

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

Monday, July 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](#)

Pages

1. Call to Order

2. Agenda

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

Recommendation:

THAT the Committee approve the agenda for the July 24, 2023
Committee of the Whole Meeting.

3. Delegations

4. Reports

4.1 Canada Mortgage and Housing Corporation (CMHC) Housing Accelerator
Fund (HAF) 3
Prepared by Courtney Simpson, Manager of Development Services

Recommendation:

THAT the Committee recommend that Council direct staff to submit a
Housing Accelerator Fund Action Plan that includes the initiatives as
generally outlined in the staff report dated July 14, 2023, along with all
additional required documentation to the Canada Mortgage and Housing
Corporation as the Village's application under the Housing Accelerator
Fund program; and,

THAT the Committee recommend that Council authorize the Chief
Administrative Officer to enter into any contribution agreements or
amending agreements that may be required should the Village be
approved for funding under the program.

4.2 Strategic Priorities, Second Quarter Report, April to June 2023 8
Prepared by Michelle Mason, Chief Administrative Officer

Recommendation:

THAT the Committee receive the Strategic Priorities First Quarter Report,
April to June 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.

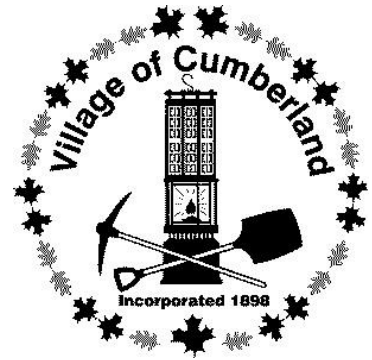
- Please send questions by email to info@cumberland.ca using subject line "Question Period" ; Note: please limit to questions only - comments will not be read.

6. Adjournment

Recommendation:

THAT Council adjourn the meeting.

COUNCIL REPORT



REPORT DATE: 7/14/2023
MEETING DATE: 7/24/2023

File No. 3010

TO: Mayor and Councillors
FROM: Courtney Simpson, Manager of Development Services
SUBJECT: CMHC Housing Accelerator Fund Application

RECOMMENDATION

- i. THAT the Committee recommend that Council direct staff to submit a Housing Accelerator Fund Action Plan that includes the initiatives as generally outlined in the staff report dated July 14, 2023, along with all additional required documentation to the Canada Mortgage and Housing Corporation as the Village's application under the Housing Accelerator Fund program; and
- ii. THAT the Committee recommend that Council authorize the Chief Administrative Officer to enter into any contribution agreements or amending agreements that may be required should the Village be approved for funding under the program.

PURPOSE

The purpose of this report is to seek Council's endorsement of the Village's application to the Canada Mortgage and Housing Corporation (CMHC) Housing Accelerator Fund (HAF), and to provide an opportunity for Council input on the proposed five initiatives to accelerate new housing supply (referred to as the "Action Plan") ahead of the August 18th application deadline. A presentation from Nancy Henderson of Urban Systems Ltd will provide additional information at the Committee of the Whole meeting.

The proposed HAF Action Plan aligns with several of Council's strategic priorities and contributes to the Village's commitment to increase affordable housing and housing choice. If successful, the contribution the Village receives from the HAF will be used to support initiatives to achieve the Village's goal of providing improved housing diversity and affordability. In addition to the completion of the five proposed actions, HAF's incentive-based funding can be used to upgrade infrastructure to facilitate housing, support affordable housing, acquire land and/or construct amenities to support growth.

The proposed HAF actions are aligned with the Village's current OCP policy which aims to diversify the housing stock across the housing spectrum, provincial initiatives aimed at increasing housing supply, and recent efforts to modernize the development approval process. If the application is successful, the Village would be eligible to receive several millions of dollars to be used to both implement the Action Plan and invest in a number of future investments aimed at supporting the costs of growth and increasing housing supply.

PREVIOUS COUNCIL DIRECTION

There are no previous council resolutions regarding the HAF.

BACKGROUND

At the federal level, the HAF provides incentive funding to local governments to increase housing supply across Canada. The HAF program is a \$4 Billion fund intended to support the development of complete, low-carbon and climate-resilient communities that are affordable, inclusive, equitable and diverse. The HAF aims to see the creation of 100,000 new housing units across the country over a 4-year period.

HAF is unique from other National Housing Strategy initiatives given that it incentivizes municipalities to apply transformational changes and offers municipalities the flexibility on how to use funding to support housing growth.

Evaluation Criteria

Applications to the HAF will be assessed on set evaluation criteria. Local governments must demonstrate how they will:

1. Create housing supply at an accelerated pace,
2. Foster complete communities,
3. Support affordable and diverse communities,
4. Provide housing across the entire housing continuum, and
5. Support the development of low-carbon and climate-resilient communities

Application Deadline and Funding Timeline

The HAF application intake is now open and closes on August 18th. There is one application intake for the HAF, and 25% of funding payments will be made upon funding approval and annually for three years, subject to program conditions being met.

HAF Action Plan

Applications to the HAF must include an Action Plan with housing supply growth targets and initiatives to grow housing supply and speed up housing approvals. Housing Action Plans must align with program objectives and supported priorities and should reflect best practices in urban planning. Action Plans will also be included in the contribution agreement and municipalities are required to commit to and report on the activities during the four-year program.

Local governments with a population under 10,000 are required to identify five initiatives to form the HAF Action Plan. The [HAF application guide](#) includes a menu of initiatives that are aligned with the objectives of the HAF program. While the type of initiatives supported by the HAF program vary, initiatives should generally be long-lasting, anticipated to continue to incent housing units long-term, impact a large portion of developable land, improve development predictability and stability, or otherwise present the potential of increasing housing supply across the housing spectrum. Scoring associated with the application evaluation is heavily weighted towards actions that will result in additional housing supply early in the funding program.

A balance between supply-focused initiatives and other transformational initiatives to support more long-lasting improvements to the broader housing system should also be considered when developing the Action Plan. While local governments are encouraged to select initiatives from

CMHC's list of recommended actions, there is flexibility to consider innovative initiatives that contribute to more housing supply. Current projects underway since the HAF was announced may be included in the Action Plan. Based on the above, the following actions are proposed to form the Village's application to the HAF:

- 1. Affordable Housing Reserve Fund and Policy:** This goal of this initiative is to develop an Affordable Housing Strategy and Housing Reserve Fund that will allow the Village to encourage and support the provision of affordable housing units in the community. The funding program can provide the necessary "seed funding" to bolster a reserve fund to incent and support the provision of affordable units.
- 2. Updating Policies and Regulations to Support Affordable Housing Development:** Cumberland's current process to receive amenities from development is negotiated for each development at time of rezoning. Having clear policies articulating desired amenities and expected contributions could lead to faster approval timelines by providing the Village with an option to consider zoning lands for the desired future land use while also providing the ability for the Village to secure needed funds to support growth at time of building permit. This initiative would also put the Village in a position to efficiently implement a "community amenity" development cost charge (DCC) should provincial DCC legislation be amended (currently under review).
- 3. Development Process Modernization:** This initiative aims to make improvements to the development approvals process and reduce regulatory barriers by modernizing Village processes, bylaws and procedures.
- 4. Zoning Bylaw Amendments to Align with Community Housing Priorities:** Assess and consider zoning lands that align with OCP land use designations and policy to facilitate affordable housing and increased housing choice in areas with infrastructure capacity and meet complete community objectives.
- 5. Encouraging and Incenting secondary suites and ADUs:** This initiative aims to encourage and incent legalization of unauthorized and the development of new Secondary Suites and Accessory Dwelling Units (ADUs) within the Village's low-density residential zones. The initiative is recommended to be paired with a community engagement campaign to increase awareness of the program and guide homeowners through the approval processes.

HAF Funding

There are three components of the HAF funding framework: (1) base funding, (2) top-up funding and (3) an affordable housing bonus. Base funding is designed to incent all types of supply across the housing spectrum. Top up funding is designed to incent certain types of housing supply. An affordable housing bonus is designed to incentivize communities that can increase their share of affordable housing units relative to the total projected permitted units with the support afforded by the HAF.

The amount of HAF funding a successful applicant will receive is based on a formula which prescribes a dollar value for each net-new building permit set out in the housing supply growth target. All units created from HAF initiatives will receive base funding of \$20,000 per unit. To incent certain types of units, all housing types except a single detached dwelling with no secondary suite or ADU will receive additional top up funding. In addition to the base funding and top up

funding, units that are considered affordable will receive an additional bonus. The following provides an overview of the HAF funding formula – Baseline + Top Up + Affordable.

Base		Top Up		Affordable						
\$20K/unit	+	<table border="1" style="width: 100%;"> <tr> <td style="background-color: #d9d9d9;">Close to Transit</td> <td style="text-align: right;">\$15K/unit</td> </tr> <tr> <td style="background-color: #d9d9d9;">Missing Middle¹</td> <td style="text-align: right;">\$12K/unit</td> </tr> <tr> <td>Other</td> <td style="text-align: right;">\$7K/unit</td> </tr> </table>	Close to Transit	\$15K/unit	Missing Middle ¹	\$12K/unit	Other	\$7K/unit	+	\$19K/unit
Close to Transit	\$15K/unit									
Missing Middle ¹	\$12K/unit									
Other	\$7K/unit									

For example, a single detached dwelling with a suite that came online as a result of a HAF initiative would equate to \$64,000 while a single detached dwelling would equal only \$20,000. The funding formula seeks to incentivize affordable multi-unit developments, providing less of an incentive for single detached homes. The amount of funding is determined by the growth targets put forward in the Action Plan.

PUBLIC ENGAGEMENT AND CONSULTATION

Public engagement has been identified as key implementation milestones for the identified initiatives and will be conducted as a component of the proposed actions should the Village’s application be successful.

ALTERNATIVES

1. That Council provide alternate direction.

STRATEGIC OBJECTIVE

- Diverse and Healthy Community
- Sustainable Service Delivery & Asset Management
- Community Planning

FINANCIAL IMPLICATIONS

There are three components of the HAF funding framework: (1) base funding, (2) top-up funding and (3) an affordable housing bonus. Base funding is designed to incent all types of supply across the housing spectrum. Top up funding is designed to incent certain types of housing supply. An affordable housing bonus is designed to incentivize communities that can increase their share of affordable housing units relative to the total projected permitted units with the support afforded by the HAF.

The HAF program allows municipalities to use funding to pay for the implementation of the action plan and support investments in infrastructure and increase in affordable housing units provided that these initiatives all lead to facilitating residential growth.

The amount of the funding application is in development as it relates directly to the number and housing type of the projected additional units that would come on stream as a result of the proposed actions over the course of the 3-year funding program between the winter of 2023 and 2026. The Village’s HAF application is anticipated to be in the \$2 – 2.5 million range.

The grant application is being prepared by Urban Systems Ltd and is funded from the OCP Review budget. If the application is not successful, the required housing target analysis will benefit the OCP Review.

OPERATIONAL IMPLICATIONS

Despite the Village’s efforts to increase the efficiency and effectiveness of its development approvals processes, it is anticipated that the internal capacity will be limited to complete all the identified actions in-house. The Development Services Department has several initiatives planned for 2023-2025, including a comprehensive review of the OCP. Currently, there are limited resources to complete the initiatives in the HAF Action Plan. It is recommended that the HAF funding be used to consider the addition of a contract position to manage the implementation of the HAF actions or to assist with current staff responsibilities to free up staff time to manage the project. The services of consultants will also be required to assist in completing the identified initiatives. Both term positions and consultant services are fully fundable by the program and would enable the Village to complete tasks earlier in the program resulting in a higher probability of application success.

CLIMATE CHANGE IMPLICATIONS

The funding program includes evaluation criteria on how the proposed actions will foster the development of a complete and climate resilient community that is walkable, consisting of appropriate residential density and a diverse mix of land uses, providing access to a wide variety of amenities and services by way of public and active transportation.

ATTACHMENTS

None

CONCURRENCE

None

Respectfully submitted,

C. Simpson

Courtney Simpson
Manager of Development Services

M. Mason

Michelle Mason
Chief Administrative Officer



QUARTERLY REPORT TO COUNCIL

April to June 2023



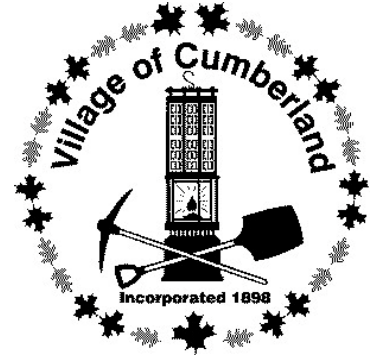
THE VILLAGE OF
CUMBERLAND



Contents

- 1. Strategic Plan 2023 - 2027 Update 3
- 2. Financial Performance Report 15
- 3. Protective Services..... 23
- 4. Police Services Report..... 26
- 5. Development Services Report 31
- 6. Council Activity Status Report 39

STRATEGIC PRIORITIES QUARTERLY REPORT



MEETING DATE: July 19, 2023
REPORT PERIOD: April to June 2023
FROM: Michelle Mason, Chief Administrative Officer

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

- Strategic Priorities 2023-2027 Updates
- Climate Change Successes and Projects
- Financial Services
- Protective Services
- RCMP
- Development Services
- Legislative Services (Council Resolution list)

QUARTERLY SUMMARY

This report summarizes the second quarter of 2023 and includes Council's priorities from the newly developed 2023 – 2027 Strategic Plan. As this plan is new, there are no updates/comments included for the second quarter; however, the 2023 – 2027 Strategic priorities report will have updated comments included for the third quarter of 2023 and the completion dates for Council's priorities in this document are currently in draft and will be finalized in the third quarter of 2023 reporting. There are initiatives that have start dates prior to 2023 but they are continued into the 2023 – 2027 priorities.

One of the highlights of this quarter was the successful *Plan Your Community Street Event* public engagement for the OCP Update and the Transportation Master Plan that took place in May. The zoning and OCP bylaw amendments were adopted which allows the Kwax' Dzi Dsas Affordable Housing project to move to the next stage. A momentous event took place on National Indigenous People's Day in Peace Park to

witness the blessing and raising of two Welcome Poles and honour the ancestral lands on which the Village is located. The poles were created by Karver Everson and Junior Henderson for Kwax' Dzi Dsas Cumberland Affordable Housing project and will stand in Peace Park until the completion of the affordable housing project. With challenges in the Wastewater Treatment capital upgrades project, Council approved a budget increase to the project and now construction has begun and heavy construction in the area is expected to continue for six months.

There are many other projects in various points that continue to keep the Village busy. A transition to the new 2023 – 2027 Strategic Plan will take place over the next few months.

ATTACHMENTS

1. Village of Cumberland Strategic Priorities 2023 second quarter report



115
GOALS

11%
GOAL COMPLETION

STRATEGIC PLAN 2023-2027 PLAN

DIVERSE AND HEALTHY COMMUNITY

Initiative	...	2022	2023	2024	2025	2026	Updates	Actions	Status
Socio-economic diversity and inclusion									On Track
→ Pursue multiple pathways to support the development of non-market housing opportunities									On Track
→ Permissive tax exemptions on improvements									On Track
→ Establish a housing reserve fund									On Track
→ Establish application process to housing reserve fund									Not started
→ For Kwax' Dzi Dsas Affordable Housing at 3345 2nd Street, facilitate completion of legal agreements, Zoning bylaw amendments and sub-lease agreement with housing society.									On Track
→ Continue to explore opportunities for food security									On Track
→ Pursue bridge funding agreement with CCSS to ensure short term viability of Cumberland Community Food Share program.									On Track

Initiative	2022	2023	2024	2025	2026	Updates	Actions	Status
→ Develop an Accessibility Plan								On Track
→ Regional accessibility framework								On Track
→ Assessment and action plan development with consultant								Not started
→ Identify options for development of diversity in housing								On Track
→ Through Property and Facilities Review, identify opportunities for affordable housing on Village-owned land.								On Track
→ Development Approvals Process Modernization Project								On Track
→ Information technology solution for Development Approvals Process Modernization project								On Track
→ Housing Action Plan								Not started
Effective community engagement and communication								On Track
→ Implement the Communications Strategy								On Track
→ Complete the draft communications strategy								On Track
→ Develop a strategy implementation plan								Not started
→ Hire a part-time communications coordinator								Not started
→ Communications Strategy Implementation								Not started
→ Encourage stronger community engagement								On Track
→ Include community engagement in the Communications Strategy implementation plan								Not started

Initiative	2022	2023	2024	2025	2026	Updates	Actions	Status
→ Develop a Bylaw Enforcement Strategy			█	█				On Track
→ Update the Bylaw Enforcement Policy		█						On Track
→ Good Neighbour Bylaw	█	█						On Track
→ Bylaw Offence Notice system			█					Not started
→ Bylaw enforcement service review			█	█				Not started
Thriving community arts, culture and recreation			█	█	█			On Track
→ Complete the Arts and Culture master plan	█	█	█	█				On Track
→ Re-launch Recreation, Arts and Culture Planning process with a focus on municipal Recreation and Culture Facility Planning	█	█	█					On Track
→ Conduct an Arts and Culture Service review				█	█			Not started
→ Implement municipal indoor facility improvements			█	█	█			Not started
→ Develop parks and recreation strategies			█	█	█			On Track
→ Explore opportunities for managing regional and destination trail traffic through new or improved parking and/or trail infrastructure			█	█				On Track
→ Lower Perseverance Creek Protected area: complete Village land acquisition and participate in land use planning with CCFS and CVRD			█	█				On Track
→ Village Park Master Plan Update			█					Not started
→ Develop Policy for Educational Use of Nature Parks			█					Not started
→ Update Recreation Fees Bylaw				█				Not started

Initiative	...	2022	2023	2024	2025	2026	Updates	Actions	Status
→ Solport Park: playground and amenity construction				█					Not started
→ Cumberland Community Forest Management Plan						█			Not started
→ Implement the 2022 Lake Park Master Plan Update			█	█	█	█			On Track
→ Parks and Greenways Master Plan Update						█			Not started
→ Cumberland Community Forest Park Projects			█	█	█	█			On Track
→ Encourage Village culture through existing and emerging community events			█	█	█	█			On Track
→ Expand Community Service Partnership Agreement with local non-profit event providers			█						On Track
→ Draft a Special Event Policy and modernize of Special Event Applications process				█	█				Not started
→ Implement facility improvements to municipal event and culture venues per recreation, arts and culture Plan				█	█	█			Not started
Meaningful Reconciliation with Indigenous Peoples			█	█	█	█			On Track
→ Respond to and prioritize requests and engagement with K'ómoks First Nation			█	█	█	█	NEW Ongoing: <ul style="list-style-type: none"> regular meetings with KFN administration 	Investigate possible regional approach for KFN engagement support <input type="checkbox"/> Include KFN engagement project budgets and work plans <input type="checkbox"/>	On Track
→ Develop an Indigenous relations framework			█	█				Develop an Indigenous Relations Framework <input type="checkbox"/> Indigenous relations framework groundwork/education <input type="checkbox"/>	On Track
→ Staff and Council education on the UNDRIP and Indigenous relations			█	█				Organization wide Indigenous Awareness Training/Education program <input type="checkbox"/>	On Track
→ Work with Indigenous Peoples to further the goals of the UNDRIP			█	█	█	█		Continue to participate in the CVRD Reconciliation Advisory Table Engagement Framework <input type="checkbox"/> Develop staff knowledge base of UNDRIP <input type="checkbox"/>	On Track

Initiative	...	2022	2023	2024	2025	2026	Updates	Actions	Status
<ul style="list-style-type: none"> Work with Indigenous Peoples on mutually beneficial partnerships 								<ul style="list-style-type: none"> Explore watershed land management partnership with KFN <input type="checkbox"/> Explore hydro generation partnership with KFN <input type="checkbox"/> Explore inclusion of Indigenous values into procurement <input type="checkbox"/> Regular meetings with KFN administration <input type="checkbox"/> 	On Track
Effective Regional Partnerships									On Track
<ul style="list-style-type: none"> Participate in regional services that maximize community benefit 								<ul style="list-style-type: none"> Regional Active Transportation Network Plan Implementation <input type="checkbox"/> Regional Climate Action Plan <input type="checkbox"/> Regional Growth Strategy Review <input type="checkbox"/> Regional Airshed Roundtable <input type="checkbox"/> Regional Recreation Pass and Regional Fields Centralized Booking Feasibility project <input type="checkbox"/> Inform Council decision on CVRD invitation to become participant in Regional Recreation Fields Service <input type="checkbox"/> Regional Emergency Program service <input type="checkbox"/> CVRD Tourism Service Strategic Planning <input type="checkbox"/> CVRD Regional Parks and Trails Advisory Committee <input type="checkbox"/> 	On Track

SUSTAINABLE SERVICE DELIVERY & ASSET MANAGEMENT

Initiative	2021	2022	2023	2024	2025	2026	Updates	Actions	Status
Comprehensive Asset Management									On Track
→ Complete the Asset Management Plan that values green infrastructure by: Inventory Village assets, including natural assets; Identify future asset acquisition needs; Continue asset condition assessments; Develop a long-term financial plan for asset replacement									On Track
→ Establish an Asset Management Team									On Track
→ Inventory Village assets, including natural assets									Not started
→ Continue asset condition assessments									On Track
→ Identify future asset acquisition & replacement schedule									Not started
→ Formalize a Facility / Building maintenance service with work plans and supporting budgets									Not started
→ Develop a long-term financial plan									Not started
Sustainable Public Utilities									On Track
→ Review the solid waste collection system									On Track
→ Review options and costs for an automated collection system with service to ICI customer analysis.									On Track
→ Council consideration and direction of an automated collection system service.									Not started
→ Solid Waste collection service procurement									Not started
→ Complete the construction of upgrades to the wastewater treatment facility									On Track

Initiative	2021	2022	2023	2024	2025	2026	Updates	Actions	Status
→ Construction phase 1	[Green bar]								On Track
→ Design and construction phase 2			[Green bar]						On Track
→ Plan for future wastewater treatment approval				[Light green bar]					Not started
→ Launch Stage 3 LWMP, including update wastewater master plan, and update stormwater master plan				[Light green bar]					Not started
→ Submit Stage 3 Liquid Waste Management Plan to Ministry of Environment for final approval					[Light green bar]				Not started
→ Reconstruct the dam at the No. 2 drinking water reservoir		[Green bar]							On Track
→ Engagement with the K'omoks First Nation		[Green bar]							On Track
→ Design and construction			[Light green bar]						Not started
→ Protect the Perseverance Creek watershed		[Green bar]							On Track
→ Watershed Science: collect and synthesize data to deepen understanding of watershed hydrologic function			[Green bar]						On Track
→ Land Use planning : Define area of interest for protection of hydrologically sensitive / important private lands			[Light green bar]						Not started
→ Advocate province for funding for land protection from Watershed Security Strategy			[Green bar]						On Track
→ Develop a long range strategy for governance, ownership and management for watershed protection lands				[Light green bar]					Not started
→ Continue to support Cumberland Community Forest Society partnership work in community watershed education			[Green bar]						On Track

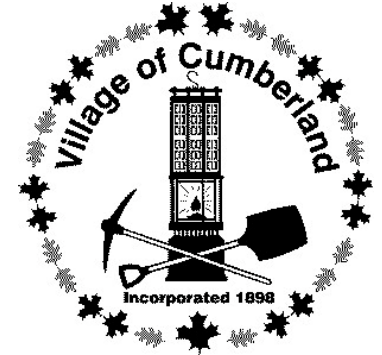
Initiative	2020	2021	2022	2023	2024	2025	2026	Updates	Actions	Status
Update the water conservation bylaw										Not started
Multi-Modal Transportation Management										On Track
Complete the Transportation Master Plan that includes active transportation										On Track
Public engagement sessions										On Track
Complete street opportunities and development										Not started
Road network classifications										Not started
Road cross sections										Not started
Typical road intersection layouts										Not started
Supplemental standards										Not started
Traffic calming warrant policy										Not started
Implementation plan										Not started
Pursue an active travel route to the City of Courtenay									Participate in the Regional Active Transportation Network Planning <input type="checkbox"/>	On Track

COMMUNITY PLANNING

Initiative	2022	2023	2024	2025	2026	Updates	Actions	Status
Effective Response to Climate Change								On Track
→ Update the Corporate Climate Action Plan								Not started
→ Develop a community climate action plan to reduce greenhouse gas emissions to increase climate resiliency and that incorporates the Green New Deal								On Track
→ Work with the Comox Valley Regional District to understand scope of Regional Climate Action Plan.								On Track
→ Community Climate Action Plan for Cumberland with Official Community Plan Review that will complement regional plan.								Not started
Ecologically, Socially, and Financially Sustainable Land Use Planning								On Track
→ Complete the Official Community Plan update and review priorities, such as...								On Track
→ Public engagement and bylaw development								On Track
→ Bevan Industrial Servicing Strategy								On Track
→ Fiscal impact analysis on new or potential development, including industrial, commercial and investment inventory assessment								On Track
→ Development and servicing strategy for Union Road lands								On Track
→ Review land use regulations that are supportive of the Official Community Plan: Tree Protection Bylaw, Zoning Bylaw update to implement the Official Community Plan								On Track
→ Tree Protection Bylaw								On Track

Initiative	2022	2023	2024	2025	2026	Updates	Actions	Status
→ Community engagement								On Track
→ Bylaw Development								Not started
→ Zoning Bylaw update to implement the Official Community Plan								Not started
→ Community Engagement								Not started
→ Bylaw Development								Not started

FINANCIAL PERFORMANCE QUARTERLY REPORT



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

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 have been levied in May and 91% of the taxes have been collected to date.

Attached to the report are financial summaries as at June 30, 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 June 30, 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 45-50% use of budget for operating expenses. Brief comments are included on Attachment 2 and expanded information regarding variances and other items of note are provided below.

Attachment 1: Statement of Financial Position

The cash and cash equivalents balance are higher at this time of the year (June 30, 2023 vs December 31, 2022) due to the receipt of property tax payments prior to the payment of taxes collected for other taxing authorities as well as most projects still in early stages of completion. A cash flow analysis will be completed and the Village will invest excess cash in higher yielding guaranteed investments (if available) until the funds are required. Interest rates have increased steadily in the last two years.

Property taxes receivable (still owing) at June 30, 2023 is \$2,382,111 (June 2022 was \$2,302,452) due to post-dated payments, mortgage company transfers and last day tax collections not reflected until July. We collected 91% of current year property tax revenues by the deadline (typical collection rate and similar to 2022).

Accounts receivable are higher at June 30, 2023 than at December 31, 2022 due to home owner grant payments owed to the Village by the Province (just over \$1M).

Accounts payable and accrued liabilities are always high at this time of year due to accruals for property tax collections for other taxing authorities that are not due until a later date.

Deferred revenues are still high based on advanced grant funds received from the province which are being invested until the funds are required for the projects.

The 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 were levied and recognized in May.

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

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 six 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, and some use of budgets are showing a little higher than what is typical at this time of year. An amended Financial Plan will be brought to Council for review and approval in September.

Staff will monitor any 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 surplus to date is just under \$3.3 million since the property taxes have been levied and operating expenses are only for half the year. Most capital projects still do not have significant costs associated with them and we expect to incur these costs over the next six months.

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 between April 1, 2023 and June 30, 2023 follows:

Vendor	Description	Commitment Date	Commitment Total
Karl Neufeld	Building Inspector	April 14, 2023	\$69,325.00
TransCan Leasing	¾ ton x-cab truck	June 21, 2023	\$69,269.13
TransCan Leasing	1 ton regular cab truck	June 21, 2023	\$67,552.31
Brandt Tractor Inc.	Skid Steer purchase	June 26, 2023	\$135,676.00
WSP Canada inc.	WWTP - Geotechnical Review Services During Construction (scope change #2)	June 26, 2023	\$83,550.00

ATTACHMENTS

1. Attachment 1 - Statement of Financial and Municipal Position as at June 30, 2023;
2. Attachment 2 - Statement of Operations and Accumulated Surplus as at June 30, 2023;
3. Attachment 3 - Statement of Change in Net Financial Assets as at June 30, 2023; and
4. Attachment 4 - Reconciliation of Financial Statement Surplus to Financial Plan Surplus as at June 30, 2023.

THE CORPORATION OF THE VILLAGE OF CUMBERLAND
Statement of Financial Position
Interim Statement as at
June 30, 2023
UNAUDITED

	2023	<u>2022</u>
	<i>(Note 1)</i>	
FINANCIAL ASSETS		
Cash, equivalents and investments	27,736,259	22,360,526
Property taxes receivable	2,382,111	213,332
Accounts receivable	3,008,110	1,542,189
	<u>33,126,480</u>	<u>24,116,046</u>
LIABILITIES		
Accounts payable and accrued liabilities	(5,169,497)	(1,647,792)
Service and other deposits	(1,105,857)	(1,204,628)
Deferred revenue	(6,731,766)	(6,276,284)
Debenture and long term-debt	(8,484,048)	(8,556,549)
	<u>(21,491,167)</u>	<u>(17,685,253)</u>
NET FINANCIAL ASSETS / (DEBT)	11,635,313	6,430,793
NON-FINANCIAL ASSETS		
Tangible Capital Assets	73,750,758	71,282,227
Inventories	126,725	123,204
Prepaid expenses	2,439	18,885
	<u>73,879,922</u>	<u>71,424,316</u>
ACCUMULATED SURPLUS	<u>\$ 85,515,235</u>	<u>\$ 77,855,109</u>
MUNICIPAL POSITION		
Operating funds	(5,298,318)	(2,303,243)
Statutory/Bylaw Authorized Reserves	(14,950,206)	(12,826,188)
Equity in capital assets	(65,266,710)	(62,725,678)
	<u><u>\$ (85,515,235)</u></u>	<u><u>\$ (77,855,109)</u></u>

Note 1:

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

THE CORPORATION OF THE VILLAGE OF CUMBERLAND
Statement of Operations and Accumulated Surplus
Interim Statement as at
June 30, 2023
Unaudited

	2023		2023		% Use Of		2022	Comments
	Financial Plan	Remove Amortization	Adjusted Financial Plan	2023 Actual-YTD	Financial Plan	Variance	Actual	
			(Note)	(Note)				
Revenue								
Property taxes and P.I.L.	\$ 4,022,360	\$ -	\$ 4,022,360	\$ 4,028,414	100%	\$ (6,054)	\$ 3,710,015	Property Taxes levied in May each year
Parcel taxes	731,770	-	731,770	736,518	101%	(4,748)	691,119	Parcel Taxes levied in May each year
Sale of services & fees	2,432,980	-	2,432,980	1,107,594	46%	1,325,386	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	148,939	30%	354,841	537,918	Bulk water/Fire Protection District (paid in August)/Animal Control to Ctny
Transfer from other govts-unconditional	530,000	-	530,000	524,000	99%	6,000	672,000	Small Community Grant received in June
Transfer from other gov'ts-conditional	4,381,330	-	4,381,330	3,960,440	90%	420,890	2,284,902	Grants relate to timing of projects plus Host Amenity & Community Works Funds. Includes 2.777M Growing Community Fund
Other revenue	667,630	-	667,630	695,042	104%	(27,412)	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>13,356,480</u>	<u>-</u>	<u>13,356,480</u>	<u>11,200,946</u>	<u>84%</u>	<u>2,155,535</u>	<u>19,324,203</u>	
Operating Expenses								
General government services	1,286,990	(18,000)	1,268,990	651,433	51%	617,557	1,122,914	snow/some higher than expected expenses to be monitored/fleet much higher to be monitored
Transportation services	1,946,080	(778,200)	1,167,880	634,815	54%	533,065	1,966,302	
Protective services	933,550	(85,500)	848,050	392,588	46%	455,462	1,022,694	
Environmental health services	3,131,420	(596,520)	2,534,900	879,305	35%	1,655,595	2,238,138	
Cemetery Services	37,560	(3,100)	34,460	12,363	36%	22,097	30,530	
Planning, development & environment	714,340	-	714,340	340,101	48%	374,239	740,011	
Recreation services	846,990	(20,000)	826,990	422,539	51%	404,451	860,681	
Cultural and community events	138,440	-	138,440	39,454	28%	98,986	162,421	
Parks Services	542,500	(95,000)	447,500	168,223	38%	279,277	517,239	
	<u>9,577,870</u>	<u>(1,596,320)</u>	<u>7,981,550</u>	<u>3,540,821</u>	<u>44%</u>	<u>4,440,727</u>	<u>8,660,930</u>	
Annual Surplus	<u>3,778,610</u>	<u>1,596,320</u>	<u>5,374,930</u>	<u>7,660,125</u>	<u>143%</u>	<u>(2,285,192)</u>	<u>10,663,273</u>	
Accumulated Surplus, Beginning of Year	<u>77,855,109</u>	<u>-</u>	<u>77,855,109</u>	<u>77,855,109</u>			<u>67,191,836</u>	
Accumulated Surplus, End of Year	<u>\$ 81,633,719</u>	<u>\$ 1,596,320</u>	<u>\$ 83,230,039</u>	<u>\$ 85,515,235</u>	<u>103%</u>	<u>\$ (2,285,192)</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
June 30, 2023
Unaudited

	2023	Remove	2023	2023	% Use Of	2022	
	<u>Financial Plan</u>	<u>Amortization</u>	<u>Adjusted</u>	<u>Actual-YTD</u>	<u>Financial</u>	<u>Actual</u>	
			<i>(Note)</i>	<i>(Note)</i>	<u>Plan</u>	<u>Variance</u>	
Annual Surplus	3,778,610	1,596,320	5,374,930	7,660,125	143%	(2,285,192)	10,663,273
Amortization	1,596,320	(1,596,320)	-	-		-	1,827,699
Change in supplies inventories	-	-	-	(3,521)		3,521	(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)	(2,468,531)	43%	(3,264,309)	(8,130,289)
Change in Net Financial Assets	(357,910)	-	(357,910)	5,204,520	(1454%)	(5,562,430)	4,352,628
Net Financial Assets, Beginning of the Year	6,430,793	-	6,430,793	6,430,793		-	2,078,165
Net Financial Assets, End of the Year	<u>\$ 6,072,883</u>	<u>\$ -</u>	<u>\$ 6,072,883</u>	<u>\$ 11,635,313</u>	<u>192%</u>	<u>\$ (5,562,430)</u>	<u>\$ 6,430,793</u>

Note:

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

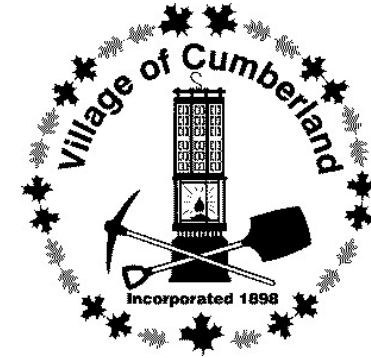
THE CORPORATION OF THE VILLAGE OF CUMBERLAND
Reconciliation of Financial Statement Surplus to Financial Plan Surplus
Interim Statement as at
June 30, 2023
Unaudited

	2023	Remove	2023	2023	% Use Of	2022	
	<u>Financial Plan</u>	<u>Amortization</u>	<u>Adjusted</u>	<u>Actual-YTD</u>	<u>Financial</u>	<u>Actual</u>	
			<u>Financial Plan</u>		<u>Plan</u>	<u>Variance</u>	
Annual Surplus	3,778,610	1,596,320	5,374,930	7,660,125	143%	(2,285,195)	10,663,273
Adjustments as per Financial Plan							
Acquisition of tangible capital assets	(5,732,840)	-	(5,732,840)	(2,468,531)	43%	(3,264,309)	(8,130,289)
Add back amortization expenses	1,596,320	(1,596,320)	-	-		-	1,827,699
Proceeds on borrowing	287,000	-	287,000	500,000	174%	(213,000)	554,967
Principal payments on debt	(856,610)	-	(856,610)	(572,501)	67%	(284,109)	(681,768)
Add Non-cash adjustments	-	-	-	-		-	5,681
Change in Consolidated Balances	<u>(927,520)</u>	<u>-</u>	<u>(927,520)</u>	<u>5,119,093</u>	<u>(552%)</u>	<u>(6,046,613)</u>	<u>4,239,563</u>
Transfer (To) / From Reserves							
To reserves	(2,459,640)	-	(2,459,640)	(2,930,271)	119%	470,631	(6,282,369)
From reserves	3,387,160	-	3,387,160	1,092,794	32%	2,294,366	2,783,428
Transfer (To) / From Reserves	<u>927,520</u>	<u>-</u>	<u>927,520</u>	<u>(1,837,477)</u>	<u>(198%)</u>	<u>2,764,997</u>	<u>(3,498,941)</u>
Surplus / (Deficit) Per Financial Plan	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 3,281,616</u>		<u>\$ (3,281,616)</u>	<u>\$ 740,622</u>

Note:

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

PROTECTIVE SERVICES QUARTERLY REPORT



REPORT PERIOD: March 31 - June 30, 2023

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

Service Quarterly Summary

Well things are drying up and heating up. Call volume is also up in the first 6 months. There have been 8 structure fires which the department was able to save the structures, 4 this year have been in the fire protection areas and 4 in Village. Fire Boat has been active 8 calls this year so far. At this time, we currently have a healthy 32 members we are looking to run another training group starting in September. We have been getting some interest from residents in starting the new recruiting class in September, which will be great. We have our training pad out back of the hall now completed and have purchased C Cans. They are on site we are working now connecting them building stairs and adding doors. The village has been doing well as far as Fire concerns residents have done good job being safe and fire smart as we approach Summer. Hope that the summer will be cooler and not so dry as other past years making our Village and forest areas a lot safer for us to play in but it's looking like summer will be very dry again is the forecast.

We have started our Bylaw person on weekend here in July. We have had more than normal fire starts in our recreational areas this year they have been reported early and easy to deal with but still concerning as this fire have potential to become much larger Fires. Training is going well we continue to improve our firefighters with wildland training.

Fire Services Response

Response Type	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	2023
Fire	4	8	2	0	6	6							26
Rescue	0	0	1	1	1	2							5
First Responder	14	11	16	7	14	9							71
MV Incident	3	3	7	1	3	1							18
Duty Officer	6	2	3	8	7	14							40
Total Monthly	27	24	29	16	31	29							161

Membership Status

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

Bylaw Enforcement Services

Bylaw services has been working hard with a backlog of files on a priority basis. There has been an increase in dog attack and aggressive dog complaint in this past quarter. These types of files commonly consume significantly more resources than many other types of files due to different and more interviews, obtaining medical records and other aspects. The bylaw department has been working towards wrapping up a couple long ongoing unsightly files and expecting completion soon. The bylaw department has been giving tickets for dogs being inside the children’s playground. The bylaw department is implementing some new procedures which will hopefully help with file retention.

Response Type	Q1	Q2	Q3	Q4	Total Jan – Dec 2023
Animal Control					
Dog calls	7	11			
Dog warnings	3	5			
Dog at large	2	10			
Dog attack	9	11			
Other animal complaints	4	1			
Wildlife complaints		2			
Illegal suites/vacation rentals	1	1			
Illegal BNB/vacation rental	2	1			
Property inspections	1	2			
Business complaints	1	0			
Do not occupy orders		1			
Stop work orders served		2			
Vandalism		2			
Illegal camp	1	2			
Closed park warnings		0			
Illegal dumping	3	1			
Noise complaints		2			
parking/traffic calls	5	2			
Parking tickets		1			
Parking Notices	4	8			
Vehicles towed	1	1			
RCMP calls/assists court calls	3	2			
Tickets served	2	6			
Ticket calls/ disputed	2	4			
General Customer service request	15	8			



Comox Valley RCMP Detachment

QUARTERLY REPORT

VILLAGE OF CUMBERLAND

April 1, 2023 – June 30, 2023

Comox Valley RCMP Detachment Quarterly Report

April 1, 2023 to June 30, 2023

The Comox Valley Royal Canadian Mounted Police (RCMP) provides quarterly updates on policing in the community. The quarterly reports 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

Calls for Service

During the first quarter of 2023, there were 236 Calls for Service in Cumberland. This was a 15% increase over the 205 Calls for Service in the first quarter 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	99	74	97	65							426

Most Common Call Types

Relative to the first quarter of 2022, all but two of the most common call types in Cumberland increased between 14% and 433% in the first quarter of 2023. There were 13 more Assist Police/Fire/Ambulance files in the first quarter of 2023 than in the first quarter of 2022. These files included attending ATV collisions, supporting EHS with combative patients, and assisting police from other jurisdictions with arrests as well as notifications.

	Final Case Type	2023	2022	% Change
		Q1	Q1	
1	ASSIST POLICE/FIRE/AMBULANCE	16	3	433%
2	DISTURBANCE	16	14	14%
3	MISCHIEF	15	9	67%
4	CHECK WELLBEING	14	12	17%
5	PROPERTY	12	12	0%
6	HARASSMENT	11	7	57%
7	THEFT	10	10	0%

8	ASSIST OTHER AGENCY	9	5	80%
9	ALARM FALSE	9	10	-10%
10	ABANDONED 911	9	7	29%

Most Common Call Locations (Excluding RCMP Detachment)

In the first quarter of 2023, the location in Cumberland with the highest number of Calls for Service was a private residence. The location with the next highest number of calls was the Comox Valley Waste Management Centre. Most of these calls pertained to lost property.

	Location	2023	2022	% Change
		Q1	Q1	
1	Private Residence	7	4	75%
2	3699 BEVAN RD (Dump)	6	1	500%
3	Private Residence	6	0	N/A
4	4690 CUMBERLAND RD (Gas N Go)	5	4	25%
5	Private Residence	5	0	N/A
6	████ KENDAL AVE █████	5	0	N/A
7	2665 DUNSMUIR AVE (Rec Centre)	5	0	N/A
8	2766 DUNSMUIR AVE (Supreme Convenience)	5	2	150%

UNCLASSIFIED

Violent Crime

During the first quarter of 2023, there were 22 Violent Crime files in Cumberland. This was a 4 file increase over the 18 Violent Crime files in the first quarter of 2022.

Types of Violent Crime

In the first quarter of 2023, the most common type of Violent Crime file in Cumberland was Assault. Relative to the first quarter of 2022, there were 6 fewer Utter Threats files in the first quarter of 2023.

File Type	2023	2022	% Change
	Q1	Q1	
ASSAULTS	12	6	100%
HARASSMENT	6	4	50%
EXTORTION	2		N/A
UTTER THREATS	1	7	-86%
SEX OFFENCES	1	1	0%
Grand Total	22	18	22%

Property Crime

During the first quarter of 2023, there were 35 Property Crime files in Cumberland. This was a 6% increase over the 33 Property Crime files in the first quarter of 2022.

Types of Property Crime

In the first quarter of 2023, the most common type of Property Crime file in Cumberland was Mischief to Property. Relative to the first quarter of 2022, there was an 8 file increase in Mischief to Property in the first quarter of 2023.

File Type	2023	2022	% Change
	Q1	Q1	
MISCHIEF TO PROPERTY	18	10	80%
THEFT FROM VEHICLE	4	4	0%
FRAUDS	4	4	0%
BREAK & ENTER - RES	3	1	200%
SHOPLIFTING	2	1	100%
OTHER THEFT U/5000	1	6	-83%
BREAK & ENTER - BUS	1	1	0%
MISCHIEF – CAUSE BY ACT/OMMISS'N	1	1	0%
ARSON	1	0	N/A
POSSESS STOLEN PROPERTY	0	1	-100%
AUTO THEFT	0	4	-100%
Grand Total	35	33	6%

UNCLASSIFIED

Canada Shipping Act Files

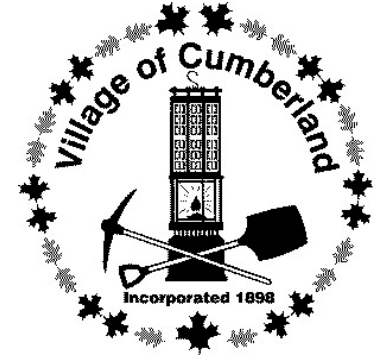
There have been no Canada Shipping Act compliance checks in Cumberland since 2021.

Files at Comox Lake, Cumberland Lake Park, and Cumberland Campground

During the first quarter of 2023, there were 2 files at the Cumberland Campground, which was the same as in the first quarter of 2022.

Location	2023	2022	% Change
	Q1	Q1	
CUMBERLAND CAMPGROUND	2	2	0%
Grand Total	2	2	0%

DEVELOPMENT SERVICES QUARTERLY REPORT



MEETING DATE: July 17, 2023
 REPORT PERIOD: April to June 2023
 FROM: Courtney Simpson, Manager of Development Services

QUARTERLY SUMMARY

In the first quarter of 2023 the Village of Cumberland received 12 new development applications. Five applications were closed and 24 are ongoing. Thirty-one building permits were issued, 16 of which are for new dwelling units.

The focus of policy work this quarter was launch of the Official Community Plan Review project with the “Plan Your Street” community engagement event in May. The new Development Procedures Bylaw was adopted as part of the Development Approvals Process Modernization project, and work progressed on the Tree Protection Bylaw project.

Staffing changes this quarter impacted departmental operations; the building inspection contract with the Comox Valley Regional District came to an end, and a new contract began with an independent Building Official. The Planner 1 position was vacant for much of June (and will be vacant for July).

Development Application Summary – Quarter 2, 2023

Application Type	New	Ongoing	Closed / Issued	Total
Amendments (OCP and Zoning)	0	2	0	2
Temporary Use Permits (TUP)	1	0	0	1
Heritage Alteration Permits (HAP)	1	1	0	2
Development Variance Permits (DV)	4	2	4	8*
Board of Variance	2	0	0	2
Development Permits (DP)	4	2	1	6*
Subdivision	0	17	0	17
Total	12	24	5	38

*two DV’s and one DP were opened and issued within Quarter 2. Totals are adjusted to account for this.

ATTACHMENTS

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

ATTACHMENT 1 - Amendment Applications List Quarter 2, 2023

File Number	Address	Purpose	Recent Activity
2020-02-OCP	3345, 3341, 3339 Second St	OCP and Zoning Amendment for a 22-unit affordable rental apartment building	Adopted July 10, 2023
2019-02-OCP	Horbury Road (Comox Lake)	OCP and Zoning Amendment for Comox Lake Land Corporation	Early agency referrals sent Dec 9, 2021. Report to Council Aug 8, 2022 with referral to APC. Applicant hosted public information meeting November 16, 2022. Preparing draft bylaws.

ATTACHMENT 2 - Permit Applications List Quarter 2, 2023

Temporary Use Permits

File Number	Address	Street Name	Purpose	Status	Recent Activity
2023-01-TUP	2701	Dunsmuir Avenue	Cannabis Retail	Open	Reviewing application

Heritage Alteration Permits

File Number	Address	Street Name	Purpose	Status	Recent Activity
2023-02-HAP	2723	Dunsmuir Avenue	Renovate King George Hotel	Open	Reviewing application
2023-01-HAP	2713c	Dunsmuir Avenue	New exterior door	Open	Applicant has put on hold

Development Variance Permits

File Number	Address	Street Name	Purpose	Status	Recent Activity
2023-05-DV	3274	Third Street	Reduce parking requirement	Open	Reviewing file
2023-04-DV	2934	Ulverston Avenue	Reduce setbacks to accommodate wastewater treatment plant	Issued	Approved by Council May 29, 2023
2023-03-DV	2794	Beck Avenue	Increase GFA for caretaker's residence	Issued	Approved by Council May 29, 2023
2023-02-DV	3025	Royston Road	To increase height of dwellings from 4.5m to 5.5m and allow for secondary access to manufactured home part to be emergency access to private road.	Issued	Approved by Council May 29, 2023
2022-11-DV	2818	Maryport Avenue	To increase GFA of ADU as a percentage of the primary dwelling	Issued	Approved by Council April 11, 2023
2022-09-10		Coal Valley Estates	To vary road standard in Subdivision and Development	Open	Reviewing application (see also 2022-07-DP)

			Bylaw for one road in Phase 10/11 subdivision application		
2022-09-DV	2540	Dunsmuir Avenue	To reduce front setback for dwelling addition	Open	Approved by Council April 11, 2023
2020-08-DV	3345, 3341, 3339	Second Street	Vary setback and parking requirement for multi-family affordable housing	Open	Report for issuance in progress now that OCP and Zoning amendments adopted.

Development Permits

File Number	Address	Street Name	Purpose	Status	Recent Activity
2023-04-DP		Bevan Road	2-lot subdivision	Issued	Approved by Council July 10, 2023
2023-03-DP	2956	Ulverston Avenue	New modular trailer for industrial use	Open	Applicant requested time to make changes
2023-02-DP	4640	Cumberland Road	New warehouse building	Open	Waiting for further information
2023-01-DP	2793	Beck Avenue	New industrial and yard	Open	Waiting for further information
2020-11-DP	3339	Second Street	To vary setback and parking requirement	Open	Referred to APC (Dec 10 2020) and HAH Committee (Jan 20 2021). On hold pending adoption of OCP and Zoning amendments.
2019-15-DP		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 – Board of Variance Applications List Quarter 2, 2023

File Number	Address	Street Name	Purpose	Status	Recent Activity
2023-02-BOV	3419	Bevan Road	Reduce front and side setbacks for accessory buildings	Open	Reviewing File
2023-01-BOV	2560	Dunsmuir Avenue	Reduce front setback for new porch (Camp Road)	Open	Reviewing File

ATTACHMENT 3 - Subdivision Applications List Quarter 1, 2023

File number	Address	Street Name	Purpose	Status	Recent Activity
2023-01-SV		Bevan Road	2 lot industrial	PLR	Reviewing for final approval
2022-02-SV	2807	Windermere Avenue	2 lot residential	PLR	PLR expires October 27, 2023
2021-04-SV	3400	Mill Street	2 lot residential	Maintenance	Plan registered 2 nd quarter 2022
2021-02-SV		Coal Valley Estates	Coal Valley Estates Phase 10/11, 69 residential lots plus multi-family, seniors housing and mixed use	PLR	PLR Issued March 18, 2022.
2021-01-SV		Beck Avenue	6 lot industrial	Maintenance	Plan registered 4 th quarter 2022
2020-10-SV	3132	Grant Road	3 lot bare land strata industrial with building conversion	DSA	Final legal review
2020-09-SV	2631	Derwent Avenue	4 lot residential	DSA	Final legal review
2020-08-SV	3268	Fifth Street	2 lot residential	Maintenance	
2020-07-SV	2798	Ulverston Avenue	4 lot residential (revised application)	PLR	PLR extended to Oct 27, 2023
2020-04-SV	2814	Dunsmuir Avenue	2 lot residential	Maintenance	
2019-08-SV		Maple Street	24 lot residential	Maintenance	Park construction and boulevard planting still to occur
2019-05-SV	2828	Maryport Avenue	2 lot residential	Maintenance	
2019-03-SV	4700	Cumberland Road	2 lot residential	Maintenance	
2019-02-SV	2640	Derwent Avenue	3 lot residential	Maintenance	
2017-04-SV		Carlisle Lane	8 lot residential	Maintenance	
2017-02-SV		Coal Valley Estates	Phase 8 – 22 lot residential	Maintenance	
2015-03-SV	3216	Sutton Road	3 lot residential	Maintenance	Plan registered 2 nd quarter 2022

ATTACHMENT 4 - Building Permits Issued Quarter 2, 2023

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

	2022 Totals	Q1 2023	Q2 2023	Q3 2023	Q4 2023	2023 Totals
Single Family Dwellings (SFD)	17	5	9			14
Secondary Suite Conversions	5	2	4			6
Duplex	0	2	0			2
SFD Addtns & Reno's	11	5	10			15
Accessory Dwelling Units	10	1	3			4
Residential Accessory	13	0	1			1
Multi-family	2	0	0			0
Industrial & Utility	5	1	2			3
Commercial	1	0	0			0
Institutional	1	0	1			1
Demolition	2	1	1			2
TOTALS	67	17	31			48
<i>New dwelling units</i>	<i>38</i>	<i>11</i>	<i>16</i>			<i>27</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	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

	2020-12-14	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	Complete
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;	LS	In Progress
21-45	2021-02-08	THAT Council direct staff to bring forward a report on implementing a 30km/h speed zone in the Village.	OP	In Progress
21-221	2021-06-28	THAT Council investigate an agreement with AirBnB to recoup the hotel tax that is currently being collected by the company.	ED	In Progress
21-221	2021-06-28	THAT Council endorse the Vacation Rental Regulations Review Resident and Stakeholder Engagement Plan;	DS FS	Complete Complete
COTW	2021-07-26	THAT the Committee direct staff to consider options for re-locating the sani dump outside the downtown core in future facility planning projects.	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	Complete
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 PR	Complete
21-251	2021-08-09	THAT Council direct staff to prepare a report on the request from K. Wiseman, Wiser Projects, regarding 3339, 3341, 3345 Second Street Affordable Housing Development.	DS	Complete
21-293	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	<p>THAT Council approve the Bevan Industrial Lands Implementation Plan dated November 2021;</p> <p>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</p> <p>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</p> <p>THAT Council direct staff to bring forward an amendment to the adopted 2022-2026 Financial Plan Bylaw to reflect this expenditure.</p>	<p>DS</p> <p>DS</p> <p>FS</p> <p>FS</p>	<p>Complete</p> <p>In Progress</p> <p>Complete</p> <p>Complete</p>
22-287	2022-02-28	<p>THAT Council direct Staff to engage with School District #71 relating to school active travel and the intersection of First Street and Ulverston Avenue.</p>	Op	In Progress
22-299	2022-03-14	<p>THAT Council invite the K'ómoks First Nation to meet to provide information on the Guardian Watchman program.</p>	LS	In Progress
22-346	2022-04-11	<p>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.</p>	<p>DS</p> <p>OP</p>	In Progress
22-348	2022-04-11	<p>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.</p>	FS	In Progress
22-369	2022-04-25	<p>THAT Council approves the Village submit an application for the Cumberland 125th Community Celebration under the Building Communities Through Arts and Heritage Program;</p> <p>and THAT Council direct staff to report back on the financial costs of administering and coordinating a successful grant application and include these costs in 2023 budget discussions and workplans.</p>	ED	<p>Complete</p> <p>In progress</p>
22-399	2022-05-30	<p>THAT Council adopt the following resolution:</p> <p>WHEREAS the Council of the Village of Cumberland has the authority, under Division 12 of Part 3 of the Community Charter, to impose remedial action requirements in relation to hazardous conditions and declared nuisances;</p> <p>AND WHEREAS, Council received the Remedial Action Requirements, 2721 Derwent Avenue Report on May 30, 2022;</p>	CAO	In Progress

22-401	2022-05-30	<p>THAT Council adjust the bylaw in section 4.2(j) by changing “two (2) MOTOR VEHICLES” to “four (4) MOTOR VEHICLES”; and THAT Council give first reading to Good Neighbour Bylaw No. 1168, 2022 with the following section 1.2 added:</p> <p>The purpose of the Good Neighbor Bylaw is to regulate, prohibit, and impose requirements and fees in relation to nuisances, disturbances, and other objectionable situations, and to authorize broad powers to be applied in a reasonable manner in response to complaints received that involve significant nuisances and negative impacts to neighbouring properties.</p>	LS	In Progress
22-402	2022-05-30	<p>THAT Council amend THE Good Neighbour Bylaw No. 1168, 2022 in section 2.5 by removing subsection (e) of the definition of “UNSIGHTLY”.</p>	LS	In Progress
22-403	2022-05-30	<p>THAT Council direct staff to prepare an update to Council’s Bylaw Enforcement Policy to update 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.</p>	LS	In Progress
22-432	2022-06-27	<p>THAT the correspondence from Jesse Ketler, Chair of the Comox Valley Regional District Board regarding Automotive Service Stations be referred to staff to report back to Council.</p>	DS	In Progress
22-444	2022-06-27	<p>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.</p>	ED	In Progress
22-479	2022-08-08	<p>THAT Council direct staff to bring forward a report on the BC Speculation Tax.</p>	CAO	In Progress
22-503	2022-08-08	<p>THAT Council refer the proposed Anti-Racial Discrimination and Anti-Racism Policy to staff for review and recommendation.</p>	LS CS	In Progress
22-528	2022-09-21	<p>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”.</p>	OP FS	Complete
22-531	2022-09-21	<p>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.</p>	DS	In Progress

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
23-023	2023-02-13	<p>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.</p>	FS	Complete
23-043	2023-03-13	<p>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.</p>	LS	Complete
23-044	2023-03-13	<p>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>	CAO	Complete
23-052	2023-03-27	<p>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,</p> <p>THAT Council share the Village’s Long Range Water Supply Strategy with Mr. Sinclair; and</p> <p>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.</p>	OP LS OP	Complete Complete Complete
23-053	2023-03-27	<p>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.</p>	LS	In Progress

23-057	2023-03-27	<p>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:</p> <ul style="list-style-type: none"> ·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	Complete
23-062	2023-03-27	<p>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.</p>	DS	Complete
23-069	2023-04-11	<p>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.</p>	OP	In Progress
23-070	2023-04-11	<p>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.</p>	LS	Complete
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"> 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 ii.variance to the Zoning Bylaw to increase the height of all principal dwellings be from 4.5m to 5.5m; and iii.amendment to 2021-01-MHP to include the second phase of development on the property. 	DS	Complete

COTW	2023-04-24	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.	PR	Complete
COTW	2023-04-24	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.	LS	Complete
23-087	2023-04-24	That Council refer the request from the United Riders of Cumberland regarding partnering on a Pump Track project to staff to provide a report to Council for more information on the opportunity.	PR	Complete
23-089	2023-04-24	THAT Council direct staff to report to Council in a closed session meeting under section 90 (e) regarding possible municipal lands or facilities available for affordable housing.	CAO	Complete
23-097	2023-05-08	THAT Council direct staff to bring forward the provision of free menstrual products in Village public washrooms in the 2024 operational budget.	PR	In Progress
23-099	2023-05-08	THAT Council allocate 2023 Community Grant Program funding in the amounts of \$2,000 to Cumberland Culture and Arts Society, \$5,000 to the Comox Valley Health Network, and \$3,000 to the 1st Cumberland Scouts.	LS	Complete
23-100	2023-05-08	THAT Council refer the Beaufort Family Health Society community grant application to staff to explore other funding options.	FS	Complete
23-101	2023-05-08	THAT Council provide liability insurance to Elevate the Arts for the delivery of arts and culture event service providers through the Municipal Insurance Association associate members program and authorize the Chief Administrative Officer (CAO) to enter into service provider agreements with community arts and culture event service providers for the provision of liability insurance.	ED	Complete
23-103	2023-05-08	THAT Council allow the Comox Strathcona Waste Management Centre an additional one (1) year to connect to Village water beyond the one-year requirement contained in the Municipal Water System Regulation and Fees Bylaw 1023, to allow a review of water servicing requirements; and THAT Council instruct staff to review the newly adopted DCC Bylaw and how it may be applied to the Comox Strathcona Waste Management Centre site, and to bring back a report for discussion at a future date.	OP	In Progress In Progress

23-104	2023-05-08	THAT Council consider the principles of responsible conduct and decide to update its code of conduct and consider resourcing the review during its 2024 budget development.	LS	In Progress
23-105	2023-05-08	THAT Council approve the temporary installation of the two K'wax Dzi Dsas welcome poles in Peace Park; THAT Council approve the expenditure of up to \$40,000 to be funded through the General Asset Reserve for the installation of the welcome poles and THAT Council direct staff to bring forward an amendment to the adopted 2023-2027 Financial Plan Bylaw to reflect this expenditure; THAT Council direct staff to research potential grant programs for funding for the carving and raising of permanent welcome poles at the Peace Park location; THAT Council direct staff to conditionally grant up to \$40,000 to Dawn to Dawn Action on Homelessness Society for the sole purpose of raising two welcome poles and related costs at Peace Park; and THAT Council direct staff to enter into a Waiver Agreement with Dawn to Dawn Action on Homelessness Society and their construction contractor acknowledging the Village has approved construction of the pole footings without structural engineering sign off on the condition that the contractor demonstrate the necessary knowledge, recent experience on a similar project, and provide a reference satisfactory to the Village from a similar recent project.	PR FS	Complete In Progress In Progress In Progress Complete
23-106	2023-05-08	THAT the Village of Cumberland Council approves the application made to the Union of BC Municipalities Community Emergency Preparedness Fund (Emergency Operations Centre's & Training 2023) for \$30,000 to be used in 2023-2024 to support the regional application made by the Comox Valley Regional District (primary applicant); and THAT as a joint applicant, the Village of Cumberland Council agrees that the primary applicant will apply for, receive, and manage the UBCM CEPF EOC & Training grant funding on the Village's behalf, if successful in grant funding; and THAT the Village of Cumberland Council approves the application to be made to the Union of BC Municipalities Community Emergency Preparedness Fund (Public Notifications & Evacuation Route Planning 2023) for \$30,000 to be used in 2023-2024 to support the regional application made by the Comox Valley Regional District (primary applicant); and THAT as a joint applicant, the Village of Cumberland Council agrees that the primary applicant will apply for, receive, and manage the UBCM CEPF Public Notifications & Evacuation Route Planning grant funding on the Village's behalf, if successful in grant funding.	FD FS	In Progress
23-107	2023-05-08	THAT Council direct staff to work with the United Riders of Cumberland on a Project Partnership Agreement for the proposed paved pump track at Village Park and report back to Council with a draft agreement.	PR	In Progress

23-108	2023-05-08	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.	LS	In Progress
23-109	2023-05-08	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 THAT Council authorize the Manager of Parks and Recreation to make changes to the Memorandum of Understanding, 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.	PR	Complete
23-117	2023-05-29	That Council direct staff to work with owners of the Cayet land to include appropriate information about the land in the Official Community Plan Review for community engagement on future land use.	DS	In Progress
23-120	2023-05-29	THAT Council approve the development variance permit (2023-02-DV) to allow the 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 to increase the height of all principal dwellings from 4.5m to 5.5m in Phase 2 on the property described as Lot 1, District Lot 24, Nelson District, Plan 38778 Except Part In Plan 49490. THAT Council approve the amendment to Manufactured Home Park Permit (2021-01-MHP) to include the second phase of development on the property described as Lot 1, District Lot 24, Nelson District, Plan 38778 Except Part In Plan 49490.	DS	Complete
23-121	2023-05-29	THAT Council approve the mural proposed for the front elevation of the Memorial Hall at 2770 Dunsmuir Avenue, legally described as Lot 3, Block 15, District Lot 21, Nelson District, Plan 522A (Royal Canadian Legion Branch 28), to exempt this public art from requiring a Heritage Alteration Permit; and THAT Council approve the painting proposed for the Memorial Arch at 2770 Dunsmuir Avenue, legally described as Lot 3, Block 15, District Lot 21, Nelson District, Plan 522A (Royal Canadian Legion Branch 28), as required by Heritage Designation Bylaw No. 818 and to exempt this public art from requiring a Heritage Alteration Permit.	DS	Complete

23-122	2023-05-29	<p>THAT Council approve the development variance permit to reduce the required 7.5m setbacks for:</p> <ul style="list-style-type: none"> • Building 1 – Tent A - Wastewater Treatment Plant from 7.5m to 0.0m; • Building 2 – Tent B from 7.5m to 7.0m; • Structure 4 – Primary disinfection contact basin from 7.5m to 0.0m; • Structure 5 – Extreme wet weather disinfection contact basin from 7.5m to 0.0m; • Structure 6 – Blower Packages from 7.0m to 0.0m; • Structure 11 – Chemical storage for SAF systems from 7.5m to 0.0m; and • All storage containers along the south property line from 7.5m to as close at 1.5m <p>for the property described as Lot 1 District Lot 24 Nelson District Plan VIP71673 (2934 Ulverston Avenue); and</p> <p>THAT Council approve the development variance permit to reduce the minimum required setbacks for:</p> <ul style="list-style-type: none"> • Building 1 – Tent A - Wastewater Treatment Plant from 1.5m to 0.0m; • Structure 4 – Primary disinfection contact basin from 1.5m to 0.0m; • Structure 5 – Extreme wet weather disinfection contact basin from 4.5m to 0.0m; • Structure 6 – Blower Packages from 1.5m to 0.0m; and • Structure 11 – Chemical storage for SAF systems from 1.5m to 0.0m <p>for the property described as Lot C District Lot 24 Nelson District And Section 25 Township 10 Comox District Plan VIP65968, Except Part In Plan VIP67631.</p>	DS	Complete
23-123	2023-05-29	<p>THAT Council direct staff to prepare a conditional two year bridge funding agreement with the Beaufort Family Health Society in support of community health centre services in the amount of \$10,000 per year, for a total of \$20,000 for 2023 and 2024, funded from the Waste Management Centre Host Community Amenity Funds Reserve.</p>	FS	In Progress
23-124	2023-05-29	<p>THAT Council approve the Corporation of the Village of Cumberland 2022 Statement of Financial Information for filing with the Ministry.</p>	FS	In Progress
23-125	2023-05-29	<p>THAT Council amend Development Application Procedures Bylaw No. 1187, 2023 as shown in Attachment 5 of the staff report dated May 15, 2023, in section 6.2.1 to read "at least 10 days prior to the meeting at which the application will be considered", and in 9.2.1 by striking out "submission" and substituting "return", and give third reading to the bylaw as amended; and</p> <p>THAT Council give third reading to Fees Amendment Bylaw No. 1188, 2023.</p>	DS	Complete
23-127	2023-05-29	<p>THAT Council support the Mayor and Chief Administrative Officer providing advocacy support to the Beaufort Family Housing Society for Provincial funding.</p>	LS	Complete

23-129	2023-05-29	<p>THAT Council direct staff to respond to the Ministry of Housing’s invitation to share information on municipally owned land potentially available for affordable housing with information on the following parcels:</p> <p>Dunsmuir North (PIDs 001-418-041 and 008-932-212) Dunsmuir South (PIDs 002-828-855, 029-462-576) including 3249 First Street (PID 029-462-568) Union Road North (PID 023-888-521) Union Road South (PID 024-959-219).</p>	DS	In Progress
23-136	2023-06-12	<p>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</p> <p>THAT the following Village-owned properties be considered in the Conservation Plan:</p> <ul style="list-style-type: none"> ·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 	PR	In Progress
23-137	2023-06-12	<p>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.</p>	LS	In Progress
23-138	2023-06-12	<p>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:</p> <ul style="list-style-type: none"> • \$1,840,000 to be funded through Growing Community Funds; and • \$300,000 to be funded through Sewer and Water Infrastructure Asset Replacement Reserve; <p>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”:</p> <ul style="list-style-type: none"> • \$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; <p>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</p> <p>THAT Council direct staff to bring forward an amendment to the adopted 2023-2027 Financial Plan Bylaw to reflect these expenditures.</p>	OP FS	In Progress

23-139	2023-06-12	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.	DS	Complete
23-140	2023-06-12	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.	LS	Complete
COTW	2023-06-26	THAT the Committee recommend Council to direct staff to amend the Permissive Tax Exemption Policy to include an exemption on the assessed improvement value of qualifying affordable rental housing properties.	FS	In Progress
23-150	2023-06-26	THAT Council direct staff to prepare a report to provide conditional bridge funding grant to the Cumberland Community School Society for the food share program.	FS	Complete
23-151	2023-06-26	THAT Council appoint Councillor Therrien as a non-voting liaison, and Councillor Borecky as alternate, to the Comox Valley Early Years Collaborative.	LS	Complete
23-152	2023-06-26	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.	LS	Complete
23-153	2023-06-26	THAT Council receive the 2022 Annual Report and receive any submissions and questions from the public.	LS	Complete