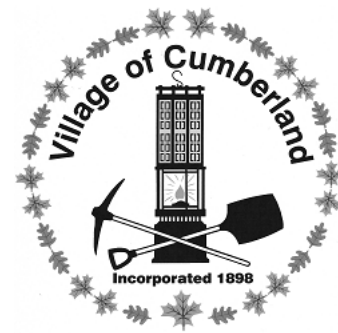


The Corporation of the Village of Cumberland
Regular Council Meeting Agenda

Monday, June 26, 2023, 5:30 p.m.
Council Chamber, 2675 Dunsmuir Avenue



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

Pages

1. Call To Order

2. Agenda

2.1 Agenda for Regular Council Meeting, June 26, 2023

Recommendation:

THAT Council approve the agenda for the June 26, 2023 Regular Council Meeting.

3. Minutes

3.1 Adoption of Minutes

4

Recommendation:

THAT Council adopt the following minutes:

- Village Hall, June 5, 2023
- Regular Council Meeting, June 12, 2023

4. Delegations

4.1 Mosaic Forest Management

13

Delegation of Molly Hudson, RPF, RPBio, Director of Sustainability and Colin Koszman, Land Use Forester From Mosaic Forest Management

Recommendation:

THAT Council receive the delegation from Mosaic Forest Management regarding updates on community and operational activities in the Cumberland region.

5. Unfinished Business

5.1 Cumberland Community Schools Society - Food Share program

14

Recommendation:

THAT Council direct staff to prepare a report to provide conditional two-year bridge funding grant to the Cumberland Community School Society for the food share program.

6. Correspondence

- 6.1 Comox Valley Early Years Collaborative 20
Requesting representation from Village of Cumberland

Recommendation:

THAT Council consider appointing a non-voting liaison to the Comox Valley Early Years Collaborative.

7. Reports

- 7.1 Comox Valley Emergency Program Extended Service 21
Prepared by Mike Williamson, Manager of Protective Services

Recommendation:

THAT the Village of Cumberland consent to the adoption of the Comox Valley Regional District Bylaw No. 766 being “Comox Valley Emergency Program Extended Service Establishment Bylaw, 1991, Amendment No. 4” under section 346 of the *Local Government Act*.

- 7.2 2022 Annual Report 35
Prepared by Rachel Parker, Corporate Officer

Recommendation:

THAT Council receive the 2022 Annual Report and receive any submissions and questions from the public.

8. Bylaws

9. New Business

10. Notices, Motions and Announcements

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

- Homelessness and Affordable Housing Committee rescheduled to June 28, 2023 at 9:00 am in Council Chambers

11. Question Period

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

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

12. Closed Portion

Recommendation:

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

(f) law enforcement, if the council considers that disclosure could reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment;

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

(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];

13. Adjournment

Recommendation:

THAT Council adjourn the meeting.

**The Corporation of the Village of Cumberland
Village Hall Meeting Minutes**



June 5, 2023, 7:00 p.m.

Coal Creek Historic Park, Chinatown Pavilion, 2421 Comox Lake Road

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

Staff Present: Michelle Mason, Chief Administrative Officer
Rachel Parker, Corporate Officer

Mayor Brown called the meeting to order at 7:00 p.m. and recognized the unceded traditional territory of the K'ómoks First Nation and offered gratitude for the care and stewardship of this land since time immemorial.

1. Approval of Agenda

1.1 Agenda for Village Hall Meeting, June 5, 2023

Therrien/Ketler

THAT Council approve the agenda for the June 5, 2023 Village Hall Meeting.

Carried Unanimously

2. Topics for Discussion

Therrien/Ketler

THAT Council receive and discuss the following items with members of the public:

- Items brought forward by residents

Carried Unanimously

Discussion took place on the following topics:

- Land Title Act s. 86 and relevance to subdivision applications
- Design and height of new buildings in the historic business core
- Coal Valley development new phases
- Cayet development activity, comprehensive development agreements, and impact on the "eastern block" south of Royston Road
- Timing of arts and culture plan
- Parks infrastructure, including bandshell and climbing boulder
- Fund for painting of heritage homes
- Off-road vehicles on roadways
- The street event for the official community plan and transportation master plan
- Dangerous on-street parking on Comox Lake Road

- Opportunities for community consultation on the No. 2 dam reconstruction project and fish habitat
- Pole raising at Peace Park
- 125th anniversary Belonging event

3. Adjournment

The meeting was adjourned at 8:39 p.m.

Mayor

Certified Correct by Corporate Officer

The Corporation of the Village of Cumberland
Regular Council Meeting Minutes



June 12, 2023, 4:30 p.m.
Council Chamber, 2675 Dunsmuir Avenue

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

Staff Present: Michelle Mason, Chief Administrative Officer
Rachel Parker, Corporate Officer
Courtney Simpson, Manager of Development Services
Rob Crisfield, Manager of Operations
Annie Berard, Chief Financial Officer
Paul Nash, Project Coordinator, Liquid Waste Management Planning

1. Call To Order

Mayor Brown called the meeting to order at 4:32 p.m.

1.1 Closed Portion

Motion 23-131

Moved by: Borecky

Seconded by: Therrien

THAT Council close the meeting at 4:32 p.m. to the public pursuant to Section 90 of the *Community Charter* to consider:

(f) law enforcement, if the council considers that disclosure could reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment;

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

Carried Unanimously

1.2 Recess

The meeting was opened to the public at 5:30 p.m. and a short recess took place.

2. Call To Order

Mayor Brown called the open meeting to order at 5:34 p.m. after the closed portion of the meeting, recognizing the unceded traditional territory of the K'ómoks First Nation and offered gratitude for the care and stewardship of this land since time immemorial.

3. Agenda

3.1 Agenda for Regular Council Meeting, June 12, 2023

Motion 23-132

Moved by: Therrien

Seconded by: Ketler

THAT Council approve the agenda for the June 12, 2023 Regular Council Meeting.

Carried Unanimously

4. Minutes

4.1 Adoption of Minutes

Motion 23-133

Moved by: Sullivan

Seconded by: Borecky

THAT Council adopt the following minutes:

- Committee of the Whole Meeting, May 29, 2023
- Regular Council Meeting, May 29, 2023

Carried Unanimously

4.2 Receipt of Committee Minutes

Motion 23-134

Moved by: Sullivan

Seconded by: Therrien

THAT Council receive the draft minutes from the Advisory Planning Commission from May 25, 2023 meeting.

Carried Unanimously

5. Delegations

5.1 Cumberland Food Share Program

Motion 23-135

Moved by: Therrien

Seconded by: Sullivan

THAT Council receive the delegation from the Cumberland Community Schools Society (CCSS) regarding the Cumberland Food Share Program.

Carried Unanimously

6. Unfinished Business

6.1 Comox Lake Lower Perseverance Conservation Lands

Motion 23-136

Moved by: Therrien

Seconded by: Sullivan

THAT Council direct staff to engage in the Cumberland Community Forest Society-Comox Valley Regional District led Comox Lake-Lower Perseverance Creek Conservation Lands planning process and report back to Council with a draft Conservation Plan for consideration; and

THAT the following Village-owned properties be considered in the Conservation Plan:

- The approximately 1.1 hectare parcel of land north of Comox Lake Road that forms part of Coal Creek Historic Park, PID 025-477-366
- The 0.64 hectare property adjacent to Comox Lake, PID 006-689-256

Carried Unanimously

7. Correspondence

7.1 Urgent Mental Health Program Support Requested

Motion 23-137

Moved by: Borecky

Seconded by: Ketler

THAT Council receive the correspondence from the Comox Valley Coalition to End Homelessness regarding Urgent Mental Health Program Support Requested; and that Mayor Brown complete the online support form for the Comox Valley.

Carried Unanimously

8. Reports

8.1 Wastewater Upgrade Project – Phase 1 and 2 Budget Update

Motion 23-138

Moved by: Sullivan

Seconded by: Borecky

THAT Council approve the additional expenditure of up to \$2,140,000 to increase the budget for the “Phase 1 Wastewater Upgrade Project” from \$12,410,000 to \$14,550,000, with:

- \$1,840,000 to be funded through Growing Community Funds; and
- \$300,000 to be funded through Sewer and Water Infrastructure Asset Replacement Reserve;

That Council approve an increase of \$1,600,000 of the Maple Reinders contract to proceed with purchasing and construction of Phase 1 of the project, to the extent of the newly authorized budget;

THAT Council approve the expenditure of up to \$3,710,000 for the “Phase 2 Wastewater Upgrade Project, construction of “Phase 2A and 2B” and pre-construction and construction of “Phase 2C and 2D”:

- \$2,500,000 to be funded through Strategic Priorities Fund; and
- \$855,000 to be funded through GMF (borrowing/grant); and
- \$355,000 to be funded through Sewer and Water Infrastructure Asset Replacement Reserve;

THAT Council authorize staff to expand the scope of the Maple Reinders contract to include \$1,515,000 to execute the first portion of “Phase 2A and 2B Wastewater Upgrade Project – Construction Program; and

THAT Council direct staff to bring forward an amendment to the adopted 2023-2027 Financial Plan Bylaw to reflect these expenditures.

Opposed (1): Therrien

Carried (4 to 1)

8.2 Application to Complete Communities Program 2023 UBCM Grant

Motion 23-139

Moved by: Borecky

Seconded by: Ketler

THAT Council receive the presentation from Nancy Henderson of Urban Systems.

THAT Council endorse the submission of a grant application to the Union of B.C. Municipalities for the Complete Communities Program; and

THAT Council support the Village of Cumberland utilizing the Grant and providing overall grant management, if the funding application is successful.

Carried Unanimously

8.3 2022 Annual Report

Motion 23-140

Moved by: Therrien

Seconded by: Sullivan

THAT Council give notice that Council will consider the 2022 Annual Report and submissions and questions from the public at the regular Council meeting of June 26, 2023.

Carried Unanimously

8.4 2023-2027 Strategic Plan

Motion 23-141

Moved by: Sullivan

Seconded by: Ketler

THAT Council receive the 2023-2027 Strategic Plan report.

Carried Unanimously

8.5 Mayor and Council Monthly Reports - May 2023

Motion 23-142

Moved by: Ketler

Seconded by: Therrien

THAT Council receive the May 2023 Mayor and Council reports.

Carried Unanimously

9. **Bylaws**

9.1 Development Application Procedures Bylaw No. 1187, 2023

Motion 23-143

Moved by: Sullivan

Seconded by: Ketler

THAT Council adopt the "Development Application Procedures Bylaw No. 1187, 2023".

Opposed (1): Therrien

Carried (4 to 1)

9.2 Fees Amendment Bylaw No. 1188, 2023

Motion 23-144

Moved by: Borecky

Seconded by: Ketler

THAT Council adopt the "Fees Amendment Bylaw No. 1188, 2023."

Carried Unanimously

10. New Business

None

11. Notices, Motions and Announcements

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

- Heritage Committee June 15 @ 4:00 p.m. in Council Chambers
- Homelessness and Affordable Housing Committee, June 21 @ 9:30 a.m. in Council Chambers

12. Question Period

Questions were received on the following items:

- Advisory Planning Commission minutes
- Complete Communities funding program

13. Closed Portion

Motion 23-145

Moved by: Borecky

Seconded by: Ketler

THAT Council close the meeting at 7:32 p.m. to the public pursuant to Section 90 of the Community Charter to consider:

- (e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality;
- (i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- (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;
- (k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public;

Carried Unanimously

14. Adjournment

Motion 23-146

Moved by: Therrien

Seconded by: Borecky

That Council adjourn the meeting was adjourned at 9:04 p.m.

Carried Unanimously

Mayor

Certified Correct by Corporate Officer

Subject: Mosaic Delegation to Council June 26, 2023

From: Molly Hudson <molly.hudson@mosaicforests.com>

Sent: Wednesday, June 21, 2023 6:39 AM

To:

Cc: Rachel Parker <rparker@cumberland.ca>; Colin Koszman <colin.koszman@mosaicforests.com>

Subject: RE: Mosaic Delegation to Council June 26, 2023

Presentation: Mosaic Forest Management Update to Cumberland Council – update on community and operational activities in the Cumberland region

Summary: Representatives of Mosaic will present updates to council related to 2022 forestry activities, upcoming 2023 road construction and harvest activities, and community and recreational partnerships. Mosaic’s role in the Perseverance Watershed Initiative will also be highlighted.

Presenters:

Molly Hudson, RPF, RPBio
Director, Sustainability

Colin Koszman, RPF, RBTech
Land Use Forester

Thank you,
Molly



Molly Hudson, RPBio, RPF (she/her)
Director, Sustainability

E Molly.Hudson@MosaicForests.com

T 250-713-8409

MosaicForests.com



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PO Box 430 Cumberland, BC V0R 1S0 250-336-8511 www.cumberlandcommunityschools.com

Village of Cumberland
2673 Dunsmuir Ave.
Cumberland, BC V0R 1S0

June 2, 2023

Re. Request to appear as a delegation

Dear Mayor and Council,

I am writing on behalf of the Cumberland Community Schools Society (CCSS) to request to appear as a delegation at the June 12, 2023 Council Meeting.

Sue Loveless, CCSS Executive Director, will provide an update on the Cumberland Food Share program. The presentation will include a general overview, current metrics, financial overview, along with successes and challenges.

CCSS will be requesting that the Village provide support for the program through a multi-year financial contribution along with assistance in securing an alternative space to operate the program.

Please see attached for additional background information.

Sincerely,

Sue Loveless
Executive Director, CCSS

ccss.coordinator@gmail.com

250-336-8511



June 2, 2023

Dear Mayor and Councillors,

Re: Funding and support for Cumberland Food Share

The Cumberland Community Schools Society (CCSS) is working to establish the Food Share as a long term project. We are seeking funding for a five year period, in the range of \$10,000 to \$13,000 per annum, to support the operating costs of the program while we work toward developing a sustainable funding model. In addition, CCSS is requesting assistance in securing a larger space to operate the program.

Background

CCSS is a registered charity that works to strengthen our community by improving access to healthy food, recreation, life-long learning and a network of support.

For 23 years, the CCSS Healthy Food Program has provided breakfast, lunch & snacks to children at Cumberland School. When schools closed due to COVID-19, 51 students lost access to regular subsidised meals. With many local residents experiencing job loss, the broader community also faced food insecurity. In response, CCSS worked with community partners to establish the Cumberland Food Share.

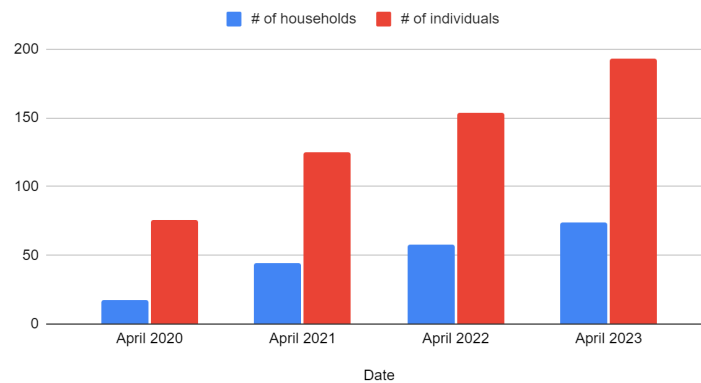
The Food Share has a specific focus on strengthening food security in our Village. It includes a Food Shed and regular deliveries of Healthy Food Boxes. The Food Shed is a permanent, outdoor pantry located at 2688 Penrith Avenue. Built and maintained by Weird Church, community members drop off donations of non-perishable food, while others pick up what they need.

CCSS coordinates and fundraises for the bi-weekly delivery of Healthy Food Boxes to Cumberland households. Boxes include fresh produce, dairy, meat and non-perishables. Food is ordered wholesale and purchased locally whenever possible. Operating out of the Cumberland United Church basement, CCSS staff and volunteers sort, pack and deliver boxes directly to client's doors. Clients include individuals living with job loss, disabilities, transportation barriers, mental health issues, substance abuse, recovery after trauma and those at risk of homelessness.

Since the Food Share was established in April 2020, registration for Healthy Food Box deliveries has quadrupled. Over the 3 years participation in the program has steadily increased from 17 to 74 households. There are currently 191 individuals (84 children/youth, 89 adults and 18 seniors) benefiting from Food Box deliveries. Due to funding restraints and the small size of the church facility from which we are operating, we have capped the program at 75 households.



Food Share Registration 2020- 2023



While coordinating the program CCSS staff have developed positive relationships with our Village’s vulnerable population. On several occasions, staff have referred clients to other services available in the Comox Valley. Regular surveys and direct communication have provided valuable insight on the challenges our clients face, additional services that are needed, and how best we can help. Their feedback indicates that many residents find it difficult to access services in neighbouring communities. Transportation barriers, disabilities and anxiety make it challenging for many folks to seek support outside of Cumberland.

Community Benefit

The goals of the Food Share align with the Village of Cumberland’s Strategic Plan, which highlights a ‘Healthy Community’ as one of four priority areas. Food security is identified as the first objective in achieving this priority.

In the recent “Beyond Hunger” report published by Community Food Centres Canada, Canadians who experience food insecurity described the effect it has on all aspects of their lives. It has a negative impact on their physical and mental health, affects their relationships with loved ones, isolates them socially, impedes their ability to find meaning and purpose in their lives and creates barriers to finding and maintaining employment.¹ Having access to good, safe and affordable food is essential to being healthy.

Food Share participants have expressed their gratitude for the support they receive. Feedback from participants indicates that the program provides a sense of security for families who have experienced job loss. Many participants said the program has helped them to make positive changes in their eating habits, through the provision of fresh produce that they wouldn’t otherwise be able to afford. Others mentioned that regular communication with program staff and volunteers helps to reduce their feelings of isolation, and they appreciate knowing that people in the community care about them.

¹ <https://cfccanada.ca/en/News/Publications/Reports/Beyond-Hunger-the-hidden-impacts-of-food-insecurit>



Through volunteerism, the program provides opportunities for community engagement. Over the past year, local residents contributed 416 volunteer hours to help sort, pack and deliver food boxes.

Whenever possible, food for the program is purchased from local farmers and producers. Over the course of one year we purchased \$41,000 worth of food (produce, meat, yogurt, eggs) from 20 different local farmers and producers. By facilitating the distribution of local food to low income and marginalised individuals, we are addressing inequalities in our global food system. Local farmers and food producers face economic and other barriers set in place by the global food economy. Healthy, local and unprocessed foods are often more expensive than processed foods, making them less accessible to low income individuals. The Food Share focuses on both supporting the local food industry while simultaneously ensuring equal access to local, nutrient dense food options.

Sustainability and Community Support

Over the past 3 years CCSS has put systems in place to ensure the success of the program. We have purchased equipment, developed operational procedures, secured donations and established relationships with wholesale distributors, local farmers and producers.

CCSS has collaborated with community partners and residents, who share their knowledge, expertise and resources. Weir Church provides in kind use of space to operate the program. The CV Food Bank supplies bread for Food Boxes. The Waverley donates a take-out Christmas dinner for all Food Share clients. In the summer months, we work in partnership with the CV Farmers' Market to provide clients with coupons to purchase local food at the Sunday market. We are grateful to have a dedicated team of volunteers who contribute 12 hours per week to sort, pack and deliver food boxes.

Workplan and Budget

CCSS aims to establish the Food Share as a continuing program.

Appendix 1 details Food Share revenues and expenses for the 2022, 2023 and 2024 calendar years. To date we have been successful in securing funding from a variety of sources including grants, fundraisers and donations. Donations to CCSS increased by \$51,822 over the last 3 fiscal years, which is partially attributed to the creation of the Food Share program. Covid relief funding from both Community Food Centres Canada and the Village of Cumberland played a vital role in ensuring the success of this program to date.

Based on previous years and the current rate of inflation, the Food Share operating budget for 2024 is estimated to be \$129,254. The budget is based on the current level of service (capped at 75 households) and does not account for a potential increase in demand for the program. We are confident that we will secure \$116,195 in revenues for the Food Share which leaves a deficit of \$13,059.



CCSS is requesting funding from the Village of Cumberland in the range of \$10,000- \$13,000 per annum for a five year period. This would help to support the operating costs of the Food Share while we work to develop a sustainable funding model. In addition, a multi-year financial commitment from the municipality would prove indispensable in leveraging additional funds.

It would also be beneficial to secure a larger facility from which to operate the program. We would like to request assistance from the Village in securing an alternative space within the municipal boundaries to coordinate Healthy Food Box deliveries.

Conclusion

We are grateful to the Village of Cumberland, who was a partner during the inception of the program, and has since provided \$71,000 in funding. Your contributions over the past 3 years have been integral in ensuring that Food Box deliveries continue.

Thank you for your time in considering our proposal. We look forward to continuing to work with the Village to strengthen food security in Cumberland.

Sincerely,



Sue Loveless
Executive Director

On behalf of the Cumberland Community Schools Society



Appendix 1: Food Share Revenues and Expenses 2022-2024

| | Previous Year Actuals | Current Year Budget | Next Fiscal Year Budget |
|--|----------------------------------|--------------------------------|------------------------------------|
| REVENUES | Jan- Dec 2022 | Jan- Dec 2023 | Jan - Dec 2024 |
| Province of BC Community Gaming Grant | 13,458 | 16,750 | 16,750 |
| CV Community Foundation | 7,500 | 10,000 | 10,000 |
| Community Food Centres Canada | 20,000 | 0 | 0 |
| Student Affordability Fund via SD 71 | 0 | 5,000 | 0 |
| Village of Cumberland Covid Restart Grant in Aid | 20,000 | 10,000 | 0 |
| CCSS Fundraisers | 3,500 | 20,000 | 20,000 |
| Donations | 29,907 | 40,575 | 45,300 |
| CCSS Contribution (bookkeeping, outreach, insurance) | 3,200 | 3,200 | 3,200 |
| Rent- In kind donation | 20,945 | 20,945 | 20,945 |
| Total Revenue | 118,510 | 126,470 | 116,195 |
| EXPENSES | | | |
| Food | 84,459 | 83,750 | 92,125 |
| Non-food supplies | 839 | 503 | 503 |
| Equipment Upgrades (via Village Covid Restart Funding) | 0 | 6,615 | 0 |
| Staff wages | 8,918 | 10,977 | 12,001 |
| Mileage | 149 | 480 | 480 |
| Outreach | 1,100 | 1,100 | 1,100 |
| Bookkeeping | 1,680 | 1,680 | 1,680 |
| Insurance | 420 | 420 | 420 |
| Rent- In kind donation | 20,945 | 20,945 | 20,945 |
| Total Expense | 118,510 | 126,470 | 129,254 |
| NET INCOME | 0 | 0 | (13,059) |

Rachel Parker

Subject: requesting representation from Village of Cumberland

From: CV Early Years Collaborative <earlyyearscollaborative@gmail.com>

Sent: Wednesday, June 14, 2023 12:37 PM

To: Vickey Brown <mayor.brown@cumberland.ca>

Subject: requesting representation from Village of Cumberland

Hi Vickey,

Jessie Gill here, Coordinator for the Comox Valley Early Years Collaborative. I hope this email finds you well recovered from the Belonging celebration last weekend. I've heard some great things.

I'm writing to request that a councillor from the Village of Cumberland be appointed to the Comox Valley Early Years Collaborative (CVEYC). The CVEYC has a CVRD director and a City of Courtenay councillor who attend our meetings and participate regularly in activities. We would love for both Cumberland and Courtenay to offer the same commitment. It has proved valuable to have an ongoing relationship with individual councillors, versus a patchwork of different councillors attending when their schedule allows.

If you'd like to learn more about the Comox Valley Early Years Collaborative, and our three main initiatives (Building Connections for Valley Families, Child Care Planning Committee, and our Research Partnership with UBC's Human Early Learning Partnership), you are welcome to browse our website at www.cveyc.ca. Alternatively, we can arrange for a delegation to present general information (or specific to one initiative) to council in the fall 2023.

Linked [here](#) are our main Collaborative Guiding documents.

Meeting schedule is online [here](#), to be updated soon with 2023-2024 dates.

Thank-you for considering this request. If you'd like to have a conversation, I welcome a phone call or meeting.

Jessie
250-208-5774

Jessie Gill (She/Her)

Please note that I work ~20 hrs/week and may take a few days to respond.

Coordinator
Comox Valley Early Years Collaborative

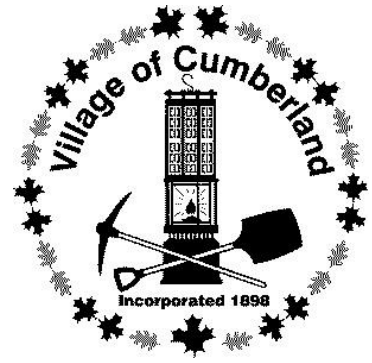
www.cveyc.ca

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The CVEYC acknowledges that it is a privilege and an honour to live and work on the traditional and unceded lands of the K'ómoks First Nation.

COUNCIL REPORT



REPORT DATE: June 12, 2023

MEETING DATE: June 26, 2023

TO: Mayor and Councilors

FROM: Mike Williamson, Manager of Protective Service

SUBJECT: Comox Valley Emergency Program Extended Service

RECOMMENDATION

- I. THAT the Village of Cumberland consent to the adoption of the Comox Valley Regional District Bylaw No. 766 being "Comox Valley Emergency Program Extended Service Establishment Bylaw, 1991, Amendment No. 4" under section 346 of the *Local Government Act*.

PURPOSE

The purpose of this report is to present Council with the new amendment of the Comox Valley Regional District (CVRD) Bylaw No. 766, and request for the council consent to the inclusion of the Village of Cumberland as a formal participant in the Comox Valley Emergency Program Extended Service.

PREVIOUS COUNCIL DIRECTION

N/A

BACKGROUND

In February 2023, the CVRD's Chief Administrative Officer and Manager of Emergency Programs made a presentation to Council to propose that the Village consider becoming a formal participant in the Service. Similar presentations were also made to Courtenay and Comox Council's at the time. A formal invitation has now been received from the CVRD and is attached to this report.

The current administrative agreement between The Village of Cumberland and CVRD is due to renew by December 2023. CVRD has started to revise their Bylaw to meet the requirements of the new legislation of the Emergency Act 2023. This request is to extend this service to all communities in the CVRD area.

The new changes of the bylaw include the following:

1. Amending the participants under "Comox Valley Emergency Program Extended Service Bylaw No. 1341, 1991" (Bylaw No. 1341) to include Courtenay, Cumberland, and Comox.
2. A regional service delivered for all local governments in equal partnership with each local government providing representatives for the purpose of regional operational advance planning for response and recovery (Warming Centres, Floods, Wildfires).
3. Deliver a regional program for all local governments in equal partnership, with each providing representatives to aid in operational advanced planning for response and recovery (examples Warming Centres, Floods, Wildfires).

4. Continued management and administration by the Comox Valley Regional District.
5. Comox Valley Emergency Program (CVEP) administration engages those local government representatives that would be part of the regional advisory/executive committee, e.g. mayors, alternates and CAO's (terms of reference will be developed).
6. Have one point of contact for emergency management in the Comox Valley. To support local or regional Emergency Operations Centre(s) and/or all first responders.
7. Through a regional approach, CVEP will work to address and adapt to new provincial changes being phased in as part of the Emergency Program Act modernization that will use the lens of disaster risk reduction, whole of government, all-of-society approach, and integrating Declaration on the Rights of Indigenous Peoples Act (DRIPA).

ALTERNATIVES

1. Not consent to the CVRDs request for the inclusion of the Village of Cumberland as a formal participant in the Comox Valley Emergency Program Extended Service.
2. Request further information before making a decision to consent to the adoption of the bylaw amendment.

STRATEGIC OBJECTIVE

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

FINANCIAL IMPLICATIONS

Based on the budget for the 2024 year of the five year financial plan for CVRD and assuming all three municipalities and the three electoral areas are participants in the service, the rate per \$1,000 of assessment would be \$0.01801. The projected tax requisition requirement in 2024 would total \$557,641. This would result in a levy to Cumberland of \$30,701 (based on 2023 assessments). Under the existing contracted service model, the estimated 2024 amount owing by Cumberland would be \$29,444 based on the 2023 completed assessment roll as per the terms of that contract.

For an average house of \$828,000, this is about \$15.

In the regional service, through Bylaw No. 1341, service costs will be in line with typical tax requisition processes based on assessed value.

OPERATIONAL IMPLICATIONS

Joining the service will have minimal impact on Village operations beyond the establishment of the Village as a service participant. Cumberland staff will continue to participate in the CVEP Administration and Planning Committees. Council appoints a Cumberland Council member to the CVRD board.

ATTACHMENTS

1. Comox Valley Emergency Management Program Regional Service Delivery Approach Forward
2. May 24, 2023 correspondence from CVRD for Bylaw No. 766 being “Comox Valley Emergency Program Extended Service Establishment Bylaw 1991, Amendment No. 4”.

CONCURRENCE

Annie Bérard, Chief Financial Officer **AB**

Respectfully submitted,

Mike Williamson

Mike Williamson
Manager of Protective Service

Michelle Mason

Michelle Mason
Chief Administrative Officer

COMOX VALLEY EMERGENCY MANAGEMENT PROGRAM REGIONAL SERVICE DELIVERY APPROACH FORWARD

Purpose

To establish a truly Regional Emergency Management Program service under the existing Bylaw 1341 being “Comox Valley Emergency Program Extended Service Bylaw No. 1341, 1991” by expanding the service to include the City of Courtenay, Town of Comox, and the Village of Cumberland as service participants rather than the current contracted service agreements. K’ómoks First Nation will continue to be supported and participate through strong collaborative engagement at all levels of the program.

Current Delivery Structure

- The Comox Valley Emergency Management Program (CVEP) is delivered through the Comox Valley Regional District which provides management and administration of the program.
- It provides coordinated emergency programming and planning through a formal regional district service with only electoral areas serving as the participants and voting members.
- Through administrative service agreements with the municipalities of Town of Comox (Comox), City of Courtenay (Courtenay), and Village of Cumberland (Cumberland) services are also provided to their jurisdictions that meet Emergency Program Act requirements at this time. (current agreements expire at the end of December 2023).
- Strategic direction is provided by the Comox Valley Emergency Management Program Administrative Committee, a partnership of all Comox Valley Chief Administrative Officer’s (CAO), and staff representation from K’ómoks First Nation.
- At this time, the Electoral Areas Services Committee serves as an advisory body to the Board on the CVEP. Ultimately the Area Directors retain decision-making authority concerning the administration and operation of the service through the voting model established under the *Local Government Act*.
- CVEP reports to the Committee of the Whole/ Electoral Areas Services Committee identified as ‘Executive Committee’ in the Comox Valley Emergency Plan.

Proposed Delivery Structure

- Amending the participants under “Comox Valley Emergency Program Extended Service Bylaw No. 1341, 1991” (Bylaw No. 1341) to include Courtenay, Cumberland, and Comox.
- A regional service delivered for all local governments in equal partnership with each local government providing representatives for the purpose of regional operational advance planning for response and recovery. (Warming Centres, Floods, Wildfires)
- Deliver a regional program for all local governments in equal partnership, with each providing representatives to aid in operational advanced planning for response and recovery. (examples Warming Centres, Floods, Wildfires)
- Continued management and administration by the Comox Valley Regional District.

- CVEP Admin engages those local government representatives that would be part of the regional advisory/executive committee, e.g. mayors, alternates and CAO's. (terms of reference will be developed)
- Have one point of contact for emergency management in the Comox Valley. To support local or regional Emergency Operations Centre(s) and/or all first responders.
- Through a regional approach, we will work to address and adapt to new provincial changes being phased in as part of the Emergency Program Act modernization that will use the lens of disaster risk reduction, whole of government, all-of-society approach, and integrating Declaration on the Rights of Indigenous Peoples Act (DRIPA).

The services provided by the Emergency Management Program meet all of the requirements of the Emergency Program Act on behalf of all local governments at this time. The Comox Valley Emergency Management Program will continue to plan and adjust as the new legislation begins to phase in, with a projected roll out of spring 2023.

Benefit Comparison Table

A double ✓✓ indicates a belief that the benefit would be further enhanced.

| Benefits | Status Quo | Regional Service |
|---|------------|------------------|
| Advance planning of resources to address our shared Hazard Risk and Vulnerability Analysis events, | ✓ | ✓✓ |
| Full board participation in governance of the service (current process is only Electoral Areas Services Committee) | | ✓ |
| Actioning response – the current model depends on a protracted request for service and is inclined to respond to emergencies not preplan | ✓ | ✓✓ |
| Equal input on strategic direction, work plan, priorities, and projects | ✓ | ✓✓ |
| Renewal of service agreement every five years | ✓ | N/A |
| Long-term coordinated planning and stability | | ✓ |
| Support of volunteer programs Emergency Support Services and Emergency Radio Communications Team | ✓ | ✓ |
| Sharing of resources (i.e. staffing of Emergency Operations Center (EOC)) | ✓ | ✓✓ |
| Enhanced public perception and trust | | ✓ |
| Clear organizational lead for training and development of a functioning EOC | ✓ | ✓✓ |
| Strengthened regional advocacy voice for the Comox Valley | | ✓ |
| The opportunity for developing a truly regional collaborative approach to emergency management, EOC response, and community recovery structures | | ✓✓ |

Challenges / Opportunities

- Demands from increased response to Climate related events.
- Following up on Fracture on Fifth After Action Report, including training of local government staff.
- Securing necessary participants for eight-hour three shift EOC model.
- Meeting the legislative process requirements (dependent on changes that come from the Modernization of Emergency Management Legislation in BC).
- Develop policies to clearly define procedures, decision-making /governance structures.
- Crafting Terms of References for Emergency Management Program Committees and Emergency Operation Centre policy-decision leadership group that will offer clarity on roles, responsibilities.

Proposed Regional Budget (270)
(February 14, 2023)

| Area/Community | Proposed for 2023 |
|--------------------------|-------------------|
| Electoral Areas A, B & C | \$227,173 |
| Comox | \$99,053 |
| Courtenay | \$201,971 |
| Cumberland | \$29,444 |

In the regional service, through Bylaw No. 1341, service costs will be in line with typical tax requisition processes based on assessed value. These costs will be similar to contributions collected under the service agreements that used a formula based on converted hospital taxes.

Proposed Next Steps:

- 1) Seek Mayor and Council’s support in principle, provide to CVEP through CAO.
- 2) Chief Administrative Officer’s meet to consider above and next steps for service definition.

File: 3900-02

May 24, 2023

Via email: rparker@cumberland.ca

Village of Cumberland
2673 Dunsmuir Ave., Box 340
Cumberland, BC V0R 1S0

Attention: Ms. Rachel Parker, Corporate Officer

Dear Ms. Parker:

Re: Bylaw No. 766 being “Comox Valley Emergency Program Extended Service Establishment Bylaw 1991, Amendment No. 4”

The Comox Valley Regional District (CVRD) Board, at its meeting of May 23, 2023, gave three readings to Bylaw No. 766 being “Comox Valley Emergency Program Extended Service Establishment Bylaw 1991, Amendment No. 4”. The intent of the bylaw is to expand the service to incorporate the City of Courtenay, Town of Comox, and Village of Cumberland as direct participants within the service.

This proposed change to the service is aligned with the after-action reports from recent regional emergency exercises and the feedback received through direct engagement with councils and senior staff at each municipality. In short, full regionalization of the service can:

- Enhance advanced planning, response and recovery from hazards, risks, and vulnerabilities;
- Strengthen our regional advocacy and key messaging for the emergency management service and in emergency events;
- Provide a more consistent approach to integrating disaster risk reduction;
- Enable full Board participation in governance of the service; and
- Ensure that all Comox Valley local governments can meet the pending requirements under new emergency management legislation and employ best practices.

This bylaw, prior to submission for approval from the Inspector of Municipalities, requires written consent of two-thirds of the existing and prospective participants in the service, that being Electoral Areas A, B and C, the City of Courtenay, Town of Comox, and Village of Cumberland.

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

THAT the Village of Cumberland consent to the adoption of the Comox Valley Regional District Bylaw No. 766 being “Comox Valley Emergency Program Extended Service Establishment Bylaw 1991, Amendment No. 4” under section 346 of the *Local Government Act*.

By way of background information, please find attached the staff report dated May 4, 2023, that was presented to the Electoral Areas Services Committee. Also attached is Bylaw No. 766 at third reading.

If you have any questions or would like CVRD staff to attend your Council meeting, please contact me at 250-334-6052 or via email at ldennis@comoxvalleyrd.ca.

We look forward to hearing from you at your earliest convenience.

Sincerely,

L. Dennis

Lisa Dennis
Manager of Legislative Services

Attachments: Staff report dated May 4, 2023
Bylaw No. 766

DATE: May 4, 2023**FILE:** 7130-03**TO:** Chair and Directors
Electoral Areas Services Committee**FROM:** James Warren
Deputy Chief Administrative OfficerSupported by James Warren
Deputy Chief Administrative OfficerJ. Warren**RE: Comox Valley Emergency Management Program Service Expansion****Purpose**

To seek support for expansion of the Regional Emergency Management service through an amendment to Bylaw No. 1341 being “Comox Valley Emergency Program Extended Service Bylaw No. 1341, 1991” to include the City of Courtenay, Town of Comox, and Village of Cumberland as direct participants.

Recommendation from the Deputy Chief Administrative Officer:

THAT an amendment to Bylaw No. 1341 being “Comox Valley Emergency Program Extended Service Bylaw No. 1341, 1991” to include the City of Courtenay, Town of Comox, and Village of Cumberland as participants be approved;

AND FURTHER THAT participating area approval for the amending bylaw be authorized to be given by electoral area director and municipal council consents pursuant to sections 346 and 347 of the *Local Government Act*.

Executive Summary

With the support of the Electoral Areas Services Committee, staff approached and presented the benefits and rationale for moving to a truly regional emergency management service delivery. Such engagement has included the Town of Comox, City of Courtenay, Village of Cumberland, while also informing K’ómoks First Nation.

- Feedback from respective Councils and Chief Administrative Officers indicated support, in principle, for moving to a truly regional service delivery model though some analysis related to requisition methods was requested.
 - The service establishment bylaw currently determines that funds are collected by a property value tax on land and improvements. Staff are not recommending any amendments to the method of cost recovery; however, options do exist to collect revenues through parcel taxes or a population basis. By incorporating the municipalities into this service and moving away from the contracted services model, funding for the service will come into line with most all Comox Valley Regional District (CRVD) regional services. The Emergency Management Service is one of many essential community protective services. Protective services along with a multiple of other tax base supported services, are funded through the tax base, using assessment values to determine the equitable amount per household and business. Municipalities further determine fairness across the residential and non-residential tax base. Although not perfect and at times challenging during volatile housing markets periods, this is the most common method currently available when considering ability to pay and fair share of local services. Alternative means for raising funds for this service can be considered however the CVRD would look first for rationale to move this particular service to something that is a different philosophy.

- The next step will require amending the service establishment bylaw to include the City of Courtenay, Town of Comox, and Village of Cumberland as participants alongside the current participants being Electoral Areas A, B and C and changing the name of the service from Comox Valley Emergency Program Extended Service to Comox Valley Emergency Management Service.

The following describes the approach and legislative steps that have been or will be required to achieve this outcome:

1. Seek Chief Administrative Officer’s feedback following presentations to municipal councils (completed April 18).
2. Develop the amending bylaw (appendix A) to include municipalities in Comox Valley Emergency Management Service.
3. The Comox Valley Regional District Board considers three readings of amending Bylaw No. 1341.
4. Seek written consent from Electoral Area A (Baynes Sound – Denman/Hornby Islands), Electoral Area B (Lazo North), and Electoral Area C (Puntledge – Black Creek) elected representatives;
5. Request and receive council resolutions from Town of Comox, Village of Cumberland, and City of Courtenay to adopt amending Bylaw No. 1341
6. Seek approval from the Inspector of Municipalities to adopt amending the bylaw (could take two to three months).
7. Board considers final adoption of amending the bylaw.

Prepared by:

Concurrence

Concurrence:

H. Siemens

J. Martens

D. DeMarzo

Howie Siemens
 Manager of
 Emergency Programs

Jake Martens
 General Manager of
 Corporate Services

Doug DeMarzo
 General Manager of
 Community Services

Government Partners and Stakeholder Distribution (Upon Agenda Publication)

| | |
|-----------------------|---|
| City of Courtenay | ✓ |
| Town of Comox | ✓ |
| Village of Cumberland | ✓ |
| K’ómoks First Nation | ✓ |

Background/Current Situation

The service helps prepare, educate, coordinate and support the Comox Valley for emergencies. Over the past few years we have seen the importance of collaborating together regionally and how all of us participant in training can lead to building capacity that can support any local Comox Valley Emergency Operations Centre activation and operations.

Attachment: Appendix A: Bylaw No. 1341 Comox Valley Emergency Program Extended Service Establishment Bylaw 1991 (recommended changes included)

REGIONAL DISTRICT OF COMOX-STRATHCONA
BYLAW NO. 1341

**A bylaw to establish an extended service in
 Electoral Area A, B and C to provide for preparation for emergencies**

WHEREAS a regional district may, by by-law, establish and operate an extended service under the provisions of Part 24 of the Municipal Act;

AND WHEREAS the Regional Board of the Regional District of Comox-Strathcona wishes to establish an extended service for Electoral Areas A, B, and C to provide for preparation for emergencies ;

AND WHEREAS the Regional Board of the Regional District of Comox-Strathcona has waived the assent requirement of Section 795(2)(a)(i) of the Municipal Act;

NOW THEREFORE, the Regional Board of the Regional District of Comox-Strathcona in open meeting assembled, enacts as follows:

1. The Regional Board hereby establishes an extended service for Electoral Areas A, B, C and K to operate a program in preparation for emergencies and to provide Emergency Programs under the Emergency Program Act.
2. This service shall be known as the Comox Valley Emergency Management Service (the 'service').
3. Electoral Areas A, B, C, the City of Courtenay, the Town of Comox and the Village of Cumberland are the participating areas for this extended service.
4. The annual costs of providing the service established under Section 1 shall be recovered:
 - a. by the requisition of money under Section 805(1)(a) to be collected by a property value tax on land and improvements to be levied and collected under Section 810.1(1).
5. The maximum amount that may be requisitioned annually for the cost of the service is \$0.0375 per \$1,000 of net taxable value of land and improvements included in each Electoral Area.
6. The cost of providing the Services established under Section 1 shall be apportioned on the basis of costs allocated in the annual budget or the annual budget as amended, for each participating Electoral Area.
7. This bylaw may be cited as the "Comox Valley Emergency Program Extended Service Establishment Bylaw 1991".

COMOX VALLEY REGIONAL DISTRICT

BYLAW NO. 766

A bylaw to amend the service establishing bylaw for the Comox Valley Emergency Program Extended Service to expand the service boundary and participants.

WHEREAS the Comox Valley Emergency Program Extended Service was created by the adoption of Bylaw No. 1341 being “Comox Valley Emergency Program Extended Service Establishment Bylaw 1991” on October 28, 1991;

AND WHEREAS the board wishes to amend the bylaw to expand the service to incorporate the City of Courtenay, Town of Comox, and Village of Cumberland as direct participants within the service;

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

AND WHEREAS the approval of the Inspector of Municipalities has been obtained;

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

Amendment

1. Bylaw No. 1341 being “Comox Valley Emergency Program Extended Service Establishment Bylaw 1991” is hereby amended by as follows:
 - a) Replacing Section 1, which reads as follows:

“The Regional Board hereby establishes an extended service for Electoral Areas A, B, C and K to operate a program in preparation for emergencies and to provide Emergency Programs under the Emergency Program Act.”

with the following:

“The Regional Board hereby establishes an extended service for Electoral Areas A, B, C, the City of Courtenay, the Town of Comox and the Village of Cumberland to operate a program in preparation for emergencies and to provide emergency management.”

- b) Inserting Section 2 as follows:

"This service shall be known as the Comox Valley Emergency Management Service (the 'service')"

and renumbering the remainder of the sections.

- c) Replacing Section 2, which reads as follows:

"Electoral Areas A, B, C and K are the participating areas for this extended service."

with the following:

"Electoral Areas A, B, C, the City of Courtenay, the Town of Comox and the Village of Cumberland are the participating areas for this extended service."

- d) Replacing Section 4 which reads as follows:

"The maximum amount that may be requisitioned annually for the cost of the service is \$0.0375 per \$1,000 of net taxable value of land and improvements included in each Electoral Area."

with the following:

"The maximum amount that may be requisitioned annually for the cost of the service is \$0.0375 per \$1,000 of net taxable value of land and improvements."

- e) Replacing Section 5, which reads:

"The cost of providing the Services established under Section 1 shall be apportioned on the basis of costs allocated in the annual budget or the annual budget as amended, for each participating Electoral Area."

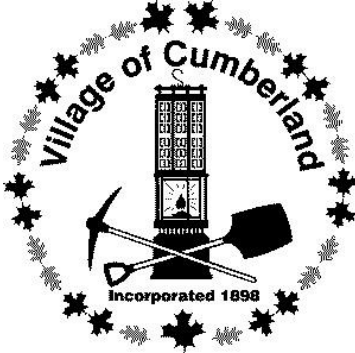
with the following:

"The annual cost of the service shall be apportioned amongst the participants on the basis of the converted value of land and improvements for hospital purposes in the participating areas."

Citation

This Bylaw No. 766 may be cited as "Comox Valley Emergency Program Extended Service Establishment Bylaw 1991, Amendment No. 4".

COUNCIL REPORT



REPORT DATE: June 20, 2023
MEETING DATE: June 26, 2023

File No. 0640-20

TO: Mayor and Council
FROM: Rachel Parker, Corporate Officer
SUBJECT: 2022 Annual Report

RECOMMENDATION

THAT Council receive the 2022 Annual Report and receive any submissions and questions from the public.

PURPOSE

The purpose of this report is to present the [2022 Annual Report](#) at Council’s annual meeting and for Council to consider submissions and questions from the public.

BACKGROUND

The *Community Charter* requires that all municipalities in BC prepare an annual report. After the report is made public and statutory notice is published, Council is required to consider submissions and questions from the public at a public meeting. The report was presented to Council at the June 12, 2023 Council meeting.

Council directed staff to publish notice of the meeting at which Council will receive submissions and questions from the public. Through this [notice](#), the public was invited to submit written questions on the report, and none have been received as of the date of this report. Any written submissions received after the date of this report will be provided to Council as a late item to the agenda. Questions may also be received during Question Period.

FINANCIAL IMPLICATIONS

None

STRATEGIC OBJECTIVE

None

ATTACHMENTS

None

OPTIONS

1. Any other action deemed appropriate by Council.

CONCURRENCE

None

Respectfully submitted,

R. Parker

Rachel Parker
Corporate Officer

M. Mason

Michelle Mason
Chief Administrative Officer