The Corporation of the Village of Cumberland
Regular Council Meeting Agenda

Monday, January 8, 2024, 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

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Pages

1. Call To Order

2. Agenda

2.1 Agenda for Regular Council Meeting, January 8, 2024

Recommendation:
THAT Council approve the agenda for the January 8, 2024 Regular Council Meeting.

3. Minutes

3.1 Adoption of Minutes 4

Recommendation:
THAT Council adopt the following minutes:

- Regular Council Meeting, December 11, 2023

3.2 Receipt of Committee Minutes 10

Recommendation:
THAT Council receive the following Committee draft minutes for information:

- Accessibility and Inclusion Select Committee, December 5, 2023
- Advisory Planning Commission, December 14, 2023

4. Delegations

5. Correspondence

6. Unfinished Business

6.1 Cumberland Community Forest Society and the Perseverance Stream-keepers 16.1

Recommendation:
THAT Council direct staff to consider Perseverance Creek, fish habitat, and environmental flows during the pre-design of the No. 2 Dam project, and report back to Council with more detailed information, whether environmental flows can be achieved, and impacts to the drinking water

supply.

7. Reports

7.1 Mobile Vending Regulations Update 17
Prepared by Seamus McConville, Planner I

Recommendation:
THAT Council endorse the Engagement Plan for the Mobile Vending Regulations Update.

7.2 Solid Waste Collection Joint RFP with Royston Area (CVRD) 26
Prepared by Rob Crisfield, Manager of Operations

Recommendation:
THAT Council direct staff to participate in the Comox Valley Regional District Request for Proposal for solid waste collection services.

7.3 Comox Valley Regional District – Royston Water Supply Agreement report 29
Prepared by Annie Bérard, Chief Financial Officer

Recommendation:
THAT Council approve the Corporation of the Village of Cumberland to enter into the Royston Water Supply Agreement with the Comox Valley Regional District for a period of two years, starting January 1 2024 and terminating December 31 2025, with the option to renew in a one year increment for an additional two years.

7.4 Council Member Monthly Reports 38

Recommendation:
THAT Council receive the member monthly reports for December 2023.

8. Bylaws

8.1 2024 - 2028 Financial Plan Bylaw No. 1200, 2023 40

Recommendation:
THAT Council adopt the 2024 - 2028 Financial Plan Bylaw No. 1200, 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.

- Advisory Planning Commission January 11 @ 4:00 p.m.
- Homelessness and Affordable Housing Committee January 17 @ 9:30 a.m.

- Heritage Committee January 18 @ 4:00 p.m.

11. Question Period

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

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

12. Closed Portion

Recommendation:

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

(c) labour relations or other employee relations;

13. Adjournment

Recommendation:

THAT Council adjourn the meeting.

The Corporation of the Village of Cumberland

Regular Council Meeting Minutes

December 11, 4:30 p.m.
Council Chamber, 2675 Dunsmuir Avenue

Council Present:	Mayor Vickey Brown Councillor Neil Borecky Councillor Sean Sullivan Councillor Troy Therrien
Regrets:	Councillor Jesse Ketler
Staff Present:	Michelle Mason, Chief Administrative Officer Rachel Parker, Corporate Officer Rob Crisfield, Manager of Operations Annie Berard, Chief Financial Officer Ryan Parton, Acting Manager of Parks & Recreation

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1. Call to Order at 4:30 pm

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

2. Closed Portion

Motion 23-262

Moved by: Borecky
Seconded by: Sullivan

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

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

(f) law enforcement, if the council considers that disclosure could reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment;

Carried Unanimously

3. Recess

The meeting was recessed at 5:21 p.m.

4. Call To Order at 5:30 pm

5. Agenda

5.1 Agenda for Regular Council Meeting, December 11, 2023

Motion 23-263

Moved by: Borecky
Seconded by: Therrien

THAT Council approve the agenda for the December 11, 2023 Regular Council Meeting.

Carried Unanimously

6. Minutes

6.1 Adoption of Minutes

Motion 23-264

Moved by: Therrien
Seconded by: Sullivan

THAT Council adopt the following minutes:

- Regular Council Meeting, November 27, 2023

Carried Unanimously

6.2 Receipt of Committee Minutes

Motion 23-265

Moved by: Sullivan
Seconded by: Therrien

THAT Council receive the following minutes:

- Heritage Committee Meeting, November 16, 2023.

Carried Unanimously

7. Delegations

7.1 Perseverance Streamkeepers and the Cumberland Community Forest Society (CCFS)

Motion 23-266

Moved by: Therrien
Seconded by: Borecky

THAT Council receive the delegation from the Cumberland Community Forest Society and the Perseverance Streamkeepers regarding streamkeeper activities and Perseverance Creek health and resilience.

Carried Unanimously

8. Correspondence

None

9. Unfinished Business

None

10. Reports

10.1 Use of Village Facilities as Warming Centres

Motion 23-267

Moved by: Sullivan
Seconded by: Therrien

THAT Council approve the use of Village facilities for the purpose of providing warming centres in cooperation and accordance with Comox Valley Emergency Management; and

THAT Council delegate authority to the Manager of Parks & Recreation to determine the terms and conditions of a facility use agreement as deemed necessary to facilitate the provision of warming centres; and

THAT staff be directed to develop policy around the activation and operation of warming centres and cooling centres in Village facilities.

Carried Unanimously

10.2 Conference Attendance 2024 - Local Government Leadership Academy

Motion 23-268

Moved by: Therrien
Seconded by: Borecky

THAT Council approve allocating funds from Council Conferences budget to allow one member to attend the Local Government Leadership Academy Leadership Forum.

Carried Unanimously

10.3 Community Grant Program Guidelines

Motion 23-269

Moved by: Therrien
Seconded by: Borecky

That Council approve the Community Grant Program Guidelines as presented.

Carried Unanimously

10.4 Council Member Monthly Reports

Motion 23-270

Moved by: Borecky
Seconded by: Sullivan

THAT Council receive the member monthly reports for November 2023.

Carried Unanimously

11. Bylaws

11.1 2024-2028 Financial Plan Bylaw 1200, 2023

Motion 23-271

Moved by: Sullivan
Seconded by: Therrien

THAT Council give second and third readings to the "2024-2028 Financial Plan, Bylaw 1200, 2023".

Carried Unanimously

11.2 2024 Utility Rates and Frontage Tax Rates Amendment Bylaws

Motion 23-272

Moved by: Borecky
Seconded by: Therrien

THAT Council adopt:

i. Water Service Frontage Tax Amendment Bylaw No. 1201, 2023;

ii. Sewer Service Frontage Tax Amendment Bylaw No. 1202, 2023;

iii. Storm Water Service Frontage Tax Amendment Bylaw No.1203, 2023;

iv. Solid Waste Collection Fees Amendment Bylaw No. 1204, 2023;

v. Water Rates Amendment Bylaw No. 1205, 2023; and

vi. Sanitary Sewer Rates Amendment Bylaw No. 1206, 2023.

Carried Unanimously

12. New Business

None

13. Notices, Motions and Announcements

None

14. Question Period

There were no questions.

15. Closed Portion

Motion 23-273

Moved by: Borecky
Seconded by: Therrien

THAT Council close the meeting at 6:40 p.m. to the public pursuant to Section 90 of the Community Charter to consider:

(b) the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party;

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

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

Carried Unanimously

16. Adjournment

The meeting adjourned at 7:14 p.m.

_____

Mayor

_____

Certified Correct by Corporate Officer

The Corporation of the Village of Cumberland
Accessibility and Inclusion Select Committee Minutes

December 5, 2023 at 3 p.m.
Council Chamber, 2675 Dunsmuir Avenue

Members Present:
Suzanna Wong, chair
Brenda Lenahan (by video)
Judy Norbury, chair (by video)
Troy Therrien, Councillor

Regrets:
Rhianna Walz

Staff Present:
Rachel Parker, Corporate Officer
Karin Albert, Senior Planner

Ms. Wong called the meeting to order at 3:01 p.m.

1. Approval of Agenda
Approved by consensus.

2. Adoption of Minutes: July 17, 2023
Approved by consensus.

3. Presentations
3.1 Official Community Plan Review

Ms. Albert presented the Official Community Plan review and process, housing and land use designations, opportunities to include policy on equity, diversity and inclusion, and accessibility, as well as development permit requirements for the business core and multi-family development form and character.

Discussion took place on ways to incentivize accessibility and universal design in housing, seniors housing and opportunities to age in place, rental housing for people with disabilities. Ms. Albert advised that provincial changes will result in no new single family development, and density usually means building up which is challenging for accessibility. Discussion on making first floor access no step and bedrooms on first floor, and opportunities for small elevators, desire to inspire better practices for inclusive community, and if there is ability to control internal building form as that is provincial jurisdiction.

Ms. Norbury entered the meeting at 3:43 p.m.

Discussion took place on long term vision, transportation and transit planning related to development, safe cycling, improving transit loops for seniors to reach Cumberland business core. Suggestion to use high colour contrast for changes in elevation and slopes.

Discussion took place on using suitable language in policy, such as the terms equity, social opportunities, and marginalized. Suggestion to expand advisory committees for active presentation and better feedback and whether there will be more open consultation on the review.

Discussion took place on barriers to cultural customs, intergenerational family units, to ask seniors if seniors prefer all-senior housing or mixed units with all ages. Suggestion for housing spaces for live-in caregivers, and opportunities to learn from different cultures, tax credits for multi-generational homes, plain language policies, ways to prevent isolation of people with disabilities within the community. Ms. Albert noted that there is a shift away from single family housing to diversity in housing. Opportunities to consult with Immigrant Welcome Centre and the Early Years Collaborative on integration of seniors with children.

Discussion on renaming committee to the Equity, Diversity and inclusion Committee.

Ms. Albert noted that she could attend a future committee meeting and in the interim members can submit further comments.

4. Unfinished Business – For Discussion

4.1 Accessibility Plan Next Steps

- Council approved $25,000 for an Assessment and Action plan in 2025
- Next meeting: consider the scope of the plan and make recommendations

5. New Business

None

6. Reports from committee members

- The outside of new childcare centre has good features
- Comox Valley Accessibility Committee is working on completing the regional accessibility audit

7. Upcoming meetings:

February 5 at 3 p.m.
April 15 at 3 p.m.
June 17 at 3 p.m.
September 23 at 3 p.m.
December 16 at 3 p.m.

8. Adjournment

Adjourned at 4:38 p.m.

The Corporation of the Village of Cumberland
Advisory Planning Commission Minutes

December 14, 2023 at 4:00 p.m.
Council Chamber, 2675 Dunsmuir Avenue

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

Staff Present: Karin Albert, Senior Planner

The meeting was called to order at 4:01 p.m.

1. **Agenda**

   Moved by: Mathieu

   Seconded by: Ross

   THAT the APC approve the Agenda for November 9, 2023

   Carried Unanimously

2. **Minutes**

   Moved by: Camp

   Seconded by: Burdett

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

   Carried

3. **Addition to the agenda**

- Nick Ward informed APC that his company is part of the consulting team working on the Cumberland Climate Action Plan.
- He will step aside both times the APC is asked to comment on the plan.

DRAFT

4. New Business

4.1. Official Community Plan Review

a. Update on Complete Communities and Investment and Development Readiness Projects

- Request for Proposals has been issued and closes December 18. Village expects to have a consulting team on board in early January.

b. Public submissions regarding properties designated for growth

- Submissions re 3041 Royston Road. Current land use designation is Residential. Request is to have a multi-family residential land use designation on that site.
- To be discussed as part of growth scenario development.

c. Growth scenarios (continued from November 9, 2023 meeting)

- Update provided on new provincial legislation: pre-zoning to allow small scale multi-family units (SSMU) (*see attached presentation*).
- See https://cumberland.ca/meetings/6-2023-apc/ for supporting staff memo
- Land use designations are supported by an intent statement for the designation. Future designations can be finer grained and more specific than is currently the case.
- APC reviewed areas that could be designated for more growth.
- Notes were captured on map to be provided to the Complete Communities consultant to map and analyze the growth scenarios in terms of the number of and types of housing units that might be created, proximity to daily needs, cost of infrastructure services and transportation options.
- The analysis will be reviewed with APC and the public to confirm community support for where growth should occur.

4. Next Meeting

The next regular scheduled meeting of the Advisory Planning Commission is on Thursday, January 11, 2024, at 4 p.m.

5. Adjournment

Moved by Burdett

Seconded by Ross

That the APC adjourn the meeting at 6:03 pm

Carried Unanimously

Attachment: Presentation on New Provincial Legislation and Housing Demand Update

THE VILLAGE OF CUMBERLAND

Provincial Legislative Changes
Most recent Housing Demand Calculations

1

THE VILLAGE OF CUMBERLAND

New provincial legislation - SSMU

Pre-zoning to permit small-scale, multi-unit homes:

- 1 secondary suite or accessory dwelling units on serviced single family lots
- 3 units on lots less than 280 m2
- 4 units on lots greater than 280 m2
- 6 units lots close to frequent transit (*n/a in Cumberland*)
- Zoning regs can't circumvent this through max lot coverage or parking minimums

2

THE VILLAGE OF CUMBERLAND

SSMU continued..

- Housing Needs Report 20-year projections
- OCP 20-year housing projections
- OCP updates every 5 years with public engagement
- No public hearings for rezonings that are consistent with the OCP

- Q from Nov APC: Yes, can require a multi-family development permit

3

THE VILLAGE OF CUMBERLAND

SSMU continued..

Exemptions to SSMU pre-zoning

- Manufactured home parks
- Single-family lots under a Comprehensive Development Agreement

- Updates to Zoning Bylaws by June 30, 2024 to implement SSMU zoning
- OCP updates to be completed by December 31, 2025
- Local governments can apply for an extension

4

THE VILLAGE OF CUMBERLAND

Provincial support

- $51 million in funding for local governments to implement changes
- $1 billion Growing Community Funds to support needed infrastructure improvements
- 10 different code compliant building plans for applicants

5

Dwelling Demand	2011	2016	2021	2021 - 2023	2021 - 2028	2021 - 2033
New demand (2021 to X)				155	590	1,025
Studio				20	75	135
1-bed				20	75	135
2-bed				60	230	395
3-bed				30	125	215
4+ bed				20	85	150

6

Updated Projected Dwelling Demand to 2043

Dwelling Demand	2021	2028	2033	2038	2043
New demand (to X)		300	610	845	1,055
Studio/1-bed		95	195	135	340
2-bed		120	250	395	430
3+ bed		80	165	215	185

7

From: meaghan cursons
Sent: Monday, December 4, 2023 10:49 AM
To: Rachel Parker <rparker@cumberland.ca>; Melissa Roeske <mroeske@cumberland.ca>
Subject: Request for delegation - Perseverance Streamkeepers / CCFS

Hello Village of Cumberland

On behalf of the Cumberland Community Forest Society and Perseverance Streamkeepers I would like to request the opportunity to make a delegation to Village Council.

The presentation will be from Meaghan Cursons, Executive Director of the Cumberland Community Forest Society and Heather Mathers, co-chair of the Perseverance Streamkeepers.

We would like to update council on the activities of the Perseverance Streamkeepers in recent years and to provide feedback on how the Village could support the health and resilience of Perseverance Creek going forward.

We would also like to request that the Village ensure consideration of Perseverance Creek, fish habitat and environmental flows as part of the #2 Dam Project"

Meaghan Cursons
CCFS

gilakas'la / č č haθ č,
I give thanks to the people who are today called K'omoks, consisting of the Pentlatch, Ieeksan (eye-ick-sun), Sasitla (sa-seet-la), and Sathloot (sath-loot) people. I am grateful for the privilege to live, work and play in this unceded territory and to participate in the stewardship of land and waters.

COUNCIL REPORT

REPORT DATE: 12/18/2023
MEETING DATE: 1/8/2024

File No: 6650-20-Mobile Vending Regulation Review

TO: Mayor and Councillors

FROM: Seamus McConville, Planner I

SUBJECT: Village of Cumberland Mobile Vending Regulations Update

RECOMMENDATION

THAT Council endorse the Engagement Plan for the Mobile Vending Regulations Update.

PURPOSE

This report is to introduce a project to review the Village's mobile vending regulations. Background research on the topic, an engagement strategy, outcomes, and timelines for the project are provided as well. With the increasing number of business license applications for mobile vending, updating the regulations is an operational priority.

BACKGROUND

Mobile vending is a type of commercial activity occurring without a regular storefront presence; food trucks are a common example. Mobile vending operations are usually embraced by the general community, adding street activation as well as vitality to a downtown core. Considering the lack of a fixed storefront, municipalities must consider the impact on surrounding properties, community safety, and fairness to established business owners when developing mobile vending regulations.

Staff review Business Licence and Zoning Bylaw regulations when considering a mobile vending licence application; however, both bylaws are vague on requirements for items including fire safety and waste disposal. As such, staff rely on Section 9 of the Business Licence Bylaw, No.896, 2009, which allows staff to request such information. This lack of specific regulations in Village Bylaws results in unclear expectations for applicants, and may discourage operators from obtaining a licence. For information, a chart comparing mobile vending application requirements between select municipalities is attached as Appendix A.

While several mobile vending enquiries were received in 2023 and several incomplete applications were submitted, only one mobile vending business licence provided all the required information to be issued. Despite this, staff are aware of multiple mobile vending operations which operated last year without the benefit of a business licence. Without a licence, staff cannot confirm if these operations met Village requirements.

The goal of this project is to update Village regulations and application requirements to reflect best practices, understand impacts on the community and established businesses, and gauge the public's attitude towards mobile vending operations. It is anticipated that these amendments will assist the Village in bringing unlicensed operators into compliance with Village Bylaws.

Analysis

Instead of using broad provisions to request information from applicants, communities set clear expectations via bylaw regulation. For example, Pemberton's bylaw outlines the necessary application package requirements and the ongoing standards that mobile vending operators must adhere to. This not only establishes clear expectations for applicants but also makes it easier for staff to enforce regulations if an operator is out of compliance with the bylaw.

Municipalities use checklists prepared by their fire department and make completion and inspection a condition of receiving a business licence. For example, Comox has a checklist prepared by its own fire department, while Sidney utilizes a checklist adopted by the fire departments of Greater Victoria. Currently, staff refer the business licence to the fire department, which then schedules its own inspection. As this is in line with other municipalities surveyed no changes are expected, however an opportunity may exist to standardize fire inspection requirements with other Comox Valley fire departments.

Most communities, including Cumberland, have a requirement ensuring mobile vending does not impact traffic or pedestrian access, but do not control the siting or how many mobile vending operations can be on a lot at one time. As Cumberland has numerous small lots adjacent to varying land uses, further siting requirements may be prudent. However, existing buffering requirements will limit the siting and location of mobile vending operations.

All other municipalities reviewed allow for mobile vending within public lands, such as parks. Regulations used to govern mobile vending on private property apply to public land vending as well, with further requirements to manage impacts to municipal infrastructure. Currently, the Village permits mobile food vending on municipal roads (i.e. food truck parked on the side of the road) subject to the general Zoning Bylaw regulations. Should the Village wish to explore mobile vending in parks in the future, having existing regulations will make implementation easier. Furthermore, reviewing mobile vending regulations allows the Village to review processes on vending on municipal roads to bring them in line with best practices.

Cumberland charges a nominal fee for a mobile vending business licence, in line with other municipalities. While most communities charge a standard rate, Duncan charges based on the type of equipment used for mobile vending. For information, a chart comparing mobile vending licence fees between select municipalities is attached as Appendix A.

PUBLIC CONSULTATION

Public consultation is proposed for this project. Targeted engagement with mobile vending operators and local businesses is planned, with a page on Cumberland's online engagement platform to inform the public and collect comments. Staff plan on referring the project to the Advisory Planning Commission for further review. It is anticipated that engagement will begin in late January – Early February, with any amendments to be presented to Village Council in May. A detailed engagement plan and project timeline is attached as Appendix B.

ALTERNATIVES

1. THAT Council authorize staff to update applicable Village bylaws as they relate to mobile vending, without community engagement.
2. Not proceed with any action at this time.

STRATEGIC OBJECTIVE

☐ Diverse and Healthy Community

☒ Sustainable Service Delivery and Asset Management

☒ Community Planning

FINANCIAL IMPLICATIONS

Policy planning and regulatory reviews are part of the regular services provided by Development Services. Minor costs may be incurred should staff decide to place an ad in "Currently Cumberland" to advertise the public engagement period.

OPERATIONAL IMPLICATIONS

The public engagement process, research, report writing, and preparation of amendments will be done by the Planner I. The project will require the support of other planning staff, as well as the Finance Department who administers business licence applications.

Once the extent of amendments is determined, this impact will be clearer. It is anticipated that by updating the village's mobile vending requirements, less time will be spent requesting information from applicants.

CLIMATE CHANGE IMPLICATIONS

While mobile vending operations are predominantly powered by fossil fuels (i.e. truck engine, gasoline generators) new regulations will focus on administrative requirements and are unlikely to impact these operations contributions to climate change.

ATTACHMENTS

Appendix A **-** Chart comparing mobile vending licence fees
Appendix B - Detailed engagement plan and project timeline

CONCURRENCE

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

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

Andrea Samson, Manager of Finance ***AS***

Karin Albert, Senior Planner ***KA***

Respectfully submitted,

S. McConville

_____
Seamus McConville
Planner I

M. Mason

_____
Michelle Mason
Chief Administrative Officer

Appendix A – Summary Chart of Other Communities Regulations and Fees

Municipality	Where permitted?	Bylaw Requirements (Business or Zoning Bylaw)
Cumberland	• All non-residential zones.	• Valid Health Approval; • 4-hour limit for vending on properties not zoned for retail use; • 30m buffer from existing restaurants, unless written permission granted; • No structures to be constructed; and, • Must not obstruct vehicle or pedestrian movement.
Courtenay	• Commercial properties zoned for restaurant use. • Specially designated areas on public lands.	• Valid Health Approval; • Technical Safety BC approval; • Liability and motor vehicle insurance; • 30m buffer from existing restaurants, 100m from an elementary school; 150m of a special event (unless permission granted); • Approval of private property owner; • Onboard power and water required; • Must not obstruct vehicle, pedestrian or emergency vehicle movement. • Waste and recycling receptacles to be provided, 10m radius for post-service cleanup. • Mobile vending not to be left unattended; • Maintain a location log; and, • No styrofoam containers.
Comox	• Commercial properties zoned for restaurant use. • Specially designated areas on public lands.	• Obtain a business licence; • Obtain parks permit if operating in a park; • Provide waste discharge management plan; • Valid Health Approval; • Fire department approval; and, • Automotive insurance for motor trucks and trailers.
Duncan	• Zones which permit "Mobile Food Vending" (Commercial or Community Zones) • Public lands (accessory use in community zones)	• 50m buffer from existing restaurant, unless written support provided; • 100m buffer from elementary schools unless written support provided; • 150m buffer from special events, unless written support provided; and, • Must not obstruct vehicle or pedestrian movement.
Pemberton	• Any non-residential zone.	<u>Zoning Bylaw Requirements</u> ▪ Food trucks shall not occupy a highway for a period of more than eight (8) consecutive hours in any day; ▪ Food trucks shall not locate in manner that impedes pedestrian or vehicle traffic on a highway; and, ▪ Have valid and current Village business licence and health approval. <u>Application Requirements:</u>

		○ Business licence for each food truck or mobile store; ○ Proof of insurance for food truck or mobile store ○ Fire department approval; ○ Plan for compliance with Village wildlife attractance bylaw, sign bylaw and noise bylaw; ○ Valid Health Approval; ○ Written permission to use washroom facilities on operating lot, or adjacent property; ○ Authorization to operate on private property from property owner; and, ○ Copy of permit, contract or agreement with Village to operate in public space (i.e. parks.) • <u>Operational Requirements</u> ○ Mobile vendors must: ▪ Provide a garbage container at the location of the mobile vendor; ▪ Pick up all garbage and debris resulting from their operation within 100m of the location; ▪ Not operate within six (6) meters of a fire hydrant; ▪ Not impede pedestrian or motor vehicle traffic; ▪ Ensure the mobile vendor is: • Is fully self contained, with no service connection other than electrical, and; • Kept in good repair. • Maximum of five (5) mobile vending licences issued a year.
Sidney	• Commercial and Industrial Zones which permit "Outdoor Retail" • Public lands (with approval by Town Council.	• Vending area must not exceed $10m^{2;}$ • Shall not exceed 15% of the subject lot area; • Vending shall be setback 1m from any property line; • Hours of operations, 7 days a week must be from 7am to 10pm; • Outdoor retail must be removed from lots between 11pm and 6am; and, • Where using a parking lot, all permitted uses must be able to meet requirements of the Town's parking bylaw.

Municipality	Licence Fee
Cumberland	$110 Year
Courtenay	$150 Year
Comox	$100 Year
Duncan	$265 Truck / Year $165 – Cart / Year
Pemberton	$325 / Year (includes $25 administrative fee)
Sidney	$100 One-time fee, with free renewals.

Appendix B – Engagement Plan

Mobile Vending Regulations Update Engagement Plan

Engagement Objective

To understand community sentiments regarding mobile vending operations in Cumberland, pinpointing strengths, or weaknesses in the current regulation scheme, reviewing potential impacts on existing brick-and-mortar businesses, and understanding barriers and challenges faced by mobile vending operators during the application process.

First Nations and Stakeholder Interests

K'ómoks First Nation:

Will be informed of the project via regular communication protocols, and asked how they would like to be involved.

General Public:

Will be informed of the project, with the opportunity to provide general comments regarding mobile vending operations in the Village.

Existing, Brick and Mortar Businesses:

Aiming to assess the effects of mobile vending on established businesses.

Mobile Vending Operators:

Seeking insights from both licensed and unlicensed mobile vending operators regarding their operational experiences.

Staff (Bylaw Enforcement, Finance, Fire Department, Operations, Parks and Recreation):

Investigating potential impacts on municipal operations.

Advisory Planning Commission (APC):

To review findings and provide comment on the solutions proposed by staff.

Tools and Techniques:

Advertisement:

Updates will be posted to the Village's website as the project unfolds. An advertisement may be submitted to Currently Cumberland to advertise the project. A notification will be sent out via the Village's email newsletter and the Cumberland Business Association.

Online Engagement Platform Project Page:

Will have all project-related information including timeline, background report, a space for public responses and comment, question and answer board (questions will be answered publicly) and staff contact. Updates and outcomes will be shared here.

Stakeholder Interviews

Approach existing mobile vending operators to understand their needs and identify challenges in the application process that may discourage unlicensed operators from obtaining a license. Directly engage with local business and restaurant owners via interviews to obtain insights into how mobile vending may impact or supplement their businesses.

These interviews may be done in-person, or via digital means (email, telephone, videocall.)

Stakeholder Meetings:

Gather input on the impacts to municipal operations or infrastructure from the perspective of various municipal departments. This includes referral to an internal Development Review Team (DRT) meeting, or one-on-one interviews as operational demands require.

Referral to a regular meeting of the APC will occur, to obtain comment on proposed amendments prior to Council's consideration.

Public Engagement

Obtain insight from the public regarding mobile vending via open ended questions on Cumberland's community engagement page, to understand perception of mobile vending operations in the Village. Paper copies of any engagement materials will be available at the Village office for residents who may not have computer or internet access.

Timeline

The following table outlines the anticipated timeline of the project.

Item	January	February	March	April	May	June
Introduction to Council						
Targeted Engagement						
Stakeholder Meetings						
Review of Findings By Staff						
Consideration by APC						
Amendments Brought Forward to Council						

The Table below further identifies targeted timelines for the engagement methods:

Engagement Method	Targeted Timing
Online Engagement Platform Page	Ongoing – Entirety of the Project
Targeted Engagement	Mid February – Late March
Stakeholder Meetings	Late March – Early April

COUNCIL REPORT

REPORT DATE: December 27, 2023
MEETING DATE: January 8, 2024

File No. 1220 Procurement Bids and Quotations

TO: Mayor and Councillors

FROM: Rob Crisfield, Manager of Operations

SUBJECT: Solid Waste Collection Joint RFP with CVRD-Royston Area

RECOMMENDATION

THAT Council direct staff to participate in the Comox Valley Regional District Request for Proposal for solid waste collection services.

PURPOSE

The purpose of this report is to seek Council direction to staff to participate in a joint Request for Proposal (RFP) with Comox Valley Regional District (CVRD) for solid waste collection services for both Cumberland and Royston.

PREVIOUS COUNCIL DIRECTION

Date	Resolution
November 14, 2022	THAT Council direct staff to amend the Solid Waste User Rates to fund the operating costs over the years 2023-2027 effective for the 2023 year to include adding the possibility an automatic cart system in 2025.
January 10, 2022	THAT Council direct staff to enter into a Memorandum of Understanding with the City of Courtenay and the Town of Comox for the issuance of a joint Request for Proposal to solicit proposals for a three-stream curbside collection service for a five-year contract with the provision for a five-year extension.

BACKGROUND

At the January 10, 2022 meeting, staff provided details to Council for alternative curbside collection delivery models and Council directed staff to enter into a Memorandum of Understanding (MOU) with the City of Courtenay and the Town of Comox for the issuance of a joint Request for Proposal to solicit proposals for a three stream curbside collection service for a five year contract with the provision for a five year extension. In addition, at the November 14, 2022 meeting, Council approved utility rates that would fund solid waste operations that included

the possibility of using automatic cart system for 2025 collection services. Staff will still need to bring information back to Council regarding the feasibility of an automatic cart solid waste collection system.

The current collection contract with Emterra Environmental will expire at the end of December 2023, with a six-month extension provision (ending June 30, 2024). In order to continue with the current manual curbside solid waste collection prior to a Council decision regarding automatic cart curbside collection, the Village will need to issue an RFP for the current manual collection services until a Council decision is made regarding whether to move to an automated cart collection system or to continue with manual curbside collection. Given the similarities in the solid waste collection service needs between Royston and Cumberland, staff recommend that the Village participate in a joint RFP with the CVRD for solid waste collection services for both Cumberland and Royston. Likely the RFP will be for manual curbside collection services for 2024 and 2025. This will allow staff time to analyze the feasibility of the automatic cart system for Cumberland collection services. Note that separate contracts with the successful contractor are to be executed for the Village and the CVRD.

Current Operations

The joint RFP will outline the Village's current curbside collection information and needs. The Village provides curbside collection services for approximately 1,670 residential properties within Cumberland. The materials currently collected include municipal waste, household recycling (under the RecycleBC stewardship program), and organics (kitchen compost and yard waste combined).

Current service levels include:

- Single residential dwellings – bi-weekly manual curbside collection of garbage alternating with bi-weekly collection of recycling and weekly collection of organics.
- Multi-residential row housing – same collection and frequency as single residential dwellings.
- Industrial, Commercial, Institutional which includes one property off Cumberland Road and some of the businesses on Dunsmuir.

With the current manual curbside collection, waste containers have volume and weight limitations as per Bylaw No. 887. These are a maximum volume of 77 litres not weighing more than 22 kilograms.

ALTERNATIVES

1. Proceed with the issuance of an RFP for Cumberland solid waste collection services only without participating in the CVRD RFP.
2. Direct staff to come back with more information. This option would likely not allow enough time to participate in a joint RFP with CVRD.

STRATEGIC OBJECTIVE

☒Diverse and Healthy Community
☐Sustainable Service Delivery and Asset Management
☐Community Planning

FINANCIAL IMPLICATIONS

Solid waste collection service fees beyond June 30, 2024 are unknown but prices may be more competitive for proposals to service both Royston and Cumberland customers (almost double the customers with Royston added). Staff expect that the utility fees for 2024 and 2025 are sufficient to cover expenses in solid collection services pending receipt of proposals for curbside collection.

OPERATIONAL IMPLICATIONS

A partnership with the CVRD will save Village staff procurement time. If Council chooses to participate in the joint RFP, CVRD will include Cumberland into it's RFP and Village staff will work with CVRD regarding the review of the proposals from the RFP. Staff will then come back to Council with a contract for curbside collection services for 2024 and 2025.

The CVRD will require social values to the community to be outlined by proponents responding to the RFP. The requirements are similar to the Village's current procurement policy.

CLIMATE CHANGE IMPLICATIONS

The CVRD will require sustainability practices to be outlined by proponents responding to the RFP. The requirements are similar to the Village's current procurement policy.

ATTACHMENTS

None

CONCURRENCE

Annie Bérard, Chief Financial Officer ***AB***

Respectfully submitted,

R. Crisfield

_____
Rob Crisfield
Manager of Operations

M. Mason

_____
Michelle Mason
Chief Administrative Officer

COUNCIL REPORT

REPORT DATE: December 18, 2023
MEETING DATE: January 8, 2024

File No. 2240

TO: Mayor and Councillors

FROM: Annie Bérard, Chief Financial Officer

SUBJECT: Comox Valley Regional District – Royston Water Supply Agreement report

RECOMMENDATION

THAT Council approve the Corporation of the Village of Cumberland to enter into the Royston Water Supply Agreement with the Comox Valley Regional District for a period of two years, starting January 1 2024 and terminating December 31 2025, with the option to renew in a one year increment for an additional two years.

PURPOSE

The Village of Cumberland currently supplies the Royston Water Local Service Area (RWLSA) with bulk water. The current agreement to sell water to the RWLSA expires on December 31, 2023 and the proposed new two-year agreement is being brought forward for Council review and consideration.

PREVIOUS COUNCIL DIRECTION

None

BACKGROUND

The Village of Cumberland has been supplying bulk water to the Royston area since 1957. The Village of Cumberland historically sold bulk water to the Royston Improvement District, however the Royston Improvement District was dissolved by Order in Council No. 626 in 2009 and all of its obligations under the water service were transferred to the Comox Valley Regional District (CVRD). In 2010 the CVRD established a local service for the supply of water for the Royston Water Local Service Area and CVRD entered into an amendment to the existing agreement, which has since been renewed every two or three years.

CVRD Water South Extension Project

In April 2023, CVRD announced the Water South Extension Project, set to extend the Comox Valley water system and bulk water supply to Royston, K'ómoks First Nation and South Courtenay. The detailed design is scheduled for 2025 and the construction is expected to start in 2026 and be completed in 2027. While this project will provide water service to the Royston area, CVRD has

requested the Village of Cumberland to consider maintaining the water supply to the Kentwood Road zone beyond 2026-2027. Village staff is currently analyzing actual and projected water consumption for the Village of Cumberland and the Kentwood Road zone and hasn't yet formalized a recommendation.

Proposed Agreement

The proposed agreement is similar to the previous agreement signed for the years 2021 to 2023 and includes the following changes:

- This new agreement is for a two-year period (January 1, 2024 to December 31, 2025) and includes the option to renew in a one year increment for a total of two additional years.
- The bulk water rate is set to $0.95 per cubic meter.

The proposed agreement includes the following provisions, also included in the previous agreement:

- The agreement ensures that operating and capital costs pertaining to the RWLSA are covered as well as providing a reserve contribution to cover minor changes in water consumption.
- The agreement recognizes that the Village has existing water storage capacity limitations, and notes that the CVRD will actively investigate switching to an alternative water source for the RWLSA.
- The agreement restricts the use of the bulk water to areas solely within the RWLSA.
- The agreement requires that the CVRD obtain Village permission before allowing for any new connections required by way of expansion of the boundaries of the RWLSA.
- The agreement contains provisions for any applicable Village water restrictions to apply equally to the RWLSA during times of diminished water supply.
- The agreement requires that all new water connections within the RWLSA require installation of a water meter.

Water Consumption

The following table shows the amount of water used by the Royston Water Local Service Area over the past three years and the estimation for 2023 based on January to November 2023 actuals and December 2022 actuals:

Year	Total Water Consumption	Royston Consumption	
	cubic meter	cubic meter	%
2020	1,111,601	285,400	25.7%
2021	1,006,200	359,450	35.7%
2022	954,140	358,214	37.5%
2023 estimate	953,668	337,300	35.4%
average 2021-2023	*971,336*	*351,655*	*36.2%*

As shown above, the water consumption used by the RWLSA rose significantly since 2020. An average consumption of 26.8% has been used in the previous agreement to distribute the water service operating costs between the Village and the RWLSA and set the bulk water rate at $0.81

per cubic meter. Based on 2021 and 2022 actual consumption and 2023 estimated consumption, the estimated average consumption for 2024 and 2025 has been increased to 36.2% in this proposed agreement, leading to a greater portion of the water service operating costs allocated to the RWLSA and resulting in a proposed rate of $0.95 per cubic meter for 2024 and 2025. A reasonable inflationary increase also contributes, in a smaller proportion, to the bulk rate increase.

ALTERNATIVES

1. That Council request amendments to the draft agreement.

STRATEGIC OBJECTIVE

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

FINANCIAL IMPLICATIONS

There is full cost-recovery built into the Royston Water Supply Agreement. In 2021 and 2022, the bulk water sale revenue totalled $291,000 and $290,000 respectively.

To prevent the Village to depend on the Royston water sale revenue to cover for its operating and capital expenses, the entire revenues are now contributed to the water stabilization reserve and are not required to balance the annual budget.

OPERATIONAL IMPLICATIONS

Administrative and finance staff resources is required to produce the quarterly invoice for CVRD.

CLIMATE CHANGE IMPLICATIONS

While this agreement does not directly address climate change, both parties acknowledge the existing water storage capacity limitations in the Village of Cumberland and CVRD is working towards securing an alternative water supply for the Royston Water Local Service Area beyond 2026. This will reduce the pressure on the Village water system and improve the Village resilience during future period of drought.

ATTACHMENTS

1. 2024-2025 CVRD Royston Water Supply Draft Agreement

CONCURRENCE

Rob Crisfield, Manager of Operations **RC**

Respectfully submitted,

A. Bérard

_____
Annie Bérard
Chief Financial Officer

M. Mason

_____
Michelle Mason
Chief Administrative Officer

WATER AGREEMENT

THIS AGREEMENT made as of the day of ~~December~~November, ~~2020~~2023.

BETWEEN:

THE CORPORATION OF THE VILLAGE OF CUMBERLAND
Box 340, 2673 Dunsmuir Avenue
Cumberland, BC V0R 1S0

(referred to as the "Village")
OF THE FIRST PART

AND

COMOX VALLEY REGIONAL DISTRICT
700 Harmston Avenue
Courtenay, BC V9N 0G8

(referred to as "CVRD")
OF THE SECOND PART

WHEREAS:

A. The Village entered into an agreement dated the 21st day of April, 2008 with Royston Improvement District ("RID") where the Village agreed that it would sell and the RID agreed that it would purchase bulk water from the Village upon the terms and conditions in the Agreement;

B. The Royston Improvement District was dissolved by Order In Council No. 626 and all of its obligations under the water service were transferred to the CVRD, and the CVRD established a local service for the supply of water for the Royston Water Local Service Area (RWLSA);

C. The Village and CVRD entered into an amendment to the said agreement setting the bulk water rate for 2010, and further entered into a new agreement on the 11th day of December 2012, the 1st day of January 2015, ~~and~~ the 1st day of January 2018 and the 1st day of January 2021;

D. The said agreement expires on the 31st day of December, ~~2020~~ 2023 and the Parties wish to enter into a further agreement for the supply of bulk water, subject to the terms and conditions contained in this agreement and provided always that the Village retain the ownership of its present water supply system and retain the authority under law to maintain, improve and extend said water supply system;

E. The Village has completed the necessary system improvements to meet the Provincial Surface Water Treatment objectives.

NOW THEREFORE in consideration of the covenants contained herein and other good and valuable consideration the receipt and sufficiency of which is hereby acknowledged, the Parties agree as follows:

1. The Village shall sell water to the CVRD and the CVRD shall purchase water from the Village subject to the terms and conditions in this agreement. The bulk water purchased by the CVRD shall be solely used for supplying water to the RWLSA.

2. It is acknowledged that it is not possible for the Village to warrant the supply of water, as droughts and other conditions beyond the control of the Village of Cumberland impact the amount of water available for the Village to distribute to its residents and the RWLSA.

3. During times of diminished water supply, the terms of any bylaw or policy of the Village restricting water consumption shall apply equally to the residents of RWLSA and the CVRD shall adopt and make all reasonable efforts to enforce bylaws consistent with the Village's to govern the use of bulk water in RWLSA.

4. The CVRD acknowledges that the Village has existing water storage capacity limitations and demands for increased water consumption within the Village, and agrees that it will actively investigate switching to an alternative water source for the RWLSA, with the goal of disconnecting from the Village of Cumberland water supply system.

5. The Parties agree that in the event water consumption by the RWLSA exceeds an average of 1900 cubic metres per day in any one month period, the surcharge set out in section 8 hereof shall apply. The parties acknowledge that in the event that water consumption by the CVRD exceeds the said average daily consumption limit due to an unforeseeable major system supply break, fire, Act of God or other natural disaster or emergency, the surcharge set out in section 8 hereof shall not apply.

6. The CVRD shall be solely responsible for the design, installation and maintenance of all necessary facilities and infrastructure for the distribution of water within RWLSA, including any required reservoirs, treatment system and pressure reducing valves

where necessary, in a manner that their operation does not negatively affect the operation of the Village's waterworks system.

7. The Parties shall meet regularly as required to discuss planned expansions and upgrades to the bulk water supply system.

8. During the term of this agreement the CVRD shall pay to the Village for all water supplied under this Agreement at the rate of 0.~~81~~ 95 cents per cubic meter of water. Three months prior to the expiration of the term of the agreement as defined in section 16, where an extension of the agreement is to be exercised, a review of the rates shall be performed and may be adjusted by mutual agreement of the Parties.

   In the event water consumption exceeds the maximum quantity set out in clause 5 hereof in any month, the CVRD shall pay a surcharge equal to 100% of any amount that exceeds the maximum quantity for that month. The Village shall invoice the CVRD and the CVRD shall pay the Village at three month intervals throughout the term of this Agreement.

9. The Village agrees to properly maintain a satisfactory meter to record the amount of water consumed by the RWLSA pursuant to this Agreement. In the event it is found that the meter has malfunctioned, the Village will adjust accounts to the CVRD based on the average quantity of water purchased by the CVRD in the immediately preceding period similar to the period in which the meter malfunctioned. In the event that the Village meter does not correspond within 5% of the CVRD meter the dispute will be resolved as per section 19 of this agreement.

10. The Village is not liable for interruptions in service or supply and the Village will remedy such interruptions as expeditiously as reasonably possible. The Village agrees to notify the CVRD of any interruption in service and provide the expected time for return to service. The CVRD agrees to indemnify and save harmless the Village from any and all causes of action or claims for any loss caused by a "shut off" of the water supply.

11. In the event that the Village knowingly causes a reduction in water quality due to the operation or maintenance of the bulk water supply system the CVRD is to be notified of such a reduction in a timely manner.

12. During the currency of this Agreement, any proposed new connection to the water system within RWLSA required by way of expansion of the boundaries of the RWLSA

shall be subject to the written approval of the Village. This approval shall not be unreasonably withheld, but must be in compliance with any existing policy of the Village restricting water connections.

13. Upon approval of all new water connections with the RWLSA, the CVRD shall ensure that a water meter is installed.

14. The Village, its elected and appointed officers and employees shall not be responsible for any loss occurring as a result of the inability to fight fire or carry on gardening or any other use within the RWLSA due to insufficient supply of water, insufficient water pressure or any other reason relating to the provision of bulk water under this Agreement.

15. The CVRD shall indemnify and save harmless the Village, its elected and appointed officers and employees from any and all actions, causes of action, suits or other liability whatsoever which may arise as a consequence of the Village entering into or carrying out the provisions of this Agreement.

16. This Agreement shall come into force on the 1st day of January ~~2021~~ 2024 and shall terminate on the 31st day of December ~~2023~~2025, unless the Parties mutually agree to an earlier termination date. This Agreement will be renewed in one year increments for a total of two additional years unless mutually agreed by both parties to an earlier termination date.

17. This Agreement shall not be assigned by any of the Parties except with the prior written consent of the other, which consent shall not be unreasonably withheld.

18. Termination of this agreement will be by mutual consent of both Parties. Either Party may initiate the termination upon six (6) months' written notice to the other Party. Where such notice is given and is mutually consented to, and upon the expiry of the six month period, this Agreement will terminate and the Parties will be under no further obligation to each other except that the CVRD shall pay to the Village any amounts outstanding for services supplied up to the date of termination.

19. If a dispute relating to this Agreement should arise, and the Parties cannot settle the dispute through mutual agreement or negotiation, then the Parties must attempt in good faith to resolve the dispute through non-binding mediation, with each Party appointing one impartial mediator. If mediation is unsuccessful, the Parties may submit

the dispute to binding arbitration pursuant to the *Commercial Arbitration Act (BC).* If any dispute is referred to mediation or to an arbitrator, the costs shall be borne equally by the Parties.

20. This Agreement may be amended from time to time upon terms and conditions mutually acceptable to the Parties and any amendments must be in writing and executed by the Parties.

The Parties have executed this Agreement as evidence by the signatures of their duly authorized signatories.

THE CORPORATION OF THE VILLAGE OF CUMBERLAND

Per:_____
Mayor

Per:_____
Chief Administrative Officer

COMOX VALLEY REGIONAL DISTRICT

Per:_____
Chair

Per:_____
Corporate Officer

COUNCIL MEMBER REPORT

DATE: Jan 3, 2024

TO: Mayor and Councillors

FROM: Mayor Brown

SUBJECT: December 2023 Monthly Report

Date	Event	Comments
Dec 1	Village	Cumberland Tree Light Up
Dec 3	Valley	Comox Valley Christmas Parade
Dec 4	ACET	ACET and Geothermal in Cumberland
Dec 5	LGPMR	Local Government Police Modernization Roundtable
	CVRD	Board Meeting
Dec 6	Meeting	CV Substance Use Collaborative Working with Peers training.
	Jet FM	Stuff the Truck Event at Firehall
	Village	Agenda Review for Dec 11 Meeting
	Fundraiser	Regular CAO/Mayor Meeting
Dec 7	Webinar	Sue Big Oil
	Community	Science Pub WATER
Dec 8	Meeting	BC Social Procurement Initiative Steering Committee Meeting
Dec 9	Valley	Rehearsal for A Christmas Carol Reading
Dec 10	Valley	A Christmas Carol Reading
Dec 11	Community	Legion Photo
	Village	Closed Council Meeting
	Village	Regular Council Meeting https://cumberland.ca/meetings/36-2023-r/
Dec 12	CVRD	Board Meeting and Photos Minutes CVRD Board Meeting
Dec 13	Village	CAO/Mayor regular meeting
Dec 15	MLA Roundtable	Housing Regulations and Policy Update with MLA Osborne
Dec 18	VIHA	Quarterly Meeting with ED of Vancouver Island Health Authority
Dec 20	Village	CAO/Mayor regular Meeting

	Jet FM	Year end interview
Dec 21	Vista Radio	Holiday interview
	Community	Village Solstice Celebration
Dec 23	Community	Fire Truck Food Drive and Light Up Ride Around

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	**27TH**	**DAY OF**	**NOVEMBER**	**2023.**
READ A SECOND TIME THIS	**11TH**	**DAY OF**	**DECEMBER**	**2023.**
READ A THIRD TIME THIS	**11TH**	**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 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget
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					
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.