

The Corporation of the Village of Cumberland
Regular Council Meeting Agenda

Monday, October 16, 2023, 5:30 p.m.
Council Chamber, 2675 Dunsmuir Avenue



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

Pages

1. Call To Order

2. Agenda

2.1 Agenda for Regular Council Meeting, October 16, 2023

Recommendation:

THAT Council approve the agenda for the October 16, 2023 Regular Council Meeting.

3. Minutes

3.1 Adoption of Minutes

5

Recommendation:

THAT Council adopt the following minutes:

- Committee of the Whole Meeting, September 25, 2023
- Regular Council Meeting, September 25, 2023

AND, receive the following Committee minutes:

- Homelessness and Affordable Housing Committee, August 16, 2023
- Heritage Committee, September 21, 2023

4. Delegations

4.1 Comox Valley Substance Use Strategy - Phase 2 Final Report
Delegation of Betty Tate, Comox Valley Community Health Network; Kari Hackett, Coordinator Substance Use Strategy

19

Recommendation:

THAT Council receive the delegation from Comox Valley Substance Use Strategy (CVSUS) regarding Phase 2 report.

5. Correspondence

5.1 Comox Valley Regional District (CVRD) Track and Field Service

24

Recommendation:

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.

6. Unfinished Business

- 6.1 Comox Valley Food Policy Council 35
Delegation of Joanne Bayes, Co-chair and Naomi Robert, member of
Comox Valley Food Policy Council

Recommendation:

That Council direct staff work with the Comox Valley Food Policy Council to incorporate food policy into the Official Community Plan review; and

That Council direct that the Village of Cumberland be a signatory to the Vancouver Island Food Charter.

7. Reports

- 7.1 Update on Official Community Plan Review 42
Prepared by Karin Albert, Senior Planner

Recommendation:

THAT Council receive the Update on Official Community Plan Review report for information.

- 7.2 Street Closure for Winter StokeFest 2023 63
Prepared by Ryan Parton, Acting Manager of Parks & Recreation

Recommendation:

THAT Council not approve the temporary street closure of Dunsmuir Avenue from First Street to Second Street for the Winter StokeFest 2023 event on Friday, November 17, 2023 from 7:30 am to 3:30 pm due to the community impacts.

- 7.3 Stage 3 Water Restrictions 69
Prepared by Rob Crisfield, Manager of Operations

Recommendation:

THAT Council rescind the stage 3 water restrictions effective October 17th, 2023

- 7.4 Grant Application for Emergency Operations Center & Training 2023 71
Prepared by Fire Chief Mike Williamson

Recommendation:

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;

AND THAT Council direct staff to include this in the Financial Plan Bylaw to reflect this expenditure.

- 7.5 Accessibility Assessment and Action Plan Scope 79
Prepared by Rachel Parker, Corporate Officer

Recommendation:

That Council endorse the Comox Valley Local Governments Accessibility Framework.

That Council direct staff to include an equity, diversity and inclusion (EDI) lens in the scope of the Accessibility Assessment and Action Plan.

That Council refer the Accessibility Assessment and Action Plan scope to the Accessibility and Inclusion Committee.

That Council direct staff to prepare an updated Accessibility and Inclusion Committee terms of reference.

- 7.6 Comox Valley Regional District Reconciliation Advisory Table 99
Prepared by Michelle Mason, Chief Administrative Officer

Recommendation:

THAT Council receive the Comox Valley Regional District Reconciliation Advisory Table for information.

- 7.7 Council Member Monthly Reports 107

Recommendation:

THAT Council receive the member monthly report for September 2023.

8. Bylaws

- 8.1 Permissive Tax Exemption 2024 Bylaw No. 1196, 2023 117

Recommendation:

THAT Council adopt "Permissive Tax Exemption 2024 Bylaw No. 1196, 2023".

- 8.2 Zoning Bylaw Amendment No. 1198 119
Prepared by Courtney Simpson, Manager of Development Services

Recommendation:

THAT Council adopt "Zoning Amendment Bylaw No. 1198, 2023".

- 8.3 Advisory Planning Commission Bylaw Amendment 120
Prepared by Courtney Simpson, Manager of Development Services

Recommendation:

THAT Council give first, second and third reading to Advisory Planning

9. New Business

10. Notices, Motions and Announcements

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

- Committee of the Whole Budget, October 18 9:00 am Council Chambers
- Heritage Committee, October 19 4:00 pm
- Committee of the Whole Budget, October 25 9:00 am

11. Question Period

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

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

12. Adjournment

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

**September 25, 2023, 2:00 p.m.
Council Chamber, 2675 Dunsmuir Avenue**



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

Staff Present: Michelle Mason, Chief Administrative Officer
Rachel Parker, Corporate Officer
Rob Crisfield, Manager of Operations (attended electronically)

1. Call to Order

Mayor Brown called the meeting to order at 2:00 p.m. and recognized the unceded traditional territory of the K'ómoks First Nation and offered gratitude for the care and stewardship of this land since time immemorial.

2. Agenda

2.1 Agenda for Committee of the Whole meeting, September 25, 2023

Motion 23-COTW

Moved by: Therrien

Seconded by: Sullivan

THAT the Committee approve the agenda for the September 25, 2023 Committee of the Whole Council Meeting.

Carried Unanimously

3. Delegations

3.1 BC Hydro Operations Update

Discussion took place around power distribution, generation, climate change, capacity, vegetation management, Puntledge River dam, Comox Lake reservoir, state of infrastructure and new developments.

Motion 23-COTW

Moved by: Borecky

Seconded by: Sullivan

THAT the Committee receive the delegation from BC Hydro regarding operational updates.

Carried Unanimously

4. Reports

4.1 Transportation Master Plan Update

Discussions took place on vision, plan objectives and scope around safe connections and climate resilience including greenways, walkability, priority corridors and traffic calming measures.

Motion 23-COTW

Moved by: Borecky

Seconded by: Sullivan

THAT the Committee receive the presentation from Andy Kading and Tim Shaw with Watt Consulting Group, with an update on the Transportation Master Plan and planned public engagement activities for this fall.

Carried Unanimously

5. Question Period

There were no questions.

6. Closed Portion

Motion 23-COTW

Moved by: Therrien

Seconded by: Ketler

THAT Council close the meeting to the public at 3:25 p.m. pursuant to *Section 90 of the Community Charter* to consider:

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

(2) (b) the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal

government or both, or between a provincial government or the federal government or both and a third party;

Carried Unanimously

7. Adjournment

Motion 23-COTW

Moved by: Borecky

Seconded by: Therrien

THAT the Committee of the Whole meeting adjourn at 4:00 p.m.

Carried Unanimously

Mayor

Certified Correct by Corporate Officer

The Corporation of the Village of Cumberland
Regular Council Meeting Minutes



September 25, 2023, 5:30 p.m.
Council Chamber, 2675 Dunsmuir Avenue

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

Staff Present: Michelle Mason, Chief Administrative Officer
Rachel Parker, Corporate Officer
Courtney Simpson, Manager of Development Services
Ryan Parton, Acting Manager of Parks & Recreation

1. Call To Order

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

2. Agenda

2.1 Agenda for Regular Council Meeting, September 25, 2023

Motion 23-198

Moved by: Ketler

Seconded by: Sullivan

THAT Council approve the agenda for the September 25, 2023 Regular Council Meeting.

Carried Unanimously

3. Minutes

3.1 Adoption of Minutes

Motion 23-199

Moved by: Borecky

Seconded by: Therrien

THAT Council adopt the following minutes:

- Regular Council Meeting, September 11, 2023

Carried Unanimously

4. Delegations

4.1 Comox Valley Food Policy Council

Motion 23-200

Moved by: Therrien

Seconded by: Sullivan

THAT Council receive the delegation from the Comox Valley Food Policy Council.

Carried Unanimously

5. Correspondence

None

6. Unfinished Business

None

7. Reports

7.1 Development Permit and Development Variance Permit – 2793 Beck Avenue

Motion 23-201

Moved by: Therrien

Seconded by: Borecky

THAT Council approve the development permit (2023-01-DP) and development variance permit (2023-08-DV) for the property described Lot 5 Section 34 Township 10 Comox District Plan EPP104047 (2793 Beck Avenue).

Carried Unanimously

7.2 Heritage Alteration Permit - 2723 Dunsmuir Avenue

Motion 23-202

Moved by: Sullivan

Seconded by: Ketler

THAT Council refer the heritage alteration permit (2023-02-HAP) application for the property described Lot 9 Block 7 District Lot 21 Nelson District Plan VIP522 (2723 Dunsmuir Avenue) to the Heritage Committee.

Carried Unanimously

7.3 Regional Recreation Access Membership Pilot Project

Motion 23-203

Moved by: Borecky

Seconded by: Therrien

THAT Council approve a one-year Regional Recreation Access Membership pilot project.

Carried Unanimously

7.4 First Street Rental Property and Village Owned Residential Rental Policy

Motion 23-204

Moved by: Therrien

Seconded by: Borecky

- i. 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.
- ii. THAT Council approve the Village Owned Residential Rental Properties policy as presented.

Carried Unanimously

7.5 2023 Capital Works Tender Results

Motion 23-205

Moved by: Borecky

Seconded by: Sullivan

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.

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

Carried Unanimously

8. Bylaws

8.1 “2023 - 2027 Financial Plan Amendment Bylaw No. 1194, 2023”

Motion 23-206

Moved by: Sullivan

Seconded by: Therrien

THAT Council adopt the “2023 - 2027 Financial Plan Amendment Bylaw No. 1194, 2023”.

Carried Unanimously

8.2 “Reserve Funds Establishment Amendment Bylaw No. 1195, 2023”

Motion 23-207

Moved by: Sullivan

Seconded by: Borecky

THAT Council adopt the “Reserve Funds Establishment Amendment Bylaw No. 1195, 2023”.

Carried Unanimously

8.3 Zoning Bylaw Amendment No. 1198 – First, Second and Third Reading

Motion 23-208

Moved by: Therrien

Seconded by: Borecky

THAT Council give first, second and third reading to bylaw No. 1198 cited as “Zoning Amendment Bylaw No. 1198, 2023”.

Carried Unanimously

9. New Business

None

10. Notices, Motions and Announcements

- Transportation Master Plan - Open House and Walkshop: September 26th Council Chambers from 12:30-7:30pm.

- Homelessness and Affordable Housing Committee October 11 at 9:30 am Council Chambers
- Board of Variance October 11 at 11:30 am Council Chambers
- Advisory Planning Commission October 12 at 4:00 pm Council Chambers

11. Question Period

There were no questions.

12. Adjournment

Motion 23-209

Moved by: Sullivan

Seconded by: Therrien

THAT Council adjourn the meeting at 6:51 p.m.

Carried Unanimously

Mayor

Certified Correct by Corporate Officer

**The Corporation of the Village of Cumberland
Homelessness and Affordable Housing Committee Minutes**

**August 16, 2023 at 9:30 a.m.
Council Chamber, 2675 Dunsmuir Avenue**



Members Present:

Kathy Duperron, Chair
Debbie Bowman
Bobby Herron
Jesse Kettler, Councillor
Mark Fortin

Regrets: Lindsay Monk

Staff: Karin Albert, Senior Planner

The chair called the meeting to order at 9:35 a.m.

1. Approval of Agenda

Moved by: Fortin

Seconded by: Monk

That the HAH approve the agenda for August 16, 2023 as presented.

Carried Unanimously

2. Minutes

As internet connection was down, the minutes could not be called up and projected onto the screen.

Moved by: Herron

Seconded by: Fortin

That the minutes of the July 19, 2023 be tabled for approval at the next meeting.

Carried Unanimously

3. Unfinished Business - NONE

4. New Business

4.1 Official Community Plan Review – Housing

The Committee continued their discussion on progress to implement affordable housing actions, review of existing OCP policies and identification of gaps started at the July 19, 2023 meeting.

DISCUSSION

- Good progress has been made to implement the strategic actions identified in the Village's Affordable Housing Implementation Framework, 2016.
- A number of actions that have not been entirely completed or are ongoing remain relevant and should be considered for inclusion in the new OCP:
 - Action 4: Develop and enact affordability guidelines for housing agreements with developers that protect designated units in perpetuity
 - Action 5: Develop an "Affordable Housing in Cumberland" brochure [or web page] on how the Village supports market and non-market developers in the development process
 - Action 8: Support applications to senior government for funds (e.g. CMHC, BC Housing)
 - Action 9: Develop regulations to protect existing rental market housing stock
 - With regards to Action 10 – rephrase to: Develop Land Bank *and build up* the Affordable Housing Reserve Fund through affordable housing contributions.
- Other important policies to consider for inclusion in the OCP are:
 - Develop a clear definition of affordable housing
 - Support regional affordable housing initiatives, such as a regional housing corporation and employee housing initiatives.
 - Consider a separate Coalition on affordable housing. The Coalition to End Homelessness has a lot on their plate dealing with homelessness issues.
 - Support non-profit housing societies in their work to provide affordable housing units.
 - While all housing types are important, put focus on supporting the development of non-market housing from the housing options along the housing spectrum.
 - Provide municipal properties for affordable housing/mixed use. Enter into partnerships with non-profits and developers and BC Housing – as part of a civic building replacement plan.
 - Seek opportunities to acquire properties for affordable housing through the development process.
 - Redevelopment could extend to any property, including bare land
 - Partner with non-profit organizations

- Develop a policy to reduce parking requirements in all residential zone based on certain criteria, e.g. proximity to transit/alternative transportation corridors, income levels in the units.
- Allocate land in the Village that could be used for container housing, e.g. Maple Pool in Courtenay.
- Support lower cost housing, trailer parks / mobile homes
- Explore permitting short-term residence in RVs and Tiny homes. For example, explore temporary use permits for RV's like in Valemont to permit campers in people's yards.
- Advocate for a review of the BC Building Code to permit different standards for tiny homes.
- Advocate for provincial legislative changes on rent controls, and to facilitate affordable housing.
- As part of discussions with the public, provide a narrative of the current situation in Cumberland.

5. Next Meeting

The next scheduled meeting of the Homelessness and Affordable Housing Committee is on Wednesday, September 20 at 9:30 a.m.

6. Adjournment

The meeting was adjourned at 10:55 a.m.

**The Corporation of the Village of Cumberland
Heritage Committee Minutes**



**September 21, 2023 at 4:00 p.m.
Council Chamber, 2675 Dunsmuir Avenue**

Members Present:

Meaghan Cursons, Chair
Neil Borecky, Councillor
Tanis Frame
Lois Harris

Regrets: Hugh McLean

Staff Present: Karin Albert, Senior Planner

The meeting was called to order at 4:00 p.m.

1. Agenda

Moved by: Harris

Seconded by: Borecky

THAT agenda items 4.2 Statements of Significance and 4.3 Community Heritage Register Project be discussed before 4.1 OCP Review.

Carried Unanimously

Moved by: Borecky

Seconded by: Harris

That the Heritage Committee approve the agenda for September 21, 2023 as amended.

Carried Unanimously

2. Minutes

Moved by: Frame

Seconded by: Harris

THAT the Heritage Committee adopt the minutes of July 20, 2023.

Carried Unanimously

3. Unfinished Business

July 20, 2023 Committee resolution: Formation of a sub-committee to review criteria and make recommendations for additions to the Heritage Register.

- If all members of the Committee wish to participate in this work, establishment of a subcommittee is not required. Since the Committee selects its own chair, the current chair can hand over the chair to another Committee member for that work.

July 20, 2023 Committee resolution: Recommendation for Committee to be the link for art, culture and public space for the OCP Review, in addition to heritage.

- Council has not considered this request, did not meet in August. The recommendation will be presented to Council in October.

4. New Business

4.1 Statements of Significance

- The Village received funding from the BC Heritage Legacy Fund to complete five Statements of Significance (SoS's) for sites identified by the Heritage Committee: 2719 Dunsmuir Avenue (former Moons Records, Peacey's drugstore, etc), the Bevan Houses, the Collieries railway, Perseverance Creek wetlands, and the 00 survey marker.
- Village is hiring Elana Zysblat to research and write the SoS's.
- Elana will attend an upcoming Committee meeting.

4.2 Community Heritage Register Project

- Request Hugh to develop and recommend a process to review the Heritage Inventory with the Heritage Committee to identify additional heritage resources to recommend to Council for addition to the Community Heritage Register.
- Work can be undertaken at a regular meeting or the Committee can schedule a separate meeting. The meeting has to be public.

4.3 OCP Review – Public Engagement on Heritage

- The August 14 staff memo outlines existing heritage work completed by the Village, heritage protection tools available to municipalities, an extract of the Village's existing heritage policies from the OCP for reference, and a few possible policy updates for discussion.
- ***Top obstacles or challenges to heritage conservation in the Village:***
 - There are no incentives for heritage conservation.
 - Heritage is more than built structures, it's also about a sense of place too.
 - Lack of flexibility for heritage buildings within the VCMU-1 zone.
- ***Suggestions for updates to heritage policies, the Heritage Conservation Area (HCA) guidelines, and zoning:***
 - There could be different zones within the downtown core, respecting different needs of new and old buildings. Alternatively, there could be more flexibility within the VCMU-1 zone to accommodate different setbacks, parking availability on lots with heritage buildings.

- HCA guidelines need to allow for eclectic buildings, as downtown buildings do not represent a single era.
 - Need to re-imagine what heritage is in the downtown, it's more than a date stamp or an era, there is a need to communicate what heritage is in a way that resonates with people – every building has a story, it's not just about the physical structure.
 - People want sun on the street, don't want a tunnel of high buildings, not a monolithic main street. Need more permissive setback and/or requirements for reduced massing on upper storeys.
 - As we talk about heritage, don't want a car centric community.
 - What compromise are we willing to make to preserve land?
 - Can't replicate what's here, important to incorporate the old and the new and promote diversity in building style and type.
 - With regards to climate change and building materials, e.g fire smart, include more language to that effect in the HCA guidelines. Move to best practices for climate change mitigation and adaptation.
 - Encourage variety in colours – not every building has to have the “Cumberland red”.
 - HCA guidelines to place emphasis on the importance of eclectic nature of downtown core.
 - Re-write introduction on Cumberland's history to acknowledge First Nation presence on the land before arrival of the settlers.
 - Consider completing SoS's for zones or neighbourhoods. People like being part of a neighbourhood. HCA's could support neighbourhood identities.
 - Heritage preservation as a tool to promote social inclusion.
 - Subdivision standards may move Village to a more suburban look. E.g. when older neighbourhoods are re-developed is it a requirement to update the lane to a new standard? Is the requirement within the Master Municipal Construction Document standards (MMCD's) or Village bylaws?
 - A key OCP policy is to review the zoning bylaw and subdivision servicing bylaws and their impact on preservation of heritage character of neighbourhoods and heritage buildings.
- Continue to encourage strong ties to the Cumberland museum, invite Rozz, the Executive Director from the museum, to Heritage Committee meetings.

5. Next Meeting

Next scheduled Heritage Committee meeting is Thursday, October 19, 2023. Quorum might be a challenge on that date, Oct. 26 is a possible alternate date.

6. Adjournment

The meeting was adjourned at 5:30 p.m.



SUBSTANCE USE STRATEGY
CVSUS22@GMAIL.COM 778-895-0147

September 26, 2023

Dear Melissa

Re: Presentation to Mayor Brown and Council

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

There will be a short PowerPoint that will also contain ***an ask for continued support and representation***. I will send you the PowerPoint as soon as you can provide a date for us to present.

The presenters are Sharon Karsten - Program Director - Walk with me, Betty Tate Comox Valley Community Health Network, Kari Hackett Coordinator substance use strategy.

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

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

Thank you,

Kari Hackett

Kari Hackett
Substance Use Strategy Coordinator

[**Click here to download full report](#)

PHASE TWO REPORT SUMMARY

The term substance in this report refers to all mood altering substances such as, but not limited to, alcohol, tobacco/vaping, nicotine, cannabis, illicit drugs, prescription drugs, medicinal substances, inhalants, and solvents.



The Comox Valley Substance Use Strategy Committee (Committee) that was formed in Phase One led the development of Phase Two Strategy development. The Committee is made up of a multi-sectoral group of local government representatives, peers, community members and community organizations from across the region. A commitment to centering peers in the Strategy development was continued by partnering with the Walk With Me team who did a gaps and strengths analysis of the Substance Use Support Network in the Comox Valley.

Comox Valley Substance Use Support Network is the network of organizations and projects/initiatives working to support People Who Use Substances in the Comox Valley. This definition includes organizations whose work is rooted in harm reduction, recovery, health, and mental health services, as well as in the “upstream” areas that have impact on the substance use ecology, including housing, policing, education, and others” (Walk With Me, 2023, pg.12)

The Committee has worked to examine power imbalances, uncover systemic biases and create culturally safe spaces as members travel on this learning journey. This examination and continued learning is part of the ongoing work to create and implement a regional substance use strategy. Learning about the culture of individuals and communities allows us to respect their unique care needs and connect them to cultural supports. Culture is healing and can be considered prevention, harm reduction and treatment at different points in a person’s substance use journey.

Poverty, lack of affordable housing, history of trauma, stigma and discrimination, classism, racism, gender/sexual diversity discrimination, and colonization are root causes that can contribute to substance use and create additional barriers to health for individuals and ultimately impact community health. Historically, substance use policies and practices have had a disproportionately negative impact on racialized people and First Nations, Métis and Inuit peoples, as well as people facing poverty and/or lack of housing. Additionally, there are social inequities and gender differences that affect people’s experience with substance use services and supports.

These truths inform the continuing development of the Strategy that aims to use an equity lens in policy development and practice to create a more equitable system of substance use support within our community.

PHASE ONE RECOMMENDATION	PHASE TWO ACTION
Present Phase 1 Report to all local government councils	Delegations to local government councils twice
Request all local governments collaborate to fund Phase 2	\$140,000 in funding secured for Phase 2 and 3
Act on lived experience of people who use substances	Partnered with Walk With Me (WWM) to hear the lived experience of Peers
System gap and strength analysis of substance use support network	WWM community engagement and research to produce Walking Together Towards a Stronger, More Integrated Substance Use Support Network in the Comox Valley: Gaps and Strengths Analysis
Ongoing involvement and leadership from peers and elders/traditional knowledge keepers.	WWM research was co-led by peers and an elder Strategy committee included peers and Indigenous leaders of organizations
Form a CV Substance Use Collaborative to coordinate recommendation implementation	Relationships have been developed, Collaborative first met in June 2023 and meetings are being held monthly
Collaborative become partner of the Community Health Network	Collaborative has just begun to meet so this partnership has not evolved yet
Align work of the Collaborative with intersecting work in the Regional Poverty Assessment and Reduction Plan	Some engagement in the Collective Impact process to align substance use strategy with poverty reduction
Ongoing Data Collection and review	Ongoing

PHASE TWO RECOMMENDATIONS

WALKING TOGETHER REPORT RECOMMENDATIONS (WALK WITH ME)

Note: Please read Chapter 6 in the [Walking Together Report](#)

- 1 Create and implement medical detox service in the Comox Valley
- 2 Create and implement a recovery-based supportive housing service
- 3 Expand managed alcohol program services
- 4 Expand safer supply services
- 5 Relocate and expand overdose prevention site (OPS) and services
- 6 Pursue Improvements in opioid agonist therapy (OAT) delivery
- 7 Pursue asSeries of networking improvements
- 8 Create a services hub
- 9 Pursue service and transportation improvements for remote places, and places without strong transit systems (Hornby and Denman Islands, Cumberland, and others)
- 10 Address the need for culturally safe services
- 11 Work to reduce/eliminate stigma in the system

SUBSTANCE USE STRATEGY RECOMMENDATIONS (COMMITTEE)

Note: Recommendations #12 and 13 are overarching recommendations and apply to all other recommendations and work of the Collaborative.

- 12** Actively engage and support peers to be involved in every aspect of planning and implementation of the recommendations in the Strategy.
- 13** Actively practice cultural safety and humility, anti-racism; anti-queer-phobia; anti-ableism, anti-classism and anti-agism and ensure that Cultural Safety principles are enacted in implementation of all Strategy Actions.
- 14** Comox Valley Substance Use Collaborative will provide oversight and leadership to Implement Phase Three and ongoing recommendations.
- 15** Update and increase substance use awareness programs for youth and their parents.
- 16** Increase awareness about substance use and access to substance use services specifically for seniors
- 17** Launch a project that focuses on including business owners and employers as part of the conversation on substance use and harm reduction.
- 18** Develop or review existing municipal bylaws and policies related to alcohol and cannabis selling establishments to reduce negative impacts to community health, safety, and livability. Work with municipalities to obtain the necessary data.
- 19** Actively advocate to Federal and Provincial governments for an easily accessible safer supply of drugs
- 20** Implement a Peer Assisted Care Team (PACT) in the Comox Valley
- 21** Advocate for more non-market affordable housing for all ages and circumstances.

ONGOING RECOMMENDATIONS FROM COMMUNITY SUBSTANCE USE STRATEGY PHASE ONE REPORT

- 22** Act on lived experience of people who use substances, their families and the people who support them in the design and implementation of policies, services, changes to existing services, and as qualitative evidence that supports action in our community response to substance use.
- 23** Engage more intensively with members and organizations from key priority groups such as youth, Indigenous, spiritual and religious, community organizations (e.g., Rotary, Indigenous, and 2SLGBTQIA).
- 24** Leverage existing political will in the community to advocate for organizational commitment (e.g., coordination, funding and staffing) from service providers (e.g., VIHA, AVI, John Howard Society, etc.) and stakeholders (e.g., RCMP, SD71) for ongoing implementation of the strategy actions.
- 25** Advocate for peer delivered services and paid positions within all organizations for people with lived/living experience.
- 26** Secure commitment of key partners & regional stakeholders to apply for provincial and national funding when available. Seek endorsement letters from key partners.

- 27 Establish ongoing data sharing agreements between the Comox Valley Substance Use Collaborative and local data collectors, including agency program and service evaluation data (e.g., number of individuals who access service, number of naloxone kits distributed, demographic data).
- 28 Advocate for ongoing provincial and regional collection of data on social determinants about substance use (e.g., why people use substances, social determinants and how they contributed to death or drug poisoning, etc.).
- 29 Increase collection and reporting of data around access to services & service impact and data on the benefits of substance use.
- 30 Innovate ways to collaborate across government, academia and community agencies on collection of data.

While the Phase Two Strategy work was being done there were people and organizations continuing to work on responses to substance use and health in the community. As a result many of the recommendations have some emerging work being done and this work will need to be built upon in action planning. For example:

- March 9, 2023 - the Comox Strathcona Regional Hospital District Board approved a memorandum of understanding with Island Health that supports the development of a Community Health Services Hub located in the Comox Valley.
- July 7, 2023 - the Province of BC announced funding for a Peer Assisted Care Team in the Comox Valley
- The Community Action Team (CAT) is supporting the initiation of a peer- run Overdose Prevention Site
- The Community Action Team (CAT) is part of a multi-CAT Safer Supply Working Group through Health Quality BC that has recently published the [CAT Safer Supply Project Tool Kit](#) that will assist with local, provincial and federal advocacy for safer supply

TOWARDS A STRONG COMOX VALLEY SUBSTANCE USE SUPPORT NETWORK

The most consistent message heard in the Committee community engagement and the WWM conversations was that the system is siloed and in all areas there is a need to listen to each other, work together, try new things and be bold. The intent of the Strategy is that good work already being done in many areas in the community will be brought together to form a highly functioning Substance Use Support Network and where there are gaps new supports will be developed.

All of the thirty recommendations listed in this report require a coordinated effort that puts people who use substances at the centre and organizational differences aside. Putting people who are disproportionately affected by substance use due to social inequities, gender differences, racism, anti-queer-phobia, classism, ageism and ableism along with people who use and need substance use supports at the centre of planning for system change is critical. Through engaging in conversations, listening to all perspectives, developing strong relationships, creating actions and pursuing funding significant system change can and will happen.

File: 1700-02

September 29, 2023

Sent via email only: rparker@cumberland.ca

Mayor and Council
Village of Cumberland
2673 Dunsmuir Avenue
Cumberland, B.C. V0R 1S0

Mayor and Council:

Re: Invite to Participate - Comox Valley Track and Fields Service

On behalf of the Comox Valley Recreation Commission, we invite the Village of Cumberland (Village) to become a participant in the Comox Valley Track and Fields Service (Service).

This Service provides funding for the maintenance and capital costs of a number of all-weather sports track and sports playing fields, including:

- GP Vanier Secondary School playing fields;
- Highland Secondary School playing fields;
- Sports Centre track and field; and
- Sports Centre all weather turf field.

Current Service participants are the City of Courtenay, Town of Comox, and Electoral Areas A, B and C.

In 2023 a Sports Field Study and Recreation Strategic Plan were completed in collaboration with stakeholders across the Valley, including the Village. Recommendations included improvement of regional recreational assets through optimizing field use, new capital investment and further partnerships in order to create service efficiencies and provide the best possible user experience. Amongst these, was to formally invite the Village to participate in the Service.

Building from this foundational work, we are very excited about the direction and planned enhancements for the Service, including the construction of a new artificial turf field at GP Vanier Secondary School. Being a multi-use field complex serving all sports groups, we are confident that residents from across the Comox Valley will value and benefit from the new facility, especially during the winter months.

The Recreation Commission recently considered the attached report, Appendix A, regarding inviting the Village to the service.

In recognition of the regional nature of this Service and broad use and benefit from these facilities there is strong justification for full regional participation. In this regard, we are requesting the Village of Cumberland Council's feedback on joining the Comox Valley Track and Fields Service.

Should the Village indicate a desire to join the Service, an amendment to the service establishment bylaw will then be introduced and a formal request for your Council's consent will be forwarded following third reading.

We respectfully invite your written feedback by October 21, 2023.

Thank you for your consideration of this request.

Regards,

M. McCollum

Melanie McCollum
Chair
Comox Valley Recreation Commission

Appendix A – Staff Report - Village of Cumberland Participation Function 601-603

cc: James Warren, Acting Chief Administrative Officer
Michelle Mason, Chief Administrative Officer, Village of Cumberland

DATE: September 21, 2023**FILE:** 1700-02**TO:** Chair and Members
Comox Valley Recreation Commission**FROM:** James Warren
Acting Chief Administrative OfficerSupported by James Warren,
Acting Chief Administrative OfficerJ. Warren**RE: Village of Cumberland participation in Comox Valley Track and Fields Service,
Functions 601 - 603****Purpose**

To seek approval to invite the Village of Cumberland to participate in the Comox Valley Track and Fields Service, Functions 601 - 603.

Recommendations from the Acting Chief Administrative Officer:

THAT the Village of Cumberland be invited to participate in the Comox Valley Track and Fields Service, Functions 601 – 603;

AND FURTHER THAT subject to a positive response by the Village of Cumberland an amendment to Bylaw No. 2353 being “Comox Valley Sports Track and Fields Service Conversion Bylaw No. 2353, 2001” be brought forward for Board consideration;

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

Executive Summary

The Comox Valley Track and Fields service provides funding for the maintenance and capital costs of the all-weather track and sports playing fields.

Participants of this service are the City of Courtenay, Town of Comox, Part of Baynes Sound – Denman/Hornby Islands (Electoral Area A), Lazo North (Electoral Area B), and Puntledge – Black Creek (Electoral Area C).

In 2023 the Sports Field strategy was completed with support by a number of interested citizens and local governments in the Comox Valley. Work was completed in collaboration with the City of Courtenay, Town of Comox, Village of Cumberland, 19 Wing, and Comox Valley Schools, as directed by the Recreation Commission in November 2021.

The Sports Field strategy consists of a number of recommendations to improve existing fields as well as inviting the Village of Cumberland into this service. This will increase collaboration and enhance overall management practices. Many future opportunities exist to increase and optimize collaborations in order to provide the best possible user experiences and maximize efficiency across the sport field system.

Benefits of the Village of Cumberland joining the service include:

- Participation in a service that many Cumberland residents benefit from through the use of regionally supported sports fields, such as the track and artificial turf field;
- Future consideration for improved amenity contributions for local fields in Cumberland as part of the Field Study Final report recommendations;
- Creating a more cohesive allocation system and better overall consistency across the service;
- Recognition that many groups are using fields across jurisdictional boundaries.

Lastly the Comox Valley Regional District (CVRD), City of Courtenay, Town of Comox, Village of Cumberland (Cumberland) and Comox Valley Schools have successfully collaborated in various ways, informally and formally, across a number of service areas.

Prepared by:

J. Zbinden

Jennifer Zbinden
Senior Manager
of Recreation Services

Concurrence:

D. DeMarzo

Doug DeMarzo
General Manager of
Community Services

Government and Community Interests Distribution (Upon Agenda Publication)

Comox Valley Schools	✓
Town of Comox	✓
City of Courtenay	✓
Village of Cumberland	✓

Background/Current Situation

As summarized by the Regional District of Comox-Strathcona, Cumberland originally participated in this service as evidenced by supplementary Letters Patent issued the 30th day of May, 1980.

In July of 2001, Bylaw No. 2353 was converted and amended the all-weather sports track service to the Comox Valley sports, track and fields service. This service provides for the funding and maintenance and capital cost of the all-weather sports track and sports playing fields in the City of Courtenay, the Town of Comox and Baynes Sound – Denman /Hornby Islands (Electoral Areas A) (Vancouver Island portion only), Lazo North (Electoral Area B) and Puntledge – Black Creek (Electoral Area C). Cumberland chose to leave the service at this time as seen in attachment Appendix A.

At the June 24, 2008 board meeting, four motions including an invite to Cumberland to participate were passed as seen in attachment Appendix B. Two further subsequent motions were passed in February 2010 also seen in Appendix B.

Throughout the years staff from the CVRD, City of Courtenay, Town of Comox, and Comox Valley Schools have worked together on the previous field project as a team. Comox Valley Schools has played a significant role allocating land for the fields.

Since 2001 Cumberland hasn’t participated in the Comox Valley Sports Track and Fields service.

In 2023 the Recreation Commission approved funding for the design of a new artificial turf field. Following the development of the Recreation Strategic Plan in the spring of 2023, the Comox Valley Schools approved the artificial turf field to be constructed on the playing field at Georges P. Vanier

Secondary School. As well the Sports Field consultants provided the recommendation to invite Cumberland to participate in the service. Being a multi-use field serving all sports group in the community it is anticipated that Cumberland residents will continue to benefit from the field service especially during winter months with various clubs and teams the residents join.

Should support be received from Cumberland to join the service an amendment to Bylaw No. 2353 being “Comox Valley Sports Track and Fields Service Conversion Bylaw No. 2353, 2001” would need to be prepared. As a service establishment bylaw, the *Local Government Act* provides that the bylaw may be adopted in accordance with the requirements applicable to the adoption of the bylaw that it amends, or with the consent of at least 2/3 of the participants. In addition to these requirements the bylaw must receive approval by the Inspector of Municipalities following third reading of the bylaw.

Subject to a positive response from Cumberland, staff would recommend that consent be sought from 2/3 of the current and prospective participants in the service. The Comox Valley Sports Track and Fields Service was originally established by supplementary letters patent issued in 1980.

Options

1. That the Comox Valley Recreation Commission approve that the Village of Cumberland be invited to participate in the Comox Valley Regional District Track and Fields Service, Function 601.
2. That the Comox Valley Recreation Commission does not approve that the Village of Cumberland be invited to participate in the Comox Valley Regional District Track and Fields Service, Function 601.

Staff recommend Option 1. Should this direction be provided by the Commission a letter from the Chair will be sent to the Village of Cumberland Council to formally request consideration of joining the service as a participant.

Financial Factors

Without Cumberland’s inclusion in the Comox Valley Track and Field service, the levy required by each participant area is as follows:

Participant	Net Taxable Assessment	Converted Value	Levy
Part of Baynes Sound – Denman/Hornby Island (Electoral Area A)	2,601,449,956	285,990,264	20,258
Lazo North (Electoral Area B)	3,319,543,319	345,574,768	24,479
Puntledge – Black Creek (Electoral Area C)	3,789,468,711	424,389,601	30,062
Town of Comox	5,119,682,174	539,887,436	38,243
City of Courtenay	9,782,056,526	1,128,790,076	79,958
Total	24,612,200,686	2,724,632,145	193,000
	Approx. Residential Rate per \$1000		0.00708
	Equivalent Maximum Levy		0.00784

For a home assessed at \$800,000, the estimated residential tax impact would be \$5.66 based on the 2023 revised assessment roll.

With Cumberland’s inclusion in the Comox Valley Track and Field service, the levy required by each participant area is as follows:

Participant	Net Taxable Assessment	Converted Value	Levy
Part of Baynes Sound – Denman/Hornby Island (Electoral Area A)	2,601,449,956	285,990,264	19,073
Lazo North (Electoral Area B)	3,319,543,319	345,574,768	23,047
Puntledge – Black Creek (Electoral Area C)	3,789,468,711	424,389,601	28,303
Town of Comox	5,119,682,174	539,887,436	36,006
City of Courtenay	9,782,056,526	1,128,790,076	75,281
Village of Cumberland	1,515,039,300	169,264,219	11,289
Total	26,127,239,986	2,893,896,364	193,000
Approx. Residential Rate per \$1000			0.00667
Equivalent Maximum Levy			0.00739

If Cumberland was part of this service in 2023, the estimated residential tax impact for a home assessed at \$800,000 would have been\$5.34.

Strategic Considerations: Strategic Drivers and Regional Growth Strategy

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

Fiscal Responsibility:

- The turf fields and track both have major maintenance and replacement plans projected in future years, therefore ongoing reserve contributions of \$100,000+ annually ensure these improvements can be completed to provide ongoing service delivery. The service would benefit from Cumberland residents also paying for these high-level facilities.

Climate Crisis and Environmental Stewardship and Protection:

- The synthetic turf field has greatly reduced the quantity of water required to maintain the field compared to the former all-weather/sand field.

Community Partnerships:

- This service is built on strong partnerships with Comox Valley Schools, the City of Courtenay, and the Town of Comox.
- The CVRD partners with Comox Valley Schools and the City of Courtenay for the operation and maintenance of the track and synthetic turf fields at Georges P. Vanier Secondary.
- The CVRD, Comox Valley Schools, and Comox Valley United Soccer Club partner to work towards the construction of a field house next to the existing synthetic turf field.

Intergovernmental Factors

Recreation staff work closely with the City of Courtenay, Town of Comox, and Comox Valley Schools staff to deliver the track and fields services. Numerous operational agreements are in place with respect to maintenance, water purchase, and use.

Cumberland staff participated in the development of the updated field study which also included Cumberland fields in the inventory.

Community Services and Financial Services work closely to achieve the strategic goals and operational requirements for this service.

Provided the recommendation of this report is endorsed, the following next steps are noted:

- Letter from the Chair will be sent to the Village of Cumberland Council to formally request consideration of joining the service as a participant.
- Subject to a positive response from the Cumberland, an amending bylaw will be brought forward to the CVRD Board for consideration of three readings.
- Subject to the Board providing three readings to the amending bylaw, letters will be sent to the existing and prospective (Cumberland) service participants requesting their consent to the amending bylaw.
- Subject to consent being received by 2/3 of the existing and prospective participants, a request for Inspector approval of the bylaw will be sent to the Ministry of Municipal Affairs.
- Subject to Inspector approval being received the bylaw would then be brought back before the CVRD Board for consideration of adoption.

Citizen/Public Relations

All field user groups participated in this Sports Field Study. Implementing all or portions of the completed study will benefit the entire valley.

Attachments:

Appendix A: 2353 Track Fields Conversion CONSOLIDATED 20050919

Appendix B: Previous Comox Valley Regional District Motions



Track and Fields
Conversion Bylaw

The following is a consolidated copy of the Comox Valley track and fields conversion bylaw and includes the following bylaws:

Bylaw No.	Bylaw Name	Adopted	Purpose
2353	Comox Valley Sports Track and Fields Service Conversion Bylaw No. 2353, 2001	July 30, 2001	A bylaw to convert and amend the all-weather sports track service
2740	Comox Valley Sports Track and Fields Service Conversion Bylaw 2001, Amendment Bylaw No. 1	September 19, 2005	A bylaw to reflect the apportionment of costs as stipulated in the supplementary Letters Patent establishing the service which were issued on the 30 th day of May, 1980

This bylaw may not be complete due to pending updates or revisions and therefore is provided for reference purposes only. THIS BYLAW SHOULD NOT BE USED FOR ANY LEGAL PURPOSES. Please contact the corporate legislative officer at the Comox Valley Regional District to view the complete bylaw when required.

REGIONAL DISTRICT OF COMOX-STRATHCONA**BYLAW NO. 2353****A Bylaw to Convert and Amend the All-Weather Sports Track Service**

WHEREAS by supplementary Letters Patent issued the 30th day of May, 1980 the Regional District of Comox-Strathcona was granted the function of the All-Weather Sports Track;

AND WHEREAS the participants in the All-Weather Sports Track were the Corporation of the City of Courtenay, the Town of Comox, the Corporation of the Village of Cumberland, Electoral Areas 'A', 'B' and 'C';

AND WHEREAS by supplementary Letters Patent dated September 9, 1999, Electoral Area 'K' was created which includes that area comprised of Denman Island and Hornby Island which were originally included within the boundaries of Electoral Area 'A';

AND WHEREAS the Board of the Regional District of Comox-Strathcona wishes to convert the function of the All-Weather Sports Track and rename the service to the "Comox Valley Track and Fields Service";

AND WHEREAS the Board of the Regional District of Comox-Strathcona wishes to further amend the service by deleting the Corporation of the Village of Cumberland and Electoral Area 'K' as participants in the service;

AND WHEREAS the Board of the Regional District of Comox-Strathcona wishes to amend the maximum requisition for this service from \$0.098 to \$0.04 per \$1,000 of net taxable value of land and improvements in the service area;

AND WHEREAS the Municipal Councils of the Corporation of the City of Courtenay, the Town of Comox and the Corporation of the Village of Cumberland have consented to the adoption of this Bylaw;

AND WHEREAS the Directors of Electoral Areas 'A', 'B', 'C' and 'K' have consented to the adoption of this Bylaw;

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

1. Service

The service established by this Bylaw is the Comox Valley Sports Track and Fields Service for the purpose of providing for the funding for the maintenance and capital costs of the all-weather sports track and sports playing fields in the City of Courtenay, the Town of Comox and Electoral Areas 'A', 'B' and 'C'.

2. Boundaries

The boundaries of the Service Area are the Corporation of the City of Courtenay, the Town of Comox and Electoral Areas 'A', 'B' and 'C'.

3. Participating Areas

The participating areas are the Corporation of the City of Courtenay, the Town of Comox, Electoral Areas ‘A’, ‘B’ and ‘C’

4. Cost Recovery

As provided in Section 803 of the Local Government Act, the annual cost of providing the Service shall be recovered by one or more of the following:

- a) property value taxes imposed in accordance with Division 4.3 of Part 24 of the Local Government Act;
- b) parcel taxes imposed in accordance with Division 4.3 of the Local Government Act;
- c) fees and charges imposed under section 797.2 of the Local Government Act;
- d) revenues raised by other means authorized by the Local Government Act or another Act;
- e) revenues received by way of agreement, enterprises, gift, grant or otherwise.

5. Maximum Cost

In accordance with Section 800.1(1)(e) of the Local Government Act, the maximum amount that may be requisitioned for the cost of the service is a property value rate of \$0.04 per \$1,000 applied to the net taxable value of land and improvements in the Service Area.

6. Borrowing

The Regional District can, for the purposes of this service, adopt a loan authorization bylaw in accordance with Section 831 of the Local Government Act.

7. Apportionment of Costs

In accordance with Section 804 of the Local Government Act, the costs of the service shall be apportioned on the basis of

- a) the converted value of land and improvements for general purposes in the municipal participating areas; and of
- b) the converted value of land and improvements for hospital purposes in the electoral participating areas.

8. Citation

This Bylaw may be cited for all purposes as “Comox Valley Sports Track and Fields Service Conversion Bylaw No. 2353, 2001.”

Motions from the June 24, 2008 Board Meeting.

AND THAT the Village of Cumberland be invited to participate in the Comox Valley regional district track and playfields service and that participation costing studies be completed for the upgrade of Kin Field in Cumberland as seen in attachment Appendix B

THAT a location for the artificial turf sports field be determined after discussions are held with play field stakeholders;

AND THAT costing studies be completed for the construction of an artificial turf sports field; AND THAT the Village of Cumberland be invited to participate in the Comox Valley regional district track and playfields service and that participation costing studies be completed for the upgrade of Kin Field in Cumberland

AND FURTHER THAT the construction of the artificial turf sports field and upgrades to the Kin Field in the Village of Cumberland be considered with all other capital projects for the Comox Valley regional district parks and recreation services in the 2009 to 2013 financial planning process.

The following subsequent motion was passed in February 2010:

AND FURTHER THAT staff continue to seek a suitable location for a major soccer and field sport complex with two artificial turf fields and appropriate amenities.

THAT the motion be amended to instruct staff to meet with Comox Valley Soccer Club to discuss interim solutions for an artificial turf field.

From: [Village of Cumberland](#)
To:
Subject: FW: Requesting delegation to Council Sept 25
Date: September 18, 2023 8:45:03 AM

From: Naomi Robert <>
Sent: Sunday, September 17, 2023 9:38 PM
To: Village of Cumberland <info@cumberland.ca>
Cc: JK Bays >; Rachel Parker <rparker@cumberland.ca>
Subject: Requesting delegation to Council Sept 25

Dear Village of Cumberland Mayor and Council,

The Comox Valley Food Policy Council (CVFPC) would like to request a delegation to the Village of Cumberland September 25th, 2023.

Proposed Discussion:

The proposed presentation would provide an overview of the work and mandate of the CVFPC and its potential to support regional food policy and planning within the Comox Valley.

Proposed request of the Council:

- 1) The CVFPC would like to request that the Village of Cumberland work with the CVFPC to incorporate food policy into the OCP review.
- 2) The CVFPC would like to request that the Village of Cumberland consider signing the Vancouver Island Food Charter.

Proposed speakers:

Joanne Bayes, co-chair CVFPC
Naomi Robert, member, CVFPC

Thank you for considering this request on behalf of the CVFPC.

Sincerely,
Naomi Robert



About

The goal of the Comox Valley Food Policy Council (CVFPC) is to provide a forum for advocacy and policy development that works towards the creation of a food system that is ecologically sustainable, economically viable, and socially just.

Vision: The Comox Valley has a thriving local food system where food is celebrated, and farmers, food growers, and harvesters are supported. Through local food systems, the region strives toward reconciliation, ecological sustainability, and climate change mitigation. Community food security ensures access to healthy and culturally appropriate food for all, and food systems education is a priority.

Mission: To support and work with decision-makers and community members to implement policy and practices aligned with its vision.

Background: In October, 2019, the CVFPC had its inaugural meeting. The CVFPC is guided by its own Terms of Reference that outline specific details for the composition, membership, and governance of the council. The CVFPC is an initiative of LUSH Valley Food Action Society (LUSH Valley), which provides funding and coordination as the 'backbone' organization.

Structure: The CVFPC is a hybrid committee of civil society organizations and local government representatives. The CVFPC is supported in principle by the Comox Valley Regional District (CVRD) and holds positions for appointed representatives from municipal and regional governments, as well as the K'ómoks First Nation.

The CVFPC maintains significant linkages to local government via staff and elected officials. The CVFPC is funded by the CVRD and LUSH Valley.

Lens: When moving forward, the CVFPC considers how the proposed policy or action contributes to:

- Food equity/access
- Climate change mitigation/adaptation
- Reconciliation
- Systems-change

Ongoing Priorities:

1. Supporting the development and implementation of a regional Agricultural and Food Security Area Plan.
2. Supporting other Official City Plans, the Regional Growth Strategy, and municipal and regional planning processes.
3. Acting as an advisory board for local government and others seeking information and support on food policy development, engagement, and implementation.

Strategic Priorities for 2023:

1. Emergency planning and preparedness in relation to food security, the local food economy, and climate change mitigation/adaptation.
2. Advocating for and developing policy related to healthy school food access and food-systems education.
3. Supporting and advocating for policy development relating to food access and poverty.
4. Developing local food procurement policy for institutions.

Learn more about the CVFPC at
lushvalley.org/cvfpc/about

If you are interested in becoming a member, we would love to hear from you. Please complete the Expression of Interest form on our website or contact Maurita at maurita@lushvalley.org if you have specific questions.



Members

Maurita Prato

Co-Chair, Comox Valley Food Policy Council; Executive Director, LUSH Valley Food Action Society

Joanne Bays

Co-Chair, Comox Valley Food Policy Council; Director Emeritus, Farm to Cafeteria Canada

Amanda Jekums, Sustainable Food Systems Consultant, Global Alliance for the Future of Food

Arzeena Hamir, Farmer & Owner, Amara Farm; Member, Mid Island Farmers' Institute

Brenna Wasylenki, Public Health Dietitian & Healthy Schools Lead, Island Health

Cristi May Sacht, School Board Trustee, School Board 71

Edwin Grieve, Director Area C, Comox Valley Regional District

Hudson McLellan, Planning & Policy Analyst; Community Member

James McKerricher, Owner, Farmer's Kitchen Food Truck; Food Access Manager, LUSH Valley Food Action Society

Jan Slomp, Dairy Farmer, Slomp Farm; Member, Comox Valley Farmers' Institute

Jenn Meilleur, Councillor, Town of Comox

Jessie Ketler, Councillor, Village of Cumberland

Lisa Bowie, Community Health Representative & Elders Coordinator, K'ómoks First Nation

Mary-Catherine Williams, Regional Coordinator Community Impact & Investment, United Way

Naomi Robert, Research Associate, Institute for Sustainable Food Systems, KPU & Food Systems Lab, SFU

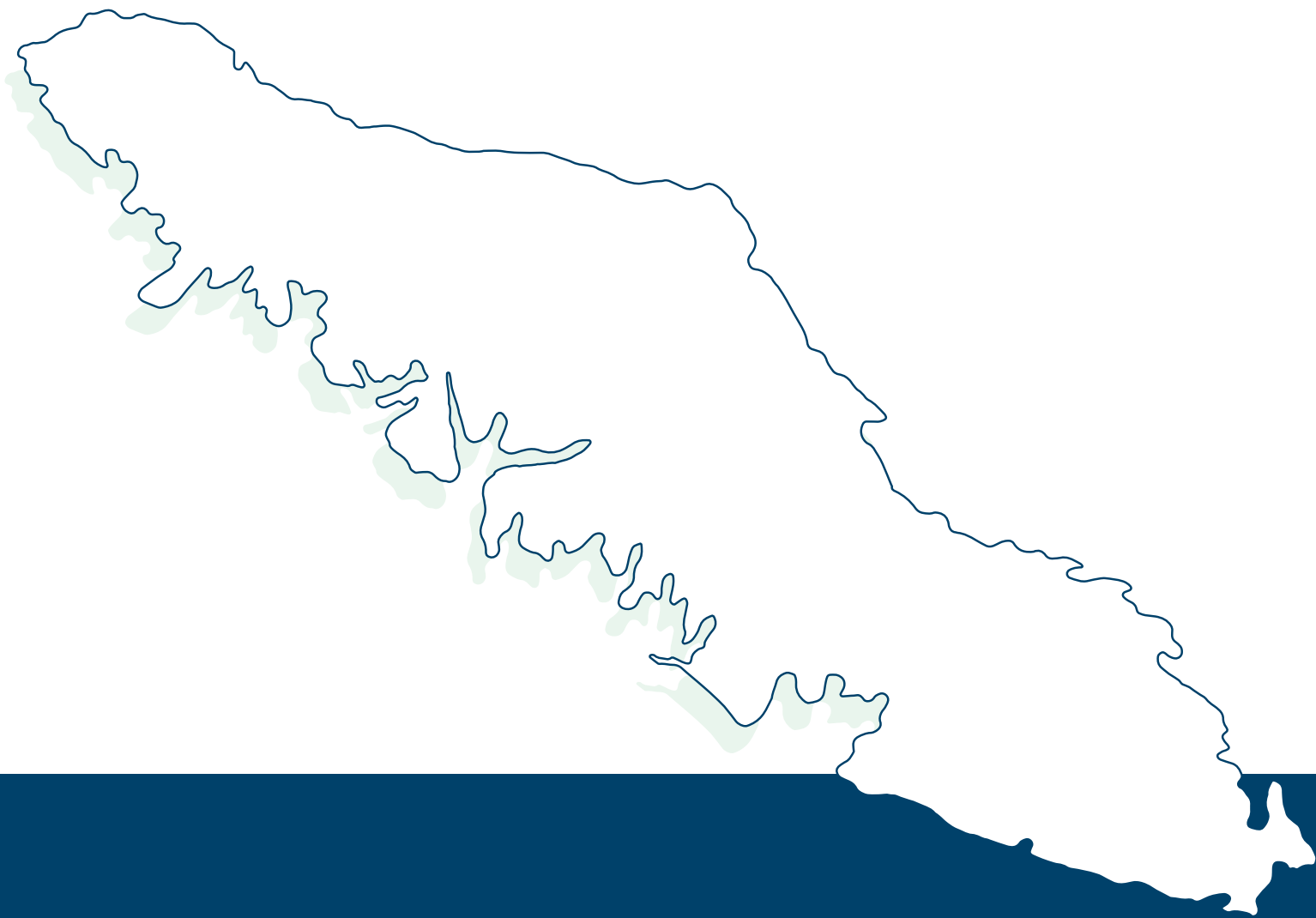
Sandra Viney, Co-Owner, Atlas Café

Sheila McDonnell, Retired School Board Trustee, School District 71

Twila Skinner, General Manager, Comox Valley Farmers' Market

Vickey Brown, Mayor, Village of Cumberland

Wendy Morin, Councillor, City of Courtenay



Food Charter

A Project by Vancouver Island Food Hubs



BACKGROUND



The Island Region Food Charter emerged as a recommendation from the 2006 Social Determinants of Health Conference. The Charter provides vision & principles that will guide & inform all levels of government, businesses, non-profit organizations, communities, families & individuals in mutual effort toward increasing community food security. The Food Charter was developed through an inclusive process of broad public consultation within the geographic region of Vancouver Island and its surrounding coastal communities. It was updated in 2014.

CURRENT SITUATION



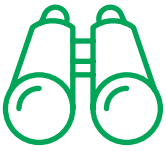
The current food system has both strengths & weaknesses. Our region has a significant & diverse agricultural & seafood sector. Our communities are rich in cultural & traditional foodways & many residents can access healthy food. However, communities are challenged by a multitude of food issues, which are exasperated due to vulnerability inherent for Island communities.

Some key issues include:

- Increased incidence of food related chronic disease;
- Increased reliance on fast & highly processed foods;
- Loss of food knowledge & skills;
- Limited access to safe, healthy, culturally acceptable foods in Indigenous communities and rural, isolated, low-income communities;
- Increased food insecurity for the most vulnerable community members;
- Reliance on food traveling over long distances;
- Challenges for future production due to a retiring farm community & prohibitive cost of farmland;
- Environmental threats to the food system including climate change & pollution

Although the nationally ratified Human Right to Adequate Food has not been fully realized, there is growing interest in & widespread concern about our local food system. Increased coordination & leadership on community food security issues is needed. This Food Charter is intended to express our willingness to collectively & constructively engage in moving forward to address some of these challenges.

VISION



A just and sustainable food system in the Island region is rooted in healthy communities, where no one is hungry and everyone has access to nutritious, culturally acceptable food. It requires viable, sustainable, and resilient systems to grow, harvest, process, transport, and distribute food while minimizing waste. A just and sustainable food system in the Vancouver Island Region means:

Share this with your friends, family, local businesses and local government leaders.



Health and well-being are generated for all, at all levels of the system: from food production, harvest, processing, acquisition, consumption, recovery and waste.



Farmers, fishers, harvesters, processors and distributors have the resources and knowledge needed for their trade and are able to generate livable incomes using sustainable practices.



Community environments support healthy food choices, food literacy, diverse food practices, healthy relationships with food and equitable livelihoods.



Traditional hunting, fishing, trapping, gathering, and conservation practices of Indigenous peoples are respected and enabled.



Breastfeeding is promoted and protected in communities as an optimal local, sustainable and traditional first food.



Mechanisms are in place to protect and preserve lands and waters on which our food system depends.



We have accessible and accurate information about the nutritional quality, composition, origin and safety of our food.



Mutually beneficial relationships exist between food purchasers, distributors, producers and consumers in urban, rural and isolated communities.



We have skills and knowledge about the ways food is grown, harvested, preserved, processed, purchased and cooked, and how to minimize waste.



A sustainable balance exists between international trade, and vibrant production for the local market.

To achieve a just and sustainable food system in the Island health region commitment to action across sectors is needed with real implications for our policies, programs, practices & personal choices. Our willingness to make this commitment indicates our sense of collective & personal responsibility for the present & future ecological, economic, & social well being of the communities of this unique region.

MUNICIPAL ROLE IN FOOD SYSTEMS

Created by the Central Kootenay Food Policy Council. Find out more at ckfoodpolicy.ca



Food systems are complex, as are the communities they nourish. This infographic promotes a coherent and strategic approach to food systems engagement. It provides examples of actions for integrating food systems into existing municipal services and activities.

FOOD SECURITY

exists when individuals and households have sufficient food to meet their needs on an ongoing basis.










FOOD ECONOMIES

are created by the businesses (farms, food processors, retailers, restaurants, distributors) that participate in food supply chains.

FOOD LITERACY

(re)builds skills for growing, harvesting, storage & cooking of food, and creates an understanding of how food systems function.

Sectoral Responsibilities of Municipal Governments in Canada

ECONOMIC WELL-BEING	ENVIRONMENTAL SUSTAINABILITY	SOCIAL DEVELOPMENT
 Collaborate with social service agencies and use the city's internal communications expertise and platforms to disseminate information on food available to those who are impoverished / hungry.	 Commit to not expanding municipal boundaries, building up, not out; zone & maintain a database of land suitable for food-related businesses.	 Ensure that higher density housing, particularly for those on lower incomes, is well connected to public transit and enables ready access to venues with healthy food (including emergency food services).
 Establish and implement targets for local food procurement at all City venues and events that serve food.	 Enable permanent location with high pedestrian traffic for the Farmers Market, with indoor option for winter markets.	 Create a Food Charter; support and participate in a food policy council.
 Assess and remove barriers to food gardens on private lots (front, side and backyard options); develop and pass bylaws that permit backyard flocks, meat rabbits, and beekeeping.	 Establish municipal and household organic waste composting and make finished compost available at low or no cost for food production in private and public gardens.	 Undertake an assessment of city-owned land most suitable for public food-related activities; lower barriers to access and use (harvest festivals, community gardens, food-based events).

Additional Resources available at: ckfoodpolicy.ca/municipal-food/



Enable & Empower (bylaw or policy change)

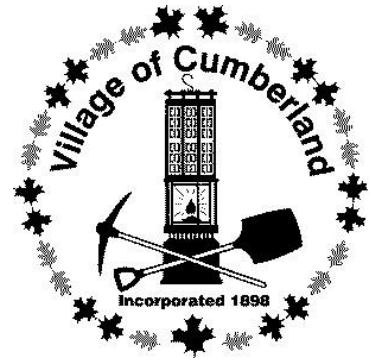


Repurpose internal resources (staff, infrastructure)



New investment

COUNCIL REPORT



REPORT DATE: 10/5/2023
MEETING DATE: 10/16/2023

File No. 6480-01 (OCP Review)

TO: Mayor and Councillors
FROM: Karin Albert, Senior Planner
SUBJECT: Update on Official Community Plan Review

RECOMMENDATION

THAT Council receive the Update on Official Community Plan Review report for information.

PURPOSE

This report provides an update on the Official Community Plan (OCP) review. Recent activities include consultations with Village Committees, data compilation for the demographics and housing sections of the OCP, and contract award (issuance of a Request for Proposals) for the preparation of a climate action plan. The report also provides an updated timeline to integrate work to be funded from the Complete Communities grant received in late August.

PREVIOUS COUNCIL DIRECTION

Date	Resolution
July 24, 2023	THAT Council receive the “Official Community Plan Review – Phase 1 Public Engagement Report”, dated July 14, 2023. 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 multifamily and include that information in the Official Community Plan review.
June 12, 2023	THAT Council endorse the submission of a grant application to the Union of B.C. Municipalities for the Complete Communities Program
April 11, 2023	THAT Council endorse the “Official Community Plan Review Process and Community Engagement Plan 2023-2024”, dated March 30, 2023

An update to the OCP is one of Council’s 2023-2026 Strategic Priorities.

BACKGROUND

The OCP review process is guided by the [OCP Review Process and Community Engagement Plan 2023-2024](#), endorsed by Council at the March 30, 2023 meeting. A first round of public engagement on a vision and goals for the OCP was completed in spring 2023. The results from the

engagement were presented to Council in the [Official Community Plan Review – Phase 1 Public Engagement Report](#) at the July 24, 2023 Council meeting. The report analyzed the public input received during the spring and, based on that analysis and discussion with the Advisory Planning Commission (APC), identified the elements of a vision statement and ten overarching goals for the new OCP.

ACTIVITY UPDATE

Subsequent to the spring public engagement, the following activities were completed to collect and review data to support the OCP Review and prepare for Phase 2 Community Engagement.

Build-out Analysis

Planning staff have been working with the GIS contractor to compile data on vacant properties and property development potential under existing OCP land use designations and zoning. Preliminary data collection and mapping has been completed and will be provided to the Complete Communities consulting team for further geospatial analysis and to support the development of growth scenarios during the next phase of public engagement (more on this below).

Commission and Committees Meetings

Advisory Planning Commission

The role of the APC is to support the OCP Review process, including analysis of public input and, based on that analysis, development of questions and topics to be explored in greater depth during subsequent engagement phases. At their August meeting, the APC worked with staff to develop criteria to assess where future growth should be directed. The criteria will be used to develop growth scenarios and feed into mapping / geospatial analysis and public engagement to be completed as part of the Complete Communities project (see below).

Heritage Committee

To inform the review of the Heritage Conservation Area guidelines section of the OCP, in July, the Heritage Committee received two presentations by Vancouver Island University Master of Community Planning students on projects completed in their community design course. The two projects were an [illustrated guide](#) to the Village's Heritage Conservation Area guidelines and a comparative [analysis of heritage design guidelines](#) in four communities in the Province and recommendations for an update to Cumberland's guidelines.

The Heritage Committee was also briefed on the OCP Review and passed the following resolution at their July meeting: "That the Heritage Committee recommend to Council to be the engagement link for art, culture and public space for the OCP Review in addition to heritage."

At the September meeting, planning staff engaged the Heritage Committee in an initial discussion on the heritage policies in the OCP and potential new policies needed to advance heritage preservation. The discussions with the Committee will inform questions and topics to be reviewed with the public during the next phase of community engagement.

Homelessness and Affordable Housing Committee

Over the July and August meetings, the Homelessness and Affordable Housing Committee reviewed progress on implementing the strategic actions in the 2016 Affordable Housing Implementation Framework, reviewed existing housing policies in the OCP and identified gaps to be considered for inclusion in the updated OCP.

Commission and Committee minutes related to the OCP Review are attached to this report (Attachments 2 to 4).

Accessibility and Inclusion Committee

A meeting with the Accessibility and Inclusion Committee on OCP policies related to that Committee's mandate is planned for later this fall.

Outreach to the K'ómoks First Nation

Village staff has been in contact with the K'ómoks First Nation to arrange a presentation to their Chief and Council. Staff is preparing a briefing to be shared with K'ómoks Council in advance of the meeting. The purpose of the meeting is to provide an overview of the OCP review, learn about key areas of interest to the K'ómoks First Nation, and how the nation wishes to be involved in the review and kept up to date.

Housing Needs Report Data

The analysis of demographics, housing supply and housing need is important background information for the OCP Review. This information will be presented to the public as part of Phase 2 engagement and inform the OCP policies on growth and development. Since Cumberland's 2020 Housing Needs Report is now out of date, the Village contracted Turner, Drake and Partners to prepare a Housing Needs Report based on the 2021 census, up-to-date building permit data, and current population growth projections. The firm has provided most of the data and accompanying graphs. These were shared with both the Homelessness and Affordable Housing Committee and the Advisory Planning Commission for information and feedback.

Over the next few weeks, Turner, Drake and Partners will prepare an accompanying Housing Needs Report. The firm is working concurrently on a regional Housing Needs Report for the Comox Valley Regional District (CVRD). It is expected that both reports will be completed in early December and presented to Council in January 2024.

Climate Action Planning

A key component of the OCP Review is climate action planning. In late August, the Village issued a Request for Proposals (RFP) for a consulting firm to prepare a Climate Action Plan for the Village. Work on the Climate Action Plan is expected to begin in late October. Supported by data from the [regional greenhouse gas emissions inventory](#) and the Village's corporate emissions data, the consultants will work with Council, staff and the community to develop both corporate and community climate actions. Key strategies and actions from the final Climate Action Plan will be integrated into the OCP.

Complete Communities Grant Funding

At their June 12, 2023 meeting, Council endorsed submission of a funding application to the Complete Communities Fund ([item 8.2 p. 54](#)). The Village was successful in obtaining the funding. The work will support the OCP Review through data collection, geospatial analysis, scenario building, public engagement, and implementation planning.

The Complete Communities work includes three phases:

1. **Prepare.** This phase includes identifying community goals, defining the scope of work, and gathering data. The data will be used for a geospatial assessment of Cumberland's existing

housing mix and infrastructure, proximity of residents to daily needs, and transportation options to identify land use deficiencies and gaps.

2. **Assess.** The second phase involves assessing strengths, opportunities, challenges and trade-offs in achieving a complete community. Geospatial analysis will identify areas suitable for densification based on cost-effective infrastructure servicing, alternative transportation options, proximity to daily needs, and diverse housing options.
3. **Act.** The final phase is to develop draft actions and undertake community and stakeholder engagement on proposed actions and densification scenarios. An implementation plan will identify future actions and a process to monitor implementation over time.

The grant funding will be used to hire a consulting firm to collect, map and analyze data, conduct public and First Nation engagement and prepare the implementation plan. The goal is to have a consultant on board in December to start the work.

ANALYSIS

To permit fully integrating the work to be completed under the Complete Communities grant program, the timeline for the OCP has to be adjusted. Accounting for the Request for Proposal (RFP) process, contract award is projected for late this fall. Data collection and geospatial analysis can start early 2023. Since data and geospatial analysis are intended to be shared with the public to inform the discussions on growth scenarios as well as a policies on housing and the built environment, climate change mitigation and adaptation, environmental protection, economic development and community well-being, Phase 2 of community engagement will be moved from the fall to winter and spring 2024. This will also allow for better integration with information from the Housing Needs Report and engagement for climate action planning.

The projected timeline for completion of a draft OCP is late fall 2024. The formal legislated bylaw review and adoption process requires readings, agency referrals and a public hearing. That process is anticipated to be completed by spring 2025.

A revised timeline for the OCP process is provided in Attachment 1.

Request for expanded role by the Heritage Committee

The request by the Heritage Committee to be the engagement link for art, culture and public space for the OCP Review is not within the Committee's mandate as identified in the Heritage Committee Terms of Reference (Council Policy 1.6). Recruitment to the Committee did not seek members with expertise or interest in the areas of art, culture and public space. Art, culture, and public space are very important topics to the community and there will be opportunities to discuss those topics, identify policy gaps in the current OCP, and propose new overarching policies during the next round of public engagement.

In addition, the Village is developing an Arts, Recreation and Culture Plan. That planning process will examine those topic areas in greater detail with the public to develop more detailed policies and actions than is possible as part of the OCP review process.

PUBLIC NOTIFICATION AND CONSULTATION

The revised timeline will be posted on the OCP project site at connectcumberland.ca. Those who have signed up to receive OCP updates will receive an email notification. When dates for phase 2 engagement are set they will be widely advertised to residents.

All reports to Council on the OCP review, APC minutes, public engagement summaries and other OCP related documents will continue to be made available at connectcumberland.ca for a transparent process.

ALTERNATIVES

1. THAT Council direct staff to make changes to the OCP review process presented.

STRATEGIC OBJECTIVE

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

FINANCIAL IMPLICATIONS

The Village received \$150,000 in funding from the Complete Communities Fund to support data collection and geospatial analysis of key complete community indicators. The 2023-2026 Financial Plan allocates \$88,000 in general funding to the OCP Review. The development of the Climate Action Plan is funded from the Local Government Climate Action Program allocation to Cumberland from 2022 to 2025. Total cost is not yet known as proposals are in the review process.

OPERATIONAL IMPLICATIONS

The OCP review process is coordinated by the Senior Planner with the involvement of other Development Services as well as Operations, Legislative Services and Financial Services staff. The Development Services Department has limited capacity to begin any other new policy projects during the OCP Review.

CLIMATE CHANGE IMPLICATIONS

The OCP review process itself does not have climate change implications but identifying actions for climate change mitigation and adaption is a key component of the OCP review. During the spring public consultations, climate action was identified as a key concern by residents. To capture that concern, the Phase 1 Public Engagement Report includes the following as one of the vision statements: "Climate actions have reduced greenhouse gas emissions from all sectors and the Village has become a true net-zero greenhouse gas emissions community". The Report also identifies "a climate-responsible community" as one of the key goals to be included in the new OCP. The climate action plan to be developed in conjunction with the OCP review will build on that vision and goal and identify specific policies and actions for climate change mitigation and adaptation. Key goals and policies from the climate action plan will be included in the new OCP and also guide many of the other policy areas.

ATTACHMENTS

1. Updated OCP process timeline
2. Advisory Planning Commission minutes of August 24, 2023
3. Heritage Committee meeting minutes of July 20, 2023 and September 21, 2023
4. Homelessness and Affordable Housing Committee minutes of July 19, 2023 and August 16, 2023

CONCURRENCE

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

Respectfully submitted,

K. Albert

Karin Albert
Senior Planner

M. Mason

Michelle Mason
Chief Administrative Officer

Revised OCP Review Timeline



**The Corporation of the Village of Cumberland
Advisory Planning Commission Minutes**



**August 24, 2023 at 4 p.m.
Council Chamber, 2675 Dunsmuir Avenue**

Members Present:

Nick Ward (Chair)
Janet Bonaguro (Secretary)
Jason Ross
Ryan Camp
Genevieve Burdett

Regrets:

Debbie Bowman
Jaye Mathieu

Staff Present:

Karin Albert, Senior Planner
Seamus McConville, Planner (brief visit, introduction)

Guests Present:

None

The meeting was called to order at 4:04 p.m.

1. Agenda

Moved by: Bonaguro
Seconded by: Camp

THAT the APC approve the Agenda for July 13, 2023.

Carried Unanimously

2. Minutes

Moved by: Ross
Seconded by: Burdett

THAT the APC adopt the minutes of July 13, 2023.

Carried

3. OCP Review

a) Data and trends affecting land use planning

- Karin reviewed data provided in agenda package and additional supporting slide deck

b) Criteria to guide development and evaluation of planning scenarios

- What are the ends (objectives) we are trying to meet? These will serve as design criteria to assess future planning efforts.
 - **Economic sustainability** (not necessarily growth, residential/commercial/industrial tax base, long term infrastructure management, access to municipal services, cost to service lots/infrastructure, municipal capacity and resources available, more commercial office activity in the village/ increase local employment opportunities/more people working locally vs commuting, water and wastewater system capacity)
 - **Character** (village feel, heritage, visual/sensory interest, vibrancy, arts, culture, building form, private open spaces, diversity of building form)
 - **Climate** (reduce sprawl, reduce wildfire risk, increase tree canopy, reduce GHG emissions)
 - **Social inclusivity and diversity** (social diversity, economics, accessibility, housing affordability, equity, diversity, inclusion (EDI), aging in place, housing options)
 - **Ecosystem** (preservation and creation of environmental/natural assets, watershed protection, water use reduction, wildlife, biodiversity)
 - **Connectivity** (walkability, within the community and commuting to the CV, alternative transportation options, leverage trail network, proximity to employment, distance to schools, recreation, parks, pedestrian and cyclist safety)
- Potential strategies to achieve the objectives above:
 - Urban containment boundary
 - Downtown/urban/housing densification
 - Wildfire interface (reduce development in wildfire interface areas)
- What are the means (tools) we have to meet these ends?
 - Housing development/containment

- Commercial and industrial development
- Transportation (transit, roads, sidewalks)
- Environmental assets (trails, parks)
- Taxes and fees
- Development design criteria (design for climate adaptive circumstances e.g. design to 1 in 100 year storms)

c) Further data and mapping needs

- Aging in place data (trends in terms of elders moving out of rural areas and into areas where specialized medical care is available)
- Demand for commercial and industrial land
- Infrastructure costs
- Tax revenue per lot (which buildings are making/losing money) e.g. is Stoneleigh Crescent sustainable compared to the rest of Coal Valley?

4. Next Meeting

The next regular APC meeting is Thursday, October 12, 2023 at 4:00 pm.

5. Adjournment

Camp: THAT the meeting adjourn at 6:06 p.m.

**The Corporation of the Village of Cumberland
Homelessness and Affordable Housing Committee Minutes**



**July 19, 2023 at 9:30 a.m.
Council Chamber, 2675 Dunsmuir Avenue**

Members Present:

Kathy Duperron, Chair
Lindsay Monk
Bobby Herron
Vickey Brown
Mark Fortin

Regrets: Debbie Bowman

Staff: Karin Albert, Senior Planner

The chair called the meeting to order at 9:35 a.m.

1. Approval of Agenda

Moved by: Fortin

Seconded by: Monk

That the HAH approve the agenda for July 19, 2023 as presented.

Carried Unanimously

2. Minutes

Moved by: Herron

Seconded by: Fortin

That the HAH adopt the minutes of the June 28, 2023 meeting.

Carried Unanimously

3. Unfinished Business - NONE

4. New Business

4.1 Official Community Plan Review – Housing

The Committee reviewed updated housing needs data, the factsheet that communicated the 2020 housing needs report data, and a progress update of the strategic actions in the Affordable Housing Implementation Frameworks, 2016.

DISCUSSION

- Some of the housing needs data, in particular definitions, need to be clarified:

- household type, one couple vs couple without children
- 'subsidized housing' needs to be explained. Also, is a breakdown available of different types of subsidies?
- building types need to be provided, e.g. apartment/duplex refers to secondary suites and duplexes. Preferable to use terms as used in Cumberland, rather than the Stats Can term.
- Housing criteria (unaffordable, unsuitable and inadequate) are self-reported. No standard criteria.
- Provide explanation of what the dwelling demand is based on.
- Housing starts data still to be provided.
- Statistical community profile to be posted for public:
 - Population/demographic info
 - Employment – participation rate, unemployment rate
 - Employment industries
 - Number of households and average household size
 - Housing demand – by unit and by unit type (number of bedrooms)
 - Number of households, percent owners/renters, average household size, household composition types
 - Housing costs relative to income
 - Core vs extreme housing need
- Other data needed: how many owners receive a homeowner grant, how many do not – this will allow Village to know how many properties are second properties or investment properties.
- Homeowner grants are a subsidy to property owners.
- Need to support housing for a diverse community
- Key concerns:
 - Who is Cumberland losing as housing costs increase and how can we retain those residents.
 - Gentrification and its impact on housing affordability.
 - Housing affordability affects employees in low paying service sector jobs. If they can't afford to live here, businesses can't recruit employees.
- Discussion on OCP Housing policies deferred to next meeting.

5. Next Meeting

The next meeting of the Homelessness and Affordable Housing Committee is on Wednesday, August 23 at 9:30 a.m.

6. Adjournment

The meeting was adjourned at 11:00 a.m.

**The Corporation of the Village of Cumberland
Homelessness and Affordable Housing Committee Minutes**

**August 16, 2023 at 9:30 a.m.
Council Chamber, 2675 Dunsmuir Avenue**



Members Present:

Kathy Duperron, Chair
Debbie Bowman
Bobby Herron
Jesse Kettler, Councillor
Mark Fortin

Regrets: Lindsay Monk

Staff: Karin Albert, Senior Planner

The chair called the meeting to order at 9:35 a.m.

1. Approval of Agenda

Moved by: Fortin

Seconded by: Monk

That the HAH approve the agenda for August 16, 2023 as presented.

Carried Unanimously

2. Minutes

As internet connection was down, the minutes could not be called up and projected onto the screen.

Moved by: Herron

Seconded by: Fortin

That the minutes of the July 19, 2023 be tabled for approval at the next meeting.

Carried Unanimously

3. Unfinished Business - NONE

4. New Business

4.1 Official Community Plan Review – Housing

The Committee continued their discussion on progress to implement affordable housing actions, review of existing OCP policies and identification of gaps started at the July 19, 2023 meeting.

DISCUSSION

- Good progress has been made to implement the strategic actions identified in the Village's Affordable Housing Implementation Framework, 2016.
- A number of actions that have not been entirely completed or are ongoing remain relevant and should be considered for inclusion in the new OCP:
 - Action 4: Develop and enact affordability guidelines for housing agreements with developers that protect designated units in perpetuity
 - Action 5: Develop an "Affordable Housing in Cumberland" brochure [or web page] on how the Village supports market and non-market developers in the development process
 - Action 8: Support applications to senior government for funds (e.g. CMHC, BC Housing)
 - Action 9: Develop regulations to protect existing rental market housing stock
 - With regards to Action 10 – rephrase to: Develop Land Bank *and build up* the Affordable Housing Reserve Fund through affordable housing contributions.
- Other important policies to consider for inclusion in the OCP are:
 - Develop a clear definition of affordable housing
 - Support regional affordable housing initiatives, such as a regional housing corporation and employee housing initiatives.
 - Consider a separate Coalition on affordable housing. The Coalition to End Homelessness has a lot on their plate dealing with homelessness issues.
 - Support non-profit housing societies in their work to provide affordable housing units.
 - While all housing types are important, put focus on supporting the development of non-market housing from the housing options along the housing spectrum.
 - Provide municipal properties for affordable housing/mixed use. Enter into partnerships with non-profits and developers and BC Housing – as part of a civic building replacement plan.
 - Seek opportunities to acquire properties for affordable housing through the development process.
 - Redevelopment could extend to any property, including bare land
 - Partner with non-profit organizations

- Develop a policy to reduce parking requirements in all residential zone based on certain criteria, e.g. proximity to transit/alternative transportation corridors, income levels in the units.
- Allocate land in the Village that could be used for container housing, e.g. Maple Pool in Courtenay.
- Support lower cost housing, trailer parks / mobile homes
- Explore permitting short-term residence in RVs and Tiny homes. For example, explore temporary use permits for RV's like in Valemont to permit campers in people's yards.
- Advocate for a review of the BC Building Code to permit different standards for tiny homes.
- Advocate for provincial legislative changes on rent controls, and to facilitate affordable housing.
- As part of discussions with the public, provide a narrative of the current situation in Cumberland.

5. Next Meeting

The next scheduled meeting of the Homelessness and Affordable Housing Committee is on Wednesday, September 20 at 9:30 a.m.

6. Adjournment

The meeting was adjourned at 10:55 a.m.

**The Corporation of the Village of Cumberland
Heritage Committee Minutes - DRAFT**



**July 20, 2023 at 4:00 p.m.
Council Chamber, 2675 Dunsmuir Avenue**

Members present:

Meaghan Cursons, Chair
Hugh McLean
Lois Harris
Neil Borecky

Regrets: Tanis Schulte

Staff: Karin Albert, Senior Planner

VIU Master of Community Planning students:

Illustrated guide project: Aidan McCulloch, Sam Gerrand, Haley Katan (other members of research team not able to attend: Aishwarya Thabitha, Riggs Abuloc and Leanna Favaro)

Design guidelines analysis project: Vidhi Kyada, Tharini Prakash, Niloofar Ferdosi, Kirsten Hogg, Milad Panahifar, and Carson Andreson

The chair called the meeting to order at 4:06 pm.

1. Approval of Agenda

Borecky/McLean: That the agenda for July 20, 2023 be adopted.

Carried Unanimously

2. Minutes

Harris/McLean: That the minutes of the March 16, 2023 meeting be adopted.

Carried Unanimously

3. Unfinished Business

None

4. New Business

4.1 OCP Review, Heritage Conservation Area – VIU Student Projects

a. A Guide to Building in Cumberland’s Heritage Conservation Area

- VIU Master of Community Planning students presented on the guide they developed to building in the Village’s Heritage Conservation Area

(HCA) (Attachment 1: Heritage Conservation Area Illustrated Design Guidelines). The guide makes the HCA guidelines easier to understand by providing more concise text, photographs of existing buildings, and illustrations (see July 20, 2023 agenda package for the guide).

Discussion

- Key questions - could the average person look at the guidelines document and understand what the Village is trying to do?
- Importance of images and illustrations to relay meaning,
- Challenge of preserving form and character through design guidelines.
- Importance of materials and colours, of public and private open spaces.

b. Cumberland Heritage Design Guideline Recommendations

- VIU Master of Community Planning presented their research on heritage design guidelines in four different BC communities (Rossland, Fernie, Victoria, Nanaimo) and their recommendations for Cumberland's heritage design guidelines (Attachment 2: Cumberland Heritage Design Guidelines - Analysis and Recommendations, also see July 20, 2023 agenda package for the complete report).

Discussion

- Cumberland heritage is eclectic. This could be highlighted more in the guidelines.
- The hodgepodge of different eras is part of the Village's feel and character.
- Importance of referencing the flourishing of different eras, their styles and markers.
- What elements do we want to bring in that speak to the history?
- Buildings can show a lifeline, time-related alteration.
- City of Nanaimo guidelines identify sympathetic relationships between old and new, emphasis on economic vitality, defined colours, historically "accurate" colours
- Social and communal potential is embedded in the text but this could be a separate heading
- Committee appreciated the 3-D map highlighting the buildings on the registry.
- Opportunities to represent the K'ómoks' history and presence through art

Cursons/McLean: That the Heritage Committee enthusiastically recommends that the Village take up any opportunities to work with the VIU MCP program on this file and other OCP topics.

Carried Unanimously

4.2 Community Heritage Register

- Developing SoS's for each heritage resource before adding it to the Heritage Inventory a very slow process. Village can add sites to the Register with short accompanying value statements.
- Establish a sub committee, with terms of reference and work plan.
- Do walking tours of potential heritage resources to be added to the Registry.

Cursons/McLean: That the Heritage Committee recommend that Council approve the establishment of a subcommittee to review criteria and make recommendations for additions to the Community Registry.

Carried Unanimously

Cursons/Harris: That the Heritage Committee recommend to Council to be the engagement link for art, culture and public space for the OCP Review. in addition to heritage.

5. Next Meeting

The next scheduled meeting of the Heritage Committee is Thursday, August 17, 2023 at 4:00 p.m.

6. Adjournment

The meeting was adjourned at 5:35 p.m.

Attachments to the Minutes

Attachment 1: Heritage Conservation Area Illustrated Design Guidelines

Attachment 2: Cumberland Heritage Design Guidelines - Analysis and Recommendations

**The Corporation of the Village of Cumberland
Heritage Committee Minutes**

**September 21, 2023 at 4:00 p.m.
Council Chamber, 2675 Dunsmuir Avenue**



Members Present:

Meaghan Cursons, Chair
Neil Borecky, Councillor
Tanis Frame
Lois Harris

Regrets: Hugh McLean

Staff Present: Karin Albert, Senior Planner

The meeting was called to order at 4:00 p.m.

1. Agenda

Moved by: Harris

Seconded by: Borecky

THAT agenda items 4.2 Statements of Significance and 4.3 Community Heritage Register Project be discussed before 4.1 OCP Review.

Carried Unanimously

Moved by: Borecky

Seconded by: Harris

That the Heritage Committee approve the agenda for September 21, 2023 as amended.

Carried Unanimously

2. Minutes

Moved by: Frame

Seconded by: Harris

THAT the Heritage Committee adopt the minutes of July 20, 2023.

Carried Unanimously

3. Unfinished Business

July 20, 2023 Committee resolution: Formation of a sub-committee to review criteria and make recommendations for additions to the Heritage Register.

- If all members of the Committee wish to participate in this work, establishment of a subcommittee is not required. Since the Committee selects its own chair, the current chair can hand over the chair to another Committee member for that work.

July 20, 2023 Committee resolution: Recommendation for Committee to be the link for art, culture and public space for the OCP Review, in addition to heritage.

- Council has not considered this request, did not meet in August. The recommendation will be presented to Council in October.

4. New Business

4.1 Statements of Significance

- The Village received funding from the BC Heritage Legacy Fund to complete five Statements of Significance (SoS's) for sites identified by the Heritage Committee: 2719 Dunsmuir Avenue (former Moons Records, Peacey's drugstore, etc), the Bevan Houses, the Collieries railway, Perseverance Creek wetlands, and the 00 survey marker.
- Village is hiring Elana Zysblat to research and write the SoS's.
- Elana will attend an upcoming Committee meeting.

4.2 Community Heritage Register Project

- Request Hugh to develop and recommend a process to review the Heritage Inventory with the Heritage Committee to identify additional heritage resources to recommend to Council for addition to the Community Heritage Register.
- Work can be undertaken at a regular meeting or the Committee can schedule a separate meeting. The meeting has to be public.

4.3 OCP Review – Public Engagement on Heritage

- The August 14 staff memo outlines existing heritage work completed by the Village, heritage protection tools available to municipalities, an extract of the Village's existing heritage policies from the OCP for reference, and a few possible policy updates for discussion.
- ***Top obstacles or challenges to heritage conservation in the Village:***
 - There are no incentives for heritage conservation.
 - Heritage is more than built structures, it's also about a sense of place too.
 - Lack of flexibility for heritage buildings within the VCMU-1 zone.
- ***Suggestions for updates to heritage policies, the Heritage Conservation Area (HCA) guidelines, and zoning:***
 - There could be different zones within the downtown core, respecting different needs of new and old buildings. Alternatively, there could be more flexibility within the VCMU-1 zone to accommodate different setbacks, parking availability on lots with heritage buildings.

- HCA guidelines need to allow for eclectic buildings, as downtown buildings do not represent a single era.
 - Need to re-imagine what heritage is in the downtown, it's more than a date stamp or an era, there is a need to communicate what heritage is in a way that resonates with people – every building has a story, it's not just about the physical structure.
 - People want sun on the street, don't want a tunnel of high buildings, not a monolithic main street. Need more permissive setback and/or requirements for reduced massing on upper storeys.
 - As we talk about heritage, don't want a car centric community.
 - What compromise are we willing to make to preserve land?
 - Can't replicate what's here, important to incorporate the old and the new and promote diversity in building style and type.
 - With regards to climate change and building materials, e.g fire smart, include more language to that effect in the HCA guidelines. Move to best practices for climate change mitigation and adaptation.
 - Encourage variety in colours – not every building has to have the “Cumberland red”.
 - HCA guidelines to place emphasis on the importance of eclectic nature of downtown core.
 - Re-write introduction on Cumberland's history to acknowledge First Nation presence on the land before arrival of the settlers.
 - Consider completing SoS's for zones or neighbourhoods. People like being part of a neighbourhood. HCA's could support neighbourhood identities.
 - Heritage preservation as a tool to promote social inclusion.
 - Subdivision standards may move Village to a more suburban look. E.g. when older neighbourhoods are re-developed is it a requirement to update the lane to a new standard? Is the requirement within the Master Municipal Construction Document standards (MMCD's) or Village bylaws?
 - A key OCP policy is to review the zoning bylaw and subdivision servicing bylaws and their impact on preservation of heritage character of neighbourhoods and heritage buildings.
- Continue to encourage strong ties to the Cumberland museum, invite Rozz, the Executive Director from the museum, to Heritage Committee meetings.

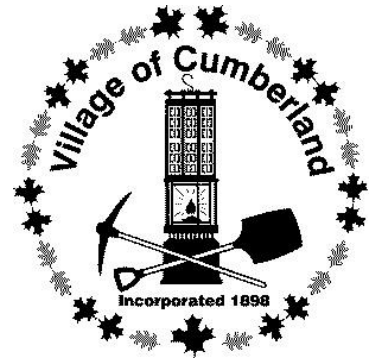
5. Next Meeting

Next scheduled Heritage Committee meeting is Thursday, October 19, 2023. Quorum might be a challenge on that date, Oct. 26 is a possible alternate date.

6. Adjournment

The meeting was adjourned at 5:30 p.m.

COUNCIL REPORT



REPORT DATE: October 6, 2023
MEETING DATE: October 16, 2023

File No. 4520-70

TO: Mayor and Councillors
FROM: Ryan Parton, Acting Manager of Parks & Recreation
SUBJECT: Street Closure for Winter StokeFest 2023

RECOMMENDATION

THAT Council deny the temporary street closure of Dunsmuir Avenue from First Street to Second Street for the Winter StokeFest 2023 event on Friday, November 17, 2023 from 7:30 am to 3:30 pm.

PURPOSE

The purpose of this report is to seek Council's approval or denial of a temporary street closure for a special event. Council's Street Closures for Special Events Policy requires that applications for street closures of more than three hours for new events be considered for approval by Council.

PREVIOUS COUNCIL DIRECTION

N/A

BACKGROUND

On September 29, the Village received an application for a street closure from ROAM Media (via its contractor, Haeley Dewhirst) for a new event – Winter StokeFest 2023, proposed for Friday, November 17, 2023. The following event information has been provided by the applicant:

StokeFest is scheduled to happen on Friday November 17 and Saturday November 18 in Cumberland. The vision of StokeFest (organized by ROAM Media Inc – proud owners of the CV Collective and Strathcona Collective magazines) is to bring together the ski and snowboard community to celebrate their common love of the mountain. Highlights of this event include movie showings both evenings at the Masonic Lodge as well as a Rail Jam on Dunsmuir on the Saturday.

Rail Jam – a community favorite:

We will be fencing off an area of the block (Dunsmuir between 2nd and 3rd streets) and will truck in snow and/or rink snow to set up a course with a professional park rail. Only invited athletes will

compete. This event is open to the entire community to come and watch and feel the excitement of the upcoming season. We will have a few sponsor tents set up at the lower section of the block as well as a snowman-making contest area for kids (outside of the fenced competition area). The street closure that we are asking for is from 7:30am to 3:30pm.

Schedule of Events:

7:30am-11:00am – Set Up

11:00am-2:00pm – Warm up and Competition

2:00pm-3:30pm – Clean Up (including snow)

We have hosted this event in the past in Downtown Courtenay. We will be working with professionals to set up the course as well as have insurance and safety personnel on course.

Other Location Choices:

Due to the slope of the street this proposed location is our preferred location.

Our second choice is:

Dunsmuir Ave between 2nd and 3rd.

This is considered a long-term closure under the policy and requires that the applicant demonstrate and attempt to quantify the benefits to the community, both economic and social, and show support from businesses owners and residents impacted by the closure.

The applicant has submitted a letter stating that she has communicated their plans and proposed closure to the businesses located on Dunsmuir between 1st and 2nd streets, and that the following businesses have communicated their support:

- Dodge City Cycles
- Waverley Hotel
- Catherine Worthy
- ROAM Media (which is an official supporter/sponsor of the event)
- Nobl Wheels/ Western Bike Company (which has also provided an additional letter of support)

She also notes that no adjacent business owners/operators have brought their dissatisfaction with the proposed event to her attention. Other than what is stated above, no other community benefits have been provided. Impacts to the community include disruptions to and rerouting of BC Transit services, similar impacts to emergency services (although the applicant has identified an emergency access lane that would be left open) and potential disruptions to downtown businesses (although the applicants have demonstrated some support from immediately adjacent businesses). Closing a major thoroughfare for eight hours has a significant impact on the community and, though the closure itself comprises only one block, it affects BC Transit users and emergency vehicle access all along Dunsmuir Avenue. Finally, there may be operational impacts should the event coincide with a natural snow event that would require clearing of Dunsmuir, although that possibility is likely small in November.

With all of that considered, Operations and Recreation staff cannot recommend approval of this street closure application due to minimal identified community benefits, combined with a relatively high community impact. This is not a strong recommendation; only an acknowledgement

that we have insufficient information based on the requirements of the Street Closures for Special Events Policy and limited time to solicit further information. If Council determines that they would like to approve this application, Village staff will work with the applicant to facilitate the request.

It should also be noted that we do allow the long-term closure of Dunsmuir for some other events, including Village Market Day, the Victoria Day parade, and the Foggy Mountain Fall Fair. One distinction is that those events are all hosted by non-profit societies, whereas the application in question is from a for-profit entity.

ALTERNATIVES

- i. THAT Council approve the temporary street closure of Dunsmuir Avenue from First Street to Second Street for the Winter StokeFest 2023 event on Friday, November 17, 2023 from 7:30 am to 3:30 pm.
- ii. THAT Council approve a temporary street closure of Dunsmuir Avenue from Second Street to Third Street for the Winter StokeFest 2023 event on Friday, November 17, 2023 from 7:30 am to 3:30 pm.
- iii. Any other action deemed appropriate by Council.

STRATEGIC OBJECTIVE

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

FINANCIAL IMPLICATIONS

Because there is not currently a fee for street closures in the Recreation Fees Bylaw, only in the Fees Bylaw as they pertain to land development applications, there are no direct financial implications of approving or denying this application. (A fee for street closures is something that Staff may recommend in a future event application policy report.)

OPERATIONAL IMPLICATIONS

If Council determines that the benefit of this closure outweighs its impact on the community and approves the application, Village staff will work with the organizer on a number of requirements set out in Council's Street Closure policy and the Community Event Application Manual to ensure that the street closure is blocked appropriately, sufficient solid waste and portable toilets are provided, active or alternate transportation is provided, and there are provisions for people with disabilities. Further, Recreation staff will instruct the applicant to ensure No Parking notifications are posted in advance of the event, and Engineering staff will ensure that BC Transit and emergency responders are notified.

ATTACHMENTS

1. Map of Proposed StokeFest Closure
2. StokeFest Letter of Support – Nobl Wheels

CONCURRENCE

Rob Crisfield, Manager of Operations **RAC**

Respectfully submitted,

R. Parton

Ryan Parton

Acting Manager of Parks & Recreation

M. Mason

Michelle Mason

Chief Administrative Officer

Winter STAKEFEST

SKI & SNOWBOARD FESTIVAL





Western Bike Company
2712 Dunsmuir Ave
Cumberland, BC
V0R 1S0

October 4, 2023

Mayor Brown and Councillors
2673 Dunsmuir Avenue
Cumberland, BC
V0R 1S0

RE: Stoke Fest Street Closure November 18

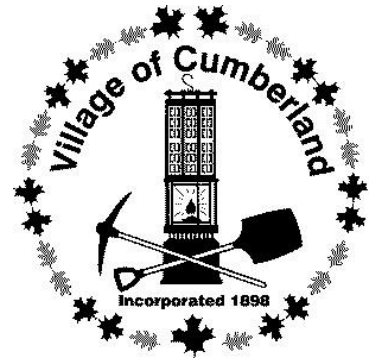
To Mayor Brown and Councillors,

This letter serves to indicate that **Western Bike Company** supports the street closure on Saturday November 18 for StokeFest Rail Jam.

We understand that proposed closure will be on Dunsmuir Ave from 1st to 2nd street from 7:30am to 3:30pm.

Thank you,
Christopher Arruda - Brand Manager
chris@westernbike.ca

COUNCIL REPORT



REPORT DATE: October 6, 2023
MEETING DATE: October 16, 2023

TO: Mayor and Councillors
FROM: Rob Crisfield, Manager of Operations
SUBJECT: Stage 3 Water Restrictions

RECOMMENDATION

THAT Council rescind the stage 3 water restrictions effective October 17th.

PURPOSE

To seek Council approval to terminate the current Stage 3 water restrictions that were implemented on August 3 this year.

PREVIOUS COUNCIL DIRECTION

Date	Resolution
July 24, 2023	That Council bring into effect Stage 3 water restrictions effective August 3, 2023.
July 26, 2021	Motion 21-236 Brown/Ketler THAT Council implement Stage 2 water restrictions effective August 3, 2021. Carried Unanimously

BACKGROUND

Council implemented Stage 3 water restrictions following a recommendation from staff based on reservoir levels and the long-term weather forecast. Cooler fall weather has continued to slow water demands and recent precipitation has increased water levels in our Cumberland Creek Reservoirs, Stevens Lake in particular has risen significantly over the past few weeks and is now close to the top of the concrete spillway. Water levels have also slightly increased in the Allen Lake reservoir. The long-term weather forecast indicates more precipitation and staff are confident that we can now remove the current stage 3 water restrictions. In doing so, we will be moving to no restrictions in effect based on the bylaw which automatically removes stage 1 restrictions after September 30th.

Following the regulations in the Water Conservation Bylaw (807), Council has the sole authority to implement and remove water restrictions beyond Stage 1. Staff is therefore seeking Council approval to rescind the current Stage 3 water restrictions, effective October 17th.

Staff will work on public notices to advise residents and the general public that the stage 3 water restrictions are no longer in effect.

ALTERNATIVES

1. Maintain existing Stage 3 water restrictions.

STRATEGIC OBJECTIVE

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

FINANCIAL IMPLICATIONS

None

OPERATIONAL IMPLICATIONS

Notices and communication to be posted advising residents that Stage 3 water restrictions have been rescinded.

CLIMATE CHANGE IMPLICATIONS

Climate change has been and will continue to play a role in Cumberland's water supply over the coming years. Reduced snowpack levels along with longer and hotter dry spells, coupled with more intense rainfall events, create challenges in managing both water supply levels and water quality.

ATTACHMENTS

None

Respectfully submitted,

R. Crisfield

Rob Crisfield
Manager of Operations

M. Mason

Michelle Mason
Chief Administrative Officer

COUNCIL REPORT



REPORT DATE: October 3, 2023
MEETING DATE: October 16, 2023

File No. 1855

TO: Mayor and Councillors
FROM: Fire Chief Mike Williamson
SUBJECT: Grant Application for Emergency Operations Center & Training 2023

RECOMMENDATION

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;

AND THAT Council direct staff to include this in the Financial Plan Bylaw to reflect this expenditure.

PURPOSE

The purpose of this report is to

- seek Council direction to staff to initiate a grant application for offset the cost of the Training ground at 4724 Cumberland Road phase 2.
- seek Council decision on the construction of the training center in 3 phases for the next 4 years to meet the Council mandate and to comply with the BC Structure Firefighter Minimum Training Standards present options to Council on the plan of construction of the training Center to comply with the Council mandate to the Fire Department, the BC BC Structure Firefighter Minimum Training Standards and NFPA 1001 Standard training
 - Phase I, is the construct the 2 concrete pads that require for live fire props, position the natural gas lines to provide safe burning to the members and purchase some props require to meet the BC BC Structure Firefighter Minimum Training Standards for exterior level.
 - Phase II, is to add on units to comply with the BC Structure Firefighter Minimum Training Standards for interior standard.
 - Phase III, this phase is to tide up the loose end and accomplish the construction to meet the BC Structure Firefighter Minimum Training Standards full-service standard and team leader.

PREVIOUS COUNCIL DIRECTION

None

BACKGROUND

The Cumberland Fire/Rescue Annual cost to train new members is over \$5,000.00, the detail list of the cost is \$1,200.00 for live fire 1 and 2, JIBC cost for exterior is \$800.00, Interior \$800.00, full service & 400.00. with the wage we pay for them to be train. All live fire must be contracted out, until the phase 1 of the training ground is completed. But now, we do not have the facility to provide in house training on most subjects. We are changing Academy from the Justise Institute British Columbia (JIBC) to Vancouver Island Emergency, Rescue Academy (VIERA). By doing so, we reduce the cost by \$200.00. we still have the cost of live fire that we need to contract out currently. We rented the training ground of Courtenay for 2 weekend and the cost for the use was just over \$2,000.00 for 4 days. With the instructor and cost if the students wages the total cost was \$7,000.00 vs \$11,500.00 if contracted out per individual when we will have the training ground up and rolling the village will save in training cost over \$5,000.00 that can be relocate to other required training that we postponed for many years.

The other issue is the ongoing training that the must provide to the senior firefighters annually. We must evaluate the Skill set against a Job Performance Standard (JPS). To comply with the Fire Commissioner BC playbook, the department audit also stress we must annually review fire fighting training with live fire annually as a requirement the members must demonstrate those skill that apply to the Village of Cumberland Fire Service. We must go to Comox Fire rescue or Courtenay Fire department to train with live fire and meet the compliance that we must keep. This causes an issue, because we must take one apparatus out of the village and a crew to go with it. This limits the time that we can do actual fire for that group. Every time this cause a scheduling issue and in the future huge increase in training budget of up to 20,000 yearly to meet Playbook and WCB yearly training requirements. We could also run our membership several times a year through the live fire training they become more confident and safer and safer firefighting performance for them and the village .

ALTERNATIVES

1. Not proceed with any action at this time, the cost of training new member and to senior will increase and the training for senior firefighters will be affected to meet the BC standard.

STRATEGIC OBJECTIVE

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

FINANCIAL IMPLICATIONS

One of the most Important Financial aspects of this request is that we reduce some cost in the operation and training by having the training ground and can reallocate the funding to other training postponed for many years. It also provides the Village residents with a better service. By using the grant money if approve we can reduce the cost of construction.

The Cumberland Fire/Rescue is looking for a budget of \$30,000.00 for phase II. The breakdown of the budget will be as follow.

- \$30,000.00 for grant if approved.

This initiative is currently not included in the 2023-2027 proposed financial plan. If successful, this project will be included into the 2023 or 2024 Financial Plan as a budget amendment that will come to Council for approval at a later date.

If the grant application is unsuccessful and if Council wishes to pursue with this initiative, contribution from the Fire Vehicle and Protective Equipment Replacement Reserve could be used to fund the project. An equivalent increase in contribution to reserve would be required in order to maintain the reserve level needed to fund the projects already identified in the 5 year plan. A budget amendment for 2023 or 2024 would also be required.

OPERATIONAL IMPLICATIONS

By carry out the second phase of the construction to the training Center in the back of the fire hall, this will provide a direct impact on the training of the new members and the senior firefighters. This will provide confidence to the members and most important is that the safety awareness will be more develop during actual emergency operation. That will increase the service we provide by reducing property lost due to their high standard of training.

CLIMATE CHANGE IMPLICATIONS

Natural gas is used as the main source for the fire. As per the NFPA 1403 Standard on Live Fire Training Evolutions, this is the better way to minimized damage to the environment and no trace of carbon can go in the water source around the fire hall because natural gas is a clean burn.

Overall, applying for the grant for building the training center will be a great asset for the village and the community.

ATTACHMENT

1. Emergency Operations Centres & Training 2023 Grant Application
- 2.

Concurrence

Annie Bérard, Chief Financial Officer **AB**

Respectfully submitted,

M. Williamson

Mike Williamson
Fire Chief

M. Mason

Michelle Mason
Chief Administrative Officer

SECTION 3: Project Summary
3. Project Information <ul style="list-style-type: none">a. Project Title: Phase two for exterior fire ground trainingb. Proposed start and end dates. Start: December 2023 End: July 2024
4. Project Cost and Grant Request: <ul style="list-style-type: none">a. Total proposed project budget: \$30,000.00b. Total proposed grant request: \$30,000.00c. Have you applied for, or received funding for, this project from other sources? If yes, please indicate the source and the amount of funding received or applied for. No
5. Project Summary. Provide a summary of your project in 150 words or less. <p>Cumberland Fire rescue is a volunteer fire department with 40 members that is mandated by the village of Cumberland to be a full service lever trained and qualified to me the BC Firefighter training Standard. To accomplish this task we require some training aid and equipment to bring the fire fighter to a exterior level in house to reduce the cost of training. Those training aid are car fire props in process, Dumbster props in process, 2 x 20 ' container for burning cell and 2 X 40' container. Those training aid will be increase the ability of the firefighter and provide a better service for the Village and Region we serve. The project include the props and gas connection and assesory require.</p>

SECTION 4: Detailed Project Information
6. Requirement to be Volunteer or Composite Fire Department. For each eligible fire department that is included in this application <ul style="list-style-type: none">a. Name of each fire department: Cumberland Fire Departmentb. Membership (volunteer or composite) of each department: 40c. Declared level of service of each department: Full-Service <p><i>Copies or extracts of the available evidence of declared level of service is required to be submitted with the application.</i></p> <p><i>The BC Structure Firefighter Minimum Training Standards include the requirement for fire departments to declare their level of service. This applies to all local government, Treaty First Nation and society-run fire departments. The training standards are not automatically applicable on federal reserve lands and, for the purpose of CEPF funding, non-Treaty First Nations are not</i></p>

required to declare their level of service if they are not prepared to do so. This will not impact the review or scoring of applications.

7. Operating Budget(s).

- a. Please indicate the annual operating budgets of each fire department included in this application.

2023 approved budget: \$890,720.00

- b. Describe the extent to which that budget enables each fire department to purchase essential equipment and/or obtain training.

8. Proposed Activities. What specific activities will be undertaken as part of the proposed project? Refer to Sections 4, 5 and 6 of the *Program and Application Guide* for eligibility.

- a. Purchase of equipment.

Due to the cost increase of equipment we had to realign the project. To build phase 2 of the training center we require the following equipment and labour: Seacan \$9,000.00, Gas fitting and assesories \$3,000.00, Concrete pad 30' X 30' X 5" \$10,000.00 and Labour for gas hookup \$8,000.00

- b. Training. *Note: training is for fire department members only and not community members. All proposed training activities must include the name of course.*

9. Resiliency. Describe how the proposed project will build the resiliency of volunteer and composite fire departments in preparing for and responding to emergencies.

This training facility event in the minum equipment we have help the members on their skill to recovery quickly on actual emergency call. Because this provide a repetitive action and this during tough call. The fact that they know was they are doing help to reduce the stress on the members.

10. Physical and Mental Well-Being. Describe the extent to which proposed training will specifically address the mental wellbeing of eligible fire department staff and volunteers.

This will help the member mental well- being because with training they will received for those training aid, that will reduce the stress of the unknown. By reducing this stresser the member mental well-being is improve.

11. Partnerships and Transferability. Describe the extent to which the proposed project will provide partnerships, transferability or mutual aid to neighbouring jurisdictions.

The training facility in Cumberland, this will provide an easier access to the department further away for the big center. The departments that will help are Union bay, Fanny Bay and also Deadman Island that be able to use the training facility because they still in a reasonable responding distance of their juridiction.

12. Additional Information. Please share any other information you think may help support your submission.

SECTION 5: Required Application Materials

Only complete applications will be considered for funding. The following separate attachments are required to be submitted as part of the application.

All applicants are required to submit:

- Evidence of declared service level (e.g. bylaw, resolution).
- Detailed budget that indicates the proposed expenditures from CEPF and aligns with the proposed activities outlined in the application form. Although additional funding or support is not required, any other grant funding or in-kind contributions must be identified.

First Nation, local government or improvement district applicants must submit:

- Band Council resolution, Treaty First Nation resolution, local government Council or Board resolution, or improvement district Trustee resolution indicating support for the current proposed activities and willingness to provide overall grant management.

Legally incorporated society-run fire department applicants must submit:

- Board of Directors motion indicating support for the current proposed activities and willingness to provide overall grant management.
- Current Certificate of Good Standing.

Regional project applicants are required to submit:

- Resolution or motion from each partnering applicant that clearly states their approval for the primary applicant to apply for, receive and manage the grant funding on their behalf. Resolutions or motions from partnering applicants must include this language.

SECTION 6: Signature

I certify that: (1) to the best of my knowledge, all information is accurate, (2) the area covered by the proposed project is within the applicant's jurisdiction (or appropriate approvals are in place) and (3) we understand that this project may be subject to a compliance audit under the program.

Name:

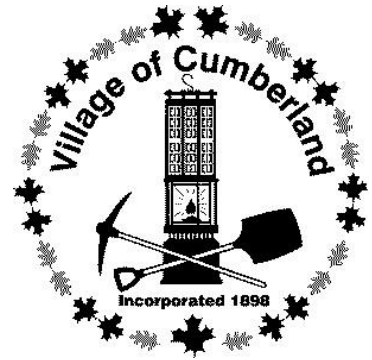
Title:

Signature: <i>An electronic or original signature is required.</i>	Date:
---	-------

** Signatory must be an authorized representative of the applicant (i.e. an employee or elected official)*

Submit applications to Local Government Program Services, Union of BC Municipalities
E-mail: cepf@ubcm.ca

COUNCIL REPORT



REPORT DATE: September 19, 2023
MEETING DATE: October 16, 2023

File No. 0540-20

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

RECOMMENDATION

That Council endorse the Comox Valley Local Governments Accessibility Framework.

That Council direct staff to include an equity, diversity and inclusion (EDI) lens in the scope of the Accessibility Assessment and Action Plan.

That Council refer the Accessibility Assessment and Action Plan scope to the Accessibility and Inclusion Committee.

That Council direct staff to prepare an updated Accessibility and Inclusion Committee terms of reference.

PURPOSE

The purpose of this report is to present the regional Accessibility Framework, provide the Council an opportunity to discuss the scope of work for the Village's Accessibility Assessment and Action Plan, and to consider the update of the Accessibility and Inclusion Committee terms of reference.

PREVIOUS COUNCIL DIRECTION

Date	Resolution
May 8, 2023	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.

BACKGROUND

The Accessible B.C. Act requires local governments to develop a plan to identify, remove and prevent barriers to individuals interacting with the organization and establish a committee to assist the organization to identify barriers and to advise the organization on how to remove and prevent barriers.

Earlier this year, Council agreed to participate in the development of a regional Accessibility Framework to meet the deadline requirement of the Act. The Framework confirms the commitment towards accessible and inclusive communities and provides a guiding direction for regional local governments. The Framework also establishes the regional Accessibility Committee, which is administered by the Comox Valley Society Planning Society and funded by the CVRD, as the committee required by the Accessible B.C. Act to assist and advise Comox Valley local governments in identifying and removing barriers. The Framework also describes how each local government will develop its own public feedback mechanisms and how each will identify barriers through its own assessment and action plan within 18 to 24 months after the completion of the Framework.

The draft Accessibility Framework is attached to this report and staff is seeking Council endorsement of the final draft. Council may give feedback or ask for changes however it would delay finalization of the Framework. Development of the Framework was collaborative effort between local governments with consultation with the Comox Valley Accessibility Committee. The Committee has given its support in the attached letter.

Scope of an Assessment and Action Plan

With Council endorsement of the Regional Accessibility Framework, the Village can move forward to determine the scope of its Accessibility Assessment and Action Plan. The Plan will set out prioritized actions for the Village to identify, remove and prevent barriers to accessibility.

Guiding the development of the plan, staff look to Council's strategic priority focus area of , with one of the goals to achieve this being Socio-Economic Diversity and Inclusion. Council's objectives for Socio-Economic Diversity and Inclusion include:

- Identify options for development of diversity in housing
- Pursue multiple pathways to support the development of non-market housing opportunities
- Continue to explore opportunities for food security
- Develop an Accessibility Plan

Past Work on Removing Barriers to Accessibility

In 2016, under the guidance of the then Accessibility Committee, the Village undertook the Facility and Infrastructure Review to further the accessibility-related policy statements in the 2014 Official Community Plan through a 10 year planning framework for Village-owned facilities, parks and public spaces, brochure to encourage owners of commercial buildings and businesses to make accessibility improvements, and ways to better meet accessible parking in the Village.

This work was further augmented in 2019 by Rick Hansen Foundation ratings of the Village office and Council Chamber, the Cultural Centre, South Wellington Colliery Trail, and Chinatown Walking Tour trail.

Since the 2016 Review and the 2019 Rick Hansen Foundation work, many of the recommendations have been implemented either through specific small projects or incorporated into significant capital projects. Some recommendations remain outstanding as the Village works on planning for major projects, e.g. Village Park field house, some on-street parking as part of larger construction projects.

In 2023, the Comox Valley Accessibility Committee (funded by the CVRD through the Comox Valley Social Planning Society) is undertaking accessibility audits through the region. Village staff are expected to utilize the recommendations provided by the CVAC in future work plans.

With much of the work on removing barriers has focused on the built environment, the path forward for the Village is proposed to look at other services, policies, and programs.

Next Steps for an Accessibility Assessment and Action Plan

Under the guidance of the regional Accessibility Framework, the Village's Accessibility Assessment and Action Plan will set out priority actions to remove and prevent barriers to accessibility by considering the following:

- (a) Built Environment: Assessment and identification of standards and guidelines for amenities, facilities, and infrastructure for public spaces; and approaches for upgrades to the built environment where there are no required standards and that the Village can reasonably achieve within its available resources.
- (b) Education and Awareness: Recommended staff training and education for all service areas.
- (c) Policy, Programs, and Inclusive Practices: Review of current practices and programs to explore actions to identify and remove potential barriers to participation in public service areas and employment, and which would include equitable access to decision-making and governance.
- (d) Communication and Engagement: Actions to strengthen current communication and engagement practices.
- (e) The use of technology: Actions to support active participation in services through use of assistive devices and technology.

The development of the plan will include consultation with the regional Accessibility Committee as well as the Village's Accessibility and Inclusion Committee and will include opportunities for public feedback to identify barriers and to prioritize actions. Council may refer the scope of the Assessment and Action Plan to the Accessibility and Inclusion Committee for feedback on the scope of the project.

Socio-Economic Diversity in the Accessibility Assessment and Action Plan

The requirements of the Accessible BC Act focus on identification, removal and prevention of barriers that hinder the full and equal participation in society of a person with an impairment, including physical, sensory, mental, intellectual or cognitive impairment. Barriers to a person with an impairment can be affected by intersecting forms of discrimination, such as race, ethnicity, weight, and physical appearance.

As Council has also identified social-economic diversity and inclusion a strategic goal and social and political equity through the current terms of reference of the Accessibility and Inclusion Committee, staff is seeking direction from Council whether to include a broader equity, diversity

and inclusion (EDI) lens to the work identified for the development of the Accessibility Assessment and Action Plan.

Next Steps and Funding

SPARC BC's Local Community Accessibility Grant program provides one-time funding for local governments up to \$25,000. The Village has the option of applying under Stream 2, Capacity Building and Support, where SPARC BC would assist the Village in the development and delivery the assessment and action plan. If funding is received, the development of the plan could commence in early 2025 with implementation of priority projects starting upon its completion. A Council resolution is required to support this application. If Council choses to include an EDI lens, this component of the project may not be eligible for the SPARC BC funding and it may be necessary to budget a contribution from the Village as part of the project.

Accessibility and Inclusion Committee – Terms of Reference

The Council policy setting out the terms of reference for the Village's committee was last updated in 2021 to add tasks related to promoting socio-economic inclusion. Other than those new additions, the Committee has completed most work tasked to it in its terms of reference and an update would be timely to set out the role of the committee in the development of the Accessibility Assessment and Action Plan.

Staff is seeking direction from Council to update the policy, present the update to Council and then Council may refer to the Committee for feedback. At this time, Council may direct that staff include particular tasks or matters that it would be like to be included in the updated policy.

ALTERNATIVES

There are no alternatives proposed at this time, however staff will consider any feedback from the Council on the regional Accessibility Framework, the scope of the Accessibility Assessment and Action Plan, and the terms of reference for the Committee.

STRATEGIC OBJECTIVE

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

FINANCIAL IMPLICATIONS

Once feedback is received from the committee and an application is prepared for funding, a budget request will be presented to Council later in 2024 or as part of 2025 budget deliberations. The scope of the work identified by Council through this report will have an impact on the recommended budget.

The Disability Alliance of BC's *Guide to Developing Your First Accessibility Plan* suggests that organizations set realistic expectations for their current capacity. The Accessibility Assessment and Action Plan must be reviewed and updated at least once every three years. The actions identified in the Plan are not expected to be achievable within three years of the plan and implementation would be determined through future budget allocation.

OPERATIONAL IMPLICATIONS

The development and implementation of the plan is expected to require some staff resources from all service areas to meet with the consultant, including Corporate, Parks and Recreation, Public Works and Operations, and Development Services in 2025.

CLIMATE CHANGE IMPLICATIONS

Consideration of equity, diversity and inclusion has been identified by FCM and other organisations as a shortcoming of climate change mitigation work and may be identified as a consideration in the scope of the project.

ATTACHMENTS

1. Comox Valley Local Governments Accessibility Framework, Draft
2. Comox Valley Social Planning Society, Letter of Support, September 19, 2023
3. Policy 1.7, Accessibility and Inclusion Select Committee, Terms of Reference

CONCURRENCE

Annie Berard, Chief Financial Officer, **AB**

Respectfully submitted,

R. Parker

Rachel Parker
Corporate Officer

M. Mason

Michelle Mason
Chief Administrative Officer

Comox Valley Local Governments Accessibility Framework

**Collaboration to identify, eliminate and prevent
accessibility barriers (draft July 2023)**

DRAFT

Table of Contents

1) Introduction	3
2) Guiding direction	4
3) About the committees.....	5
4) Consultation with the Comox Valley Accessibility Committee.....	6
5) Public feedback mechanism	7
6) Identifying barriers	9
7) Assessments and action plans	10
8) Three-year timeframe.....	10
9) Monitoring and evaluation	11
10) Conclusion.....	11

DRAFT

1) Introduction

People living with disabilities need access to local government services, programs, goods and facilities in a way that respects their dignity and that is equitable.

The Comox Valley local government partners are taking steps to create connected, accessible and inclusive communities that promote well-being and belonging. This collaborative framework reflects this commitment. This framework aims to help local governments identify, eliminate and prevent accessibility barriers.

Accessibility is the degree to which a product, service, program or environment is available to all.

A **barrier** is anything that prevents the full and equal participation in society of people living with disabilities. Barriers come in many forms, but some of them might be; physical, architectural, attitudinal, technological.

The aim of accessibility is to consider whether a program, service or environment can be used by everyone however they may encounter it.

Equity is the policy or practice of treating everyone fairly by; acknowledging each unique situation and person, accounting for the differences in each person's starting point, ensuring equal opportunity, allocating the exact resources or support based on the need of the person that is required to reach an equal outcome

The aim of equity is to ensure that every person has equal access to benefits or outcomes based on the specific needs of that person.

Inclusion is the practice or policy of involving and integrating all groups, especially those who have been historically excluded, who suffer discrimination or who live with disabilities. Inclusion is the extent to which a person feels a sense of belonging and value within their community. Inclusion is a universal human right.

The aim of inclusion is to create, foster and sustain conditions that allow every person to be fully themselves, feel accepted and be treated equally.

Belonging is a feeling of being happy and comfortable as part of a group. Belonging is a positive relationship with other members of a group because they welcome you and accommodate you. Belonging is one of the most basic human needs and is crucial for good mental health.

The aim of belonging is to create space for people to be safe, seen, accepted, valued and connected.

Shifting attitudes about equity, inclusion and belonging requires self-reflection, education, awareness, commitment and planning. This framework takes a systematic and coordinated approach to reduce barriers in a way that respects the dignity and independence of people living with disabilities.

The framework involved and applies to all Comox Valley local government partners, but each local government will have different ways of implementing it based on its resources and opportunities. The actions a local government takes to identify, eliminate and prevent barriers will evolve as each community's understanding of accessibility grows.

This framework exists thanks to the support, insights and expertise of accessibility experts. Contributions of this knowledge, and perspectives of people with lived experience of disability, are essential, and these voices will be included in community planning and decision making. Local government elected officials and staff are aware of their roles in influencing accessibility and support positive community attitudes.

2) Guiding direction

The purpose of the Comox Valley Accessibility Framework is to create systemic processes to invite the community to give feedback to Comox Valley local governments about ways to promote social and political equity in existing and proposed policies, bylaws and infrastructure. Further, the framework will apply an equity lens to ensure local government actions and investments are inclusive and accommodating to all citizens.

This framework acknowledges that many local government programs, services and infrastructure have been introduced without full consideration of how these measures may affect people with different abilities. This framework aims to help government identify opportunities to treat everyone fairly by acknowledging their unique situation and addressing systemic barriers to ensure that everyone has access to benefits and outcomes determined through an equity lens.

There is no one-size-fits-all approach to accessibility, so local governments will consider the following principles when addressing systemic barriers in the Comox Valley:

- **Inclusion:** All people must be able to take part in the community with individual autonomy and choice.
- **Adaptability:** Services will need to change as accessibility services, technology, and attitudes change.
- **Diversity:** All people are respected for their differences and lived experiences, including disabilities/abilities, age, race, ethnicity, gender, sexual orientation, socio-economic status, religious beliefs, and immigration status.

- Collaboration and engagement: Accessibility is a group responsibility. Local governments commit to engaging community members and work with all stakeholders to end barriers and build an accessible society.
- Intersectionality: Some people are discriminated against in more than one way. Classism, racism, sexism, homophobia, trans-antagonism, ageism, and ableism are more harmful when combined.
- Respect: All people are treated with respect and dignity, for a community focused on positive mental health.

The Comox Valley local governments and the Accessibility Committee described in section 3, as participants in this framework, will aim to:

- identify barriers to inclusion and accessibility and recommend ways to remove and prevent these barriers;
- identify best practices in other communities and recommend ways to promote social and political equity based on the findings;
- participate in reviewing Comox Valley local government draft plans, policies and procedures to prevent future barriers;
- help develop a strategy for engaging with the community on issues relating to accessibility and inclusiveness;
- review documents such as Comox Valley's Regional Growth Strategy, Official Community Plans, zoning bylaws and other policies to identify opportunities to support the related policies;
- discuss other issues referred to the Accessibility Committee by the councils or chief administrative officers of the valley;
- work with elected officials to increase public awareness on issues related to accessibility and inclusion for all citizens; and
- implement the framework's commitments through accessibility assessments and plans according to the local government's priorities, processes, policies and consultations with the community.

3) About the committees

The Comox Valley has two committees focused on accessibility and inclusion:

- The Village of Cumberland's Accessibility and Inclusion Committee is a select committee of Cumberland Council. It is chosen by Council and reports to the Council.

- The Comox Valley Accessibility Committee (the “Accessibility Committee”) is a community-based committee that has served as a resource to local governments and the broader community for 25 years.

Both committees promote equity, social inclusion and accessibility through many activities. At least one member of the Accessibility Committee also sits on Cumberland’s Accessibility and Inclusion Committee. The contributions and longstanding work of these individuals, striving for a more accessible community, is gratefully acknowledged.

To meet the requirements of the *Accessible British Columbia Act* and through collaboration with the Comox Valley Social Planning Society, the local governments and the Comox Valley Accessibility Committee have established a formal relationship and structure. Under this arrangement, the Accessibility Committee will advise and help the local government develop and update action plans and assessments based on this framework.

According to the terms of reference for the Accessibility Committee, selecting accessibility committee members must, to the extent possible, meet the following objectives:

- at least half the members are (a) people with disabilities, (b) individuals who support people with disabilities or (c) individuals who are from organizations that support people with disabilities;
- members reflect a diversity of people with disabilities;
- at least one member is an Indigenous person; and
- members reflect the diversity of people in British Columbia.

The local governments and the Accessibility Committee both wish to achieve meaningful progress and action through this ongoing collaboration.

4) Consultation with the Comox Valley Accessibility Committee

Removing barriers to accessibility and ensuring full and equal participation requires dialogue with the community and particularly with people with disabilities. The Comox Valley Accessibility Committee is made up of residents with considerable expertise, experience and commitment to community-wide accessibility.

Because this framework establishes a shared vision and commitments to remove barriers, it was developed collaboratively between local government staff, the Comox Valley Social Planning Society and representatives of the Accessibility Committee. Key insights and themes that came from this collaboration include the following:

- All participants agree to the framework and commit to work towards action plans to reduce barriers and increase accessibility of all types.
- All participants will ensure transparency as the framework is being implemented.

- The Accessibility Committee members will cover the range of disability from invisible to visible, neurodivergent to neurotypical, and so on.
- The Accessibility Committee will strive to be disability led. It prefers people with disabilities over service providers and aspires to be over 50% of people with disabilities on the Committee.
- Community engagement processes will aim to seek feedback from people with a range of disabilities.
- Participants will all aspire to create plain language documents and will strive to consider all types of disabilities (for example, hard of hearing, blindness, neurodivergence) with appropriate adaptations so they can participate in public processes.
- Roles and responsibilities of all participant groups will be clearly defined.
- All participant groups will communicate clearly with one another.
- A regular check-in will be established (for example, local government staff attend Accessibility Committee meetings quarterly).
- Participants will respond to one another in a timely manner.

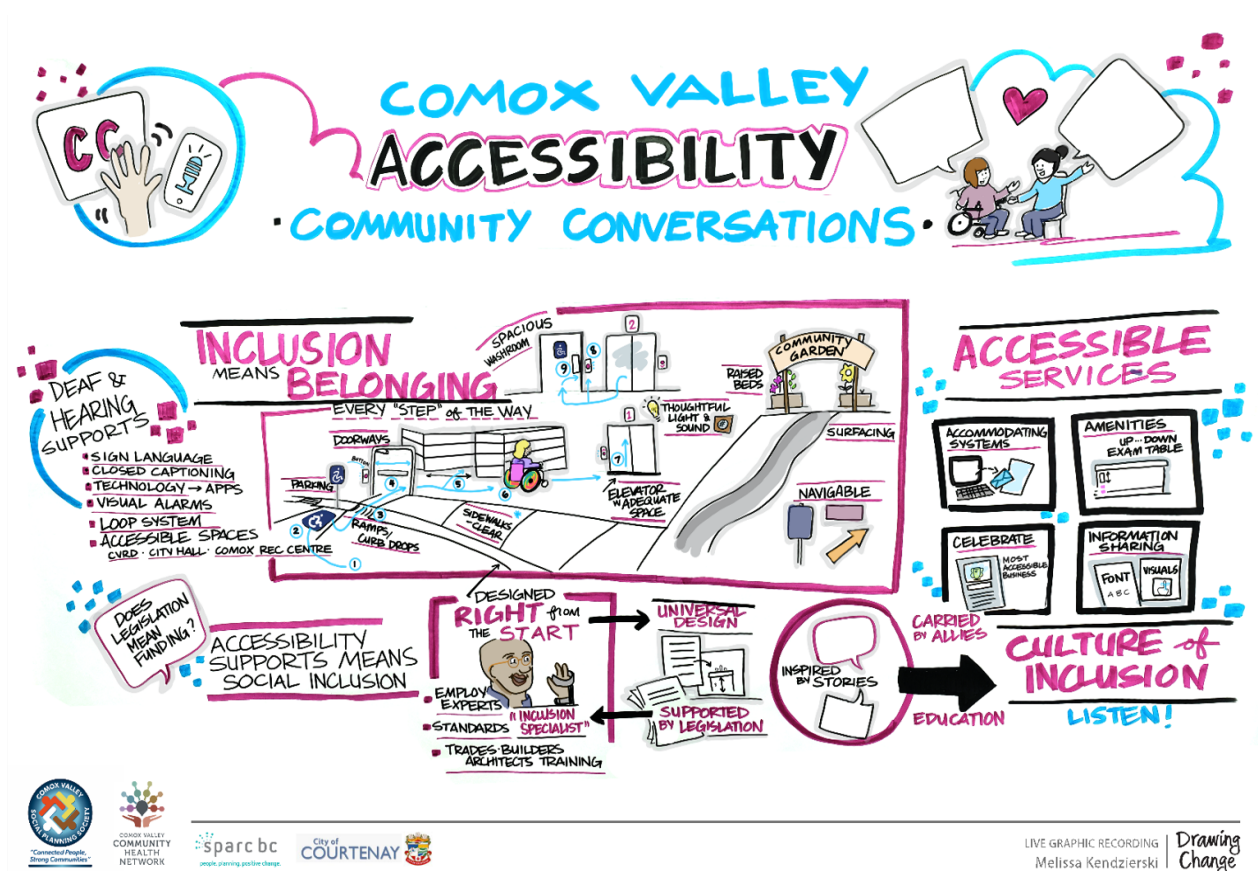
Each local government will implement the framework's commitments through accessibility assessments and plans with consultations considered according to its own priorities, processes and policies. The Accessibility Committee will help the local governments identify barriers to people who work in or interact with the local governments, and advise the local governments on how to remove and prevent these barriers.

5) Public feedback mechanism

Local governments have the power and obligation to incorporate the voices of their communities in their decision making. Giving people with a variety of disabilities and other members of the public meaningful opportunities to give feedback about accessibility and inclusion will help ensure that the work of the local governments reflects community-wide needs and priorities. All people who use local government services play a vital role in helping to identify, reduce, minimize and prevent barriers.

The *Accessible British Columbia Act* and its regulation requires organizations in the province, including local governments, to establish processes for receiving public feedback on accessibility plans and general ideas and concerns related to accessibility. These feedback mechanisms complement the work of the committees and local governments to make the Comox Valley the accessible and inclusive place we strive to be.

One recent example that occurred in the Comox Valley was a series of 5 community conversations hosted by the Comox Valley Accessibility Committee that asked the question “What does inclusion mean to you?” Five graphic recordings were produced, and one is included below.



Developing public feedback processes will be incremental: the processes to gather community feedback will happen in stages based on available resources and knowledge gained over time. Local governments will take further steps to gather feedback on a community-wide basis or at an individual level, or they may establish feedback processes that happen at regular intervals (for example, every year or every 2 years).

The local governments and Accessibility Committee recognize that feedback processes must be accessible through many formats, which may include web submissions, email, phone, mail, in-person conversations, direct engagement with the Accessibility Committee and other approaches. Further adaptive approaches will be needed to gather information from some people with disabilities, such as people who are deaf or hard of hearing, blind, non-verbal, or neurodivergent. Some examples of adaptations are American Sign Language (ASL) interpreters, braille or large-font documents, dyslexic-friendly print, and plain language. The local governments will review and consider all feedback on accessibility assessments and action

plans in consultation with the Accessibility Committee. Each local government will include a process for receiving comments from the public about barriers in their action plans.

6) Identifying barriers

According to the 2021 Survey on Accessibility in Federal Sector Organizations, 75% of British Columbians with disabilities, difficulties or long-term conditions encountered at least one barrier related to accessibility (Statistics Canada, 2021). Although data from local governments is not available, Comox Valley residents with disabilities, difficulties or long-term conditions likely experience similar barriers in accessing local government services and information.

Disability Alliance BC identifies that barriers prevent a person from participating fully in their community. Disability type and severity can also impact a person's experience of barriers (Government of Canada, 2022). BC's Accessibility Plan identifies the following barriers (Disability Alliance BC, 2020):

- **Attitudinal** – when people think and act based on false ideas, such as:
 - making decisions about people with disabilities without including them
 - not believing that a person with a disability can contribute to the workforce
- **Physical** – when obstacles make access difficult, such as:
 - a washroom with an accessible stall but no automatic door opener
 - a meeting or public event in a space with no wheelchair access
- **Information or communication** – when communication methods do not reach people with disabilities, such as:
 - using small print or not providing large-print versions of materials
 - videos, events, or meetings that do not have captions
- **Systemic** – when an organization's policies or procedures aren't inclusive, such as:
 - not providing an America Sign Language interpreter or captioning
 - requiring a driver's license for a position when another form of transportation could be used
- **Technology** – when technology can't be accessed by people with disabilities, such as:
 - websites, documents, or databases that are not accessible for screen readers
 - website graphs and charts that do not have text to explain them
- **Sensory** – when lights, sounds or smells prevent participation in the environment, such as:
 - co-workers wearing perfume in the workplace
 - fluorescent lighting in public event spaces

7) Assessments and action plans

Action plans will clearly describe the local government’s commitment to improving accessibility and reducing barriers. Action plans will identify both short-term and long-term actions that may coincide with other planned work, like major infrastructure works listed in other planning and budget documents. The local government can prioritize actions based on several factors, including greatest impact to the most people, or financial and other resources. The Accessibility Committee will support the work to prioritize actions.

Each local government represents a unique community, and each provides similar but distinctive services to its residents, based on each community’s needs. The local governments may each take a different approach to assessments and action plans under the guiding direction of this framework. Each local government will determine the resources it allocates towards the goals in its action plan, so each local government’s assessments and action plans will be unique.

Factors that the local governments may consider include the following:

- existing planning documents, policies and practices,
- the age of infrastructure and facilities,
- existing capital plans for upgrades and replacement projects,
- interim measures to help improve accessibility, and
- actions that will likely make the biggest impact.

Actions will be part of a long-term commitment to continuous improvement. As new technology, new processes, and understanding of accessibility evolve, further actions to improve accessibility will be planned.

Actions may not satisfy everyone. Feedback on actions can be used to inform future action planning. Taking steps towards greater accessibility and working towards viewing the community with an accessibility lens are paramount.

8) Three-year timeframe

The local governments are expected to begin assessments and create action plans within 18 to 24 months after this framework is finished. Action plans will be reviewed and updated every 3 years, after monitoring and evaluation.

Participants will regularly review this framework and update if needed. Updates may highlight completed actions and confirm renewed commitments from local governments.

9) Monitoring and evaluation

Each local government is responsible for developing qualitative and quantitative metrics to monitor and evaluate (a) accessibility barriers to participation, (b) representation of people with disabilities in government processes and services, and (c) the impact of initiatives on inclusion and access.

Local governments may identify barriers through many different monitoring and evaluation approaches. For example, analyzing program registration information and comparing it with local statistical averages in the community may uncover barriers. Local governments may also identify barriers to participation through surveys, interviews and other feedback mechanisms. The perspectives of both those who did and those who did not participate are important to understand the possible barriers to participation.

Local governments typically ask standard demographic questions when they seek community feedback. These questions ask about age, gender and income, but rarely do local governments ask about ability. Like the federal government, local governments could consider (a) incorporating Statistics Canada disability screening questions in surveys to capture important information on accessibility and (b) collecting qualitative data through focus groups or interviews to complement survey results. Engaging in both qualitative and quantitative monitoring and evaluation will improve representativeness and inclusion. Increased attention to accessibility information will help ensure findings represent the needs and experiences of a diverse range of people with disabilities.

The local governments will share their monitoring and evaluation processes and results with each other and with the Accessibility Committee.

10) Conclusion

This framework captures our overall commitment to accessibility. As planning develops, there will be continual assessments and opportunities to reduce barriers to local government services. Our collective efforts will help improve social health and well-being across the region.



September 19, 2023

Board of Directors
Comox Valley Regional District Board
770 Harmston Avenue
Courtenay BC V9N 0G8

I am writing to you on behalf of the Comox Valley Social Planning Society and the Comox Valley Accessibility Committee in support of the Comox Valley Local Governments Accessibility Framework that is coming before you on Sept 26, 2023.

The Comox Valley Social Planning Society works in the Valley to provide support to local governments and to the community in areas of equity, accessibility, living wage and increasing supports for marginalized populations. The Comox Valley Accessibility Committee is a community-based committee that has served as a resource to local governments and the broader community for 25 years. The two groups are collaborating to improve accessibility in the Comox Valley.

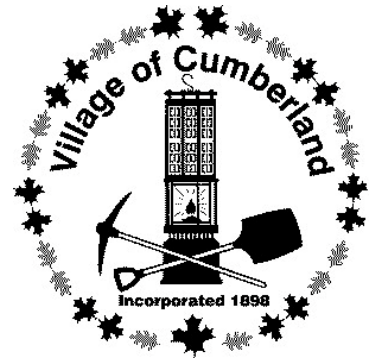
Earlier this year, CVRD staff came to both groups to ask if the Accessibility Committee would consider taking on the role of the regional Accessibility Committee required under the *Accessible British Columbia Act*. Both groups were pleased with this invite and extremely supportive of having one committee for the 3 municipalities and regional district instead of each local government forming their own committee. Since then, CVRD staff have met several times with the Accessibility Committee requesting feedback on the drafts of the Local Governments Accessibility Framework. CVRD staff have incorporated the feedback into the document you have today, including the suggestion to have a plain language expert review the document to make it as accessible as possible. We see this as an example of already collaborating on accessibility in the Valley and we look forward to much more.

We are therefore in full support of this Framework and are excited about our ongoing collaboration to implement it and move to action to make the Comox Valley more and more accessible over the coming years.

Sincerely,

Betty Tate
President, Comox Valley Social Planning Society
comoxvalleysocialplanning@gmail.com

COUNCIL POLICY



<p>Title: Accessibility and Inclusion Select Committee, Terms of Reference</p> <p>Adopted Date: January 26, 2015 Amended Date: February 12, 2018 Amended Date: December 9, 2019 Amended Date: August 9, 2021</p>	<p>No. 1.7</p> <p>Section: Administration Motion No. 15-41, 18-85</p>
---	---

Policy Statement

The 2014 official community plan sets out the following universal design policies:

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

Purpose of the Committee

The purpose of the committee is to act as a resource to council, village staff, and other community representatives as directed by Council on issues related to accessibility and inclusion in the Village of Cumberland. The Accessibility and Inclusion Committee aims to collaborate, educate and advise on matters of accessibility and inclusion in the Village.

Scope of Work

1. (a) To make recommendation to Council on a strategy to encourage and support owners of existing public and commercial buildings in making accessibility improvements to the built environment and to create environments that are inclusive to all community members.
- (b) Review of community event manual with recommendations to make events more accessible; and outreach with special event coordinators.
- (b) Consult with emergency planning staff on accessibility and inclusion and provide resources on emergency preparedness.
- (c) Explore and investigate accessible tourism, and parks and trails mapping.
- (e) Recognize businesses and community members who are engaging in efforts to make Cumberland a more inclusive and accessible place to live and visit.
- (f) Monitor and support recommendations of the 2016 Facility and Infrastructure Review (SPARC BC).

- (g) Matters referred to it by Council.
2. To make recommendation to Village staff on Village facilities, service provision, and other matters upon request.
 - 2.1. To promote social and political equity as follows:
 - (a) Identify barriers to social inclusion and accessibility and make recommendations as to how to remove these barriers;
 - (b) Identify best practices in other communities and make recommendations based on the findings to promote social and political equity;
 - (c) Participate in reviewing the Village of Cumberland’s draft plans, policies and procedures to prevent the creation of barriers in the future;
 - (d) Draft a strategy for engaging with the community on issues relating to accessibility and inclusiveness;
 - (e) Work with Council to increase public awareness on issues related to accessibility and inclusion for all citizen

Reporting

3. The Committee will report to the Council through
 - (a) meeting minutes, which may include recommendations to Council,
 - (b) reports, and
 - (c) consultant reports.

Membership

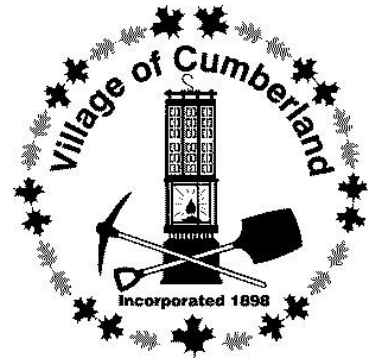
4. Council will appoint up to seven members to the committee, including
 - (a) one member of council who may not sit as chair or vice-chair,
 - (b) up to six community-at-large members, with a preference given to individuals with knowledge of accessibility-related issues as they pertain to the built environment and individuals with disabilities.
5. The members must select a chair and a vice-chair from amongst the members.
6. Representatives from local and regional not-for-profit organizations and community service organizations may attend Committee meetings as non-voting liaisons.

Procedures and Administration

7. The Committee is subject to the open meeting, conflict of interest, and procedural rules and other applicable rules under the *Community Charter* and the Council Procedure Bylaw.
8. The Committee will meet at least five times a year.

9. The Committee will have the following staff resources:
- (1) Administrative support for
 - Scheduling and public notice of meetings
 - Preparation of meeting agendas and agenda items for discussion
 - Assistance with the preparation of work plans and budgets
 - Taking of the minutes
 - Submission of minutes to Council agenda for receipt
 - (2) Planning staff support for
 - BC Building Code advice
 - Guidance on the official community plan and any zoning bylaw review
 - Provision of data and resources
10. Each year by August , the Committee must develop and submit to Council a work plan and budget request for the following year.

COUNCIL REPORT



REPORT DATE: October 9, 2023
MEETING DATE: October 16, 2023

File No. 0400-61

TO: Mayor and Councillors
FROM: Michelle Mason, Chief Administrative Officer
SUBJECT: Comox Valley Regional District Reconciliation Advisory Table

RECOMMENDATION

- i. THAT Council receive the Comox Valley Regional District Reconciliation Advisory Table for information.

PURPOSE

The purpose of this report is to provide Council with an update on the activities of the Reconciliation Advisory Table that is hosted by the Comox Valley Regional District (CVRD).

PREVIOUS COUNCIL DIRECTION

None

BACKGROUND

In June 2022, CVRD staff were directed to proceed with outreach to form an Advisory Group on Reconciliation under the guidance of facilitators Nick Chowdhury and Sonora Morin of Wi'la'mola Consulting and there is also guidance from Elders from within the membership. After a period of outreach to various First Nations and Indigenous groups and local governments, the Reconciliation Advisory Table (Advisory Table) was formed.

The Advisory Table has met five times and has established its name, terms of reference, membership list, key focus areas and an engagement framework. The membership includes representatives from:

- City of Courtenay
- CVRD
- Indigenous Women's Sharing Society
- K'ómoks First Nation
- Kumugwe Cultural Society
- MIKI'SIW Metis Association
- Sasamans Society
- Town of Comox
- Upper Island Women of Native Ancestry
- Village of Cumberland

The following groups have expressed interest in the Advisory Table work, will be provided updates and may choose to participate at a later date:

- Homalco First Nation
- Klahoose First Nation
- Laich-Kwil-Tach Treaty Society
- Laichwiltach Family Life Society
- Northern Vancouver Island Aboriginal Training Society
- Qualicum First Nation
- We Wai Kai Nation
- Wei Wai Kum First Nation

The Advisory Table established an engagement framework that is founded in Indigenous culture and provides a safe space for all participants. The important work of the Advisory Table is based more on an Indigenous perspective and less on a colonial approach to local government and service delivery. There are two key areas of focus for the Advisory Table. The first is to develop an action plan for local governments that proposes reconciliation initiatives which are appropriate and meaningful to the Indigenous community and support a healing journey. The action plan for local governments will be developed based on three key themes: Education, Cultural Heritage, and Policy and Practices. The second is to provide advice on local government proposed initiatives to include an Indigenous viewpoint helping local governments take a thoughtful and culturally safe approach to partnerships or collaboration. There may be opportunities for Council to forward identified Reconciliation initiatives to the Advisory Table through the Chief Administrative Officer (CAO) who is the Village’s representative in the membership.

The first progress report *Laying the Foundation* is attached to this report and will be shared with participants at the October 24, 2023 Elected Officials Forum. There will also be a presentation about the Advisory Table work by Facilitator Nick Chowdhury at the forum. In addition, staff will provide further updates to Council as the Advisory Table advances its work.

ALTERNATIVES

1. Council may identify Reconciliation initiatives to the CAO to bring forward to the Advisory Table at any time.

STRATEGIC OBJECTIVE

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

FINANCIAL IMPLICATIONS

The CVRD is the administrative lead of this initiative and at this stage, other than a regional service participant, there is no financial implications for the Village.

OPERATIONAL IMPLICATIONS

The CAO is the Village’s participant at the Advisory Table. The Table meets approximately four times per year for three hours each time with subsequent review time for documents developed by the Table. There may be opportunity for other Senior staff to attend in the CAO’s absence as the work proceeds.

CLIMATE CHANGE IMPLICATIONS

The Advisory Table meetings are in person and require non-electric vehicle travel to the CVRD offices in Courtenay approximately four times per year.

ATTACHMENTS

1. Reconciliation Advisory Table Summary Report 1: Laying the Foundation

CONCURRENCE

None

Respectfully submitted,

M. Mason

Michelle Mason
Chief Administrative Officer

Reconciliation Advisory Table

Summary Report 1: Laying the Foundation

Presented by Wi'la'Mola Consulting



"All travel together."



INTRODUCTION

In 2021, the Comox Valley Regional District (CVRD) undertook an Indigenous Relations and Reconciliation Assessment Report to help advance the organization down the path of reconciliation. A key recommendation from that report was to establish an Advisory Group that would include Indigenous communities and groups in decision making processes related to reconciliation moving forward.

After consultation with its partner municipalities, it was agreed that the four local governments would embark on this work together with the CVRD as the administrative lead. It was agreed that working together enables a consistent approach from all local governments that respects the sensitivity of this work.

In 2022, the CVRD asked Wi'la'mola Consulting to lead the outreach and facilitation of this important work and following six months of outreach, the Advisory Table on Reconciliation was formed in late 2022.

ABOUT THE ADVISORY TABLE

The Advisory Table is made up of regular participants from K'ómoks First Nation, Indigenous Women's Sharing Society, Kumugwe Cultural Society, MIKI'SIW Métis Association, Sasamans Society, the Upper Island Women of Native Ancestry, the City of Courtenay, CVRD, Town of Comox and the Village of Cumberland.

The following groups have expressed an interest in the work of the Advisory Table and have asked to stay informed about its activities: Homalco First Nation, Klahoose First Nation, Laich-Kwil-Tach Treaty Society, Laichwiltach Family Life Society, Northern Vancouver Island Aboriginal Training Society, Qualicum First Nation, We Wai Kai Nation and Wei Wai Kum First Nation.

The members have determined that it will focus its work in two key areas:

- 1) Develop an Action Plan** for local governments that proposes reconciliation initiatives which are appropriate and meaningful to the Indigenous community and support a healing journey.
- 2) Provide advice** on proposed local government initiatives to include an Indigenous viewpoint that will help staff and elected officials to take a thoughtful and culturally safe approach to partnerships or collaboration with Indigenous partners.

“Coming together in community to support a healing journey in the spirit of reconciliation.”
Advisory Table Goal

TIMELINE OF ACTIVITIES

This Advisory Table is envisioned as a long-term project to establish a process for working together on reconciliation that will stand the test of time and endure through election cycles and staffing changes.

“Like a tree we are ever growing, expanding our branches to bring new people and ideas in.”
Advisory Table Statement

A timeline has been established to guide the committee’s work through 2025, with the recognition that its activities will grow and change over time.

2022 – Coming Together

- Outreach, Relationship Building, Establish Membership

2023 - Laying the Foundation

- Terms of Reference, Engagement Framework, Priority Themes for Action

2024 – Identifying Actions

- Pursue learning and healing opportunities for committee members with elected officials
- Develop the Communications Plan
- Deliver First Action Plan to local governments
- Share work with the community, including developing an information portal

2025 and Beyond – Reporting and Monitoring

- Monitor local government implementation and report progress to the community
- Evaluation and affirmation of Advisory Table role and activities moving forward

PRIORITY THEMES FOR ACTION PLAN

The Advisory Table will play an important role in identifying reconciliation priorities for local governments. The group has decided it will focus its work in three key priority areas and these themes will guide the key actions that will be recommended to the local governments.

1. Education

Learning is foundational to reconciliation and local governments have the responsibility of providing their employees and elected officials with the tools to learn, acknowledge and raise awareness about the impacts of colonialism.

Some areas the committee will explore include cultural safety, acknowledgement of impacts, history of the Indigenous people of the Comox Valley, knowledge gathering, connecting to nature, healing together and sharing learnings and resources by connecting with other community groups

2. Cultural Heritage

Efforts to support the celebration of cultural heritage and the reclamation of culture and language will help the community to move forward from the damage caused by colonial policies that were intended to alienate Indigenous people from their culture. The committee will consider actions that involve community youth, bring back culture through art and dance, support language revitalization and reclamation, share local stories and assist in the preservation of historical sites, artifacts and ancestral remains.

3. Policy and Practices

The committee will play an important role in identifying reconciliation priorities for local governments that in many cases will require meaningful changes to operational practices and policies. Decolonization will support better decision making, encourage collaboration and build trust among the Indigenous community. Acknowledging privilege and using it in a positive way to make change will be central to taking meaningful action.

Jurisdictional Boundaries

The committee acknowledges that some of their areas of interest may go beyond the jurisdictions of local government and in these cases, they may request local governments to support the work of other organizations or to advocate to senior levels of government.

ENGAGEMENT FRAMEWORK AND TERMS OF REFERENCE

- Advisory Table participants commit to four meetings per year
- The committee will follow a process founded in Indigenous culture and customs that provides a culturally safe space
- All participants will follow the safe space guidelines that have been developed together as a group
- All activities will be led by an Indigenous Facilitator with the guidance of three Elders from K'ómoks First Nation, MIKI'SIW Métis Association and an Indigenous community organization.
- Participants will strive to develop consensus recommendations and have agreed on a dispute resolution process should issues arise
- Elders will be compensated for their time and guidance

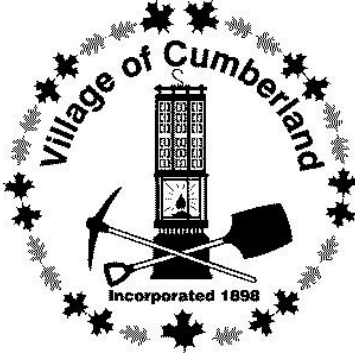
SUMMARY REPORT 1: LAYING THE FOUNDATION

- Honorarium and travel expenses will be available to Indigenous participants
- Administration support for Advisory Table meetings and activities will be provided by the CVRD
- Funding will be provided through the UBCM Urban Communities Partnering for Reconciliation Pilot Program and the CVRD.

PARTICIPANTS AND INTERSTED PARTIES

Nation or Organization	Member	Title/Position
K'ómoks First Nation	Evelyn Voyageur	Elder
Comox Valley Regional District	Christianne Wile	Senior Manager of Strategic Initiatives
Comox Valley Regional District	James Warren	Acting CAO
Town of Comox	Jordan Wall	CAO
City of Courtenay	Geoff Garbutt	CAO
Village of Cumberland	Michelle Mason	CAO
Indigenous Women's Sharing Society	Patti Alvarado, Paul Sture	Executive Director
Indigenous Women's Sharing Society	Doris Weislein	Elder (President)
Homalco First Nation	Darren Blaney	Chief Councilor
Klahoose First Nation	Steven Brown	Chief
K'ómoks First Nation	Pamela Mitchell	Cultural Coordinator
K'ómoks First Nation	Candace Newman	Councillor
Kumugwe Cultural Society	Wedlidi Speck	Director
Laich-Kwil-Tach Treaty Society	Ted Assu and Art Wilson	Directors
Laichwiltach Family Life Society	Audrey Wilson	Executive Director
MIKI'SIW Métis Association	Chrys Sample	Vice President
MIKI'SIW Métis Association	Colleen Devlin	Elder
Northern Vancouver Island Aboriginal Training Society	Sherri Simms	Manager
Sasamans Society	Kaitlyn Williams	Indigenous Youth Navigator
Upper Island Women of Native Ancestry	Danielle Vander Molen	
We Wai Kai Nation	Ronnie Chickite	Chief Councilor
Wei Wai Kum First Nation	Chris Roberts	Chief Councilor

COUNCIL MEMBER REPORT



DATE: Oct 1, 2023
 TO: Mayor and Councillors
 FROM: Councillor Ketler
 SUBJECT: September Monthly Report

Date	Events	Comments
Date	Event	Comments
Sep 6	Comox Valley Substance Use Committee	Training for cultural humility, review of participant questionnaire, Substance Use Strategy Phase 2 complete, going to be presented to local governments
Sep 6	CVRD Chair/Vice Chair/CAO agenda meeting	Set agenda for following week’s CVRD Board meeting
Sep 11	Regular Council Meeting	https://cumberland.ca/meeting-info/
Sep 11	UBCM Single Standard Fire Safety Working Group	Appointee to Committee discussing changes and implementation of the Fire Safety Act
Sep 12	Trans Canada Trail and MP Gord Johns - Active Transportation	Presentation from TCT CEO Eleanor McMahon
Sep 12	Comox Valley Regional District	<p>Delegations:1) CV Crimestoppers 2) Denman Island Climate Action Network – no new natural gas infrastructure</p> <p>REGIONAL GROWTH STRATEGY HOUSING ACTION PLAN DEVELOPMENT UPDATE</p> <p>-THAT the report dated September 8, 2023 regarding a process to develop a Regional Affordable Housing Action Plan that will guide implementation of Regional Growth Strategy (RGS) Goal #1 and respond, in part, to direction from the Board’s June 2023 Strategic Planning session be received.</p> <p>HOMELESSNESS SUPPORTS AND EMERGENCY LAND ACQUISITION SERVICE REVIEW</p> <p>-THAT the report dated September 8, 2023 regarding the final report of the Homelessness Support Service review and implementation update and the Emergency Shelter and Supportive Housing Land Acquisition Service review be received.</p>

		<p>-THAT the report entitled Homelessness Support Services Review and Implementation and Emergency Shelter Service Review, attached as Appendix A to this report and dated September 6, 2023, be used as an input to the Regional Growth Strategy Housing Action Plan; AND FURTHER THAT the Board direct staff resources to lead the development of a homelessness needs assessment and community plan in partnership with the coalition; AND FINALLY THAT a maximum of \$10,000 be allocated from the Homelessness Supports Service (Function 451) 2023 budget to the Comox Valley Coalition to End Homelessness to undertake a strategic planning process.</p> <p>AFFORDABLE HOUSING SUPPORTS INTERIM UPDATE</p> <p>-THAT the report dated September 7, 2023 regarding an update concerning the Board’s strategic interest in providing non-market rental housing supports and seeking confirmation on next steps be received.</p> <p>-THAT staff be directed to engage a third-party consultant to prepare a business case and seek advice for the possible establishment of a local government corporation to facilitate the creation of new non-market housing;</p> <p>AND FURTHER THAT \$75,000 for professional fees be allocated from the Management Services sub-function of the Administration and General Government Service for this purpose.</p> <p>-THAT staff be directed to work with member municipalities and other community partners to explore opportunities for using public land to deliver affordable housing.</p> <p>ANNUAL TRANSIT IMPROVEMENT PROGRAM</p> <p>-THAT a conventional transit service expansion of be approved for implementation in 2024 to include:</p> <ul style="list-style-type: none"> a. 5,000 service hours for route #5 Vanier to improve access to the Comox Valley Foodbank, Comox Valley Farmers’ Market, Vanier Secondary School and Comox Valley Sports Centre b. 500 service hours for route #10 Fanny bay to enable a connection to Nanaimo Transit at Deep Bay. <p>AND THAT a paratransit expansion of 800 hours be approved for implementation in 2024 to extend handyDART service into the evenings.</p> <p>REGIONAL AIRSHED PROTECTION STRATEGY</p>
--	--	--

		<p>- THAT the Regional Airshed Protection Strategy (Strategy), attached as Appendix A to this staff report dated September 6, 2023, be endorsed for implementation by the Comox Valley Regional District (CVRD) in accordance with the CVRD’s jurisdiction;</p> <p>AND THAT the Strategy be distributed to the Airshed Roundtable Steering Committee member agencies with a request that the agencies/organizations implement the Strategy’s actions either independently or in partnership, based on jurisdictional responsibilities and operational abilities;</p> <p>AND FURTHER THAT staff be directed to focus on Strategy actions that the CVRD has existing authority to implement (i.e. those that relate to educational initiatives and advocacy), being:</p> <ul style="list-style-type: none"> - 1B: Develop targeted strategies to enhance cleaner burning education. - 2C: Expand financial support and education for wood-burning appliance removals. - 5A: Expand air quality monitoring network for education and to conduct ongoing data analysis. - 6A: Align education and communication initiatives from the Wood Smoke Reduction Program with the Action Plan. - 6B: Identify and incorporate creative and collaborative educational campaigns on wood smoke reduction impacts. - 6C: Plan and implement education events, courses and webinars. <p>AND FINALLY THAT staff purchase ten PurpleAir monitors valued at US\$2,290, for distribution to residents as a citizen science initiative as part of the 2023/24 BC Community Wood Smoke Reduction Program.</p>
Sep 13	BC Municipal Climate Leadership Council	UBCM Minister lunch prep meeting
Sep 14	EASC Chair to CVRD Chair meeting	Monthly meeting with various regional topics
Sep 20	CVRD Chair/Vice Chair/CAO agenda meeting	Set agenda for following week’s CVRD Board meeting
Sep 25	Village Committee of the Whole	https://cumberland.ca/meeting-info/
Sep 25	Regular Council Meeting	https://cumberland.ca/meeting-info/

Sep 26	UBCM Single Standard Fire Safety Working Group	Debrief on UBCM meeting
Sep 26	Village Transportation Open House	Council Chambers
Sep 26	CV Recreation Commission	<p>2023 RECREATION GRANT – ADDITIONAL FUNDING REQUEST FROM UNITED RIDERS OF CUMBERLAND</p> <p>-THAT the report dated September 21, 2023 regarding the status of a \$50,000 funding request by the United Riders of Cumberland; which has received \$39,500 in total from the Comox Valley Regional District in 2023 be received.</p> <p>Adam Speigel and Dougal Browne, United Riders of Cumberland, provided information regarding their funding request.</p> <p>DEFEATED -THAT \$10,500 be allocated from the Recreation Grant Service, function 600, to the United Riders of Cumberland for 2023. NAY: E. Grieve; E. Jolicoeur; J. Kerr; K. Grant, R. Hardy</p> <p>VILLAGE OF CUMBERLAND PARTICIPATION IN COMOX VALLEY TRACK AND FIELDS SERVICE, FUNCTIONS 601 – 603</p> <p>-THAT the report dated September 21, 2023 regarding an invitation to the Village of Cumberland to participate in the, Comox Valley Regional District Track and Fields Service, functions 601-603 be received.</p> <p>-THAT the Village of Cumberland be invited to participate in the Comox Valley Track and Fields Service, functions 601 – 603; AND FURTHER THAT subject to a positive response by the Village of Cumberland an amendment to Bylaw No. 2353 being “Comox Valley Sports Track and Fields Service Conversion Bylaw No. 2353, 2001” be brought forward for Board consideration; AND FINALLY, THAT participating area approval for the amending bylaw be authorized to be given by electoral area director and municipal council consents pursuant to sections 346 and 347 of the Local Government Act.</p> <p>CORPORATE ENERGY AND EMISSIONS PLAN UPDATE – deferred to next meeting Nov.21, 2023.</p>
Sep 26	CVRD Board	<p>COMOX VALLEY ACCESSIBILITY FRAMEWORK</p> <p>-THAT the proposed Comox Valley Accessibility Framework, attached as appendix A to the staff report dated September 21, 2023, be approved;</p> <p>AND FURTHER THAT the Framework be referenced in developing the 2024-2028 financial plan process by</p>

		determining the CVRD services for which assessments and plans will be undertaken. RECONCILIATION ADVISORY TABLE -THAT the report dated September 21, 2023 regarding the activities of the former Advisory Group on Reconciliation, which has been renamed the Reconciliation Advisory Table be received.
Sep 29	CBC Radio Interview	Re: Village house purchase and staff rental policy
Sep 30	Spirit Walk	Gathering at Simms Park for National Truth and Reconciliation Day

COUNCIL MEMBER REPORT



DATE: October , 2023
 TO: Mayor and Councillors
 FROM: Mayor Brown
 SUBJECT: Monthly Report

Date	Event	Comments
Sept 5	CV Accessibility Audit	Update on the Comox Valley Accessibility Audit from the auditors
	Village	Agenda Review for Sept 11 meeting
Sept 6	CVSUS	Comox Valley Substance Use Strategy Collective Meeting Setting up the structure of the Collective to move the Strategy forward
	Coalition	Coalition to end Homelessness Regular Meeting Reviewed changes in CVRD funding, Planning process for visioning the future of the Coalition, Coordinator Angela Fletcher is moving on
	Village	Regular meeting with CAO
	Minister of Municipal Affairs	Wildfire and Drought Update for Local Government Minister of Emergency Affairs and Climate Change shared that we need to shift to more of a conservation mentality when thinking about water and access. Emergency Management Act changes coming to Legislature in October
	CV Record	Local Hero Awards
Sept 7	Columbia Institute	Decarbonization and the Zero Step Code 64% of residential space heating and 35% of water heating comes from fossil fuels in BC the CleanBC Roadmap requires all new buildings to be carbon zero. Nine communities have already adopted a zero step code.
	Meeting	Finally had a chance to meet with our other regional neighbor Area Director Edwin Grieve
	Village	The CAO and I met with concerned residents
Sept 8	BCSPI	Regular Steering Committee Meeting
Sept 9	Fundraiser	Attended Project Watershed's Annual Celebration Dinner
Sept 11	Village	Regular Council Meeting For more info: https://cumberland.ca/meetings/25-2023-r/
Sept 12	Trans Canada Trail	Gord Johns invite to discuss options for the Trans Canada Trail coming through the Comox Valley
	CVRD	Attended the regular Board Meeting to listen to the discussion

		More info on all meetings here: https://www.comoxvalleyrd.ca/minutes-agendas
Sept 13	CVFPC	Food Policy Council's Municipal Policy and Food Supply Subcommittee Meeting
		Regular Mayor CAO meeting
	BCSPI	Feed BC Webinar – Purchase Local Food to Achieve Social and Environmental Goals
	Columbia Institute	Columbia Institute Media Training
Sept 14	Village	Review UBCM Meeting Schedule
	Legion	Mural unveiling and presentation
Sept 15	Webinar	BC Hydro Electric Vehicle Webinar How BC Hydro is preparing for increasing electrification
	Fundraiser	Attended the Art in the Vines Fundraiser for the Comox Valley Transition Centre with Mayor Minions
Sept 18	UBCM	Attended: <ul style="list-style-type: none"> • Prep meeting or CVRD Meeting with Ministry of Housing • Tools for Stress Reduction and Mindfulness • Beyond Balance – Female representation in BC and how it's going • Dinner with Women Mayors
Sept 19	UBCM	Attended: <ul style="list-style-type: none"> • Resource Breakfast – Minister of Mines and Decarbonization • Meeting Minister of Water Land and Resources – advocating for Watershed Protection on Private Managed Forest Lands • Meeting with staff from the Ministry of Jobs Economic Development and Innovation advocating for funding the BC Social Procurement Initiative • Meeting with staff from the Ministry of Education – advocacy for Cumberland Community School Expansion and funding for operation and maintenance of childcare facilities. • CVRD lead Meeting with the Minister of Housing – Region wide advocacy as well as for our affordable housing project
	Village	Agenda Review for Sept 25 th Meeting
Sept 20	UBCM	Attended: <ul style="list-style-type: none"> • Meeting with staff from the Ministry of Tourism Arts and Culture – Advocacy for support for tourism infrastructure and management • Resolutions Session • Meeting with Minister of Mines and Low Carbon – advocacy for small power generation on our dam and indigenous/municipal partnerships • Meeting with staff of the Ministries of Forests, Water, Land and Resources and Finance – advocacy for fair property assessment rates on PMF Lands • Association of Vancouver Island and Coastal Communities Lunch • Meeting with staff of the Ministry of Solicitor General – discussion on how the level of policing for Municipalities hitting 5000 population is determined and requesting a more gradual increase in the portion of policing costs that municipalities pay to ease the tax increase for

		residents
Sept 21	UBCM	<ul style="list-style-type: none"> • Resource Breakfast – Forestry • Meeting with Minister of Jobs Economic Development and Innovation to support Island Coastal Economic Trust • Meeting with Minister of Tourism – Request for funding for tourism management and infrastructure. • CVRD lead Meeting with Minister of Transportation and Infrastructure-advocating for active travel route between Cumberland and Courtenay • Meeting with Association of Vancouver Island and Coastal Communities and Parliamentary Secretary Donnelly of Water Land and Resources for advocacy for Watershed Protection
Sept 22	UBCM	<ul style="list-style-type: none"> • Resource Breakfast Water Land Resources • Election of UBCM Executive • Resolutions Session – Including NR40 from Cumberland – Managed Forest Council Representation on the Board with water sustainability focus • Address by Jonathan Wilkinson – Federal Ministry of Energy and Natural Resources • Address by the Premier
Sept 25	LGMR	Local Government Policing Modernization Roundtable
	COTW	Committee of the Whole More info here: https://cumberland.ca/meetings/26-2023-cotw/
	Council	Regular Council Meeting More info here: https://cumberland.ca/meetings/26-2023-r/
Sept 26	Village	Regular CAO/Mayor catch up and intro to Executive Assistant
Sept 28	CVFPC	Comox Valley Food Policy Committee Regular Meeting <ul style="list-style-type: none"> • Update on school food • Update on economic impact report from Farmers’ Market • Local Food Procurement
	Fungus Fest	Fungus Fest Science Pub
Sept 29	19 Wing	Full day at 19 Wing – capability demonstrations, leadership lunch, tour of 407,418 and 442 Squadrons including static displays of the CP-140 Aurora, CC-295 Kingfisher and the 130H Hercules and the ground trainer and flight simulator and ending our day with a tour over the Valley in the CH-149 Cormorant.
Sept 30	NDTR	National Day for Truth and Reconciliation <ul style="list-style-type: none"> • Attended a Healing through: Land & Culture: Trauma Informed Safety Workshop with Avis O’Brien • Attended the MIKI’SIW Métis Association and the Indigenous Women’s Sharing Society’s Spirit Walk in Courtenay

COUNCIL MEMBER REPORT



DATE: Oct 11, 2023
 TO: Mayor and Councillors
 FROM: Troy Therrien
 SUBJECT: Monthly Report for September 2023

Date	Event	Details
Sept 7	Decarbonization and the Zero step code	Attended a webinar presented by the Columbia Institute on Decarbonization and the Zero step code. Sannich and several other municipalities are moving to a zero carbon step code. As well as regulating new buildings Sannich has set up a fund to encourage refits of existing buildings to heat pumps.
Sept 12	Trans Canada Trail Event	Attended a presentation about the Trans Canada Trail with Gord Johns and other local electeds. Presentation focused on the benefits of active transportation networks in communities. Benefits included both health and financial gains wherever trails were built.
Sept 16	VIRL board meeting	<ul style="list-style-type: none"> • The VIRL 2024 total budget is \$34M. • Local government levies will contribute \$32.5M, an overall increase of 3.4% over 2023. • The budget was unanimously supported. • The board also adopted a new reserves contributions and reporting framework that will better align with Local Government practice. <ul style="list-style-type: none"> ○ The framework was developed in consultation with the Board’s Executive Committee and senior leadership during summer '23 ○ With the framework, VIRL will gradually close a gap between legacy unfunded reserves, an unrestricted deficit, and available cash
Sept18-22	UBCM	<p>Attended the Union of BC Municipalities annual convention.</p> <p>Workshops and presentations attended included: Shared Path of Reconciliation. New delegates orientation. Building homes, Building communities.</p> <p>Improving Collaboration to Develop More</p>

		<p>Classrooms. Creating the Right Conditions. Digital Transformation of the Housing Development Process. Creating Climate Resilient Communities Through Collaboration. There were others that were partially attended due to minister and staff meetings.</p> <p>As well we met with Ministers to discuss the Watershed initiative, a classroom expansion for Cumberland, Funding for ICET, tourism concerns, and the cost of policing.</p> <p>There were also many opportunities for networking.</p>
--	--	--

THE CORPORATION OF THE VILLAGE OF CUMBERLAND

BYLAW NO. 1196

A bylaw to exempt from taxation certain lands and improvements for the 2024 taxation year.

The Council of the Corporation of the Village of Cumberland, in open meeting assembled, enacts as follows:

- 1 This Bylaw may be cited as "Permissive Tax Exemption 2024 Bylaw No. 1196, 2023".
- 2 The following land or improvements, or both, are exempted from taxation for the 2024 taxation year as follows:
 - (a) the following land or improvements, or both, held by a charitable, philanthropic or other not for profit corporation and meeting the provisions under section 224(2)(a) of the *Community Charter*:
 - (i) that portion of Lot 3, Block H, Plan 522E, District Lot 21, Nelson Land District, PID 008-932-212, occupied by the Cumberland and District Historical Society; and
 - (b) the following land and improvements used for the purposes of a church hall or the area of land surrounding a church as permitted under section 224(2)(f) of the *Community Charter*:
 - (i) that portion of Lot 1, Block 4, Plan 522, District Lot 21, Nelson Land District, PID 008-970-513, held BC Conference Property Development Council United Church Of Canada; and
 - (ii) that portion of Lot B, Plan 43397, District Lot 21 Nelson Land District, PID 003-382-281, held by the Cumberland Community Church.

3 This Bylaw shall come into full force and effect and is binding on all persons during the 2024 taxation year.

READ A FIRST TIME THIS	11TH	DAY OF	SEPTEMBER	2023.
READ A SECOND TIME THIS	11TH	DAY OF	SEPTEMBER	2023.
READ A THIRD TIME THIS	11TH	DAY OF	SEPTEMBER	2023.
ADOPTED THIS		DAY OF	SEPTEMBER	2023.

Mayor

Corporate Officer

THE CORPORATION OF THE VILLAGE OF CUMBERLAND

BYLAW NO. 1198

A Bylaw to amend Zoning Bylaw No. 1027, 2016

The Council of the Corporation of the Village of Cumberland, in open meeting assembled, enacts as follows:

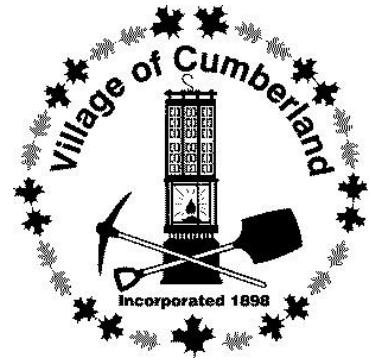
1. This Bylaw shall be cited as “Zoning Amendment Bylaw No. 1198, 2023”.
2. Zoning Bylaw No. 1027, 2016 is amended as follows:
 - a) to Part 3, Section 3.9 Projections into Required Setbacks, a) i) 2), by adding
“except for eaves, gutters and cornices” before “the total combined length of all projections must not exceed 40% of the length of each applicable façade on each storey.”
 - c) to Part 4, Section 4.4 Fences, Screening and Retaining Walls, clause i), by adding
“Where there is rooftop mechanical equipment,” to the beginning of the clause so that it reads as follows:
“i) Where there is rooftop mechanical equipment, a flat-roofed *building* must provide a parapet at least 0.8metres (2.6feet) in height measured from the surface of the roof to the top of the parapet.”
3. If any section or subsection of this Bylaw is found to be invalid by a court of competent jurisdiction, the section or subsection may be severed from the Bylaw without affecting the validity of the remainder of the Bylaw.

READ A FIRST TIME THIS	25TH	DAY OF	SEPTEMBER	2023.
READ A SECOND TIME THIS	25TH	DAY OF	SEPTEMBER	2023.
READ A THIRD TIME THIS	25TH	DAY OF	SEPTEMBER	2023.
ADOPTED THIS		DAY OF		2023.

Mayor

Corporate Officer

COUNCIL REPORT



REPORT DATE: 10/6/2023
MEETING DATE: 10/16/2023

File No. 0100-0540 APC

TO: Mayor and Councillors
FROM: Courtney Simpson, Manager of Development Services
SUBJECT: Advisory Planning Commission Bylaw Amendment

RECOMMENDATION

THAT Council give first, second and third reading to Advisory Planning Commission Amendment Bylaw No. 1199.

PURPOSE

The purpose of this report is to seek Council decision on draft amendments to the Advisory Planning Commission Bylaw No. 999, 2014. The amendments will implement recommendations of the Development Approvals Process Modernization review, and address concerns with administration of the current short terms of one year by extending to 4 years.

PREVIOUS COUNCIL DIRECTION

The Advisory Planning Commission (APC) Bylaw was adopted in 2014 and amended in 2019 with several changes such as reducing the length of term from four years to one year, and listing areas of interest to strive to seem representation for in member appointments.

BACKGROUND

Referrals

In early 2022, the Village initiated a project to review its development approvals process and make changes to modernize and streamline. The May 25, 2022 [Development Approvals Process Modernization Summary Report Urban Systems Ltd](#) (USL Report) made recommendations for all aspects of the development approvals process. Many have been implemented, including streamlining the accessory dwelling unit approval process, a new Development Application Procedures Bylaw, and creating a new internal processing manual for staff. Others are near completion such as an online application portal, and new application guides for the public. Recommendations for changes to the role of the APC in commenting on development proposals have not yet been implemented, and this should be completed so that new application guides for the public can be updated before they are published.

The USL report describes the following about Council Committees (page 24 and recommendation R5 on page 32):

The Village has more advisory committees than comparable communities. Many communities have found that advisory committees consume a large portion of staff resources to prepare reports, agendas, and meeting minutes. In particular, many municipalities are eliminating Advisory Planning Commission (APC) or establishing a terms of reference that focuses on long range planning versus the review development applications that are in alignment with the OCP. The desire to streamline the application process and the recognition that the establishment of a strong regulatory and policy framework is sufficient to protect the community's interest. This is also a trend toward the establishment of task forces for specific initiatives to gather community and stakeholder input during policy and plan development that are later disbanded after the completion of a plan or strategy.

During the interviews, there seemed to be a desire to maintain advisory committees in Cumberland as they maintain the small-town, community-driven approach to planning that attracts people to Cumberland. However, there was an interest in revising the mandate of the APC to focus on long range planning and major applications. It is recommended that the Advisory Planning Commission Bylaw No. 999, 2014 be amended to include only OCP and Zoning bylaw amendments not aligned with the community vision as set out in the OCP and long-range planning documents. This would limit the APC's involvement in small applications such as development permits, temporary use permits, and development variance permits which would streamline the development application processing time and save staff time.

Length of term

Staff have identified that the current alternating one-year term is administratively burdensome and unnecessarily short. Typically, members are interested in standing for re-appointment resulting in terms of several years. The 2014 APC Bylaw originally had four-years terms but was amended in 2019 to change terms to one year. The recent practice has been that terms alternate or roll over on the date of appointment, creating three different dates of term expiry for the current seven members. There recommendation is to return to a four-year term with expiry on December 31 of the calendar year. All seven member terms either recently expired or are due to expire this fall. If the bylaw is adopted as recommended, the new terms would be for just over three years, with an expiry on December 31, 2026 to align with the local government election cycle. After that, terms would be for four years.

ANALYSIS

The current APC Bylaw requires referral of individual applications to the APC by resolution of Council. This means that Council must receive an initial report before deciding on the referral, then a subsequent report with recommendation of the APC, before making a decision. The recommended bylaw amendments would remove the first step, allowing staff to make the referral to the APC at the same time as it is being referred to other Village departments. The initial report to Council would then include recommendations from the APC.

APC Bylaw amendments to streamline the referral process were recommended in the USL report, and these recommendations were reviewed and supported by the APC. The amendments align with best practices and will result in time savings for staff and developers with straightforward or simple applications. Council retains the ability to refer applications to the APC even if they were not initially referred by staff.

Note that the deletion of referral for subdivision and development requirements and related matters is a housekeeping change and does not change Council’s ability to refer subdivision-related matters to the APC. Subdivision applications themselves are not a decision of Council and would not be referred to the APC, but there are related matters that may require Council decision to allow a subdivision to proceed. Under the revised bylaw subdivision matters would not be referred to the APC directly from the Manager of Development Services, but would require a report to Council first, and a Council resolution for the referral.

For major OCP or Zoning Bylaw amendments, staff have the option to take an initial report to Council to seek preliminary direction, prior to referrals. This is outlined in Development Application Procedures Bylaw No. 1187, 2023, Schedule 2 that lists the processing procedure for these types of applications. This option would be taken if staff believes Council may wish to consider denying the application or requesting significant changes. Staff, applicant, and APC time would be saved by taking the initial application to Council if the result is denial or significant change.

The APC Bylaw amendments to extend the length of term from one year to four years and set the term end date to December 31 will reduce staff time in handling reappointments once or more than once per year.

PUBLIC NOTIFICATION AND CONSULTATION

The APC reviewed and commented on the USL Report at their July 14, 2022 meeting (Attachment 1). The APC was in favour of reviewing the APC Bylaw to identify criteria for referral of applications to the APC to focus on the significant applications instead of automatically being referred all applications.

ALTERNATIVES

1. That Council direct changes to the APC Bylaw amendments.
2. Not proceed with any action at this time.

STRATEGIC OBJECTIVE

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

FINANCIAL IMPLICATIONS

There are no direct financial implications of the bylaw amendment.

OPERATIONAL IMPLICATIONS

Focusing referrals to the APC on complex applications will reduce Development Services staff time in processing the more straightforward applications.

CLIMATE CHANGE IMPLICATIONS

This administrative change does not have any climate change implications.

ATTACHMENTS

1. Draft Bylaw 1199
2. Advisory Planning Commission Bylaw with tracked changes
3. Advisory Planning Commission minutes July 14, 2022

CONCURRENCE

Rachel Parker, Corporate Officer **RP**

Respectfully submitted,

C. Simpson

Courtney Simpson
Manager of Development Services

M. Mason

Michelle Mason
Chief Administrative Officer

THE CORPORATION OF THE VILLAGE OF CUMBERLAND

BYLAW NO. 1199

A Bylaw to amend the Advisory Planning Commission Bylaw.

The Council of the Corporation of the Village of Cumberland, in open meeting assembled, enacts as follows:

1. This Bylaw shall be cited as “Advisory Commission Amendment Bylaw No. 1199, 2023”.
2. “Advisory Planning Commission Bylaw No 999, 2014” is amended as follows:
 - (a) By repealing section 5 and the following substituted:

5. REFERRALS

The Manager of Development Services may refer the following matters to the Commission for review:

- (a) Official Community Plan Bylaw amendments,
 - (b) Zoning Bylaw amendments,
 - (c) Temporary use permit applications,
 - (d) Complex development permit and development variance permit applications, and
 - (e) Any planning related request that is referred to it by Council.
- (b) By repealing section 6.
 - (c) In subsection 7(4) by striking out “one” and substituting “four”.

(d) In section 7, by adding the following section after subsection 4:

- 4.1 (1) The 2023 appointments to the Commission are to expire on December 31, 2026.
- (2) All following terms will be for a four year term ending December 31 in the year of a general local election.

READ A FIRST TIME THIS	DAY OF	2023.
READ A SECOND TIME THIS	DAY OF	2023.
READ A THIRD TIME THIS	DAY OF	2023.
ADOPTED THIS	DAY OF	2023.

Mayor

Corporate Officer

THE CORPORATION OF THE VILLAGE OF CUMBERLAND

BYLAW NO.999

A BYLAW TO ESTABLISH AN ADVISORY PLANNING COMMISSION.

WHEREAS, pursuant to Section 461 of the *Local Government Act*; Council may, by bylaw establish an Advisory Planning Commission;

The Council of the Corporation of the Village of Cumberland, in open meeting assembled, enacts as follows:

1. TITLE

This Bylaw may be cited for all purposes as “Advisory Planning Commission Bylaw No 999, 2014”.

2. INTERPRETATION

In this bylaw, “Commission” means the Cumberland Advisory Planning Commission, and “Council” means the Council of the Village of Cumberland.

3. PURPOSE

The Cumberland Advisory Planning Commission is established.

4. FUNCTION

The function of the Commission is to advise Council on all matters referred to it by Council (as referred to in Section 461(1) of the *Local Government Act*).

5. REFERRALS

5.1 The Manager of Development Services may refer the following matters to the Commission for review:

- (a) Official Community Plan amendments
- (b) Zoning Bylaw amendments
- (c) Temporary use permit applications
- (d) Complex development permit and development variance permit applications
- (f) Any planning related request that is referred to it by Council.

7. MEMBERSHIP

1. The Commission shall consist of a minimum of five and a maximum of seven appointed members.
2. All members must be residents of the Village of Cumberland and represent a variety of community interests.
- 2.1 The Village will strive to achieve representation from all parts of the Village. Areas of interest that will be sought are:
 - a) The education sector
 - b) Environmental matters
 - c) Land development industry
 - d) Local business community
 - e) Representative of youth in the community
 - f) Representative of the community aged 65+ population
 - g) Architect or landscape architect; and
 - h) Representatives of the community at large.

[Bylaw 1096]
3. The appointment of members to the Commission shall be by resolution of Council.
4. Commission members shall be appointed by Council to a four-year term, and may be reappointed for further terms.
- 4.1 (1) The 2023 appointments to the Commission are to expire on December 31, 2026.
- 4.1 (2) All following terms will be for a four year term ending December 31 in the year of a general local election.
5. In event of a vacancy occurring among the appointed members of the Commission, Council may appoint a new member to fill such vacancy for the unexpired portion of the term.
6. Any appointed member who is absent from three consecutive regularly scheduled meetings, without having provided a satisfactory reason to the Commission chair, shall be deemed to have resigned from the Commission.
7. If a member of the Commission receives Council permission for a leave of absence, Council shall then appoint a replacement member for the period of the approved absence. Such a leave of absence shall be for a time greater than two consecutive months but not exceeding six consecutive months in any given 12 month period.

8. Employees, Council members and the approving officer of the Village of Cumberland may not be appointed as members of a Commission.
9. A Commission member may be removed by a two-thirds (2/3) vote of Council.

8. CHAIR AND SECRETARY

1. The Commission chair shall be selected, at the first meeting in each and every year, by the members of the Commission.
2. If the chair is absent from any meeting of the Commission, the members present shall elect one of their numbers to serve as acting chair and the member so elected shall preside at such meeting.
3. A Commission shall choose, at the first meeting in each and every year, a secretary to record and submit the minutes in a format dictated by the Village, to the Deputy Corporate Officer.

9. MEETINGS

1. Meetings shall be called within one month of any application referred to the Commission by Council. The Commission must consider any application referred to it and a recommendation made to Council within 45 days of the date of referral to the Commission, unless the application has been withdrawn. If no recommendation is made within that time, Council will consider the application without a recommendation from the Commission. Nothing in this section precludes Council from considering any application at any time whether or not the application has been referred to the Commission.
2. The secretary of the Commission shall forward copies of notices and agendas for meetings of the Commission to all members and to the Deputy Corporate Officer of the Village at least 24 hours prior to a meeting.
3. A majority of the Commission members shall be deemed to be a quorum.
4. In the event that a quorum is not present within 15 minutes after the time appointed for a meeting, the names of those present will be recorded and the meeting shall be cancelled.

10. MINUTES AND RECOMMENDATIONS

1. Minutes of the Commission shall be on the form provided and shall contain the following information:
 - a) Date, time and location of the meeting;
 - b) Members of the Commission, both present and absent;
 - c) Items dealt with by the Commission;
 - d) Delegations who have made representation to the Commission;

- e) Discussion of items dealt with by the Commission;
 - f) Recommendation to Council stating the following:
 - i) Item to be approved, with stated reasons; or
 - ii) Item to be recommended subject to various conditions, with conditions stated; or
 - iii) Item to be denied with reasons stated;
 - g) The mover and seconder of each recommendation shall be recorded, whether the recommendation was carried or defeated.
2. Minutes of the Commission will be submitted to the Deputy Corporate Officer within 10 days following the meeting of the Commission and are to be signed by the chair.
 3. Recommendations shall be adopted by a simple majority of the Commission present.

11. REPRESENTATION

1. The chair or delegate of the Commission may, on behalf of the Commission make representation either verbally or in writing to Council.
2. No member of the Commission shall, on behalf of the Commission, make representation either verbally or in writing, to any member of the public, government agency, media or other meeting, unless they have been directed to do so by Council.
3. Planning department staff shall contact an applicant of a bylaw amendment or a permit, prior to the meeting of the Commission at which the bylaw amendment or the permit is to be considered, to advise the applicant of his/her entitlement to appear before the Commission.
4. The applicant may speak to their application the meeting.

12. PUBLIC REPRESENTATION

Commission meetings are open to the public for observation only, and public can request to be a delegation.

13. EXPENSES

1. Members of the Commission shall serve without remuneration except that any reasonable and necessary expenses that arise directly out of performance of their duties be reimbursed to them from the annual budget of the Commission that has received approval of Council.

- 2. Commission expenses may include hall rentals for commission meetings, postage, photocopying, other general expenses and reasonable expenses for educational purposes.
- 3. Commission expenses shall be reimbursed at rates provided for in the Village of Cumberland travel expense policy.

14. INTERPRETATION

Whenever the singular or masculine is used in this Bylaw, the same is deemed to include the plural or feminine or the body politic or corporate as the context requires.

READ A FIRST TIME THIS	23rd	DAY OF	June	2014.
READ A SECOND TIME THIS	14th	DAY OF	July	2014.
READ A THIRD TIME THIS	14th	DAY OF	July	2014.
ADOPTED THIS	28th	DAY OF	July	2014.

Mayor

Corporate Officer



Village of Cumberland

Advisory Planning Commission

Minutes

The meeting of the APC was held on Thursday July 14, 2022 at Village of Cumberland Council Chambers, commencing at 4:00pm.

PRESENT:	Nick Ward, Chair Janet Bonaguro, Secretary Jaye Mathieu	Troy Therrien Neil Borecky
ABSENT:	Debbie Bowman	
GUESTS \ STAFF:	Karin Albert, Senior Planner Courtney Simpson, Manager of Development Services Andrew McLean (proponent item 4a) Nancy Henderson, Urban Systems (consultant item 4b) Sydney Rankmore, Urban Systems (consultant item 4b)	
OBSERVERS:	N/A	

1. CALL TO ORDER

The meeting of the APC was held on Thursday July 14, 2022 at Village of Cumberland Council Chambers, commencing at 4:00pm. We are honoured to gather on the unceded traditional territory of the K'ómoks First Nation.

2. APPROVAL OF AGENDA

Bonaguro / Borecky: THAT the agenda be approved as presented/with the addition of item 4.3 Streamlining Accessory Dwelling Unit Approval Process.

CARRIED UNANIMOUSLY

3. APPROVAL OF MINUTES

Bonaguro / Mathieu: THAT the minutes of the meeting held June 9, 2022 be approved with the adjustment of item 3 removing the word "and" at the end of the motion.

CARRIED UNANIMOUSLY

4. REFERRALS FROM COUNCIL

a) Request for Comment on Rezoning Concept Plan – Lot A, Ulverston Avenue

Borecky / Therrien: THAT the Advisory Planning Commission receive the staff report titled “Request for Comment on Rezoning Concept Plan – Lot A, Ulverston Avenue”.

CARRIED UNANIMOUSLY

DISCUSSION

1. Staff introduced the report
 - This is a concept plan, not a proposal for subdivision or rezoning yet.
2. Andrew McLean, developer, was present to respond to questions.
3. APC Discussion
 - a. Financial
 - a. APC members are interested in understanding how much of the resulting market value increase of the land will be once subdivided and rezoned so that the Village might consider how much of that increase in value the Village is capturing through its negotiations with the developer regarding community amenity contributions (e.g. affordable housing, infrastructure improvements, parkland). Research by one APC member indicated that leading practice is 25-75% of the increase in market value of the land.
 - b. Concept Plan
 - a. Key elements of the concept plan that the APC aligns on include:
 - i. Single family dwellings (SFDs) not fronting Ulverston
 - ii. Greenspace pathway connections as outlined in the concept plan
 - iii. Roadway alignment as outlined in the concept plan
 - iv. Multi-family units backing onto parkland / green space
 - v. Live/work fronting Ulverston
 - c. Zoning
 - a. New zone being proposed will be specified in the zoning amendment bylaw. The level of detail in the amendment bylaw for this specific site is under development.
 - b. Rezoning is the one point in the development process where the Village can negotiate for amenities.
 - c. Staff clarified that key elements of the concept plan will be part of the new zone such as location of the SFDs and greenway, and alignment of roadway. This will ensure those elements of the concept plan are retained if developer/landowner changes.
 - d. Per staff, an Affordable Home Ownership (AHOP) Partnering Agreement that specifies details around the 22 AHOP units will be a condition of included in the rezoning. Parties to the agreement will be the developer, BC Housing, and the Village. but will be addressed separately with the Village.
 - d. Uses

- a. Staff clarified that the exact location and number of buildings within each of the specified lots will not be defined in zoning (this happens later in the development process), but maximum density will be included in the zone, such as through units per hectare or floor area ratio.
- b. The multi-family dwelling area is proposed to include a portion of rental housing in order to ensure a larger amount of rental housing, rather than having more single-family dwellings in addition to the 22 proposed AHOP units. A rental-only use may be considered for those units.
- c. Suggestion for Village staff to consider allowing or disallowing suites being placed into basements of the SFDs (i.e. craft the new zone to either allow or deny secondary suites). While the lots are likely too small, and parking is too limited for secondary suites to be possible, the marketplace may change making secondary suites desirable.
- d. Consider input from Cumberland Business Association regarding alignment with their overall goals and VCMU-1 zone.
- e. Fitness centre use has resulted in conflict with adjacent residents in other areas of the Comox Valley due to loud /bass music into the evening hours.
- f. Consider parking requirements prior to rezoning to understand the potential lot coverage requirements based on proposed uses.
- e. Advice for the Developer
 - a. The developer may wish to consider increasing the mixed use at ground level to have “work” type uses across the street from each other at ground level (rather than having light industrial/commercial frontage open to MFD residential frontage across the lane).
 - b. The developer may wish to consider if the current concept plan provides enough commercial/industrial space in the proposed live/work mixed use (“industrial-minor”) area to draw enough traffic (needs depend on the nature of the uses of these spaces) to be commercially viable in the long term, especially not being in the commercial core or attracting foot traffic from nearby land uses.
- f. Infrastructure
 - a. Staff clarified that paving of Ulverston would be a requirement of subdivision.

Bonaguro / Mathieu: That the APC supports of the application and concept plan for a proposed new zone on Lot A at Ulverston Avenue (2022-03-RZ). In alignment with the comments in these minutes.

CARRIED UNANIMOUSLY

b) Development Approvals Process Modernization

Bonaguro / Borecky: THAT the Advisory Planning Commission receive the staff reports titled “Development Approvals Process Modernization” and “Streamlining Accessory Dwelling Unit Approval Process”.

CARRIED UNANIMOUSLY

DISCUSSION

1. Staff introduced the reports
2. Nancy Henderson and Sydney Rankmore, consultants, Urban Systems, presented an overview of the recommendations and responded to questions.
3. APC Discussion
 - a. Community Representation
 - a. The role of Council and the APC is to represent the community regarding development in the community.
 - b. P13 of report identifies consultation with the development community, Council, and staff. Consultation with citizens and committees representing citizens has not been undertaken up to now.
 - c. A developer's role is to create return for shareholders, while Council's role is to get as much of that benefit for the community as possible. This process should more directly consider the Village's interests in terms of capturing value for the community, vs. streamlining the process to help developers get more out of the process (which implies that the Village would capture less value).
 - d. The implied goal of the Province through this exercise is to decrease the time for approvals to help address the housing crisis. While the streamlined process may be desired by developers, restricting the forums for citizens to provide input is not necessarily suitable for a community the size of Cumberland (small population) with a strong set of values around development. While some applications could be streamlined (e.g. straightforward ADU development permits), there is still value in debating a variance on an ADU in light of the OCP, bylaws and public input. The Village would be remiss in rushing the democratic process by reducing the review of individual cases that are important to residents as well as those that vary from bylaw.
 - b. APC Role
 - a. The APC and other committees are sober second voice that represents the community.
 - b. APC can also be used to address strategic topics going forward given the level of knowledge that's developed over time within the APC.
 - c. Strong desire to keep the APC in some form as it's a valuable voice given the values of the Cumberland community.
 - d. The APC is in favour of reviewing the APC bylaw to include strategic topics in addition to its existing scope of work but understanding that the opportunity should always exist for Council to refer any application to the APC at any point, if it desires.

- e. The APC could adopt a more formal onboarding process to learn about legislation and processes in order to develop background knowledge more efficiently for all members.
- c. Streamlining Processes
 - a. The APC is very much in favour of streamlining the development application and review process and systems with the aim of making the Village processes more efficient and transparent to citizens and developers.
 - b. The Village could identify trigger points for development and variance applications where files are considered for referral to the APC (i.e. not automatic referral to APC).
- d. Official Community Plan (OCP)
 - a. OCP is the key document to inform decision making at all levels within the municipality. The OCP would benefit from an update to more clearly reflect a set of community values that better inform decision making as Cumberland continues to change and grow. Clarity at this level will create stronger clarity on what the Village will support in terms of development.
- e. Development Variance Permits
 - a. The proposal to develop a set of criteria for “common variances” to delegate to staff is unclear and we look forward to an opportunity in the future to better understand this as the project continues.
 - b. Concerned that having a set of “common variances” delegated to staff for decision may be viewed as the Village selectively applying bylaws which could potentially result in the Village appearing to be less transparent.
 - c. We would like more information on savings to staff time to better understand this proposed benefit.

c) Streamlining Accessory Dwelling Unit Approval Process

DISCUSSION

1. APC Discussion

- Design Website and Guide
 - Recommend there is a process to obtain public input on the guide.
 - A certain threshold should be defined in order for the Village to feel that the Guide has been followed.
 - Conversely, the APC doesn’t want to see the Village or the APC be too controlling over design to allow for creativity and innovation and the changing styles of development and preferences of landowners.
- ADU Size and Type
 - The Village may wish to consider enabling all lots of a certain size or greater to allow the maximum size ADU. This may decrease developer and staff effort to calculate the maximum size of an ADU given lot coverage and the size of the primary dwelling.

- Along with this change, staff and Council may wish to consider including Tiny Homes as valid forms of ADUs (if hooked up to Village services).
 - Stormwater Management Plan
 - Many ADU applications have no stormwater management concerns, yet a Stormwater Management report is required per the bylaw. It makes sense to remove this requirement and address any needs at the Building Permit stage instead. This will reduce the time and cost to applicant and the time spent by staff to review and incorporate findings in the development permit report.

Bonaguro / Borecky: THAT the APC supports the concept of streamlining the Accessory Dwelling Unit Approval Process in alignment with the comments made in these minutes and awaits further information from Council and staff on recommendations sought from the APC.

CARRIED UNANIMOUSLY

5. NEXT MEETING

The next APC meeting is Thursday July 21, 2022 at 4:00pm.

6. TERMINATION:

Borecky / Mathieu: THAT the meeting terminate.

Time: 6:04pm

Certified Correct: <hr style="width: 80%; margin-left: 0;"/> <div style="text-align: right; margin-top: 5px;">Chair</div>	Confirmed: <hr style="width: 80%; margin-left: 0;"/> <div style="text-align: right; margin-top: 5px;">Deputy Corporate Officer</div>
--	---