling unit at the rear of the property to 1.4m for the property described as The West 1/2 Of Lot 5, Block E, District Lot 21, Nelson District, Plan 522A	DS	Complete
23-056	2023-03-27	THAT Council enter into the Cumberland Lake Park 2023-2032 Operations Agreement subject to any non-substantive amendments as authorized by the Chief Administrative Officer, and direct the Mayor and Chief Administrative Officer to ratify the Agreement.	PR	Complete
23-057	2023-03-27	THAT Council provide feedback to the Comox Valley Regional District on the proposed Regional Social Development Grant Service that Council is uncertain whether to participate and would like more information on the proposed service, including: ·the cost of service, ·program eligibility, ·who would make decisions, ·what kind of criteria the Village could contribute; and ·that the Village's preference is to not limit number of years of funding, ·to not limit to established organizations, ·to allow for operational funding as set out in service concept 1 rather than one-time projects, and ·that there be a maximum requisition, and to support a collaborative model with service organizations deciding on funding between service providers.	LS	In Progress

23-058	2023-03-27	THAT Council request that the following items be identified as community priority issues for the 2023 RCMP Annual Performance Plan: ·crime reduction, ·police and community relations, ·watercraft safety, ·traffic and road safety, including off road vehicles, and ·parks and campgrounds, with particular focus on community policing and community relations, and authorize Mayor Brown to approve the acknowledgement of consultation.	LS	Complete
23-059	2023-03-27	THAT Council support the submission of a Community Emergency Preparedness Fund – Emergency Operations Centres & Training Program grant application through the Union of BC Municipalities (UBCM) for the upgrades of the Village Emergency Operations Centre for an amount of up to \$30,000; THAT Council direct staff to amend the 2023-2027 financial plan bylaw to reflect this expenditure (if grant is approved); THAT Council support the proposed activities included in the grant application and commit to provide overall grant management.	PS FS	Complete
23-060	2023-03-27	THAT Council appoint Councillor Ketler as the representative and Mayor Brown as an alternate to the Homelessness and Affordable Housing Committee.	LS	Complete
23-061	2023-03-27	THAT Council refer Development Application Procedures Bylaw No. 1187, 2023 to the Advisory Planning Commission as part of the development industry engagement.	DS	Complete
23-062	2023-03-27	THAT Council refer the “Affordable Housing Reserve Fund” report and amended Reserve and Surplus Funds Policy to the Homelessness and Affordable Housing Committee for comment.	DS	In Progress
23-069	2023-04-11	THAT Council refer the request for improved cycling route to Courtenay to staff to liaise with the Comox Valley Regional District on the Regional Active Transportation Network Plan implementation and the Comox Valley Cycling Coalition, and include the CV Cycling Network Community Working Group as a stakeholder group for the Cumberland Transportation Master Plan.	OP	In Progress
23-070	2023-04-11	THAT Council participate in regional efforts with the City of Courtenay to collaboratively request increased funding from the Province of British Columbia for Island Health, local non-profits, and private providers for the purpose of filling the gap in mental health and substance use service in the Comox Valley.	LS	In Progress

23-074	2023-04-11	<p>THAT Council refer the following development variance permit and manufactured home park permit amendment application for 3025 Royston Road to the Advisory Planning Commission:</p> <ul style="list-style-type: none"> <li>i.variance to the Manufactured Home Park Bylaw by changing the requirement for a manufactured home park with more than 24 units to have a second access from a public road to instead provide emergency access from a private road with access easement; and</li> <li>ii.variance to the Zoning Bylaw to increase the height of all principal dwellings be from 4.5m to 5.5m; and</li> <li>iii.amendment to 2021-01-MHP to include the second phase of development on the property.</li> </ul>	DS	In Progress
23-075	2023-04-11	THAT Council endorse the “Official Community Plan Review Process and Community Engagement Plan 2023-2024”, dated March 30, 2023.	DS	Complete
23-076	2023-04-11	THAT Council adopt the Council Policy on the use and management of Village owned Electric Vehicle (EV) Charging stations.	ED	Complete
23-077	2023-04-11	THAT Council provide liability insurance for contract jump park maintenance providers through the Municipal Insurance Association associate members program and authorize the Manager of Parks and Recreation to enter into service provider agreements with jump park maintenance providers for the provision of liability insurance.	PR	Complete