

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

Monday, October 30, 2023, 2:00 p.m.  
Council Chamber, 2675 Dunsmuir Avenue



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

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Pages

1. Call to Order

2. Agenda

2.1 Agenda for Committee of the Whole meeting, October 30, 2023

**Recommendation:**

THAT the Committee approve the agenda for the October 30, 2023  
Committee of the Whole Meeting.

3. Delegations

4. Reports

4.1 Strategic Priorities, Third Quarter Reports, July - September 2023  
Prepared by Michelle Mason, Chief Administrative Officer

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**Recommendation:**

THAT the Committee receive the Strategic Priorities, Third Quarter  
Reports, July - September 2023.

5. Question Period

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

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

6. Closed Portion

**Recommendation:**

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

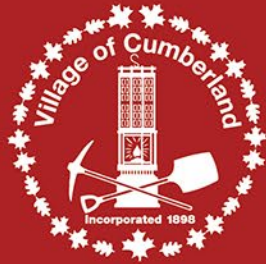
(c) labour relations or other employee relations;

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

**7. Adjournment**

**Recommendation:**

THAT the Committee adjourn the meeting.



# QUARTERLY REPORT TO COUNCIL

July to September 2023



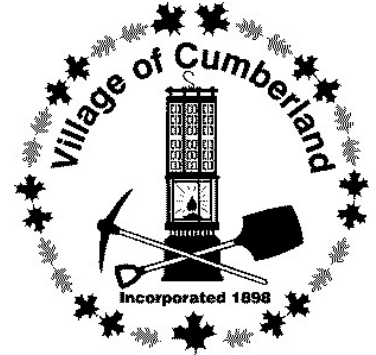
THE VILLAGE OF  
**CUMBERLAND**



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# STRATEGIC PRIORITIES QUARTERLY REPORT



MEETING DATE: October 30, 2023  
REPORT PERIOD: July to September 2023  
FROM: Michelle Mason, Chief Administrative Officer

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

- Strategic Priorities 2023-2027 Updates
- Financial Services
- Protective Services
- RCMP
- Development Services
- Legislative Services (Council Resolution list)

## QUARTERLY SUMMARY

This report summarizes the third quarter of 2023. The Strategic Priorities report also lists and provides a status update of active projects and initiatives.

A highlight of the quarter was the approval of the development and variance permits for the K'wax' Dzi Dsas Cumberland Affordable Housing project, the amended Village policy to allow a permissive tax exemption on the assessed value of the improvements for affordable housing rentals, and the establishment of the Affordable Housing Reserve fund. With Council's endorsement of the tree protection approach presented at the July 24, 2023 Council meeting, the bylaw has moved into the development phase. Council endorsed The Regional Accessibility Framework. An update to Transportation Master Plan was presented at the September 25, 2023 meeting followed by a public engagement open

house September 26, 2023 for additional feedback. The first year of the two-year bridge funding was distributed to Cumberland Community Schools Society to support the food share program and the Beaufort Family Health Society to support the start-up of a non-profit family health clinic in Cumberland.

There was insufficient precipitation during the spring and summer months resulting in the Village moving to Stage 3 water restrictions and, after sufficient rainfall, the restrictions were rescinded October 16, 2023. The Village received \$150k from the complete communities grant that will significantly add value to the Official Community Plan process. As part of the strategic review of core Village-owned properties, the Village purchased the house that is surrounded by the public works yard and the house will be rented in the short-term until long-term plans for the block of municipal properties are underway. Council approved an amendment to the Volunteer Firefighter remuneration policy for a call out wage increase. Capital works for linear asset replacement got underway in September with the Union Road watermain installation first, then the other upgrades (First Street etc.) will follow later in 2023 and into 2024.



**106**  
GOALS

**23%**  
GOAL COMPLETION

STRATEGIC PLAN 2023-2027 PLAN

DIVERSE AND HEALTHY COMMUNITY

Initiative	2022	2023	2024	2025	2026	Updates	Actions	Status
<b>Socio-economic diversity and inclusion</b>								On Track
→ Pursue multiple pathways to support the development of non-market housing opportunities								On Track
→ Permissive tax exemptions on improvements						<b>NEW</b> Financial Plan Bylaw policy amended for tax exemption on assessed value of improvement of affordable rental housing		Complete
→ Establish a housing reserve fund								Complete
→ Establish application process to housing reserve fund								Not started
→ For K'waxdzi'dzas Affordable Housing at 3345 2nd Street, facilitate completion of legal agreements, Zoning bylaw amendments and sub-lease agreement with housing society.						<b>NEW</b> All complete except sub-lease, which is waiting for after funding for construction is received.		On Track
→ Continue to explore opportunities for food security								Complete

Initiative	...	2022	2023	2024	2025	2026	Updates	Actions	Status
→ Pursue bridge funding agreement with CCSS to ensure short term viability of Cumberland Community Food Share program.			■				<b>NEW</b> 2 year agreement with CCSS for 10k funding in 2023 and 2024 to support the Food Share Program		Complete
→ Develop an Accessibility Plan			■	■	■				On Track
→ Regional accessibility framework			■				<b>NEW</b> October 2023: Council endorses regional Accessibility Framework. Next steps: Funding application to SPARC BC and development of Assessment and Action Plan in 2025.		Complete
→ 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
→ Housing Action Plan					■				Not started
→ Development Approvals Process Modernization Project		■	■				<b>NEW</b> All grant funded activities will be completed by November 15. Remaining deliverables include internal processing manual and training, public application guides, and digitizing building permit plans.		On Track
→ Information technology solution for Development Approvals Process Modernization project			■				<b>NEW</b> Work ongoing with consultant.		On Track
<b>Effective community engagement and communication</b>			■	■	■	■			On Track
→ Implement the Communications Strategy			■	■	■				On Track
→ Complete the communications and implementation strategy			■				<b>NEW</b> • review and revision of draft communications strategy started Oct 17, 2023		On Track

Initiative	2022	2023	2024	2025	2026	Updates	Actions	Status
→ Hire a permanent part-time communications coordinator			█			<b>NEW</b> • a temporary communication coordinator started Oct 16, 2023		On Track
→ Communications Strategy Implementation			█	█	█	<b>NEW</b> • some communications strategy actions have been initiated		On Track
→ Encourage stronger community engagement			█	█	█			Not started
→ Include community engagement in the Communications Strategy implementation plan			█	█	█			Not started
→ Develop a Bylaw Enforcement Strategy			█	█	█			Not started
→ Update the Bylaw Enforcement Policy			█					Not started
→ Good Neighbour Bylaw	█	█	█					On Track
→ Bylaw Offence Notice system			█					Not started
→ Bylaw enforcement service review			█					Not started
<b>Thriving community arts, culture and recreation</b>			█	█	█			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				█	█	<b>NEW</b> • waiting for Recreation & Culture facility planning process - currently unfunded		Not started
→ Develop parks and recreation strategies			█	█	█			On Track

Initiative	2022	2023	2024	2025	2026	Updates	Actions	Status
→ Explore opportunities for managing regional and destination trail traffic through new or improved parking and/or trail infrastructure								Not started
→ Lower Perseverance Creek Protected area: complete Village land acquisition and participate in land use planning with CCFS and CVRD						<b>NEW</b> • The Village is prepared for this purchase once the sale is initiated		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
→ Solport Park: playground and amenity construction								Not started
→ Cumberland Community Forest Management Plan								Not started
→ Implement the 2022 Lake Park Master Plan Update						<b>NEW</b> • Swim raft & boat launch reconstruction completed • Traffic Management Plan underway • Funding from ICET for new glamping sites (LP Society project)		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						<b>NEW</b> • initial meetings with organizations		On Track
→ Draft a Special Event Policy and modernize of Special Event Applications process								On Track

Initiative	...	2022	2023	2024	2025	2026	Updates	Actions	Status
→ Implement facility improvements to municipal event and culture venues per recreation, arts and culture Plan							<b>NEW</b> • waiting for Arts & Culture planning process - currently unfunded		Not started
<b>Meaningful Reconciliation with Indigenous Peoples</b>									On Track
→ Respond to and prioritize requests and engagement with K'ómoks First Nation							<b>NEW</b> Ongoing: • 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"/>	Not started
→ Staff and Council education on the UNDRIP and Indigenous relations							<b>NEW</b> • initial education has taken place to determine Village Wide program	Organization wide Indigenous Awareness Training/Education program <input type="checkbox"/>	On Track
→ Work with Indigenous Peoples to further the goals of the UNDRIP							<b>NEW</b> • attended five Reconciliation Advisory Table meetings • provided Summary Report 1: Laying the Foundation to Council with an update on the Advisory Table progress	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
→ Work with Indigenous Peoples on mutually beneficial partnerships								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
<b>Effective Regional Partnerships</b>									On Track

Initiative	...	2022	2023	2024	2025	2026	Updates	Actions	Status
↳ Participate in regional services that maximize community benefit								<ul style="list-style-type: none"> <li>Regional Active Transportation Network Plan Implementation <input type="checkbox"/></li> <li>Regional Climate Action Plan <input type="checkbox"/></li> <li>Regional Growth Strategy Review <input type="checkbox"/></li> <li>Regional Airshed Roundtable <input type="checkbox"/></li> <li>Regional Recreation Pass and Regional Fields Centralized Booking Feasibility project <input type="checkbox"/></li> <li>Inform Council decision on CVRD invitation to become participant in Regional Recreation Fields Service <input type="checkbox"/></li> <li>Regional Emergency Program service <input type="checkbox"/></li> <li>CVRD Tourism Service Strategic Planning <input type="checkbox"/></li> <li>CVRD Regional Parks and Trails Advisory Committee <input type="checkbox"/></li> </ul>	On Track

# SUSTAINABLE SERVICE DELIVERY & ASSET MANAGEMENT

Initiative	2021	2022	2023	2024	2025	2026	Updates	Actions	Status
<b>Comprehensive Asset Management</b>									On Track
→ Complete the Asset Management Plan that values green infrastructure.							<b>NEW</b> majority of the work has not commenced on this project due to other higher priorities.		On Track
→ Establish an Asset Management Team									Not started
→ 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
<b>Sustainable Public Utilities</b>									On Track
→ Review the solid waste collection system							<b>NEW</b> Staff hope to start work on this project later this year.		Not started
→ Review options and costs for an automated collection system with service to ICI customer analysis.									Not started
→ Council consideration of 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									Behind

Initiative	2021	2022	2023	2024	2025	2026	Updates	Actions	Status
→ Construction phase 1							<p><b>NEW</b></p> <p>Construction has commenced and includes stripping unsuitable material and gravel import to main treatment work site. Excavation for foundations has occurred for the workshop &amp; lab/office buildings. Lagoons were lowered and work has also commenced on the interconnect pipe between the lagoons, the trunk main inflow pipe, and the pipe to the treatment works wet well.</p>		Behind
→ Design and construction phase 2							<p><b>NEW</b></p> <p>Some design of the Phase 2 works has commenced in order to complete Phase 1 design and construction.</p>		On Track
→ Plan for future wastewater treatment approval									Not started
→ Launch Stage 3 LWMP, including update wastewater master plan, and update stormwater master plan							<p><b>NEW</b></p> <ul style="list-style-type: none"> <li>procurement process for LWMP consultant needed</li> <li>sewer master plan update to be carried forward to 2024 to be completed with storm master plan</li> </ul>		Not started
→ Submit Stage 3 Liquid Waste Management Plan to Ministry of Environment for final approval									Not started
→ Reconstruct the dam at the No. 2 drinking water reservoir									On Track
→ Engagement with the K'omoks First Nation							<p><b>NEW</b></p> <ul style="list-style-type: none"> <li>Currently working through the Cultural &amp; Heritage Investigation component of the project with KFN, including a response from the BC Archaeology Branch.</li> <li>Project was presented to K'omoks First Nation Chief and Council June 8, 2023</li> </ul>		On Track
→ Design and construction							<p><b>NEW</b></p> <p>Staff are working on a design/build RFP document to get design of the project started in the coming months.</p>		On Track
→ Protect the Perseverance Creek watershed									On Track

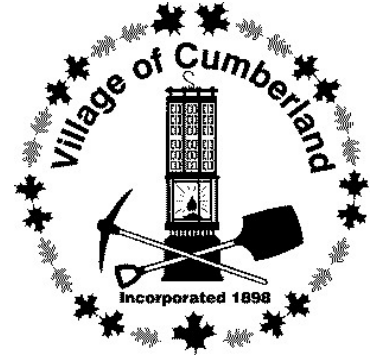
Initiative	2021	2022	2023	2024	2025	2026	Updates	Actions	Status
→ Advocate province for funding for land protection from Watershed Security Strategy							<b>NEW</b> <ul style="list-style-type: none"> <li>UBCM ministry meetings to advocate for funding for PWI process (supplemented previous ministry meetings)</li> <li>AVICC resolution on the Watershed Security Strategy and Fund and representation on the Managed Forest Council passed at UBCM</li> </ul>		On Track
→ Develop a long range strategy for governance, ownership and management for watershed protection lands									Not started
→ Watershed Science: collect and synthesize data to deepen understanding of watershed hydrologic function							<b>NEW</b> <ul style="list-style-type: none"> <li>hydrometric assessment contract awarded</li> </ul>		On Track
→ Land Use planning : Define area of interest for protection of hydrologically sensitive / important private lands							<b>NEW</b> <ul style="list-style-type: none"> <li>Will start in 2024 but 2025 and 2026 work is currently unfunded</li> </ul>		Not started
→ Continue to support Cumberland Community Forest Society partnership work in community watershed education									On Track
→ Update the water conservation bylaw									Not started
<b>Multi-Modal Transportation Management</b>									On Track
→ Complete the Transportation Master Plan that includes active transportation							<b>NEW</b> <p>The second round of public engagement is being wrapped up and will help confirm ideas presented related to calming traffic, creating shared streets to allow for safer active travel, priority corridors. Work will continue on developing the plan with the hope of presenting Council a draft copy before the end of the year.</p>		On Track
→ 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
<b>Effective Response to Climate Change</b>								On Track
→ Update the Corporate Climate Action Plan						<b>NEW</b>	<ul style="list-style-type: none"> <li>added Corporate Climate Action Plan to scope for Community Climate Action Plan</li> </ul>	On Track
→ 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.						<b>NEW</b>	Ongoing	On Track
→ Community Climate Action Plan for Cumberland with Official Community Plan Review that will complement regional plan.						<b>NEW</b>	RFP closed, reviewing proposals	On Track
<b>Ecologically, Socially, and Financially Sustainable Land Use Planning</b>								On Track
→ Complete the Official Community Plan update and review priorities, such as...								On Track
→ Development and servicing strategy for Union Road lands						<b>NEW</b>	Baseline studies completed, working on concept plans.	On Track
→ Bevan Industrial Servicing Strategy						<b>NEW</b>	<ul style="list-style-type: none"> <li>at final draft stage</li> </ul>	On Track
→ Public engagement and bylaw development						<b>NEW</b>	<ul style="list-style-type: none"> <li>Committees consulted and data collection in preparation for phase 2 engagement</li> <li>Complete Communities grant successful</li> <li>K'ómoks First Nation Chief and Council engagement expected in fall or early 2024</li> <li>Phase 2 engagement to take place in winter and spring of 2024</li> </ul>	On Track

Initiative	2022	2023	2024	2025	2026	Updates	Actions	Status
→ 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
→ Community engagement						<b>NEW</b> Planned engagement complete, proposed bylaw will be available for public comment after read by Council.		On Track
→ Bylaw Development						<b>NEW</b> Draft bylaw in legal review before being presented to Council for readings.		On Track
→ Zoning Bylaw update to implement the Official Community Plan								Not started
→ Community Engagement								Not started
→ Bylaw Development								Not started
→ Fiscal impact analysis on new or potential development, including industrial, commercial and investment inventory assessment						<b>NEW</b> • procurement for this project required for the first phase		On Track

# FINANCIAL SERVICES QUARTERLY REPORT



MEETING DATE: October 30, 2023  
REPORT PERIOD: July to September 2023  
FROM: Annie Bérard, Chief Financial Officer

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## QUARTERLY SUMMARY

- Revenue and expense items are currently running within the approved budget.
- There are no significant concerns to note at this time.
- Property and Parcel Taxes for 2023 have been levied in May and 91% of the taxes have been collected to date.

Attached to the report are financial summaries as at September 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 September 30, 2023 are attached:

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

Based on the above information and the fact that some invoices are still outstanding and some expenses are not recognized until year-end, we can expect an approximate 70-75% use of budget for operating expenses. Brief comments are included on Attachment 2 and 4 and expanded information regarding variances and other items of note are provided below.

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

The Cash, equivalents and investments balance is higher due to reserves contributions that are saving for future expenditures as well as advances received for provincial grants (also included in the deferred revenue balance). These funds are invested and are generating interest revenue.

Accounts receivable are higher at September 30, 2023 than at December 31, 2022 mostly due to grant funding owed to the Village by the Provincial and Federal Governments for the Wastewater Treatment Plant project.

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 increase in the Statutory / Bylaw Authorized Reserves is mostly 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**

Budget amendments approved by Council in September for projects carried over, Council's resolutions and grants received have been included in those statements.

#### **Revenues**

Property and parcel tax revenues totaling just over \$4.7 million were levied and recognized in May.

Cumberland Fire Protection District service fees revenue of \$223,200 has been invoiced and collected in August.

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

Other revenue includes the adjustment for interest loss for 2020 and 2021, funded by the remainder of the COVID funds.

## Operating Expenses

Most of the 2023 special operating projects are in progress and more costs will be incurred for these over the next three months. It is expected that some projects will need to be carried forward for completion in the following year.

The total for Environmental Health Services (utilities) is showing 53% of the budget spent at the end of September. This is explained by two large operating projects postponed to 2024: Liquid Waste Management Plan (100k) and Sewer Master Plan (150k) and also the budgeted expenses for the new wastewater treatment plant not being required at this time due to delay in construction.

The Volunteer Fire Fighter compensation is not paid until December each year.

Other year-end adjustments are also outstanding until December.

### **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 over \$2.7 million since the property taxes have been levied and operating expenses are only for three quarters of the year. Most capital projects still do not have total costs associated with them and we expect to incur these costs over the next three months, with some projects carried forward for completion in the following year.

### **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.

No commitments between \$50,000 and \$200,000 were made during the period of July 1, 2023 to September 30, 2023.

### **Social Procurement**

Each competitive procurement initiated by the Village includes a consideration for social procurement. This section demonstrates how proponents considered social procurement in their proposal submitted in the last quarter.

#### Wastewater Treatment Plant project – Civil Works Tender (July 2023)

Two bids have been received. The successful proponent submitted the lowest price and has been given the maximum score for the social procurement component. Unfortunately, the proponent hasn't been able to secure the performance bond required. The second applicant has been awarded the work, although social procurement was not discussed in their proposal.

#### Perseverance Creek Hydrometric Assessment (September 2023)

Three bids have been received. The successful proponent included a brief social procurement component and specified that most of their staff live in the area and wages earned stay in the local economy, which contributes to a stronger local economy.

The two other proponents did not clearly address social procurement in their proposal.

#### 2023 Capital Works (September 2023)

Six bids have been received and all were able to demonstrate more than two benefits to the community. Unfortunately, the lowest bid wasn't compliant with the tender requirements for start date and therefore not considered. The work has been awarded to the second lowest bid, which included a comprehensive list of community benefits:

- Contribute to a stronger local economy by purchasing material and supplies from Cumberland vendors
- Increase the number of local jobs that support young working families
- Provide financial or in-kind support to not-for-profit community organizations that provide community benefits to Cumberland residents or business.
- Pay at least the living wage of \$20.26
- Employ residents of Cumberland on the project
- Employ apprentices / trainees on this project

#### **ATTACHMENTS**

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

**THE CORPORATION OF THE VILLAGE OF CUMBERLAND**  
**Statement Of Financial Position**  
**Interim Statement as at September 30, 2023**  
**UNAUDITED**

	<b>2023</b>	<b><u>2022</u></b>
	<i>(Note 1)</i>	
<b>FINANCIAL ASSETS</b>		
Cash, equivalents and investments	26,478,006	22,360,526
Property taxes receivable	286,350	213,332
Accounts receivable	2,590,357	1,542,189
	<u>29,354,712</u>	<u>24,116,046</u>
<b>LIABILITIES</b>		
Accounts payable and accrued liabilities	(1,303,010)	(1,647,792)
Service and other deposits	(1,144,172)	(1,204,628)
Deferred revenue	(7,328,371)	(6,276,284)
Debenture and long term-debt	(8,452,754)	(8,556,549)
	<u>(18,228,307)</u>	<u>(17,685,253)</u>
<b>NET FINANCIAL ASSETS / (DEBT)</b>	<b>11,126,405</b>	<b>6,430,793</b>
<b>NON-FINANCIAL ASSETS</b>		
Tangible Capital Assets	74,799,315	71,282,227
Inventories	134,401	123,204
Prepaid expenses	2,439	18,885
	<u>74,936,156</u>	<u>71,424,316</u>
<b>ACCUMULATED SURPLUS</b>	<b>\$ 86,062,561</b>	<b>\$ 77,855,109</b>
<b>MUNICIPAL POSITION</b>		
Operating funds	(4,004,279)	(2,303,243)
Statutory/Bylaw Authorized Reserves	(15,711,721)	(12,826,188)
Equity in capital assets	(66,346,561)	(62,725,678)
	<u>\$ (86,062,561)</u>	<u>\$ (77,855,109)</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**  
**September 30, 2023**  
**Unaudited**

	<b>2023</b>	<b>Remove</b>	<b>2023</b>	<b>2023</b>	<b>% Use Of</b>	<b>Variance</b>	<b>2022</b>	<b>Comments</b>
	<b>Amended</b>	<b>Amortization</b>	<b>Adjusted</b>	<b>Actual-YTD</b>	<b>Financial</b>		<b>Actual</b>	
	<b>Financial Plan</b>		<b>Financial Plan</b>	<b>(Note)</b>	<b>Plan</b>			
<b>Revenue</b>								
Property taxes and P.I.L.	\$ 4,022,360	\$ -	\$ 4,022,360	\$ 4,026,312	100%	\$ (3,952)	\$ 3,710,015	Property Taxes levied in May each year
Parcel taxes	731,770	-	731,770	736,382	101%	(4,612)	691,119	Parcel Taxes levied in May each year
Sale of services & fees	2,432,980	-	2,432,980	1,811,511	74%	621,469	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	485,739	96%	18,041	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 govt's-conditional	15,105,630	-	15,105,630	5,059,746	33%	10,045,884	2,284,902	Grants relate to timing of projects plus Host Amenities & Community Works Funds. Includes 2.777M Growing Community Fund
Other revenue	700,310	-	700,310	954,231	136%	(253,921)	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>24,113,460</u>	<u>-</u>	<u>24,113,460</u>	<u>13,597,922</u>	<u>56%</u>	<u>10,515,539</u>	<u>19,324,203</u>	
<b>Operating Expenses</b>								
General government services	1,327,380	(18,000)	1,309,380	894,768	68%	414,612	1,122,914	
Transportation services	2,038,110	(778,200)	1,259,910	956,529	76%	303,381	1,966,302	snow/some higher than expected expenses to be monitored/fleet much higher to be monitored
Protective services	994,250	(85,500)	908,750	570,810	63%	337,940	1,022,694	
Environmental health services	3,153,810	(596,520)	2,557,290	1,347,481	53%	1,209,809	2,238,138	
Cemetery Services	37,560	(3,100)	34,460	16,643	48%	17,817	30,530	
Planning, development & environment	958,620	-	958,620	570,920	60%	387,700	740,011	
Recreation services	914,530	(20,000)	894,530	600,920	67%	293,610	860,681	
Cultural and community events	159,940	-	159,940	117,206	73%	42,734	162,421	
Parks Services	609,270	(95,000)	514,270	315,194	61%	199,076	517,239	
	<u>10,193,470</u>	<u>(1,596,320)</u>	<u>8,597,150</u>	<u>5,390,470</u>	<u>63%</u>	<u>3,206,678</u>	<u>8,660,930</u>	
<b>Annual Surplus</b>	13,919,990	1,596,320	15,516,310	8,207,451	53%	7,308,862	10,663,273	
<b>Accumulated Surplus, Beginning of Year</b>	77,855,109	-	77,855,109	77,855,109			67,191,836	
<b>Accumulated Surplus, End of Year</b>	<u>\$ 91,775,099</u>	<u>\$ 1,596,320</u>	<u>\$ 93,371,419</u>	<u>\$ 86,062,560</u>	<u>92%</u>	<u>\$ 7,308,862</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**  
**September 30, 2023**  
**Unaudited**

	<b>2023</b> <b>Amended</b> <b>Financial Plan</b>	<b>Remove</b> <b>Amortization</b>	<b>2023</b> <b>Adjusted</b> <b>Financial Plan</b> <i>(Note)</i>	<b>2023</b> <b>Actual-YTD</b> <i>(Note)</i>	<b>% Use Of</b> <b>Financial</b> <b>Plan</b>	<b>Variance</b>	<b>2022</b> <b>Actual</b>
<b>Annual Surplus</b>	13,919,990	1,596,320	15,516,310	8,207,451	53%	7,308,862	10,663,273
Amortization	1,596,320	(1,596,320)	-	-		-	1,827,699
Change in supplies inventories	-	-	-	(11,197)		11,197	(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	(22,907,910)	-	(22,907,910)	(3,517,088)	15%	(19,390,822)	(8,130,289)
<b>Change in Net Financial Assets</b>	(7,391,600)	-	(7,391,600)	4,695,612	(64%)	(12,087,212)	4,352,628
<b>Net Financial Assets, Beginning of the Year</b>	6,430,793	-	6,430,793	6,430,793		-	2,078,165
<b>Net Financial Assets, End of the Year</b>	<b>\$ (960,807)</b>	<b>\$ -</b>	<b>\$ (960,807)</b>	<b>\$ 11,126,406</b>	<b>(1158%)</b>	<b>\$ (12,087,213)</b>	<b>\$ 6,430,793</b>

**Note:**

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

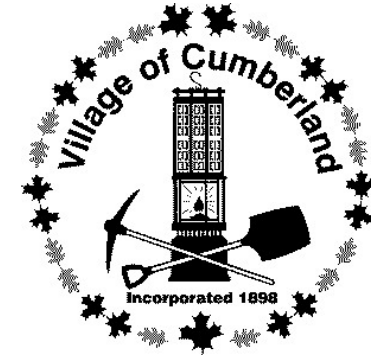
**THE CORPORATION OF THE VILLAGE OF CUMBERLAND**  
**Reconciliation of Financial Statement Surplus to Financial Plan Surplus**  
**Interim Statement as at**  
**September 30, 2023**  
**Unaudited**

	<b>2023</b> <b>Amended</b> <b>Financial Plan</b>	<b>Remove</b> <b>Amortization</b>	<b>2023</b> <b>Adjusted</b> <b>Financial Plan</b>	<b>2023</b> <b>Actual-YTD</b>	<b>% Use Of</b> <b>Financial</b> <b>Plan</b>	<b>Variance</b>	<b>2022</b> <b>Actual</b>
<b>Annual Surplus</b>	13,919,990	1,596,320	15,516,310	8,207,451	53%	7,308,859	10,663,273
<b>Adjustments as per Financial Plan</b>							
Acquisition of tangible capital assets	(22,907,910)	-	(22,907,910)	(3,517,088)	15%	(19,390,822)	(8,130,289)
Add back amortization expenses	1,596,320	(1,596,320)	-	-		-	1,827,699
Proceeds on borrowing	4,667,770	-	4,667,770	500,000	11%	4,167,770	554,967
Principal payments on debt	(856,610)	-	(856,610)	(603,794)	70%	(252,816)	(681,768)
Add Non-cash adjustments	-	-	-	-		-	5,681
<b>Change in Consolidated Balances</b>	<u>(3,580,440)</u>	<u>-</u>	<u>(3,580,440)</u>	<u>4,586,568</u>	<u>(128%)</u>	<u>(8,167,008)</u>	<u>4,239,563</u>
<b>Transfer (To) / From Reserves</b>							
To reserves	(5,451,830)	-	(5,451,830)	(3,196,837)	59%	(2,254,993)	(6,282,369)
From reserves	9,032,270	-	9,032,270	1,342,860	15%	7,689,410	2,783,428
<b>Transfer (To) / From Reserves</b>	<u>3,580,440</u>	<u>-</u>	<u>3,580,440</u>	<u>(1,853,977)</u>	<u>(52%)</u>	<u>5,434,417</u>	<u>(3,498,941)</u>
<b>Surplus / (Deficit) Per Financial Plan</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 2,732,591</u>		<u>\$ (2,732,591)</u>	<u>\$ 740,622</u>

**Note:**

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# PROTECTIVE SERVICES QUARTERLY REPORT



MEETING DATE: October 30, 2023  
REPORT PERIOD: July to September 2023  
FROM: Mike Williamson, Fire Chief / Manager of Protective Services

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## Service Quarterly Summary

Well things are cooling down but was dry for 3 months. Call volume is also up in the first 9 months. There have been 15 structure fires which the department was able to save the structures but one there was no one home at the time so internal damage was extreme. 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 on Oct 10. We have been getting some interest from residents in starting the new recruiting class on Oct 10 with 9 ( ½ men and ½ women), which will be great. Sufficient protective equipment for the new members may be a challenge that will need to be worked through. 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 during this dry summer. We had 4 mutual aid calls to neighboring Fire departments, 6 bike trial calls (one that was very serious). I am aware of more that were behind Cumberland, but Search and Rescue attended these calls mostly in the eastern block of trails. Responses are up about 22 % from last year we have been able to handle this no problem and have not had to use mutual aid so far this year. Going into winter months hope all continues well as we will be working with new recruits. We had 60 grade 3 kids at the fire Hall Oct 10, 2023 the grade 3 class are getting more and more each year in them. We had the Fire safety house some videos and discussion on fire safety also a small fire training relay for them it was lots of fun for us and them.

We started our Bylaw person on weekends 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 these fires 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	13	12	3				54
Rescue	0	0	1	1	1	2	1	1	2				9
First Responder	14	11	16	7	14	9	13	18	13				115
MV Incident	3	3	7	1	3	1	2	1	6				26
Duty Officer	6	2	3	8	7	14	10	5	13				68
Total Monthly	27	24	29	16	31	30	39	36	36				269

**Membership Status**

Regular Members	32
Junior Members:	0
Probationary Members	0
Pending Applications	9

**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. The bylaw enforcement municipal service will be under the Planning and Development service umbrella starting November 1, 2023.

Quarter three bylaw enforcement statistics are not available for this reporting period and will be reported with the next quarter report.

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

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### VILLAGE OF CUMBERLAND

*July 1, 2023 – September 30, 2023*

# Comox Valley RCMP Detachment Quarterly Report

July 1, 2023 to September 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 second quarter of 2023, there were 175 Calls for Service in Cumberland. This was a 2 file increase over the 173 Calls for Service in the second 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	56	73	46				601

## Most Common Call Types

Relative to the second quarter of 2022, there were notable increases in traffic incidents as well as in reports of suspicious circumstances in the second quarter of 2023.

	Final Case Type	2023	2022	% Change	Difference
		Q2	Q2		
1	TRAFFIC INCIDENT	17	8	113%	9
2	PROPERTY	12	13	-8%	-1
3	SUSPICIOUS CIRCUMSTANCES	10	4	150%	6
4	MISCHIEF	10	9	11%	1
5	DISTURBANCE	10	14	-29%	-4
6	CHECK WELLBEING	9	14	-36%	-5
7	ALARM FALSE	7	9	-22%	-2
8	THEFT	7	7	0%	0
9	BREACH	6	2	200%	4
10	ABANDONED 911	6	9	-33%	-3

## Most Common Call Locations

In the second quarter of 2023, more than half of the locations with the most Calls for Service in Cumberland were private residences. The Calls for Service at these residences pertained to issues including suspicions of drug trafficking, domestic violence, mental health problems, disputes between neighbours, assault, and breaches of court-ordered curfew.

	Address	2023	2022	% Change	Difference
		Q2	Q2		
1	2692 DUNSMUIR AVE (Waverly Hotel)	5	2	150%	3
2	COMOX LAKE RD / BOAT RAMP	4	3	33%	1
3	Private Residence	4	1	300%	3
4	Private Residence	4			4
5	Private Residence	4			4
6	2934 ULVERSTON AVE (Water Treatment Facility)	4			4
7	Private Residence	3	1	200%	2
8	Private Residence	3	1	200%	2
9	2607 KENDAL AVE (Stoneleigh Station)	3	2	50%	1
10	Private Residence	3			3

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## Violent Crime

During the second quarter of 2023, there were 15 Violent Crime files in Cumberland. This was a 7 file increase over the 8 Violent Crime files in the second quarter of 2022.

## Types of Violent Crime

In the second quarter of 2023, the most common type of Violent Crime file in Cumberland was Assault. Relative to the second quarter of 2022, there were 4 more Utter Threats files in the second quarter of 2023.

File Type	2023	2022	% Change	Difference
	Q2	Q2		
ASSAULTS	8	5	60%	3
UTTER THREATS	4			4
HARASSMENT	2	3	-33%	-1
EXTORTION	1			1
<b>Grand Total</b>	<b>15</b>	<b>8</b>	<b>88%</b>	<b>7</b>

## Map of Violent Crime in Cumberland

In the second quarter of 2023, Violent Crime files in Cumberland were most concentrated in the area between First Street, Penrith Avenue, Fifth Street, and Dunsmuir Avenue.



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## Property Crime

During the second quarter of 2023, there were 35 Property Crime files in Cumberland. This was a 9% increase over the 32 Property Crime files in the second quarter of 2022.

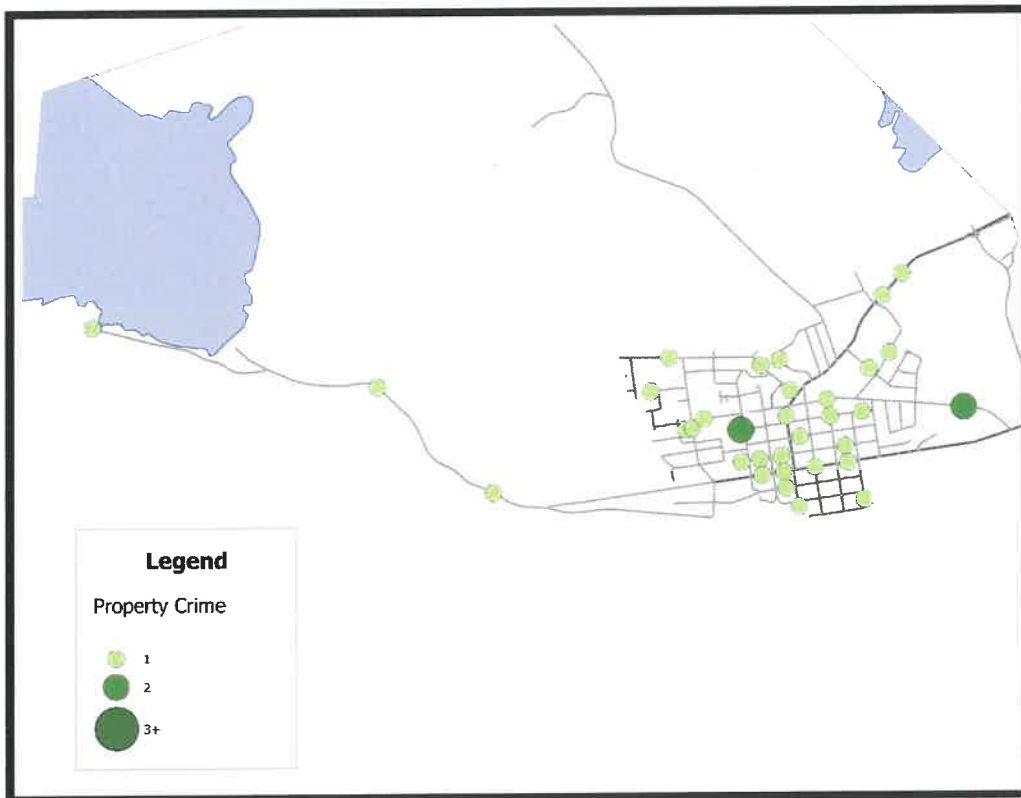
## Types of Property Crime

In the second quarter of 2023, the most common type of Property Crime file in Cumberland was Mischief to Property. Relative to the second quarter of 2022, there were the same number of Mischief to Property files in the second quarter of 2023 and Theft from Vehicle files decreased by 70%.

File Type	2023	2022	% Change	Difference
	Q2	Q2		
MISCHIEF TO PROPERTY	15	15	0%	0
OTHER THEFT U/5000	5	3	67%	2
FRAUDS	3	1	200%	2
THEFT FROM VEHICLE	3	10	-70%	-7
BREAK & ENTER - OTH	3			3
BREAK & ENTER - BUS	2			2
OTHER THEFT O/5000	1			1
BIKE THEFT	1			1
AUTO THEFT	1	3	-67%	-2
BREAK & ENTER - RES	1			1
<b>Grand Total</b>	<b>35</b>	<b>32</b>	<b>9%</b>	<b>3</b>

### Map of Property Crime by Area of Cumberland

In the second quarter of 2023, Property Crime files in Cumberland were most concentrated in the area between Back Street, Ulverston Avenue, First Street, and Penrith Avenue.



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## Canada Shipping Act Files

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

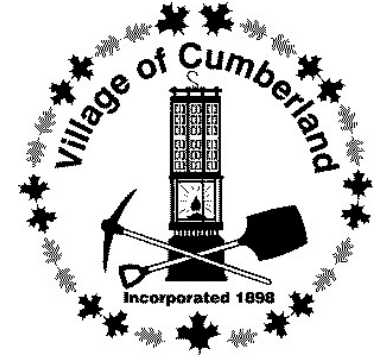
## Files at Cumberland Lake Park and Cumberland Campground

During the second quarter of 2023, there were 2 files at the Cumberland Campground, which was 3 fewer than in the second quarter of 2022.

	2023	2022	% Change	Difference
File Type	Q2	Q2		
CXCUMBERLAND CAMPGROUND	2	5	-60%	-3
CXCUMBERLAND LAKE PARK		1	-100%	-1
<b>Grand Total</b>	<b>2</b>	<b>6</b>	<b>-67%</b>	<b>-4</b>

UNCLASSIFIED

# DEVELOPMENT SERVICES QUARTERLY REPORT



MEETING DATE: October 30, 2023  
 REPORT PERIOD: July to September 2023  
 FROM: Courtney Simpson, Manager of Development Services

## QUARTERLY SUMMARY

In the third quarter of 2023 the Village of Cumberland received 8 new development applications. Twelve applications were closed and 25 are ongoing. Twenty-nine building permits were issued, 15 of which are for new dwelling units.

The focus of policy work this quarter was the Official Community Plan Review project with a summary of phase 1 engagement presented to Council in July, and background work with committees to prepare for the next phase of engagement over the summer. Work progressed on the Tree Protection Bylaw project with preparation of a draft bylaw for legal review. The Development Approvals Process Modernization project continues with work on internal procedures manual, new public application guides, and online application submission system.

The Planner 1 vacancy for the first month of this quarter impacted departmental operations, and the department is now fully staffed.

## Development Application Summary – Quarter 3, 2023

Application Type	New	Ongoing	Closed / Issued	Total
Amendments (OCP and Zoning)	1	1	1	3
Temporary Use Permits (TUP)	1	0	0	1
Heritage Alteration Permits (HAP)	0	2	0	2
Development Variance Permits (DV)	4	2	5	7*
Development Permits (DP)	0	3	3	6
Board of Variance	1	0	2	3
Subdivision	1	17	1	18
<b>Total</b>	<b>8</b>	<b>25</b>	<b>12</b>	<b>33</b>

\*four DV's were both opened and issued within Quarter 3. Totals are adjusted to account for this.

## **ATTACHMENTS**

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

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

<b>File Number</b>	<b>Address</b>	<b>Purpose</b>	<b>Recent Activity</b>
<b>2023-01-RZ</b>	Lot A, Ulverston Avenue	Mixed use with 38 townhouses and apartment units contained within two 4-storey rental apartment buildings, and one 3-storey mixed use building with commercial space on the ground level and apartment units above.	Internal referral complete, comprehensive letter issued (in Q4). Awaiting response from agency referral, and APC review.
<b>2020-02-OCP</b>	3345, 3341, 3339 Second St	OCP and Zoning Amendment for a 22-unit affordable rental apartment building	Adopted July 10, 2023
<b>2019-02-OCP</b>	Horbury Road (Comox Lake)	OCP and Zoning Amendment for Comox Lake Land Corporation	Early agency referrals sent Dec 9, 2021. Report to Council Aug 8, 2022 with referral to APC. Applicant hosted public information meeting November 16, 2022. Preparing draft bylaws.

**ATTACHMENT 2 - Permit Applications List Quarter 3, 2023**

***Temporary Use Permits***

<b>File Number</b>	<b>Address</b>	<b>Street Name</b>	<b>Purpose</b>	<b>Status</b>	<b>Recent Activity</b>
<b>2023-01-TUP</b>	2701	Dunsmuir Avenue	Cannabis Retail	Open	Referral from LCRB received September 20. Awaiting LCRB referral application to Village from applicant (received Oct 20), and site plan.

***Heritage Alteration Permits***

<b>File Number</b>	<b>Address</b>	<b>Street Name</b>	<b>Purpose</b>	<b>Status</b>	<b>Recent Activity</b>
<b>2023-02-HAP</b>	2723	Dunsmuir Avenue	Renovate King George Hotel	Open	Referred to Heritage Committee
<b>2023-01-HAP</b>	2713c	Dunsmuir Avenue	New exterior door	Open	Application transferred to new owner

***Development Variance Permits***

<b>File Number</b>	<b>Address</b>	<b>Street Name</b>	<b>Purpose</b>	<b>Delegated Approval (y/n)</b>	<b>Status</b>	<b>Recent Activity</b>
<b>2023-09-DV</b>	2516	Lindale Avenue	To increase maximum height of existing retaining wall along the east interior side lot line from 1.2m to 2.13m.	Y	Reviewing	Building permit for retaining wall noted as requirement on occupancy inspection slip for house in April 2021. Applicant now seeking to resolve.
<b>2023-08-DV</b>	2793	Beck Avenue	To increase height of an accessory building, the maintenance bay, from 4.5 m to 5.8 m.	N	Issued	Approved by Council September 25, 2023
<b>2023-07-DV</b>	2752	Maryport Avenue	To increase maximum length of a projection into a required setback from 40%	Y	Issued	Approved by Manager September 20, 2023

			of façade length to 100%, for new ADU			
<b>2023-06-DV</b>	2747	Windermere Avenue	To increase maximum length of a projection into a required setback from 40% of façade length to 100%, for new ADU	Y	Issued	Approved by Manager September 20, 2023
<b>2023-05-DV</b>	3274	Third Street	Reduce off street parking requirement from three to zero for new tenant, Gravity MTB	Y	Issued	Approved by Manager August 24, 2023
<b>2022-09-10</b>		Coal Valley Estates	To vary road standard in Subdivision and Development Bylaw for one road in Phase 10/11 subdivision application	N	Open	Waiting for updated environmental report from applicant for DP (see also 2022-07-DP)
<b>2020-08-DV</b>	3345, 3341, 3339	Second Street	To vary setback and parking requirement for multi-family affordable housing	N	Issued	Approved by Council September 11, 2023

***Development Permits***

<b>File Number</b>	<b>Address</b>	<b>Street Name</b>	<b>Purpose</b>	<b>Status</b>	<b>Recent Activity</b>
<b>2023-04-DP</b>		Bevan Road	2-lot subdivision	Issued	Approved by Council July 10, 2023
<b>2023-03-DP</b>	2956	Ulverston Avenue	New modular trailer for industrial use	Open	Applicant requested time to make changes
<b>2023-02-DP</b>	4640	Cumberland Road	New warehouse building	Open	Waiting for further information
<b>2023-01-DP</b>	2793	Beck Avenue	New industrial and yard	Issued	Approved by Council September 25, 2023
<b>2020-11-DP</b>	3339	Second Street	To vary setback and parking requirement	Issued	Approved by Council September 11, 2023
<b>2019-15-DP</b>		Coal Valley Estates	Coal Valley Estates Phase 10/11, 69 residential lots plus multi-family, seniors housing and mixed use	Open	Application re-activated November 2022. Waiting for updated environmental report from applicant.

**ATTACHMENT 3 – Board of Variance Applications List Quarter 3, 2023**

<b>File Number</b>	<b>Address</b>	<b>Street Name</b>	<b>Purpose</b>	<b>Status</b>	<b>Recent Activity</b>
<b>2023-04-BOV</b>	2100	Horbury Road	To renovate the existing 118m <sup>2</sup> non-conforming cabin and construct a 14m <sup>2</sup> first storey addition and 38m <sup>2</sup> loft addition, for a total gross floor area of 170m <sup>2</sup>	Open	Reviewing file (approved October 10, in Q4)
<b>2023-03-BOV</b>	3419	Bevan Road	Reduce front and side setbacks for accessory buildings	Closed	BoV approved variance to setbacks for one accessory building and denied variance for setbacks to two others, August 16, 2023
<b>2023-02-BOV</b>	2560	Dunsmuir Avenue	Reduce front setback for new porch (Camp Road)	Closed	BoV approved variance August 16, 2023

**ATTACHMENT 4 - Subdivision Applications List Quarter 3, 2023**

<b>File number</b>	<b>Address</b>	<b>Street Name</b>	<b>Purpose</b>	<b>Status</b>	<b>Recent Activity</b>
<b>2023-02-SV</b>	4703	Cumberland Road	7 lot residential bare land strata	Reviewing	PLR issued October 20, 2023 (Q4)
<b>2023-01-SV</b>		Bevan Road	2 lot industrial	Closed	No maintenance period required
<b>2022-02-SV</b>	2807	Windermere Avenue	2 lot residential	PLR	
<b>2021-04-SV</b>	3400	Mill Street	2 lot residential	Maintenance	
<b>2021-02-SV</b>		Coal Valley Estates	Coal Valley Estates Phase 10/11, 69 residential lots plus multi-family, seniors housing and mixed use	PLR	
<b>2021-01-SV</b>		Beck Avenue	6 lot industrial	Maintenance	
<b>2020-10-SV</b>	3132	Grant Road	3 lot bare land strata industrial with building conversion	Maintenance	
<b>2020-09-SV</b>	2631	Derwent Avenue	4 lot residential	Maintenance	
<b>2020-08-SV</b>	3268	Fifth Street	2 lot residential	Maintenance	
<b>2020-07-SV</b>	2798	Ulverston Avenue	4 lot residential (revised application)	PLR	
<b>2020-04-SV</b>	2814	Dunsmuir Avenue	2 lot residential	Maintenance	
<b>2019-08-SV</b>		Maple Street	24 lot residential	Maintenance	Park construction and boulevard planting still to occur
<b>2019-05-SV</b>	2828	Maryport Avenue	2 lot residential	Maintenance	
<b>2019-03-SV</b>	4700	Cumberland Road	2 lot residential	Maintenance	
<b>2019-02-SV</b>	2640	Derwent Avenue	3 lot residential	Maintenance	
<b>2017-04-SV</b>		Carlisle Lane	8 lot residential	Maintenance	
<b>2017-02-SV</b>		Coal Valley Estates	Phase 8 – 22 lot residential	Maintenance	
<b>2015-03-SV</b>	3216	Sutton Road	3 lot residential	Maintenance	

**ATTACHMENT 5 - Building Permits Issued Quarter 3, 2023**

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

	<b>2022 Totals</b>	<b>Q1 2023</b>	<b>Q2 2023</b>	<b>Q3 2023</b>	<b>Q4 2023</b>	<b>2023 Totals</b>
<b>Single Family Dwellings (SFD)</b>	17	5	9	7		21
<b>Secondary Suite Conversions</b>	5	2	4	3		9
<b>Duplex</b>	0	2	0	0		2
<b>SFD Addtns &amp; Reno's</b>	11	5	10	7		22
<b>Accessory Dwelling Units</b>	10	1	3	5		9
<b>Residential Accessory</b>	13	0	1	0		1
<b>Multi-family</b>	2	0	0	0		0
<b>Industrial &amp; Utility</b>	5	1	2	2		5
<b>Commercial</b>	1	0	0	2		2
<b>Institutional</b>	1	0	1	1		2
<b>Demolition</b>	2	1	1	0		2
<b>TOTALS</b>	<b>67</b>	<b>17</b>	<b>31</b>	<b>29</b>		<b>77</b>
<i>New dwelling units</i>	38	11	16	15		43

Date	Council Resolution	Assigned To	Status
2016-01-26	THAT Council endorse the Rotary Club of Cumberland Centennial “Path to Recreation” trail proposal to partner to develop a trail from the Village core to Comox Lake in principle, direct staff to proceed with further investigations into the feasibility of the project, and report back to Council; and THAT Council direct staff to draft a Partnership Agreement with the Rotary Club of Cumberland Centennial to clarify the roles of each organization in the project, and to report back to Council.	PR	In Progress
2019-01-28	THAT Council agree to participate in the Municipal Natural Assets Initiative project with the Comox Valley Regional District, City of Courtenay, Town of Comox and K’omoks First Nation; AND THAT Council approve the expenditure of \$10,500 over the 2019 and 2020 fiscal years, with funding to come from the Water Financial Stabilization Reserve Fund and THAT Council direct staff to amend the 2019-2023 Financial Plan bylaw to reflect the expenditure.	OP FS	In Progress Complete
2019-10-28	THAT Council direct staff to prepare a list of possible publicly-owned sites within the Village of Cumberland that could be further evaluated by Co-operative Housing Federation of BC, for the feasibility of a Co-op Housing project.	DS OP	In Progress
2020-01-13	THAT Council direct staff to consider the Vancouver Island Food Charter during the Official Community Plan update in 2021.	DS	In Progress
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
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
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
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
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
2021-06-28	THAT Council endorse the Vacation Rental Regulations Review Resident and Stakeholder Engagement Plan; THAT Council approve the expenditure of up to \$10,000, to be funded by the general financial stabilization reserve, for the Vacation Rental Regulations Review project and amend the adopted 2021-2025 Financial Plan bylaw to reflect this expenditure;	DS FS	Complete Complete
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
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
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
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
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
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
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
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

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 THAT Council direct staff to bring forward an amendment to the adopted 2022-2026 Financial Plan Bylaw to reflect this expenditure.</p>	<p>DS DS FS FS</p>	<p>Complete In Progress Complete Complete</p>
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
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
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 OP</p>	In Progress
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>	<p>FS  DS</p>	Complete
2022-04-25	<p>THAT Council approves the Village submit an application for the Cumberland 125<sup>th</sup> 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	Complete
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
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”;</p> <p>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

2022-05-30	THAT Council amend THE Good Neighbour Bylaw No. 1168, 2022 in section 2.5 by removing subsection (e) of the definition of “UNSIGHTLY”.	LS	In Progress
2022-05-30	THAT Council direct staff to prepare an update to Council’s Bylaw Enforcement Policy to update pro-active enforcement areas and prioritize enforcement response to complaints; and THAT Council direct staff to prepare an amendment to the Municipal Ticket Bylaw to include ticket amounts for contravention to the Good Neighbour Bylaw.THAT Council direct staff to prepare an amendment to the Municipal Ticket Bylaw to include ticket amounts for contravention to the Good Neighbour Bylaw.	LS	In Progress
2022-06-27	THAT the correspondence from Jesse Ketler, Chair of the Comox Valley Regional District Board regarding Automotive Service Stations be referred to staff to report back to Council.	DS	In Progress
2022-06-27	THAT Council approve the scope of the Cumberland Business Association’s THRIVE Grant Project as described in the Council Report dated June 22, 2022; AND THAT Council direct staff to work with the Cumberland Business Association in THRIVE project implementation, including development of an operational agreement, and authorize the Chief Administrative Officer to execute the agreement.	ED	In Progress
2022-08-08	THAT Council direct staff to bring forward a report on the BC Speculation Tax.	CAO	In Progress
2022-08-08	THAT Council refer the proposed Anti-Racial Discrimination and Anti-Racism Policy to staff for review and recommendation.	LS CS	In Progress
2022-09-21	That Council approve an increase of \$2,710,000 to the Maple Reinders contract, for the “Phase 1 Wastewater Upgrade Project”; and THAT Council authorize staff to enter into contracts totalling \$650,000 to execute the “Phase 2 Wastewater Upgrade Project – Pre-Construction Program”.	OP FS	Complete
2022-09-21	That Council require a peer review for the geotechnical report for the blasting under a building permit issued for the development at 2714 Dunsmuir Avenue.	DS	In Progress
2022-11-28	THAT the Committee direct Council to determine the funding source and allocate funding for a 2024-2027 Community Services Partnership Program in the 2023-2027 Financial Planning Bylaw development process; THAT the Committee direct staff to develop a 2024-2027 Community Services Partnership Program and to bring back a report to Council in spring 2023 with a draft program policy that considers Council 2023 Strategic Priorities to guide services to be delivered through the program and the local organizations to pursue partnerships with.	PR	In Progress
2023-02-13	THAT Council direct staff to bring forward a report on funding options for the Beaufort Family Health Society through conditional grant, service agreement, or permissive tax exemption.	FS	Complete

2023-03-13	THAT Council direct staff to write a letter to Dawn to Dawn Action on Homelessness Society regarding Gukwas sa Wagalus – Rainbow House outlining the Village’s property tax exemption policy, providing information on the Village’s community grant program, and offering support for applications for senior government funding.	LS	Complete
2023-03-13	That Council refer the request from Dawn to Dawn Action on Homelessness Society regarding the temporary location for the K'wax Dzi Dsas welcome poles to staff to provide a report to Council on costs and process to raise the K'wax Dzi Dsas welcome poles at a temporary location.	CAO	Complete
2023-03-27	THAT Council refer the request from Mr. Sinclair for speed controls through Coal Valley Estates subdivision area to the Transportation Master Plan process, and to direct staff to prepare a report to Council on the Transportation Master Plan process; and, THAT Council share the Village’s Long Range Water Supply Strategy with Mr. Sinclair; and THAT Council direct staff to implement a 30km/h speed control limit on Kendal Avenue from Egremont Road to the west end of Kendal Avenue.	OP LS OP	Complete Complete Complete
2023-03-27	THAT Council submit a request to the Ministry of Environment and Climate Change Strategy for a copy of any pesticide management plans for the Perseverance Watershed and any associated annual use reports required by the Integrated Pest Management Regulation.	LS	Complete
2023-03-27	THAT Council provide feedback to the Comox Valley Regional District on the proposed Regional Social Development Grant Service that Council is uncertain whether to participate and would like more information on the proposed service, including: ·the cost of service, ·program eligibility, ·who would make decisions, ·what kind of criteria the Village could contribute; and ·that the Village's preference is to not limit number of years of funding, ·to not limit to established organizations, ·to allow for operational funding as set out in service concept 1 rather than one-time projects, and ·that there be a maximum requisition, and to support a collaborative model with service organizations deciding on funding between service providers.	LS	Complete
2023-03-27	THAT Council refer the “Affordable Housing Reserve Fund” report and amended Reserve and Surplus Funds Policy to the Homelessness and Affordable Housing Committee for comment.	DS	Complete
2023-04-11	THAT Council refer the request for improved cycling route to Courtenay to staff to liaise with the Comox Valley Regional District on the Regional Active Transportation Network Plan implementation and the Comox Valley Cycling Coalition, and include the CV Cycling Network Community Working Group as a stakeholder group for the Cumberland Transportation Master Plan.	OP	In Progress

2023-04-11	THAT Council participate in regional efforts with the City of Courtenay to collaboratively request increased funding from the Province of British Columbia for Island Health, local non-profits, and private providers for the purpose of filling the gap in mental health and substance use service in the Comox Valley.	LS	Complete
2023-04-11	THAT Council refer the following development variance permit and manufactured home park permit amendment application for 3025 Royston Road to the Advisory Planning Commission: 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
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
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
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
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
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
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
2023-05-08	THAT Council refer the Beaufort Family Health Society community grant application to staff to explore other funding options.	FS	Complete

2023-05-08	<p>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.</p>	ED	Complete
2023-05-08	<p>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.</p>	OP	In Progress In Progress
2023-05-08	<p>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.</p>	LS	In Progress
2023-05-08	<p>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.</p>	PR FS	Complete Complete In Progress Complete Complete

2023-05-08	<p>THAT the Village of Cumberland Council approves the application made to the Union of BC Municipalities Community Emergency Preparedness Fund (Emergency Operations Centre’s &amp; 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 &amp; Training grant funding on the Village’s behalf, if successful in grant funding; and</p> <p>THAT the Village of Cumberland Council approves the application to be made to the Union of BC Municipalities Community Emergency Preparedness Fund (Public Notifications &amp; 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 &amp; Evacuation Route Planning grant funding on the Village’s behalf, if successful in grant funding.</p>	FD FS	Complete
2023-05-08	<p>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.</p>	PR	In Progress
2023-05-08	<p>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.</p>	LS	Complete
2023-05-08	<p>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.</p>	PR	Complete
2023-05-29	<p>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.</p>	DS	In Progress
2023-05-29	<p>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.</p> <p>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.</p>	DS	Complete

2023-05-29	<p>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</p> <p>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.</p>	DS	Complete
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"> <li>• Building 1 – Tent A - Wastewater Treatment Plant from 7.5m to 0.0m;</li> <li>• Building 2 – Tent B from 7.5m to 7.0m;</li> <li>• Structure 4 – Primary disinfection contact basin from 7.5m to 0.0m;</li> <li>• Structure 5 – Extreme wet weather disinfection contact basin from 7.5m to 0.0m;</li> <li>• Structure 6 – Blower Packages from 7.0m to 0.0m;</li> <li>• Structure 11 – Chemical storage for SAF systems from 7.5m to 0.0m; and</li> <li>• All storage containers along the south property line from 7.5m to as close at 1.5m</li> </ul> <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"> <li>• Building 1 – Tent A - Wastewater Treatment Plant from 1.5m to 0.0m;</li> <li>• Structure 4 – Primary disinfection contact basin from 1.5m to 0.0m;</li> <li>• Structure 5 – Extreme wet weather disinfection contact basin from 4.5m to 0.0m;</li> <li>• Structure 6 – Blower Packages from 1.5m to 0.0m; and</li> <li>• Structure 11 – Chemical storage for SAF systems from 1.5m to 0.0m</li> </ul> <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
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	Complete
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	Complete

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
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
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)</p> <p>Dunsmuir South (PIDs 002-828-855, 029-462-576) including 3249 First Street (PID 029-462-568)</p> <p>Union Road North (PID 023-888-521)</p> <p>Union Road South (PID 024-959-219).</p>	DS	In Progress
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"> <li>-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</li> <li>-The 0.64 hectare property adjacent to Comox Lake, PID 006-689-256</li> </ul>	PR	In Progress
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

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"> <li>• \$1,840,000 to be funded through Growing Community Funds; and</li> <li>• \$300,000 to be funded through Sewer and Water Infrastructure Asset Replacement Reserve;</li> </ul> <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;</p> <p>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"> <li>• \$2,500,000 to be funded through Strategic Priorities Fund; and</li> <li>• \$855,000 to be funded through GMF (borrowing/grant); and</li> <li>• \$355,000 to be funded through Sewer and Water Infrastructure Asset Replacement Reserve;</li> </ul> <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	Complete
2023-06-12	<p>THAT Council receive the presentation from Nancy Henderson of Urban Systems.</p> <p>THAT Council endorse the submission of a grant application to the Union of B.C. Municipalities for the Complete Communities Program; and</p> <p>THAT Council support the Village of Cumberland utilizing the Grant and providing overall grant management, if the funding application is successful.</p>	DS	Complete
2023-06-12	<p>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.</p>	LS	Complete
2023-06-26	<p>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.</p>	FS	Complete
2023-06-26	<p>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.</p>	FS	Complete
2023-06-26	<p>THAT Council appoint Councillor Therrien as a non-voting liaison, and Councillor Borecky as alternate, to the Comox Valley Early Years Collaborative.</p>	LS	Complete
2023-06-26	<p>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.</p>	LS	Complete
2023-06-26	<p>THAT Council receive the 2022 Annual Report and receive any submissions and questions from the public.</p>	LS	Complete

2023-07-10	THAT Council approve the climbing boulder in principle and refer the Climbing Boulder proposal to staff for follow up with the project proponents, and report back to Council with more information.	PR	In Progress
2023-07-10	THAT Council receive the request from the Pride Society of the Comox Valley and request staff to raise the Progress Pride Flag as soon as available.	LS	Complete
2023-07-10	THAT Council fund the staff costs from Council’s public relations budget for the Saturday rental quoted at \$896.16 for Fungus Fest and National Day of Truth and Reconciliation produced by the Cumberland Community Forest Society.	PR	Complete
2023-07-10	THAT Council approve the development permit for the purpose of a 2-lot subdivision of the lots legally described as SECTION 34 TOWNSHIP 10 COMOX DISTRICT PLAN 552H EXCEPT THOSE PARTS SHOWN OUTLINED IN RED ON PLAN 21 RW AND IN PLANS VIP55123 VIP69987 EPP93477, EPP111856 AND EPP127706; and THAT PART OF SECTION 34, TOWNSHIP 10, COMOX DISTRICT, PLAN 552H INCLUDED IN PLAN 21 RW EXCEPT PART IN PLAN VIP69987 AND EPP111856.	DS	In Progress
2023-07-10	THAT Council direct staff to prepare a conditional two year grant funding agreement with the Cumberland Community Schools Society to support their Food Share Program in the amount of \$10,000 per year, for 2023 and 2024, for a total of \$20,000, funded from the Host Amenity Funds Reserve.	FS	Complete
2023-07-10	THAT Council approve the amendments to the Volunteer Firefighter Remuneration Policy 7.3 to increase compensation for volunteer firefighters for practice and emergency callouts.	FS LS	Complete
2023-07-10	THAT Council direct staff to engage a property management company to manage the rental of the house on 3249 First Street on behalf of the Village of Cumberland, and; THAT Council approve staff to explore the opportunity of renting either the main house or the studio suite at market rate to the Planner 1 candidate.	CAO	Complete
2023-07-10	That Council direct staff to report back to Council on a policy for residential rental of 3249 First Street to Village staff for the purpose of staff recruitment first and then to the public secondary.	CAO	Complete
2023-07-24	THAT Council allocate \$200 to the Obon Cemetery Tour from the Obon Tour donations in 2022, and direct staff to include a \$500 budget allocation in future years to support the Obon Cemetery Tour.	FS	Complete
2023-07-24	THAT Council endorse the approach to a tree protection bylaw presented in the Tree Protection Bylaw Recommendations Report prepared by Diamond Head Consulting.	DS	In Progress
2023-07-24	That Council bring into effect Stage 3 water restrictions effective August 3, 2023.	OP	Complete
2023-07-24	THAT Council direct staff to post on the Village website the Local Government Climate Action Program completed and signed attestation form to confirm all funds were, or will be, used towards climate action; and a completed PDF version of the required program survey.	FS	Complete

2023-07-24	THAT Council support the purchase and installation of five sleeping barrels at Cumberland Lake Park and agree to take said barrels on as Village-owned assets; and THAT Council direct staff to include funding for maintenance and eventual replacement of said sleeping barrels as part of the Village of Cumberland’s 2024-2028 budget planning process.	PR	In Progress
2023-07-24	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 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.	DS	Complete In Progress
2023-07-24	THAT Council direct staff to include into the scope of the Complete Communities Project an analysis of the long-term servicing costs of different development patterns such as single-family compared to multi-family and include that information in the Official Community Plan review.	DS	In Progress
2023-09-11	THAT Council support local news media and the Online Media Act through a letter to the Prime Minister and to MP Gord Johns; and THAT Council direct staff to explore a policy to not use paid advertising through online media that has removed accredited news content.	LS	In Progress
2023-09-11	THAT Council approve the Development Permit (2020-11-DP) and Development Variance Permit (2020-08-DV) for the property legally described as Lot A, District Lot 24, Nelson District, Plan EPP103460 (3345 Second Street).	DS	In Progress
2023-09-11	THAT Council approve the short-term borrowing from the Municipal Finance Authority through the Equipment Financing Program for an amount of \$272,500 for the purchase of three vehicles for a five year term that must be repaid in five years.	FS	In Progress
2023-09-11	THAT Council adopt Reserve Funds Establishment Amendment Bylaw No. 1185, 2023. THAT Council adopt the amended Reserve and Surplus Policy No. 3.5. THAT Council direct staff to work with the Homelessness and Affordable Housing Committee on eligibility criteria and application guidelines for funding from the Affordable Housing Reserve Fund.	DS	In Progress
2023-09-25	THAT Council approve a one-year Regional Recreation Access Membership pilot project.	PR	In Progress

2023-09-25	<p>THAT Council approve the expenditure of up to \$23,000, to be funded by \$8,000 in rental revenues and \$15,000 from the municipal facility asset reserve, for operations, repairs and maintenance in preparation of renting 3249 First Street; and THAT Council direct staff to bring forward an amendment to the adopted 2023-2027 Financial Plan Bylaw to reflect the revenues and expenditures.</p> <p>THAT Council approve the Village Owned Residential Rental Properties policy as presented.</p>	CAO	In Progress
2023-09-25	<p>THAT Council approve the award of the 2023 Capital Works Tender to Knappett Industries in the amount of \$2,035,871.35 (excluding GST); and THAT Council authorize the Chief Administration Officer to execute the contract.</p> <p>THAT Council direct staff to bring forward an amendment to the adopted 2023-2027 Financial Plan Bylaw to reflect these expenditures and funding reallocations.</p>	OP FS	In Progress
2023-10-16	<p>THAT Council refer the correspondence from the Comox Valley Regional District on participating on the Track and Playfield Service to 2024 budget workshops and to invite the Comox Valley Regional District to attend a upcoming Council meeting to provide more information on the proposed participation in the service.</p>	FS	In Progress
2023-10-16	<p>THAT Council direct staff work with the Comox Valley Food Policy Council to incorporate food policy into the Official Community Plan review; and</p> <p>That Council direct that the Village of Cumberland be a signatory to the Vancouver Island Food Charter.</p>	DS	In Progress
2023-10-16	<p>THAT Council approve a temporary street closure the Winter StokeFest 2023 event on Friday, November 17, 2023 from 7:30 am to 3:30 pm in a location to the satisfaction of staff and subject to a satisfactory traffic management plan.</p>	PR OP	In Progress
2023-10-16	<p>THAT Council rescind the stage 3 water restrictions effective October 17th, 2023</p>	OP	Complete
2023-10-16	<p>THAT Council support an application to the UBCM Community Emergency Preparedness Fund: Volunteer and Composite Fire Department Equipment and Training program for \$30,000 for projects that will ensure compliance with the BC Structure Firefighter Minimum Training Standards for interior standard;</p> <p>AND THAT Council direct staff to include this in the Financial Plan Bylaw to reflect this expenditure.</p>	PS  FS	In Progress
2023-10-16	<p>That Council endorse the Comox Valley Local Governments Accessibility Framework.</p> <p>That Council direct staff to include an equity, diversity and inclusion (EDI) lens in the scope of the Accessibility Assessment and Action Plan.</p> <p>That Council refer the Accessibility Assessment and Action Plan scope to the Accessibility and Inclusion Committee.</p> <p>That Council direct staff to prepare an updated Accessibility and Inclusion Committee terms of reference.</p>	LS	In Progress