

The Corporation of the Village of Cumberland
Regular Council Meeting Agenda

Monday, October 30, 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 30, 2023

Recommendation:

THAT Council approve the agenda for the October 30, 2023 Regular Council Meeting.

3. Minutes

3.1 Adoption of Minutes

5

Recommendation:

THAT Council adopt the following minutes:

- Committee of the Whole Meeting, October 16, 2023
- Regular Council Meeting, October 16, 2023

3.2 Receipt of Committee Minutes

13

Recommendation:

THAT Council receive for information the following Committee minutes:

- Heritage Committee, October 19, 2023

4. Delegations

4.1 Comox Valley Regional District Invite to Participate in Track and Fields Service

17

Delegation of Jake Martens, General Manager of Corporate Services; Doug DeMarzo, General Manager of Community Services; and Trish Morgan, Assistant Senior Manager of Recreation Services from the Comox Valley Regional District

Recommendation:

THAT Council receive the delegation from the Comox Valley Regional District (CVRD) regarding the invitation to participate in the regional Track and Fields Service.

5.	Correspondence	
6.	Unfinished Business	
7.	Reports	
7.1	Heritage Alteration Permit 2723 Dunsmuir Avenue Prepared by Brigid Reynolds, Contract Planner	28
	Recommendation: THAT Council approve 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.	
7.2	Bevan Road Paving Prepared by Rob Crisfield, Manager of Operations	51
	Recommendation:	
	i. THAT Council approve staff to undertake paving of Bevan Road based on tender pricing being in line with the engineering estimates, and;	
	ii. THAT Council approve funding in the amount of \$970,000 from the Roads DCC reserves, \$300,000 from the Comox Valley Regional District, and the remainder of the funding to come out of the Community Works Funds up to a maximum of \$560,000, and;	
	iii. THAT Council Authorize the Chief Administrative Officer to execute the contract between the Village and successful contractor should bid pricing be in line with the engineering estimates.	
7.3	Conference Attendance 2024 Prepared by Rachel Parker, Corporate Officer	56
	Recommendation: THAT Council receive the Conference Attendance 2024 report.	
7.4	Council Member Appointments Prepared by Rachel Parker, Corporate Officer	61
	Recommendation: THAT Council appoint acting mayors for the time periods below: November 2023 to January 2024: February to April 2024: May to July 2024: August to October 2024: THAT Council appoint Mayor Brown as Director and Councillor Therrien as	

Alternate Director to the Comox Valley Regional District Board with

- Mayor Brown as primary representative on the Comox Valley Recreation Commission, and
- Councillor Therrien as primary representative on the Comox Strathcona Regional Hospital District Board and Comox Strathcona Waste Management Board; and

THAT Council appoint Councillor Borecky as alternate delegate to the Municipal Insurance Association of BC annual general meeting.

8. Bylaws

8.1 Advisory Planning Commission Amendment Bylaw No. 1199

71

Recommendation:

THAT Council adopt the "Advisory Planning Commission Amendment Bylaw No. 1199".

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.

- Advisory Planning Commission November 9 at 4:00 pm

11. Question Period

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

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

12. Closed Portion

Recommendation:

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

(a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;

(e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality;

(g) litigation or potential litigation affecting the municipality;

13. Adjournment

Recommendation:

THAT Council adjourn the meeting.

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

**October 16, 2023, 2:00 p.m.
Council Chamber, 2675 Dunsmuir Avenue**



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

Regrets: Councillor Jesse Ketler

Staff Present: Michelle Mason, Chief Administrative Officer
Rachel Parker, Corporate Officer
Courtney Simpson, Manager of Development Services
Rob Crisfield, Manager of Operations
Annie Berard, Chief Financial Officer

1. Call to Order

Mayor Brown called the meeting to order at 2:03 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, October 16, 2023

Moved by: Therrien

Seconded by: Borecky

THAT the Committee approve the agenda for the October 16, 2023 Committee of the Whole meeting.

Carried Unanimously

3. Closed Portion

Moved by: Therrien

Seconded by: Borecky

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

(e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality;

Carried Unanimously

4. Adjournment

That the Committee adjourn the meeting at 3:47 p.m.

Mayor

Certified Correct by Corporate Officer

The Corporation of the Village of Cumberland
Regular Council Meeting Minutes



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

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

Regrets: Councillor Neil Borecky

Staff Present: Michelle Mason, Chief Administrative Officer
Rob Crisfield, Manager of Operations
Courtney Simpson, Manager of Development Services
Annie Berard, Chief Financial Officer
Rachel Parker, Corporate Officer
Stephane Dionne, Deputy Fire Chief
Karin Albert, Senior Planner

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, October 16, 2023

Motion 23-210

Moved by: Therrien

Seconded by: Ketler

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

Carried Unanimously

3. Minutes

3.1 Adoption of Minutes

Motion 23-211

Moved by: Sullivan

Seconded by: Ketler

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

Carried Unanimously

4. Delegations

4.1 Comox Valley Substance Use Strategy - Phase 2 Final Report

Motion 23-212

Moved by: Ketler

Seconded by: Sullivan

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

Carried Unanimously

5. Correspondence

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

Motion 23-213

Moved by: Sullivan

Seconded by: Ketler

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 an upcoming Council meeting to provide more information on the proposed participation in the service.

Carried Unanimously

6. Unfinished Business

6.1 Comox Valley Food Policy Council

Motion 23-214

Moved by: Therrien

Seconded by: Ketler

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.

Carried Unanimously

7. Reports

7.1 Update on Official Community Plan Review

Motion 23-215

Moved by: Sullivan

Seconded by: Therrien

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

Carried Unanimously

7.2 Street Closure for Winter StokeFest 2023

Motion 23-216

Moved by: Therrien

Seconded by: Sullivan

THAT Council approve a temporary street closure the Winter StokeFest 2023 event on Friday, November 17, 2023 from 7:30 am to 3:30 pm in a location to the satisfaction of staff and subject to a satisfactory traffic management plan.

Carried Unanimously

7.3 Stage 3 Water Restrictions

Motion 23-217

Moved by: Therrien

Seconded by: Ketler

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

Carried Unanimously

7.4 Grant Application for Emergency Operations Center & Training 2023

Motion 23-218

Moved by: Sullivan

Seconded by: Ketler

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.

Carried Unanimously

7.5 Accessibility Assessment and Action Plan Scope

Motion 23-219

Moved by: Therrien

Seconded by: Ketler

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.

Carried Unanimously

7.6 Comox Valley Regional District Reconciliation Advisory Table

Motion 23-220

Moved by: Therrien

Seconded by: Sullivan

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

Carried Unanimously

7.7 Council Member Monthly Reports

Motion 23-221

Moved by: Ketler

Seconded by: Sullivan

THAT Council receive the member monthly report for September 2023.

Carried Unanimously

8. Bylaws

8.1 Permissive Tax Exemption 2024 Bylaw No. 1196, 2023

Motion 23-222

Moved by: Sullivan

Seconded by: Ketler

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

Carried Unanimously

8.2 Zoning Bylaw Amendment No. 1198

Motion 23-223

Moved by: Ketler

Seconded by: Sullivan

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

Carried Unanimously

8.3 Advisory Planning Commission Bylaw Amendment

Motion 23-224

Moved by: Sullivan

Seconded by: Ketler

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

Carried Unanimously

9. New Business

None

10. Notices, Motions and Announcements

- 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

There were no questions.

12. Adjournment

Motion 23-225

Moved by: Ketler

Seconded by: Sullivan

That Council adjourn the meeting at 7:30 p.m.

Carried Unanimously

Mayor

Certified Correct by Corporate Officer

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



**October 19, 2023 at 4:00 p.m.
Council Chamber, 2675 Dunsmuir Avenue**

Members Present:

Meaghan Cursons, Chair
Troy Therrien, Councillor (alternate)
Tanis Frame
Hugh McLean

Regrets: Neil Borecky, Lois Harris

Staff Present: Karin Albert, Senior Planner
Brigid Reynold, Contract Planner (via video conference)

Heritage Consultants: Elana Zysblat and Jurian ter Hurst (via video conference)

The meeting was called to order at 4:05 p.m.

1. Agenda

Moved by: McLean
Seconded by: Therrien

That the Heritage Committee approve the agenda for October 19, 2023.

Carried Unanimously

2. Minutes

Moved by: Therrien
Seconded by: McLean

THAT the Heritage Committee adopt the minutes of September 21, 2023.

Carried Unanimously

3. Unfinished Business

None.

4. New Business

4.1 Council Referral: HAP application, 2723 Dunsmuir Avenue (King George Hotel)

Committee member Tanis Frame declared her interest in the project as the project architect. There to answer technical questions and then recuse herself from the discussion to avoid a conflict of interest.

- In response to a question, staff clarified that a conservation plan is not required under the Village's Heritage Conservation Area guidelines.
- A Statement of Significance has been completed for the property and was reviewed by the applicant. The intent of the design is to bring the building back to its mid-1930's facade.
- Original handrails of wooden stair case in middle of building remains in place but needs to be lifted up off the floor to meet current code.
- The goal is to refurbish the existing windows but they are in rough shape. Project is funded by a grant from the Province and have to be cognizant of cost. Have budget to replace windows with new wooden sash windows if necessary.
- Some energy efficiency can be achieved through window coatings.
- If windows being replaced, would replace with wooden sashes.
- Cladding will be retained.
- Storefront will be rehabilitated.
- Applicant can meet parking requirement assuming use in the commercial space that has the lowest requirement for parking. No variance is requested.
- If owner is interested in heritage designation of the building in the future, can discuss a reduction of the parking for a more intense commercial use in return for heritage protection.
- Heritage protection can be achieved through revitalization agreement and covenant. Would include a conservation plan to identify what is retained.
- If parking requirement is reduced, the commercial space could more easily support a restaurant or pub in the future.
- Fireplace in one of the old rooms is going to stay.
- Wood floors will be redone and kept.
- Intent is to retain balcony access for guests.
- Is landscaping fire smart? Applicant will review.

Tanis Frame recused herself from the meeting.

Moved by: Therrien

Seconded by: McLean

THAT the Heritage Committee recommend that Council grant the Heritage Alteration Permit Amendment (2023-02-HAP) substantially in compliance with the attached draft permits.

Carried Unanimously

Moved by: McLean

Seconded by: Therrien

THAT the Heritage Committee recommend that the Village explore mechanisms for heritage protection of the property in collaboration with the owner, including incentives for future use.

Carried Unanimously

Tanis Frame rejoined the meeting.

4.2 Statements of Significance (SoS)

Heritage consultants Elana Zysblat and Jurian ter Hurst hired to complete Statements of Significance for five heritage resources: Colliery railway, 00 survey marker, Bevan houses, 2719 Dunsmuir Avenue and Perseverance Creek wetlands. Asked questions regarding the five sites of the Committee as part of their research.

- Committee to consider whether to expand the existing Coal Creek Historic Park SoS or whether to develop a separate SoS for the Perseverance Creek wetlands.
- Karin will send out link to existing SoS and ask for feedback.
- 2719 Dunsmuir – What is known about building in relation to the 1919 building and the 1935 fire? Photo shown is before 1920.
- Wellington colliery goes all the way to Royston and Union Bay – SoS to focus on Cumberland but reference the full extent.
- There are some remaining railway ties along section close to Comox Lake
- Most of the grade is now a pathway.
- Different sources talk of different numbers of Bevan houses having been moved. May be able to find how many there were from old Bevan site plan. Not all were moved to Cumberland. Number often cited is 40 but exact number is not that important. Can highlight the ones known to represent the rest.
- For site visits – Village can't protect the interior, not crucial to see the inside.
- A few Bevan houses are specifically listed in the Jennifer Barr book.
- Committee to try and connect with someone who lives in a Bevan house and would be willing to be interviewed.
- Site visits will likely happen Nov. 6 and 7.

Meaghan Cursons left the meeting at 5:20 p.m.

4.3 Community Heritage Register Project

Karin and Hugh shared process to review the Heritage Inventory and identify additional heritage resources to recommend to Council for addition to the Community Heritage Register:

1. Committee members review heritage inventory (paper or electronic copy) independently and identify the heritage resources they believe should be on the register. Should only be resources that have a physical place (i.e. not Lucky beer or events identified in the Inventory).
2. Committee members write down the numbers of the sites and send them to Hugh to compile the sites in numerical order.
3. Heritage Committee meets and reviews the sites identified.

- Hugh will provide a “template” of some of the most commonly used values and character-defining elements for Committee members when reviewing the sites.
 - During the review, Committee members may add additional information and can “adopt” sites for further research. At the end of the meeting, Committee will have a short list.
4. As their time permits, before the next meeting, Committee members can look up more information on a given heritage resource. Additional time will also be set aside at the subsequent meeting. Karin will bring copies of various Village’s heritage books to review for information related to the values and character defining elements of the heritage resources.
 5. Committee will identify a note taker who will edit the Heritage Inventory to only include the chosen sites and update them with the information found. The new document will be named “Proposed Additions to Cumberland’s Community Heritage Register”.
 6. The draft final document is reviewed by the Committee for final comments.
 7. Final document introduced for a motion at Committee meeting to present the document to Council with a recommendation to add the sites in the document to the Village’s Community Heritage Register.

5. Next Meeting

Next scheduled Heritage Committee meeting is Thursday, November 16, 2023.

6. Adjournment

The meeting was adjourned at 6:00 p.m.

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.

Official Community Plan

The property is located within the Historic Village Commercial Core (Heritage Conservation Area) and is subject to HCA1 – Historic Village Commercial Core guidelines and thus requires a HAP. The purpose of the designation is to ensure that revitalization or new development in the downtown area is compatible with the scale and character of the existing downtown heritage character.

Zoning Bylaw

The property is located within the Village Core Commercial Mixed Use (VCMU-1) zone.

The proposed development meets Zoning Bylaw regulations including for height, lot coverage, density, setbacks to the front and side yards, vehicle, and bicycle parking.

ANALYSIS

Heritage Alteration Permit

The proposal is consistent with the HCA Guidelines, some of which are highlighted below.

Form and Character

The form and character of the existing building will be remodeled to align to that of the original building, retaining the existing siting, roofline design, and height. On the existing street facing façade the windows are currently filled in with various materials. The renovation will recreate a façade similar to the 1933 façade with inset storefront on each side of the hotel lobby.

The ground floor will have two individual CRUs that are 64m² and 138m² in size. The future use of these CRUs is not yet determined. The storefronts will be flanked by windows that are modelled from the original building including the triangular panes of the upper hopper style windows.

The material palette will be similar to the 1933 building complete with brick and stucco, however, the expanse of brick will increase across the entire lower façade and the sections of panel below the windows will be a painted panel complete with a gold washed technique. The windows and doors will be a dark grey with a gold wash. The upper floor will remain stucco and be painted in the same dark grey colour of the wood paneling. All upper windows will be replicated and replaced.

Internal access to the upper roof area will remain and the roof area will provide outdoor amenity space for hotel guests. A glass guard will be installed on the parapet for occupants' life safety.

Siting, Landscaping and Screening

The location of the building on site does not allow for any landscaping of the street façade at zero lot line. The entry to the hotel will have planters to soften the entry and provide some greenery out front. The rear of the lot will be reconstructed to provide on grade parking, loading, refuse and bike areas. The parking stalls will be buffered by a greenspace planted with boxwoods. At the south of these green spaces, golden rain trees will be planted. One Cherry tree will be planted at the south east corner of the building.

The refuse service area and mechanical access will be located in the rear of the building.

HAP guideline 11.2.2 2)b. requires 1.5 m wide SRW dedication adjacent to the lane for the purposes of lane way maintenance and access. This is shown on the site plan prepared by Thuja

Architectural Design, dated September 12, 2023, Schedule A of the attached draft HAP. The applicant's plans show this and this will be secured at the time of the building permit.

Lighting

All lighting will be full cut off luminaries. The building will have soffit lighting at the recessed storefronts that operates on a solar activated lens, and provides a warm glow to the alcoves. Wall mounted lighting will be introduced to the north façade similar to the 1933 building and will be a gold finish to tie features of the building together. The parking area and pedestrian pathways will be lit with full cut off lights providing security and safety at night at the rear of the building.

Stormwater Management

A stormwater management plan will be required with the building permit application. This will address any infrastructure upgrades required to existing stormwater management for the building, and management of stormwater from the parking area. Final determination of the appropriate surfacing of the parking area will be determined at the time of the building permit.

Parking

Parking is located at the rear of the building and is on grade. Nine stalls have been provided including one accessible stall. One EV stall with charging station will also be provided.

Zoning Bylaw Table 6.4.2 – Primary Use Commercial - Cycling requires four class 1 and 2 class 2 bicycle parking stalls. The applicant proposes to provide three short term bicycle parking (class 2), bike racks located outside at the rear, and eight long-term bike storage lockers (class 1) located inside the rear of the hotel lobby of the building.

Section 6.13 of the Zoning Bylaw requires one temporary loading stall for commercial uses. Section 6.13.h) permits loading stalls in VCMU-1 and R-1A zones to be designated as time limited on-street stalls, where parking is not adversely affected and where there is no other practical solution to accommodating loading stalls on-site. Due to the narrowness of the site and locating a temporary loading stall in the parking lot would potentially create conflicts the applicant proposes to use Dunsmuir Avenue for temporary loading.

Please note that the sign posted on site and the newspaper notice indicated a variance to parking requirements was also proposed. The plans have since been revised and regulations reviewed such that no variance is needed.

As the future tenants of the CRUs are unknown, parking requirements were calculated based on an "artisan commercial" use which has a low parking requirement. If a use is established with a higher parking requirement, the parking will be calculated and will need to be provided at the time of the building permit for tenant improvements.

Encroachment

As noted above, the east elevation of the ground floor of the building encroaches onto the adjacent building (2727 Dunsmuir Avenue) just over 2.0 m in width and runs almost the full length of the building. The applicant has approached the adjacent property owner to resolve this matter.

As of writing this report, the applicant proposes to build a fire wall to separate the hotel and the encroaching portion of the building so that the HAP and subsequent building permit only authorize

work on the subject property and avoid the encroaching portion of the building. The electrical, plumbing and HVAC systems are all abandoned in the building and new systems will be installed.

Staff recommend that a condition of this permit is that the applicant provide professional assurance from a BC Building Code consultant confirming that the encroaching portion of the building can be completely walled off.

Heritage Protection

The Heritage Committee recommended approval of the HAP and provided a second recommendation that the Village explore mechanisms for heritage protection in collaboration with the owner, including incentives for future use. This second recommendation reflects an aim of ensuring long term protection of heritage properties in the Village. As the Village has not adopted a Heritage Designation Bylaw for this property and the HAP is consistent with the guidelines and no incentives, for example, no variances are being requested, there is no authority to require a Heritage Revitalization Agreement or Heritage Conservation Covenant. This does not preclude the property owner from voluntarily registering a heritage conservation covenant for the properties long term protection and staff would welcome working with the property owners on this.

PUBLIC NOTIFICATION AND CONSULTATION

Pursuant to the Village's Development Application Procedures Bylaw No. 1187, 2023 the following notifications were undertaken:

- On August 25, 2023, the applicant posted a notice of the applications on the subject property.
- On August 30, 2023, the applicant scheduled a public information meeting (PIM) on September 12 and notice was sent to residents of adjacent properties within 75.0m of the subject property, advertised in the Comox Record, and posted on the Village website.
- September 12, 2023, the PIM was held, 22 residents attended, and a summary of comments received at the meeting and also sent directly to the Village are in Attachment 1.
- On October 19, 2023, the application was presented to the Heritage Committee. The Committee reviewed the application and made the following recommendations:
 1. THAT the Heritage Committee recommend that Council approve 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); and
 2. THAT the Heritage Committee recommends that the Village explore mechanisms for heritage protection of the property in collaboration with the owner, including incentives for future use.

ALTERNATIVES

1. THAT Council refer the heritage alteration permit applications for the property described Lot 9 Block 7 District Lot 21 Nelson District Plan VIP522 (2723 Dunsmuir Avenue) to the Advisory Planning Commission for comment.
2. THAT Council request further information or clarification or request the applicant to make changes to the plans. If changes are requested, specific direction about the type of alterations should be presented including reference to the relevant heritage alteration permit area guideline or guidelines.

STRATEGIC OBJECTIVE

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

FINANCIAL IMPLICATIONS

The review of Heritage Alteration Permit and Development Variance Permit applications is part of the services provided by the Development Services Department.

OPERATIONAL IMPLICATIONS

The review of Development Permit and Development Variance Permit applications is part of the services provided by the Development Services Department.

Dedication of a 1.5m wide statutory right of way in the rear lane will allow for improved access and maintenance in the rear lane.

CLIMATE CHANGE IMPLICATIONS

Renovating an existing building can achieve as much as a 70 per cent reduction in energy use when compared with newly constructed 'green buildings'.

ATTACHMENTS

1. Community Comments and PIM comments
2. 2023-02-HAP

CONCURRENCE

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

Respectfully submitted,

B. Reynolds

Brigid Reynolds
Contract Planner

M. Mason

Michelle Mason
Chief Administrative Officer

Attachment 1 – Community Comments

Sent: Tuesday, August 29, 2023 9:26 AM
To: Planning <Planning@cumberland.ca>
Subject: Development Variance Permit at 2723 Dunsmuir

Hello village planners,

I'm writing as a concerned homeowner and resident. Over the past year or two, we've seen many new buildings and businesses come to our downtown corridor (the apartments & retail businesses at the corner of 3rd St & Dunsmuir, the business in The Big Store building, etc.). While overall I'm glad to see the village prioritizing density and bringing valuable commercial properties to the town, I'm concerned about the growing need for parking.

We've seen all of the developers for these properties apply and receive development variance permits, allowing them to sidestep the need to build parking. Our downtown is already crowded with vehicles, and adding six hotel rooms and other attractive ground-floor businesses will bring in additional traffic.

It cannot be solely the village's responsibility (and, therefore, the taxpayers) to invest in proper parking infrastructure.

As such, I'm voicing a protest against this development variance application. Developers need to come up with their own creative solutions to our parking and traffic congestion.

Comments from 9-12-2023 PIM

PUBLIC INFORMATION MEETING

COMMENTS

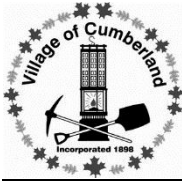
1. Wondering what will happen with the work that needs to be done in the basement?
2. Looks great - love the concepts. We need to have more accommodations that aren't AIR B+B
- 3.

1. Do it! We need hotel rooms. And...
please hold on to heritage attributes!

2. Love the way this has come together. Great out of
the box thinking to facilitate. Best of luck. LH.
So positive - local people - preserving
local history ☺.

3. This is fantastic! Restoring our home
to it's best potential is beneficial to
our community and tourism.

4.



Corporation of the
Village of Cumberland

**DRAFT HERITAGE
ALTERATION PERMIT**

TO: Fletcher Holdings Ltd

OF: 1 - 699 BEACH ROAD, PO BOX 138 QUALICUM BEACH BC

AGENT: Tanis Frame, Thuja Architecture Studio Ltd

1. This Heritage Alteration Permit (2023-02-HAP) is issued subject to compliance with all of the bylaws of the Village of Cumberland applicable thereto, except as supplemented by this permit for the purposes of remodeling an existing heritage building to establish a seven-room hotel, two commercial retail units, related vehicular and bike parking, and landscaping.
2. This Heritage Alteration Permit applies to and only to a portion of those lands within the Village of Cumberland described below:

Legal Description: Lot 9 Block 7 District Lot 21 Nelson District Plan VIP522

Folio: 516 00086.000 **PID:** 008-974-942

Civic Address: 2723 Dunsmuir Avenue

3. The land described herein shall be developed substantially in compliance with the following terms and conditions and provisions of this permit:

HCA1 – Historic Village Commercial Core (Heritage Conservation Area)

a) **General**

- i No works shall take place on any portion of the building that is located on the adjacent property, legally described as LOT 8, BLOCK 7, DISTRICT LOT 21, NELSON DISTRICT, PLAN 522 (2727 Dunsmuir Avenue).

b) **Building Form and Character**

- i The proposed building and site will be constructed substantially in compliance with the Architectural Plans prepared by Thuja Architecture Studio, dated September 12, 2023, that is attached as Schedule A.

c) **Landscaping**

- i Landscaping shall be installed substantially in compliance with the Landscape Plan prepared by Thuja Architecture Ltd, dated September 12, 2023 attached as Schedule A.
- ii Watering shall be via an on-site irrigation system with an automated 'smart' controller.

4. Site Servicing

- a) Prior to the issuance of the building permit, dedicate a 1.5m wide statutory right of way in the rear lane, as shown on Schedule A
- b) Prior to issuance of a building permit, a stormwater management plan will be required

5. Landscape Security

- a) A security in an amount equal to 125% of the cost estimate (\$9579.35) for the approved landscape plan shall be received before the Permit is granted.
- b) When the plan has been completely implemented the Owner shall request an inspection. If found to be compliant, a refund of 75% of the security received shall be made.
- c) The remaining 25% will be held back for one year at which time the Owner will request an inspection. If the landscaping is to the satisfaction of the Village, the holdback will be returned to the person who paid it. If any of the plants have not survived, they shall be replaced by the Owner as per the approved landscape plan, or failing this, the Village may use the holdback to replace the plants. Any amount of the security not used for the purpose it was intended will be returned to the person who paid it.

6. Expiry

Subject to the terms of the permit, if the Owner of this Development Permit does not substantially start any construction with respect to which the permit was issued within 2 years after the date it is issued, the permit lapses.

7. Timing and Sequencing of Development

None.

8. List of Reports or Plans attached as Schedules

- 1. Schedule A - Site Plan, Architectural Drawings and Landscape Plan prepared by Thuja Architecture Studio Ltd., dated September 12, 2023.

2. Schedule B – Landscape Estimate prepared by Thuja Architecture Studio, dated August 14, 2023.

9. Contaminated Sites Regulation

A site disclosure statement was not submitted as this permit does not authorize any activity likely to disturb soil on the land.

10. This Permit is **not** a Building Permit.

CERTIFIED as the **HERITAGE ALTERATION PERMIT** granted by resolution of the Council of the Corporation of the Village of Cumberland on _____ 2023.

Corporate Officer

DRAFT

KING GEORGE HOTEL

PREPARED BY
THUJA ARCHITECTURE STUDIO LTD.



SEPTEMBER 2023

ISSUED FOR HAP



CONTRACTOR TO VERIFY ALL LINES, LEVELS, SURVEYS, DIMENSIONS, LOCATION OF BUILDING ON SITE AND LOCATION OF ALL SERVICES PRIOR TO CONSTRUCTION. ALL WORK TO BE DONE IN ACCORDANCE WITH THE B.C. BUILDING CODE, CURRENT EDITION AND ALL LOCAL BUILDING BYLAWS.

COPYRIGHT RESERVED. THESE PLANS ARE THE PROPERTY OF THUJA ARCHITECTURE STUDIO. TO BE USED SOLELY FOR THE PROJECT SHOWN. UNAUTHORIZED REPRODUCTION OR USE IN ANY MANNER IS NOT PERMISSIBLE.

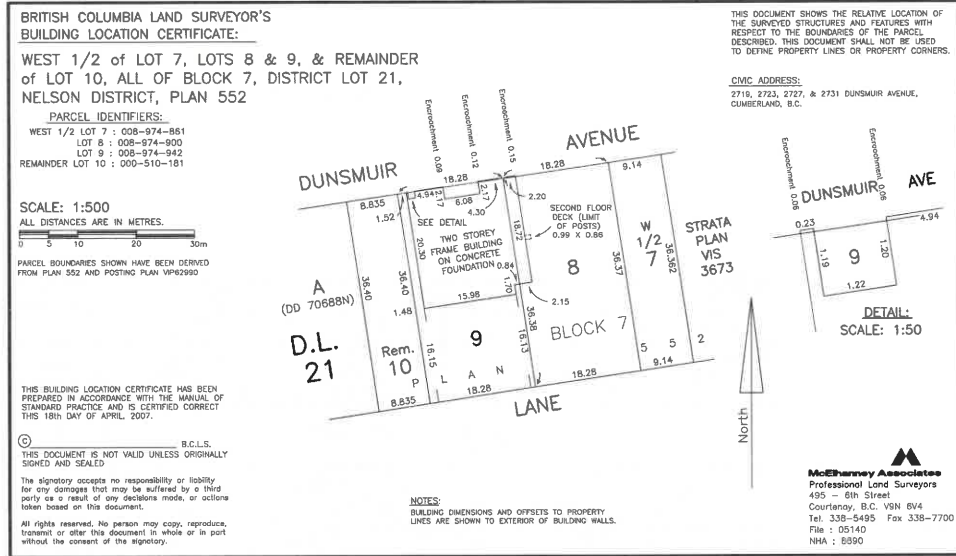
GENERAL NOTES

THESE DRAWINGS ARE THE PROPERTY OF THUJA ARCHITECTURE STUDIO AND MAY NOT BE COPIED OR REPRODUCED IN ANY MANNER OTHER THAN THAT DEFINED ON THE DRAWINGS WITHOUT WRITTEN PERMISSION.

- THIS BUILDING HAS BEEN DESIGNED ACCORDING TO THE BRITISH COLUMBIA BUILDING CODE CURRENT EDITION.
 - ALL WORKMANSHIP AND MATERIALS ARE TO MEET OR EXCEED THE REQUIREMENTS OF THE B.C. BUILDING CODE, CURRENT EDITION, THE B.C. PLUMBING CODE, THE ELECTRICAL CODE, THE CANADIAN GOVERNMENT SPECIFICATIONS BOARD, THE CANADIAN STANDARDS ASSOCIATION AND THE BYLAWS OF THE DISTRICT OF CUMBERLAND.
 - THE CONTRACTOR SHALL VISIT THE BUILDING SITE AND BECOME THOROUGHLY FAMILIAR WITH EXISTING CONDITIONS AFFECTING THE WORK.
 - THE CONTRACTOR SHALL CHECK AND VERIFY ALL DIMENSIONS, LEVELS, LINES, GRADES, AND NOTES PRIOR TO CONSTRUCTION AND REPORT ANY ERROR OR OMISSION TO THE ARCHITECT BEFORE PROCEEDING WITH WORK. FAILING TO GIVE SUCH NOTICE THE CONTRACTOR SHALL BE HELD RESPONSIBLE FOR THE RESULT OF ANY ERRORS AND/OR OMISSIONS AND THE COST OF RECTIFYING SAME.
 - THE GENERAL CONTRACTOR SHALL COORDINATE, CHECK AND VERIFY ALL CONSULTANT'S DRAWINGS, (STRUCTURAL, MECHANICAL, ELECTRICAL, SITE SERVICES ETC.) FOR ANY DISCREPANCIES AND REPORT SAME TO THE ARCHITECT BEFORE PROCEEDING WITH WORK.
 - THE CONTRACTOR SHALL MAKE ALL NECESSARY PERMIT APPLICATIONS AND ARRANGE FOR INSPECTIONS AND NECESSARY HOOK-UPS AS REQUIRED.
 - SAFETY CARE OF ADJACENT PROPERTIES DURING CONSTRUCTION, AND COMPLIANCE WITH REGULATIONS REGARDING SAFETY SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR.
 - ALL MATERIALS PURCHASED FOR AND DELIVERED TO THE SITE SHALL REMAIN ON SITE.
 - THE CONTRACTOR SHALL CONSULT THE ARCHITECT IF AT ANY TIME A VARIATION IN THE CONSTRUCTION OR IN QUALITY OF MATERIALS AS SPECIFIED WOULD, IN HIS JUDGMENT, BE BENEFICIAL OR EXPEDITE THE EXECUTION OF HIS WORK OR THAT OF OTHER TRADES.
 - SUBSTITUTIONS IN MATERIALS OR METHODS OF CONSTRUCTION, WHEN NECESSARY BECAUSE OF MATERIAL SHORTAGES OR IN ORDER TO AVOID SERIOUS DELAYS, MAY BE MADE ONLY AFTER THE CONSULTATION WITH AND APPROVAL FROM THE ARCHITECT.
 - WORK SIGNED OFF UNDER REQUIRED B1 & B2 LETTERS OF ASSURANCE, TO BE COMPLETED TO THE SATISFACTION OF THE CONSULTANT.
 - CONTRACTOR SHALL PROTECT WORK AND ADJACENT PROPERTIES AT ALL TIMES DURING CONSTRUCTION.
 - THE OWNER OR CONTRACTOR SHALL NOTIFY THE ARCHITECT IF ANY WORK OR FOUND EXISTING CONDITIONS NOT SHOWN ON THE DRAWINGS CONTRAVENE THE CODE.
 - MATERIALS AND FINISHES TO BE SELECTED AND CONFIRMED PRIOR TO CONSTRUCTION BY THE OWNER.
 - ALL MATERIALS AND FINISHES TO BE INSTALLED AS PER MANUFACTURERS INSTRUCTIONS AND AT THE APPROVAL OF THE OWNER.
 - LARGER SCALE DRAWINGS TAKE PRECEDENCE OVER SMALLER SCALE DRAWINGS.
 - CONTRACTOR SHALL NOT SCALE DRAWINGS FOR DIMENSIONS.
 - BUILDING AND PARKING IS TO BE PRECISELY LOCATED ON SITE BY B.C. LAND SURVEYORS.
 - SUBMIT 3 COPIES OF SHOP DRAWINGS TO THE ARCHITECT AND CONSULTANT FOR REVIEW. SHOP DRAWINGS SHALL INCLUDE (BUT ARE NOT LIMITED TO):
 - STOREFRONTS AND WINDOWS
 - TRUSSES, BEAMS, COLUMNS & CONNECTIONS ETC.
 - DOORS AND HARDWARE
- THIS REVIEW PERTAINS TO GENERAL DESIGN ONLY AND DOES IN NO WAY ELIMINATE THE CONTRACTOR'S RESPONSIBILITY IN CHECKING THESE DRAWINGS AND ENSURING ALL CONSTRUCTION PROCEEDS ACCORDING TO THE DRAWINGS.
- THE GENERAL CONTRACTOR SHALL BE FULLY RESPONSIBLE FOR THE WORK OF HIS/HER SUBTRADES
 - ALL GUARDS, GUARDRAILS & HANDRAILS SHALL COMPLY WITH B.C. BUILDING CODE CURRENT EDITION, GUARDRAIL & HANDRAIL MANUFACTURERS/SUPPLIER TO PROVIDE SIGNED & SEALED SHOP DRAWINGS FOR REVIEW TO PROJECT STRUCTURAL ENGINEER. SCHEDULES B1, B2, & C8 TO BE PROVIDED FOR THE DISTRICT OF SQUAMISH.
 - PROVIDE SOLID BACKING AS REQUIRED FOR ALL HANDRAIL AND GUARDRAIL CONNECTIONS.
 - ALL GLASS DOORS SHALL COMPLY WITH B.C. BUILDING CODE CURRENT EDITION.
 - FIRE-STOPPING AND SMOKE SEALS AS REQUIRED SHALL BE INSTALLED AROUND ALL MECHANICAL, PLUMBING & ELECTRICAL SERVICE & OTHER PENETRATIONS THROUGH FIRE RATED ASSEMBLIES (WALLS, FLOORS, CEILING ETC.). ALL FIRESTOPPING & SMOKE SEAL INSTALLATION TO BE DONE BY AN APPROVED SPECIALIST FIRM EMPLOYING SKILLED TRADES EXPERIENCED IN FIRE-STOPPING & SMOKE SEALS APPLICATION. ALL FIRESTOPPING SHALL COMPLY WITH CAN-S115-M STANDARDS. FIRESTOP DETAILS & DOCUMENTATION SHALL BE SUBMITTED TO THE ARCHITECT & DISTRICT OF SQUAMISH.
 - THE ARCHITECT AND HIS/HER APPOINTED REPRESENTATIVE SHALL HAVE ACCESS TO THE WORKSITE FOR FIELD REVIEW IN ACCORDANCE WITH 2.2.7. OF THE B.C. BUILDING CODE CURRENT EDITION. THE ARCHITECT RESERVES THE RIGHT TO MAKE FIELD REVIEWS AT HIS/HER DISCRETION.

DRAWING INDEX

- A0.0 COVER SHEET
- A0.1 SITE SURVEY & PROJECT DATA
- A1.0 SITE PLAN
- A2.0 EXISTING FLOOR PLANS
- A2.1 DEMOLITION FLOOR PLANS
- A2.2 RENOVATION FLOOR PLANS
- A2.3 ROOF PLAN
- A3.0 EXISTING ELEVATIONS
- A3.1 RENOVATION ELEVATIONS
- A4.0 BUILDING SECTIONS
- A5.0 DETAILS
- A5.1 DETAILS
- A6.0 DOOR AND WINDOW SCHEDULE



1 SITE SURVEY Scale: 1:384

PROJECT DATA

LEGAL ADDRESS:
WEST 1/2 OF LOT 7, LOTS 8 & 9, & REMAINDER OF LOT 10, ALL OF BLOCK 7, DISTRICT LOT 21, NELSON DISTRICT, PLAN 552, COMOX DISTRICT PLAN EPP95489

CIVIC ADDRESS:
2723 DUNSMUIR AVENUE, CUMBERLAND, BC.

ZONING:
MIXED USE VCMU-1

LOT SIZE:
1995 SQ. M.

BUILDING COVERAGE AREA:
300.47 SQ. M.

LOT COVERAGE:
34.7% (TO REMAIN)

DENISITY:
7 HOTEL UNITS

BUILDING HEIGHT:
PROPOSED - 8.82M TO MIDPOINT OF UPPER ROOF
ALLOWABLE 15M

GROSS FLOOR AREA:
BASEMENT CRAWLSPACE 2620 sq. ft. / 243m
(CRAWL SPACE 1310 sq. ft. / 121m)
MAIN FLOOR 3930 sq. ft. / 365m
UPPER FLOOR 2241 sq. ft. / 208m

SETBACKS:

ALLOWABLE	PROPOSED (EXISTING)
FRONT 0.0M	0.0M
REAR 4.5M	18.2M
SIDE 0.0M	0.0M (EAST SIDE - ENCROACHMENT) 1.5M (WEST SIDE)

REQUIRED PARKING:

HOTEL USE:
0.5EMPLOYEE = 0.5*2 = 1
0.25GUEST ROOM = 0.25*7 = 1.75
TOTAL 2.75

RETAIL:
0.50EMPLOYEE = 0.50*2 = 1.0
1/100 SQ.M. GFA = 1
CRU 1: 84 SQ.M. = 1
CRU 2: 138 SQ.M. = 1
TOTAL 3 (9 TOTAL)

SMALL CAR ALLOWABLE 40% 4

PROVIDED PARKING:
HOTEL USE 8
RETAIL 2
TOTAL 10

SMALL CAR PROVIDED 40% 4

REQUIRED BICYCLE PARKING:

HOTEL USE:
CLASS 1
0.5EMPLOYEE = 0.5*2 = 1
CLASS 2
0.00GUEST ROOM = 0.05*7 = 0.35
TOTAL 1.35

RETAIL USE:
CLASS 1
0.15EMPLOYEE = 0.15*2 = 0.30
CLASS 2
1/100 SQ.M. GFA = 202 SQ.M. = 2
TOTAL 2.30

PROVIDED BICYCLE PARKING:
CLASS 1 8
CLASS 2 3
TOTAL 11

LOADING STALLS
REQUIRED 1
PROVIDED 1

RV/BUS PARKING
REQUIRED 1
PROVIDED 0 (VARIANCE REQUIRED)

CONSULTANT

TANIS FRAME ARCHITECT AIBC LEED AP
THUJA ARCHITECTURE STUDIO
250.850.7901
info@thujaarchitecture.ca

THUJA
Architecture + design

Tanis Frame Architect AIBC LEED AP
PO Box 1326 Cumberland BC V0R 1S0
T: 250.850.7901 E: info@thujaarchitecture.ca

ISSUED FOR H.A.P. MAY 24 2023
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PROJECT
KING GEORGE HOTEL

ISSUES
SITE SURVEY AND PROJECT DATA

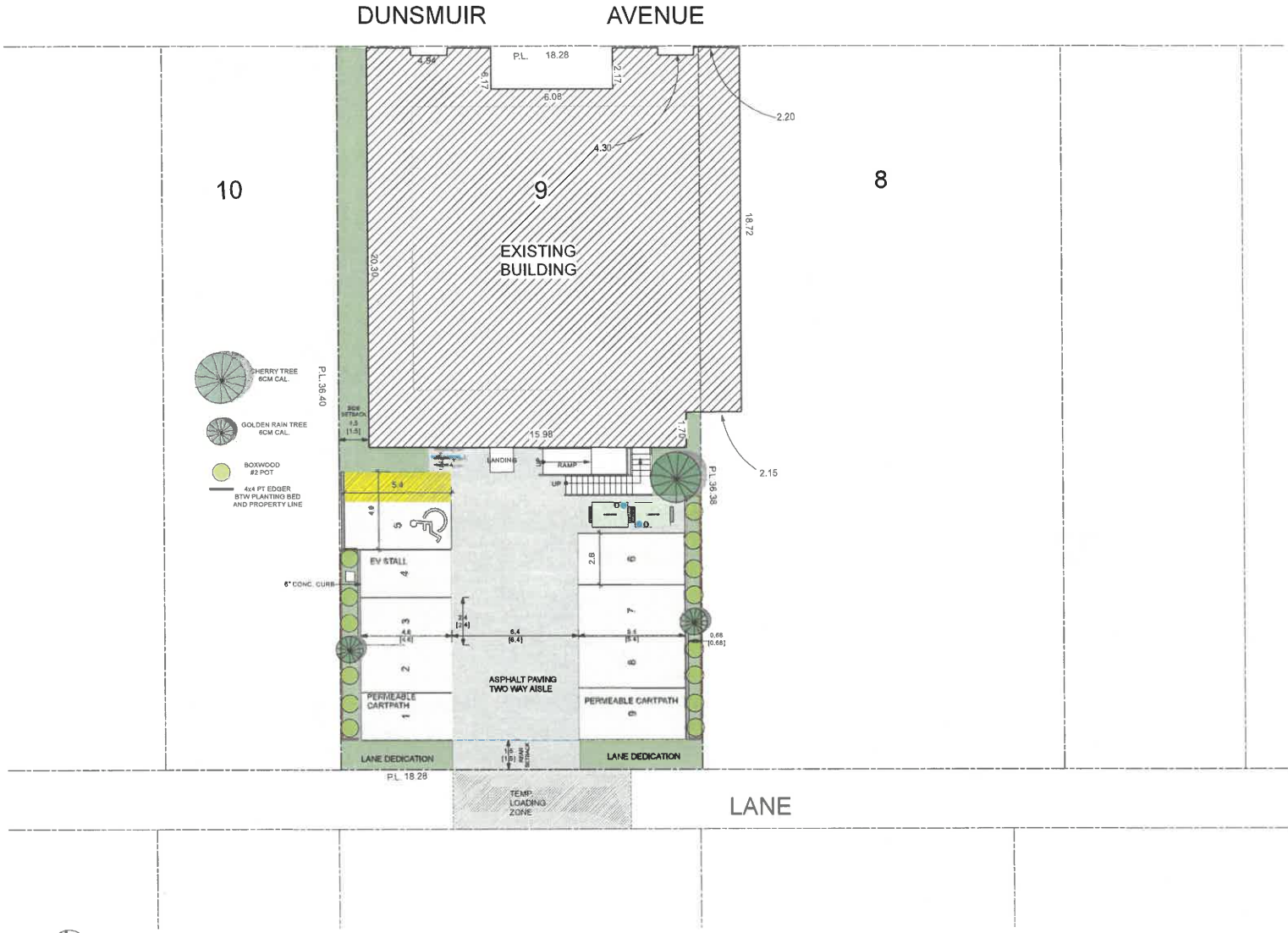
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1 SITE PLAN
Scale: 1:96

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PROJECT
KING GEORGE HOTEL

DRAWING
SITE PLAN

SCALE	AS NOTED	PROJECT NO.
DATE	APRIL 14, 2023	DRAWN BY: MM
SHEET		

A1.0



DUNSMUIR - LOOKING WEST



DUNSMUIR - LOOKING EAST



REAR OF BUILDING



WEST SIDE OF BUILDING



FRONT ENTRY

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PROJECT
KING GEORGE HOTEL

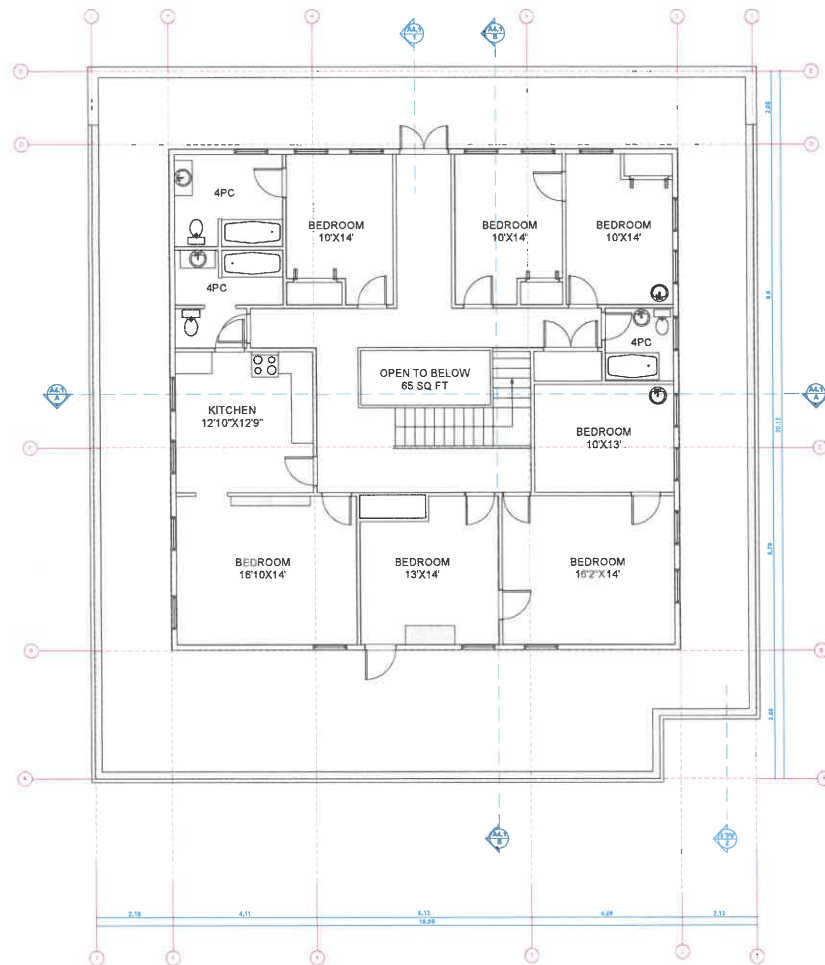
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EXISTING IMAGES

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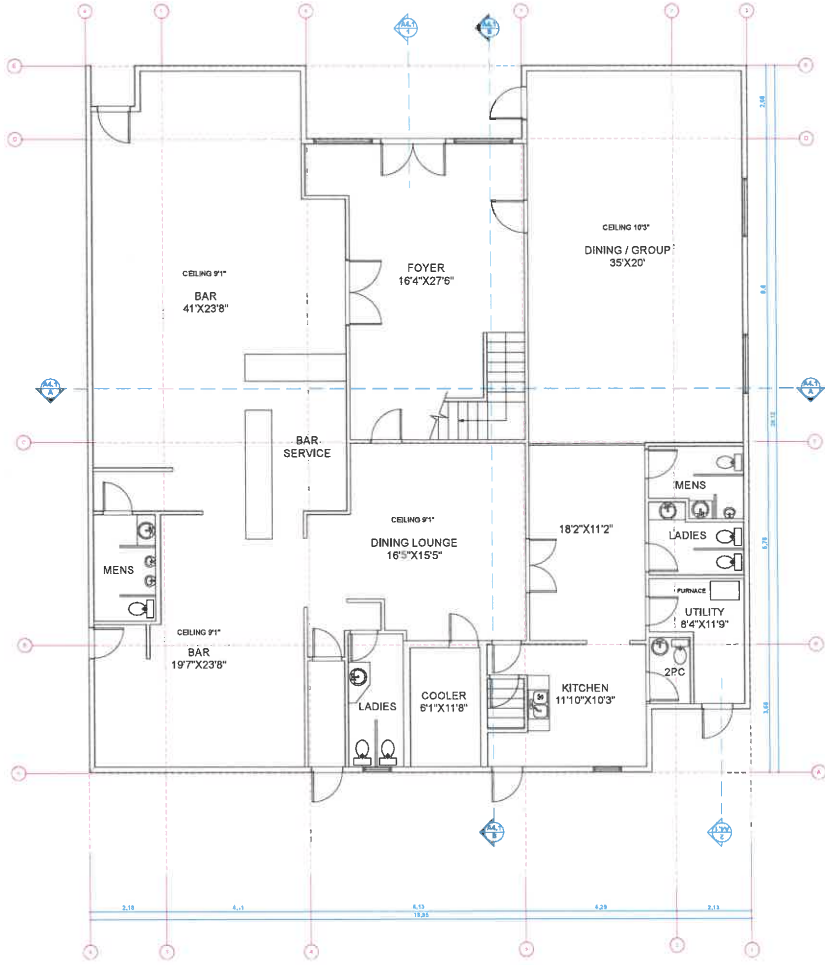
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2 EXISTING UPPER FLOOR PLAN
Scale: 1:64
UPPER LEVEL 2241 SQ FT



1 EXISTING MAIN FLOOR PLAN
Scale: 1:64
MAIN LEVEL 3930 SQ FT

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PROJECT
KING GEORGE HOTEL

DRAWING
EXISTING MAIN AND UPPER FLOOR PLAN

SCALE	AS NOTED	PROJECT NO.
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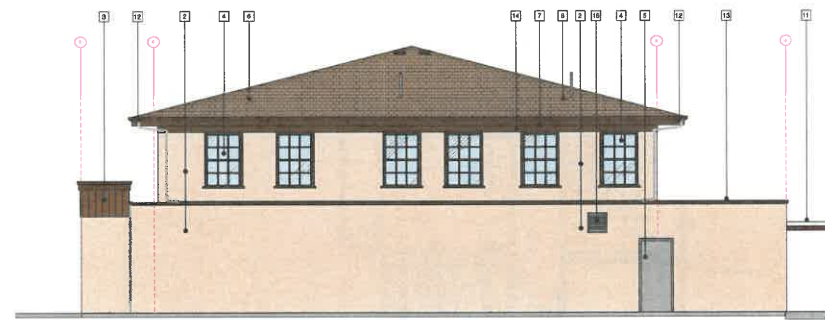
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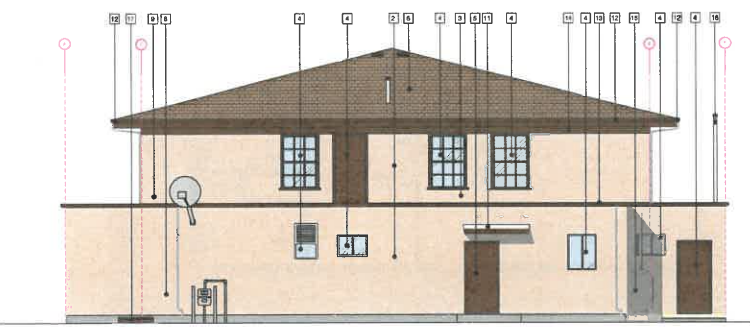


1 EXISTING NORTH ELEVATION (DEMOLITION)
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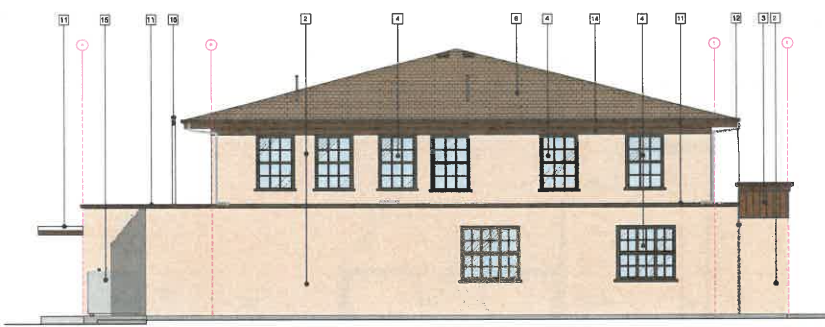


2 EXISTING EAST ELEVATION (DEMOLITION)
Scale: 1:84

- MATERIAL LEGEND
- 1 BRICK
 - 2 WALL STUCCO
 - 3 WOOD AND BATTEN
 - 4 BOARDS AND WINDOWS
 - 5 ROOF
 - 6 ROOF BRIMBOLES
 - 7 ROOF
 - 8 GAS METER
 - 9 SATELLITE DISH
 - 10 VENT DRILLS
 - 11 CANOPY ROOF
 - 12 CORNERPOST AND GUTTER
 - 13 ROOF CAP FLASHING
 - 14 HORIZONTAL WOOD TRIM BOARD
 - 15 OIL TANK
 - 16 VENT PIPE
 - 17 BASEMENT ACCESS



3 EXISTING SOUTH ELEVATION (DEMOLITION)
Scale: 1:84



4 EXISTING WEST ELEVATION (DEMOLITION)
Scale: 1:84

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PROJECT
KING GEORGE HOTEL

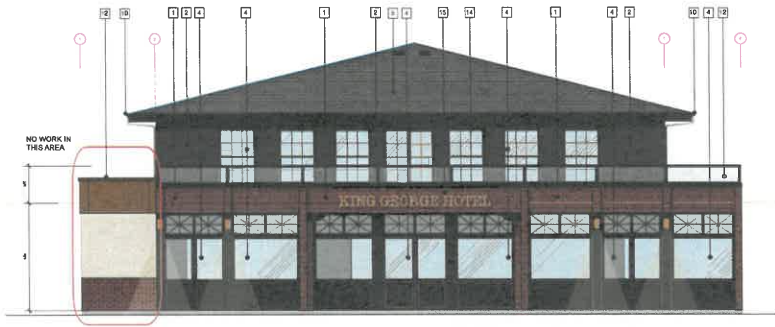
EXISTING ELEVATIONS
(DEMOLITION)

SCALE	AS NOTED	PROJECT NO.
DATE	APRIL 14, 2023	DRAWN BY: MM
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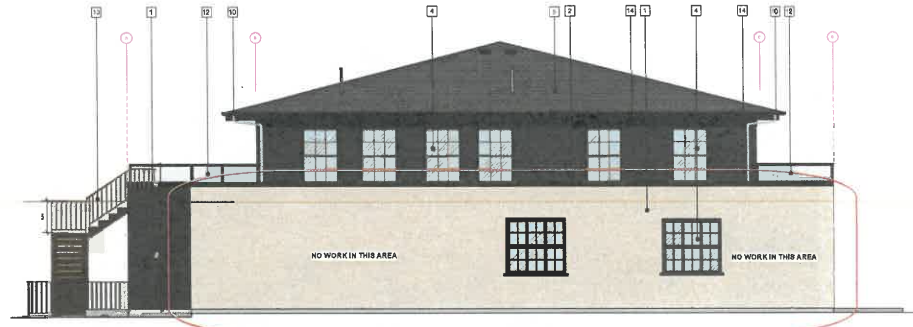
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1 NORTH ELEVATION (RENOVATION)
Scale: 1:84



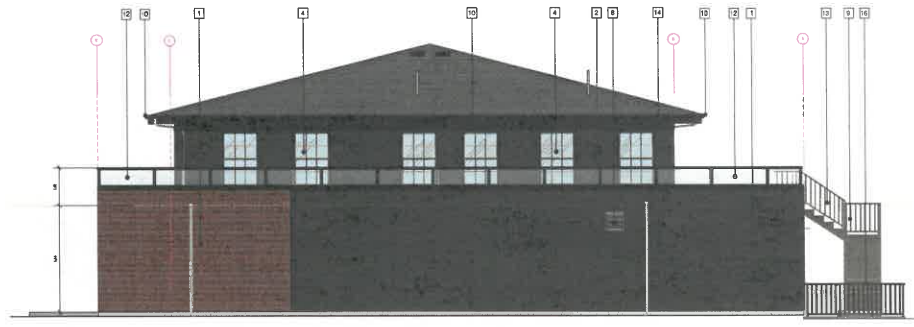
2 EAST ELEVATION (RENOVATION)
Scale: 1:84

MATERIAL LEGEND

1	BRICK
2	WALL STUCCO
3	WOOD PANEL
4	VINYL DOORS AND WINDOWS
5	ROOF SHINGLES
6	VINYL PERFORATED SOFFIT
7	GAS METER
8	VENT GRILLS
9	CANOPY ROOF
10	DOWNPOUT AND GUTTER
11	ROOF CAP FLASHING
12	GUARDRAIL
13	WOOD STAIRS W/ WOOD POST
14	1" WOOD BOARD
15	HOTEL SIGN NAME
16	METAL GUARDRAIL



3 SOUTH ELEVATION (RENOVATION)
Scale: 1:84



4 WEST ELEVATION (RENOVATION)
Scale: 1:84

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PROJECT	
KING GEORGE HOTEL	
DRAWING	
ELEVATIONS (RENOVATION)	
SCALE	PROJECT NO.
AS NOTED	
DATE	DRAWN BY
APRIL 14, 2023	MM
SHEET	

A3.1

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PROJECT
KING GEORGE HOTEL

DRAWING
RENDERINGS

SCALE	AS NOTED	PROJECT NO.
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SHEET		

A7.0

RENDERINGS
STREETSCAPE



FRONT FACADE
FULL FACE BRICK
TEXTURED - "MAROON"



SIGNAGE
"GOLD" STANDOFF LETTERING
FONT: AMERICAN TYPEWRITER



FACADE
STUCCO - SHERWIN
WILLIAMS "IRON ORE"



EXTERIOR DOWNLIGHTS
TRADITIONAL CAGE IN "GOLD"



FRONT FACADE
FULL FACE BRICK
TEXTURED - "MAROON"



FRONT FACADE
WOOD PANELLING & TRIM -
SHERWIN WILLIAMS "IRON ORE"



DOORS/WINDOWS - SHERWIN
WILLIAMS "IRON ORE
WITH GOLDWASHING"



EXTERIOR HARDWARE - "GOLD"

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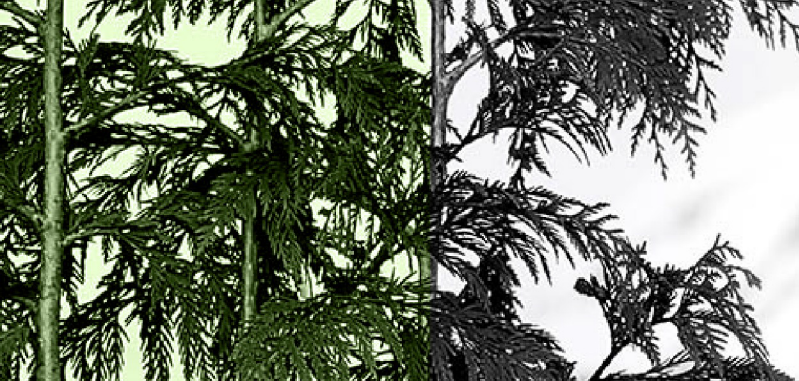
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ISSUED FOR REVIEW SEPT 12 2023

PROJECT
KING GEORGE HOTEL

BRAND
MATERIALS

SCALE	AS NOTED	PROJECT NO.
DATE	APRIL 14, 2023	DRAWN BY: M.M.
SHEET		

A8.0



August 14 2023

**Landscape Construction Cost Estimate – King George Renovation
2723 Dunsmuir Avenue Cumberland BC**

The estimated construction cost for a landscape contractor to complete all on site ‘soft’ landscaping, as illustrated on the architectural site plan dated August 14 2023 is as follows; (includes labour, materials, equipment, PST, contractor’s overhead and profit, and mobilization/demobilization)

1. Subgrade Preparation & Rough Grading		
2. Supply and installation of growing medium		
Soil depths:150mm lawn/450mm shrubs/750mm trees		
- 56 yd3 for lawn/hydroseed areas @ \$55/yd3		\$3,080.00
- 18 yd3 for planting beds & tree pits @ \$65/yd3		\$1,170.00
3. Lawn Sod Area		
- Final grading, fertilizing & sodding lawn 56 yd.2 @ \$7.50 /yd.2		\$420.00
4. Plant Material (Supply & Install)		
- 3 trees @ \$300 ea.		\$900.00
- 14 shrubs (2 gal. pot) @ \$32 ea.		\$448.00
- 8yd3 bark mulch ground cover (6” depth) @ \$150/yd.2		\$1,200.00
5. PT Wood Edging (planter sod separation)		
- 83 l.ft. @ \$3.50/ft.		\$290.50
6. Site Furniture (Supply & Install)		
- Three (3) Hoop Style Bicycle Racks @ \$400 each		<u>\$1,200.00</u>
		Subtotal \$8,708.50

10% Contingency on Subtotal Estimate

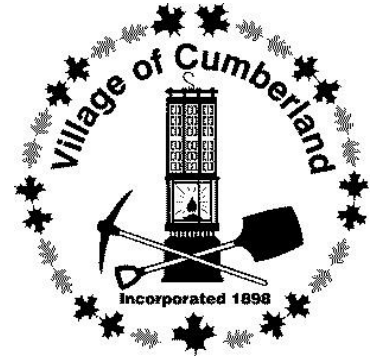
\$870.85
TOTAL \$9,579.35

Prepared by
Thuja Architecture & Developments Ltd



Tanis Frame, Architect AIBC, AAA, MAA

COUNCIL REPORT



REPORT DATE: October 20, 2023
MEETING DATE: October 30, 2023

TO: Mayor and Councillors
FROM: Rob Crisfield, Manager of Operations
SUBJECT: Bevan Road Paving

RECOMMENADATION

- i. THAT Council approve staff to undertake paving of Bevan Road based on tender pricing being in line with the engineering estimates, and;
- ii. THAT Council approve funding in the amount of \$970,000 from the Roads DCC reserves, \$300,000 from the Comox Valley Regional District, and the remainder of the funding to come out of the Community Works Funds up to a maximum of \$560,000, and;
- iii. THAT Council Authorize the Chief Administrative Officer to execute the contract between the Village and successful contractor should bid pricing be in line with the engineering estimates.

PURPOSE

The purpose of this report is to seek Council approval to complete road work on Bevan Road, specifically the gravel portion of road between the Landfill entrance (existing end of pavement) and the paved portion of road fronting the new Acciano Phase 1 development site.

PREVIOUS COUNCIL DIRECTION

Date	Resolution
	None

BACKGROUND

With recent development occurring on Beck Avenue, the newly developed industrial lands in the Bevan Road area, there is a need to pave Bevan Road sooner than later. This urgency stems from the fact that Tree Island Yogurt is now operating out of their new location fronting Beck Avenue and are experiencing some logistical challenges with their product shipment due to poor road conditions. The condition of the gravel portion of Bevan Road is mediocre on a good day, but greatly deteriorates during wet weather in the fall, and is not maintainable other than snow

clearing during the winter months. Maintenance itself is limited to both resources and lack of proper road base material. The existing road is comprised of insitu gravel material and while it makes suitable sub-base material, it contains large rocks that present challenges when grading the road. There is also a lack of defined ditches which further compound failing road conditions during the fall and winter. In addition, it is anticipated that the road will be further impacted by a significant increase in road traffic as site development and construction continues out on Beck Avenue, and from employees/patrons of the new businesses once construction is completed.

The entire Bevan Road corridor is included as a 'roads' project in the current Development Cost Charge (DCC) bylaw, to reflect development that is now starting to occur in this area. The 'Bevan Road' roads DCC project is also noted as a high priority level amongst the other roads projects. Currently there are a total of \$1,070,000 Roads DCC reserves available. Additional funding could come from Community Works funds, and the Comox Valley Regional District has agreed to provide \$300,000 in funding for the road upgrades. The Community Works funds would be applicable for use towards this project.

There are two mechanisms to move forward with this DCC project. First approach is where the local government leads the project including design, construction tendering, and construction. Once the project is complete, the project would remain in the DCC schedule of projects and funding collected in the future would offset the funds spent up front on the works. The second approach would be for the developer to complete the works as a requirement of their development, utilizing a Development Works Agreement, by which the local government would pay back the developer over a period of time as DCC's are collected.

The Engineering for this project was completed earlier this year in anticipation that the Developer could use their civil contractor to complete the works. With the Village proposing to undertake the work, the decision was made to use the existing design from Wedler Engineering and also engage them to undertake the Tendering of the works, and based on bid pricing and available funds, also provide Construction Management Services.

Based on the road design, engineering estimates have been provided that indicate construction costs of \$1.83 million, which include \$221k in contingency, and engineering at \$131,473. The Village currently has three funding sources available which is described below under financial implications.

One other aspect of the project moving forward is the consideration that the project may not be fully completed in 2023 before winter sets in. Optional items in the tender documents will be added to seek costs for road maintenance or temporary surfacing until the road can be paved in the spring.

Staff is recommending that Council approve the Village moving forward with the road construction and paving of the section of Bevan Road between the landfill entrance up to the south end of Beck Avenue, if tender pricing is in line with or lower than the engineering estimates.

ALTERNATIVES

1. Not approve the construction and paving of the section of Bevan Road between the Landfill entrance and south of Beck Avenue.

STRATEGIC OBJECTIVE

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

FINANCIAL IMPLICATIONS

Currently there are \$1,070,000 Roads DCC reserve funds available along with \$300,000 in committed funds from the Comox Valley Regional District. The Roads DCC reserve funds is currently not used as a funding source in the proposed 2024-2028 Financial Plan presented to Council on October 18, 2023. It is recommended to keep some funding to address potential recommendations coming from the Transportation Master Plan and staff proposes to use 970k of DCCs towards this initiative and keep the remaining balance for future projects.

While there is \$221k in the contingency for this project, it is anticipated that these funds will not be fully utilized. Either way, Community Works Funds (CWF) are available and a good fit for this project. Although there is no prescribed deadline to use the CWF, there is an expectation that funds will be used by March 31, 2024, when the agreement ends. Excluding the funds already committed towards the 2023 capital works, there is a remaining available balance of \$1.06M. The remaining CWF will be used towards future capital works identified in an upcoming review of all linear assets.

While we won't know the exact amount of the CWF required until the end of the project, the range of funds required is between \$339,000 and \$560,000.

OPERATIONAL IMPLICATIONS

The operations implications of moving forward with the paving of Bevan Road are minor as the engineering firm would oversee the tender and construction periods. If the decision is not to pave the road, additional staff time and financial resources would be required to attempt to keep the road in an improved state to allow for the transport of the Tree Island products. This effort is estimated to be around \$10k and includes equipment, manpower, and product. There may also be a need to provide a higher level of snow clearing and ice control during the winter months.

CLIMATE CHANGE IMPLICATIONS

There are no climate change implications related to this project other than a reduced amount of effort required to maintain the gravel road surface if it were paved which in turn would translate to a slight reduction in fuel used for the maintenance.

ATTACHMENTS

1. Map of Bevan Road

CONCURRENCE

Annie Berard, Chief Financial Officer **AB**

Respectfully submitted,

R. Crisfield

Rob Crisfield
Manager of Operations

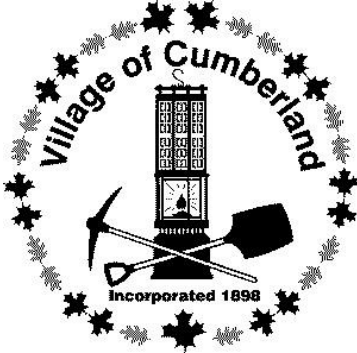
M. Mason

Michelle Mason
Chief Administrative Officer

Attachment 1 - Map of Bevan Road



COUNCIL REPORT



REPORT DATE: October 17, 2023
MEETING DATE: October 30, 2023

File No. 0390-01

TO: Mayor and Councillors
FROM: Rachel Parker, Corporate Officer
SUBJECT: Conference Attendance 2024

RECOMMENDATION

THAT Council receive the Conference Attendance 2024 report.

PURPOSE

The purpose of this report is to give Council members an opportunity to discuss and strategize on conference attendance in 2024. No Council action is required.

BACKGROUND

Council’s Conference Policy provides for members to attend both AVICC and UBCM conventions each year and to attend either the FCM or the FCM Sustainable Communities conference once during the four-year term.

The FCM conference is held annually and the next is in June 2024 in Calgary. FCM Sustainable Communities is held every two years with the next event in 2025. Mayor Brown attended the Sustainable Communities conference in 2023.

In lieu of attending UBCM, AVICC, FCM, or FCM SC, members may choose to attend another event related to municipal business with the budget set aside.

Council members have also attended a variety of other events and conferences, both in person and virtually, including

- Local Government Leadership Academy (LGLA) Leadership forum – Feb 2024, Richmond
- LGLA Chief Elected Officials (Mayor/Chair) forum - 2025
- Globe Forum - February 2024, Vancouver
- High Ground Civic Governance Forum (Columbia Institute) – March 2024, Vancouver
- Council of Forest Industries Convention (COFI) – April 2024, Vancouver
- Climate Leaders Institute (UBC) – June 2024, Vancouver
- Vancouver Island Economic Alliance Summit – October 2024, Nanaimo
- Comox Valley Chamber of Commerce events

- Comox Valley Conservation Partnership
- Comox Valley Watershed Resilience Symposium (Comox Valley)
- Annual Symposium on Water Stewardship in a Changing Climate (Comox Valley)
- Vancouver Island and Coastal Communities Climate Leadership Plan Community Resilience Summit

Attendance at other conferences, seminars and events under this section must be reported to Council at open meeting.

Council Conference Budget

Council’s conference budget allocation is proposed at \$31,900 for 2024. Recent increases to the budget were intended to allow members flexibility to attend more educational, lobbying and networking opportunities to meet the needs of the Village, however with increased travel costs this may not be possible within existing budget. For the past few years, Councillor Ketler’s conference expenses were covered by the CVRD in her role as Board chair. More events now offer virtual options, however the benefits may not be as great without the opportunity for networking and discussion.

Each member is generally allocated approximately \$5,680 for registration and travel costs. The mayor is allocated an additional \$500 for protocol events. Council can re-allocate conference funds outside of the policy, for example if one member of Council is unable to attend conferences. The policy is in place to guide staff and set a framework for Council. The estimated cost per conference per person, including registration, accommodation and travel are below. These estimates are variable depending on hotel cost and travel to the host city.

Event	Estimated Cost
AVICC	\$1300
UBCM	\$3400
FCM	\$3000
LGLA	\$3400

STRATEGIC OBJECTIVE

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

FINANCIAL IMPLICATIONS

There would be no financial implications if expenses are within the set budget.

OPERATIONAL IMPLICATIONS

Staff register and make some travel arrangements for members to attend events.

CLIMATE CHANGE MITIGATION

Council members often travel together to events, providing both costs savings and reducing emissions. The COVID-19 pandemic has increased the opportunity to attend seminars and forums online.

ATTACHMENTS

1. Policy 1.4, Council Member Conference Policy

CONCURRENCE

None

Respectfully submitted,

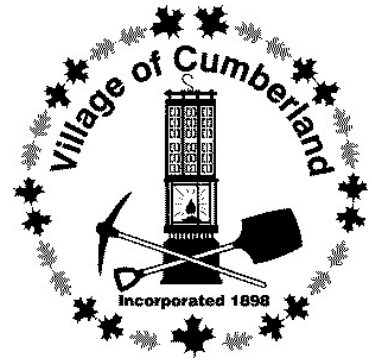
R. Parker

Rachel Parker
Corporate Officer

M. Mason

Michelle Mason
Chief Administrative Officer

COUNCIL POLICY



Title: Council member Conference Adopted Date: January 28, 2019 Amended Date: Oct 15, 2019	No. 1.4 Section: Administration Motion No. 2019-49
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Policy Statement

The Council establishes its conference and travel budget during the annual budget process in the fall. Council member travel and conference attendance should fall within the budgeted amounts, and members will work in good faith to equitably share this budget for travel and conferences which provide for learning, developing healthy relationships with peers, and other benefits to the community.

Purpose

To provide guidance and a framework for Council members traveling and attending conferences, seminars and events during their term of office.

Abbreviations

AVICC: Association of Vancouver Island and Coastal Communities
UBCM: Union of British Columbia Municipalities
LGLA NE: Local Government Leadership Academy newly elected officials seminar
FCM: Federation of Canadian Municipalities
FCM SC: Federation of Canadian Municipalities Sustainable Communities

Policy

1. Subject to annual budget allocation, Council members may attend the following conferences and seminars hosted by the following organization on behalf of the Village of Cumberland:
 - (a) AVICC
 - (b) UBCM
 - (c) LGLA NE

FCM and FCM SC

- 2. Each member may attend either FCM or FCM SC once during the four year term, unless that member voluntarily foregoes attendance at another conference under 3(2)(b), provided that
 - (a) only one member attends each conference in order to provide for the most benefit to the Village, except where no member wishes to attend FCM SC during the term, and in that case two members may attend one FCM conference,
 - (b) [deleted Oct 2019]
 - (c) if more than one member requests attendance at a conference, names will be drawn.

Other Conferences, Seminars and Events

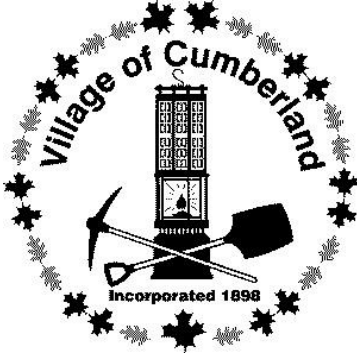
- 3. (1) Attendance at other conferences, seminars and events under this section must be reported to Council at open meeting. [amended Jan 2021]
- (2) Subject to available budget,

		Maximum Expenditure*
(a)	the Mayor is authorized to attend events of particular importance to Village interests, including protocol visits beneficial to the Village;	\$500
(b)	In lieu of attendance at AVICC, UBCM, FCM or FCMSC, a member may choose to attend another conference or seminar that is related to municipal business with the budget set aside;	n/a
(c)	Members may attend conferences and seminars related to municipal business and held in the Comox Valley; and	\$1,000
(d)	Each member may attend one central/north Vancouver Island conference or seminar related to municipal business each year.	

* includes registration, travel (mileage), accommodation and per diems

- 4. This policy does not apply to travel for business meetings requiring the attendance of the Mayor or Council members and endorsed by the Chief Administrative Officer.

COUNCIL REPORT



REPORT DATE: October 20, 2023
MEETING DATE: October 30, 2023

File No. 0530-03

TO: Mayor and Councillors
FROM: Rachel Parker, Corporate Officer
SUBJECT: Council Member Appointments

RECOMMENDATION

1. THAT Council appoint acting mayors for the time periods below :

- November 2023 to January 2024:
- February to April 2024:
- May to July 2024:
- August to October 2024:

THAT Council appoint Mayor Brown as Director and Councillor Therrien as Alternate Director to the Comox Valley Regional District Board with

- Mayor Brown as primary representative on the Comox Valley Recreation Commission, and
- Councillor Therrien as primary representative on the Comox Strathcona Regional Hospital District Board and Comox Strathcona Waste Management Board; and

That Council appoint Councillor Borecky as alternate delegate to the Municipal Insurance Association of BC annual general meeting.

PURPOSE

The purpose of this report is to provide Council with the opportunity to appoint its acting mayors for November 2023 to October 2024 and make necessary appointments to external boards.

BACKGROUND

For 2024 Council is required to annually appoint

- Members to act in the place of the Mayor when the Mayor is absent or otherwise unable to act
- Trustee and alternate trustee to the Vancouver Island Regional Library Board

Council must also appoint a director and alternate to the Comox Valley Regional District.

The Village's practice is for the Mayor to put forward recommendations for appointments with the decision made by Council. For acting Mayors, it is the Village's practice to be designate on a rotating basis through the year, however Council may appoint one member to hold the position for the year. The Mayor has asked that Council discuss preference for acting Mayor appointments at the meeting.

Comox Valley Regional District: The Village's practice is to appoint a Director as primary representative to the CVRD Board and the Comox Valley Recreation Commission; and the alternate Director is the primary representative on the Comox Strathcona Regional Hospital District Board and the Comox Strathcona Waste Management Board. The term of office for these appointments is

- as appointed by Council or
- until November 30 in the year of a general local election.

At its 2022 inaugural meeting, Council appointed members as director and alternate for one year, therefore Council must now appoint for a further set term or until November 30, 2026.

For the CVRD Parks and Trails Committee, CVRD staff has confirmed that if the Council is satisfied with its current appointment of Mayor Brown as a member and Councillor Therrien as alternate that these appointments will continue. Council only needs to make an appointment if it wishes to change its appointment. Through CVRD Bylaw, the Committee is delegated the authority for the administration and operation of the Regional Parks and Trails Service.

Vancouver Island Regional Library: The *Library Act* requires municipalities to appoint a Trustee and an alternate Trustee annually at Council's first meeting in November. Staff will bring forward a report to Council at its meeting on November 14 for Council to consider those appointments.

Municipal Insurance Association of BC: Council must appoint voting delegates for the annual general meeting held at UBCM each year. Mayor Brown was appointed as the primary voting delegate in November 2022, however Council did not appoint an alternate at the time.

Council Member Appointments

For Council's information, below is a full list of Council member appointments that have not been brought forward for any changes. Appointment to these bodies is at Council's pleasure, meaning that Council may change the appointment at any time, except for where the Mayor is required to be the participant, for example, the Island Coastal Economic Trust, Regional Advisory Committee.

Comox Valley Regional District Parks and Trails Committee	Member: Mayor Brown Alternate: Councillor Therrien
Comox Valley Community Justice Society Board	Director: Councillor Borecky Alternate: Councillor Therrien
BC Social Procurement Initiative Steering Committee	Member: Mayor Brown
Comox Valley Coalition to End Homelessness	Advisory Participant: Councillor Ketler
Comox Valley Early Years Collaborative	Non-Voting Liaison: Councillor Therrien Alternate: Councillor Borecky
Comox Valley Regional Food Policy Committee	Non-Voting Liaison: Councillor Ketler until November 2024
Comox Valley Social Planning Society	Non-Voting Liaison: Councillor Ketler Alternate: Councillor Sullivan
Local Government Policing Modernization Roundtable:	Mayor Brown
Municipal Insurance Association of BC	AGM Voting Delegate: Mayor Brown
Island Coastal Economic Trust, North Island-Sunshine Coast Regional Advisory Committee	Mayor Brown
Island Coastal Economic Trust, Board of Directors	Mayor Brown
Accessibility and Inclusion Select Committee	Member: Councillor Therrien Alternate: Councillor Sullivan
Heritage Committee	Member: Councillor Borecky Alternate: Councillor Therrien
Homelessness and Affordable Housing Committee	Member: Councillor Ketler Alternate: Mayor Brown

ALTERNATIVES

1. Council may discuss alternate appointments.

STRATEGIC OBJECTIVE

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

FINANCIAL IMPLICATIONS

None

OPERATIONAL IMPLICATIONS

None

ATTACHMENTS

1. Comox Valley Regional District, Notice of Inaugural Meeting
2. December 4 deadline: 2024 VIRL Board Appointments

CONCURRENCE

None

Respectfully submitted,

R. Parker

Rachel Parker
Corporate Officer

M. Mason

Michelle Mason
Chief Administrative Officer

File: 530.01

September 25, 2023

Sent via email only: rparker@cumberland.ca

Rachel Parker
Deputy Corporate Officer
Village of Cumberland
2673 Dunsmuir Avenue
Cumberland, BC V0R 1S0

Dear Ms. Parker:

Re: Notice of Inaugural Meeting

Please note that the Comox Valley Regional District (CVRD) inaugural board meeting will take place as follows:

Date: Tuesday, November 7, 2023

Time: 4:00 pm

Location: CVRD Civic Room, 770 Harmston Avenue, Courtenay, BC

This correspondence serves as a reminder that the Village of Cumberland Council must make the following appointments:

- One director and at least one alternate director from its mayor and council to the CVRD Board;
- One member and at least one alternate member to the Regional Parks and Trails Committee.

Please bring this matter forward to your council in advance of the inaugural meeting with an effective date for such appointments being November 7, 2023.

As a director to the CVRD Board, the Village of Cumberland appointment is automatically a member of the Comox Strathcona Waste Management Board, the Comox Strathcona Regional Hospital District Board and the Comox Valley Recreation Commission (note: the Regional Parks and Trails Committee appointment is made separately as identified above). Further, the council appointment to the board may also be named to any standing or select committees, such as the Committee of the Whole.

Weighted Voting

Under the *Local Government Act*, regional districts follow Part 6 - Regional Districts: Governance and Procedures to determine voting entitlements and procedures for most matters at board meetings. The voting unit in the Comox Valley Regional District is 1500 and based on the 2021 census, the Village of Cumberland director has three votes (see Appendix A).

Please forward this information to your mayor and council as you see fit. I have attached a suggested resolution for your consideration (Appendix B). I would appreciate a response by November 1, 2023 in order for us to prepare for our inaugural meeting.

If you have any questions or concerns, please do not hesitate to contact me.

L. Dennis

Lisa Dennis
Manager of Legislative Services

Encl. Appendix A – 2021 Census figures for voting strength
Appendix B – Sample resolution

cc: J. Warren, Acting Chief Administrative Officer
J. Martens, General Manager of Corporate Services

APPENDIX A – 2021 CENSUS FIGURES FOR VOTING STRENGTH

Comox Valley Regional District
(incorporated February 15, 2008)
Voting Unit: 1,500 population

	2021 Census including subsequent population changes certified by the Minister ¹	Number of Directors (voting strength/5)	Voting Strength (population/ voting unit)
City:			
Courtenay	28,420	4	19
Town:			
Comox	14,806	2	10
Village:			
Cumberland	4,447	1	3
Electoral Areas:			
A (Baynes Sound / Denman Island)	7,926	1	6
B (Lazo North)	7,683	1	6
C (Puntledge-Black Creek)	9,163	1	7
Totals:	72,445	10	51

Populations certified as necessary by the Minister of Municipal Affairs under sections 196 and 197 of the *Local Government Act* as per the definition in the Schedule to the *Community Charter*.

Effective November 1, 2022.

These population figures are to be used only in the determination of voting strength and Director representation.

1. Population includes people residing on Indian Reserves and boundary extensions to December 31, 2021.

APPENDIX B

SAMPLE Resolution

THAT the following appointments be made to the Comox Valley Regional District effective November 7, 2023:

Comox Valley Regional District Board of Directors:

Councillor _____

Alternate Regional District Directors:

Councillor(s) _____

Regional Parks and Trails Committee:

Councillor _____;

Alternate(s): _____.



Administration
Box 3333 | 6250 Hammond Bay Road
Nanaimo, BC Canada V9R 5N3
t: 250.758.4697
e: info@virl.bc.ca w: www.virl.bc.ca

October 17, 2023

Mayor Vickey Brown
Village of Cumberland
PO Box 340
Cumberland, BC V0R 1S0
Sent via: councillor.brown@cumberland.ca

Dear Mayor Brown,

Re: December 4 deadline: 2024 VIRL Board Appointments

Per S17(2) of the *Library Act (The Act)*, appointment of your 2024 VIRL Board Trustee and Alternate are to be set at your Council's first meeting in November.

Reappointment of sitting members is encouraged for continuity if they have not served more than 8 consecutive years. The term of appointment is January 1 – December 31. The draft 2024 meeting schedule is included on page 2.

S 55 of *The Act* speaks to expenses eligible for reimbursement.

By December 4, please submit for your Trustee and Alternate appointments, supported by:

1. Certified copy of Resolution
2. VIRL 2024 Contact Forms (includes recording release & direct deposit authorization)
3. 2024 Financial Statement of Disclosure

Return completed forms to mpatterson@virl.bc.ca.

If you have any questions, contact Mariah Patterson, Executive Assistant at 250-729-2310 or [email](mailto:mariah.patterson@virl.bc.ca).

Thank you for your continued support of Vancouver Island Regional Library!

Sincerely,

A handwritten signature in black ink, appearing to read "Ben Hyman".

Ben Hyman
Executive Director

cc: Michelle Mason, Interim CAO, Village of Cumberland
Rachel Parker, Corporate Officer, Village of Cumberland

2024 DRAFT Meeting Schedule

For 2024, other than the February meeting, all meetings are currently planned as hybrid, with limited seating for in-person attendees at the Nanaimo North branch boardroom.

Early Feb	New Trustee Orientation
Early Feb	AGM & Board Meeting
Fri., late March	Executive Committee
Fri., mid June	Executive Committee
Sat., late June	Board of Trustees
Fri., early July	Executive Committee – includes Budget
Fri., late July	Executive Committee – includes Budget
Sat., Sept.	Board of Trustees – includes Budget
Fri., Oct.	Executive Committee
Sat., Nov./Dec	Board of Trustees
Fri., Dec./Jan.	Executive Committee – Optional

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	16TH	DAY OF	OCTOBER	2023.
READ A SECOND TIME THIS	16TH	DAY OF	OCTOBER	2023.
READ A THIRD TIME THIS	16TH	DAY OF	OCTOBER	2023.
ADOPTED THIS		DAY OF		2023.

Mayor

Corporate Officer