

The Corporation of the Village of Cumberland
Regular Council Meeting Agenda

Monday, November 27, 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, November 27, 2023

Recommendation:

THAT Council approve the agenda for the November 27, 2023 Regular Council Meeting.

3. Minutes

3.1 Adoption of Minutes

5

Recommendation:

THAT Council adopt the following minutes:

- November 14, 2023 Regular Council Meeting
- November 20, 2023 Financial Plan Open House, Village Hall Meeting

3.2 Receipt of Committee Minutes

15

Recommendation:

THAT Council receive the following minutes for information:

- Advisory Planning Commission, November 9, 2023

4. Delegations

4.1 Cumberland Farmer's Market update

17

Delegation of Twila Skinner, General Manager, Comox Valley Farmers' Market Association

Recommendation:

THAT Council receive the delegation from the Comox Valley Farmers' Market Association regarding the Cumberland Farmer's Market.

5. Correspondence

6. Unfinished Business

7. Reports

- 7.1 Lake Park Annual Report 2023 18
Prepared by Ryan Parton, Acting Manager of Parks & Recreation
- Recommendation:**
THAT Council receive the Cumberland Lake Park Annual Report presentation from Genevieve Burdett, Executive Director, Cumberland Lake Wilderness Society.
- 7.2 Regional Track & Fields Service 37
Prepared by Ryan Parton, Acting Manager of Parks & Recreation
- Recommendation:**
THAT Council confirm whether they would like to participate in the Comox Valley Track and Fields Service.
- 7.3 Regional Sport Field Allocation 53
Prepared by Ryan Parton, Acting Manager of Parks & Recreation
- Recommendation:**
THAT Council direct staff to initiate work with the City of Courtenay and other regional partners to develop a new sports field allocation policy and centralized booking function for the Comox Valley and to report back with recommendations.
- 7.4 Home Energy Navigator Program 58
Prepared by Courtney Simpson, Manager of Development Services
- Recommendation:**
THAT Council allocate \$12,500 from the Local Government Climate Action Program funding to participate in the Home Energy Navigator Program in collaboration with the Comox Valley Regional District, K'ómoks First Nation and City of Courtenay.
- 7.5 Japanese Legacies Heritage Sites Program, Letter of Intent 91
Prepared by Rachel Parker, Corporate Officer
- Recommendation:**
THAT Council provide a letter of intent to the Japanese Canadian Legacies Society stating that the Village is willing to receive and manage funding as a primary applicant to the Heritage Sites program, enter into suitable partnerships with other organisations, and manage a heritage sites project funded under the program.
- 7.6 2024 Council Meeting Schedule 105
Prepared by Rachel Parker, Corporate Officer
- Recommendation:**
THAT Council approve the 2024 Council meeting schedule as presented.

7.7	Community Grant Program Guidelines Prepared by Rachel Parker, Corporate Officer	109
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Recommendation:

That Council provide direction to staff on guidelines for the Community Grant Program.

7.8	Conference Attendance 2024 Prepared by Rachel Parker, Corporate Officer	132
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Recommendation:

THAT Council receive the Conference Attendance 2024 report.

8. Bylaws

8.1	2024-2028 Financial Plan Bylaw, 2024 Utility and Frontage Tax Rates Amendment Bylaws Prepared by Annie Bérard, Chief Financial Officer	137
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Recommendation:

- i. THAT Council give first reading of the “2024-2028 Financial Plan Bylaw No. 1200, 2023”.
- ii. THAT Council give first, second and third reading of the:
 - a. Water Service Frontage Tax Amendment Bylaw No. 1201, 2023;
 - b. Sewer Service Frontage Tax Amendment Bylaw No. 1202, 2023;
 - c. Storm Water Service Frontage Tax Amendment Bylaw No. 1203, 2023;
 - d. Solid Waste Collection Fees Amendment Bylaw No. 1204, 2023;
 - e. Water Rates Amendment Bylaw No. 1205, 2023; and
 - f. Sanitary Sewer Rates Amendment Bylaw No. 1206, 2023.

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.

- December 4, 3:00 p.m. Accessibility and Inclusion Committee

11. Question Period

A member of the public may only inquire about items included on the agenda for

that meeting during a question period.

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

12. Adjournment

The Corporation of the Village of Cumberland
Regular Council Meeting Minutes



November 14, 2023, 5:30 p.m.
Council Chamber, 2675 Dunsmuir Avenue

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

Regrets: Councillor Troy Therrien

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

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.

Mayor Brown noted that the Village raised the Métis flag in recognition of Métis week until Nov 17, it was also Indigenous Veterans Day November 8th and will be Louis Riel Day on November 16th. Grateful for the MIKI'SIW Métis Association for their support of the many Metis in our communities.

2. Agenda

2.1 Agenda for Regular Council Meeting, November 14, 2023

Motion 23-239

Moved by: Ketler

Seconded by: Sullivan

THAT Council approve the agenda for the November 14, 2023 Regular Council Meeting.

Carried Unanimously

3. Minutes

3.1 Adoption of Minutes

Motion 23-240

Moved by: Sullivan

Seconded by: Borecky

THAT Council adopt the following minutes:

- Committee of the Whole Financial Plan Workshop, October 18 and 25, 2023
- Committee of the Whole, October 30, 2023
- Regular Council Meeting, October 30, 2023

Carried Unanimously

4. Delegations

None

5. Correspondence

None

6. Unfinished Business

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

Motion 23-241

Moved by: Borecky

Seconded by: Ketler

THAT Council refer the Invitation to Participate in Track and Fields service to staff to bring forward a report with more information about the final numbers.

Carried Unanimously

7. Reports

7.1 Temporary Use Permit and Liquor and Cannabis Regulation Branch Referral –
2701 Dunsmuir Avenue

Sullivan declared a conflict on this item. (Councillor Sullivan declared a conflict of interest as he is an employee of the applicant under item 7.1 and left the meeting at 5:33 p.m. Councillor Sullivan returned to the meeting at 5:41 p.m.)

Motion 23-242

Moved by: Borecky

Seconded by: Ketler

- i. THAT Council approve the renewal of a temporary use permit for a non-medical cannabis retail store for the property described as Lot 8, Block 2, District Lot 21, Nelson District, Plan 522 (2701 Dunsmuir Avenue).
- ii. THAT Council recommend to the Liquor and Cannabis Regulation Branch that the cannabis retail license for the property described as Lot 8, Block 2, District Lot 21, Nelson District, Plan 522 (2701 Dunsmuir Avenue) be issued.
- iii. THAT Council direct staff to review Council Policy No. 9.5 Cannabis Retail Sales for consistency with current applicable Federal and Provincial regulations.

Carried Unanimously

7.2 Rural Economic Diversification and Infrastructure Program – Grant Application

Motion 23-243

Moved by: Sullivan

Seconded by: Ketler

THAT Council approve the application for \$100,000 to the Rural Economic Diversification and Infrastructure Program for continuation of the Village of Cumberland Investment and Development Readiness – Union Road project with the Village cash contribution of \$13,000 and in-kind contribution of \$12,040.

Carried Unanimously

7.3 Committee of the Whole report, 2024-2028 Financial Plan

Motion 23-244

Moved by: Borecky

Seconded by: Sullivan

THAT Council make the specified changes below to the draft 2024-2028 detailed budgets and present the proposed 2024-2028 detailed budgets and a proposed 2024-2028 Financial Plan Bylaw to the public at the November 20, 2023 Village Hall Financial Plan and Budget Open House:

- Add \$1000 per year for image acquisition (annual)
- Add \$3250 for staff and council UNDRIP and diversity training (annual)
- Add \$4000 for Health and Safety software implementation funded from General Asset Reserve

- Add \$6000 for Health and Safety software licensing (annual)
- Add \$113,510 for business analyst / accountant staff (annual), partly funded by Financial Stabilization Reserve
- Add \$3370 for ArcGIS and \$1440 for Bluebeam software (annual), with \$2000 funded from General Asset Reserve for ArcGIS implementation
- Add \$9000 for WildsafeBC coordinator in 2024, with matching funding from Emergency and Protective Services Reserve and then in alternate years (only if grant approved)
- Add \$770 for deputy fire chief cell phone (annual)
- Add \$2500 for firefighter training and education (annual)
- Add \$2500 fire protection services operating equipment (annual)
- Add \$40,000 for a deposit for the replacement of apparatus #4 (first responder) funded from Growing Community Funds reserve
- Add \$2200 for fitness equipment maintenance (annual)
- Add \$1500 for fitness equipment contribution to reserve (annual)
- Add \$8000 for Adult Social Club facilitator (annual)
- Add \$600 to climbing wall maintenance (annual)
- Add \$4200 from host amenity for installation of menstrual products dispensers in indoor recreation facilities, \$500 for labour and \$500 for supplies in 2024, and \$700 for future years (annual)
- Add \$500 for Parks cell phone reimbursement (annual)
- Add \$2000 for invasive species management and \$1500 for environmental monitoring (annual)
- Add \$300 for Coal Creek Historic Park maintenance (annual)
- Add \$2000 for street tree replacement (annual)
- Add \$8000 from Host Amenity for Perseverance floodplain trail improvements
- Add \$5000 from Host Amenity as a one-time project contribution to an All Wheels Skills Park for design work
- Add \$21,500 for Engineering & Operations admin assistant increased hours starting in 2025 (annual)
- Add \$2250 for electric vehicle charging stations warranty and maintenance (annual)

- Add \$30,000 for Level 2 charging stations and seek grant funding
- Add \$25,000 contribution to start building reserve for fleet replacement
- Add \$94,000 funding from LGCAP for the electric vehicle purchase for the wastewater treatment plant operator
- Advance the replacement of the Facilities Maintenance van from 2025 to 2024 with \$26,000 funded from LGCAP and remaining \$54,000 from debt.

Carried Unanimously

7.4 2024 Council Meeting Schedule

Motion 23-245

Moved by: Sullivan

Seconded by: Borecky

THAT Council direct staff to bring forward a report with a final proposed 2024 meeting schedule based on Council member feedback to schedule two meetings in July and no meetings in August for summer schedule; to hold three regular Council meetings through September and October; to schedule committee of the whole meetings every two months on the Monday evenings; to schedule three evening committee of the whole meetings for financial plan workshops; and to schedule three Village Hall meetings.

Carried Unanimously

7.5 Regional Library Board and Liaison Appointments

Motion 23-246

Moved by: Borecky

Seconded by: Sullivan

- i. THAT Council appoint Councillor Ketler as trustee and Councillor Borecky as alternate trustee to the Vancouver Island Regional Library Board.
- ii. THAT Council appoint Councillor Therrien as member and Mayor Brown as alternate to the Homelessness and Affordable Housing Committee; appoint Councillor Therrien as advisory participant and Councillor Borecky as alternate to the Comox Valley Coalition to End Homelessness; appoint Mayor Brown as liaison to the Comox Valley Social Planning Society.

Carried Unanimously

7.6 Municipal Auditor Appointment for the 2023 Year-end

Motion 23-247

Moved by: Borecky

Seconded by: Sullivan

THAT Council appoints the audit firm of MNP LLP for the 2023 financial year.

Carried Unanimously

7.7 Council Member Monthly Reports

Motion 23-248

Moved by: Ketler

Seconded by: Sullivan

THAT Council receive the member monthly reports for October 2023.

Carried Unanimously

8. Bylaws

None

9. New Business

None

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.

- November 20 at 7:00 p.m. Village Hall Financial Plan

11. Question Period

None were received

12. Closed Portion

Motion 23-249

Moved by: Sullivan

Seconded by: Borecky

THAT Council close the meeting to the public at 6:35 p.m. 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;

Carried Unanimously

13. Adjournment

The meeting was adjourned at 7:05 p.m.

Mayor

Certified Correct by Corporate Officer

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



**November 20, 2023 at 7 p.m.
Council Chambers, 2675 Dunsmuir Avenue**

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

Regrets: Councillor Troy Therrien

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

Mayor Brown called the meeting to order at 7 p.m. and recognized that the meeting is being held on on the unceded traditional territory of the K'ómoks First Nation.

1. Approval of Agenda

Agenda for Village Hall Meeting, November 20, 2023

Borecky/Ketler

THAT Council approve the agenda for the Village Hall Meeting, November 20, 2023.

Carried Unanimously

2. Proposed 2024 - 2028 Financial Plan

Mayor Brown introduced Ms. Bérard to review the proposed 2024-2028 Financial Plan.

Ms. Bérard reviewed the timeline to develop and approve a five year financial plan, noted Council's strategic priorities and the municipal services that are funded from property taxes and utility fees, and reviewed the financial plan methodology: that the budget is prepared to maintain existing services, taxation and utility fees are used to fund Council service levels as follows:

- Municipal tax: used to fund municipal operations
- Utility fees: used to fund water, sewer, storm and solid waste services
- Frontage tax: used to fund linear asset replacement
- Parcel tax: used to fund significant one-off project

Also that efforts have been made to offset increasing costs through savings from efficiency, and the focus is on asset management and maintenance of existing assets and infrastructure.

Ms. Bérard reported that the proposed property tax increase for 2024 for municipal purposes is 7.52%, which is a tax revenue increase of \$297,850. Ms. Bérard noted that taxes from growth have been set aside to be used towards policing costs which are estimated to increase from \$358,000 per year to over \$1million per year when the Cumberland population reaches 5000 people.

Ms. Bérard reported proposed increases in water, sewer and solid waste collection fees and parcel tax increase for 2024 at 7.98% for an average single family household. These increases include funding for projects including a solid waste cart system and operating costs for the new wastewater treatment plant.

The impact on an average single family household of all taxes and fees is estimated to be \$243 for 2024, or \$20 per month. Other taxing authority increases for an average single family household were estimated at \$2049 for 2023, or \$171 per month; those figures are not available for 2024 yet.

Ms. Bérard reported that proposed staffing increase for 2024 is overall 1.60 positions with restructuring and funding from the stabilization reserve, and include a part time communications coordinator, a planning technician, and a financial analyst position.

Ms. Bérard reported on annual contributions to reserves with the goal to build healthy reserve to provide funding for renewal projects, while maintaining stable and reasonable tax and rate increases.

Discussion took place on capital project costs distribution if the No. 2 water reservoir dam project and wastewater project were included in pie charts. Ms. Bérard advised that those projects have \$4.5 million and close to \$20 million budgets respectively and are multi-year budgets.

3. Question and Comment Period

Questions and comments were received on the following matters:

- the \$167,690 or 2% allocation to operating projects for Community Events and Culture were grants to community organizations.

4. **Adjournment of the Village Hall meeting to the Open House portion.
Sullivan/Borecky**
The meeting was adjourned at 7:21 p.m.
Carried Unanimously

Mayor

Certified Correct by Corporate Officer

The Corporation of the Village of Cumberland

Advisory Planning Commission Minutes

November 9, 2023 at 4 p.m.

Council Chamber, 2675 Dunsmuir Avenue



Members Present: Jason Ross (Chair)
Debbie Bowman (Secretary)
Ryan Camp
Genevieve Burdett
Jaye Mathieu

Regrets: Nick Ward

Staff Present: Karin Albert, Senior Planner

Guests Present: None

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

1. Agenda

Moved by: Mathieu

Seconded by: Camp

THAT the APC approve the Agenda for November 9, 2023

Carried Unanimously

2. Minutes

Moved by: Burdett

Seconded by: Bowman

THAT the APC adopt the minutes of Aug.24, 2023.

Carried

3. OCP Review

The Committee received the staff memo and attachments regarding the following:

- a. New provincial legislation on small scale multi-family zoning
- b. Complete Communities grant funding and OCP review process
- c. 10-year development assumptions under existing OCP and zoning
- d. Growth scenarios

The Committee asked questions and discussed the new provincial legislation and the Complete Communities grant funding.

The Committee reviewed the assumptions provided by staff regarding the development of residential properties in Cumberland over the next 10 years. The assumptions are based

on development and building permit trends over the past years and assume no changes are made to the existing OCP and Zoning bylaws. The Committee then discussed where additional future growth in the Village might best be accommodated. The growth scenarios will be further refined at the next meeting of the APC and through an assessment to be carried out as part of a Complete Communities project.

4. Next Meeting

The next regular scheduled meeting of the Advisory Planning Commission is on Thursday, December 14, 2023, at 4 p.m.

5. Adjournment

Moved by Camp

Seconded by Burdett

That the APC adjourn the meeting at 6:00 pm

Carried Unanimously

Subject: FW: Delegation Request

From: Info CVFM <info@cvfm.ca>
Sent: Thursday, November 2, 2023 4:14 PM
To: Village of Cumberland <info@cumberland.ca>
Subject: Delegation Request

Good afternoon

The Comox Valley Farmers' Market would like to attend the November 27 Council Meeting to present an update on the Cumberland Farmers' Market including our 2023 Economic Impact Study.

There will be no specific ask or resolution, but we would like to continue with the maintenance of the portapotty and trimming of the trees as they did this year.

It will be myself presenting (Twila Skinner) .

If you need more information let me know.

Have a good one
Thanks



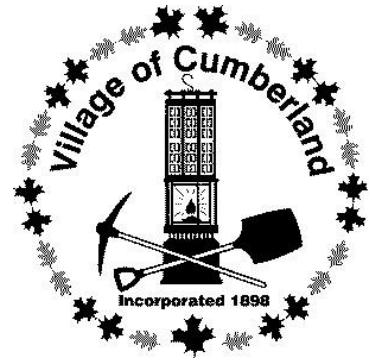
Twila Skinner (she/her)

General Manager, Comox Valley Farmers' Market Association

Phone/Text: 250 650 8544

We respectfully acknowledge that we work and live on the Unceded traditional territory of the K'òmoks First Nation.

COUNCIL REPORT



REPORT DATE: November 15, 2023
MEETING DATE: November 27, 2023

File No.

TO: Mayor and Councillors
FROM: Ryan Parton, Acting Manager of Parks & Recreation
SUBJECT: Lake Park Annual Report 2023

RECOMMENDATION

THAT Council receive the Cumberland Lake Park Annual Report presentation from Genevieve Burdett, Executive Director, Cumberland Lake Wilderness Society.

PURPOSE

The purpose of this report is to for Council to receive the 2023 Cumberland Lake Park Contractor Annual Report from the Park Operator, Lake Park Society, represented by Genevieve Burdett.

PREVIOUS COUNCIL DIRECTION

Date	Resolution
January 23, 2023	THAT Council make the following specific changes to the draft 2023-2027 detailed budgets and present the proposed 2023-2027 detailed budget package and a proposed 2023-2027 Financial Plan Bylaw to the public at the February 6, 2023 Village Hall meeting so that the tax revenue increase for 2023 is 6.16% to existing 2022 taxpayers: Add \$10,000 per year for bylaw community patrol services and increase the revenue sharing from the Lake Park Campground by \$3,000 per year
July 24, 2023	THAT Council support the purchase and installation of five sleeping barrels at Cumberland Lake Park and agree to take said barrels on as Village-owned assets; and THAT Council direct staff to include funding for maintenance and eventual replacement of said sleeping barrels as part of the Village of Cumberland's 2024-2028 budget planning process.
March 27, 2023	THAT Council enter into the Cumberland Lake Park 2023-2032 Operations Agreement subject to any non-substantive amendments as authorized by the Chief Administrative Officer, and direct the Mayor and Chief Administrative Officer to ratify the Agreement.

November 23, 2020	THAT Council direct staff to enter into formal deliberations with Cumberland Lake Wilderness Society on a 10 year Park Operations and Improvements Agreement (2022-2031), and report back to Council with an agreement proposal.
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BACKGROUND

Lake Park Society is approaching the end of its first year of its 10-year 2023-2032 Park Operations Agreement with the Village. Lake Park Society (LPS) was formerly known as the Cumberland Lake Wilderness Society (CLWS).

Per the terms of the Operating Agreement, LPS has submitted an Annual Report, which is attached to this report for Council’s receipt and consideration.

LPS continues to show strong leadership and success in managing Cumberland Lake Park, while the partnership demonstrates the significant benefits of the Village collaborating with the non-profit LPS to advance the implementation the [Cumberland Lake Park Master Plan](#), updated in 2022. Village staff continue to work with LPS to explore new opportunities for the park, including the installation of sleeping barrels, which is currently underway, and solutions to ease parking congestion during peak summer months.

ALTERNATIVES

1. That Council direct staff to investigate alternative options for the operation of Cumberland Lake Park.
2. Not proceed with any action at this time.

STRATEGIC OBJECTIVE

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

FINANCIAL IMPLICATIONS

For the 2023 year, the 2023-2032 Park Operations Agreement includes the Village contributing 1% of the revenue sharing to the K’ómoks First Nation (KFN) as a revenue share partner. The purpose of this contribution is to support KFN’s Guardian Watchmen program with a long-term revenue source derived from the Lake Park campground revenues. The proposed revenue share differs in 2023 versus 2024-2032 as a result of LPS having previously set fees for 2023 without having accounted for a contribution to the KFN. The contribution to the KFN Guardian Watchmen program is intended to be a joint contribution from the Village and the Lake Park Society. Based on \$410,000 in gross annual revenues for the LP, the KFN Guardian Watchmen program contribution will be \$4,100. This will be paid to KFN before the end of 2023.

OPERATIONAL IMPLICATIONS

Management of the Cumberland Lake Park Operating Agreement is the responsibility of the Parks and Recreation Department, with support from Village Operations crews for water, septic, and roads in the park.

CLIMATE CHANGE IMPLICATIONS

Lake Park Society attributes part of its rising usage to climate change, which is creating more hot days that many residents choose to spend at the lake. While this has benefits, it also comes with challenges, such as parking congestion. The Village and LPS continue to explore ways to encourage active transportation to Lake Park, although efforts are made challenging by jurisdictional boundaries and the topography of the area.

ATTACHMENTS

1. Cumberland Lake Park Contractor Annual Report 2023

CONCURRENCE

none

Respectfully submitted,

R. Parton

Ryan Parton
Acting Manager of Parks & Recreation

M. Mason

Michelle Mason
Chief Administrative Officer



Cumberland Lake Park Contractor Annual Report



Operating Year:	2023
Date of Report Submission:	Nov 6, 2023
Submitted by (Name and Position):	Genevieve Burdett, Executive Director

As per the Cumberland Lake Park Operations Agreement between the Village of Cumberland and the Lake park Society, the Society is to submit a detailed annual report to Village Council by November 15th. This report is to be the primary communicative tool with the Village and shall address park maintenance issues and operations, procedures and policies, discuss possible improvements, upgrades and suggested capital projects to enhance the park, along with any other information deemed necessary by LPS to communicate to the Village.

A. PROVISION OF GENERAL PARK SERVICES

Section 1: Introduction and General Overview of the Operating Season

Provide a general overview of park services and operations in this operating season. Include such things as weather, visitation patterns, occupancy rates, and major issues, challenges and successes. Low level of detail- one to two paragraphs.

Lake Park Society (LPS), previously known as Cumberland Lake Wilderness Society, has managed Cumberland Lake Park for nine years. During this time, the organization has remained dedicated to achieving the four primary objectives outlined in the Cumberland Lake Park Master Plan (CLPMP): ensuring economic sustainability, promoting low impact recreation, enhancing ecological health, and fostering outdoor education.

Similar to previous years, 2023 was characterized by strong visitation and usership. The average occupancy rate was 77% reaching a peak of 99% in July and August. The park offers steady economic sustainability with over \$40,000 paid to the Village in dividends this season. The day use beach and boat launch area continue to be very popular areas, although they can be over-capacity on hot summer weekends.

In addition to meeting its contractual obligations with the Village of Cumberland for managing Cumberland Lake Park, Lake Park Society actively participates in a range of other initiatives. These efforts encompass various outdoor education programs, community events and capital projects, all aligned with our mission and values.

Outdoor education and community events were expanded this year and included subsidized school programs, summer camps, watershed canoe tours, kids drop-in park programs, music nights and movie nights. In total, LPS offered over 600 hours of programming to more than 2000 participants.

LPS invested \$174,000 in capital projects in 2023, with more investments on the way for 2024. To date, these projects include 5 sleeping barrels and permanent storage for paddlesport rental equipment. The majority of funds for the sleeping barrel project were generously provided by a BC Destination Development Fund (\$203,000) and an Island Coastal Economic Trust grant (\$33,000). In addition, the shoreline restoration project with play elements (nature play area) is slated to be funded and completed by LPS in early 2024.

Section 2: Campground Services

Describe and discuss issues, challenges and successes in regards to campground operations, including un-serviced sites, serviced sites, and group sites; reservation and registration practices; fees and policy; showers and firewood sales.

The popularity of camping has surged in the past decade in North America, as indicated by the 2023 North American Camping report by KOA. This trend is evident at Cumberland Campground, which was fully booked for July and August, mirroring past years.

The campground currently offers 1 group site, 17 serviced RV sites, 37 unserviced sites, 5 walk-in sites, 1 first-come-first serve site for a total of 61 campsites.

LPS received a Canada Summer Jobs grant for 2 positions and is proud to employ local youth including numerous SD71 students along with some post-secondary students.

Section 3: Boat Launch Services & Day Use

Describe and discuss issues, challenges and successes in regards to the provision of boat launch services, including season pass and single launch fees and policy, trailer parking, boat moorage issues, and other considerations as they relate to the boat launch.

Cumberland Lake Park is the only sanctioned and easily accessible public access point to Comox Lake.

A growing community, climate change and tourism have all increased use of Cumberland Lake Park over the summer months. As a result, LPS has had to significantly boost garbage removal, bathroom maintenance, and septic service to accommodate the rising impact. The Village also commissioned a traffic management study in order to more effectively address parking issues.

Recognizing the growing demand as well as the public health benefits of parks, LPS believes that it is important to advocate for more sanctioned freshwater recreation areas elsewhere in the Comox Valley (through the new regional parks service). In addition, the development of a safe bike pathway between the Village and Lake Park would encourage the use of alternative forms of transportation such as ebikes and may help decrease congestion.

Boat Launch

Boat launch pass sales have slowly trended down over the last few years. It is not clear if the number of boaters is going down or if payment non-compliance is rising, due to the rising cost of boat launch passes. LPS plans to partially staff the boat launch in 2024, in order to assist with parking management and ensure payment compliance. Based on the boat launch data, around 38% were from Courtenay, 22% from Comox, 19% from Cumberland (or around 100 users), 9% from elsewhere in the CVRD and 12% from outside the Comox Valley.

Section 4: Food Services

Describe and discuss issues, challenges and successes in regards to the provision of food services in the park.

Thanks to an investment by the Village in the concession building in 2019, the concession is now a stable and viable business enterprise. Our concession operator, Anita, returned for a fourth year and again offered a full menu of concession favorites at affordable prices.

Section 5: PaddleSports Rentals

Provide a brief overview of the provision of water sport rentals etc.

SUPs, tandem kayaks, solo kayaks and kids kayaks are available for rent and half price rentals were offered to customers who arrived by bicycle. The equipment is also used by the summer camps and by the Adaptive Outdoor Summer Skills Camp offered through Courtenay Recreation and Comox Valley Child Development Association.

Section 6: Recreation Programming

Describe and discuss all recreation programming in this operating season, including partnerships with community groups, recreation contractors or other organizations.

Now in its fourth year, the LPS park interpreter program offers free events and activities all season. Programs include watershed canoe tours, movie nights, kids programming and music nights. In total, 100 hours and 62 free programs were offered to over 1000 participants this season (participant numbers do not include attendance at music nights).

Fifteen summer camps were offered by LPS in July and August, for two different age groups. We were proud to offer Camp Kin (2SLGBTQ+), a summer camp that welcomes all queer, trans, two-spirit, questioning and/or curious youth ages 10 to 13 for a week of inclusion, play, and celebration at Comox Lake. The priority of this camp was to celebrate diversity and build belonging by creating a safe space for campers to connect with peers and instructors (and special guests) who share lived experiences. Subsidies were offered for Camp Kin, thanks to a grant provided by North Island Queers and Allies.

Over the past year, we have successfully extended our school programs to over 806 students (38 programs) and provided over \$15,000 in subsidies. Each of our grade-specific programs are BC Curriculum aligned and developed by certified teachers to inspire inquiry, build core competencies, and nurture student's connection to place. It is our goal that this program will foster deep, transferable learning that inspires further conversations. We currently offer a variety of programs, including: Forest Friends, Water Keepers, Floating Classroom Canoe Charters, Overnight Campouts, and Specialty programs.

In our Forest Friends program, students engage their senses while exploring the mature second growth forest and lake shore at Cumberland Lake Park. We meet some of the local trees, plants, and animals that make their home in the forest, following our curiosity and sense of wonder. Students learn about our local environment, adaptations, and the patterns and cycles of nature first-hand. In our Water Keepers program, students embark on an experiential journey that explores past, present and emerging stories of the Comox Lake Watershed. While playing games, listening to stories, and paddling our Big Canoes, students engage in place-based learning about local landforms, timelines, biodiversity, and the interconnectedness of living beings. We pay special attention to the importance of Indigenous perspectives, knowledge, and oral history.

All LPS programs are based on the principles of decolonization and reconciliation, place-based learning, personal connection, stewardship, and experiential learning. Indigenous content is shared with permission from K'ómoks First Nations. Thank you to hereditary chief Wedlidi Speck for his mentorship, ongoing support and for feedback from SD71 Indigenous Education. Building meaningful connections and incorporating indigenous content into our programs in a respectful and appropriate manner is an ongoing process.

The following businesses and organizations offered programming at Cumberland Lake Park in 2023:

Cumberland Recreation

Cumberland Recreation visited Lake Park with summer camps and rock climbing programs.

Hand-In-Hand Early Years Nature Education Program

Hand-in-Hand used Lake Park as a second Cumberland location for their early years and afterschool program in the 2022-2023 season.

Adventure Forest School

Adventure Daycare uses Lake Park as a base for its afterschool program. This program uses a geodesic dome near the group site as their home base.

VI Paddling

VI paddling members store boats and paddle on Comox Lake, launching from Lake Park.

Comox Valley Paddlers Club

The club occasionally does club paddles on Comox Lake, launching from Lake Park.

Island Alpine Guides

IAG offers rock climbing courses at the park.

Courtenay Museum

Courtenay Museum brings students on tours of Lake park to rocks and the rock cycle.

Nomadic Sauna

Nomadic Sauna is a mobile sauna business that offers short private sauna rentals at their mobile sauna at Lake Park.

PNW Fly Fishing

This organization puts on a one day event with fly fishing demos.

Section 7: Special Events and Attractions

Describe and discuss all special events and park uses (e.g. Snow to Surf, MOMAR, Dodge City X); also discuss emerging recreation opportunities (e.g. mountain bike, rock climbing), where applicable.

Snow to Surf, MOMAR, and Dodge City X all took place successfully in 2023.

B. CAPITAL PROJECTS AND OPERATIONS

Section 8: Capital Projects Overview

List and describe all capital and major maintenance projects completed by LPS.

LPS invested \$174,000 in capital projects in 2023, with more investments on the way for 2024.

Permanent storage for paddlesport rentals (\$42,000)

LPS has purchased and will install three custom half size shipping containers for permanent storage of kayaks and SUPs, to be tucked away in discrete locations.

5 Sleeping Barrels (\$270,000 over 2023 and 2024)

LPS is currently installing 5 sleeping barrels, an accessible outhouse, power and associated trails. This project was generously supported by BC Destination Development Fund (\$203,370) and Island Coastal Economic Trust (\$33,555), with additional funds provided by Lake Park Society (\$43,000).

Section 9: Security, Compliance and Enforcement

Provide an overview of park security duties, including key themes and reoccurring issues relating to park violations. Also discuss relations and reporting with other enforcement agencies (RCMP, Village Bylaw Enforcement, etc.)

Lake Park Campground receives extremely high visitation during the summer season. As a result, we often deal with medical emergencies, people struggling with mental health and addictions, conflict and violence between members of the public, domestic abuse and

vandalism. Our staff is primarily made up of youth, for whom this is often one of their first jobs. We have set up critical incident support for our staff due to the high likelihood that they will experience a traumatic situation. LPS requests ongoing support from the Village in the form of:

- 1) Bylaw support: Bylaw, Seasonal Safety Community Patrol position, or something similar (Fri, Sat, Sun)
- 2) Liaise with RCMP: Continuing to advocate for RCMP to visit during peak use times (hot summer weekends) and respond consistently to our calls for support

LPS has someone on duty 24 hours a day during the operating season. Staff are on-site during the day and a camp host is on call after-hours. LPS has 3 camp hosts during the operating season.

Section 10: Off Season Security and Maintenance

Describe off-season security check routines, including frequency of checks and reporting mechanisms

Campground staff visit the park weekly to:

- Monitor all activities (septic alarm, tree fall, parties) in the park and report anything of note
- Pick up garbage, clean and resupply outhouses, empty garbages and recycling
- Revegetation and erosion control work, raking and site maintenance

Section 11: Marketing and Advertising

Describe all marketing and advertising initiatives to promote the park and campground, e.g. website, social media, advertisements, listings in tourism publications, maps, brochures etc.

LPS maintains and updates a Facebook page and sends out a press release to local media at the start of every season. Cumberland Lake Park Campground is also listed in the BC Lodging and Camping Association magazine and website as well as the goRVing website.

C. FINANCIAL AND DIVIDENDS

Section 12: Financial Reporting

Please attach a brief year-end overview summarizing Village dividend payments. If available, compare trends to previous year(s).

Month	2023 Dividends	2022 Dividend	2021 Dividend	2020 Dividend	2019 Dividend
May	\$5,373	\$3,943	\$4,279	\$357	\$2,699
June	\$7,822	\$7002	\$9,407	\$4,204	\$4,457
July	\$13,834	\$11,213	\$10,646	\$8,286	\$8,215
August	\$12,122	\$10,960	\$8,416	\$9,022	\$8,361
September	\$878.27*	\$4,706	\$5,864	\$5,496	\$2,063
Total	\$40,029	\$37,823	\$38,612	\$27,365	\$25,797

**low due to annual reconciliation (overpaid in previous months)*

D. OTHER

Section 16: Other Important Information to Communicate to the Village

Use this section to share any other relevant information or requests.

n/a

Section 17: Visitor Statistics

Please attach the following park visitation statistics as collected by LPS. If available summarize trends in park usage versus previous years below.

Appendix B: Cumberland Lake Park Visitation Metrics for 2023

Day use/Parking Lot

The parking lot was at or over maximum capacity 18 days this season. This is similar to previous years and reflects a well-known trend of the parking lot being over-capacity on hot, sunny weekends.

Table 1: # Days that the parking lot was at or over capacity

May	June	July	August	September
	2	8	8	

Boat Launch

Annual Motorized Boat Launch Passes

79 private annual passes were sold in 2023, which is similar to 2022, but less than prior years. It is not clear if the number of boaters is going down or if payment non-compliance is rising, due to the rising cost of boat launch passes. It seems that Comox Valley Watersports acquired a private boat launch pass and utilized it for their commercial operations, despite the prohibition outlined in the Lake Park Society boat launch guidelines, which restricts motorized rental companies from using the park's launch facilities (per direction from the Cumberland Lake Park Master Plan).

Table 2: Annual motorized boat launch passes by year

	Total Boat Launch Passes Sold in 2023	Total Boat Launch Passes Sold in 2022	Total Boat Launch Passes Sold in 2021	Total Boat Launch Passes Sold in 2020	Total Boat Launch Passes Sold in 2019
Total	79	72	117	93	107

Commercial Annual Boat Launch Passes

1 commercial annual pass was sold: Comox Valley Marine.

Commercial Non-motorized Annual Boat Launch Passes

0 commercial non-motorized passes were sold.

Day Motorized Boat Launch Passes

548 day passes were sold in 2023, which is lower than previous years. Of these, around 38% were from Courtenay, 22% from Comox, 19% from Cumberland (or around 100 users), 9% from elsewhere in the CVRD and 12% from outside the Comox Valley.

Table 3: Day boat launch passes by year

	2023	2022	2021	2020	2019
Total day passes sold	548	612	673	600	721

Table 4: Single day boat launch passes sold by month

Year	May	June	July	August	September
2023	70	80	165	181	52
2022	36	77	179	210	110
2021	70	110	230	210	53
2020	0 *	94 *	192 *	197	106
2019	127	146	158	235	55

* Campground closed in May, campground open at 72% capacity in June and at 100% capacity as of July 20, 2020.

Campground

The average occupancy rate for the campground in 2023 was 77%, similar to 2022.

Table 5: Monthly percentage occupancy rates

Year	Average	May	June	July	August	September
2023	77%	51%	75%	99%	99%	61%
2022	76%	45%	71%	96%	99%	70%
2021	85%	63%	85%	99%	99%	81%
2020	-	0% *	74% *	100% *	100%	76%
2019	63%	35%	62%	88%	94%	36%

* In 2020, the campground was closed in May, open at 72% capacity in June and at 100% capacity as of July 20, 2020.

Sites 2023	Avg	May	June	July	Aug	Sep
Group Site	73%	42%	90%	97%	97%	43%
1	75%	36%	80%	77%	100%	80%
2	71%	55%	60%	100%	100%	40%
3	71%	36%	70%	97%	100%	53%
4	76%	39%	87%	100%	100%	53%
5	72%	48%	67%	100%	100%	43%
6	69%	36%	70%	97%	97%	43%
7	72%	39%	70%	90%	100%	60%
8	73%	55%	63%	97%	100%	50%
9	80%	61%	70%	100%	100%	70%
10	94%	77%	93%	100%	100%	97%
11	90%	74%	93%	100%	100%	80%
12	90%	71%	93%	100%	100%	83%
13	91%	68%	93%	100%	100%	93%
14	92%	74%	97%	100%	100%	87%
15	94%	77%	100%	100%	100%	90%
16	92%	61%	100%	100%	100%	97%
17	88%	71%	83%	100%	100%	83%
101	75%	32%	77%	100%	100%	63%
102	70%	42%	57%	100%	100%	50%
103	91%	84%	93%	100%	100%	77%
104	75%	52%	77%	97%	100%	50%
105	71%	42%	63%	100%	94%	57%
106	98%	97%	100%	100%	97%	97%

107	90%	77%	90%	100%	100%	83%
108	87%	74%	97%	100%	100%	63%
201	87%	68%	83%	100%	100%	83%
202	84%	71%	87%	100%	100%	63%
203	81%	58%	80%	97%	100%	70%
204	84%	65%	90%	97%	100%	70%
205	65%	32%	53%	94%	100%	47%
206	77%	55%	73%	100%	100%	53%
301	69%	36%	60%	100%	97%	53%
302	63%	32%	50%	94%	100%	40%
303	61%	26%	40%	97%	100%	40%
304	61%	29%	43%	100%	100%	33%
305	61%	23%	40%	97%	100%	47%
306	79%	52%	77%	100%	100%	67%
401	77%	52%	77%	100%	100%	57%
402	94%	84%	100%	100%	100%	87%
403	84%	58%	83%	100%	100%	80%
404	78%	45%	83%	100%	97%	63%
405	79%	48%	73%	100%	100%	73%
406	80%	42%	90%	100%	100%	70%
407	89%	87%	97%	100%	97%	63%
408	75%	39%	83%	100%	97%	53%
409	70%	32%	67%	100%	100%	50%
410	72%	32%	67%	97%	100%	63%
411	67%	36%	63%	97%	100%	40%
412	77%	58%	73%	100%	100%	50%

413	82%	65%	83%	100%	100%	60%
414	87%	61%	90%	94%	97%	93%
415	77%	55%	77%	100%	100%	50%
207 & 208	73%	42%	80%	94%	97%	50%
501 & 502	64%	36%	40%	94%	97%	53%
503	80%	48%	73%	100%	100%	77%
504 & 505	65%	36%	63%	100%	81%	47%

- denotes sites closed to allow for social distancing and to reduce overall capacity due to COVID-19

* Occupancy once site opened July 20th

Table 6: Monthly percentage occupancy rates per site

Sites 2022	Avg	May	June	July	Aug	Sep
Group Site	83%	53%	87%	90%	100%	72%
1	79%	53%	63%	100%	100%	76%
2	76%	33%	70%	100%	100%	66%
3	70%	27%	57%	100%	97%	72%
4	77%	37%	70%	100%	100%	55%
5	79%	37%	83%	97%	100%	76%
6	77%	40%	67%	100%	100%	55%
7	74%	23%	73%	100%	100%	90%
8	71%	43%	60%	84%	97%	72%
9	82%	70%	57%	100%	100%	83%
10	86%	70%	87%	97%	90%	90%
11	95%	87%	97%	100%	97%	97%
12	91%	73%	90%	100%	100%	97%
13	83%	67%	67%	100%	100%	93%

14	88%	80%	73%	97%	100%	97%
15	90%	63%	100%	97%	100%	93%
16	85%	67%	80%	97%	97%	86%
17	75%	37%	63%	100%	100%	69%
101	72%	27%	60%	100%	100%	59%
102	69%	33%	63%	81%	97%	41%
103	76%	47%	73%	87%	97%	90%
104	68%	33%	60%	87%	94%	62%
105	68%	30%	63%	87%	94%	62%
106	93%	80%	93%	100%	100%	93%
107	90%	63%	97%	100%	100%	90%
108	76%	47%	57%	100%	100%	66%
201	83%	47%	83%	100%	100%	83%
202	77%	40%	67%	100%	100%	72%
203	71%	33%	67%	84%	100%	72%
204	71%	30%	53%	100%	100%	69%
205	75%	47%	63%	94%	97%	45%
206	76%	37%	80%	87%	100%	38%
301	74%	40%	67%	90%	100%	41%
302	66%	27%	60%	77%	100%	45%
303	65%	23%	50%	87%	100%	41%
304	68%	27%	47%	100%	100%	34%
305	71%	37%	47%	100%	100%	48%
306	77%	37%	70%	100%	100%	83%
401	75%	33%	67%	100%	100%	55%

402	88%	67%	90%	100%	94%	97%
403	90%	70%	90%	100%	100%	83%
404	84%	53%	83%	100%	100%	62%
405	80%	47%	87%	87%	100%	72%
406	73%	20%	77%	97%	100%	71%
407	89%	63%	94%	100%	100%	76%
408	74%	33%	73%	90%	100%	62%
409	73%	33%	60%	100%	100%	45%
410	77%	40%	67%	100%	100%	69%
411	69%	23%	53%	100%	100%	55%
412	84%	50%	87%	100%	100%	72%
413	78%	47%	67%	100%	100%	69%
414	81%	47%	77%	100%	100%	79%
415	80%	47%	77%	97%	100%	72%
207 & 208	73%	43%	67%	84%	100%	45%
501 & 502	71%	27%	60%	100%	97%	48%
503	77%	53%	67%	97%	90%	83%
504 & 505	67%	27%	57%	94%	90%	100%

- denotes sites closed to allow for social distancing and to reduce overall capacity due to COVID-19

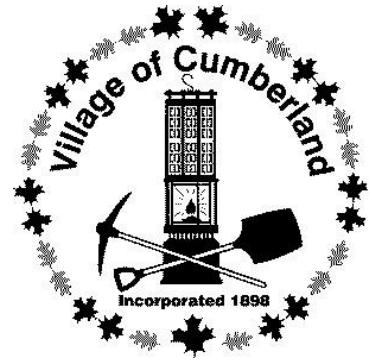
* Occupancy once site opened July 20th

Table 7: Place of residence of customers

Location	# of customers (2023)	# of customers (2022)	# of camping groups (2021)	# of camping groups (2020)	# of camping groups (2019)
Courtenay	568	319	352	196	240
Cumberland	277	124	120	73	120
Comox	240	87	110	74	77

CVRD Electoral Areas	88	35	51	19	37
Elsewhere - Vancouver Island	926	901	1307	793	1135
Elsewhere - Canada	459	632	431 (elsewhere - BC) 124 (outside BC)	323 (BC only)	178
USA	131	90	15	0	78
Outside Canada & USA	126	83	2	0	116
Total	2815	2271 (total), 2014 (campground)	2512	1478	1981

COUNCIL REPORT



REPORT DATE: November 17, 2023

MEETING DATE: November 27, 2023

File No.

TO: Mayor and Councillors

FROM: Ryan Parton, Acting Manager of Parks & Recreation

SUBJECT: Regional Track & Fields Service

RECOMMENDATION

THAT Council confirm whether they would like to participate in the Comox Valley Track and Fields Service.

PURPOSE

The purpose of this report is to provide information on the implications of re-joining the Comox Valley Track & Fields Service so that Council may make an informed decision on whether the Village should participate in the Service and/or provide a contribution through a contract for service model.

PREVIOUS COUNCIL DIRECTION

Date	Resolution
November 14, 2023	THAT Council refer the Invitation to Participate in Track and Fields service to staff to bring forward a report with more information about the final numbers.
October 30, 2023	THAT Council receive the delegation from the Comox Valley Regional District (CVRD) regarding the invitation to participate in the regional Track and Fields Service.

BACKGROUND

The Comox Valley Track and Fields service, established by letters patent in 1980, provides funding for the maintenance and capital costs of the all-weather track and sports playing fields considered regional in their appeal, including the GP Vanier Secondary School playing fields, the Highland Secondary School playing fields, the Comox Valley Sports Centre track and field, and the Comox Valley Sports Centre artificial turf field. Participants of this service include the City of Courtenay, Town of Comox, and CVRD electoral areas A, B, and C.

Cumberland was an original participant in the Service in 1980, although the Village chose to leave the service in July 2001. More recently, Village staff have been engaging with regional partners as an informal partner, and indeed there was some confusion at a staff level as to whether the Village was formally part of the service or not.

Spring 2023 saw the completion of the Comox Valley Sports Field Strategy, on which Village staff were engaged despite Cumberland not being a formal participant. The Sports Field Strategy recommended, among other things, that a new all-weather turf field be constructed and that the Village of Cumberland be invited to re-join the Track and Fields service. Stated benefits of the Village joining the service include participation in a service from which many Cumberland residents benefit and future consideration for improved amenity contributions for local fields in Cumberland.

To the latter point, the Sports Fields Strategy identified a strong desire among user groups for additional amenities (washrooms, lighting, better access, etc.) at many fields throughout the Comox Valley – not just the ones currently covered under the Service. As a result, the CVRD Recreation Commission has identified in their Strategic Plan that an immediate priority is to identify and prioritize the amenities that are needed to improve user experience at fields around the Comox Valley and then create an investment action plan so that these can be added/constructed in the coming years. If Cumberland joins the service, then amenities could be identified for fields in Cumberland and incorporated into that plan.

Creating a more cohesive allocation system and better overall consistency across the service was listed as an additional benefit and is the subject of another report and recommendation before Council that appears later on this agenda.

On September 26, 2023, the CVRD Board voted to re-invite Cumberland into the Track and Fields service. A letter from Melanie McCollum, Chair of the Comox Valley Recreation Commission, to Cumberland Mayor and Council dated September 29 stated that “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.”

Information regarding the Sports Field Study that includes construction of a second artificial turf that can be found on the CVRD website follows (older to newer dates):

- [CV Rec Commission Nov 2021 agenda original staff direction](#)
- [CV Rec Commission Jan 10 2023 Sports Field Study](#)
- [CV Rec Commission Feb 14 2023 Sports Field Study](#)
- [CV Rec Commission Feb 14 2023 2023 Budget and Financial Plan Track and Field Service](#)
- [CV Rec Commission Feb 21 2023 Technical Appendix Sports Field Strategy](#)
- [CV Rec Commission Mar 2 2023 Capital Planning](#)
- [CV Rec Commission May 23 2023 Sports Fields Study](#)

- [CV Rec Commission Sep 26 2023 Track and Field Services Budget Amendment engineered design](#)
- [CV Rec Commission Sep 26 2023 Village of Cumberland Invitation](#)
- [CV Rec Commission Nov 21 2023 Artificial Turf Field and Borrowing Options](#)

ALTERNATIVES

1. THAT Council participate in the Comox Valley Track & Field Service.
2. THAT Council not participate in the Comox Valley Track & Fields Service.
3. THAT Council direct staff to work with the CVRD to determine an appropriate contract for service for the Comox Valley Track & Fields Service for the first and/or further years with the option to participate in the service in a year following the contract for services.
4. THAT Council direct staff to come back with additional information.

STRATEGIC OBJECTIVE

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

FINANCIAL IMPLICATIONS

Although the cost to the Village to re-join the Track and Fields service was originally stated at \$11,289 in the September 29, 2023 invitation to join the service (\$5.34 per home based on \$800,000 property value), updated numbers received from CVRD staff show that the actual cost to Cumberland residents would be significantly higher, particularly over the next five years. The Village’s Chief Financial Officer has provided the following projections of the cost for Cumberland to join the service:

Year	Cumberland Estimation Annual Requisition	2023 Avg Single-Family <i>*Based on 2023 revised roll: \$837,350</i>	Per \$800,000 value
2024	\$85,700	\$47.38	\$45.26
2025	\$86,800	\$47.96	\$45.81
2026	\$98,400	\$54.38	\$51.94
2027	\$98,400	\$54.39	\$51.95
2028	\$98,400	\$54.40	\$51.96
2029	\$30,200	\$16.69	\$15.94

The elevated cost over what was originally anticipated is largely due to the additional costs associated with the construction and maintenance of the new artificial turf field at Vanier School. That project had initially been estimated at \$5 million, and all the funds needed for the project would be borrowed. The new estimate, based on rising costs and interest rates, is \$5.7 million, with CVRD staff recommending that \$5.2 million be borrowed over five years and \$500,000 drawn from reserves. The costs shown above for 2024 through 2028 show the cost of that five-year borrowing. The jump from 2025 to 2026 is due to the addition of funds of \$200,000 to cover field amenity contributions. For 2029, once the debt is paid off, an additional \$75,000 (total \$168,750) has been added to the CVRD budget to make contributions to reserves for the new facility. Total operating costs for the Track & Fields service with the new capital upgrades are estimated to be \$520,585 by 2029 (approximately \$30,200 Cumberland requisition) which equates to \$15.94 per \$800,000 of assessment.

It is important to note that there will likely also be financial consequences to Cumberland residents should the Village decide to not participate in the Track and Fields service, although those costs would likely be borne by individual users of regional facilities. One potential outcome is that Cumberland residents who choose to use those facilities or, perhaps more likely, join an organization that uses them, may be required to pay an additional user fee. Similar scenarios have occurred in the past, such as in 2008 when the City of Trail required nearby Rossland residents to pay double what Trail residents paid to access the Trail Aquatic Centre.

OPERATIONAL IMPLICATIONS

Though it's by no means a sure result of not joining the service, if Cumberland residents were to be charged a user fee for participation in regional sports organizations as described above, that would amount to an additional operational burden on several regional non-profit sports organizations, although it wouldn't impact Village operations directly.

The most significant operational implication to the Village may be that not joining the service could affect Cumberland's ability to participate in a regional field allocation and booking service, another recommendation of the Sports Field Strategy (staff report appears later on this agenda)

CLIMATE CHANGE IMPLICATIONS

Attention to a nearby stream, and the environmental protection thereof, was at the forefront of the siting process of the proposed artificial turf field at Vanier School. The new field may be constructed from recycled materials and would require no irrigation or fertilizers to maintain. It is unclear at this time whether Cumberland's joining the service would give the Village any additional input on design considerations and/or environmental impact of the new facility.

ATTACHMENTS

1. McCollum Invite to Participate CV Track & Field Service

CONCURRENCE

Annie Berard, Chief Financial Officer **AB**

Respectfully submitted,

R. Parton

Ryan Parton
Acting Manager of Parks and Recreation

M. Mason

Michelle Mason
Chief Administrative Officer

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

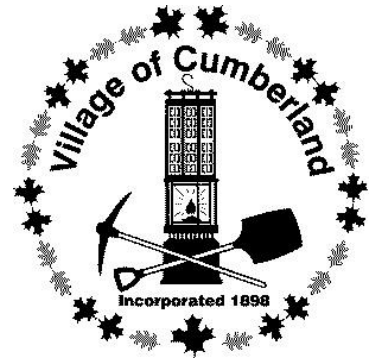
AND FURTHER THAT the construction of the artificial turf sports field and upgrades to the Kin Field in the Village of Cumberland be considered with all other capital projects for the Comox Valley regional district parks and recreation services in the 2009 to 2013 financial planning process.

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.

COUNCIL REPORT



REPORT DATE: November 9, 2023
MEETING DATE: November 27, 2023

File No.

TO: Mayor and Councillors
FROM: Ryan Parton, Acting Manager of Parks & Recreation
SUBJECT: Regional Sport Field Allocation

RECOMMENDATION

THAT Council direct staff to initiate work with the City of Courtenay and other regional partners to develop a new sports field allocation policy and centralized booking function for the Comox Valley and to report back with recommendations.

PURPOSE

The purpose of this report is to provide Council with information on the outcomes of the Comox Valley Regional District's Sports Field Strategy and secure approval for the Village of Cumberland to work with its regional partners to develop a field allocation and centralized booking function for sport fields in the Comox Valley.

PREVIOUS COUNCIL DIRECTION

None

BACKGROUND

In 2021, the Comox Valley United Soccer Club (CVUSC) made delegations to local municipal governments and the Comox Valley Regional District (CVRD) for more field space and time. Senior regional recreation staff determined that updating the CVRD's 2008 Sport Field Study was required to understand the current demand on regional sport fields and shape strategic planning for current and future demand. The project was launched in March 2022 by the CVRD in partnership with local municipalities and Comox Valley School District #71 (SD71).

The purpose of the Sports Field Strategy was to:

1. Assess the current state of sport fields within the Comox Valley
2. Identify focus areas and priorities for capital investment
3. Identify opportunities to optimize sports field inventory management

Sports Field Strategy key findings:

- User satisfaction levels with sports field inventory and associated amenities differ significantly between summer and winter months – 68% of respondents saying current inventory meets their needs in summer while only 37% feel the same about the winter.
- Utilization analysis suggests that sufficient overall capacity exists within the sport field inventory, however a relatively small number of fields accommodate the majority of sport bookings.
- User groups have specific desires for enhanced fields and support amenities. Overall, there is strong support for focusing on improvements that enhance field functionality, increase year-round usability, and improve user experiences.
- Opportunities exist to improve data collection, management and analysis capabilities. This information can help better inform capital and operational planning.
- Trends and population growth forecasts suggest that participation numbers will continue to increase.

The Sports Field Strategy (attached) was presented to the CVRD Recreation Commission in February 2023 and Village staff have been engaging with an inter-municipal working group tasked with discussing and implementing the report's six key recommendations. Among those recommendations, two are of particular relevance to this report:

Recommendation #4: Develop a new approach for sport field bookings and allocations based around clear standards of play.

Recommendation #6: Create a more streamlined and cohesive sport field system in the region through aligning planning and policy, shifting bookings responsibility to a single entity, and inviting the Village of Cumberland into the sport field service.

Recommendation #4:

Sport for Life best practice recommends that access to public recreation assets be allocated based on clear rationale that supports physical literacy and long-term athlete development principles. As such, the Sports Field Strategy recommends that allocation be done based on standards of play that are aligned with Sport for Life's Long-Term Development Model.

This approach will enable allocation to occur based on need, not historical access, help advance equity in sport development, and make best use of sports field infrastructure. Updating the allocation policy will also bring the region's approach in line with national sport organization expectations regarding standards of play and will reinforce the adoption of these standards at the local level.

Comox Valley municipalities are inconsistent regarding rental fees for sports fields. The Sports Field Strategy recommends the allocation policy review include equitable and transparent implementation of consistent fees and charges. Improvements to sports fields fees and charges, including consideration of implementation of a youth minor sport fee, has been shown to reduce block booking and no shows (freeing up underutilized field space), more equitably distribute the

costs associated with sports field provision among user groups, and possibly enhance financial contribution to the administration and maintenance of sports fields.

Recommendation #6:

The Sports Field Strategy also identifies the opportunity to enhance and improve service to sports fields user groups through increased collaboration and partnership between the local governments and SD71. This includes a recommendation that all field bookings be administered through a single point of contact, and that allocation and fee policies be aligned across the region. This is in recognition of the fact that most sports field user groups are comprised of participants from multiple jurisdictions and are accessing fields across jurisdictional boundaries. Additionally, a centralized approach to field booking would address strategy outcome one (1) in the Sports Field Strategy – to enhance and standardize data collection to help inform capital planning, operational decision making, and equitable allocation of field times.

The inter-municipal recreation leadership group has come to the consensus that the City of Courtenay is best positioned to take on the role of this centralized allocation and booking function for sports fields in the Comox Valley. This is due to the already large inventory of sports field facilities administered by Courtenay and its recreation department's organizational structure. (In addition to the City's own sport fields, Courtenay administers the booking and permitting of SD71 school fields located in Courtenay and the processing of permits for the Vanier artificial turf as directed by the CVRD.)

Cumberland fields that would be part of a centralized booking function include Village Park, currently administered by the Village's Parks & Recreation department, and the SD71 fields at Cumberland Community School, which are administered by the school district.

The respective councils of the City of Courtenay and the Town of Comox passed this report's same recommendation at their October 11 and November 1 meetings, respectively. The CVRD administration is expected to seek approval for these same recommendations this fall. Should all municipalities agree to explore this further, a consultant will be hired to conduct the following activities beginning in early 2024:

- Lead the development of a new allocation policy based on clear standards of play and best practices
- Work collaboratively with regional administration and sports fields user groups to address needs and create a collaborative committee in support of the work
- Provide recommendations on the implementation of consistent fees and charges across the Comox Valley in line with the benefits-based approach articulated in the City of Courtenay's Fees and Charges Framework
- Draft partnership agreement requirements for the local government partners, including recommendations on roles and responsibilities, financial impacts, and cost recovery for the City of Courtenay in taking on the centralized role, plus any other relevant items identified by the parties
- Support implementation of the new allocation policy and centralized administration function, if approved by the participating councils

The CVRD Recreation Commission has granted \$35,000 to the City of Courtenay to fund this work. All policies and recommendations from this process will be brought back to respective local governments for consideration and approval, after which they would enter into agreements to begin implementation based on Council direction.

The centralized booking and allocation administration function is not meant to replace local control of or responsibility for parks, sports fields, and amenities. The scope of work for the City of Courtenay, if approved, would be to implement a regional allocation and fees and charges policy on behalf of the local government partners once approved by each jurisdiction. Local governments would retain responsibility for park maintenance, improvements, special events, and other applicable policies and bylaws.

One final note is that, should Council decide not to participate in the Regional Track & Fields service (another agenda item before Council on Nov. 27), staff would have to consult with the CVRD to determine what role the Village would have, if any, in the field allocation service.

View the [CVRD Sports Field Strategy, Final – April 2023](#)

ALTERNATIVES

1. Not direct staff to initiate work with the City of Courtenay and other regional partners to develop a new sport field allocation policy and centralized booking function for the Comox Valley and to report back with recommendations.
2. Not proceed with any action at this time.

STRATEGIC OBJECTIVE

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

FINANCIAL IMPLICATIONS

This initiative does not currently have any significant financial implications. Financial implications of the actual centralized booking function will be discovered through the investigation and service development process. Council will have a chance to review those implications before proceeding with the service.

The \$35,000 grant requested of the CVRD by the City of Courtenay, which was approved by the Recreation Commission on November 21, will be funded from the CVRD's Function 600: Recreation Grant Services which is a service that the Village participates in.

OPERATIONAL IMPLICATIONS

Recreation staff will continue to invest time to investigate the centralized sports field booking service. If implemented, there may be a small reduction in work required of the Recreation & Culture Clerk 2 position, although that role is still expected to be responsible for the booking of

events at Village Park, and for bookings of all other Village of Cumberland facilities. There is no shortage of work at that position and no layoffs or reductions in hours would result from the implementation of this service.

CLIMATE CHANGE IMPLICATIONS

This initiative is not expected to have any climate change implications.

ATTACHMENTS

none

CONCURRENCE

none

Respectfully submitted,

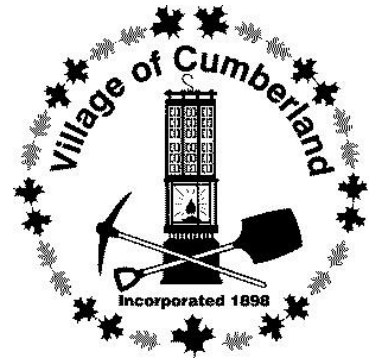
R. Parton

Ryan Parton
Acting Manager of Parks & Recreation

M. Mason

Michelle Mason
Chief Administrative Officer

COUNCIL REPORT



REPORT DATE: 11/16/2023
MEETING DATE: 11/27/2023

File No. 6400-6720 Climate Change

TO: Mayor and Councillors
FROM: Courtney Simpson, Manager of Development Services
SUBJECT: Home Energy Navigator Program

RECOMMENDATION

THAT Council allocate \$12,500 from the Local Government Climate Action Program funding to participate in the Home Energy Navigator Program in collaboration with the Comox Valley Regional District, K'ómoks First Nation and City of Courtenay.

PURPOSE

The purpose of this report is to seek Council direction on joining the regional Home Energy Navigator (HEN) Program. The HEN Program provides homeowners with comprehensive wrap-around guidance and support services from start-to-finish for energy retrofit projects with an emphasis on fossil fuel to electric heating/cooling system conversions. All local governments in the region have been invited by the Comox Valley Regional District (CVRD) to join the program so the program may be made available to their residents. The HEN Program will be administered by City Green Solutions (City Green). The Village can be seamlessly integrated into the HEN program launch by the CVRD in January 2024.

PREVIOUS COUNCIL DIRECTION

None

BACKGROUND

The regional Residential Emissions Reduction Action Plan (RERAP) identifies implementing a home energy retrofit "concierge" program as a key action. The CVRD adopted the RERAP on October 13, 2023. Through a request for proposals, the CVRD selected City Green to provide their Home Energy Navigator (HEN) program to the electoral areas and the K'ómoks First Nation as a one-year pilot project. City Green will expand the program to municipalities in the CVRD who are interested and allocate budget to participate. The City of Courtenay recently joined.

The HEN Program is designed to provide homeowners with comprehensive wrap-around guidance and support services from start-to-finish for their retrofit project, with an emphasis on fossil fuel to electric heating/cooling system conversions. Rebate programs are available to reduce GHGs from existing homes through retrofits. These programs are offered by a number of organizations

including the provincial and federal government, BC Hydro, and FortisBC. Some homeowners may face barriers accessing these rebates, including uncertainty about project eligibility, unfamiliarity managing home renovations, and inexperience with rebate submission requirements. The HEN seeks to reduce these barriers by providing start to finish retrofit support to homeowners.

ANALYSIS

The HEN Program was developed by City Green in collaboration with the Capital Regional District, City of Vancouver, and Regional District of Nanaimo. City Green is a non-profit organization with a mission to support energy and GHG emissions reductions in homes and buildings across BC. Similar initiatives administered by different organizations are underway in other BC local governments such as Retrofit Assist in Whistler, Squamish and Rossland, and the North Shore’s Jump on a Heat Pump program.

City Green offers as much support as residents request. The needs of each resident will vary, and as a result, the amount of support received will vary. Local governments offering the HEN Program are only billed for the hours used by residents. To date, implementation of the HEN Program in other jurisdictions found that an average of 5.5 hours of support was needed per home, with an average cost to the municipality of \$425 per home. City Green will provide monthly status reports to the Village, and an annual report in February 2025.

The table below summarizes the average costs per home:

Homeowner Support Categories	Average Hours per Home	Average \$ per Home
Client Services	0.5	\$25
Virtual Home Energy Check-Up	2.0	\$200
Retrofit Support (Review, Plan, Compare, Select)	2.0	\$150
Rebate, Financing & Document Support	1.0	\$75
Average per Home	5.5	\$425

Data from the first year of the program in the Capital Regional District shows an attrition of approximately 20-25%. This represents those participants who sought early advice but did not complete the program. In some cases, the homeowners felt they didn’t need the assistance and went on to do the renovations and access the rebates themselves, and in other cases decided not to proceed. City Green is working to reduce the attrition, but acknowledges some attrition is expected in a program like this where education is a key component.

PUBLIC ENGAGEMENT

The success of the HEN Program depends on residents becoming aware of it and seeking service to support their home energy improvements. To ensure residents are aware of the program, a portion of the funds allocated by the CVRD are dedicated to a communications campaign that seeks to inform residents. The CVRD budget will fund communications for the region, so the full allocation from municipalities can be used towards participants.

ALTERNATIVES

- 1. That Council not participate in the HEN Program

The Village has the opportunity to join the program at any time. If joining later in 2024, it will not benefit from the coordinated advertising beginning in January 2024. The program may continue in 2025 after the one-year pilot.

- 2. That Council allocate a different amount to the HEN Program

City Green recommendation \$10,000 as the minimum amount for a local government to participate. Lowering the budget to \$10,000 would fund approximately 23 households’ participation. Increasing the amount will increase the number of households that can participate.

STRATEGIC OBJECTIVE

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

FINANCIAL IMPLICATIONS

The background and preparatory work for the RERAP and the HEN were undertaken by the CVRD under the Regional Growth Strategy (RGS) service in which the Village is a participant. The CVRD is funding the City Green contract to deliver the HEN through their Local Government Climate Action Program (LGCAP) funds that are to be used only for electoral areas. Municipalities need to budget outside of the RGS service requisition to participate in the HEN.

The \$12,500 recommended budget for Village participation is from the LGCAP funds and represents the amount remaining in these funds. This would allow approximately 29 households to participate in 2024. The CVRD and City of Courtenay are each allocating \$50,000 for 2024.

OPERATIONAL IMPLICATIONS

Village staff time needed for this program is minimal given the administration through City Green. Development Services staff will be the liaison for the program, and Communications staff will be involved in coordinating with the CVRD on advertising and promotion.

CLIMATE CHANGE IMPLICATIONS

As signatory to the BC Climate Action Charter, the Village of Cumberland commits to reducing greenhouse gas (GHG) emissions in the community, to becoming carbon neutral, and creating a complete, compact and energy-efficient community. Buildings are the second largest source of GHG emissions in the Comox Valley, second only to transportation. Space and water heating represent about 85 percent of residential GHG emission. Accelerating the use of clean energy for residential buildings is critical to making progress on reducing community GHG emissions.

ATTACHMENTS

- 1. City Green – Home Energy Navigator Summary Presentation

CONCURRENCE

Annie Bérard, Chief Financial Officer **AB**

Respectfully submitted,

C. Simpson

Courtney Simpson
Manager of Development Services

M. Mason

Michelle Mason
Chief Administrative Officer



Home Energy Navigator

PROGRAM OVERVIEW



Introduction

The Home Energy Navigator Program provides retrofit navigation support for homeowners in the capital region from start to finish.

- Program launched November 2022 in the Capital Regional District and City of Vancouver
- Expanded into the Regional District of Nanaimo Sept 2023
- Expansion into the Comox Valley Regional District Jan 2024
- Modular and flexible, accommodating interest from Regional Districts and Municipalities to facilitate customized funding in those regions
- In total we've had more than 650 registrations across all regions

Participants receive support from getting started through celebrating upgrades.



Program Goals

1. The Home Energy Navigator Program seeks to empower residents to complete more, deeper energy efficient upgrades
2. Better understand what and why homeowners are completing upgrades
3. Reduce knowledge and acceptance barriers to adopting energy efficiency measures
4. Work with industry and municipalities to build responsive support that is beneficial to residents and contractors
5. Fill the 'project management' gap frequently identified by both homeowners and industry

Need help navigating complex upgrades?

Connect with a free Energy Concierge today!

[Sign-up now](#)



Home Energy Navigator: Retrofit Roadmap

The Home Energy Navigator program offers a five step process to support you through your home energy retrofit journey. Whether you are just starting, or halfway through, we are here to help.



Greater Victoria and City of Vancouver

The Home Energy Navigator Program is available to residents of the Greater Victoria Region and City of Vancouver. Participants are connected with an Energy Concierge, who will be available throughout their upgrade project to answer questions, provide support, and give local, expert advice and guidance to navigate the complex world of home energy upgrades.

Are you a resident of a different community?

Check out the [participating communities here](#).

New to the program? It all starts here!

1 Sign-up to connect with your Energy Concierge

We'll connect you with an Energy Concierge who will discuss your project in a free virtual consultation, advise on next steps, and provide support throughout your retrofit journey. Complete a program intake form to outline key energy efficiency concerns as well as upgrade goals for your home and we'll provide ongoing support.

[Sign-up now →](#)

What step of your home energy upgrades are you on?

2 I'm planning and choosing upgrades

Connect with your Energy Concierge for support in choosing contractors and quotes that fit your goals. We'll review your quotes, your intake form, and chat with you to provide a Contractor Selection Report and Quote Comparison Report to help you make informed choices for your home.

[Tell us about your plans →](#)

3 I'm getting the work done



WHO
WHAT
WHERE
WHY
WHEN

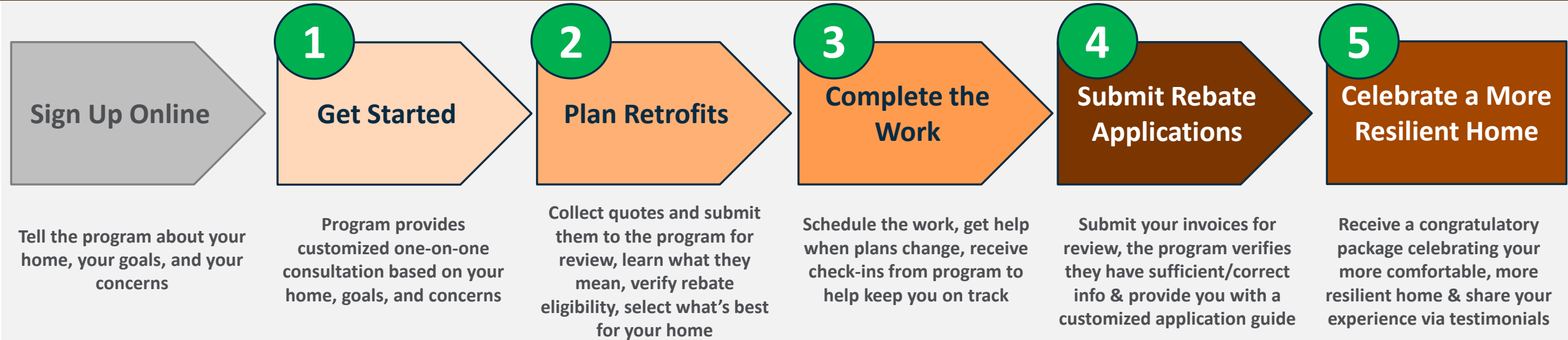
Overview



Program Supports

- Promote the program to increase Comox Valley Regional District (CVRD) residents' awareness of the Concierge Service
- Deliver start-to-finish retrofit support that:
 - Provides information, advice, and guidance without pressure to implement retrofits.
 - Reduces barriers to completing upgrades, especially converting from fossil fuel to electrical heat pump space heating
 - Work with residents who are facing barriers to completing upgrades to access resources, advice, and programs
 - Advises on renovation approach to incorporate House-as-a-system concepts
 - Provides objective advice throughout the retrofit process, including quote review and context for differences between quotes.
 - Provide guidance and confirmation that proposed upgrades are eligible for rebates, and assistance in completing rebate submissions as needed.

Retrofit Roadmap – Participant Journey



Start-to-Finish Concierge Services

<p>Support available for those who need it</p>	<p>Free Virtual Energy Consult & Report</p> <p>One-on-One Consult with an Energy Expert</p> <p>Expert Advice on Where to Get Started with a Retrofit</p> <p>Support for Hard of Hearing available</p>	<p>Understanding Quotes</p> <p>Selecting a Contractor</p> <p>Understanding an EnerGuide Report</p> <p>Understanding House As-a-System</p>	<p>Clarify Impacts of Changes on rebates</p> <p>Get help as needed</p> <p>Concierge conducted regular check-ins to maintain momentum</p>	<p>Documentation Review</p> <p>Customized Rebate Application Guide</p> <p>Verification that Upgrade Meets Rebate Requirements</p> <p>Proactively Catch & Address Issues</p>	<p>Celebration Bundle</p> <p>Provide Testimonials & Photos</p> <p>Dedicated, Personal Testimonial Page to Share</p>
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Who We Work With



All staff working on this project have undertaken extensive training covering rebates and incentives, building science, home systems technologies, and client services.




Support staff were selected based on their extensive experience providing energy coaching, outreach and engagement support, program administration, financial management, program development, and training.





City Green also partners with Energy Experts who are Certified Energy Advisors, energy consultants, or energy modelers with extensive experience and training in building science, house-as-a-system, and residential energy retrofits, and are excellent communicators.





We engage Caorda Web Solutions for web development and marketing, SEO, and tool development. Caorda is an experienced website provider, and advisor on website tools, website analytics, and marketing.


 Expand the existing Home Energy Navigator Program into the Comox Valley Regional District to reduce development time and cost

 Leverage the existing and well-established Home Energy Navigator program to efficiently and effectively deliver marketing, support, materials, communication, and recruitment supports.

 Work with and engage knowledgeable industry professionals to provide reliable and objective third party advice

 Localize the program and take a client-first approach that meets participants where they are

 Emphasize equity in program design to reduce or eliminate as many barriers to entry as possible

 Compliment existing rebate and financing programs by providing service that identify and fill gaps rather than duplicate existing efforts

 Collect, analyze, and report on regionalized data for participating communities

Our Approach



Equitable Program Design

Key program design and delivery considerations include:

- Make it easy to participate, especially for underserved communities
- Listening and responding to community needs
- Eliminating or minimizing financial and energy burdens on participants
- Integrating community benefits where able
- Integrate and align with other services to increase program efficiency and reduce confusion
- Prioritize careful and thoughtful services that seek to avoid unintended consequences
- Collaborate with key stakeholders to support underserved communities
- Incorporate data collection and assessment that empower iterative and thoughtful design and track progress
- Collaborate with key stakeholders to support long-term commitments to communities



Participating Regions

At the January 03 2024 Launch the following communities will be supported:

- Electoral Area A (Baynes Sound – Denman/Hornby Islands)
- Electoral Area B (Lazo North)
- Electoral Area C (Puntledge Black Creek)
- K'ómoks First Nation

The following communities can be integrated into the supports as funding, interest, and priorities are identified:

- City of Courtenay
- Town of Comox
- Village of Cumberland



Delivery Schedule

Phase	Summary	Schedule Estimate
Kick-Off Meeting	<ul style="list-style-type: none"> Review work plan and schedule Identify key roles & contacts 	October 2023
Program Development	<ul style="list-style-type: none"> Regular reporting on development progress with key CVRD contacts Gather and assess baseline data to build target audience profiles Develop marketing & recruitment plan in collaboration with CVRD Localization of program 	October 2023 – December 2023
Website Development	<ul style="list-style-type: none"> Integrate CVRD region into website 	December 2023
Pre-Launch Review	<ul style="list-style-type: none"> Review program design and process with CVRD 	December 2023
Launch	<ul style="list-style-type: none"> Launch Program Begin marketing according to marketing & recruitment plan 	January 03 2024

ENERGY
CONCIERGE

Budgeting



Support for Each Home

Support is variable with an average of 5.5 hours of support available per home. The variable approach allows for invoicing only those hours that are used and extending the budget where homes use less than average time.

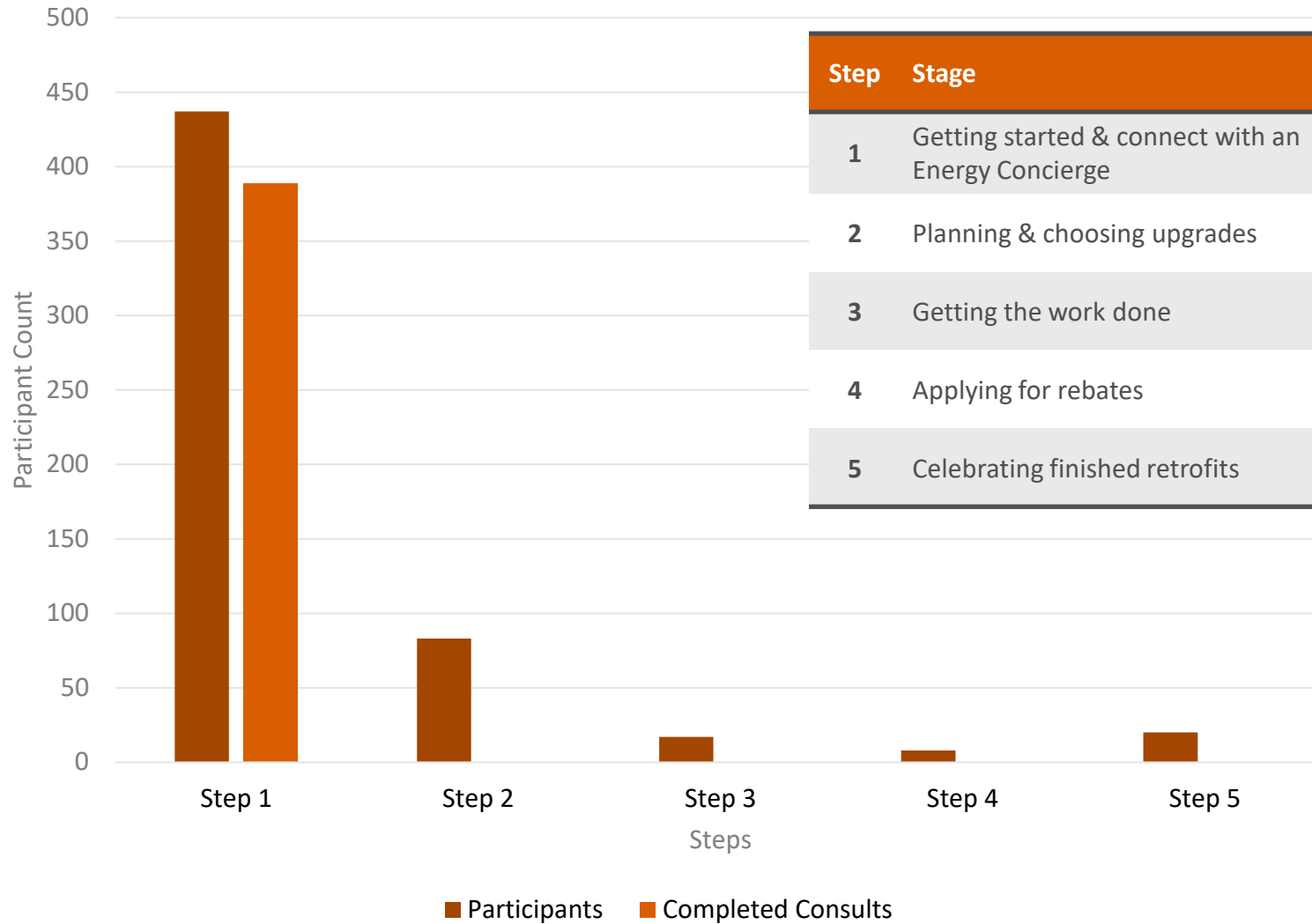
Municipalities can contribute to the Regional District as their budget allows.

Homeowner Support Categories	Average Hours per Home	Avg \$ per Home
Client Services	0.50	\$ 25.00
Virtual Home Energy Check-Up	2.00	\$ 200.00
Retrofit Support (Review, Plan, Compare, Select)	2.00	\$ 150.00
Rebate, Financing, & Documentation Support	1.00	\$ 75.00
Average per Home	5.50	\$ 425.00

REGIONAL
REPORTS

Example Data & Reports

Program Status



Monthly Status Updates

Monthly status reports will provide a high-level overview of participant progress through the program similar to this example.

Participants move at their own pace and access services as needed.

Energy Concierges regularly check in with participants to ensure progress is being made and work with participants to address issues, clarify information, and guide them along the Retrofit Roadmap.



Annual Reports

Annual Reports provide more in-depth information on trends in the region.

Budgeting for the program has prioritized the provision of services for participants. More in-depth monthly reports can be arranged with revised budgeting.

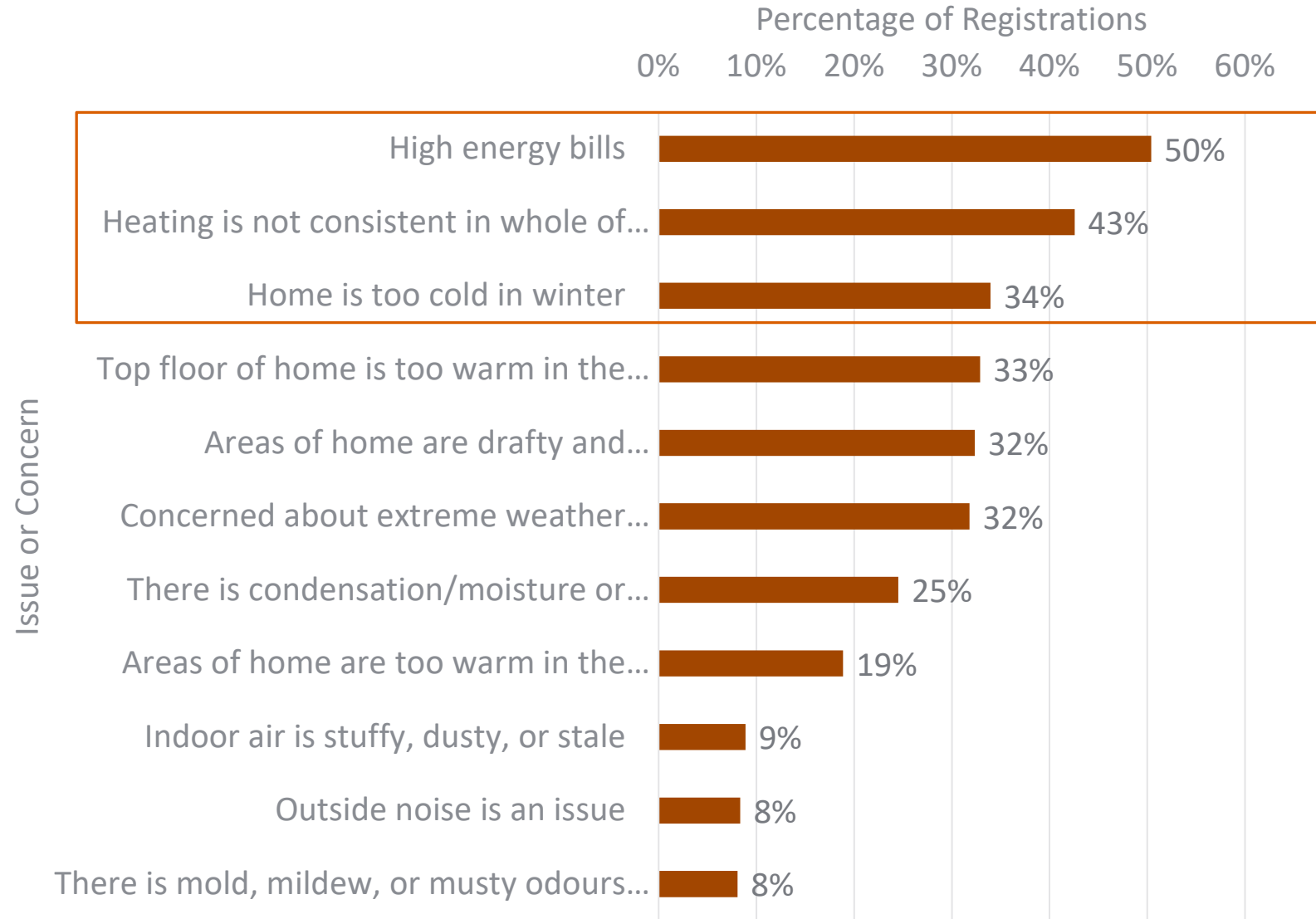
Examples of data outputs follow.

Issues & Concerns – Full Region

Issues and concerns are utilized to assess changes in homeowner priorities and general regional priorities.

This guides marketing, outreach, engagement, and support.

Issues & Concerns - All Areas

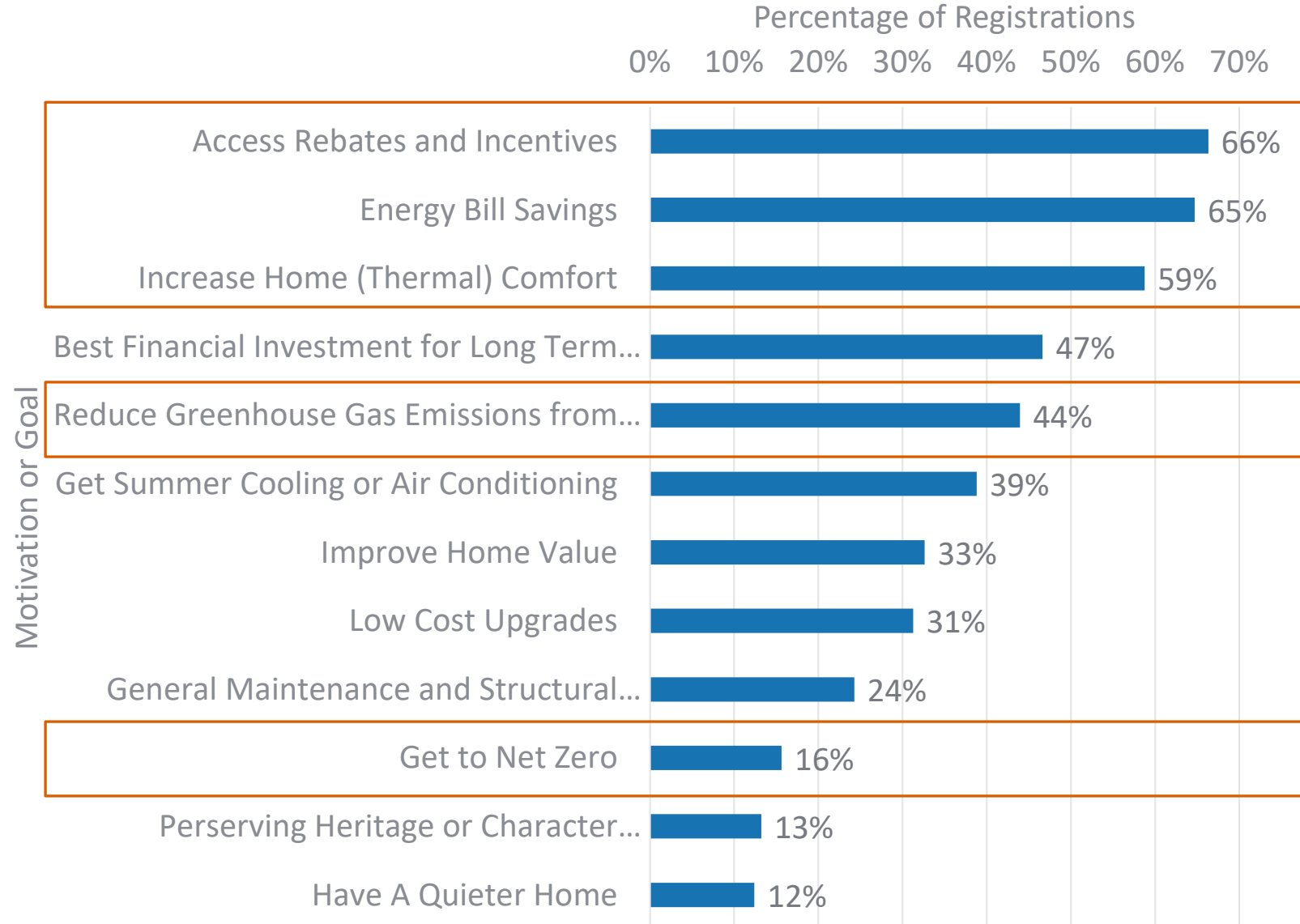


Motivations & Goals – Full Region

Motivations and goals are utilized to assess changes in homeowner priorities and general regional priorities.

This guides marketing, outreach, engagement, and support.

Motivations & Goals - All Areas

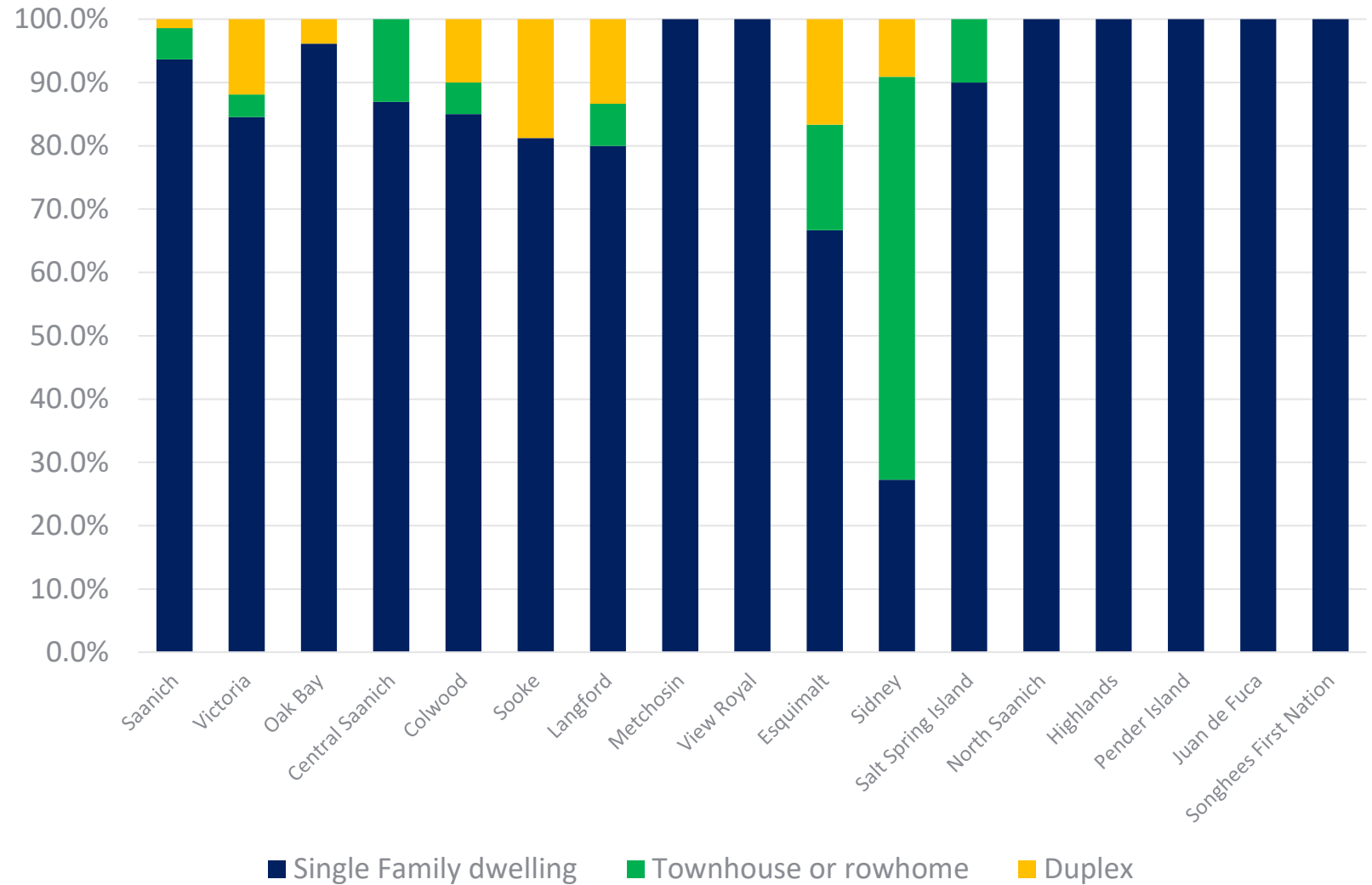


Building Types

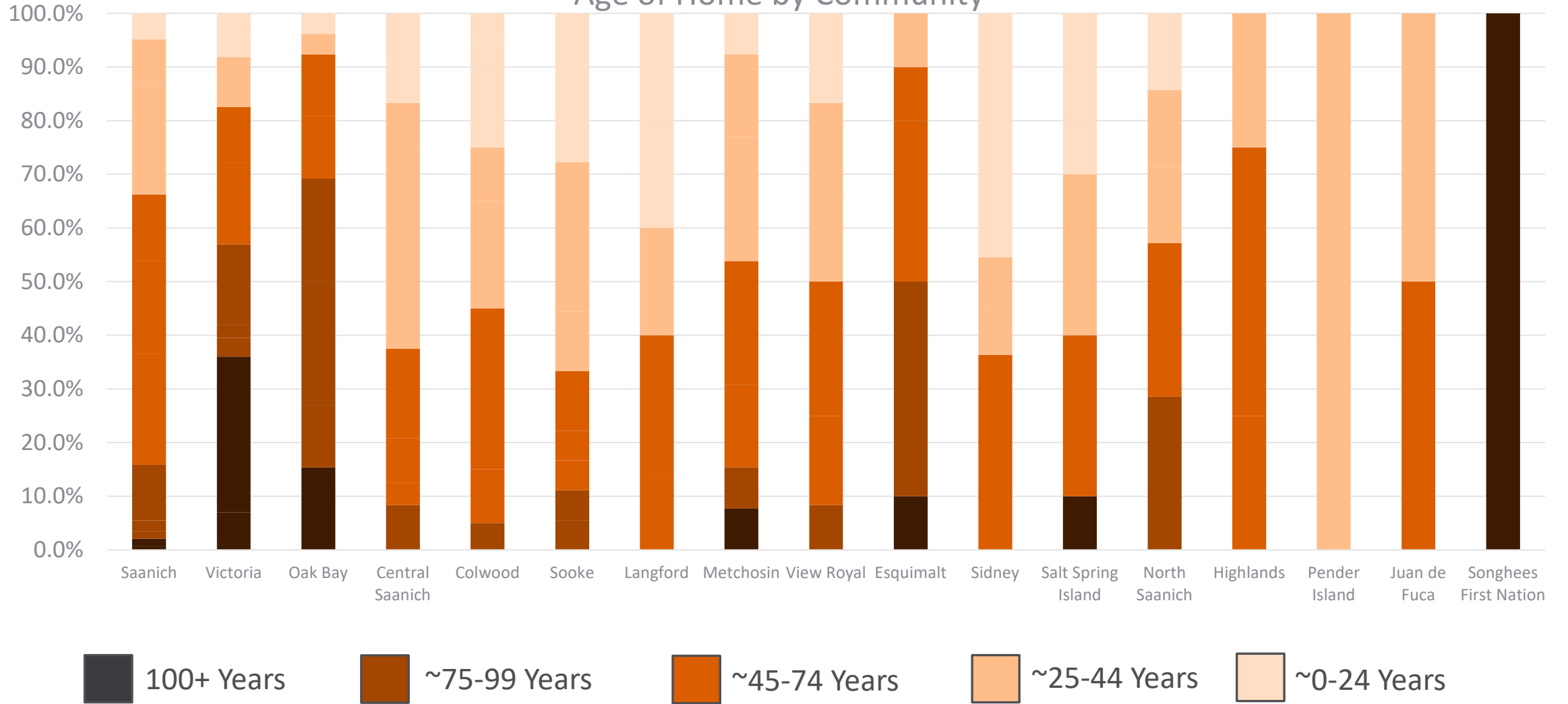
Trends regarding regional variation in Building Type, Age of Home, Heating System, Age of Heating System, Age of Water Heating System, etc are tracked and reported on.

This data helps us track regional variation, identify emerging trends, and respond accordingly.

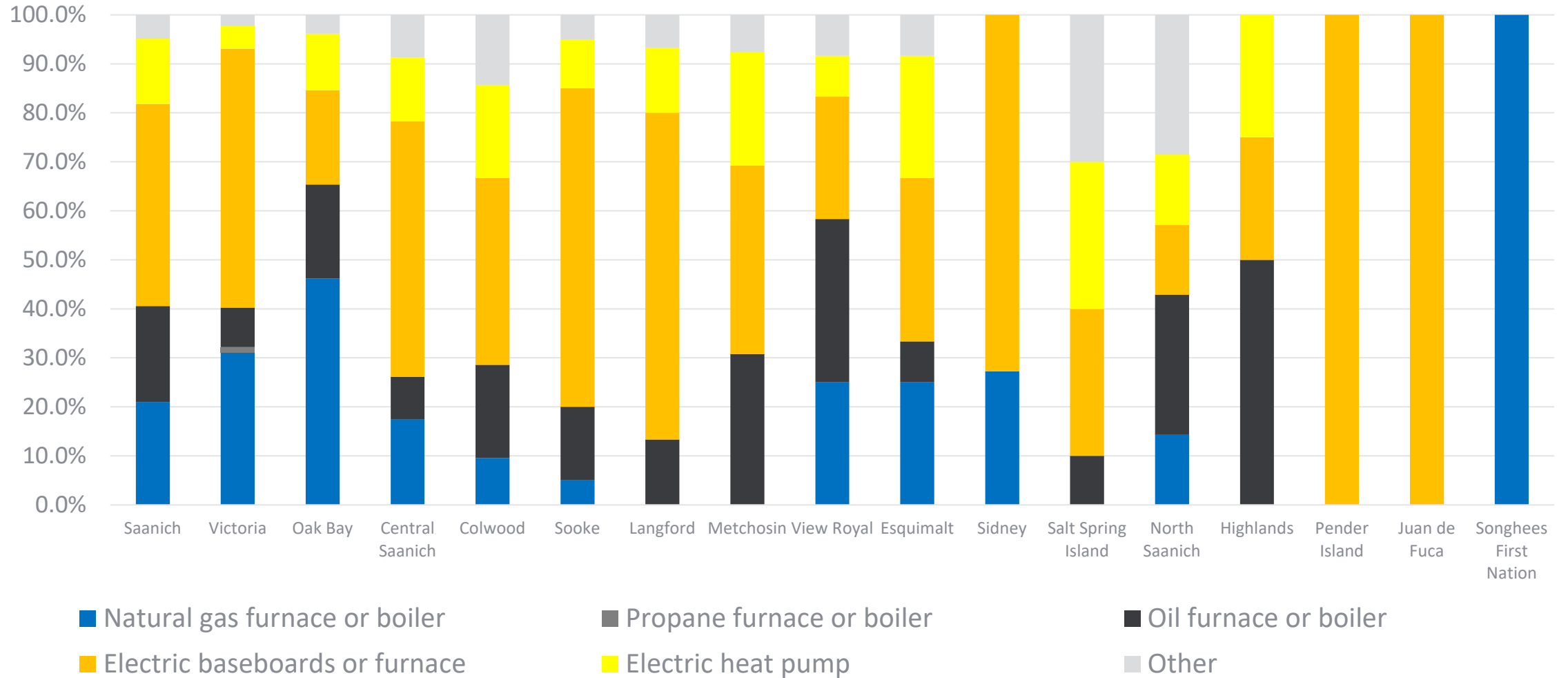
Building Type by Community



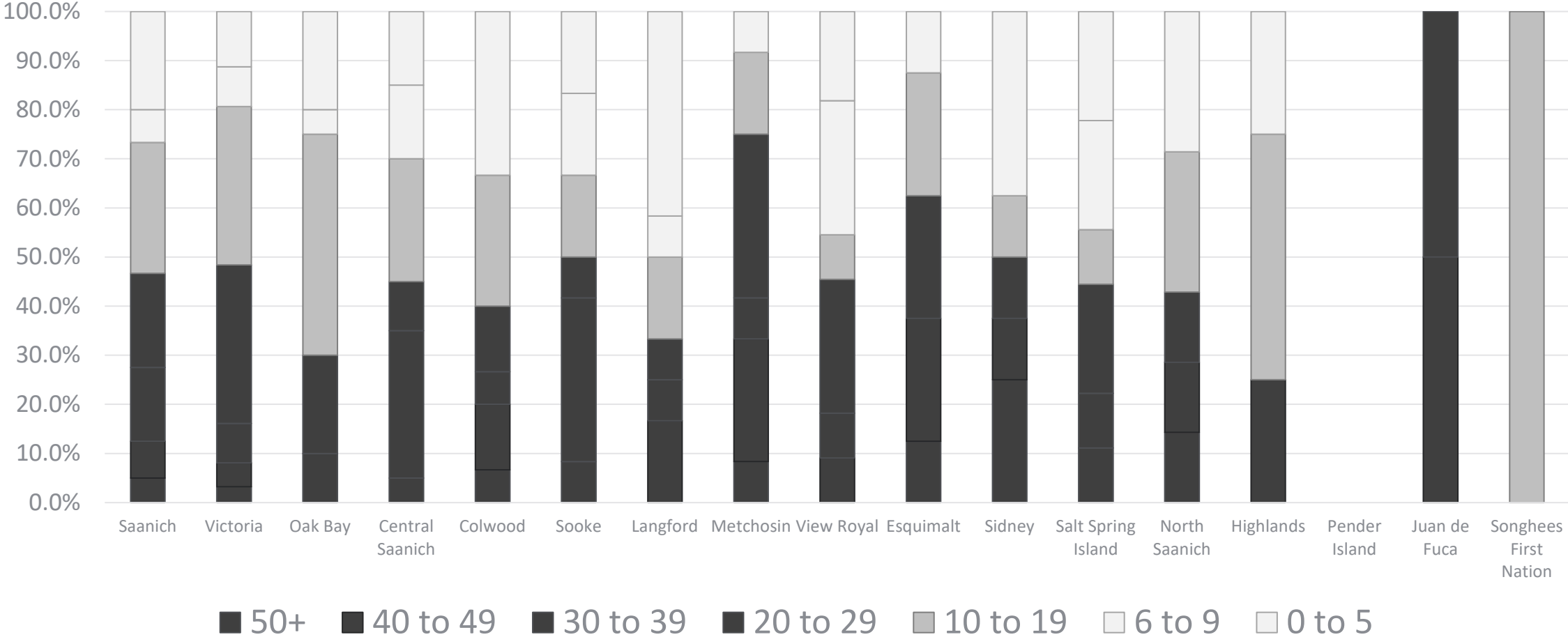
Age of Home by Community



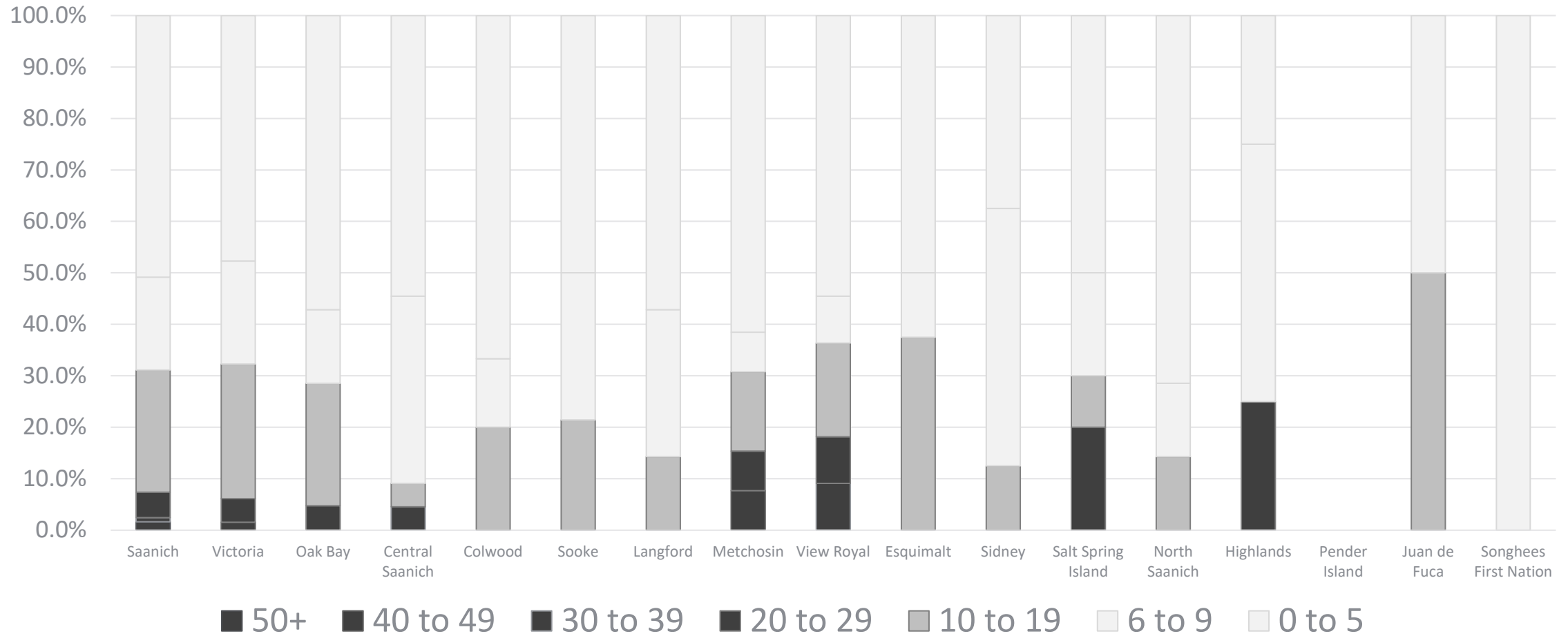
Heating Systems by Community



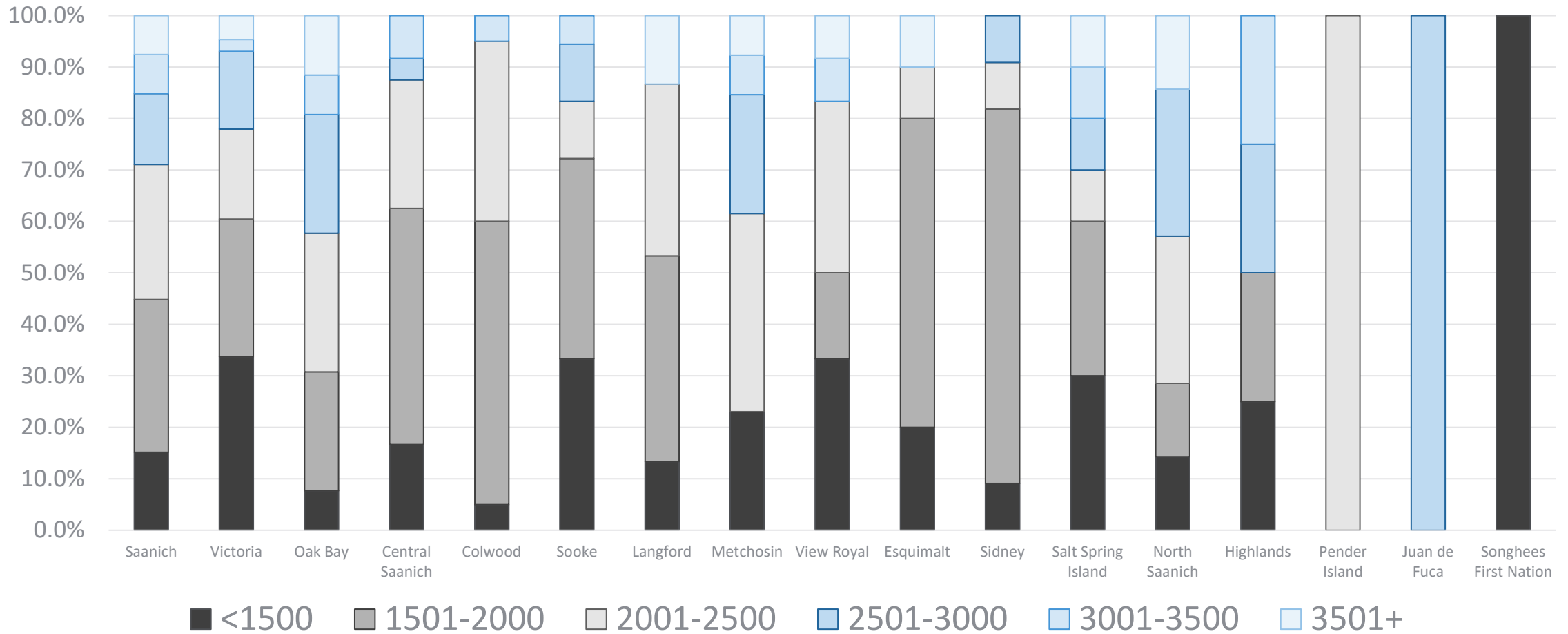
Age of Heating System at Registration by Community

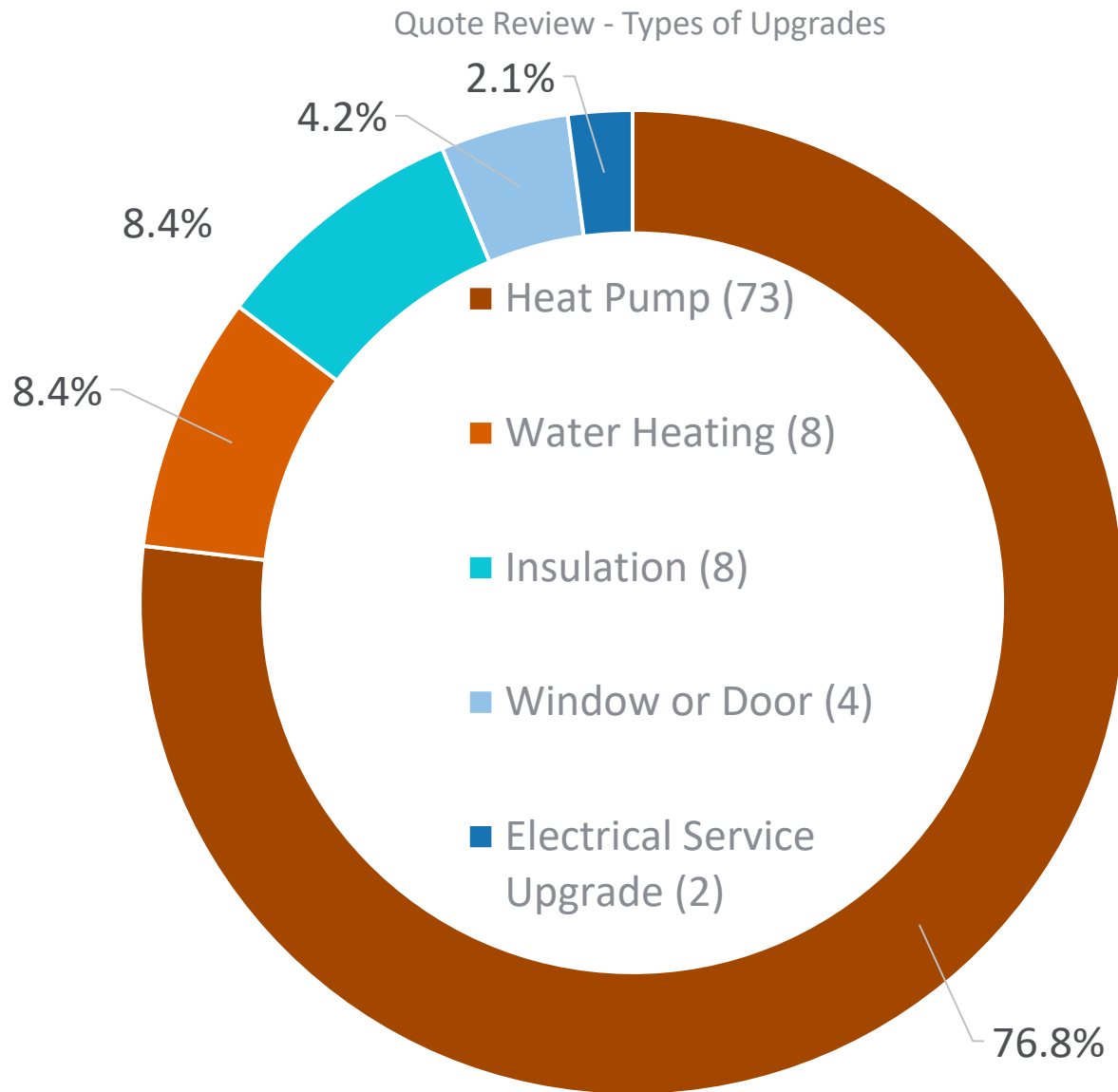


Age of Water Heating System at Registration by Community



House Size by Community

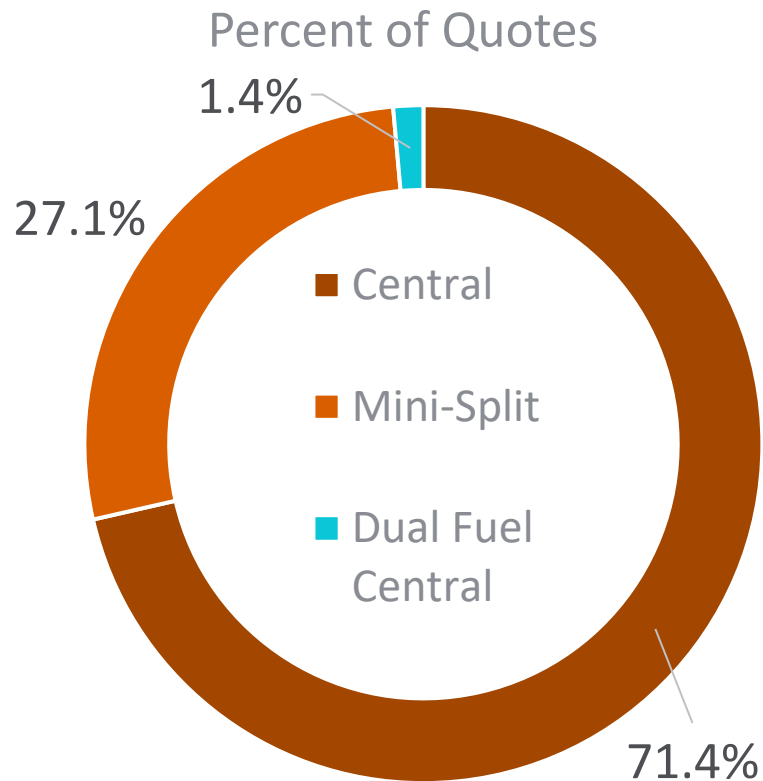




Quote Data

- Quote data is collected, collated, and reported on to support understanding in industry trends
- The program is building a localized upgrade costing library and, over a couple years, will be able to provide regional comparisons for all participating communities

Quote Reviews – Example Data - CRD

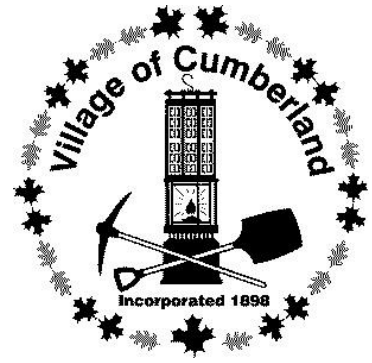


- Central heat pumps represent 71% of the heat pump quotes being reviewed
- Prices vary considerably and often relate to what system and how many systems are being installed:
 - Central - \$14,000 - \$50,000
 - Mini-Split - \$6,000 - \$22,000
 - Dual Fuel - \$14,000
- When AHRI are provided nearly all quotes are rebate-eligible
- SEER ranges 16.00 - 22.00
- HSPF ranges from 10.00 – 12.20
- Noise ratings range from 49-57 dB



Thank you

COUNCIL REPORT



REPORT DATE: October 17, 2023
MEETING DATE: November 27, 2023

File No. 1855-20

TO: Mayor and Councillors
FROM: Rachel Parker, Corporate Officer
SUBJECT: Japanese Legacies Heritage Sites Program, Letter of Intent

RECOMMENDATION

THAT Council provide a letter of intent to the Japanese Canadian Legacies Society stating that the Village is willing to receive and manage funding as a primary applicant to the Heritage Sites program, enter into suitable partnerships with other organisations, and manage a heritage sites project funded under the program.

PURPOSE

The purpose of this report is to provide information to Council on the Japanese Canadian Legacies Heritage Sites program. The purpose is also to seek Council authorization to provide a letter of intent to apply for and accept funds under the program.

PREVIOUS COUNCIL DIRECTION

None

BACKGROUND

The BC Redress Fund Framework was initiated in 2019 by the National Association of Japanese Canadians. Six BC Redress pillars and legacy initiatives were presented to the Province of BC through 2021. In 2022, the Province announced funding towards these legacy initiatives to honour Japanese Canadians. An oversight board was established to oversee the implementation of the Japanese Canadian Legacy Initiatives focused on the six pillars of education, heritage, community, monument, seniors' health and wellness, and anti-racism. This board operates as the Japanese Canadian Legacies Society (JCLS).

For the heritage pillar, the guidelines for the BC Heritage Sites program were released by the JCLS in the summer of 2023. The funding is intended to support planning and development of heritage sites where the public can gather and learn about the history of Japanese Canadians in the region, and in particular to promote public awareness of pre-war and wartime Japanese Canadian history through interpretive heritage projects at sites of ancestral communities and other places of

historical significance. Projects must have long-term enduring value. The intent is to make these sites visible to new generations of British Columbians so that they may learn to appreciate the lasting legacy of Japanese Canadians in BC, including the legacies of government-sanctioned racism that led to unjust treatment before, during and after the war. The program is intended to preserve the stories and places where the Japanese Canadian community flourished, raised families, built business, and experienced and overcame adversity.

Under the program, applications may only be submitted by a municipality or by a not for profit organization with a constitution and bylaws. The program guidelines set the application deadline at March 1, 2024 with project completion by March 31, 2027. The project opportunities are broad, with eligible expenses including project planning and implementation, design drawings, archival research, production documents, walking or driving tours, website or app development, site interpretation, new construction or renovation of buildings, restoration of cemeteries, and landscaping costs. JCLS pre-approval of a proposed project is required before an application can be submitted. An applicant must commit to consult with host First Nations and to receive Japanese Canadian community support for the project.

The JCLS has notified the Village that Village of Cumberland/Comox Valley is identified as eligible to receive predetermined funding up to \$400,000. There are a number of Japanese Canadian heritage sites located on public spaces owned by the Village of Cumberland, as well as heritage sites located on private property in the Village. There are also connected sites of heritage significance located within the greater Comox Valley, and in particular in Electoral Area A, which includes the communities of Royston, Union Bay and Fanny Bay. As the Village has a significant number of public sites, the JCLS has suggested that the Village act as lead application for a heritage sites project.

In order to proceed with further steps leading toward a project application, the Village must determine whether it is willing to act as lead applicant, commit to making an application, and manage funding as the lead applicant through the submission of a letter of intent to the JCLS.

Heritage Values and Sites

The Japanese Canadian community is recognized in a number of Village bylaws, plans, and documents, including the Cumberland Heritage Management Plan, that guides heritage conservation based on a values-based approach. In the plan,

- Cumberland's multi-cultural workforce, including Japanese Canadians, is identified as a historical theme in the Village's historical economy of mining coal, forestry, and fishing on Comox Lake.
- Japanese Canadians are identified as part of Cumberland's diverse community and as a cultural group contributing the overall culture or character of the region.

The Cumberland Heritage Inventory includes a number of natural and built features, areas and communities, artifacts, and heritage features of the Japanese Canadian community in Cumberland and the region. The Cumberland Japanese Cemetery is designated a heritage site by bylaw in 2007.

A number of public spaces have been preliminarily identified for potential heritage site projects, which as the process to develop a project proceeds, would be further investigated for feasibility. These sites include: No. 1 Townsite in Coal Creek Historic Park, No. 5 Townsite (Nikkei Park and pedestrian trails and pathways), Village commercial core, Village Park (sports fields and rail link to Royston), Japanese Canadian Cemetery, Cumberland Lake Park, and No. 6 Heritage Park. The

Japanese Canadian Legacies program staff have expressed particular interest in highlighting the story of baseball and the role the sport played in overcoming racism and adversity and creating connections in the community.

Village staff have had a number of meetings with staff from JCLS program, the Cumberland Museum and Archives, and the Comox Valley Regional District to discuss the process to determine a suitable project. The Cumberland Museum has agreed to undertake consultation with representatives of the Japanese Canadian community to help identify heritage values of focus for the project. Once this consultation is completed, the scope and scale of the project for Cumberland/Comox Valley may be determined in consultation with JCLS. Then the partners can work to develop an application to meet the March 1, 2024 deadline.

The JCLS has suggested that a project may entail a “flagship site” located in a public space in Cumberland that would provide interpretation connecting parts of the Japanese Canadian community in the region. A flagship site could be enhanced by smaller interpretive sites, including sites located on public spaces in the Electoral Area A. If this was identified as part of the project, as lead applicant, the Village would be required to manage the project in partnership with the Comox Valley Regional District. Village staff have engaged CVRD staff in discussions. The final determination of an heritage sites project will form after the conclusion of consultation in January 2024.

If Council approves a letter of intent, staff and project partners would develop partnership agreements to clarify roles and responsibilities, proceed with consultation and project pre-approval, and application development.

ALTERNATIVES

Before committing to a letter of intent, Council may request that JCLS staff present to Council at an upcoming meeting to provide more information on the legacy initiatives, the heritage sites program, and community consultation undertaken by JCLS.

Council may determine that it does not wish to act as lead applicant for the pre-designated funding. Council has identified Diverse and Health Community and Thriving Community Arts, Culture and Recreation as Council priorities, however heritage conservation and interpretation is not specifically identified as objectives of either priority. Cumberland Japanese Canadian Heritage is identified in the Village’s Heritage Management Plan.

STRATEGIC OBJECTIVE

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

FINANCIAL IMPLICATIONS

The Heritage Sites program provides 100% of project funding, including funding for contract research and project management. The Village may consider a financial contribution to the project, which could be considered after a project has been identified and detailed budget work is

completed. In Council's 2024 five year financial plan, staff have proposed that a project would be undertaken in 2025 and 2026 to meet the JCLS deadline to complete a project by March 2027.

The JCLS have agreed that the Village may submit a high-level budget with an application to meet the deadline date of March 1, 2024. Staff would then work to develop a detailed project budget before commencement of project work. At this point, the costs related to prepare an application and detailed budget are uncertain but may be eligible to be covered by the funding.

Long term financial implications for the Village would relate to ongoing maintenance, repair and replacement of any heritage sites project.

As mentioned above, JCLS has advised that expenses incurred before an application is submitted may be eligible to be covered by the funding, including staff time for the Village and the Museum for research and consultation. Council should be aware that a considerable amount of the awarded funding is expected to be allocated towards project management, and other early soft costs, such as design work.

OPERATIONAL IMPLICATIONS

Staff resources will be required to support the development of an application to the JCLS Heritage Sites program and management of a project, including engagement of project manager and general oversight.

There are no current projects planned for any Japanese heritage sites in the Village other than for development of Nikkei Park through the Maple Street subdivision that will be funded by the developer. Projects currently planned for both Parks Services and Legislative Services may be impacted or delayed depending on the outcome of JCLS community consultation and the projects identified. The Cumberland Museum has expressed interest in participating in the project to develop interpretive components.

Any grant program funding and projects also requires support of Financial Services staff.

CLIMATE CHANGE IMPLICATIONS

Climate change will be considered in any project development, including consideration of water conservation and energy consumption.

ATTACHMENTS

1. Japanese Canadian Legacies, BC Heritage Sites Guidelines

CONCURRENCE

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

Ryan Parton, Acting Manager of Parks and Recreation **RP**

Annie Bérard, Chief Financial Officer **AB**

Respectfully submitted,

R. Parker

Rachel Parker
Corporate Officer

M. Mason

Michelle Mason
Chief Administrative Officer



BC HERITAGE SITES

BC HERITAGE SITES OVERVIEW

The purpose of this program is to assist BC organizations in promoting public awareness of pre-war and wartime Japanese Canadian history through interpretive heritage projects at sites of their ancestral communities and other places of historical significance. Projects to commemorate such places will have an enduring value, meaning long-term or permanent value, versus a temporary exhibit. The scope of the projects includes both the pre-World War II period (1879-1941) and the Internment Era (1942–1949). This fund is intended to help make some of these mostly now invisible sites visible to new generations of British Columbians so that they may learn to appreciate the lasting legacy of Japanese Canadians in British Columbia, including legacies of state-sanctioned racism that led to unjust treatment before, during and after the war. Initiatives may include projects that promote memorialization, conservation and/or education of Japanese Canadian history tailored to a region within the province of British Columbia.

For Japanese Canadians, it is important to our community, and to our collective healing, that we preserve these stories and acknowledge the places that, prior to uprooting, the Japanese Canadian community called home: the places where we flourished and raised our families and built our businesses, and the places where we experienced and overcame adversity. Commemorating and celebrating our historic places—most of which remain under-recognized and underserved—is long overdue. It is at the heart of our community’s work to reclaim our history and rebuild connections to our heritage in British Columbia.

BACKGROUND

The first recorded immigrants from Japan arrived in British Columbia in the late 19th century. Over several decades, Canadians of Japanese ancestry established communities, homes and livelihoods throughout the province. Resource-based jobs, retail/mercantile enterprises, lodging houses, language schools, churches and temples once underpinned the vibrant economic life and culture of Japanese Canadians in this province. There were thriving farms on the coastal islands, the Fraser Valley, the Okanagan Interior and elsewhere. Steveston was a well-known fishing/boat-building/canning centre, yet it was only one of many coastal communities of Japanese Canadians, including Prince Rupert and communities even further north. There was the forced dispossession, expulsion, incarceration, internment, banishment and/or deportation of more than 22,000 individuals in 1942. A second uprooting, postwar, erased Japanese Canadians almost entirely from the province, exiling almost 4,000 Japanese Canadians to Japan in 1946, and mass dispossession continued for a decade into the early 1950s.

Most internment camps of the 1940s were razed, leaving almost no evidence of their existence today, and little physical evidence of ordinary Japanese Canadian lives throughout the province remains. Much of this history remains invisible to British Columbians today and, in particular, histories tied to lesser-known or non-urban sites that have been overshadowed by larger hubs of pre-war Japanese Canadian activity such as Pauerugai (Powell Street) in Vancouver, Steveston, and later the internment sites in British Columbia’s interior.

CATEGORIES OF FUNDING

There are two categories of funding under the BC Heritage Sites Program, both of which have a pre-approval mechanism:

Category 1 grants are for **Predetermined BC Heritage Sites** (selected as part of the BC Redress proposals to BC Government) and are intended to assist in the development and implementation of earmarked large-scale BC Heritage Site capital projects in Pitt Meadows/Maple Ridge (with reference to Mission), Surrey, Nanaimo, Chemainus/Cowichan Valley, Cumberland/Comox Valley, Prince Rupert, Tashme, Ucluelet and the Gulf Islands (Gabriola, Galiano, Mayne and Salt Spring islands) as well as Miyazaki House (Lillooet), Hastings Park and Powell Street (Vancouver) and the Vancouver Japanese Language School. There must be an interpretive education plan built into the planning of Category 1 projects.

Category 2 grants will assist with smaller **Regional Heritage Projects** that create, refurbish, recognize or protect Japanese Canadian heritage resources.

CONSULTATION

Categories 1 and 2

1. All applicants must agree to, and follow through with, consultation with respective host First Nations (FNs). The JCLS will provide assistance in this area, if required. This consultation includes:
 - Requesting permission protocol to proceed with the project.
 - Including host nations in interim reporting of the project.
 - Following through with the appropriate land acknowledgment protocol upon completion of the project, which would include budgeting an honorarium for the participating FN.
2. Any project in partnership with a municipality will have to follow the JCLS guidelines.

DATES (subject to change)

Guidelines available August 1, 2023

Applications available September 1, 2023

Deadline for applications on or before March 1, 2024.

NOTE: Approved proposals will move forward once completed applications are processed.

Projects must be completed by March 31, 2027.

WHO CAN APPLY

Only Organizations and/or Partnerships with Municipalities can apply.

- The Organization can be either a not-for-profit organization or an organization incorporated under a BC corporations Act without the distinction of a not-for-profit designation.
- The Organization must have an established constitution and by-laws.
- Organizations must have been incorporated for at least two years before the application submission deadline of March 1, 2024.

Organizations must have letters of support from local Japanese Canadian communities if applicable or from the community at large in their area.

Organizations must demonstrate that they have the relevant experience to manage the project they are proposing.

NOTE: Organizations must demonstrate that the project is able to be maintained after its completion.

WHAT CAN BE FUNDED

Only Japanese Canadian Heritage Sites in British Columbia are eligible for funding.

Category 1 | Predetermined BC Heritage Sites

These grants are for large-scale capital projects by an Organization that are predetermined as eligible organizational applicants. The grants are intended to assist in further project planning and implementation of projects at earmarked heritage sites. Project locations have been identified in the following regions:

Pitt Meadows/Maple Ridge (with reference to Mission), Surrey, Nanaimo, Chemainus/Cowichan Valley, Cumberland/Comox Valley, Prince Rupert, Tashme, Ucluelet and the Gulf Islands (Gabriola, Galiano, Mayne and Salt Spring islands) as well as Miyazaki House (Lillooet), Hastings Park and Powell Street (Vancouver) and the Vancouver Japanese Language School. JCLS will allow for additional projects to be developed in this stream if funding permits.

These projects should be large in scale with sites able to provide space where the public can gather and learn.

Demonstration of the estimated metric of foot traffic to the site may be required.

NOTE: JCLS pre-approval of a proposed project is required before an application can be submitted.

Prior to receiving funds, all potential applicants must submit a maximum one-page proposal to the JCLS Project Office (BC Heritage Sites) at info@jclegacies.com to verify their eligibility as an applicant and to describe their proposed project.

The proposal must include:

- the location, stipulating the land owner;
- the scope of the project;
- description of the historical significance to Japanese Canadians of the project or site; and
- details of any proposed partnerships.

Category 2 | Regional Heritage Projects

These grants are to assist smaller interpretive heritage projects that create, refurbish, recognize or protect Japanese Canadian heritage resources, including gardens, cemeteries and internment sites.

Preference may be given to projects that are formally recognized as Japanese Canadian Heritage Sites (pre-war or internment era) or legally protected community heritage resources or areas where pre-war Japanese Canadian populations were concentrated.

NOTE: JCLS pre-approval of a proposed project is required before an application can be submitted.

Prior to receiving funds, all potential applicants must submit a maximum one-page proposal to the JCLS Project Office (BC Heritage Sites) at info@jclegacies.com to verify their eligibility as an applicant and to describe their proposed project.

The proposal must include:

- the location, stipulating the land owner;
- the scope of the project;
- description of the historical significance to Japanese Canadians of the project or site; and
- details of any proposed partnerships.

WHAT WILL NOT BE FUNDED

- Projects outside of British Columbia.
- Ongoing operations and capital maintenance.
- New ongoing maintenance costs related to the project.
- Any work NOT related to the heritage project.
- Other work deemed inappropriate at the discretion of the JCLS.
- Expenses for debt management.
- Projects that have received NAJC funding through the Capacity Building Program, Cultural Development Fund or Endowment Fund.
- Projects that have received other funds from the JCLS.
- Projects that are already complete at the application date.

FUNDING REQUESTS

Category 1 – Predetermined BC Heritage Sites

- Funding of up to \$400,000 per project.
- Each organization may apply for only one grant in the BC Heritage Sites Program, under either category 1 or 2.

Category 2 – Regional Heritage Projects

- Funding of up to \$50,000 per project.
- Each organization may apply for only one grant in the BC Heritage Sites Program, under either category 1 or 2.

Categories 1 and 2

- 1 These grants will assist in the planning, building and completion of Japanese Canadian Heritage Site projects in British Columbia.
- 2 The requested funds must support the development and completion of the project. If other sources of funding are required to complete the project, these sources must be confirmed at the time of the application.
- 3 Eligible expenses may include:
 - A Architectural drawings and/or surveys
 - B Buildings – new construction, renovations and/or preservation, interior/exterior conservation work, building code and safety upgrading
 - C Structures – conservation of peripheral outbuildings or structures, e.g., barns, sheds, bridges
 - D Historical markers, e.g., signage, monuments, plaques
 - E Restoration of gardens and cemeteries
 - F Archival research (please note that the Nikkei National Museum is available to provide paid consultative services in this area)
 - G Interpretive panels
 - H Permanent exhibits or displays
 - I Production of documents – brochures, maps, educational materials, printed guides for tours
 - J Walking or driving tours (only if part of a larger project)
 - K Website or app development
 - L Refurbishment of sites
 - M Capital purchases
 - N Special or distinctive design costs
 - O Construction materials, supplies and related costs
 - P Contracts and fees for tradespeople
 - Q Replacement equipment and its installation
 - R Delivery costs of building materials
 - S Equipment purchases and/or rentals
 - T Dumping and disposal fees
 - U Temporary rental of another facility while the work is being done
 - V Storage space while the work is being done
 - W Landscaping costs
 - X Unveiling ceremonies

If you are unsure about the eligibility of an expense, please contact the JCLS Heritage Program Coordinator: heritage@jclebrities.com.

Projects must be completed by March 31, 2027.

WHAT IS NEEDED FOR THE APPLICATION

NOTE: Applicants are responsible for submitting a complete application. However, the JCLS will contact applicants to address errors or missing requirements.

Categories 1 and 2

- 1 If two or more organizations are presenting a joint application, the application should be submitted by the primary applicant in a partnership, who must demonstrate that they can develop and execute the project.
- 2 Applicants must complete the following information, including longer answers as required:
 - **Description of the organization**, including its mission statement, a brief history of the organization and its current membership and activities. Please highlight the services the organization provides to the Japanese Canadian community. (Maximum 300 words.)
 - **Description of the project**, including any activity that will increase awareness or understanding of Japanese Canadian history. Describe step-by-step the project details including the title, project summary and scope of work, the heritage resource and its location, and the anticipated start and end dates. (Maximum 3 pages/300 words per page.)
 - **Description of the historical background and significance**. Briefly relate the Japanese Canadian historical significance of the project or the site and why it is important. State whether the resource is listed on a heritage registry and legally protected and/or whether there is an intention to obtain heritage status. (Maximum 300 words.)
 - **Statement of impact**. State the project outcomes, the target audience and the value in promoting public awareness of Japanese Canadian history in the local community. State the promotion plan to engage the Japanese Canadian community and the larger local community. (Maximum 300 words.)
 - **Balanced budget** showing projected sources of funding and projected expenses (provide the breakdown/rationale for estimated expenses that comprise 10% or more of the budget). If project costs exceed the maximum possible grant, a list of confirmed sources of additional funding must also accompany this budget. List both hard and soft costs, including in-kind contributions. Provide two contractor quotes on supplier letterhead for work exceeding 10% of the budget. Include work permits, if applicable.
 - **Description of project management**. Describe how the project will be managed. List key personnel (if known) with a short description of the expertise/experience they bring to the project. Please describe the organization's internal capacity and expertise to manage and execute the project. (Maximum 3 pages/300 words per page.)
 - **Description of how the heritage site project will be maintained** once the project is completed. The description must include details on how ongoing maintenance and sustainability beyond the one-time award of these funds will be established. (NOTE: This is an important criterion for project assessment.)
 - **Description of local support and Japanese Canadian support**. Description of any promised partnership(s), including the supporting cover letter from the partner and a contract setting out the promised agreement. For situations in which the applicant does not own the site, the applicant must provide evidence of a perpetual lease or management agreement with the site owner. The site owner must commit to the project and its enduring heritage value in British Columbia.
 - **Provide attestation to consult with host First Nations** (see Consultation Requirements below).

Applicants must also provide:

- A a copy of their Certificate of Incorporation
- B the most recent financial statements from the last two years
- C any relevant supporting documents such as historic details, architectural plans, archival and current photographs of the heritage site
- D any reference letters of support from the Japanese Canadian community or community at large in the area.

Category 1 (Category 2 only if applicable) Additional Information

- 1 **Description of the foot traffic** to the location. Foot traffic metrics may be requested to support the impact of the project.
 - 2 **Description of the risks associated with the project** (e.g., project readiness, technologies, multiple partners, land acquisition, skilled labour shortages, extreme weather, etc.) as well as corresponding mitigation measures. (Maximum 3 pages/300 words per page.)
 - 3 **Insurance coverage.** Grant recipients must have sufficient insurance coverage and provide a certificate of insurance naming the JCLS as an additional insured and these requirements apply to contractors working on the project.
-

CONSULTATION REQUIREMENTS

1 Consultation Requirement with Host First Nations

It is the responsibility of the project team to follow engagement protocols with host First Nations in the respective region, both protocols of blessings/permission and protocols of land acknowledgment.

- 2 **Consultation with Archives at National Nikkei Museum or Similar Heritage Resources** to obtain accurate historical information.
 - 3 **Consultation Process Must Involve Japanese Canadians** if they are not part of the project team and effort must be made to include input from any local area Japanese Canadians if applicable.
-

ASSESSMENT CRITERIA

All applications will be assessed according to the following criteria.

- 1 **Feasibility** Based on the application, long-term viability (including maintenance), supporting documents and budget as presented: 40%.
 - 2 **Strength of Project** The degree of innovation, sustainability and creativity; a strategic benefit plan for heritage awareness in the local community: 20%.
 - 3 **Public Awareness** The organization's ability to reach a wide audience in the promotion of Japanese Canadian history in the specific region of British Columbia: 20%.
 - 4 **Community Support** The level of local partnerships and support or endorsement of the project by the Japanese Canadian community or the local community at large: 20%.
-

ASSESSMENT PROCESS

- 1 The JCLS receives initial proposals and reviews them for eligibility. If the proposed project is accepted by the JCLS, preliminary approval will be granted for organizations to complete an application.
- 2 The following process will be used to evaluate every application:
 - The JCLS informs each applicant upon receipt of application.
 - The assessment team evaluates eligible applications to determine whether the applicants should be funded and the level of funding for successful applicants.
 - The assessment team recommends applicants to the JCLS, which makes the final approvals.
 - The JCLS informs each applicant of the status of their grant application.

All decisions of the JCLS and assessment team are final.

NOTIFICATION

- Decisions will be made by the JCLS and the assessment team within approximately six weeks of the application deadline. Notification will be sent via the online system to the contact linked to the online application. Results cannot be requested in advance.
 - Applicants should ensure the email address heritage@jclegacies.com is on their safe sender list and applicants should check their spam folders on a regular basis following their submission of application.
-

PAYMENT OF GRANTS

- 1 Awards will be paid in three instalments: 50% upon receipt of a signed grant agreement; 40% upon receipt of an interim report after having expensed the first drawdown of the project; and a final payment of 10% upon receipt of a final report detailing activities and financial outcomes.
 - 2 If the recipient's project changes, recipients must contact the JCLS office (in writing) as soon as possible to discuss impact on the project and to request permission for the changes.
 - 3 The JCLS reserves the right to suspend payments if the recipient:
 - does not carry out their planned project. Should the project not proceed, the initial instalment must be refunded to the JCLS;
 - makes major changes to the planned project without the approval of the JCLS;
 - fails to comply with the terms of the grant, including submission of a final report.
-

REPORTING REQUIREMENTS

- Recipients must submit a final report within 45 days of the end of the project to receive the final payment.
 - Instructions on submitting final reports will be given to successful applicants.
 - The requirement for an interim and a final report will be part of the grant agreement.
 - Future applications to the JCLS will be ineligible if reporting requirements are not met.
-

CONFIDENTIALITY

The collection, use and disclosure of personal information are subject to the privacy provisions of the Freedom of Information and Protection of Privacy Act (BC). Personal information will be shared in confidence with members of the assessment team. The names and locations of successful award recipients will be published, along with the amount of the award, in the Annual Report of the JCLS as well as in various communications and promotional vehicles thereof.

RECOGNITION OF ASSISTANCE

In recognition of funding, the support of the JCLS must be acknowledged in all promotional materials, both print and online where appropriate. Further details of recognition will be provided to successful applicants.

AMENDMENT OF GUIDELINES

These guidelines may be amended by the JCLS from time to time, and applicants should ensure that their applications comply with the most recent version of the guidelines.

THIS VERSION OF THE GUIDELINES IS DATED JULY 31, 2023.

CONTACT INFORMATION

If you have any questions after reading the Program Application Guidelines and the Frequently Asked Questions, please contact the JCLS Project Office at info@jclegacies.com.

REFERENCE

Heritage B.C. (2022). Heritage Legacy Fund Program Guidelines & Policies 2022. <https://heritagebc.ca>

GLOSSARY

BC Heritage Site or Japanese Canadian Heritage Site

A structure, building, group of buildings, district, landscape or other place in British Columbia of historical significance to Japanese Canadians either pre-war or during the internment era. A heritage site could also include a legally protected community heritage resource, an area where pre-war Japanese Canadian populations were concentrated, an internment camp site, etc.

Capital Purchase

Any single purchase of \$5,000 or more of goods or equipment that have a useful life beyond one year. Capital purchases must also be individual, stand-alone, movable, tangible items or intangible assets.

Conservation

All actions or processes that are aimed at safeguarding the character-defining elements of a cultural resource so as to retain its heritage value and extend its physical life. This may involve preservation and restoration; or a combination of these actions or processes.

Preservation The action or process of protecting, maintaining and/or stabilizing the existing materials, form and integrity of a heritage resource.

Restoration The action or process of accurately revealing, recovering or representing the state of a heritage resource as it appeared at a particular period of history. (See Heritage B.C. (2022). Heritage Legacy Fund Program Guidelines & Policies 2022, pp. 20-21.)

Heritage Awareness (re Assessment Criteria below)

Activities or projects that are aimed at raising the awareness and understanding of Japanese Canadian history.

Heritage Resources

Both human and natural resources created by activities from the past that remain to inform present and future societies of that past. This may include heritage buildings, structures, sites, cemeteries, districts and cultural landscapes, or intangible heritage such as language and customs.

Internment Era

The years 1942 to 1949.

Japanese Canadian (JC)

A Canadian citizen of Japanese ancestry, or a person of Japanese ancestry who has permanent residency or landed immigrant status in Canada.

Japanese Canadian History

The study of past events connected with persons of Japanese descent in Canada, with particular emphasis on the Internment Era in British Columbia.

Memorialization or Commemoration

Activities or projects that aim to preserve and honour Japanese Canadian history.

Organization

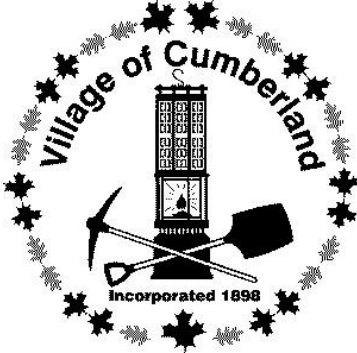
A not-for-profit organization that has an established constitution and by-laws and has been incorporated for at least two years. An organization can also be incorporated under a BC corporations Act without the distinction of a not-for-profit designation.

Partnership with a Municipality

Partnership with a Municipality refers to a formal agreement between an Organization and a municipality to develop and complete a BC Heritage Site.



COUNCIL REPORT



REPORT DATE: November 19, 2023
MEETING DATE: November 27, 2023

File No. 550-01

TO: Mayor and Councillors
FROM: Rachel Parker, Corporate Officer
SUBJECT: 2024 Council Meeting Schedule

RECOMMENDATION

THAT Council approve the 2024 Council meeting schedule as presented.

PURPOSE

The purpose of this report is to present a draft 2024 meeting schedule.

PREVIOUS COUNCIL DIRECTION

Nov 14 2023	THAT Council direct staff to bring forward a report with a final proposed 2024 meeting schedule based on Council member feedback to schedule two meetings in July and no meetings in August for summer schedule; to hold three regular Council meetings through September and October; to schedule committee of the whole meetings every two months on the Monday evenings; to schedule three evening committee of the whole meetings for financial plan workshops; and to schedule three Village Hall meetings.
-------------	--

BACKGROUND

Council’s Procedure Bylaw requires that Council prepare and make available to the public an annual schedule of regular Council meetings by December 18. The *Community Charter* requires Council to give notice of the availability of the schedule.

Attached to this report is a proposed schedule for Council’s consideration of approval is a 2024 meeting schedule based on Council direction at the November 14, 2023 meeting.

ALTERNATIVES

Council alter the proposed schedule and approve.

STRATEGIC OBJECTIVE

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

FINANCIAL IMPLICATIONS

None

OPERATIONAL IMPLICATIONS

None

CLIMATE CHANGE IMPLICATIONS

None

ATTACHMENTS

1. Proposed 2024 meeting schedule
2. Proposed 2024 meeting schedule in calendar view for convenience.

CONCURRENCE

None

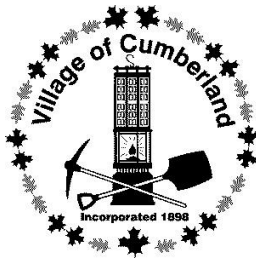
Respectfully submitted,

R. Parker

Rachel Parker
Corporate Officer

M. Mason

Michelle Mason
Chief Administrative Officer



Corporation of the Village of Cumberland

2673 Dunsmuir Avenue
P.O. Box 340
Cumberland, BC V0R 1S0
Telephone: 250-336-2291
Fax: 250-336-2321
cumberland.ca

File No. 0550-01

DRAFT Nov 19 2023

2024 Council Meeting Schedule

Regular Council Meetings at 5:30 p.m.	Village Hall/COTW
January 8	
January 22	Jan 29 at 5:30 pm: COTW
(LGLA Jan 31 – Feb 2)	
February 12	
February 26	Mar 4 at 7pm: Village Hall
March 11	Mar 18 at 5:30 pm: COTW
March 25	
April 8	
April 22	(AVICC Apr 12-14)
May 13	
May 27	May 6 at 5:30 pm: COTW
June 10	
June 24	(FCM Jun 6-9)
July 8	
July 22	June 3 at 7pm: Village Hall*
September 9	(UBCM Sep 16-20)
October 1 ⁺ (Tue)	Oct 15 at 5:30pm COTW: Budget
October 28 ⁺	Oct 16 at 5:30pm COTW: Budget
	Oct 21 at 5:30pm COTW: Budget
	Nov 4 at 5:30 pm: COTW
November 12 (Tue)	Nov 18 at 7pm: Village Hall Financial Plan
November 25	
December 9	

**Meetings will be held at 2675 Dunsmuir Avenue unless determined otherwise by Council.
This schedule is subject to change pursuant to the Council Procedure Bylaw.**

*Weather-dependent: meetings will be held outdoors at location to be determined

⁺ Meeting held on alternate day

COTW = Committee of the Whole

2024

Village of Cumberland Council Meeting Schedule

January						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February						
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

March						
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April						
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May						
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			1	2	3	4
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June						
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						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July						
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	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August						
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18	19	20	21	22	23	24
25	26	27	28	29	30	31

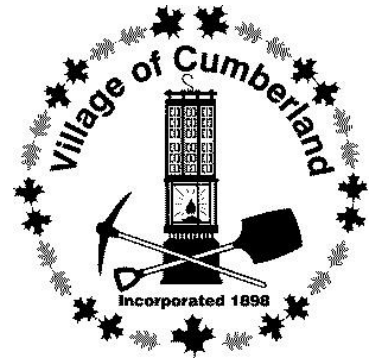
September						
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29	30					

October						
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27	28	29	30	31		

November						
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

COUNCIL REPORT



REPORT DATE: November 10, 2023
MEETING DATE: November 27, 2023

File No. 1850

TO: Mayor and Councillors
FROM: Rachel Parker, Corporate Officer
SUBJECT: Community Grant Program Guidelines

RECOMMENDATION

That Council provide direction to staff on guidelines for the Community Grant Program.

PURPOSE

The purpose of this report is to provide the Council with the opportunity to consider the Village's community grant program guidelines and give direction to staff to update the guidelines.

PREVIOUS COUNCIL DIRECTION

Date	Resolution
Feb 27 2023	<p>THAT Council remove the third and fourth requirement for supporting financial documentation from the Community Grant Program application:</p> <ul style="list-style-type: none"> • The organization's projected budget for the current calendar or fiscal year, together with comparatives for the previous year • A separate and detailed breakdown of any capital expenditures included in the projected budget, if applicable <p>THAT Council add the following to the Community Grant Program Guidelines:</p> <ul style="list-style-type: none"> • The program has one annual intake and organizations will have a higher chance of funding success if applications are submitted at the time of the intake. • The program budget may be allocated entirely at the time of consideration of applications submitted as part of the annual intake. • Funding will be distributed based on alignment with Village strategic priorities. Requests that do not align with these priorities are unlikely to be funded.
Mar 14 2022	<p>THAT Council direct staff find a way to reword the Community Grant Program policy to clearly outline how much money to given in total for the grant program and how the funding works.</p>

Feb 8 2021	THAT Council approve the Community Grant Program Guidelines dated January 29, 2021; and THAT Council direct staff to explore contributing \$1,000 each year to the Comox Valley Community Foundation during the 2022-2026 financial plan process.
Jan 25 2021 COTW	Members discussed options for updating the grant program and agreed with focusing on Council’s strategic priorities and providing benefits to residents. Discussion took place on contributing the Comox Valley Community Foundation account rather than have the Foundation administer the Village’s program.

BACKGROUND

Each year Council allocates \$10,000 in funding to a Community Grant Program.

Under the current guidelines the program is intended to provide a limited amount of funding for one-time special projects and seed funding to assist community organizations in providing social, cultural, recreational, and environmental services that benefit the residents of Cumberland. The program is not intended to provide annual operating funding. Applications are accepted for a minimum of \$2,000 in funding.

Since 2021, the program guidelines have set out that proposed funding must further the Village’s strategic priorities. Council may continue to seek projects that further Council priorities or open the program to applications for any purpose. If Council opens up the program, Council will likely receive more applications for various projects, which may make it more difficult for Council to come to agreement on how to allocate funding.

If Council chooses to continue to focus on strategic goals, it may choose to focus grant funds to support particular goals and the objectives under that goal in the Strategic Plan, such as

- Meaningful reconciliation with Indigenous Peoples
- Socio-economic diversity and inclusion, including food security and accessibility
- Thriving community arts, culture and recreation
- Multi-modal transportation, including active travel
- Effective response to climate change, including reduction in greenhouse gases

Organizations that receive grants submit a brief final report to staff to confirm that the funds were used for the purpose intended. Currently these reports are received by staff and filed and not shared with Council. The Council may direct a more robust reporting and that the reports be shared with Council at open meeting or through Council’s weekly correspondence package.

The Council may also discuss other aspects of the program and direct changes to the guidelines.

Once the Council provides direction to staff, staff will bring forward updated guidelines for Council’s approval. It is intended that the program open in January 2024 to applications.

Grant Awards Summary

A list of grants in recent years is shown below to assist the Council in determining the focus of the 2024 program and effectiveness of the program overall in contributing to community benefit.

2023		
1 st Cumberland Scouts	Cultural Event in South Korea	\$3,000
Cumberland Culture and Arts Society	Youth Song Writing and Performance Camp	\$2,000
Comox Valley Health Network	Seed funding for Comox Valley Substance Use Strategy Phase Three	\$5,000
2022		
Comox Bay Care Society	Care-A-Van Health Promotional Teaching Monthly Pop Ups	\$4,900
Cumberland and District Historical Society	Cumberland Museum Monthly Family Days	\$1,400
Weird Church	Truth and Reconciliation Discussion Forum	\$2,100
2021		
Cumberland Community School Parents Association	Covered, secure bike rack on school property	\$2,625
Cumberland Culture & Arts Society	Improved quality administrative functions by updating our systems, internal governance review and task forces.	\$2,800
Royal Canadian Legion	Research project for the Cumberland, Comox Valley, and Oceanside region to determine the number of homeless or near homeless Veterans	\$2,100 - project did not proceed
Youth and Ecological Restoration Program (YER)	Youth support worker to train and supervise youth for cedar tree documentation and western toad project.	\$2,100

STRATEGIC OBJECTIVE

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

FINANCIAL IMPLICATIONS

The 2024-2028 Five Year Financial Plan includes \$10,000 per year for the program and the program is funded by the Host Amenity Funds.

OPERATIONAL IMPLICATIONS

Currently legislative services administers the program.

CLIMATE CHANGE IMPLICATIONS

The Council may direct staff to include a section in the guidelines and application form on preference for applications that consider climate change implications and that either reduce or do not contribute to an increase in greenhouse gases.

ATTACHMENTS

1. Community Grant Program Guidelines, March 2023
2. Application form
3. Strategic Plan, 2023-2027: <https://cumberland.ca/wp-content/uploads/2023/06/23-05-Strategic-Plan-2023-27-v4-SM.pdf>

CONCURRENCE

Annie Bérard, Chief Financial Officer **AB**

Respectfully submitted,

R. Parker

Rachel Parker
Corporate Officer

M. Mason

Michelle Mason
Chief Administrative Officer



Corporation of the Village of Cumberland

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Telephone: 250-336-2291
Fax: 250-336-2321
cumberland.ca

File No. 1850-03
March 2023

Community Grant Program Guidelines

Special one-time projects and seed funding

The purpose of the Community Grant Program is to provide a limited amount of funding to assist community organizations to provide social, cultural, recreational and environmental services that benefit the residents of Cumberland.

A. Eligibility Guidelines

1. Applications will be accepted for a minimum of \$2000 in funding for community projects or services that further the Village's strategic priorities and objectives, including:
 - Healthy and accessible community
 - Attainable housing
 - Diverse recreation, arts and culture opportunities
 - Food security
 - Child care space creation
 - Climate change mitigation and adaptation
 - Protection and enhancement of the natural environment

Applications will only be accepted for

- (a) a one-time special project or service,
- (b) seed operating funding to assist with initial operations and establishing revenue sources for a new project or service, and
- (c) a one-time special event or seed funding for a new special event provided that it is a community event held primarily for Cumberland residents.

Please contact the Economic Development Officer at the Village office for information on support for economic development, businesses, and tourism initiatives. Please contact the Cumberland Events Society for support for special events.

For more information on the Village's priorities and strategic objectives, view Council's *Strategic Priorities 2020-2023* at cumberland.ca.

2. The applicant must:
 - Be a not-for-profit society or not-for-profit organization
 - Provide services to Cumberland residents or provide other direct benefit to the Cumberland community.
 - Demonstrate financial need
 - Show how the service or project furthers the priorities and strategic objectives of the Village of Cumberland.
 - For a seed operating funding, provide information on future revenue generation for ongoing operations.

3. Applications will not be accepted:
 - From an organization which has not complied with conditions of a previous grant
 - From an organization whose sole purpose is fundraising
 - From an organization that re-allocates or donates funding directly to individuals, businesses or other organizations
 - For a project or service that duplicates a municipal service without a partnering agreement with the Village of Cumberland
 - From sports organizations for competition or travel expenses

B. Application Process

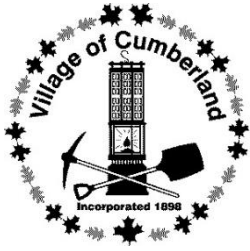
1. The program has one annual intake and organizations will have a higher chance of funding success if applications are submitted at the time of the intake.
2. Completed applications must be received on the prescribed form by the annual deadline date. Incomplete or applications received after the deadline date will not be considered.
3. Applications will be evaluated on the information provided in the application.
4. Applications meeting eligibility and mandatory criteria will be provided to Council for consideration. Grant awards will be determined by Council at a public Council meeting. There is no opportunity for applicants to address Council at this meeting.
5. Approved grant funding will be disbursed in July each year.

C. Grant Awards and Annual Program Budget

1. The program budget may be allocated entirely at the time of consideration of applications submitted as part of the annual intake.
2. Funding will be distributed based on alignment with Village strategic priorities. Requests that do not align with these priorities are unlikely to be funded.
3. Grant program funding will be allocated by Council within the available budget. No additional budgeted funds will be added to meet the demands of the applications.
4. Partial grants may be awarded at Council's discretion.
5. Grants must be spent in the year awarded and/or the following year.

D. Conditions of Funding

1. The organization must recognize the Village of Cumberland as a funder in all publications.
2. Funds must be used for the purpose for which they were requested. If circumstances change and the organization cannot meet its commitments or the project cannot be completed, the grant must be returned to the Village.
3. The organization must report to the Village of Cumberland how the grant was spent by January 31 in the following year using the form provided. The report must include a narrative summary, attendance figures, an evaluation of the impact on and benefits received by the community, and a statement of actual revenue and expenses following the completion of the project or activities.



Community Grant Program Special Projects and Seed Funding 2023 Application

Part A: Organization	
1. Contact Information	
Organization Name:	<input type="checkbox"/> Registered Society <input type="checkbox"/> Not-for-Profit Organization
Mailing Address:	
Contact Person:	Position:
Phone:	Email:
2. Mandate and Purpose	
<p>The organization</p> <input type="checkbox"/> provides services to Cumberland residents <input type="checkbox"/> provides other direct benefit to the Cumberland community	
Briefly describe the organization's purpose, mandate and objectives:	
Briefly describe the services or benefits provided to Cumberland residents and the community:	
<p>Applications will not be accepted from</p> <ul style="list-style-type: none"> • An organization which has not complied with conditions of a previous grant • An organization whose sole purpose is fundraising • An organization that re-allocates or donates funding directly to individuals, businesses or other organizations • For a project of service that duplicates a Village service without a partnering agreement with the Village of Cumberland • For sports organizations for competitions or travel expenses <input type="checkbox"/> The organization or application does not meet any of these criteria.	

Part B: Grant Request

1. Grant Request (minimum \$2,000): \$

2. Purpose of Grant:

- A one-time special project or service
- Seed funding to assist with initial operations and establishing revenue sources for a new project or service

For a special event held primarily for Cumberland residents:

- A one-time special event
- Seed funding for a new special event

3. Describe the project or new service:

*Please also submit a detailed project budget for the requested grant funding

4. The project or service furthers the Village's 2020-2023 Strategic Priorities and Objectives (select applicable):

- Healthy and Accessible Community
- Attainable Housing
- Diverse recreation, arts and culture opportunities
- Food Security
- Child Care Space Creation
- Climate Change Mitigation and Adaptation
- Protection and Enhancement of the Natural Environment

5. Describe future revenue for ongoing operations and/or maintenance, if applicable:

6. Grants must be spent in the year awarded and/or the following year. Describe the timeline for the project or service:

7. The Village has a budget of \$10,000 for the 2021 Community Grant Program and the program may be oversubscribed. Partial grants may be awarded at Council's discretion.

Identify the minimum grant required for the project to proceed: \$

Describe the benefit of funding full request:

Describe the consequences of not funding full request:

8. Describe your organization's financial need for this project; Explain any cash reserves or balances in the organization's financial statements.

Part C: Declaration

As authorized signatory of the organization, I declare that all the information presented and provided with this application is true and correct.

I commit the organization to providing a report on how approved grant funds were spent, including a narrative summary and a statement of actual revenue and expenditures following the completion of the project or activities, by the required deadline.

Name:

Position:

Date:

Required Attachments

Applications must be accompanied by the following supporting documentation:

- A detailed budget for the project or service
- The organization's most recent financial statements, including an income statement and balance sheet OR, if not available, a written financial report for the previous year

For your application, please submit application attachments electronically or single-sided in paper form.

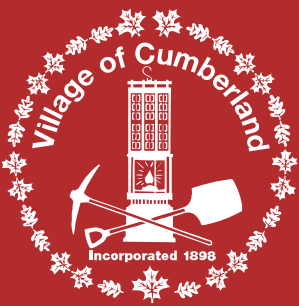
- Do not include booklets
- Do not include confidential information
- Do not include more than 20 single-sided pages of information, including this form.

Submit your completed application to the Village of Cumberland

- by email to info@cumberland.ca (you must receive a reply to confirm receipt)
- by mail to Box 340 Cumberland, BC V0R 1S0
- in person to [2673 Dunsmuir Avenue](#)

Applications must be received by April 11, 2023.

For more information, please contact Rachel Parker, Corporate Officer, at rparker@cumberland.ca or at 250-336-2291.



STRATEGIC PLAN 2023-27

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Introduction

Councils in British Columbia are responsible for providing for good government for the community, providing services and laws for community benefit, providing for stewardship of community assets, and fostering the economic, social and environmental well-being of the community.

The purpose of this Strategic Plan is to identify how Cumberland Council intends to undertake these responsibilities during its term. Guided by a vision for the community and a set of values, Council has identified its goals to focus efforts and the use of Village resources over the next four years.



Left to right: Councillors Sullivan, Ketler & Therrien, Mayor Brown, & Councillor Borecky

Vision

Cumberland is a unique and thriving community with an exceptional quality of life. Surrounded by living forests and protected by natural corridors, the Village uses the best land use practices for sustainable development and to provide housing for all income levels. Its diversified economy is based on industries and businesses that are compatible with community values. Cumberland is committed to enhancing its natural features and functions while providing a welcoming and engaging environment for residents and visitors alike.

Values Guiding This Plan

Cumberland's values are founded on respect, inclusion, collaboration, and leadership. We value the unique history, culture, and traditions of Indigenous peoples and are committed to reconciliation and building positive relationships with Indigenous communities. Our commitment to diversity and inclusivity creates an environment where everyone feels valued and supported.

Partnerships and collaboration are essential to achieving our goals, and we recognize the importance of working with community members, organizations, and stakeholders to create positive change. Our commitment to address climate change and build resilience in our community is a key value, as is our appreciation for the unique character and history of our community. We strive to be innovative and progressive in our decision-making and actions, and recognize the important role of arts and culture in creating a vibrant community.

These values shape our vision for a sustainable and prosperous future for Cumberland, where all community members can thrive and feel a sense of belonging.

Strategic Areas of Focus & Goals

In March of 2023, Cumberland Council identified its goals for its term of office that will move the community towards its vision. These goals are grouped into three **Strategic Areas of Focus**:

DIVERSE & HEALTHY COMMUNITY

SUSTAINABLE SERVICE DELIVERY & ASSET MANAGEMENT

COMMUNITY PLANNING

For the next four years, the goals in this plan will guide how Council and staff provide services, maintain and plan for future assets and infrastructure, and plan for community land use development. The goals will also guide how resources are allocated.

Objectives to Meet Strategic Goals

In 2023, the Village will begin to focus its staffing and financial resources on the objectives set out in this plan.

Progress reports on these objectives will be presented to Council and the community quarterly and in the annual municipal report.

Council intends to review and update these objectives after the completion of the Official Community Plan review or at another time during the term.



Diverse & Healthy Community

GOAL 1

MEANINGFUL RECONCILIATION WITH INDIGENOUS PEOPLES

OBJECTIVES

- 1 Respond to and prioritize requests and engagement with K’ómoks First Nation
- 2 Develop an Indigenous relations framework
- 3 Staff and Council education on UNDRIP* and Indigenous relations
- 4 Work with Indigenous peoples to further the goals of UNDRIP*
- 5 Work with Indigenous peoples on mutually beneficial partnerships

GOAL 2

SOCIO-ECONOMIC DIVERSITY & INCLUSION

OBJECTIVES

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

* UNDRIP — United Nations Declaration on the Rights of Indigenous Peoples

GOAL 3

EFFECTIVE COMMUNITY ENGAGEMENT & COMMUNICATION

OBJECTIVES

- 1 Implement the Communications Strategy
- 2 Encourage stronger community engagement
- 3 Develop a Bylaw Enforcement Strategy

GOAL 4

THRIVING COMMUNITY ARTS, CULTURE & RECREATION

OBJECTIVES

- 1 Complete the Arts & Culture master plan
- 2 Develop Parks & Recreation strategies
- 3 Encourage Village culture through existing and emerging community events

GOAL 5

EFFECTIVE REGIONAL PARTNERSHIPS

OBJECTIVES

- 1 Participate in regional services that maximize community benefit



Sustainable Service Delivery & Asset Management

GOAL 1

COMPREHENSIVE ASSET MANAGEMENT

OBJECTIVES

- 1 Complete the Asset Management Plan that values green infrastructure by:
 - » Inventorying Village assets, including natural assets
 - » Identifying future asset acquisition needs
 - » Continuing asset condition assessments

GOAL 2

SUSTAINABLE PUBLIC UTILITIES

OBJECTIVES

- 1 Complete the construction of upgrades to the wastewater treatment facility
- 2 Plan for future wastewater treatment approval
- 3 Review the solid waste collection system
- 4 Reconstruct the dam at the No. 2 drinking water reservoir
- 5 Protect the Perseverance Creek watershed

GOAL 3

MULTI-MODAL TRANSPORTATION MANAGEMENT

OBJECTIVES

- 1 Complete the Transportation Master Plan that includes active transportation
- 2 Pursue an active travel route to the City of Courtenay



Community Planning

GOAL 1

EFFECTIVE RESPONSE TO CLIMATE CHANGE

OBJECTIVES

- 1 Develop a community climate action plan to reduce greenhouse gas emissions to increase climate resiliency and that incorporates the Green New Deal
 - 2 Update the Corporate Climate Action Plan
-

GOAL 2

ECOLOGICALLY, SOCIALLY, & FINANCIALLY SUSTAINABLE LAND USE PLANNING

OBJECTIVES

- 1 Complete the Official Community Plan update and review priorities such as:
 - » Affordable housing
 - » Site-adaptive planning
 - » Protection of watershed and greenspace
 - » Fostering the heritage character of the Village
 - » Planning for sustainable development
 - » Tourism management
 - » Food production space for residents
 - » Bevan Lands Implementation Strategy
 - » Other matters identified through community engagement
 - 2 Review land use regulations that are supportive of the Official Community Plan:
 - » Tree Protection Bylaw
 - » Zoning Bylaw update to implement the Official Community Plan
-

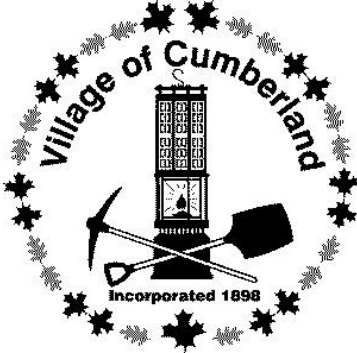


250.336.2291 | INFO@CUMBERLAND.CA | CUMBERLAND.CA

2673 DUNSMUIR AVENUE BOX 340, CUMBERLAND, BC V0R 1S0

**THE VILLAGE OF CUMBERLAND IS LOCATED IN THE UNCEDED
TRADITIONAL TERRITORY OF THE K'ÓMOKS FIRST NATION.**

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,

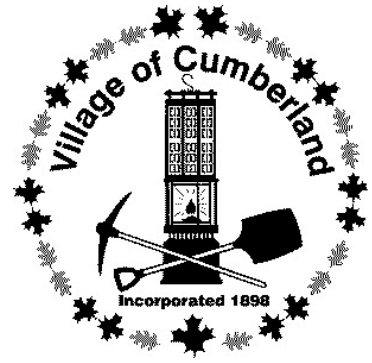
R. Parker

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

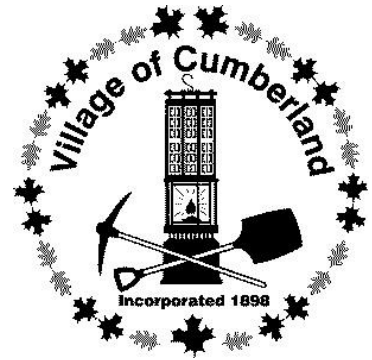
- 3. (1) Attendance at other conferences, seminars and events under this section must be reported to Council at open meeting. [amended Jan 2021]
- (2) Subject to available budget,

		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: 11/22/2023
MEETING DATE: 11/27/2023

File No. 1700, 1820, 1980-60

TO: Mayor and Councillors
FROM: Annie Bérard, Chief Financial Officer
SUBJECT: 2024-2028 Financial Plan Bylaw, 2024 Utility and Frontage Tax Rates
Amendment Bylaws

RECOMMENDATION

- i. THAT Council give first reading of the “2024-2028 Financial Plan Bylaw No. 1200, 2023”.
- ii. THAT Council give first, second and third reading of the:
 - a. Water Service Frontage Tax Amendment Bylaw No. 1201, 2023;
 - b. Sewer Service Frontage Tax Amendment Bylaw No. 1202, 2023;
 - c. Storm Water Service Frontage Tax Amendment Bylaw No. 1203, 2023;
 - d. Solid Waste Collection Fees Amendment Bylaw No. 1204, 2023;
 - e. Water Rates Amendment Bylaw No. 1205, 2023; and
 - f. Sanitary Sewer Rates Amendment Bylaw No. 1206, 2023.

PURPOSE

The purpose of this report is to report back to Council on feedback received from the public about the 2024-2028 proposed financial plan and present Council with the Financial Plan Bylaw for consideration of first reading; and the Frontage Tax Amendment Bylaws and Water Rates, Sanitary Sewer Rates and Solid Waste Collection Fees Amendment Bylaws for consideration of first, second and third reading.

PREVIOUS COUNCIL DIRECTION

Date	Resolution
November 14, 2023	<p>THAT Council make the specified changes below to the draft 2024-2028 detailed budgets and present the proposed 2024-2028 detailed budgets and a proposed 2024-2028 Financial Plan Bylaw to the public at the November 20, 2023 Village Hall Financial Plan and Budget Open House:</p> <ul style="list-style-type: none"> • Add \$1000 per year for image acquisition (annual) • Add \$3250 for staff and council UNDRIP and diversity training (annual)

	<ul style="list-style-type: none"> • Add \$4000 for Health and Safety software implementation funded from General Asset Reserve • Add \$6000 for Health and Safety software licensing (annual) • Add \$113,510 for business analyst / accountant staff (annual), partly funded by Financial Stabilization Reserve • Add \$3370 for ArcGIS and \$1440 for Bluebeam software (annual), with \$2000 funded from General Asset Reserve for ArcGIS implementation • Add \$9000 for WildsafeBC coordinator in 2024, with matching funding from Emergency and Protective Services Reserve and then in alternate years (only if grant approved) • Add \$770 for deputy fire chief cell phone (annual) • Add \$2500 for firefighter training and education (annual) • Add \$2500 fire protection services operating equipment (annual) • Add \$40,000 for a deposit for the replacement of apparatus #4 (first responder) funded from Growing Community Funds reserve • Add \$2200 for fitness equipment maintenance (annual) • Add \$1500 for fitness equipment contribution to reserve (annual) • Add \$8000 for Adult Social Club facilitator (annual) • Add \$600 to climbing wall maintenance (annual) • Add \$4200 from host amenity for installation of menstrual products dispensers in indoor recreation facilities, \$500 for labour and \$500 for supplies in 2024, and \$700 for future years (annual) • Add \$500 for Parks cell phone reimbursement (annual) • Add \$2000 for invasive species management and \$1500 for environmental monitoring (annual) • Add \$300 for Coal Creek Historic Park maintenance (annual) • Add \$2000 for street tree replacement (annual) • Add \$8000 from Host Amenity for Perseverance floodplain trail improvements • Add \$5000 from Host Amenity as a one-time project contribution to an All Wheels Skills Park for design work • Add \$21,500 for Engineering & Operations admin assistant increased hours starting in 2025 (annual) • Add \$2250 for electric vehicle charging stations warranty and maintenance (annual) • Add \$30,000 for Level 2 charging stations and seek grant funding • Add \$25,000 contribution to start building reserve for fleet replacement • Add \$94,000 funding from LGCAP for the electric vehicle purchase for the wastewater treatment plant operator • Advance the replacement of the Facilities Maintenance van from 2025 to 2024 with \$26,000 funded from LGCAP and remaining \$54,000 from debt.
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BACKGROUND

Process

The 2024-2028 Financial Plan Bylaw includes all Council approved expenditures, transfers and revenues required to maintain current service levels and meet strategic priority goals.

Council added budgets during the Committee of the Whole (COTW) meetings held on October 18 and 25 2023. Those changes were confirmed at the November 14, 2023 meeting and are included in the attached financial plan bylaw for consideration.

Financial Plan Bylaw Policies

The financial plan bylaw policies outline how Council wants to use the various funding sources that fund the budgeted expenditures, the distribution of property taxes among the property classes and the use of permissive tax exemptions.

Council reviewed these policies during the COTW meetings; however, the distribution of the property taxes among the property classes and the permissive tax exemptions can be reviewed again during the second reading of the financial plan bylaw and Council can also amend the financial plan policy prior to the readings of the tax rates bylaw (must be adopted by May 15th) and the permissive tax exemption bylaw (must be adopted by October 31st). Any changes to these policies will have an impact on the other property taxes and will also change how the property tax increase impacts the individual properties within each class.

The property tax distribution included in Bylaw no. 1200 is based on the 2023 revised assessment roll:

Property Class	% Total Property Tax	Dollar Value
1. Residential	76.6%	3,263,275
2. Utilities	1.9%	80,943
3. Supportive Housing		
4. Major Industry		
5. Light Industry	2.5%	106,504
6. Business and Other	15.8%	673,104
7. Managed forest	3.1%	132,065
8. Recreation & Non Profit	0.1%	4,260
9. Farm		
Total	100.0%	4,260,151

Utility Budgets

During the COTW meetings, Council has been presented with information establishing the 2024-2028 utility budgets. Those figures were used to update the frontage tax and utility fees and rates as detailed in the amendment bylaws. The proposed utility budgets achieve the following:

- Fund operations for current service levels and the possibility of increasing the service level for a solid waste automatic collection system in 2025;
- Annual contribution to the water meter replacement reserve;
- Fund estimated operating costs associated with the wastewater capital upgrades;
- Fund estimated asset replacement costs for the water treatment and reservoir facilities;

- Fund estimated asset replacement costs for the wastewater treatment facility; and
- Smooth the rate increases required from 2024 to 2028.

Staff used those guidelines when analyzing and proposing rates for 2024 to 2028. The bylaws attached for Council consideration are only for 2024 rates and staff will review usage and cost estimates and confirm rates every year.

Staff calculated 2024 water rates based on water consumption for the first and second quarters of 2023 and the third and fourth quarters of 2022.

2024 utility budgets also include revenues related to municipal facilities, previously exempt from utility fees and frontage taxes. This has been adjusted in the 2024 budget and proposed amendment to the frontage tax bylaws to align with the Community Charter requirements. While more revenues are generated in the utility budgets, equivalent expenses are also recognized for each municipal property in the general fund.

WATER RATES

The Water Rates Amendment Bylaw No. 1205, 2023 includes the proposed increases for 2024:

Customers	Variable Rates		Fixed Rates	
	2023 approved rates	2024 proposed rates	2023 approved quarterly rates	2024 proposed quarterly rates
Single Family and Duplex	\$0.81 / m3	\$0.85 / m3	\$57.20	\$60.60
Multi Family	\$0.85 / m3	\$0.85 / m3	\$43.10	\$43.20
Industrial, Commercial, Institutional (ICI)	\$1.23 / m3	\$1.23 / m3	\$58.60 to 524.60	\$59.50 to 532.70

SEWER RATES

The sewer revenues are based on a flat fee structure with one residential fee per unit for all single-family and multi-family properties and per unit fee for the different categories of ICI customers. Residential revenues represent approximately 85% of the total revenues required for sewer and storm operations, while ICI represents approximately 15%.

The Sanitary Sewer Rates Amendment Bylaw No. 1206, 2023 includes a proposed rate increase of 4.5% for residential customers for 2024: \$116.25 per quarter per residential unit (\$111.25 for 2023). Proposed rates for ICI customers are increasing by about 7% ranging from \$34.25 to \$11,525.75 per quarter (compared to \$32.00 to \$10,773.25 for 2023).

SOLID WASTE COLLECTION

The solid waste collection revenues are also based on a flat fee structure with one residential fee per unit for all single-family, multi-family, and ICI customers. Residential revenues represent approximately 97% of the total revenues required for solid waste operations, while ICI represents approximately 3%.

The Solid Waste Collection Fees Amendment Bylaw No. 1204, 2023 includes a proposed flat fee for 2024 of \$54.10 per residential unit per quarter (\$43.60 in 2023) and \$67.20 per ICI unit per quarter

(\$58.40 in 2023). This significant increase is required in 2024 to fund the change in service level for a solid waste automatic collection system in 2025.

FRONTAGE TAXES

LEGISLATIVE REQUIREMENTS

The process outlined in Part seven, Division four of the Community Charter must be followed for the establishment of a parcel tax bylaw. This process must be followed when a parcel tax bylaw is established and each year thereafter for individual rolls that are added to an existing parcel tax roll for the first time. In addition to the requirements for information that must be included in the attached bylaws, the legislation has other requirements for the parcel tax roll:

- The municipality must make available to the public, on request, a report respecting how rates were determined.
- The legislation also requires that the time and place for the Parcel Tax Review Panel to hear complaints and review and correct parcel tax rolls be set by Council resolution.

This process usually takes place in March every year.

FRONTAGE TAX RATES

The proposed frontage tax rates, included in the attached bylaws, are based on the total revenue required to be raised to fund linear asset replacement, divided by the taxable frontage for the service. Parcels that do not have access to the services are not included in the parcel tax roll either. The maximum taxable frontage is 100 feet and the minimum taxable frontage is 50 feet. Multi-family parcels owned by one owner that are assessed by BC Assessment under one folio have a taxable frontage of the actual measurement of the frontage or the maximum if the actual measurement is over the maximum. Strata units receive a separate folio from BC Assessment so these units have a taxable frontage of the minimum 50 feet per folio.

The following table outlines the total taxable feet used to calculate the different frontage tax rates and the proposed frontage tax rates included in the bylaws for 2024.

Service	2023		2024		Proposed Rate Increase
	Frontage (meters)	Frontage rate	Frontage (meters)	Proposed Frontage rate	
Water	110,008	\$1.81	111,758	\$1.92	6.1%
Sanitary Sewer	105,583	\$2.30	107,333	\$2.45	6.5%
Storm Sewer	107,565	\$1.68	110,077	\$1.82	8.3%

In 2017, a rate structure that fully funds utility operations with user fees and utility infrastructure annual replacement with frontage taxes was introduced. Rate increases will continue until frontage tax levels fully fund annual infrastructure replacement, which is primarily linear water lines, and storm and sanitary sewer collection lines.

Upcoming Utility Rate Review

Included in the proposed 2024 budget is funding for a review of the water and sewer user fees and connection fees. The review will consider different rate structures, such as tiered water rates and variable sewer rates based on water consumption.

Public engagement

The proposed plan was provided to the public for further comment at the Village Hall meeting on November 20, 2023.

Only one question was asked during the presentation about what was included in the Community Events & Culture amount of \$167,690 for special operating projects. Staff has confirmed those were the community services grants paid annually to various organizations.

One comment has been received by email on November 20 about making a priority to add sidewalks to streets with no existing sidewalk, such as Ulverston, Bruce and 7th Street.

A group of nine children and their caregiver also dropped by Village Hall on November 22 and left some drawings for Council to request more swing sets at the Village Park playground.

All comments received at any time regarding the financial plan are added to the Council weekly update for review.

Highlights of the Plan

Information and highlights of the proposed plan are outlined on the Village website at: <https://cumberland.ca/financial-plan/>. In addition, information provided to Council at their COTW meetings held on October 18 and 25, 2023 are outlined on the Village website at:

<https://cumberland.ca/meetings/30-2023-cotw-day-2-budget-continued/>

Attachment 10 to this report shows 2024 staffing requests. Attachments 11 and 12 to this report provide an overview of the five year capital and operating initiatives proposed in the financial plan over and above base annual operating budgets. Amendments made at the Council meetings are reflected in the 2024-2028 Financial Plan Bylaw No. 1200, 2023 (Attachment one).

Next steps

Staff recommends that Council give first reading to the 2024-2028 Financial Plan Bylaw and first, second and third reading to the Frontage Tax Amendment Bylaws and Water Rates, Sanitary Sewer Rates and Solid Waste Collection Fees Amendment Bylaws.

The financial plan bylaw is currently scheduled to come back to Council December 11, 2023 and January 8, 2024 for additional readings and final adoption. Council may still make changes to the financial plan bylaw at the December 11, 2023 meeting before third reading. The financial plan and tax rate bylaws must be passed before May 15, 2024 to meet statutory deadlines.

The Frontage Tax Amendment Bylaws and Water Rates, Sanitary Sewer Rates and Solid Waste Collection Fees Amendment Bylaws are scheduled to come back to Council December 11 for adoption.

If Council wishes to make any changes to the attached bylaws, staff recommends the changes be made at this meeting. The following process would be recommended if Council wishes to change any of the bylaws included with this report:

- Provide changes to the bylaw in a resolution from the bylaws presented; and
- Give first reading of bylaw as amended and the bylaw will come back to Council for further consideration at the December 11, 2023 meeting with the changes included.

If Council wishes to request further information prior to consideration of the bylaws, consideration of the bylaws by Council would rescheduled at a later date.

ALTERNATIVES

1. Council may make any changes to the bylaws and give first reading of the changed bylaws.
2. Council can direct staff to bring back further information before considering the bylaws.

STRATEGIC OBJECTIVE

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

FINANCIAL IMPLICATIONS

Overview of Impacts Proposed

Attachment eight is an overview of relevant financial information including the proposed change in taxation revenue from 2023 to 2024. Attachment nine provides rate payers with the financial impacts of the proposed 2024 Financial Plan on an average single-family household, an average strata condo unit, and a commercial property with a median assessed property value in Cumberland.

It should be noted that:

- The 2024 assessment values are not available at this time and projections are based on 2023 revised roll.
- Projections do not include requisition amounts for the regional district services, school tax, police tax, Municipal Finance Authority and BC Assessment for 2024, as those values are not available at this time.

Municipal Property Tax and Utility Rates Impacts (Attachment nine)

The proposed municipal tax increase for 2024 is 7.52%. The table below shows the combined impact of the tax and utility rate increases by type of property.

Property Type	Estimated Total \$ Increase	Estimated Total % Increase
Average Single-Family Household	\$243	8%
Average Family Strata Home (i.e. Condos)	\$175	7%

Commercial Property with a Median Assessed Value	\$464	8%
--	-------	----

* Increases may be higher for properties with assessment increases at a rate higher than the average assessment increase and may be lower for properties with assessment increases at a rate lower than the average assessment increase.

Utility Rates and Frontage Tax

The following table summarizes the user fees and frontage taxes payable for a median single-family household over the years 2024 to 2028. 2023 rates are included for comparison.

	2023	2024	2025	2026	2027	2028
Opening Utility User Rates	\$ 906.13	\$ 984.33	\$ 1,066.63	\$ 1,148.03	\$ 1,225.03	\$ 1,274.03
Solid Waste Increase	42.00	42.00	42.00	42.80	14.40	14.40
Water Increase (based on 42 M3 water consumption)	17.20	20.30	19.40	14.20	14.60	8.20
Sewer & Storm Increase	19.00	20.00	20.00	20.00	20.00	20.00
	78.20	82.30	81.40	77.00	49.00	42.60
User Rates	\$ 984.33	\$ 1,066.63	\$ 1,148.03	\$ 1,225.03	\$ 1,274.03	\$ 1,316.63
% Increase in Utility Fees	8.63%	8.36%	7.63%	6.71%	4.00%	3.34%
Frontage Tax Median Rate	328.80	347.40	371.40	394.20	412.80	435.00
Water Frontage Increase	4.20	6.60	5.40	1.20	2.40	1.80
Sewer Frontage Increase	7.20	9.00	7.80	7.80	9.00	8.40
Storm Frontage Increase	7.20	8.40	9.60	9.60	10.80	10.20
	18.60	24.00	22.80	18.60	22.20	20.40
Frontage Taxes	\$ 347.40	\$ 371.40	\$ 394.20	\$ 412.80	\$ 435.00	\$ 455.40
% Increase in Frontage Tax	5.66%	6.91%	6.14%	4.72%	5.38%	4.69%
Total User Fees and Frontage Taxes Payable	\$ 1,331.73	\$ 1,438.03	\$ 1,542.23	\$ 1,637.83	\$ 1,709.03	\$ 1,772.03
Total Increases to Utility Payer	\$ 96.80	\$ 106.30	\$ 104.20	\$ 95.60	\$ 71.20	\$ 63.00
Total % Increase	7.84%	7.98%	7.25%	6.20%	4.35%	3.69%

The following table outlines what a typical building with a retail type business and residential suite occupying pays currently for utility fees and frontage taxes and what they would pay in 2024:

	2023	2024	Increase
Retail / Residential Mix	\$ 2,079	\$ 2,207	\$ 128

OPERATIONAL IMPLICATIONS

The financial plan includes strategic priorities, health and safety, maintenance requirements and Village initiatives which are incorporated into staff individual workplan. The financial planning process itself is a group effort where all staff analyze their operating needs and associated budget requirements. Then finance staff incorporate those needs and requests into a financial plan package presented to at least one management review, one individual budget manager, CAO and CFO review, a public feedback process and several Council reviews.

CLIMATE CHANGE IMPLICATIONS

The financial plan addresses some climate change mitigation and adaptation measures and some of the cost increases are likely attributable to climate change impacts.

A corporate and community climate action plan has just been initiated with expected completion and recommendations to be presented to Council later in 2024 and likely more climate change initiatives included in next year financial plan.

ATTACHMENTS

1. 2024-2028 Financial Plan Bylaw No. 1200, 2023
2. Water Service Frontage Tax Amendment Bylaw No. 1201, 2023
3. Sewer Service Frontage Tax Amendment Bylaw No. 1202, 2023
4. Storm Water Service Frontage Tax Amendment Bylaw No. 1203, 2023
5. Solid Waste Collection Fees Amendment Bylaw No. 1204, 2023
6. Water Rates Amendment Bylaw No. 1205, 2023
7. Sanitary Sewer Rates Amendment Bylaw No. 1206, 2023
8. Financial Position, Reserve Balances, and Proposed Tax Revenue Increase
9. Property Tax Impact on Average Family Households and Commercial Properties
10. Proposed Staff Changes
11. Proposed Five Year Capital Projects
12. Proposed Five Year Operating Projects & Transfers to Reserve

CONCURRENCE

None

Respectfully submitted,

A. Bérard

Annie Bérard
Chief Financial Officer

M. Mason

Michelle Mason
Chief Administrative Officer

THE CORPORATION OF THE VILLAGE OF CUMBERLAND

BYLAW NO. 1200

A Bylaw to adopt the 2024 – 2028 Financial Plan.

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

1. This Bylaw may be cited as “2024 - 2028 Financial Plan Bylaw No. 1200, 2023”.
2. The financial plan attached as Schedule A to this Bylaw is adopted as the financial plan for the municipality for the period commencing January 1, 2024 and ending December 31, 2028.
3. The objectives and policies attached as Schedule B to this Bylaw outline the proportion of total revenue from different funding sources, the distribution of property taxes among the property classes, and the use of permissive tax exemptions.
4. This Bylaw has full force and effect from January 1, 2024 until amended, repealed or replaced.

READ A FIRST TIME THIS	DAY OF	NOVEMBER	2023.
READ A SECOND TIME THIS	DAY OF	DECEMBER	2023.
READ A THIRD TIME THIS	DAY OF	DECEMBER	2023.
ADOPTED THIS	DAY OF	JANUARY	2024.

Mayor

Corporate Officer

Schedule A
2024 – 2028 Financial Plan

The Corporation of the Village of Cumberland
Proposed 2024 - 2028 Financial Plan

	2024	2025	2026	2027	2028
	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
REVENUES					
Property taxes & payments in lieu	\$ (4,319,480)	\$ (4,573,310)	\$ (4,862,330)	\$ (5,210,587)	\$ (5,407,232)
Parcel taxes	(757,420)	(806,810)	(1,275,870)	(1,318,510)	(1,361,240)
Sale of services & fees	(2,801,930)	(2,984,830)	(3,206,420)	(3,381,080)	(3,542,380)
Sale of services to other government	(577,470)	(552,990)	(277,010)	(282,100)	(287,090)
Transfers from other government	(2,183,490)	(3,917,140)	(2,477,750)	(1,489,790)	(2,928,830)
Other revenue	(850,980)	(1,020,450)	(960,520)	(717,600)	(719,700)
	\$ (11,490,770)	\$ (13,855,530)	\$ (13,059,900)	\$ (12,399,667)	\$ (14,246,472)
EXPENSES					
Other municipal purposes	\$ 8,754,560	\$ 8,529,840	\$ 8,702,430	\$ 8,632,400	\$ 8,786,150
Debt interest	316,990	390,790	527,760	679,910	684,540
Amortization	1,596,320	1,596,320	1,596,320	1,596,320	1,596,320
	\$ 10,667,870	\$ 10,516,950	\$ 10,826,510	\$ 10,908,630	\$ 11,067,010
NET (REVENUES) EXPENSES	\$ (822,900)	\$ (3,338,580)	\$ (2,233,390)	\$ (1,491,037)	\$ (3,179,462)
ADJUSTMENTS					
Acquisition of capital assets	\$ 1,612,800	\$ 3,567,970	\$ 2,926,310	\$ 2,256,040	\$ 2,242,060
Add back amortization	(1,596,320)	(1,596,320)	(1,596,320)	(1,596,320)	(1,596,320)
Proceeds from borrowing	(94,000)	(320,000)	(150,000)	(1,000,000)	(94,000)
Principal payments on debt	499,060	518,470	619,870	777,010	804,060
TOTAL ADJUSTMENTS	\$ 421,540	\$ 2,170,120	\$ 1,799,860	\$ 436,730	\$ 1,355,800
CHANGE IN CONSOLIDATED FUNDS	\$ (401,360)	\$ (1,168,460)	\$ (433,530)	\$ (1,054,307)	\$ (1,823,662)
TRANSFER FROM RESERVES					
Reserves	\$ (1,934,080)	\$ (1,200,330)	\$ (1,820,230)	\$ (1,211,000)	\$ (568,320)
Development Cost charges	(148,500)	(61,250)	-	(24,500)	-
TRANSFER TO RESERVES	2,483,940	2,430,040	2,253,760	2,289,807	2,391,982
TRANSFER TO / (FROM) RESERVES	\$ 401,360	\$ 1,168,460	\$ 433,530	\$ 1,054,307	\$ 1,823,662
TRANSFER TO/(FROM) ACCUMULATED SURPLUS	\$ -	\$ -	\$ -	\$ -	\$ -

Schedule B

Policies and Objectives

Pursuant to section 165 (3.1) of the *Community Charter*

Part A: Proportion of Total Revenue Proposed to Come From Each Funding Source

Table 1: The proportion of total revenue proposed to be raised from each funding source in 2024 (based on 2023 Revised Assessment Roll).

Revenue Source	% Total Revenue	Dollar Value
Property Value Taxes & Payments in Lieu	37.28%	4,319,480
Government Grants	23.83%	2,760,960
Sale of Services and Fees	24.19%	2,801,930
Parcel Taxes	6.54%	757,420
Other Revenue	7.35%	850,980
Proceeds from Borrowing	0.81%	94,000
Total	100%	\$11,584,770

1. Property value tax is typically the primary source for operating funds for general municipal purposes. Property taxation is simple to administer, and offers a stable and reliable source of revenue for services that are difficult or undesirable to fund on a user-pay basis.
2. Sale of services and fees form another significant portion of planned revenue. Many municipal services, such as utilities and recreation, lend well to a fee for service basis. Costs can be associated to a level of service provided, particularly where services are optional. In addition, the municipality sells water, fire protection and animal control services to other municipalities.
3. The Village seeks out all grant opportunities that become available. The Comox Valley Regional District as part of a landfill host agreement provides amenity funds to the Village and this funding will continue until 2032. The municipality also receives funds under the Strategic Community Initiative (Small Community grant) which provides a significant source of funds for operations and capital maintenance programs. Funding from Government Grant includes part of the grant funding approved for Dam #2 project.
4. Parcel taxes fund the capital costs of providing water, sewer and storm water infrastructure. The intention is to use these taxes toward the replacement of water, sewer and storm water infrastructure as well as reducing the Village’s wet weather flows through storm and sewer inflow and infiltration.

5. Other revenue includes sources of funds which do not fit in another category and include donations, developer amenity funds, grants from non-government sources, investment revenue, permits and licensing.
6. The municipality finances vehicles and equipment and secures debenture financing for portions of large committed projects not funded by grants or development cost charges. The municipality reviews all other funding options prior to financing recognizing that borrowing constitutes a long-term commitment and because borrowing authority is limited for an organization of this size. There is a commitment to borrow \$4.4 million for the wastewater treatment upgrades expected in 2026 which will be funded through a parcel tax.

Objective and Policies

Over the next five years, the municipality has the following objectives and policies:

- to actively seek grants for major infrastructure repair and replacement;
- to annually review utility rates to ensure water, sewer and storm water operating and delivery costs are fully funded; and
- to review all other services to determine optimal proportions of cost recovery from fees versus general revenues and taxation.

Part B: Distribution of Property Taxes among Property Classes

Table 2: The distribution of property tax revenue among the property classes (based on 2023 Revised Assessment Roll)

Property Class	% Total Property Tax	Dollar Value
1. Residential	76.6%	3,263,275
2. Utilities	1.9%	80,943
3. Supportive Housing		
4. Major Industry		
5. Light Industry	2.5%	106,504
6. Business and Other	15.8%	673,104
7. Managed forest	3.1%	132,065
8. Recreation & Non Profit	0.1%	4,260
9. Farm		
Total	100%	4,260,151

Tax rates are set in order to maintain tax stability. Annual tax increases are apportioned over the classes to ensure stability.

There are no class 3 or 4 or 9 properties located within the Village.

The municipality recognizes the need to attract and retain businesses and industry for economic development and not to rely heavily on any one industry as a tax source. Council believes that the non-residential rates based on these ratios reflect that philosophy.

Part C: The Use of Permissive Tax Exemptions

Council does not generally support exemptions. Taxpayers within the various property classes are treated equitably and policies are established for each class and not for individual property owners. There are three exceptions to this policy:

1. *Grounds surrounding places of worship*

Parcels that qualify for partial statutory exemption, such as the grounds surrounding places of worship, are granted an exemption from taxes. These exemptions represent a very small dollar value which would not recover the associated costs of administering the taxes.

2. *Municipal properties occupied by a community group or partner agency where the group or agency has been granted a reduced or zero lease rate*

Permissive tax exemptions will also be provided for municipal properties occupied by a community group or partner agency where the group or agency has been granted a reduced or zero lease rate but may be subject to property tax under section 229 of the *Community Charter*. This exemption recognizes that municipal buildings are not subject to property taxes when used for municipal purposes; the groups or agencies are deemed by Council to be providing a valuable community benefit or municipal service; that the group or agency may not be granted exclusive use of the building and/or that the space may be reclaimed by the municipality as and when needed.

3. *Properties offering affordable rental housing*

Permissive property tax exemptions will be considered on assessed improvement value of properties offering affordable rental housing when the organization owning or leasing and managing the property meet the following qualifying criteria:

1. Have a signed current housing agreement with the Village
2. Be the registered owner of the property, or a tenant under a lease requiring it to pay taxes directly to the Village
3. Be a British Columbia registered charity or not for profit society
4. Qualifies for an exemption under the provisions of the Community Charter Part 7, Division 7, Section 224 2 (a):
 - (a) land or improvements that
 - (i) are owned or held by a charitable, philanthropic or other not for profit corporation, and

- (ii) the council considers are used for a purpose that is directly related to the purposes of the corporation;
- 5. Principal use meets Council's objective of offering affordable rental housing to the residents of the Village
- 6. Follows municipal policies, plans, bylaws, and regulations (i.e. zoning, permits, etc.)

Applicant are required to provide annually:

- a. Copy of financial statements for last 3 years for first time applicants and for the last year for current tax exemption recipients
- b. Copy of current and next year operating budget
- c. Copy of registered charity or not for profit society information
- d. Copy of title certificate or lease agreement, as applicable
- e. In the case of a lease agreement, documents are required which indicate that the applicant will benefit from the exemption. Documents should demonstrate that the lease is currently, or will, on approval of the exemption, be reduced by the amount of the exemption, or that other considerations will be provided by the landlord equivalent to the value of the exemption.
- f. Scale drawing of property (buildings, parking lots, landscaping, etc.)
- g. Description of any third-party use of the subject land/improvements including user group names, fees charged, space used, terms of use.

The organization applying for a permissive property tax exemption for affordable rental housing will provide the required documentation by July 15, in order to be considered for an exemption the next year.

THE CORPORATION OF THE VILLAGE OF CUMBERLAND

BYLAW NO. 1201

A bylaw to amend the Water Service Frontage Tax Bylaw.

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

1. This Bylaw may be cited as “Water Service Frontage Tax Amendment Bylaw No. 1201, 2023.”
2. “Water Service Frontage Tax Bylaw No. 1056, 2017” is amended as follows:
 - (a) by repealing Section 6 in its entirety and substituting the following:
 6. The parcel tax roll will be based on the BC Assessment Roll.
 - (b) by repealing Section 7 in its entirety and substituting the following:
 7. The annual amount to be paid under this tax per parcel is \$1.92 per foot of taxable water frontage.
 - (c) by repealing Section 8 in its entirety and substituting the following:
 8. This bylaw will come into effect January 1, 2024.

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

Mayor

Corporate Officer

THE CORPORATION OF THE VILLAGE OF CUMBERLAND

BYLAW NO. 1202

A bylaw to amend the Sewer Service Frontage Tax Bylaw.

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

1. This Bylaw may be cited as “Sewer Service Frontage Tax Amendment Bylaw No. 1202, 2023.”
2. “Sewer Service Frontage Tax Bylaw No. 1057, 2017” is amended as follows:
 - (a) by repealing Section 6 in its entirety and substituting the following:
 6. The parcel tax roll will be based on the BC Assessment Roll.
 - (b) by repealing Section 7 in its entirety and substituting the following:
 7. The annual amount to be paid under this tax per parcel is \$2.45 per foot of taxable sewer frontage.
 - (c) by repealing Section 8 in its entirety and substituting the following:
 8. This bylaw will come into effect January 1, 2024.

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

Mayor

Corporate Officer

THE CORPORATION OF THE VILLAGE OF CUMBERLAND

BYLAW NO. 1203

A bylaw to amend the Storm Water Service Frontage Tax Bylaw.

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

1. This Bylaw may be cited as “Storm Water Service Frontage Tax Amendment Bylaw No. 1203, 2023.”
2. “Storm Water Service Frontage Tax Bylaw No. 1058, 2017” is amended as follows:
 - (a) by repealing Section 6 in its entirety and substituting the following:
 6. The parcel tax roll will be based on the BC Assessment Roll.
 - (b) by repealing Section 7 in its entirety and substituting the following:
 7. The annual amount to be paid under this tax per parcel is \$1.82 per foot of taxable frontage.
 - (c) by repealing Section 8 in its entirety and substituting the following:
 8. This bylaw will come into effect January 1, 2024.

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

Mayor

Corporate Officer

THE CORPORATION OF THE VILLAGE OF CUMBERLAND

BYLAW NO. 1204

A bylaw to amend the Solid Waste Bylaw.

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

1. This bylaw may be cited as ‘Solid Waste Collection Fees Amendment Bylaw No. 1204, 2023.’
2. “Corporation of the Village of Cumberland Solid Waste Bylaw No. 1003, 2014” is amended by repealing Schedule “A” to the Bylaw in its entirety and substituting Schedule “A” to this Bylaw.

READ A FIRST TIME THIS DAY OF NOVEMBER 2023.

READ A SECOND TIME THIS DAY OF NOVEMBER 2023.

READ A THIRD TIME THIS DAY OF NOVEMBER 2023.

ADOPTED THIS DAY OF DECEMBER 2023.

Mayor

Corporate Officer

Schedule "A"
Solid Waste Collection Fees

Use of Land or Real Property	Solid Waste Fees	Solid Waste Fees
	Effective January 1, 2023	Effective January 1, 2024
Residential unit:	\$43.60 per quarter	\$54.10 per quarter
Commercial, Industrial, Institutional premises:	\$58.40 per quarter	\$67.20 per quarter
Additional garbage tags:	\$2 per bag	\$2 per bag

THE CORPORATION OF THE VILLAGE OF CUMBERLAND

BYLAW NO. 1205

A bylaw to amend the Water Rates Bylaw.

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

1. This Bylaw may be cited as ‘Water Rates Amendment Bylaw No. 1205, 2023.’
2. “Water Rates Bylaw No. 1002, 2014”, as amended, is amended as follows:
 - (a) by repealing Schedule A to the Bylaw in its entirety and substituting Schedule A to this Bylaw.

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

Mayor

Corporate Officer

Schedule A

Water Charges

1. Water System Service Fees:

(a) Fees effective January 1, 2023:

Parcel Classification	Fixed Charge	Water Consumption Charge Rate
Residential:	\$57.20 per quarter	\$0.81 per cubic meter
Duplex Dwelling Unit:	\$57.20 per quarter	\$0.81 per cubic meter
Multi-Family:	\$43.10 per unit per quarter	\$0.85 per cubic meter
ICI:	Based on the meter size shown in section 2 of this schedule	\$1.23 per cubic meter

(b) Fees effective January 1, 2024:

Parcel Classification	Fixed Charge	Water Consumption Charge Rate
Residential:	\$60.60 per quarter	\$0.85 per cubic meter
Duplex Dwelling Unit:	\$60.60 per quarter	\$0.85 per cubic meter
Multi-Family:	\$43.20 per unit per quarter	\$0.85 per cubic meter
ICI:	Based on the meter size shown in section 2 of this schedule	\$1.23 per cubic meter

ICI Fixed Charge

2. The fixed charge for ICI parcel classification is based on the meter size of the service connection to the property as follows:

(a) Fees effective January 1, 2023:

Meter size:	5/8"	3/4"	1"	1.25"	1.5"	2"	3"	4"	6"
Quarterly charge:	\$58.60	\$68.80	\$90.90	\$114.20	\$134.80	\$175.80	\$262.40	\$350.20	\$524.60

(b) Fees effective January 1, 2024:

Meter size:	5/8"	3/4"	1"	1.25"	1.5"	2"	3"	4"	6"
Quarterly charge:	\$59.50	\$69.90	\$92.30	\$116.00	\$136.90	\$178.50	\$266.40	\$355.60	\$532.70

3. Flat Rate Fees:

	Use of Land or Real Property	Water Flat Charge effective January 1, 2023	Water Flat Charge effective January 1, 2024
(a)	For each dwelling unit:	\$117.95 per quarter	\$119.75 per quarter
(b)	For a motel, hotel, or non-profit seniors' housing (per room/unit):	\$69.00 per quarter	\$70.05 per quarter
(c)	For a lodging house or hostel (per bed):	\$30.00 per quarter	\$30.45 per quarter
(d)	For a school (per classroom):	\$81.00 per quarter	\$82.25 per quarter
(e)	For a church or a recreation hall:	\$81.00 per quarter	\$82.25 per quarter
(f)	For a medical clinic:	\$230.00 per quarter	\$233.55 per quarter
(g)	For a restaurant, pub, or bar:	\$230.00 per quarter	\$233.55 per quarter
(h)	For a coffee shop or take out:	\$150.00 per quarter	\$152.30 per quarter
(i)	For a business, store, or office (per suite):	\$81.00 per quarter	\$82.25 per quarter
(j)	For a beauty parlour, medical office, or veterinarian (per suite):	\$150.00 per quarter	\$152.30 per quarter
(k)	For a laundromat:	\$367.00 per quarter	\$372.65 per quarter
(l)	For a service station:	\$190.00 per quarter	\$192.90 per quarter
(m)	For a car wash:	\$367.00 per quarter	\$372.65 per quarter
(n)	For regional hospital laundry:	\$11,586.00 per quarter	\$11,763.90 per quarter
(o)	For any use not identified in this table (per washroom):	\$81.00 per quarter	\$82.25 per quarter

Administration Charge

4. Leak adjustment administration fee: \$20.00

Bulk Water

5. Charges for bulk water are imposed as determined pursuant to an agreement for the purchase and sale of bulk water.

THE CORPORATION OF THE VILLAGE OF CUMBERLAND

BYLAW NO. 1206

A bylaw to amend the Sewer Rates Bylaw.

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

1. This bylaw may be cited as ‘Sanitary Sewer Rates Amendment Bylaw No. 1206, 2023.’
2. “Corporation of the Village of Cumberland Sanitary Sewer Rates Bylaw No. 862, 2007”, as amended, is amended by repealing Schedule “A” to the Bylaw in its entirety and substituting Schedule “A” to this Bylaw.

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

Mayor

Corporate Officer

Schedule "A"
Sanitary Sewer Rates

	Use of Land or Real Property	Sanitary Sewer Rate Charge Effective January 1, 2023	Sanitary Sewer Rate Charge Effective January 1, 2024
1	For each residential unit:	\$111.25 per quarter	\$116.25 per quarter
2	For a motel, hotel, or non-profit seniors' housing (per room/unit):	\$70.25 per quarter	\$75.25 per quarter
3	For a lodging house or hostel (per bed):	\$32.00 per quarter	\$34.25 per quarter
4	For a school (per classroom):	\$93.50 per quarter	\$100.00 per quarter
5	For a church or a recreation hall:	\$104.75 per quarter	\$112.00 per quarter
6	For a medical clinic:	\$304.25 per quarter	\$325.50 per quarter
7	For a restaurant, pub, or bar:	\$293.75 per quarter	\$314.25 per quarter
8	For a coffee shop or take out:	\$103.25 per quarter	\$110.50 per quarter
9	For a business, store, or office (per suite):	\$103.25 per quarter	\$110.50 per quarter
10	For a beauty parlour, medical office, or veterinarian (per suite):	\$128.00 per quarter	\$137.00 per quarter
11	For a laundromat:	\$397.00 per quarter	\$406.25 per quarter
12	For a service station:	\$125.00 per quarter	\$133.75 per quarter
13	For a car wash:	\$415.50 per quarter	\$444.50 per quarter
14	For regional hospital laundry:	\$10,773.25 per quarter	\$11,525.75 per quarter
15	For any use not identified in this table (per washroom):	\$104.75 per quarter	\$112.00 per quarter

**The Corporation of the Village of Cumberland
Proposed 2024 - 2028 Financial Plan
Opening Position, Reserve Balances and Tax Increase**

2024 Opening Financial Position				
	Unaudited	Audited	Change	% Change
	<u>2023</u>	<u>2022</u>		
Accumulated Surplus				
General	\$ 1,200,000	\$ 1,200,000	\$ -	0.00%
Water	250,000	250,000	-	0.00%
Sewer	330,000	330,000	-	0.00%
	<u>\$ 1,780,000</u>	<u>\$ 1,780,000</u>	<u>\$ -</u>	<u>0.00%</u>
General surplus reserved	19,659	26,159	(6,500)	(24.85%)
Water surplus reserved	-	-	-	
Sewer surplus reserved	8,500	8,500	-	0.00%
	<u>\$ 1,808,159</u>	<u>\$ 1,814,659</u>	<u>\$ (6,500)</u>	<u>(0.36%)</u>

Estimated Reserve Balances (statutory & established by bylaw)	<i>Minimum Balance</i>	<i>Optimum Balance</i>	2024	2025	2026	2027	2028
General Fund Financial Stabilization Reserve	480,000	960,000	970,718	798,537	774,139	782,964	791,595
Solid Waste Rate Stabilization (held in Gen Financial Stabilization Rsv)	N/A	N/A	238,765	148,765	122,765	102,765	88,765
LGCAP Grant Funds (held in Gen Financial Stabilization Rsv)	N/A	N/A	41,836	41,836	41,836	41,836	41,836
Growing Communities Funds	N/A	N/A	287,619	82,322	73,918	75,397	76,905
Community Works Funds Gas Tax Reserve	N/A	N/A	80,232	81,836	83,473	85,143	86,845
Host Amenity Funds Reserve	N/A	N/A	35,225	39,937	55,847	47,554	83,496
Emergency & Public Safety Reserve	N/A	N/A	2,588,703	3,214,238	3,889,115	3,606,523	3,334,584
Water Fund Financial Stabilization Reserve	150,000	300,000	669,999	893,123	830,919	832,512	849,162
Sewer Fund Financial Stabilization Reserve	200,000	330,000	846,390	811,499	775,909	670,263	596,674
General Municipal Facility Asset Renewal Reserve	512,000	2,300,000	407,827	602,583	803,747	1,008,934	1,218,225
General Asset Renewal Reserve	390,000	980,000	131,611	35,727	60,682	39,925	45,406
Water Meter Replacement Reserve	N/A	N/A	874,895	966,223	35,081	129,713	226,237
Sewer and Water Infrastructure Asset Replacement Reserve	560,000	14,000,000	554,408	536,711	631,252	671,235	787,940
Linear Asset Renewal Reserve*	700,000	1,500,000	2,262,163	3,129,844	3,992,319	5,039,676	6,181,438
Fire Vehicle and Protective Equip Repl Reserve	-	1,200,000	214,587	307,329	404,956	4,055	99,656
Land Sale Reserve (Bylaw No. 834, 2006)	N/A	N/A	1,326	1,352	1,352	1,352	1,352
Parkland Reserve in separate bank account	N/A	N/A	47,485	48,435	49,404	50,392	51,400
Total			\$ 10,253,788	\$ 11,740,296	\$ 12,626,715	\$ 13,190,240	\$ 14,561,517

*Doesn't include any linear asset renewal projects for 2024-2028.

A review will be conducted in 2024 to prioritize projects and inform renewal project schedule for the next 5 years.

**Estimated available borrowing \$13 million based on 5% interest rate on 20 year amortization period
(This will decrease when new debt for any other projects in the financial plan are approved)**

**The Corporation of the Village of Cumberland
Proposed 2024 - 2028 Financial Plan
Opening Position, Reserve Balances and Tax Increase**

Assumptions For Financial Plan

	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>	<u>2028</u>
General Inflation	2% to 2.5%	2% to 2.5%	2% to 2.25%	2.00%	2.00%
Utilities & Insurance	2% to 5%	2% to 5%	2% to 5%	2% to 5%	2% to 5%
Short-Term Debt Interest Rate	6.42%	6.42%	6.62%	6.72%	6.82%
Long-Term Debt Interest Rate (20 year term)	5.60%	5.60%	5.60%	5.60%	5.60%

Proposed Property Tax Revenue Increase - Municipal Purposes

	<u>Proposed</u> <u>2024</u>	<u>Budgeted</u> <u>2023</u>	<u>Increase \$</u>	<u>Increase %</u>
Property tax revenues	<u>\$ 4,260,150</u>	<u>\$ 3,962,300</u>	<u>\$ 297,850</u>	<u>7.52%</u>

Based on 2023 every 1% change in taxation adds approximately \$39623 to the plan, calculated as follows:

	<u>Actual</u> <u>2023</u>	<u>1%</u> <u>Increase</u>	<u>Total After</u> <u>1% Increase</u>
Property taxes collected	\$ 3,962,300	39,623	\$ 4,001,923

The Corporation of the Village of Cumberland
Proposed 2024 - 2028 Financial Plan
Based on 2023 BC Assessment Revised Roll

Proposed Property Tax Impact on Average Residential Single Family Household

	Proposed			
	2024	2023	Change	%
Tax for Municipal Purposes	\$ 1,949	\$ 1,813	\$ 136	8%
Frontage parcel tax (median lot size)	371	347	24	7%
Parcel Charge per lot for water supply debt	45	45	-	0%
Property taxes	\$ 2,365	\$ 2,205	\$ 160	7%
Average Utility Fees (Water, Sewer, Storm & Solid Waste)	1,067	984	82	8%
Total Taxes and Charges for Municipal Purposes	\$ 3,432	\$ 3,189	\$ 243	8%

* Home owner grant reduction for qualifying resident not included above (regular: \$770, senior: \$1045).

** Taxes collected for other taxing authorities not included above.

*** Assessment values not available for 2024 yet, proposed 2024 taxes calculated based on 2023 revised roll.

Proposed Property Tax Impact on Average Family Strata Home (i.e. Condos)

	Proposed			
	2024	2023	Change	%
Tax for Municipal Purposes	\$ 1,328	\$ 1,235	\$ 93	8%
Frontage parcel tax (median lot size)	310	290	20	7%
Parcel Charge per lot for water supply debt	45	45	-	0%
Property taxes	\$ 1,683	\$ 1,570	\$ 113	7%
Average Utility Fees (Water, Sewer, Storm & Solid Waste)	956	894	62	7%
Total Taxes and Charges for Municipal Purposes	\$ 2,639	\$ 2,464	\$ 175	7%

* Home owner grant reduction for qualifying resident not included above (regular: \$770, senior: \$1045).

** Taxes collected for other taxing authorities not included above.

*** Assessment values not available for 2024 yet, proposed 2024 taxes calculated based on 2023 revised roll.

Proposed Property Tax Impact on Median Assessment - Class 6 (business other)
(35 folios with assessments greater than the median and 35 folios with assessments lower than median)

	Proposed			
	2024	2023	Change	%
Tax for Municipal Purposes	\$ 4,555	\$ 4,237	\$ 319	8%
Frontage parcel tax (median lot size)	309	290	20	7%
Parcel Charge per lot for water supply debt	45	45	-	0%
Property taxes	\$ 4,910	\$ 4,571	\$ 338	7%
Average Utility Fees (Water, Sewer, Storm & Solid Waste)	1,057	931	126	14%
Total Taxes and Charges for Municipal Purposes	\$ 5,967	\$ 5,503	\$ 464	8%

** Taxes collected for other taxing authorities not included above.

*** Assessment values not available for 2024 yet, proposed 2024 taxes calculated based on 2023 revised roll.

**The Corporation of the Village of Cumberland
Proposed 2024 - 2028 Financial Plan
Proposed Staff Changes**

Included in 2024-2028 Financial Plan:	Full-time equivalent (FTE)				
	2024	2025	2026	2027	2028
Redistribution of Economic Development Service	(1.00)				
New Planning Technician position (Redistribution of Economic Development Service)	1.00				
Part time Communications Coordinator	0.60				
New Financial Analyst position	1.00				
Admin Assistant for Operations hours increase from 20 to 30 hours per week in 2025 and to 35 hours per week in 2026	-	0.29	0.14		
Total permanent and temporary staffing requests	1.60	0.29	0.14	-	-

Funding Codes:

GR - Grants
 R - Transfers In from Reserves
 DCC - DCC Revenues
 D - Donations/Miscellaneous
 A - Amenity
 B - Borrowing
 G - General taxation and revenue
 U - Unfunded

New initiatives

The Corporation of the Village of Cumberland
 Proposed 2024 - 2028 Financial Plan
 Five Year Capital Projects

	<u>Funding Codes</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>	<u>2028</u>
Infrastructure Capital Asset Renewal Program (road/water/sewer/storm)						
Water Supply and Wastewater System Upgrades						
Cumberland No. 2 Dam capital upgrades	GR,R	1,075,000	2,485,000	1,010,000	-	-
Allen Lake Main Dam Stabilization Design & Construction	R, U	-	-	-	65,000	650,000
Roads Infrastructure without underground utility replacement						
Dunsmuir Avenue Sidewalk Replacement/Intersection Improvements	R	-	-	60,000	-	-
Pave access road to the Wastewater Treatment Facility	R	-	-	44,400	-	-
Museum Lane Paving	U	-	-	10,740	-	-
Egremont at Lane North of Mayrport Asphalt Apron (heading up to the school field)	U	-	-	-	4,950	-
Water Treatment Plant Paving	U	-	-	-	29,220	-
Non-Infrastructure Capital - Environmental Health (Solid Waste, Water, Sewer & Storm)						
Water Equipment						
Hydrant replacement (1 per year)	G	8,820	9,000	9,180	9,370	9,560
Installation of water level and quality monitoring equipment on dam infrastructure	R	31,580	31,580	-	-	-
Water Meter Replacements	R	20,000	20,000	1,050,400	-	-
Water Treatment Plant Electrical Room AC	R	16,000	-	-	-	-
Security Cameras for Water Treatment Plant and monthly cost	G	-	6,200	600	600	600
Allen Lake Gate / Fence	G	-	6,450	-	-	-
New Debris Booms at Allen & Stevens Lake (grant dependant)	U	-	64,740	-	-	-
Water Treatment Plant Vehicle Gate Automation	U	-	-	40,000	-	-
Gates for Royston Road Watermain RoW	U	-	-	8,590	-	-
Underground Power Supply to Water Treatment Facility	U	-	-	-	129,000	-

	<u>Funding</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>	<u>2028</u>
	<u>Codes</u>					
Sewer & Storm Capital Projects						
Wastewater facility access road fencing (cost sharing with VIHA - hospital laundry facility)	G,D	15,000	-	-	-	-
Wastewater facility sign installation	G	-	5,100	-	-	-
Comox Lake Road Driveway Culverts and Road Works	R,G	20,400	-	-	-	-
Maple Lake Creek Culvert Replacement (grant dependant)	GR	-	20,000	200,000	-	-
Replace Culverts across Hope Road at Mill Street	R	-	15,000	65,000	-	-
Transportation Services (Roads) Non-Infrastructure Capital						
Solar powered traffic infrastructure (partial funding from ICBC)	GR,R,G,U	25,000	25,000	-	-	-
Transportation Master Plan recommendations for traffic calming, satey, active travel	R, G	10,500	10,500	10,500	10,500	10,500
Calibration station for confined space gas detectors	R	8,000	-	-	-	-
Plotter replacement	R	-	25,000	-	-	-
Wood chipper on a trailer for chipping trees & branches (grant dependant)	U	-	-	-	15,000	-
Level 2 charging stations (grant dependant)	GR	30,000	-	30,000	-	-
Vehicle replacement - Kubota Mower 1999	B	40,000	-	-	-	-
Vehicle replacement - Kubota Mower 2009	B	-	40,000	-	-	-
Vehicle replacement - Facility Maintenance Van (EV, 26k from LGCAP)	R, B	80,000	-	-	-	-
Vehicle replacement - Grader	B	-	-	150,000	-	-
Vehicle replacement - Dump Truck	U	-	-	-	140,000	-
Vehicle replacement - Pickup Trucks (2027: 1 truck, 2028: 3 trucks)	U,B	-	-	-	94,000	282,000
New Service Truck for Wastewater Operator Position (EV, 94k from LGCAP)	R	94,000	-	-	-	-
New Service Truck for Operation Adminstration Duties	U	-	94,000	-	-	-
New Service Truck for increased capacity	U	-	94,000	-	-	-
Heavy Equipment Trailer (dependant on grant or sale of fleet proceeds)	U	-	-	16,000	-	-
Mini Excavator with Trailer	U	-	-	110,000	-	-
New Service Truck for increased capacity	U	-	-	-	94,000	-

	<u>Funding</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>	<u>2028</u>
	<u>Codes</u>					
Cemeteries (Public Health Services)						
Civic Cemetery:						
Sign Kiosk and mapping installation	R	5,000	-	-	-	-
Civic Cemetery detailed design of new central interment area (grant dependant)	U	-	5,000	-	-	-
Japanese Cemetery:						
Restoration and Heritage Site development, signage, fencing (Japanese Legacies Heritage grant dependant)	GR	-	52,000	-	-	-
General Government Services						
Municipal Office Backup Generator Replacement	GR	50,000	-	-	-	-
Protective Services						
Fire Services:						
Turn out gear annual replacement	R	15,000	15,000	15,000	15,000	15,000
Air storage upgrades for SCBA and new automated external defibrillator (AED) for fire vehicles	R	10,500	-	-	-	-
EOC room completion	U	-	15,000	-	-	-
Roof construction between seacans for storage of 2 trailers	U	-	15,000	-	-	-
SCBA Air Compressor	U	-	-	-	50,000	-
Vehicle replacement - Fire Rescue truck (\$37.5k associated annual debt payments with 19% covered by Fire Protection District)	B, R	40,000	360,000	-	-	-
Quint Ladder Truck (asset addition-\$191.6k associated annual debt payments with 19% covered by Fire Protection District)	B,R	-	-	-	1,500,000	-
Debt costs associated with the vehicle purchases (debt maturities offset debt costs in each year)	G	-	37,550	26,820	191,560	38,320

	<u>Funding</u>					
	<u>Codes</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>	<u>2028</u>
Recreation, Parks, Community and Culture						
Coal Creek Historical Park and Cumberland Trails Capital Projects:						
Perseverance Floodplain Trail Improvements	R	8,000				
Egremont Park trail improvements and resurfacing	U	-	-	9,000	-	-
West Colliery Trail resurfacing	U	-	-	7,500	-	-
Perseverance Creek Bridge Replacement	U	-	-	-	50,000	-
No. 6 Mine Park Projects:						
No.6 Mine drainage and irrigation improvements (grant dependant)	R	-	-	-	-	20,000
No.6 Mine playground replacement	U	-	-	-	-	55,000
Village Park & Village Square Capital Projects:						
Village Park playground resurfacing	GR,U	-	-	80,000	-	-
Placeholder for Village Park Master Plan - project implementation	U	-	-	-	-	1,000,000
Village Square charette	U	-	-	-	-	150,000
Solport Park Projects:						
Solport Park continued development	DCC,R	-	125,000	-	-	-
		-	-	-	-	-
Lake Park Capital Projects:						
Lake Park - Webcam installation for parking lot communication to public	R	10,000	-	-	-	-
Lake Park office / storage yard planning and design	R	-	30,000	-	-	-
Lake Park shoreline detailed design & construction	R,U	-	-	-	50,000	50,000
		1,612,800	3,606,120	2,953,730	2,448,200	2,280,980

Funding Codes:
 GR - Grants
 R - Transfers In from Reserves
 DCC/PIL - DCC Parking in lieu Revenues
 D - Donations/Miscellaneous
 A - Amenity
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The Corporation of the Village of Cumberland
 Proposed 2024 - 2028 Financial Plan
 Five Year Operating Projects & Transfers To Reserves

New initiatives

	<u>Funding Codes</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>	<u>2028</u>
Environmental Health Services (Solid Waste, Water, Sewer & Storm)						
Water Services						
Water Meter Radio License	G	3,750	3,750	3,750	3,750	3,750
UV Reactor Preventative Maintenance Contract	G	12,500	12,500	12,500	12,500	12,500
Water Treatment Plant Flow Sensor Switch Access	R	5,070				
Spillway Panels for Stevens Lake	R	28,100	-	-	-	-
Install additional fencing at Henderson Lake	R	6,840	-	-	-	-
Scada System Expansion	U	-	26,510	-	-	-
Perseverance Creek Channel Definition (grant dependant)	U	-	-	30,000	-	-
Tree Removal at Power Lines to Water Treatment Facility	A	-	-	11,290	-	-
Backflow Prevention & Cross Connection Control Program	U	-	-	6,500	-	-
Chlorine Shack Demolition	G	-	-	-	10,000	-
Sewer & Storm Services						
Increased operating costs for wastewater treatment system	G	-	50,000	225,000	225,000	225,000
Debt servicing costs for wastewater treatment capital upgrades	G	248,390	309,010	489,630	597,140	597,140
Liquid Waste Management Plan Stage III (LWMP - includes 100k carried from 2023)	R	203,400	-	-	-	-
Sewer and Storm Drain Masterplan updates (includes 150k carried from 2023)	R,DCC	300,000	-	-	-	-
Combined Sewer Separation Grant Application	R	10,000	-	-	-	-
Union Road Sewer Servicing Feasibility	R	20,000	-	-	-	-
Comox Lake Road / Perseverance Creek Crossing - Hydrological Analysis (grant dependant)	U	-	20,000	-	-	-

	Funding Codes	2024	2025	2026	2027	2028
Transportation Services (Roads)						
Operating cost increase for new vehicle (fuel, insurance, R&M)	G	2,500	2,500	2,500	2,500	2,500
Level 2 charging station warranty and maintenance (x 2 in 2026)	G	2,250	2,250	4,500	4,500	4,500
Landfill corridor garbage pickup program	R	16,000	16,000	16,000	16,000	16,000
Operations Admin Assistant increased hours (+10 hrs/week in 2025, +5 hrs/week in 2026)	G	-	21,500	32,960	32,960	32,960
Operations department structure review	R	20,000	-	-	-	-
Review Linear Asset Replacement	R	20,000	-	-	-	-
Ulverston Mailbox Asphalt Apron	A	3,760	-	-	-	-
General Government Services						
Council:						
Council annual travel and conferences increase	G	1,000	1,000	1,000	1,000	1,000
Council committee meeting and training expenses	G	4,450	4,450	4,450	4,450	4,450
Community to Community Event with K'omoks First Nation	G	1,500	1,500	1,500	1,500	1,500
Indigenous art for Council Chambers (carried over from 2021)	R	1,000	-	-	-	-
Newly Elected Officials expenses (every 4 years)	R	-	-	3,100	7,000	-
CAO & Legislative Services:						
Communications Coordinator (21 hours per week)	G,R	54,040	54,040	54,040	54,040	54,040
Local Government Election in 2026	R	-	-	25,770	-	-
Records Management Classification System	R	40,000	-	-	-	-
Consultant / casual staff to re-organize physical records in new records management software	R	-	28,000	-	-	-
Accessibility Plan	R	-	25,000	-	-	-
Code of Conduct Review and Update	R	5,000	-	-	-	-
Develop an Indigenous Relations Framework	R	20,000	-	-	-	-
Image Acquisition	G	1,000	1,000	1,000	1,000	1,000
Staff and Council education on UNDRIP, Indigenous relations and diversity	G	3,250	3,250	3,250	3,250	3,250
Financial & Information Systems Services:						
Phone system replacement (hardware & voice over internet system licensing)	R,G	9,010	2,400	2,400	2,400	2,400
Information Technology Services 2 months overlap (if Village switches providers)	R	11,890	-	-	-	-
Conversion of financial system from server to Cloud	R	10,000	-	-	-	-
Utility rates and utility connections fees review	R	50,000	-	-	-	-
Full time Financial Analyst (new position)	R,G	113,510	113,510	113,510	113,510	113,510

	<u>Funding Codes</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>	<u>2028</u>
Human Resources & Occupational, Health & Safety:						
Furniture & equipment for additional positions	R	7,000	-	-	-	-
Health & Safety software implementation and annual licensing	R, G	10,000	6,000	6,000	6,000	6,000
Municipal & Operations Office Maintenance Projects:						
Operations Facility - Garage Door replacement	R	6,000	-	-	-	-
Install windows in operations facility exterior doors (health & safety)	R	1,500	-	-	-	-
Planning & Development						
Increase for Building Inspector contract	G	11,500	11,500	11,500	11,500	11,500
Statement of Significance	R	4,500	4,500	-	4,500	4,500
ArcGIS platform implementation and annual licensing	R, G	3,370	1,370	1,370	1,370	1,370
BlueBeam software annual subscription	G	1,440	1,440	1,440	1,440	1,440
Official Community Plan (OCP) review (additional budget)	R	20,000	-	-	-	-
Geospatial analysis and growth scenarios to support OCP Review (Complete Community grant)	GR	150,000	-	-	-	-
Civic Properties and Facilities Renewal Planning	R	20,000	20,000	20,000	20,000	20,000
Zoning bylaw congruence review to OCP	R	-	60,000	-	-	-
Housing Action Plan (grant dependant)	GR	-	40,000	-	-	-
Subdivision and Development Bylaw update	R	-	60,000	-	-	-
Village GIS/Mapping software feasibility study and roadmap	U	-	15,000	-	-	-
Camp Road Heritage Designation (grant dependant)	R,U	-	-	10,000	-	-
Protective Services						
Bylaw Enforcement:						
Bylaw Enforcement service review and policy development	R	20,000	-	-	-	-
Use of Force recertification course (every two years)	G	1,100	-	1,100	-	1,100
Bylaw Offence Notice - alternative ticketing system	G	5,000	5,000	5,000	5,000	5,000
Bylaw protective gear replacement	G	2,700	-	-	-	-
WildsafeBC Coordinator every second year (grant dependant)	R	9,000	-	9,000	-	9,000
Fire Services:						
Fire Administration membership increase	G	300	300	300	300	300
Fire Fighter call out wages \$1/hour increase (\$19 to 20 per hour for 2024)	G	4,400	4,400	4,400	4,400	4,400
Equipment replacement for Wildfire Protection Unit	G	4,000	4,500	5,000	5,000	5,000
Cellphone for duty officer and data for fire vehicle iPad	G	770	770	770	770	770
Fire Fighter Training & Education increase	G	2,500	2,500	2,500	2,500	2,500
Fire Services Minor Operations Equipment replacement increase	G	2,500	2,500	2,500	2,500	2,500
Recording camera and iPad for fire rescue vehicles	R	3,000	-	-	-	-
Fire Hall Facility Projects:						
Replacement of air filter for the exhaust system	R	3,500	-	-	-	-

	<u>Funding Codes</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>	<u>2028</u>
Recreation, Community & Events & Parks						
Recreation Services:						
Add labour for public rentals for staff supervision (rental revenue increase)	G	5,240	5,240	5,240	5,240	5,240
Adult Social Club Facilitator	G	8,000	8,000	8,000	8,000	8,000
		-	-	-	-	-
Recreation Centre Maintenance Projects:						
Creation of accessible washroom stalls in CRI gymnasium	R	-	2,500	-	-	-
Additional tables for CRI	R	4,800	-	-	-	-
Free menstrual products in Village washrooms (5 dispensers and products)	R, G	5,200	700	700	700	700
Climbing wall maintenance increase	G	600	600	600	600	600
Fitness equipment maintenance plan	G	2,200	2,200	2,200	2,200	2,200
		-	-	-	-	-
Cultural Centre Maintenance Projects:						
Buchanan Hall stove vent	R	3,500	-	-	-	-
Community Events & Cultural Services						
Arts and Culture Strategy	R	-	30,000	-	-	-
Community Organization contributions:						
Council to consider up to \$10,000 for special project community grant program	R	10,000	10,000	10,000	10,000	10,000
Long-term operating contributions for service agreements	R, G	116,500	116,500	116,500	116,500	116,500
Comox Valley Community Foundation Contribution	R	1,000	1,000	1,000	1,000	1,000
Funding for museum - Heung Foundation Renovations (2022 - 2026)	R	8,260	8,260	8,260	-	-
Museum: in-kind facility operational maintenance costs	G	8,540	8,710	8,880	9,060	9,240
Obon Cemetery Tour	G	500	500	500	500	500
Cumberland Community Schools Society - funding for Food Share Program	R	10,000	-	-	-	-
Beaufort Family Health Society - funding for clinic start-up	R	10,000	-	-	-	-

	Funding Codes	2024	2025	2026	2027	2028
Parks Services:						
Village Trail Network Contracted Services increase	G	500	1,000	1,500	2,000	2,000
Nikkei Park Operating Budget establishment	G	500	500	500	500	500
Welcome Poles insurance	G	320	320	320	320	320
Cellphone for Parks staff	G	500	500	500	500	500
Annual Tree Replanting Program (\$5k BC Hydro grant)	GR,G	6,790	6,790	6,790	6,790	6,790
Annual Tree Replanting Program supplies	G	2,000	2,000	2,000	2,000	2,000
Invasive Species Management increase	G	2,000	2,000	2,000	2,000	2,000
Environmental Monitoring and Wildlife Survey (partnership with CCFS)	G	1,500	1,500	1,500	1,500	1,500
Souther property deconstruction and restoration project	R	110,000	-	-	-	-
Perseverance Watershed Initiative - long range plan	R, U	40,000	40,000	40,000	-	-
Japanese Heritage Grant projects	GR	-	185,000	185,000	-	-
Convert grounds maintenance tools to electric	U	-	-	4,000	-	-
Parks and Greenways Master Plan Update	R,DCC	-	-	-	50,000	-
No. 6 Mine Park Project:						
No. 6 Mine Park Gazebo repair/replacement/decommission	U	-	-	-	15,000	-
Coal Creek Historical Park and Cumberland Trails Projects:						
Coal Creek Historic Park increase	G	300	300	300	300	300
Cumberland Community Forest - develop Management Plan for the park (covenant requirement - grant dependant)	R	-	20,000	-	-	-
Village Park Projects:						
All Wheels Skills Park - contribution for design (UROC fundraising for construction)	R	5,000	-	-	-	-
Village Park enhanced field maintenance works (every 5 years)	R	7,500	-	-	-	7,500
Village Park Master Plan	U	-	30,000	-	-	-
Lake Park Projects:						
K'ómoks First Nation Guardian Watchmen contribution from Lake Park revenue sharing	G	3,000	3,000	3,000	3,000	3,000
Lake Park Water study/analysis	R	-	-	40,000	-	-
		\$ 1,896,540	\$ 1,425,070	\$ 1,574,820	\$ 1,395,490	\$ 1,331,270

	Funding Codes	2024	2025	2026	2027	2028
Transfers To Reserve						
Linear infrastructure asset renewal reserve with annual contribution (frontage tax)	G,A	\$ 887,130	\$ 923,750	\$ 925,295	\$ 957,932	\$ 1,030,661
Linear Assets (Roads, Water, Sewer Storm)						
General Village Asset Renewal Reserve contribution for fleet replacement (new)	G	25,000	30,000	35,000	40,000	45,000
Environmental Health Services (Water, Sewer & Storm)						
Water rate stabilization reserve transfer to / (transfer from)	G	(65,000)	(50,000)	(40,000)	(15,000)	-
Water meter replacement reserve contribution	G	93,000	93,000	93,000	93,000	93,000
Water Royston Bulk Water reserve contribution (used for PW land debt payments)	G	280,000	280,000	-	-	-
Start to increase reserve contribution for water supply asset replacement	G	-	-	20,170	22,780	28,000
Sewer rate stabilization reserve transfer to / (transfer from)	G	-	(60,000)	(60,000)	(129,000)	(95,000)
Start to increase reserve contribution for wastewater treatment replacement	G	-	-	70,000	70,000	75,000
General Government Services						
Reserve contribution for landfill host community amenity fees annually received by CVRD	G	300,000	300,000	300,000	300,000	300,000
Reserve contribution for Emergency & Public Safety Reserve	G	485,450	485,450	485,450	485,450	485,450
General Village Facility Asset replacement reserve	G	187,240	187,240	187,240	187,240	187,240
Reserve contribution to general financial stabilization reserve for Local Government	G	72,080	-	-	-	-
Climate Action Plan funds	G	-	-	-	-	-
Recreation, Parks & Community Services						
Transfer increased Lake Park Dividend revenues to reserve for future use	G	16,000	20,000	24,000	28,000	32,000
General Village Asset Renewal Reserve contribution for fitness equipment replacement (new)	G	1,500	1,500	1,500	1,500	1,500
Cemeteries (Public Health Services)						
Annual transfer to Cemetery Perpetual Care Fund + interest	G	1,250	1,250	1,250	1,250	1,250
Protective Services						
Reserve contribution for fire capital purchases (vehicles & protective equipment replacement)	G	87,500	102,500	105,500	107,500	109,500
		\$ 2,371,150	\$ 2,314,690	\$ 2,148,405	\$ 2,150,652	\$ 2,293,601