

The Corporation of the Village of Cumberland
Special Council Meeting Notice and Agenda



Monday, March 18, 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

Pages

1. Call To Order

2. Agenda

2.1 Agenda for Special Council Meeting, March 18, 2024

Recommendation:

THAT Council approve the agenda for the March 18, 2024 Special Council Meeting.

3. Reports

3.1 Vactor Truck Repair
Prepared by Rob Crisfield, Manager of Operations

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Recommendation:

THAT Council approve the repair to the vactor truck in the amount of \$35,580 (not including GST) to be performed by Vimar Equipment.

THAT Council authorize staff to reallocate the \$25,000 intended to bolster the fleet replacement reserve in the 2024 approved budget for the vactor truck repair, with the remaining balance of \$10,580 to be funded from the water and sewer stabilization reserve.

THAT Council direct staff to bring forward an amendment to the adopted 2024-2028 Financial Plan Bylaw to reflect this expenditure.

3.2 Support for UBCM Emergency Operations Centre Funding Application
Prepared by Ryan Parton, Acting Manager of Parks & Recreation

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Recommendation:

THAT Council support the Comox Valley Regional District's application to the Union of BC Municipalities Community Preparedness Fund (Emergency Operations Centre Equipment and Training Stream) in the amount of up to \$150,000 to further build regional capacity to prepare for and respond to disasters and reduce risks from natural hazards in a changing climate;

THAT the Comox Valley Regional District receive and administer any

funding received from said grants in 2024-2025 on behalf of the Village of Cumberland.

- 3.3 Regional Pooling of Emergency and Disaster Management Indigenous Engagement Requirement Funding
Prepared by Michelle Mason, Chief Administrative Officer

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Recommendation:

THAT Council approve the regional pooling of the Village's Indigenous Engagement Requirement Funding and authorize the Chief Administrative Officer to approve a joint contribution agreement for the Comox Valley Regional District Emergency Management Service to receive and administer funding on behalf of the Village of Cumberland.

4. 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.

5. Closed Portion

Recommendation:

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

(c) labour relations or other employee relations;

(j) information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the Freedom of Information and Protection of Privacy Act;

6. Adjournment

Recommendation:

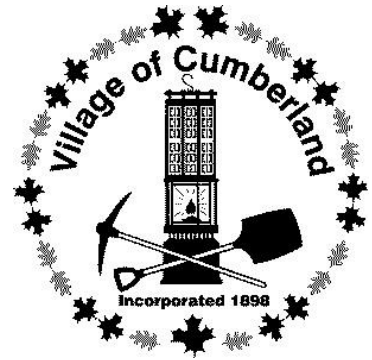
THAT Council adjourn the meeting.



Rachel Parker

Corporate Officer
Posted March 15, 2024

COUNCIL REPORT



REPORT DATE: February 23, 2024

MEETING DATE: March 11, 2024

TO: Mayor and Councillors

FROM: Rob Crisfield, Manager of Operations

SUBJECT: Vactor Truck Repair

RECOMMENADATION

THAT Council approve the repair to the vactor truck in the amount of \$35,580 (not including GST) to be performed by Vimar Equipment.

THAT Council authorize staff to reallocate the \$25,000 intended to bolster the fleet replacement reserve in the 2024 approved budget for the vactor truck repair, with the remaining balance of \$10,580 to be funded from the water and sewer stabilization reserve.

THAT Council direct staff to bring forward an amendment to the adopted 2024-2028 Financial Plan Bylaw to reflect this expenditure.

PURPOSE

To update Council on a mechanical failure with the vactor truck and seek approval on funding the necessary repairs.

PREVIOUS COUNCIL DIRECTION

Date	Resolution
February 13, 2018	THAT Council approve the following Committee of the Whole recommendations: I. To approve the short-term borrowing from the Municipal Finance Authority through the Equipment Financing Program in the amount of \$200,000 for the purchase of a Vactor/flusher vehicle for a five year term that must be repaid in five years.

BACKGROUND

History of the Vactor/Flusher Truck

This 2007 Sterling unit was purchased 'used' through Vimar Equipment out of Burnaby and came from an airfield in Alaska. The unit saw little use, was stored in a hanger, and was in excellent condition. Because it was a smaller unit (single axle truck) and had the pipe flushing/jet rodder

capabilities, it was a perfect fit for the Village. The truck was purchased in 2018 and went into immediate service as we started a much-improved utility maintenance program.

The Services it Provides

Because this vactor truck is equipped with the flusher unit, it provides greater operational capabilities beyond simple hydro excavations. Hydro excavating is the safe widespread practice in most local governments and the private sector when it comes to excavating below ground to perform utility infrastructure repairs, and to conduct test pits or confirm utility locations. The safety factor of performing this type of ground disturbance versus conventional bucket excavation is the greatly reduced likelihood of rupturing natural gas lines or exposing live power lines. This reduces risk to both the operators and ground crew as well as eliminates costly repairs to damaged utilities.

The other benefit which was costly and therefore extremely limited before the purchase of this unit is the maintenance we perform on our sewer and storm infrastructure. The flusher unit allows us to clean sewer and storm pipes on an annual and semi-annual basis and remove both grit and grease from the pipes, which would otherwise clog the pipe or end up in the treatment lagoon headworks. We have also implemented a catch basin cleaning program and use the hydro vac to clean our lift stations and the wastewater headworks channels. The unit is invaluable and having it available 24/7 means we can respond immediately to emergency situations.

The Importance of Asset Maintenance

Up until 2018, sewer pipes were only flushed when we had a blockage or prior to scheduling video footage/inspection to determine internal pipe condition. As noted above, this truck is used to perform sewer and storm pipe flushing, catch basin cleaning, lift station wet well clearing and more, on an annual and semi-annual basis. Performing this maintenance helps extend the longevity of infrastructure and reduces impacts to the natural environment such as sediment transfer.

The Repair Options

In speaking to Vimar Equipment about the diagnosis and repair options, they were able to source a rebuilt water pump in North America, to expedite the repair. While they are attempting to put a hold on this part, if by the time we receive approval to move forward with the repair, this unit may not be available, and more time will be required to have the old pump rebuilt. The cost of a new pump is an additional \$10,000 and why we are pursuing the rebuilt option. There have been other less complex repairs made to this unit by our mechanic in-house and we'll continue to take this approach wherever possible, but due to the more complex nature of the work required and to have the repair done efficiently and effectively, the recommendation is to send it to the sales and service dealer in this instance.

Recommendation

Staff are recommending that Council approve the repair of the vactor truck by Vimar Equipment and that funding to facilitate this work comes from the funding sources described under the financial implications section of the report.

ALTERNATIVES

1. Not repair the truck.

STRATEGIC OBJECTIVE

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

FINANCIAL IMPLICATIONS

The current fleet maintenance operating budgets for both contact services and materials is \$54,050 and would be substantially depleted with this truck repair. Staff recommend Council consider the use of the \$25,000 allocated in the 2024 approved budget towards the fleet replacement reserve towards this repair, with the remainder \$10,580 to come from the water and sewer contingency budget, funded from the water and sewer stabilization reserves. A \$10,000 contingency is included every year in the water and sewer budgets to fund small unexpected items.

Vactor truck services are available in the Comox Valley and the rental rate on similar unit based on provincial 'blue book' value is \$1,065/day with an operator. This includes 1 hour for travel time and 6.5 hours of operation. It is estimated that between the maintenance programs, utility repairs, and other hydro vac work, the truck is used 3 months every year which equates to \$63,900 annually.

OPERATIONAL IMPLICATIONS

This truck is an integral part of many maintenance programs established to maintain Village infrastructure. It is a key piece of equipment when it come to utility repairs, both emergency and planned events, and is often used to explore ground conditions. This unit also provides a greater level of safety when it comes to ground disturbance. Currently pipe flushing maintenance programs are on hold and any utility repair work or emergencies will require the rental of a third party vactor truck.

CLIMATE CHANGE IMPLICATIONS

This repair should improve the water pump performance leading to more efficient pipe and chamber cleaning leading to less run time during the operation of this truck, depending on the type of service performed.

ATTACHMENTS

None

CONCURRENCE

Annie Berard, Chief Financial Officer **AB**

Respectfully submitted,

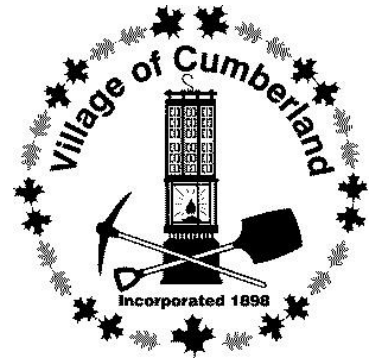
R. Crisfield

Rob Crisfield
Manager of Operations

M. Mason

Michelle Mason
Chief Administrative Officer

COUNCIL REPORT



REPORT DATE: February 28, 2024
MEETING DATE: March 11, 2024

File No.

TO: Mayor and Councillors
FROM: Ryan Parton, Acting Manager of Parks & Recreation
SUBJECT: Support for UBCM Emergency Operations Centre Funding Application

RECOMMENDATION

- I. THAT Council support the Comox Valley Regional District’s application to the Union of BC Municipalities Community Preparedness Fund (Emergency Operations Centre Equipment and Training Stream) in the amount of up to \$150,000 to further build regional capacity to prepare for and respond to disasters and reduce risks from natural hazards in a changing climate; and
- II. THAT the Comox Valley Regional District receive and administer any funding received from said grants in 2024-2025 on behalf of the Village of Cumberland.

PURPOSE

The purpose of this report is to seek support for a second stream of funding, to support Emergency Operation Centre equipment and training, that the Comox Valley Regional District (CVRD) has applied for from the Union of British Columbia Municipalities (UBCM) to build regional emergency support service (ESS) capacity.

PREVIOUS COUNCIL DIRECTION

Date	Resolution
Feb 12, 2024	<p>THAT Council support the Comox Valley Regional District’s application to the Union of BC Municipalities’ Community Preparedness Fund in the amount of up to \$150,000 to further build regional capacity to prepare for and respond to disasters, reduce risks from natural hazards in a changing climate, assist with the modernization of Emergency Support Services, and to build capacity to ensure that group lodging and reception centres are delivered in a trauma-aware and culturally safe environment; and,</p> <p>THAT the Comox Valley Regional District receives and administers any funding received from said grants in 2024-2025 on behalf of the Village of Cumberland.</p>

Dec 11, 2023	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.
Oct 16, 2023	THAT Council support an application to the UBCM Community Emergency Preparedness Fund: Volunteer and Composite Fire Department Equipment and Training program for \$30,000 for projects that will ensure compliance with the BC Structure Firefighter Minimum Training Standards for interior standard; AND THAT Council direct staff to include this in the Financial Plan Bylaw to reflect this expenditure.
June 24, 2023	THAT the Village of Cumberland consent to the adoption of the Comox Valley Regional District Bylaw No. 766 being “Comox Valley Emergency Program Extended Service Establishment Bylaw, 1991, Amendment No. 4” under section 346 of the Local Government Act.
May 8, 2023	THAT the Village of Cumberland Council approves the application made to the Union of BC Municipalities Community Emergency Preparedness Fund (Emergency Operations Centre’s & Training 2023) for \$30,000 to be used in 2023- 2024 to support the regional application made by the Comox Valley Regional District (primary applicant); and THAT as a joint applicant, the Village of Cumberland Council agrees that the primary applicant will apply for, receive, and manage the UBCM CEPF EOC & Training grant funding on the Village’s behalf, if successful in grant funding.
Mar 27, 2023	THAT Council support the submission of a Community Emergency Preparedness Fund – Emergency Operations Centres & Training Program grant application through the Union of BC Municipalities (UBCM) for the upgrades of the Village Emergency Operations Centre for an amount of up to \$30,000; THAT Council direct staff to amend the 2023-2027 financial plan bylaw to reflect this expenditure (if grant is approved); THAT Council support the proposed activities included in the grant application and commit to provide overall grant management.

BACKGROUND

On February 12, 2024, a report was received by Council recommending support for a grant application by the CVRD to the UBCM for regional Emergency Support Services; that report is attached. Council approved the recommended resolution.

It’s since come to staff’s attention that there was a miscommunication/misunderstanding with the CVRD’s request to Village staff, and that the CVRD actually requires two resolutions in support of two different UBCM grant applications. The first application, which Council supported with its Feb. 12 resolution, was for Emergency Support Services. The second application, which is the subject of this report, is for Emergency Operations Centre (EOC) funding. Each grant stream offers up to \$150,000 of funding.

The purpose of this report, therefore, is to recommend that Council adopt that second resolution in support of EOC funding. Additional background can be found in the attached report from the Feb. 12 meeting.

ALTERNATIVES

1. Not proceed with any action at this time.

STRATEGIC OBJECTIVE

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

FINANCIAL IMPLICATIONS

All granted funds will be received and administered by the Comox Valley Regional District for the benefit of regional (Comox Valley) emergency preparedness and response initiatives

OPERATIONAL IMPLICATIONS

Village staff work with Comox Valley Emergency Management staff to coordinate preparation for, and response to, emergencies affecting our region. Some granted funds may be used to increase training opportunities from which Village staff could benefit, and initiatives bolstered through the grant should improve the capacity of Village staff to respond to emergencies

CLIMATE CHANGE IMPLICATIONS

Climate change brings with it the likelihood of natural disasters and extreme weather happening with increased frequency. Any funding that can go toward preparing for such events can only increase the resiliency of our community.

ATTACHMENTS

1. Report: Support for UBCM Community Emergency Preparedness Fund Application – Feb 12, 2024

CONCURRENCE

Annie Bérard, Chief Financial Officer **AB**

Respectfully submitted,

R. Parton

Ryan Parton
Acting Manager of Parks & Recreation

M. Michelle

Michelle Mason
Chief Administrative Officer

COUNCIL REPORT



REPORT DATE: January 31, 2024
MEETING DATE: February 12, 2024

File No.

TO: Mayor and Councillors
FROM: Ryan Parton, Acting Manager of Parks & Recreation
SUBJECT: Support for UBCM Community Emergency Preparedness Fund Application

RECOMMENDATION

THAT Council support the Comox Valley Regional District’s application to the Union of BC Municipalities’ Community Preparedness Fund in the amount of up to \$150,000 to further build regional capacity to prepare for and respond to disasters, reduce risks from natural hazards in a changing climate, assist with the modernization of Emergency Support Services, and to build capacity to ensure that group lodging and reception centres are delivered in a trauma-aware and culturally safe environment; and

THAT the Comox Valley Regional District receives and administers any funding received from said grants in 2024-2025 on behalf of the Village of Cumberland.

PURPOSE

The purpose of this report is to seek support for the Comox Valley Regional District (CVRD) in its application for Union of British Columbia Municipalities (UBCM) funding to build regional emergency support service (ESS) capacity.

PREVIOUS COUNCIL DIRECTION

Date	Resolution
December 11, 2023	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.
October 16, 2023	THAT Council support an application to the UBCM Community Emergency Preparedness Fund: Volunteer and Composite Fire Department Equipment and Training program for \$30,000 for projects that will ensure compliance

	with the BC Structure Firefighter Minimum Training Standards for interior standard; AND THAT Council direct staff to include this in the Financial Plan Bylaw to reflect this expenditure.
June 24, 2023	THAT the Village of Cumberland consent to the adoption of the Comox Valley Regional District Bylaw No. 766 being “Comox Valley Emergency Program Extended Service Establishment Bylaw, 1991, Amendment No. 4” under section 346 of the Local Government Act
May 8, 2023	THAT the Village of Cumberland Council approves the application made to the Union of BC Municipalities Community Emergency Preparedness Fund (Emergency Operations Centre’s & Training 2023) for \$30,000 to be used in 2023- 2024 to support the regional application made by the Comox Valley Regional District (primary applicant); and THAT as a joint applicant, the Village of Cumberland Council agrees that the primary applicant will apply for, receive, and manage the UBCM CEPF EOC & Training grant funding on the Village’s behalf, if successful in grant funding; and
March 27, 2023	THAT Council support the submission of a Community Emergency Preparedness Fund – Emergency Operations Centres & Training Program grant application through the Union of BC Municipalities (UBCM) for the upgrades of the Village Emergency Operations Centre for an amount of up to \$30,000; THAT Council direct staff to amend the 2023-2027 financial plan bylaw to reflect this expenditure (if grant is approved); THAT Council support the proposed activities included in the grant application and commit to provide overall grant management

BACKGROUND

The UBCM Community Emergency Preparedness Fund grants for EOC Equipment and Training and ESS Equipment and Training can contribute a maximum of 100 per cent of the cost of eligible activities to a maximum of \$30,000 per applicant, per grant. By submitting a regional application with the K’ómoks First Nation, City of Courtenay, Village of Cumberland, Town of Comox, and the CVRD, the Comox Valley is eligible to receive up to \$150,000 per grant.

Community Emergency Preparedness Funding is intended to support First Nations and local governments to better prepare for disasters and reduce risks from natural hazards in a changing climate. Funding is provided by the Province of British Columbia and administered by the UBCM.

Funding provided will support eligible costs and activities for:

EOC Equipment and Training stream by supporting:

- The purchase of mobile EOC kits and training on their use to ensure consistency between regional partners and allowing for EOCs to relocate if required;
- Support for multi-year emergency management training delivery; and
- Training to increase capacity, knowledge and comfort levels within the EOC.

ESS Equipment and Training stream by supporting:

- The purchase of group lodging / reception centre items to build capacity to support community and provide information and shelter in a trauma informed and culturally safe environment;
- a storage container for group lodging items;
- locally sourced and sustainable comfort kits for evacuees;
- training/exercises to increase the capacity of ESS;
- recruitment/retention activities;
- supplies and equipment required in order to support ESS modernization.

Both streams include additional eligible costs and activities:

- incremental applicant staff and administration costs;
- consultant costs;
- public information costs

If successful, the funded activities must be completed within one year of notification of funding approval. The CVRD will receive and administer funds received from both grants in 2024-2025 on behalf of K'ómoks First Nation, the City of Courtenay, the Village of Cumberland, and the Town of Comox.

The Cumberland Fire Department works regularly with ESS personnel and is very supportive of this application.

ALTERNATIVES

1. Not proceed with any action at this time.

STRATEGIC OBJECTIVE

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

FINANCIAL IMPLICATIONS

All granted funds will be received and administered by the Comox Valley Regional District for the benefit of regional (Comox Valley) emergency preparedness and response initiatives.

OPERATIONAL IMPLICATIONS

Village staff work with Comox Valley Emergency management staff to coordinate preparation for, and response to, emergencies affecting our region. Some granted funds may be used to increase training opportunities from which Village staff could benefit, and initiatives bolstered through the grant should improve the capacity of Village staff to respond to emergencies.

CLIMATE CHANGE IMPLICATIONS

Climate change brings with it the likelihood of natural disasters and extreme weather happening with increased frequency. Any funding that can go toward better preparing for such events can only increase the resiliency of our community.

ATTACHMENTS

1. CVEM CVRD UBCM ESS 2024 Application, January 2024
2. CVEM CVRD UBCM ESS 2024 Budget Estimate, January 2024

CONCURRENCE

Annie Bérard, Chief Financial Officer **AB**

Stéphane Dionne, Deputy Fire Chief **SD**

Respectfully submitted,

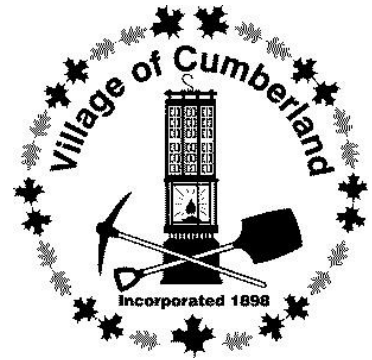
R. Parton

Ryan Parton
Acting Manager of Parks & Recreation

M. Mason

Michelle Mason
Chief Administrative Officer

COUNCIL REPORT



REPORT DATE: March 14, 2024
MEETING DATE: March 18, 2024

File No. 1855-20

TO: Mayor and Councillors
FROM: Michelle Mason, Chief Administrative Officer
SUBJECT: Regional Pooling of Emergency and Disaster Management Indigenous Engagement Requirement Funding

RECOMMENDATION

THAT Council approve the regional pooling of the Village's Indigenous Engagement Requirement Funding and authorize the Chief Administrative Officer to approve a joint contribution agreement for the Comox Valley Regional District Emergency Management Service to receive and administer funding on behalf of the Village of Cumberland.

PURPOSE

The purpose of this report is to seek Council direction regarding a request from the Comox Valley Regional District to pool funds for implementation of the Emergency and Disaster Management Act (EDMA) through the Indigenous Engagement Requirement Funding Program.

PREVIOUS COUNCIL DIRECTION

No previous direction given.

BACKGROUND

The new *Emergency and Disaster Management Act* brings comprehensive changes, including new requirements for local authorities to meaningfully engage with Indigenous Governing Bodies. The Province is providing \$40,000 to the Village to deliver these changes. The funding agreements were originally sent to each Comox Valley member municipality; however, considering all Comox Valley municipalities belong to the Emergency Management regional service, staff recommend that this funding and program be administered by that service instead of individually by the Village of Cumberland.

Attached to this report is a letter from the Regional District requesting this collaboration. The letter is based on discussions that have taken place at the staff level between the municipalities and the regional district with agreement that this collaboration would achieve a higher level of engagement through the Emergency Management service rather than each individually.

ALTERNATIVES

1. Council can choose to not pool the funds. However, staff would need to report back to Council for a decision regarding other initiatives that would need to be deferred to allow this process to take place.

STRATEGIC OBJECTIVE

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

FINANCIAL IMPLICATIONS

Financial implications are outlined in the report above.

OPERATIONAL IMPLICATIONS

This is an emerging item and therefore, the requirements under the Emergency and Disaster Management Act are not currently part of staff work plans.

CLIMATE CHANGE IMPLICATIONS

There is no climate change implications to pooling these funds; however, any climate change implications identified through this process will be dealt with through the service.

ATTACHMENTS

1. Ministry of Emergency Management and Climate Readiness, January 12, 2024
2. Comox Valley Regional District, Pooling Indigenous Engagement Requirements Funding, March 12, 2024

CONCURRENCE

Annie Bérard, Chief Financial Officer **AB**

Respectfully submitted,

M. Mason

Michelle Mason
Chief Administrative Officer

January 12, 2024

Village of Cumberland
Box 340
Cumberland, BC
V0R 1S0

Dear Chief Administrative Officer:

Re: *Emergency and Disaster Management Act Implementation - Indigenous Engagement Requirements Funding Program*

On behalf of the Province of British Columbia, I am pleased to provide this letter of offer and Contribution Agreement to support implementation of the *Emergency and Disaster Management Act* (EDMA) through the Indigenous Engagement Requirements Funding Program.

Guided by the *United Nations Sendai Framework for Disaster Risk Reduction* and B.C.'s *Declaration on the Rights of Indigenous Peoples Act*, the EDMA includes engagement provisions that promote relationship building and collaboration across jurisdictions. Engagement requirements of municipalities and regional districts include consultation and cooperation with Indigenous governing bodies, the incorporation of available Indigenous knowledge into emergency plans and risk assessments, and consideration of cultural safety across emergency management practices.

The Indigenous Engagement Requirements Funding Program is intended to:

- support relationship-building across jurisdictions through consultation and cooperation with Indigenous governing bodies;
- ensure the incorporation of Indigenous knowledge and cultural safety across emergency management practices;
- support policy improvements that reflect the lived experience of Indigenous Peoples; and
- address the disproportionate impacts on Indigenous Peoples during emergency events.

The Province is providing funding to First Nations, municipalities, and regional districts in response to feedback about capacity requirements to implement the EDMA. This funding is intended to support municipalities and regional districts in meeting their Indigenous engagement requirements, and to support Indigenous governing bodies in participating in such engagement.

This letter of offer is accompanied by a Contribution Agreement which sets out the terms and conditions of the funding, including eligible activities and reporting. The term of the Contribution Agreement begins on the Effective Date and extends to March 31, 2025. Please sign and return the Contribution Agreement

to EMCR.Procurement@gov.bc.ca on or before March 31, 2024 to receive funding.

Further information about the Indigenous Engagement Requirements Funding Program is provided on our [website located here](#) and includes the Indigenous Engagement Requirements Funding Program Guide, fact sheet, and Interim Guidance. The website also contains contact information should you have further questions about the Indigenous Engagement Requirements Funding Program.

Yours truly,

A handwritten signature in blue ink that reads "Monica Cox". The signature is written in a cursive, flowing style.

Monica Cox
Assistant Deputy Minister
Partnerships, Engagement and Legislation
Ministry of Emergency Management and Climate Readiness

Office of the Chief Administrative Officer

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Tel: 250-334-6000 Fax: 250-334-4358
Toll free: 1-800-331-6007
www.comoxvalleyrd.ca



File: 1855-01

March 12, 2024

Sent via email: mmason@cumberland.ca

Michelle Mason
Chief Administrative Officer
Village of Cumberland
2673 Dunsmuir Ave., Box 340
Cumberland, BC V0R 1S0

Dear Michelle;

Re: Pooling Indigenous Engagement Requirements Funding

The new *Emergency and Disaster Management Act* brings comprehensive changes, including new requirements for local authorities to meaningfully engage with Indigenous Governing Bodies.

The Ministry of Emergency Management and Climate Readiness is now supportive of recipients pooling [Indigenous Engagement Requirements Funding](#) (Funding) within multi-jurisdictional emergency management services.

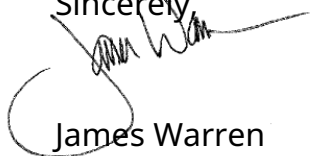
In the spirit of continuing to build relationships and develop partnerships between our Comox Valley Emergency Management (Service) participants (Comox Valley Regional District, City of Courtenay, Town of Comox, Village of Cumberland and K'ómoks First Nation) we request your consideration of pooling your respective Funding. Should all parties agree, Service staff would oversee the completion and submission of the Funding agreement in advance of the March 31 deadline.

If all participants agree:

- Chief Administrative Officer's will continue to receive updates on the Funding process via designated Service liaison staff.
- Service staff will work with designated liaisons and representatives to coordinate the co-creation emergency management agreements that address the:
 - four pillars of emergency management: preparedness, mitigation, response and recovery; and
 - inclusion of cultural safety and Indigenous knowledge.

Please respond to this letter with your concurrence for the pooled funding and joint contribution agreement. In order to receive the funds, we must submit the joint contribution agreement before March 31, 2024.

Sincerely,

A handwritten signature in black ink, appearing to read "James Warren", is written over the word "Sincerely,". The signature is somewhat stylized and cursive.

James Warren
Chief Administrative Officer

cc: Rachel Parker, Corporate Officer