

The Corporation of the Village of Cumberland
Regular Council Meeting Agenda

Tuesday, November 12, 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 Regular Council Meeting, November 12, 2024

Recommendation:

THAT Council approve the agenda for the November 12, 2024 Regular Council Meeting.

3. Minutes

3.1 Adoption of Minutes

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Recommendation:

THAT Council adopt the following minutes:

- Committee of the Whole Financial Plan Workshop Minutes, October 7, 15, 23, 2024
- Regular Council Meeting, October 28, 2024

Recommendation:

THAT Council receive the following draft Committee minutes for information:

- Heritage Committee, October 17, 2024

4. Delegations

5. Correspondence

6. Unfinished Business

7. Reports

7.1 Lake Park Annual Report 2024

Prepared by Kevin McPhedran, Director of Community Services

33

Recommendation:

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

	Society.	
7.2	Elevate the Arts Society – 2024 Events Presentation Prepared by Ryan Parton, Manager of Recreation and Culture	53
	Recommendation: THAT Council receive the 2024 Elevate the Arts community events presentation from Meaghan Cursons of Elevate the Arts Society.	
7.3	Development Variance Permit Application and Request for Encroachment Agreement – 2815 Maryport Avenue Prepared by Seamus McConville, Planner I	56
	Recommendation: THAT Council deny the development variance permit application (2024-06-DV) for the property described as Lot 12, Block 26, District Lot 21, Nelson District, Plan 522C (2815 Maryport Avenue); and, THAT Council declines to enter into an encroachment agreement with the owner of the subject property to legitimize the trespass of the accessory building into the Village’s public laneway.	
7.4	Appointments to the Vancouver Island Regional Library Board Prepared by Rachel Parker, Corporate Officer	72
	Recommendation: THAT Council appoint Councillor Ward as Trustee and Councillor Borecky as Alternate Trustee on the Vancouver Island Regional Library Board for the 2025 calendar year.	
7.5	Committee of the Whole report, 2025-2029 Financial Plan Prepared by André Duinkerke, Chief Financial Officer	77
	Recommendation: THAT Council make a one-time reduction of \$150,000 annually beginning in 2025 to the Emergency and Public Safety Reserve.	
	Recommendation: THAT Council direct staff to bring back an analysis of frontage taxes charge for linear asset renewal after asset management plan completion.	
	Recommendation: THAT Council make the specified changes below to the draft 2025-2029 detailed budgets and present the proposed 2025-2029 detailed budgets and a proposed 2025-2029 Financial Plan Bylaw to the public at the November 18, 2024 Village Hall Financial Plan and Budget Open House:	
	<ul style="list-style-type: none"> • Add \$20,000 in 2027 for Anti-Racism Discrimination and Anti-Racism Policy review • Add \$2000 annually for Increase for graphics and media work 	

- Add \$4200 annually for advertising
- Add \$5000 in 2027 and \$10,000 in 2028 for Visual identity review to incorporate Indigenous territory acknowledgement
- Add \$5000 in 2026 for Climate Action - Purchasing policy update
- Add \$10,000 in 2029 for Climate Action - Corporate renewable energy study
- Add \$5080 annually for Lease increase for new folding, stuffing, mailing machine
- Add \$10,500 annually for Increase for IT services for additional staff and virtual server maintenance
- Add \$7000 annually for New Contribution to General Asset Reserve (\$9000 for 2026, \$14,000 for 2027, and \$15,000 for 2028 and onwards)
- Add \$4500 in 2026 and 2028 for Employee furniture and equipment replacement
- Add \$2500 in 2025 for IT initiative - Cybersecurity Fortification - implementation
- Add \$830 in 2025, \$3350 in 2026, \$5950 in 2027, \$6850 in 2028 and 2029 for IT licensing - Cybersecurity Fortification - additional license
- Add \$3750 IT in 2028 for initiative – ThreatAware deployment (education)
- Add \$3330 IT annually beginning in 2028 for licensing – ThreatAware (education)
- Add \$10,000 annually for Contingency Program (\$30k + 10k general/\$10k water/\$10k sewer/storm)
- Add \$5000 annually for Increase for Animal Control Pound Service
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- Add \$15,000 in 2026 for EOC room completion for ceiling and AC
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- Add \$300,000 in 2026 for Recreation gymnasium roof repair /

replacement

- Add \$10,000 in 2026, \$20,000 in 2027, \$30,000 in 2028, \$40,000 in 2029 for transitioning funding source for Community Service Partnership Agreement from CVRD Host Landfill Amenity Agreement to taxes
- Add \$740 in 2025, \$2000 in 2026, \$3000 in 2027, \$4000 in 2028 and \$5000 in 2029 for Increase for Village Park Material & Supply and Contracted Services
- Add \$730 in 2025, \$1500 in 2026, \$2000 in 2027, \$2500 in 2028, \$3000 in 2029 for Increase to Trees in Parks budget
- Add \$500 in 2025 and 2026, and \$1000 in 2027 and 2028, and \$1500 in 2029 for No.6 Mine Park - Contractor and Material & Supplies budget increase
- Add \$10,000 annual starting in 2026 for Perseverance Watershed Initiative - long range plan
- Add \$80,000 in 2026 for Village Park playground resurfacing
- Add \$5600 in 2025, \$5700 in 2026, \$5800 in 2027, \$5900 in 2028, \$6000 in 2029 for Lake Park - Uniformed Foot Patrol
- Add \$25,000 in 2025, \$30,000 in 2026, \$40,000 in 2027, \$50,000 in 2028 and 2029 additional contribution to the infrastructure asset renewal reserve for Road Capital Projects to reduce funding gap.
- Add \$20,000 in 2027 for Transportation Management Plan Traffic Calming Policy
- Add \$8000 in 2026 for Box Grader Attachment for JD Skid Steer
- Add \$94,000 in 2028 for Replacement of 2013 Ford pickup truck #11
- Add \$94,000 in 2028 for Replacement of 2012 Ford pickup truck #24
- Add \$94,000 in 2029 for Replacement of 2011 Ford pickup truck #27
- Add \$21,260 in 2028 and 2029 for Annual Taxes Required for pickup truck purchases debt (transportation)
- Add \$40,000 in 2026 for Sutton Road Multi-use Path Upgrades and Corner Upgrades at Comox Lake Road
- Add \$6500 in 2026 for Backflow Prevention & Cross Connection Control Program
- Add \$11,200 in 2026 for Backflow Prevention & Cross Connection Control Program PW Labour

- Add \$100,000 in 2026 for Dam Safety Review
- Add \$10,000 annually starting in 2026 for Annual Water Fees Required for reserve contributions for dam safety review
- Add \$8340 in 2027 for Treated Reservoir Tank Inspection
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- Add \$3224 in 2028 and \$55,485 in 2029 for Annual Water Fees Required for Allen Lake Dam stabilization Debt
- Add \$30,000 in 2026 for Perseverance Creek Channel definition
- Add \$10,000 in 2025 and 2026 for Community School Society food share program bridge funding
- Add \$10,000 annually in 2025, 20206 and 2027 for Beaufort Family Health Society bridge funding
- Add \$4500 in 2026 for Museum irrigation and plant installation
- Add \$5000 in 2027 for civic cemetery central interment area detailed design;
- Add \$3500 for Fire Hall signage in 2025;

Recommendation:

THAT Council direct staff to:

- Report back at the 2026 budget workshop on sponsorship opportunities for 2026 Village Park playground resurfacing
- Explore grant funding for the 2029 Allen Lake Main Dam localized stabilization project
- Explore grant funding for the 2026 Perseverance Creek Channel definition project
- Schedule a delegation of the Beaufort Family Health Society to provide information on financial sustainability model
- Explore whether to prioritize the IT initiative - ThreatAware deployment and education
- Provide a report on inventory and needs planning for wildfire pumps and equipment
- Provide a report on the scope of work and budget of the EOC room completion for ceiling and AC.

Recommendation:

THAT Council direct staff to bring forward a review of the 2025 water system and wastewater capital debt parcel taxes on the basis of user consumption rates for 2026 financial planning.

- 7.6 Deputy Fire Chief Truck (Unit 3) Repair
Prepared by Stephane Dionne, Deputy Fire Chief

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Recommendation:

THAT Council approve the repair of the Deputy Fire Chief Truck (Unit 3) for Cumberland Fire Rescue at a cost up to \$14,000 to be funded from the Fire Vehicle and Protective Equipment Replacement Reserve; and,

THAT Council direct staff to bring forward an amendment to the adopted 2024-2029 Financial Plan Bylaw to reflect this expenditure.

8. Bylaws

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. All events are scheduled for the Council Chamber at 2675 Dunsmuir Avenue unless otherwise noted... Check cumberland.ca/meetings to confirm meetings.

- Wastewater Advisory Committee, Thursday November 14 at 1:00 p.m.
- Advisory Planning Commission, Thursday November 14 at 4:00 p.m.
- Village Hall - Financial Plan, Monday November 18 at 7:00 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:

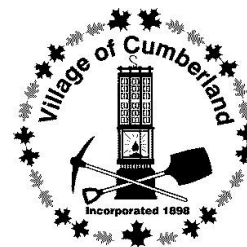
(a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;

13. Adjournment

Recommendation:

THAT Council adjourn the meeting.

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



**October 7, 14, and 21 2024 at 5:30 p.m.
Council Chamber, 2675 Dunsmuir Avenue**

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

Staff Present: Michelle Mason, Chief Administrative Officer
Annie Bérard, Director of Corporate Services
Courtney Simpson, Director of Development and Bylaw Services
Rob Crisfield, Director of Engineering and Public Works
Kevin McPhedran, Director of Community Services
Rachel Parker, Corporate Officer
Stephane Dionne, Deputy Fire Chief
Andre Duinkerke, Chief Financial Officer

**2025-2029 Financial Plan Workshop
October 7, 2024**

Mayor Brown called the meeting to order at 5:30 p.m. on October 7, 2024 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.

1. Approval of Agenda

1.1 Agenda for the Committee of the Whole meeting, October 7, 15 and 21, 2024.

Therrien/Ward

THAT the Committee of the Whole approve the agenda for the Committee of the Whole meeting, October 7, 15 and 21, 2024.

Carried Unanimously

2. Introduction

Ms. Mason introduced the budget package and noted staff keep to a five year outlook for financial planning. When Council chose tax increases for 2025, then anything not in the 2025 year is again provided in the new asks list. The Committee can look at what is already in proposed budget and remove and replace with unfunded items and has

option to look at items not included to consider. This is the start of financial plan development, which includes community feedback and consultation processes.

3. Proposed 2025-2029 Financial Plan

Ms. Bérard, Chief Financial Officer reported that the draft budget information is the result is combined efforts and collaboration of all departments. Ms. Bérard reviewed the agenda for three sessions on October 7, 15 and 21, with review of initiatives and committee recommendations on October 21 to be brought forward for final draft at the November 12 council meeting. Community consultation will take place at a Village Hall scheduled for November 18, and first reading of the Financial Plan bylaw proposed for November 25, with utility rate bylaws to follow in December 9.

Ms. Bérard reviewed the financial plan methodology and the Council strategic priorities, which guided the development of the draft budget. Factors that determine priority projects for inclusion into the financial plan, include:

- Required for life and safety
- Regulatory requirements
- Possible consequence if not funded
- Possible future cost if not funded
- Service levels
- Strategic priorities

Ms. Bérard reviewed 2025 funded initiatives approved in the 2024 financial plan and the 2025 tax impacts approved at that time at 5.96%, and subsequent increases through the 2024 year for a total of 7.37%. The proposed 2025-2029 Financial Plan presented includes an increase of 7.83% for 2025. Further reviewed were the total unfunded projects not included in the 2025-2029 plan and proposed staffing changes.

Ms. Bérard reviewed how reserves are used, including annual surplus and financial stabilization reserves. Purpose of annual reserve is to ensure, borrowing and other funding in year of replacement and result in spikes in tax increase. Operation reserves are expected to drop in 2025 for increase policing costs. Capital to drop in 2026 for linear and asset replacement.

For main operating reserves, discussion took place on the Local Government Climate Action Program funds with no more funding from this source for a few years, and must be spent by 2028. The temporary climate action coordinator position in 2028, not included in proposed financial plan - will be presented later for consideration. Solid waste reserve used 2025-2059 to stabilize solid waste rates. Emergency and Protective Services funded by growth taxes to funding policing, which is expected at next census.

For Capital Reserves: projected annual balances were shared. Noted the need to build capital reserve. One million for linear assets is not enough. The asset management team in 2025 will present on next steps and present how to fund the gap and capacity

internally. It is recommend that host amenity funds be used to contribute for significant replacement, including the recreation roof and Village park field house. General assets for the public works fleet. Fire capital reserve currently low and building to 2026 for purchase of quint ladder truck. Water Meter replacement is slated for 2026 may be supplemented by grants. Water and sewer facility reserve, additional contribution for expense in 2026.

Financial Plan policies and objectives are included as a schedule in the draft bylaw. Council may review policies including proportion of total revenue from each property class. In 2023 council approved exemption for affordable housing. Council can approve exemption for other non for profit uses, but would increase taxes for other landowners and add administrative work. For property tax distribution, can be reviewed when proposed tax rate comes before council in 2025.

A summary of proposed tax increase was presented. It was noted that this does not include residential growth, which is put to reserve for policing. The proposed property tax impact for average single family household at 7.778% at \$295 not including parcel taxes and utility fees, and total of \$393, including utility tax and rate increases, subject to decisions council makes to proposed budget. The median commercial property impact is \$655 increase, total \$754 at 7%. It was noted that assessments do not increase equally between classes.

Proposed total funding for 2025 capital projects were reviewed. The total amounts do not include Dam No 2 and the Wastewater Upgrade Project. 53% of capital funds allocated to linear asset replacement. Other capital projects include traffic calming, Maple Creek culvert, Fire Department apparatus, and Soleport park playground. Total funding for proposed 2025 operating projects was also reviewed.

Discussion

Discussion on contributions to reserves and balances for stabilization, linear assets from parcel taxes, balances in the Public Safety and Emergency reserve for future policing costs, including the balance of the affordable housing reserve even if at zero.

Discussion on asset retirement obligation (ARO) accounting requirement in 2023 and the obligation for Village to remediate assets at disposal, e.g. chlorine shack, environmental liability in financial statement. Accretion to ensure costs are increase to today's rates. To remediate asset and build reserve to fund work. Members asked where surplus goes and for a list of those liabilities.

It was noted that any amounts over optimal balances goes to other reserves.

Discussion on linear asset reserve that is above optimum as projects were pushed forward. It was noted that council approved this reserve to go over optimal until projects were reviewed.

Discussion on tax impacts of Wastewater Upgrade Project and No. 2 dam would come forward to Council for review in 2025 for tax impact in 2026. The No. 2 dam projects has been delayed for scope review.

Discussion on the amount of reserves to cover future policing costs and options to reduce contribution for other use, options to tax for some costs, and risks associated, difficulty in estimated policing costs and assumptions based on number of offices, plus administrative support costs. Discussion further on analysis of projected growth taxes and interest rates. Option to wait to use surplus policing reserve in 2027 after costs are known, and use on fire ladder truck purchase or other one-time costs.

Department Reviews

Chief Administrative Officer and Legislative Services

It was noted for consultation with K'ómoks First Nation, consulting fees are included for each project budget and for review of complex documents.

Discussion on cemetery demand and limiting access to ensure future capacity. Discussion whether consultant costs necessary for 2025 strategic plan review or review in-house and remove \$4450 from budget. Funds for Sue Big Oil to come from carbon offset credit when required.

Development Services and Bylaw

Discussion on review of building and business licence fees, bylaw enforcement strategy implementation and hiring staffing, digital building plans, senior government funding for Union Road Village lands assessment.

Unfunded projects highlighted include new manager of building and bylaw initially funded from grant funding, pound service increase, increase in administration support staff.

Protective Services

Discussion on increase in calls for service and any tracking of severity or total labour and hours per call. Noted lease for Courtenay ladder truck ends 2027. Alternate funding sources was discussed including grants, development cost charges, and amenity cost charges. The service structure change was discussed and whether Protective Services have more time without bylaw enforcement services.

Question Period

Questions from the community were received on the following matters:

- expenditures for the wastewater treatment upgrades project
- comparison of growth and revenues with expenditures
- Consultant costs

- Good neighbour fence at fire hall

Sullivan/Borecky

That the Committee adjourn the meeting at 8:53 p.m. until October 15, 2024 at 5:30 p.m.

Carried

October 15, 2024 at 5:30 p.m.

Council Chamber, 2675 Dunsmuir Avenue

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

Staff Present: Michelle Mason, Chief Administrative Officer
Annie Bérard, Director of Corporate Services
Courtney Simpson, Director of Development and Bylaw Services
Rob Crisfield, Director of Engineering and Public Works
Kevin McPhedran, Director of Community Services
Andrea Samsom, Manager of Finance and Human Resources
Stephane Dionne, Deputy Fire Chief
Andre Duinkerke, Chief Financial Officer

Mayor Brown reconvened the meeting at 5:30 p.m. on October 15, 2024 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.

Amend the Agenda

Therrien/Sullivan

THAT the Committee amend the agenda to add a closed portion to the beginning of the October 15, 2024 session.

Carried Unanimously

Close the Meeting to the Public

Borecky/Ward

That the Committee close the meeting to the public at 5:32 p.m. to discuss labour relations or other employee relations.

Carried Unanimously

The meeting was opened to the public at 6 p.m. and continued with departmental budget presentations.

Finance, Human Resources, and Information Technology

Discussion took place on climate coordinator staff for asset retirement obligations and implementation of the Climate Action Plan. It was clarified that this position would not be suitable for implementation of the zero carbon step code for building regulation. Discussion further took place on implementation of the Corporate renewable energy study and some quick action options and implementing the climate action staff position earlier.

Discussion on the contingency program for emergency replacement and recovery from climate events.

Discussion on general transfer to reserves and the amount schedule to reserves in 2025 due to the community works fund and new growth.

Engineering and Public Works

Discussion on the box grader attachment would allow grading of alleys and other maintenance, whether holiday light infrastructure could be funded from ICET grant, Perseverance Creek channel definition at Comox Lake Road by a contractor, wastewater backflow prevention that may be required in future. Discussion also on future Allen Lake dam stabilization that will be required, design before any transportation projects, and Ulverston sidewalk prioritized as a school safe street collector that may receive funding from ICBC.

Parks, Recreation and Community Services

Discussion on the timeline of civic lands and facilities review with the Dunsmuir block planning to begin in 2028 and the Union Road lands planning, design and construction of new public works yard beforehand, and ways to expedite process.

Discussion on roof repair of Recreation Centre, continuing water damage, options, and upcoming energy audit, that will include alternative energy solutions, may help with decision making. Timing of new facilities and the need to maintain existing facilities and services was discussed. Discussion on use of gym facilities in this time, maintenance of squash courts, and painting.

Discussion on end of life of existing and proposed park amenities, scope of Japanese Canadian Legacy project and long term use and maintenance, as well as future of the water park and replacement at end of life, No 6 Mine Park covered area. Discussion on Lake Park upgrades including the water service and impacts on campground use.

Discussion and Request for October 21 Meeting

Request for staff to make recommendations as to parks and recreation priorities to be funded and options for funding, as well as details on Climate Action Plan implementation.

Question on whether Council can consider proportion of revenues from assessment classes, which may have to be determined when tax rate bylaw comes forward in the spring 2025.

Discussion on transitioning in debt recovery through tax increase earlier for the wastewater treatment upgrades project, and including a line item in the budget from 2027 onwards for police costs increases in order to rely less on the reserve or extend transitioning of increased costs for policing once population exceeds 5000 people.

For consideration at October 21, 2024 meeting:

- strat plan review - remove \$4450
- Contributions to Emergency/policing reserves
- LGCAP staff position should be implemented earlier.
- Annie to get back to Council with more details on 2025 contributions to reserves
- Climate Action plan bring some more details

Question Period

There were no questions.

Sullivan /Borecky

That the Committee adjourn the meeting at 8:54 p.m. until October 21, 2024 at 5:30 p.m.

Carried

October 21, 2024 at 5:30 p.m.

Council Chamber, 2675 Dunsmuir Avenue

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

Staff Present: Michelle Mason, Chief Administrative Officer
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Andre Duinkerke, Chief Financial Officer
Rachel Parker, Corporate Officer
Courtney Simpson, Director of Development and Bylaw Services
Rob Crisfield, Director of Engineering and Public Works
Kevin McPhedran, Director of Community Services

Mayor Brown reconvened the meeting at 5:30 p.m. on October 21, 2024 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.

5. Review and Direction

Ms. Mason outlined the late item prioritized list of items not included in the financial plan. How build list through council strategic priorities and health and safety, and director priorities. Ms. Mason noted the second list is all items not prioritized - categorized each section of why not prioritized. Suggest Council discuss what to add, and also consider what is included already in financial plan that can be removed or switched out for another item.

Discussion:

The Committee determined it would first consider available funds.

Discussion took place on options to use this years contribution of growth taxes that are contributed to reserve for future policing in the Emergency and Public Safety Reserve in the amount of \$150,000, with the one-time reduction in 2025 to not be reimbursed in future years and new growth taxes to continue to be put to that reserve in future years. Options for limitations of the use of those funds was discussed and it was confirmed that the use was open since the funds would not be put into the reserve. Discussion took place on the sensitivity analysis of not contributing \$150,000 in 2025 and the risk of a tax bump when policing funding comes into play. Ms. Mason noted that if the analysis and assumptions are correct, including estimated future growth taxes, number officers, interest rates, etc., then there would be sufficient funds. Ms. Mason noted there is risk in that factors used in analysis may not come about in the future and the funds necessary may not accumulate in the reserve.

Ward/Sullivan

That the Committee recommend that Council make a one-time reduction of \$150,000 annually beginning in 2025 to the Emergency and Public Safety Reserve.

Discussion further took place on the risks of not making this contribution to the reserve in 2025. Discussion took place on Council not using this fund for the purchase of the ladder fire truck. The other reserves need to be built up.

Motion Carried

Discussion took place on using the Local Government Climate Action Program (LGCAP) funds AB for the energy audit, leaving \$128,000. Staff recommends a one year temporary climate action plan coordinator position in 2026, leaving \$18,000 in reserve.

Discussion took place on the balance of the waste management centre host amenity funds. It was noted \$23,500 is available at end of 2025. Discussion took place about using the host amenity funds for one-time expenses, rather than service funding agreements, and using the \$150,000 not contributed to the Emergency and Public Safety Reserve for continuous expenses.

It was noted \$50,000 is available from Community Works Funds.

(a) Adjustments to Department Summaries and Proposed Budgets

There were no adjustments made to department summaries and proposed budget.

(b) Review of Projects Currently Not in Financial Plan

Members reviewed the late item report "Projects Currently Not in Financial Plan - Prioritized" version #3 line by line.

Discussion to place on the infrastructure asset renewal reserve and the additional contribution for the roads portion of the reserve to reduce the funding gap for roads over time to match the utility funded reconstruction. It was suggested to reduce the parcel frontage tax and increase the property tax to increase the roads portion so no overall impact on taxes. Staff requested that an analysis wait until the asset management plan is completed. It was noted that once the Liquid Waste Management plan is completed then there will be further requirement for storm/sewer separation and opportunity to borrow funds for this work.

Therrien/Sullivan

That the Committee recommend that Council direct staff to bring back an analysis of frontage taxes charge for linear asset renewal after asset management plan completion.

Carried

Sullivan/Borecky

That the Committee of the Whole recommend that Council make the specified changes below to the draft 2025-2029 detailed budgets and present a proposed 2025-2029 Financial Plan Bylaw to the public at the November 18, 2024 Village Hall Financial Plan and Budget open house:

- Add \$20,000 in 2027 for Anti-Racism Discrimination and Anti-Racism Policy review
- Add \$2000 annually for Increase for graphics and media work
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- Add \$10,000 annually in 2025, 2026 and 2027 for Beaufort Family Health Society bridge funding
- Add \$4500 in 2026 for Museum irrigation and plan install
- Add \$5000 in 2027 for civic cemetery central interment area detailed design;
- Add \$3500 for Fire Hall signage in 2025; and

THAT the Committee of the Whole direct that staff

- Report back at the 2026 budget workshop on sponsorship opportunities for 2026 Village Park playground resurfacing
- Explore grant funding for the 2029 Allen Lake Main dam localized stabilization project
- Explore grant funding for the 2026 Perseverance Creek Channel definition project
- Schedule a delegation of the Beaufort Family Health Society to provide information on financial sustainability model
- Explore whether to prioritize the IT initiative - ThreatAware deployment and education
- Provide a report on inventory and needs planning for wildfire pumps and equipment
- Provide a report on the scope of work and budget of the EOC room completion for ceiling and AC

Carried

Discussion took place on basing parcel frontage tax rates for water and wastewater capital debt on water consumption.

Therrien/Ward

THAT the Committee recommend that Council direct staff bring forward a review of the 2025 water system and wastewater capital debt parcel taxes on the basis of user consumption rates for 2026 financial planning.

Carried

Discussion took place on details of the Soleport Park playground construction project to be funded at \$135,000 in 2025. Staff advised that scope includes \$50,000 in playground equipment, and \$40,000 for shipping, installation and hard landscaping. Half of the project is funded by parks development cost charges and the scope could be reduced.

Discussion took place on the donation for the Lake Park office.

Discussion took place on the difference between the Civic Properties and Facilities Renewal Plan Implementation, and the Long Range Arts and Culture Facility Plan. Staff advised that the arts and culture facilities plan would inform the greater facilities plan and implementation.

Discussion took place on the end of the Royston water service agreement and the revenue loss at end. Staff advised that there is an option to renew in 2026.

Discussion took place on the 2026 Wastewater treatment plant signage at \$5,100 and the 2025 Fire Hall signage at \$3,500 and possibility of funding the fire hall sign from the amount not contributed to the Emergency and Public Safety reserve.

Discussion took place on the expected notice whether the Village has been awarded the Housing Accelerator Fund grant, which may be by end of December 2025, and the possible uses of the funds and the use of development cost charges for affordable housing.

Discussion took place on reviewing the proportions of tax revenue when considering the 2026 tax rates bylaw and indicating that Council is expected to review the ratios and percentage that each class pays to ease the burden of residential and commercial taxes.

It was requested for the November 18, 2024 Village Hall that staff prepare an analysis of the growth of the community and staffing increases for the last ten to 15 years to 2009 if possible, including the number of full time employees and total wages and benefits as cost as a percentage of taxes.

Question Period

There were no questions.

Adjournment

Borecky/Sullivan

THAT the Committee adjourn the meeting at 8:25 p.m.

Carried

Mayor

Certified Correct by Corporate Officer

The Corporation of the Village of Cumberland
Regular Council Meeting Minutes



October 28, 2024, 4:30 p.m. CLOSED Portion
October 28, 2024, 5:30 p.m. OPEN Portion
Council Chamber, 2675 Dunsmuir Avenue

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

Staff Present: Michelle Mason, Chief Administrative Officer
Courtney Simpson, Director of Development and Bylaw Services
Rob Crisfield, Director of Engineering and Public Works
Kevin McPhedran, Director of Community Service
Andre Duinkerke, Chief Financial Officer
Rachel Parker, Corporate Officer
Seamus McConville, Planner 1

1. Call To Order at 4:30 p.m.

Mayor Brown called the meeting to order at 4:30 p.m.

2. Closed Session

Motion 24-253

Moved by: Borecky

Seconded by: Therrien

THAT Council close the meeting to the public at 4:30 p.m. 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;

Carried Unanimously

3. Recess

The meeting was opened to the public at 5:26 p.m. and briefly recessed.

4. Call To Order at 5:30 p.m.

The meeting was reconvened at 5:31 p.m.

5. Agenda

5.1 Agenda for Regular Council Meeting, October 28, 2024

Motion 24-254

Moved by: Therrien

Seconded by: Borecky

THAT Council approve the agenda for the October 28, 2024 Regular Council Meeting.

Carried Unanimously

6. Minutes

6.1 Adoption and Receipt

Motion 24-255

Moved by: Sullivan

Seconded by: Ward

THAT Council adopt the following minutes:

- Regular Council Meeting, October 1, 2024;

Carried Unanimously

Motion 24-256

Moved by: Borecky

Seconded by: Sullivan

THAT Council receive the following Committee minutes for information:

- Heritage Committee meeting, September 26, 2024
- Liquid Waste Management Plan Committee, October 9, 2024

Carried Unanimously

7. Delegations

7.1 Inspector Scott Mercer, Officer in Charge, Comox Valley RCMP

Motion 24-257

Moved by: Sullivan
Seconded by: Borecky

THAT Council receive the delegation from the RCMP to present Quarterly report review.

Carried Unanimously

8. Correspondence

None

9. Unfinished Business

None

10. Reports

10.1 Site-specific Floodplain Exemption–Cabin 6, 2100 Horbury Road for Approval

Motion 24-258

Moved by: Sullivan
Seconded by: Borecky

THAT Council approve the site-specific floodplain exemption for Cabin 6, as located on the property described as Fractional Section 28, Township 10, Comox District, Plan 552H together with that portion of the bed of Comox Lake included within the area shown outlined in red on plan deposited under DD 1983 except parts in Plans 21 RW, 788 RW, 26178, VIP57417 And EPP82213 (2100 Horbury Road.)

For: Brown, Borecky, Sullivan, and Ward

Opposed: Therrien

Carried

10.2 3345 Second Street Affordable Housing Development - Proponent Memorandum of Understanding

Motion 24-259

Moved by: Borecky
Seconded by: Ward

THAT Council approve a memorandum of understanding (MOU) agreement, dated October 28, 2024, between M’akola Housing Society and the Village of Cumberland for the Society to be the proponent for the affordable housing development at 3345 Second Street; and, THAT Council authorize the Mayor and Chief Administrative Officer to execute the MOU; and

THAT Council commits the Village to working with M’akola Housing Society on the affordable housing development at 3345 Second Street, including establishing a long term mortgageable interest for the Society to lever funding and financing, and support for funding applications.

Carried Unanimously

10.3 RideLab Event 2025

Motion 24-260

Moved by: Borecky

Seconded by: Sullivan

THAT Council direct Staff approve an event permit application and Noise Control Bylaw exemption request for RideLab 2025; and,

THAT any subsequent application for the same event in a future year be brought to Council for consideration.

For: Borecky, Sullivan, Therrien, and Ward

Opposed: Brown

Carried

10.4 Council Member Appointments

Motion 24-261

Moved by: Therrien

Seconded by: Borecky

THAT Council appoint acting mayors for the time periods below:

- November 2024 to January 2025: Councillor Borecky
- February to April 2025: Councillor Ward
- May to July 2025: Councillor Sullivan
- August to October 2025: Councillor Therrien

Carried Unanimously

Motion 24-262

Moved by: Ward

Seconded by: Therrien

THAT Council make the following appointments to the Comox Valley Regional District Board:

Director: Mayor Brown

Alternate Director: Councillor Therrien

for the remainder of the Council term with

- The Director being primary representative on the Comox Valley Recreation Commission, and
- The alternate director being primary representative on the Comox Strathcona Regional Hospital District Board and Comox Strathcona Waste Management Board

Carried Unanimously

Motion 24-263

Moved by: Therrien

Seconded by: Borecky

That Council make the following appointments:

- a. Comox Valley Coalition to End Homelessness: Councillor Ward as liaison and Councillor Therrien as alternate liaison,
- b. Comox Valley Early Years Collaborative: Councillor Borecky as liaison and Councillor Therrien as alternate liaison
- c. Comox Valley Regional Food Policy Committee: Mayor Brown as liaison
- d. Welcoming Communities Coalition (Immigrant Welcome Centre): Councillor Ward as liaison
- e. Homelessness and Affordable Housing Select Committee: Council Ward, and Councillor Therrien as alternate

Carried Unanimously

Motion 24-264

Moved by: Ward

Seconded by: Borecky

THAT Council appoint Councillor Therrien to the Wastewater Advisory Committee for the Liquid Waste Management Plan.

Carried Unanimously

Motion 24-265

Moved by: Therrien
Seconded by: Borecky

THAT Council delegate financial signing authority for the Village of Cumberland to Councillor Ward when designated as Acting Mayor.

Carried Unanimously

10.5 Communications Strategy and Social Media

Motion 24-266

Moved by: Sullivan
Seconded by: Borecky

THAT Council accept the revised Communication Strategy, October 2024, with social media presence and website feature pages for Council strategic initiatives and Village projects as medium-term priorities.

Carried Unanimously

10.6 Liquid Waste Master Plan Presentation Update

Motion 24-267

Moved by: Therrien
Seconded by: Sullivan

THAT Council receive the Liquid Waste Management Plan Update Presentation from Paul Nash, Liquid Waste Management Plan Coordinator;

THAT Council approve an additional expenditure for up to an additional \$300,000 to complete both the Stage-3 Liquid Waste Management Plan and other ministry requirements to be reallocated from the Phase-2 wastewater project budget and funding;

THAT Council authorize the sole source of McElhanney Consulting Services for up to \$60,000 for the Stage 3 LWMP;

THAT Council authorize the sole source of McElhanney Consulting Services for up to \$50,000 for assistance in developing the Operational Certificate;

THAT Council Authorize the increase in contract value to Ecofish Research Ltd. for the Enhanced EIS and Operational Certificate Documentation as part of the Phase 2 Wastewater Upgrades Project from \$101,162.42 to \$249,342.90; and

THAT Council authorize staff to execute the contracts and/or change orders with the various stakeholders.

Carried Unanimously

10.7 Wastewater Project Update Presentation from Colliers Project Leaders

Motion 24-268

Moved by: Borecky

Seconded by: Sullivan

THAT Council receive the presentation Wastewater Project Update presentation from Hans Seidemann, Senior Project Manager with Colliers Project Leaders;

THAT Council authorize the Mayor and Chief Administrative Officer to enter into and amend contracts with contractors and equipment suppliers for the Wastewater Upgrade Project;

THAT Council approve the additional expenditure of \$1,557,400 to increase the budget for the “Wastewater Upgrade Project Phase 1” from \$16,060,000 to \$17,617,400, with:

- \$980,000 to be funded from borrowing approved earlier this year, and
- \$577,400 to be funded through the Linear Asset Renewal Reserve; and,

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

Carried Unanimously

10.8 Rural Economic Diversification and Infrastructure Program (REDRIP) – Grant Application

Motion 24-269

Moved by: Sullivan

Seconded by: Therrien

THAT Council approve the application to the Rural Economic Diversification and Infrastructure Program for a grant of \$100,000 for an economic feasibility study of the Village-owned Union Road lands.

Carried Unanimously

10.9 Appointment of Officers

Motion 24-270

Moved by: Ward

Seconded by: Sullivan

THAT Council appoint Michelle Mason, Chief Administrative Officer, as Deputy Financial Officer.

Carried Unanimously

10.10 Municipal Auditor Appointment for the 2024 Year-end

Motion 24-271

Moved by: Therrien

Seconded by: Borecky

THAT Council appoints the audit firm of MNP LLP for the 2024 financial year.

Carried Unanimously

10.11 Strategic Priorities, Third Quarter Report, July -Sep 2024

Motion 24-272

Moved by: Sullivan

Seconded by: Ward

THAT Council receive the Strategic Priorities, Third Quarter Report, July - Sep 2024.

Carried Unanimously

10.12 Council Member Monthly Reports

Motion 24-273

Moved by: Borecky

Seconded by: Ward

THAT Council receive the member monthly reports for September to mid October 2024.

Carried Unanimously

11. Bylaws

None

12. New Business

None

13. Notices, Motions and Announcements

- Committee of the Whole, November 4, 2024

14. Question Period

None

15. Closed Session

Motion 24-274

Moved by: Sullivan

Seconded by: Ward

THAT Council close the meeting to the public at 8:16 pm pursuant to Section 90 of the *Community Charter* to consider:

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

Release of Closed Meeting Resolutions to the Public

Motion 24-275

Moved by: Borecky

Seconded by: Sullivan

THAT Council approve the expenditure of up to \$10,000 to be funded through the general financial stabilization reserve for the CAO evaluation facilitator and evaluation process.

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

THAT Council release the motion to approve the expenditure and amend the financial plan to the public.

Carried Unanimously

Motion 24-276

Moved by: Borecky

Seconded by: Sullivan

THAT Council make the specified changes below to the draft 2025-2029 detailed budgets and present a proposed 2025-2029 Financial Plan Bylaw to the public at the November

18, 2024 Village Hall Financial Plan and Budget open house. AND THAT Council direct staff to use general financial stabilization reserve to stabilize taxes in the 2026 to 2029 years. AND THAT Council release the staffing budget changes made in the October 28, 2024 closed session meeting to the public.

- Add \$109,960 in 2025 for Climate Action Coordinator temporary full-time
- Add \$65,980 in 2025 and \$131,960 annually in 2026 for Manager of Bylaw and Building Services
- Add \$5,930 in 2025, \$4,510 in 2026 annually for staffing costs for the Manager of Bylaw and Building Services
- Add \$16,050 in 2025 annual for fire fighter paid on call increased number of call outs
- Add \$5,100 in 2025 annually for a fire fighter paid on call wage increase from \$20 to \$21 per hour
- Add \$4,900 in 2026 annually to convert the full time janitor position to a new facilities worker 2 position
- Add \$6,050 in 2026 and \$12,100 in 2027 annually to add 7 hrs/week of janitor hours to backfill for new facility worker 2 position
- Add \$3,920 in 2025, \$6,660 in 2026, \$9,350 in 2027 annually to gradually extend the Parks and Grounds I position from 7 months to 9 months

Carried Unanimously

16. Adjournment

Motion 24-277

Moved by: Borecky

Seconded by: Ward

THAT Council adjourn the meeting at 9:13 p.m.

Carried Unanimously

Mayor

Certified Correct by Corporate Officer

The Corporation of the Village of Cumberland
Heritage Committee Meeting Minutes



October 17, 2024 at 4:00 p.m.
Operations Meeting Room, 2679 Dunsmuir Avenue

Members Present: Meaghan Cursons (Chair)
Marianne Bell
Councillor Neil Borecky
Lois Harris
Hugh McLean
Eric Pattison

Regrets: Lulu Kanters

Staff Present: Jasmeen Kaur Sidhu, Planning Technician
Karin Albert, Senior Planner

The meeting was called to order at 4:03 pm.

1. Approval of Agenda

Moved by: Borecky
Seconded by: Pattison

THAT the Heritage Committee agenda of October 17 be approved.

Carried Unanimously

2. Minutes

Moved by: Pattison
Seconded by: Borecky

THAT the Heritage Committee adopt the minutes of September 26, 2024 with the following corrections:

- Under 4.1, delete: "Buildings can't have been built until after new town was surveyed" and replace with " Construction of buildings started before 1894".
- Under 4.2 *HCA Guidelines*, insert "should" before encourage in sentence starting with "Guidelines encourage greater setbacks from property lines..."
- Under 4.2 *HCA Guidelines*, insert "and" at the end of (a) in the resolution, and put the following line under (b): "That a 4th storey be permitted as an incentive....". Change the lettering of the previous point (b) to "(c)."

Carried Unanimously

3. Unfinished Business

None.

4. New Business**4.1 OCP Review**

Karin presented an overview of previous Committee discussions and Heritage Conservation Area (HCA) guidelines to seek input and recommendations from the Committee for updates to the guidelines.

a. HCA Guidelines**Discussion:**

- Under 9. *Architectural Detailing*, delete (b), (c), and (d) to avoid vague language such as “inappropriate”, “imitation”, or “gingerbread” and replace with “Where a building is deemed to have heritage value, the design intent shall be in accordance with the *Parks Canada Standards and Guidelines for the Conservation of Historic Places*”.
- The Committee does not have to re-invent the wheel, the Standards and Guidelines are a great resource to evaluate design interventions.
- Preferable to have the HCA guidelines in the Zoning Bylaw as it is easier for applicants to find them and easier for the Village to update them. A comprehensive review of the guidelines can be done as part of the comprehensive Zoning Bylaw update following the OCP update.

Moved by: Harris

Seconded by: Patterson

THAT the Heritage Committee recommend to Council that the specific “design guidelines” for Cumberland’s heritage conservation areas be removed from the OCP and instead be attached as guidelines to the Zoning Bylaw, and

FURTHER THAT the guidelines be *initially* collated using the existing content from the OCP, the VUI student project, and the Parks Canada Standards and Guidelines for the Conservation of Historic Places document.

Carried unanimously

- Review HCA guidelines 9. (e) and (f) to ensure awning dimensions make sense and cover more of the sidewalk. A maximum 1.8 m projection over the sidewalk seems short and the rationale for a 45% awning angle is not clear.
- The Village should require a conservation plan for significant heritage buildings at time of renovation or additions. Can we say “there may be substantial heritage resources within the HCA or any building on the Registry which may require a more robust process including a heritage conservation plan.”

- Village may be able to include this requirement within the HCA guidelines.
- For heritage resources not within the HCA, Karin will check if may be possible to add the requirement of a conservation plan under the Development Approval Information Area regulations which apply at time of rezoning and/or within Development Permit Area guidelines that regulate form and character of multi-family and mixed-use developments.
- Eric and Hugh will share an example of a modest conversation plan for the house.

b. Heritage Policy – Incentives for Heritage Protection

Discussion:

- Three stories vs four stories for downtown to encourage retention of heritage buildings
- As per resolution at September 26, 2024 Heritage Committee meeting, 4 stories and a greater Floor Area Ratio (FAR) should be a density bonus in return for heritage retention.
- Facade grants are a challenge without a pool of funding (need a Business Improvement Area)
- Reduction of fees – e.g. development permit refund program
- - waived or refunded for heritage conservation.

Moved by: Bell

Seconded by: McLean

THAT the Heritage Committee recommend to Council that the Village proactively communicate the specific incentives for heritage retention including fee reductions and varying (by relaxing or eliminating) some zoning requirements (such as mixed-use, permitted uses, setbacks, site coverage, parking requirements, height relaxation, etc), as part of a Heritage Revitalization Agreement (HRA).

Carried unanimously

Other incentives:

- Consider recognition to appreciate heritage restoration, e.g. through heritage awards.
- Create neighbourhood signage to recognize the historic neighbourhoods / zones of the community and add to the community vibe
- Explore the idea of limited area HCAs to draw attention and build pride of the heritage story

4.2 Final Statement of Significance (SOS) – 3272 Second Street/Marocchi building

- Eric presented the final SOS for the Marocchi building.
- Karin will add the Village cover sheet and Village and Heritage Legacy Fund logos.

Moved by: Harris

Seconded by: McLean

THAT the Heritage Committee recommend that Council accept the Statement of Significance for the Marocchi building at 3272 Second Street and add the building to the Cumberland Heritage Register.

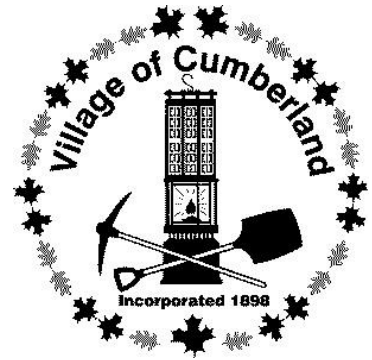
5. Next Meeting

The next regularly scheduled Heritage Committee meeting is on November 21, 2024.

6. Adjournment

The meeting adjourned at 5:45 pm

COUNCIL REPORT



REPORT DATE: November 5, 2024
MEETING DATE: November 12, 2024

TO: Mayor and Councillors
FROM: Kevin McPhedran, Director of Community Services
SUBJECT: Lake Park Annual Report 2024

RECOMMENDATION

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

PURPOSE

The purpose of this report is for Council to receive the 2024 Cumberland Lake Park Operator Annual Report from Lake Park Society, and for an opportunity to discuss matters related to Cumberland Lake Park and its operations.

PREVIOUS COUNCIL DIRECTION

Date	Resolution
March 27, 2023	THAT Council enter into the Cumberland Lake Park 2023-2032 Operations Agreement subject to any non-substantive amendments as authorized by the Chief Administrative Officer, and direct the Mayor and Chief Administrative Officer to ratify the Agreement.

BACKGROUND

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

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

LPS continues to show strong leadership and success in managing Cumberland Lake Park, while the partnership demonstrates the significant benefits of the Village collaborating with the non-profit LPS to advance the implementation the [Cumberland Lake Park Master Plan](#), updated in 2022.

In 2023-24, evidence of the benefits of this collaboration are highlighted by:

- the expansion of overnighting options through the installation of the sleeping barrels (LPS lead and funded);
- construction of the waterfront nature playground and natural area restoration works (also LPS lead and funded);
- The provision of over 800 hours of outdoor education and community programming to more than 1700 participants

Other highlights in 2024 include the installation of a traffic webcam to inform users of traffic and parking conditions in (almost) real time, a Village lead and funded project. Additionally, a uniformed foot patrol service was implemented in the park during peak times as a trial; as reported by LPS, indications are this service proved to be beneficial to the park.

ALTERNATIVES

1. That Council not receive the presentation and/or the report.

STRATEGIC OBJECTIVE

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

FINANCIAL IMPLICATIONS

Per the operating agreement, the percentage of park revenue share allocated to the Village in 2024 was 10.5%, up from 10% in previous years, to account for the LPS contributing of 0.5% to the KFN Guardian Watchmen (the Village submits one payment to KFN). In 2024, the Village revenue share totaled \$50,023, as compared to \$40,029 in 2023 (when Village revenue share was at 10%).

For the 2024 year, the 2023-2032 Park Operations Agreement includes each of the Village and LPS contributing 0.5% of their respective revenue share (total = 1%) to K'ómoks First Nation (KFN) to support the Guardian Watchmen program with a long-term revenue source derived from the Lake Park campground revenues. Based on approximately \$475,000 in 2024 gross annual revenues for Lake Park, the KFN Guardian Watchmen program contribution will be about \$4700 this year (up from \$4,100 in 2023). This will be paid to KFN before the end of 2024.

OPERATIONAL IMPLICATIONS

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

CLIMATE CHANGE IMPLICATIONS

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

ATTACHMENTS

1. Cumberland Lake Park Contractor Annual Report 2024

CONCURRENCE

None.

Respectfully submitted,

K. McPhedran

Kevin McPhedran
Director of Community Services/Acting Chief Administrative Officer



Cumberland Lake Park Annual Report



Operating Year:	2024
Date of Report Submission:	October 30, 2024
Submitted by (Name and Position):	Genevieve Burdett, Executive Director, Lake Park Society

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

A. PROVISION OF GENERAL PARK SERVICES

Section 1: Introduction and General Overview of the Operating Season

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

Campground & Park

- 10th year of operation by Lake Park Society (LPS)
- Focused on achieving the four primary objectives outlined in the Cumberland Lake Park Master Plan (CLPMP): ensuring economic sustainability, promoting low impact recreation, enhancing ecological health, and fostering outdoor education.
- Strong visitation and usership
- The average occupancy rate was 75%, reaching a peak of 97% occupancy in August. This is down slightly from an average occupancy rate of 77% in 2023, likely due to more rain in 2024.
- Over \$50,000 paid to the Village in dividends this season
- Over-capacity on hot summer weekends

Programs

- LPS offered various outdoor education programs and community events
- In total, LPS offered over 800 hours of programming to more than 1700 participants.

Capital Projects

- LPS completed three major projects in 2023-24:
 - 5 sleeping barrels
 - shoreline revegetation and nature playground
 - 2 sea cans for non-motorized paddle sport storage and 1 sea can for program equipment storage
- LPS invested \$126,000 into these projects and was generously provided an additional \$203,000 from the BC Destination Development Fund and \$33,500 from the Island Coastal Economic Trust Capital Innovation Grant. In addition, a variety of local businesses and individuals helped support the shoreline restoration and nature playground project.

Section 2: Campground Services

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

- The popularity of camping has surged in the past decade in North America
- The campground offers a mix of serviced, unserviced, and walk-in sites along with a group site and sleeping barrels
- New in 2024, the campground also offered five 16-foot sleeping barrels with a queen mattress, mini-fridge, fan, kettle, multi-charger and bubble window. The barrels received great reviews and had strong occupancy rates for the first year.
- LPS received a Canada Summer Jobs grant for 3 positions and is proud to employ local youth including numerous SD71 students along with some post-secondary students.

Section 3: Boat Launch Services & Day Use & Parking

Describe and discuss issues, challenges and successes in regards to the provision of boat launch services, day use and parking.

- Only sanctioned and easily accessible public access point to Comox Lake
- Visitation continues to increase as evidenced by increasing garbage removal, bathroom cleaning, and septic service costs
- As always, LPS believes that it is important to advocate for more sanctioned freshwater recreation areas elsewhere in the Comox Valley (through the new Regional Parks Service).

Parking

- Village of Cumberland installed a parking lot cam so that users can check current conditions at the main parking lot and the boat launch and better plan their visit during peak times.
- In addition, the development of a safe bike pathway and the additional of shuttle bus would also help ease congestion

Boat Launch

- During July and August, LPS staffed the boat launch every day between 10am - 5:30pm. In addition, contract security also patrolled the boat launch on Friday, Saturday and Sunday evenings. Prior to this year, the boat launch was not actively staffed. A minority of users continue to refuse to pay for services.
- The Cumberland Lake Park Master Plan (2014) recommended the phase out of motorized rentals (seadoos). Based on this, Lake Park Society prohibits the rental of motorized vessels (seadoos, boats). At this time, there are two operators who continue to rent motorized seadoos from the boat launch without permission.

- There are currently no bylaws that can be enforced at Cumberland Lake Park. Lake Park Society uses towing very sparingly when multiple infractions have occurred by the same user. LPS towed one vehicle this season.
- 679 day passes were sold in 2024. Of these, around 57% were from Courtenay, 20% from Cumberland (or around 100 passes), 16% from Comox, 8% from elsewhere in the CVRD and 19% from outside the Comox Valley.

Section 4: Food Services

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

- LPS sub-contracts the concession to Anita’s Food Services. Overall, park users appear happy with the food although there were a few customer service complaints that have been discussed with the contractor.

Section 5: PaddleSports Rentals

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

- LPS rents stand up paddleboards, tandem kayaks, solo kayaks and kids kayaks.
- Rental season now runs from May through September, every day 10am - 6pm (previously it was only open July and August)
- The rental equipment is also offered for free to the Adaptive Outdoor Summer Skills Camp offered through Courtenay Recreation and Comox Valley Child Development Association.

Section 6: Recreation Programming

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

Community Events

- LPS park interpreter program is now in its 5th year offering watershed canoe tours, movie nights, kids programming and music nights.
- LPS also participated in Earth Day, May Days, Indigenous People’s Day, Foggy Mountain Fall Fair, SD71 Professional Development Day

Camps

- Wiggler, Scammer and Rambler Camps: LPS summer camps for children ages 5 to 12

- Camp Kin (2SLGBTQ+): a summer camp that welcomes all queer, trans, two-spirit, questioning and/or curious youth. Subsidies were offered for Camp Kin, thanks to a grant provided by Wachiay Friendship Society.
- Kingfisher Camp: a coming-of-age summer camp for girls and non-binary youth offered by a non-profit partner, Fire and Flower
- Land-Care, Self-Care: a teen program supported by Island Health with a focus on youth wellness, mental health, and connection to place.

School Programs

- LPS offers the following programs: Water Keepers (grade 3), Forest Friends (grade 1), Floating Classroom Canoe Charters (all grades), and Overnight Campouts.
- 34 full-day programs to 600 students and provided over \$15,000 in subsidies

Reconciliation

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

The following businesses and organizations held park use permits at Cumberland Lake Park in 2024:

Adventure Forest School: after-school programs and summer camps

Comox Valley Canoe and Kayak: paddling instruction programs

Comox Valley Paddlers Club: paddling on lake

Courtenay Museum: class tours

Courtenay Recreation and Child Development Association: Project Inclusion Camp

Cumberland Recreation: summer camps and rock climbing programs

Fianna Wilderness School: forest programming

Island Alpine Guides: rock climbing courses

Lost Arts Club: craft programming

Nomadic Sauna: mobile sauna business

VI Paddling: storage and paddling programs on lake

Section 7: Special Events and Attractions

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

Snow to Surf, MOMAR, and Dodge City X all took place successfully in 2024.

B. CAPITAL PROJECTS AND OPERATIONS

Section 8: Capital Projects Overview

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

Shoreline restoration and nature playground (\$46,000 in 2024): newly planted trees and native vegetation with irrigation, safeguarded by fencing, alongside a nature play area with various log structures and a shade sail

Permanent storage for paddlesport rentals (\$24,000 in 2023/24): three custom half size shipping containers for permanent storage of kayaks and SUPs

5 Sleeping Barrels (\$292,000 in 2023/24): 5 sleeping barrels, an accessible outhouse, power and associated trails. This project was generously supported by BC Destination Development Fund (\$203,370) and Island Coastal Economic Trust (\$33,555), with additional funds provided by Lake Park Society (\$56,000).

Section 9: Security, Compliance and Enforcement

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

- High visitation comes with medical emergencies, people struggling with mental health and addictions, conflict and violence between members of the public, domestic abuse and vandalism
- Safety of both park users and staff is a priority
- LPS contracted the Commissionaires (with \$5500 funding provided by the Village of Cumberland) to provide a uniformed Safety Patrol at Cumberland Lake Park during July and August: Fridays 5-9 pm, Sat & Sun 3-8 pm
 - circulated on foot between the boat launch, parking lots and main beach
 - informed park users about park rules, ensured compliance, provided conflict resolution and de-escalated situations.

Benefits

- *Education*: The Safety Patrol provided an important on-the-ground education component. The majority of park users are day users who are not aware of the rules. (They are not required to check-in at the front office when they arrive and don't necessarily read the signs).
- *Compliance*: The Safety Patrol Compliance achieved much higher compliance than Lake Park Society staff performing the same duties, likely due to a variety of factors (uniform, experience, background, skills, training, age, gender).
- *Improved Visitor Experience*: The presence of a Safety Patrol created a more pleasant and secure feeling park, particularly during hot and chaotic weekends. The Safety Patrol helped to gain compliance, manage conflicts and de-escalate situations, creating a more peaceful atmosphere for everyone.
- *Safety and security*: Regular patrols help reduce the likelihood of incidents and the visible presence of security can make visitors feel safer.
 - Lake Park Society is proud to employ local youth, but keeping them (and all our staff) safe from workplace violence is a huge concern. The Safety Patrol helps add a layer of protection for our staff and evening volunteers.
 - In case of emergencies, security personnel have an established relationship with the RCMP which may improve responsiveness.
- Interaction statistics are listed in the appendix

Section 10: Off Season Security and Maintenance

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

Campground staff visit the park weekly to:

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

Section 11: Marketing and Advertising

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

- Facebook and Instagram pages
- Press releases and Currently Cumberland advertising
- BC Lodging and Camping Association magazine/website
- goRVing website

- LPS tries not to advertise much as we have more than enough visitors!

C. FINANCIAL AND REVENUE SHARE

Section 12: Financial Reporting

Please attach a brief year-end overview summarizing Village revenue share payments and compare trends to previous year(s).

Month	2024 Revenue Share	2023 Revenue Share	2022 Revenue Share	2021 Revenue Share	2020 Revenue Share	2019 Revenue Share
May	\$6326.19	\$5,373	\$3,943	\$4,279	\$357	\$2,699
June	\$8152.72	\$7,822	\$7002	\$9,407	\$4,204	\$4,457
July	\$15,614.7	\$13,834	\$11,213	\$10,646	\$8,286	\$8,215
August	\$13,282.52	\$12,122	\$10,960	\$8,416	\$9,022	\$8,361
September	\$6,646.88	\$878.27*	\$4,706	\$5,864	\$5,496	\$2,063
Total	\$50,023.01**	\$40,029	\$37,823	\$38,612	\$27,365	\$25,797

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

*** higher due to reconciliation payment and additional sleeping barrels*

D. OTHER

Section 16: First Nation Reconciliation and Related Initiatives Other Important Information to Communicate to the Village

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

LPS acknowledges that it operates on the Unceded Traditional Territory of the Pentlatch, leeksun, Sathloot and Sasitla peoples, also known today as the K'ómox First Nation. LPS is

committed to putting meaning behind these words: 1% of our revenues go directly to Indigenous organizations.

In 2024, LPS began contributing an 0.5% of revenue share , which is matched by the Village of Cumberland and provided to the K'ómoks First Nation Guardian Watchmen program. In addition, LPS pays another 0.5% of revenues to an indigenous non-profit organization (Kumugwe Cultural Society in 2024). LPS hopes to lead the tourism sector towards this simple act of reconciliation that, when adopted across the entire community, could create a substantial impact.

Section 17: Visitor Statistics

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

Appendix B: Cumberland Lake Park Visitation Metrics for 2024

Day use/Parking Lot

The parking lot was at or over maximum capacity 11 days this season. This is similar to previous years and reflects a well-known trend of the parking lot being over-capacity on hot, sunny weekends.

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

May	June	July	August	September
	1	5	5	

Boat Launch

Annual Motorized Boat Launch Passes

103 private annual passes were sold in 2024, up from 79 in 2023, likely due to higher compliance resulting from staffing the boat launch.

Table 2: Annual motorized boat launch passes by year

	2024	2023	2022	2021	2020
Total	103	79	72	117	93

Commercial Annual Boat Launch Passes

1 commercial annual pass was sold: Comox Valley Marine.

Commercial Non-motorized Annual Boat Launch Passes

0 commercial non-motorized passes were sold.

Day Motorized Boat Launch Passes

679 day passes were sold in 2024. Of these, around 57% were from Courtenay, 20% from Cumberland (or around 100 passes), 16% from Comox, 8% from elsewhere in the CVRD and 19% from outside the Comox Valley.

Table 3: Day boat launch passes by year

	2024	2023	2022	2021	2020
Total day passes sold	679	548	612	673	600

Table 4: Single day boat launch passes sold by month

Year	May	June	July	August	September
2024	50	58	239	221	111
2023	70	80	165	181	52
2022	36	77	179	210	110
2021	70	110	230	210	53
2020	0 *	94 *	192 *	197	106
2019	127	146	158	235	55

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

Campground

The average occupancy rate for the campground in 2024 was 75%, down very slightly from previous years.

Table 5: Monthly percentage occupancy rates per site 2024

Sites 2024	Avg	May	June	July	Aug	Sep
Group Site	69%	45%	50%	94%	97%	59%
1	78%	48%	83%	97%	100%	62%

2	77%	65%	60%	100%	100%	62%
3	73%	48%	60%	100%	100%	55%
4	74%	68%	57%	100%	100%	45%
5	72%	39%	60%	100%	100%	62%
6	75%	52%	70%	100%	100%	52%
7	76%	55%	67%	100%	100%	59%
8	76%	52%	67%	100%	97%	66%
9	81%	61%	60%	100%	100%	72%
10	88%	65%	100%	97%	97%	83%
11	93%	77%	100%	100%	100%	90%
12	87%	65%	90%	100%	100%	79%
13	87%	71%	90%	100%	100%	76%
14	87%	71%	90%	100%	100%	72%
15	86%	55%	80%	100%	100%	93%
16	83%	65%	83%	100%	100%	69%
17	84%	58%	93%	100%	97%	72%
101	74%	39%	57%	100%	100%	72%
102	79%	52%	77%	100%	100%	66%
103	91%	77%	90%	97%	100%	90%
104	81%	65%	70%	100%	100%	69%
105	75%	48%	67%	100%	100%	62%
106	94%	94%	100%	100%	97%	79%
107	95%	84%	100%	100%	97%	97%
108	82%	55%	93%	97%	100%	66%
201	87%	74%	80%	100%	100%	79%

202	83%	58%	73%	100%	100%	83%
203	80%	42%	73%	100%	100%	86%
204	83%	55%	73%	100%	100%	86%
205	71%	45%	50%	100%	100%	59%
206	65%	32%	50%	100%	100%	45%
207 & 208	65%	26%	63%	90%	100%	45%
301	71%	39%	63%	100%	100%	52
302	69%	29%	80%	100%	100%	34
303	62%	26%	50%	100%	100%	34
304	59%	26%	40%	100%	100%	28
305	59%	23%	40%	100%	97%	34
306	81%	55%	77%	100%	100%	72
400 (first come, first serve)	50%	16%	30%	87%	90%	28%
401	73%	42%	77%	97%	97%	55%
402	91%	74%	90%	100%	100%	93%
403	82%	42%	90%	100%	100%	79%
404	81%	52%	90%	100%	100%	66%
405	75%	48%	67%	100%	100%	62%
406	75%	58%	67%	100%	100%	48%
407	87%	65%	87%	100%	100%	86%
408	75%	45%	70%	100%	100%	59%
409	65%	29%	53%	97%	100%	45%
410 & 412	57%	23%	53%	94%	100%	17%
410.5 (overflow)	-	-	-	-	-	-

411	68%	35%	60%	100%	100%	45%
413	73%	45%	70%	100%	100%	52%
414	78%	58%	67%	100%	100%	66%
415	72%	29%	63%	100%	100%	66%
501 & 502	65%	39%	50%	100%	100%	38%
503	79%	68%	70%	100%	100%	59%
504 & 505	59%	42%	43%	84%	97%	31%
601	71%	33%	67%	97%	100%	59%
602	74%	43%	60%	100%	100%	66%
603	78%	43%	70%	100%	100%	76%
604	77%	47%	57%	97%	100%	86%
605	85%	52%	83%	100%	100%	90%

Table 6: Monthly percentage occupancy rates

Year	Average	May	June	July	August	September
2024	75%	50%	69%	97%	98%	63%
2023	77%	51%	75%	99%	99%	61%
2022	76%	45%	71%	96%	99%	70%
2021	85%	63%	85%	99%	99%	81%
2020	-	0% *	74% *	100% *	100%	76%
2019	63%	35%	62%	88%	94%	36%

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

Table 7: Monthly percentage occupancy rates per site 2023

Sites 2023	Avg	May	June	July	Aug	Sep
Group Site	73%	42%	90%	97%	97%	43%

1	75%	36%	80%	77%	100%	80%
2	71%	55%	60%	100%	100%	40%
3	71%	36%	70%	97%	100%	53%
4	76%	39%	87%	100%	100%	53%
5	72%	48%	67%	100%	100%	43%
6	69%	36%	70%	97%	97%	43%
7	72%	39%	70%	90%	100%	60%
8	73%	55%	63%	97%	100%	50%
9	80%	61%	70%	100%	100%	70%
10	94%	77%	93%	100%	100%	97%
11	90%	74%	93%	100%	100%	80%
12	90%	71%	93%	100%	100%	83%
13	91%	68%	93%	100%	100%	93%
14	92%	74%	97%	100%	100%	87%
15	94%	77%	100%	100%	100%	90%
16	92%	61%	100%	100%	100%	97%
17	88%	71%	83%	100%	100%	83%
101	75%	32%	77%	100%	100%	63%
102	70%	42%	57%	100%	100%	50%
103	91%	84%	93%	100%	100%	77%
104	75%	52%	77%	97%	100%	50%
105	71%	42%	63%	100%	94%	57%
106	98%	97%	100%	100%	97%	97%
107	90%	77%	90%	100%	100%	83%
108	87%	74%	97%	100%	100%	63%
201	87%	68%	83%	100%	100%	83%

202	84%	71%	87%	100%	100%	63%
203	81%	58%	80%	97%	100%	70%
204	84%	65%	90%	97%	100%	70%
205	65%	32%	53%	94%	100%	47%
206	77%	55%	73%	100%	100%	53%
301	69%	36%	60%	100%	97%	53%
302	63%	32%	50%	94%	100%	40%
303	61%	26%	40%	97%	100%	40%
304	61%	29%	43%	100%	100%	33%
305	61%	23%	40%	97%	100%	47%
306	79%	52%	77%	100%	100%	67%
401	77%	52%	77%	100%	100%	57%
402	94%	84%	100%	100%	100%	87%
403	84%	58%	83%	100%	100%	80%
404	78%	45%	83%	100%	97%	63%
405	79%	48%	73%	100%	100%	73%
406	80%	42%	90%	100%	100%	70%
407	89%	87%	97%	100%	97%	63%
408	75%	39%	83%	100%	97%	53%
409	70%	32%	67%	100%	100%	50%
410	72%	32%	67%	97%	100%	63%
411	67%	36%	63%	97%	100%	40%
412	77%	58%	73%	100%	100%	50%
413	82%	65%	83%	100%	100%	60%
414	87%	61%	90%	94%	97%	93%
415	77%	55%	77%	100%	100%	50%

207 & 208	73%	42%	80%	94%	97%	50%
501 & 502	64%	36%	40%	94%	97%	53%
503	80%	48%	73%	100%	100%	77%
504 & 505	65%	36%	63%	100%	81%	47%

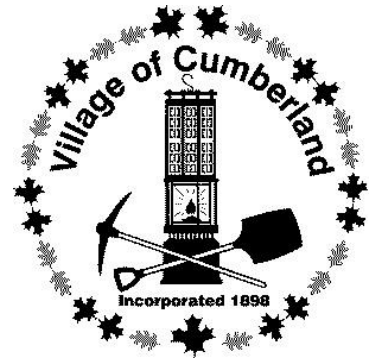
Table 8: Place of residence of customers

Location	# of campground groups (2024)	# of customers (2023)	# of customers (2022)	# of camping groups (2021)	# of camping groups (2020)	# of camping groups (2019)
Courtenay	189	568	319	352	196	240
Cumberland	80	277	124	120	73	120
Comox	86	240	87	110	74	77
CVRD Electoral Areas	24	88	35	51	19	37
Elsewhere - Vancouver Island	739	926	901	1307	793	1135
Elsewhere - Canada	570	459	632	431 (elsewhere - BC) 124 (outside BC)	323 (BC only)	178
USA	97	131	90	15	0	78
Outside Canada & USA	68	126	83	2	0	116
unknown	720					
Total	2573	2815	2271 (total), 2014 (campground)	2512	1478	1981

Table 9: Safety Patrol Interaction Statistics

	July	August	Total
Camper/Day use interaction with officers	182	113	295
Dogs on the main beach (not allowed)	64	129	193
Dogs off leash	11	2	13
Noise/music concerns	2	0	2
Incorrect vehicles parked at boat launch	61	21	82
Instruct individuals to go to main office to pay boat launch fees	13	4	17
Smoking/vaping	8	21	29
Campfire during ban	0	0	0
RCMP dispatched	0	1	1
Tow truck dispatched	0	0	0
Close and secure group site gate	23	24	47

COUNCIL REPORT



REPORT DATE: November 1, 2024
MEETING DATE: November 12, 2024

TO: Mayor and Councillors
FROM: Ryan Parton, Manager of Recreation & Culture
SUBJECT: Elevate the Arts Society – 2024 Events Presentation

RECOMMENDATION

THAT Council receive the 2024 Elevate the Arts community events presentation from Meaghan Cursons of Elevate the Arts Society.

PURPOSE

The purpose of this report is for Council to receive a presentation from Elevate the Arts Society on the 2024 events that the society delivered under agreement with the Village; to give Council opportunity to discuss matters related to the Events; and to provide Council an update as the parties work to transition the service delivery model from a contracted service into the Community Service Partnership program.

PREVIOUS COUNCIL DIRECTION

Funding for Elevate the Arts 2024 community events was included in Council's 2024 Community Services budget.

BACKGROUND

Over the past several years, Cumberland's Recreation section has organized two annual community events: Halloween and Easter. These events have typically been delivered by independent contractors under the supervision of Recreation staff. In 2021, the Village contracted the delivery of the Halloween event to Elevate the Arts Society in recognition of that organization's capacity to deliver successful and widely appreciated community events. Building on the success of that event, the Village expanded the partnership in 2022 to include a summer concert series that Elevate delivered on behalf of the Village in July and August of that year, funded through \$3,000 of Host Amenity funds.

In 2023, the Village entered into a contract with Elevate to deliver Halloween and an expanded Summer Concert Series; at that time, the 2024 Easter event and a small 2023 Christmas Tree lighting event were also included.

The provision of community event services for the period of 2024-2027 were discussed during Council's strategic planning and budgeting process in 2023. As a result of that process, Council gave staff a mandate to draft a Community Service Partnership Agreement with Elevate the Arts Society. Such an agreement is intended to further formalize the collaborate relationship between the Village and Elevate, and create efficiencies in service delivery.

Because the Village already had a contract in place with Elevate for the delivery of the 2024 Easter event, the contract was amended to include the delivery of the remaining 2024 events in order to facilitate a multi-year agreement based on the calendar year. A Community Service Partnership Agreement covering the years 2025 through 2027 is scheduled to be presented to Council in the near future; this would put the Elevate agreement on the same timeline as other Community Service Partnership Agreements that began in 2024.

The presentation from Meaghan Cursons of Elevate the Arts Society will provide a summary of the 2024 events, including the Easter event, Summer Concert Series, and Halloween event, as well as a preview of the upcoming 2024 Christmas Tree lighting event.

ALTERNATIVES

1. That Council not receive the presentation and/or the report.

STRATEGIC OBJECTIVE

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

FINANCIAL IMPLICATIONS

Village costs associated with the delivery of the four 2024 events by Elevate totals \$14,000. Approximate event budgets are as follows: \$3600 for the Easter event, \$7,300 for the Summer Concert Series, \$2,500 for the Halloween event, and \$600 for the Christmas Tree lighting event. Up to \$6,000 of said funding is to be drawn from Host Community Amenity Reserve, with the remainder from Recreation community events operating budget.

OPERATIONAL IMPLICATIONS

Village-side administration of the Elevate partnership is lead by the Manager of Recreation & Culture and the Recreation & Culture Supervisor, with administrative support from other Parks and Recreation section staff.

CLIMATE CHANGE IMPLICATIONS

This report has no direct implications.

ATTACHMENTS

None

CONCURRENCE

None

Respectfully submitted,

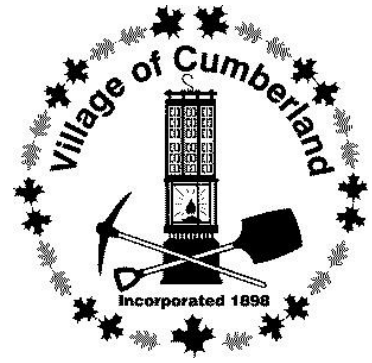
Ryan Parton

Manager of Recreation and Culture

K. McPhedran

Kevin McPhedran
Director of Community Services/Acting Chief Administrative Officer

COUNCIL REPORT



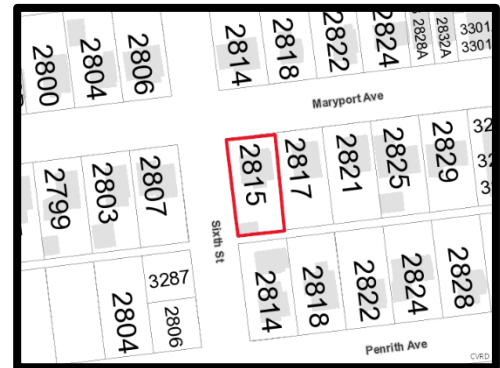
REPORT DATE: 2024/10/02
MEETING DATE: 2024/11/12

File No. 2024-06-DV

TO: Mayor and Councillors
FROM: Seamus McConville, Planner I
SUBJECT: Development Variance Permit Application and Request for Encroachment Agreement – 2815 Maryport Avenue

RECOMMENDATION

- i. THAT Council deny the development variance permit application (2024-06-DV) for the property described as Lot 12, Block 26, District Lot 21, Nelson District, Plan 522C (2815 Maryport Avenue).
- ii. THAT Council declines to enter into an encroachment agreement with the owner of the subject property to legitimize the trespass of the accessory building into the Village’s public laneway.



Subject Property

PURPOSE

The purpose of this report is to seek a Council decision on a development variance permit application and request for encroachment agreement. The application is to reduce the following setbacks within the R1-A – Infill Residential Zone to authorize a reconstructed garage converted to a home office including bathroom with shower:

- Reduce the minimum rear lot line (RLL) setback from 1.5m to 0m; and,
- Reduce the minimum exterior side lot line (ESLL) setback from 3m to 0.7m.

The building encroaches into the 3.0m wide municipal laneway by 0.52m to 0.58m for the building length of 7.5m. As such, the lane in front of the subject building is effectively 2.42m wide. The application includes a request for the Village to enter into an encroachment agreement to allow this portion of the building to remain sited within this area.

PREVIOUS COUNCIL DIRECTION

Date	Resolution
April 8, 2019	<p>THAT Council approve the applications for the property described Lot 12, Block 26, District Lot 21, Nelson Land District, Plan 522C (2815 Maryport Avenue) to permit the construction of an Accessory Dwelling Unit as follows:</p> <ol style="list-style-type: none"> 1) Development Permit substantially in compliance with the attached Development Permit dated April 8, 2019. 2) Development Variance Permit to vary the following: <ol style="list-style-type: none"> a) rear setback from 1.5metres to as close as 0.9metres; b) exterior left side setback from 3.0metres to as close as 1.5metres; <p>to permit the construction of an Accessory Dwelling Unit substantially in compliance with the site drawing attached as Schedule A of the Development Variance Permit dated April 8, 2019.</p>

BACKGROUND

The subject property, located on the corner of Maryport Avenue and Sixth Street, hosts a single-family dwelling and accessory buildings. The subject accessory building is 32m² in size, backs onto the laneway and has existed on the property since at least the 1970s according to the owner. No record of the building’s construction exists on the property file. A survey of the property from 1993 identifies the building encroaches into the 3.0m wide laneway by 0.52m to 0.58m for the building length of 7.5m and is sited within the 3.0m minimum ESLL setback area along Sixth Street.

Stop Work Order

In February 2024, Village staff posted a stop-work order on the property after renovations to the subject accessory building were discovered underway without a building permit. The scope of work observed included reframing of the building, addition of plumbing for a bathroom, as well as new windows. As this work exceeds basic repair and maintenance, a building permit is required.

For the Village to issue a building permit to complete the construction, a variance to reduce the setbacks, as well as entering into an encroachment agreement with the Village to permit the building’s existing location in the laneway is required. Alternatively, staff advised the owner that they could move the accessory building entirely onto the property and in compliance with required setbacks, and to authorize this they would make a building permit application showing the proposed siting. As a third option, staff advised the owner they could move the building entirely onto the property but could apply for a setback variance to site it partially in a setback area similar to the siting for a new building approved in 2019, but that a zero lot line setback to the laneway would not be supported.

Lot Line Setbacks

When originally constructed, the siting of the building complied with the rear lot line setback, but not the exterior side lot line setback. *Village of Cumberland Zoning Bylaw No. 345, 1969*, in effect at time of the building’s construction, required a minimum 1.5m setback from side property lines for all structures, with no minimum rear lot line setback for accessory structures.

While provincial legislation protects existing buildings from having to comply with changed regulations like setbacks, this protection applies if the non-conformance is not expanded upon,

and if any work done does not exceed basic repair and maintenance. As the amount of work completed exceeds this threshold, non-conforming siting protection on the rear lot line setback is lost and as such, the building must comply with current Zoning Bylaw requirements.

The side lot line did not comply with original zoning requirements and with no record of a variance of permit authorizing the construction of the garage, it would not be considered lawfully non-conforming.

Encroachment into Laneway

The Village is aware there are likely several buildings that encroach into its municipal laneways. The Village is not currently seeking to address laneway encroachments a proactive basis. Council Policy 11.7 Street Maintenance, 2017 states as follows:

16. In the case of laneway encroachments, the Village may reestablish the width of laneways or sections of laneways during related infrastructure projects, or as directed by Council.

The Village currently addresses laneway encroachments in response to two types of situations: when the encroaching structure is impeding municipal services like maintenance or replacement of utilities, and with building permit application. Encroachments can be addressed by either moving the building, altering the building, demolishing the building, or by legal agreement with the Village for the encroachment to remain. There is currently no agreement between the Village and the property owner for this trespass on the laneway.

Had the owner applied for a building permit, as they were required to do, the encroachment would have been addressed through these options before the owner had expended funds on improving the building.



Figure 1: Google Streetview of subject accessory building, July 2012



Figure 2: Photo of subject accessory building, June 2024.

For information, a site plan identifying the requested setbacks and encroachment area can be found in the draft DVP, attached to this report as Schedule 1.

Encroachment Agreements

Encroachment agreements are used to authorize private use of public land, most commonly road areas. These are authorized by section 35(11) of the *Community Charter*.

Encroachment Licences are frequently used to authorize hanging signs and roof overhangs in the downtown core. Such licences are not registered on title, and do not transfer between ownership should the property sell. Licenses are revocable by the Village at any time, usually only subject to a short notice period.

The Village also has the ability to authorize more formal Encroachment Easements, which require surveying, raising title to the roads, and notice of disposition on a registered interest in land. These are less common, and not recommended where there is an anticipated need for use of that public space.

Official Community Plan

The property and surrounding neighbourhood are designated as *Residential Infill*, which supports ground oriented medium density housing. No development permit areas apply to the proposed development.

Zoning Bylaw

The property is within the R-1A – Infill Residential Zone, which permits single family dwellings and accessory buildings and structures. Aside from the requested variances, the accessory building complies with all other requirements of the current Zoning Bylaw.

ANALYSIS

Land use justification for variance

Best practices for evaluating development variance permit applications typically look for an acceptable land use justification such as:

- i. the ability to use or develop the property is unreasonably constrained or hindered by having to comply with the bylaw requirement;
- ii. there is a net benefit to the community or immediate area that would be achieved through the variance approval; and/or,
- iii. the proposed variance would allow for more efficient and effective use and development of the subject property.

The ability to use or develop the property does not appear to be constrained by having to comply with the setbacks, The variance from 2019 reduced the RLL setback to 0.9m, and the ESLL setback to 1.5m to facilitate a 52m² ADU. While never constructed, the requested variances allowed for the ADU to be sited on the property without encroachment onto the rear laneway. Considering the subject building is smaller than the proposed ADU, the building could be moved or rebuilt elsewhere on the property without encroachments and potentially without the need for variances.

The applicant describes a benefit to the community in allowing the garage to remain in its current location being that “part of the richness and identity of Cumberland includes the unique laneways and alleys that line our community”. Considering the renovations completed to date have resulted in a functionally new building, and the garage door was removed, it is unclear if the laneway

character would be lost if the building was moved to comply with setbacks or rebuilt as an ADU as per Applicant's Rationale letter (Attachment 2).

Encroachment into laneway

The laneway is an important asset for the surrounding area. For instance, the laneway contains a sewer line servicing homes along Mayport and Penrith Avenues. The Operations Department has identified the need to separate the sewer line into a separated storm and sanitary system and plans to undertake the project in 2029. This project will involve heavy equipment removing existing piping and installing new infrastructure, including storm drains. With the building obstructing the laneway, construction and design will need to work around the obstruction.

Additionally, under the provincial Small Scale Multi Unit Housing requirements, laneway usage is expected to rise as the neighborhood develops with fourplexes. By formalizing the encroachment, a portion of this public asset is lost for private use, thus reducing the lane's effectiveness for the rest of the community. Consequently, the proposal has a negative impact on the community and surrounding area. While staff could support a modest setback variance similar to the 2019 proposal, the 0.0m lot line and encroachment is not supportable due to the maintenance and legal factors identified in this report. Without approval of a variance and encroachment agreement from Council, the owner could move the building within the property to comply with setbacks and a building permit could be issued to complete the construction in a location that complies with the setbacks. If the owner does not move the building, the bylaw enforcement file would continue to be actioned in its normal course.

Potential ADU Conversion

Attached to this report is a rationale letter from the applicant. In this letter, the applicant expresses interest in the potential conversion of this building into an ADU. An initial review of the proposal to ADU standards in the Zoning Bylaw suggests a variance to privacy screening requirements would be needed, as this screening must be implemented should an ADU be within 4.5m of a rear lot line.

PUBLIC NOTIFICATION AND CONSULTATION

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

- On October 31, 2024 Village staff prepared a notice of the proposed development variance permit, which was mailed to owners and occupants of properties within 75.0 meters of the subject property, meeting the Bylaw minimum of 10 days before Council considers the application.

FINANCIAL IMPLICATIONS

There are no financial implications for the Development Services Department.

Should Council direct staff to enter into a legal agreement with the applicant, the applicant is expected to bear all costs, including legal and (if necessary) surveyor fees.

OPERATIONAL IMPLICATIONS

The review of development variance permit applications are part of the services provided by the Development Services Department.

When design work for the sewer separation and replacement project begins, a survey of the laneway will be conducted to identify constraints including any encroaching buildings, structures (such as fences) or vegetation. With the lane at only 3.0m wide, encroachments will need to either be carefully worked around to avoid damage from equipment working in the lane or will need to be removed. Working around encroachments could require the use of specialized equipment and may take more time and care, adding to the project cost.

Ongoing maintenance of the laneway, including both to underground services, and to keep it as a passable route to the rear of properties will become more challenging should the encroachment continue. Maintenance equipment that will need to access the laneway includes a backhoe and vacuum truck, which are 3.0m and 2.8m wide respectively. Considering the lane is 2.42m wide in the encroachment area, Village equipment will struggle to work in the lane without trespassing on neighbouring properties. This issue will become more pronounced when heavy equipment is utilized in the 2029 utility upgrade project.

The lack of obstruction on private property at 2815 Penrith Avenue on the south side of the laneway offers some maneuvering room to crews, however this property owner could put up a fence along their rear property line at any time, which would further restrict operations in the laneway. In this event, Operations may need to procure specialized equipment to conduct maintenance at additional cost.

CLIMATE CHANGE IMPLICATIONS

There are no quantifiable impacts to climate change resulting from this variance request.

ALTERNATIVES

- i. THAT Council conditionally approves the following variances to the Zoning Bylaw No. 1027, 2016 for the property described as Lot 12, Block 26, District Lot 21, Nelson District, Plan 522C (2815 Maryport Avenue), to
 - a. reduce the minimum rear lot line (RLL) setback from 1.5m to 0.0m; and,
 - b. reduce the minimum exterior side lot line (ESLL) setback from 3.0m to 0.7m.

for the purpose of the siting, on the applicant's lands only, an accessory building that was in the process of being reconstructed and renovated without permit. Conditions are noted in the draft DVP attached to the Staff Report considered by Council and as noted below.

AND

- ii. THAT Council directs the Corporate Officer to issue the DVP only after the Owner secures an Encroachment License from the Village to authorize the trespass of the accessory building into the public laneway.

AND

- iii. THAT Council delegates to the Corporate Officer and Director of Development and Bylaw Services the authority to negotiate and enter into an Encroachment License in accordance

with section 35(11) of the *Community Charter*, subject to the following minimum terms and conditions:

- a. The Licence must not grant a property interest in the public laneway and must be revocable at the will of the Village;
- b. The Licence is to be personal to the current Owners only and must not be assignable or transferrable;
- c. Only the existing trespass may be authorized;
- d. The Licence must contain fulsome indemnities and releases so that the Owners accept full financial responsibility and liability exposure for the accessory building being in the laneway;
- e. There must be no costs or liability to the Village if damage is caused by maintenance or capital works, or the Village revokes the licence and the building must consequently be removed or relocated;
- f. Upon advance notice from the Village, the Owners may be given the choice to remove or relocate the accessory building, or be responsible for increased costs of maintenance or works in the lane related to the location of the building in the lane (and Staff may give an estimate of increased costs);
- g. The Village can require removal or relocation at any time and the Owners must agree to removal or relocation of the accessory building within 60 days notice by the Village;
- h. All legal and other costs must be borne by the Owners, and Village Staff may require a deposit for estimated legal fees; and
- i. Such other terms and conditions as may be recommended by the Village's legal counsel.

STRATEGIC OBJECTIVE

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

ATTACHMENTS

1. Draft DVP
 - a. Site Plan and Elevations
2. Applicant's Rationale Letter, October 2, 2024

CONCURRENCE

Courtney Simpson, Director of Development and Bylaw Services **CS**

Respectfully submitted,

S. McConville

Seamus McConville
Planner I

K. McPhedran

Kevin McPhedran
Acting Chief Administrative Officer



TO: Adam Jeremiah Speigel
Danika Paige Lawson

OF: PO Box 1272, 2815 Maryport Avenue Cumberland BC V0R 1S0

This Development Variance Permit (2024-06-DV) is issued subject to compliance with all of the bylaws of the Village of Cumberland applicable thereto, except as specifically varied or supplemented by this Permit for the purposes of authorizing the siting, on the applicant's property only, of an accessory building that was in the process of being reconstructed and renovated without permit. For greater certainty, this permit does not authorize the building to remain in trespass on public lane; a separate written agreement is required in that regard.

1. This Development Variance Permit applies to and only to those lands within the Village of Cumberland described below, and any and all buildings, structures and other development thereon:

Legal Description: *LOT 12, BLOCK 26, DISTRICT LOT 21, NELSON DISTRICT, PLAN 522C*

Folio: 516.00367.000 **PID:** 000-347-051

Civic Address: *2815 Maryport Avenue*

2. The land described herein shall be developed strictly in accordance with the terms and conditions and provisions of this Permit.

3. **Pre-condition to Issuance of this Permit:**

- a. A separate written encroachment agreement between the Owners and the Village, at the sole cost of the Owners, is required in order to authorize the development to remain in trespass on public lane ("**Encroachment License**").

4. This permit only authorizes the following variances of the Zoning Bylaw No. 1027, 2016, subject to the terms and conditions of this permit:

Section 7.2 7. Reduce the minimum rear lot line setback for accessory buildings and structures from 1.5m to 0.0m.

Reduce the minimum required exterior side lot line setback for accessory buildings and structures from 3.0m to 0.7m.

5. **Security:** N/A

6. **Expiry:**

- a. Council's approval for this Permit expires on February 29, 2025, if the Applicant has not obtained an Encroachment License from the Village for the encroachment into the lane; and
- b. Thereafter, this Development Variance Permit expires 60 days after either the lands have changed ownership or the Encroachment License has been revoked by the Village.

7. **Timing and Sequencing of Development**

- a. No further development is to be undertaken until all required agreements (including Encroachment License), authorizations and permits have been obtained.
- b. Thereafter, the building is to be completed (with permits) expeditiously and in no event, later than 1 year following the issuance of this Permit.

8. **List of Reports or Plans attached as Schedules:**

Schedule A – Site Plan and Elevations

- a. Development is to be in accordance with the Elevation Plans attached to this permit as Schedule A.
- b. The Siting Plan only applies if the Encroachment License is granted by the Village.

8. This Permit is **not** a Building Permit. This Permit **does not** obligate the Village to authorize an Encroachment License.

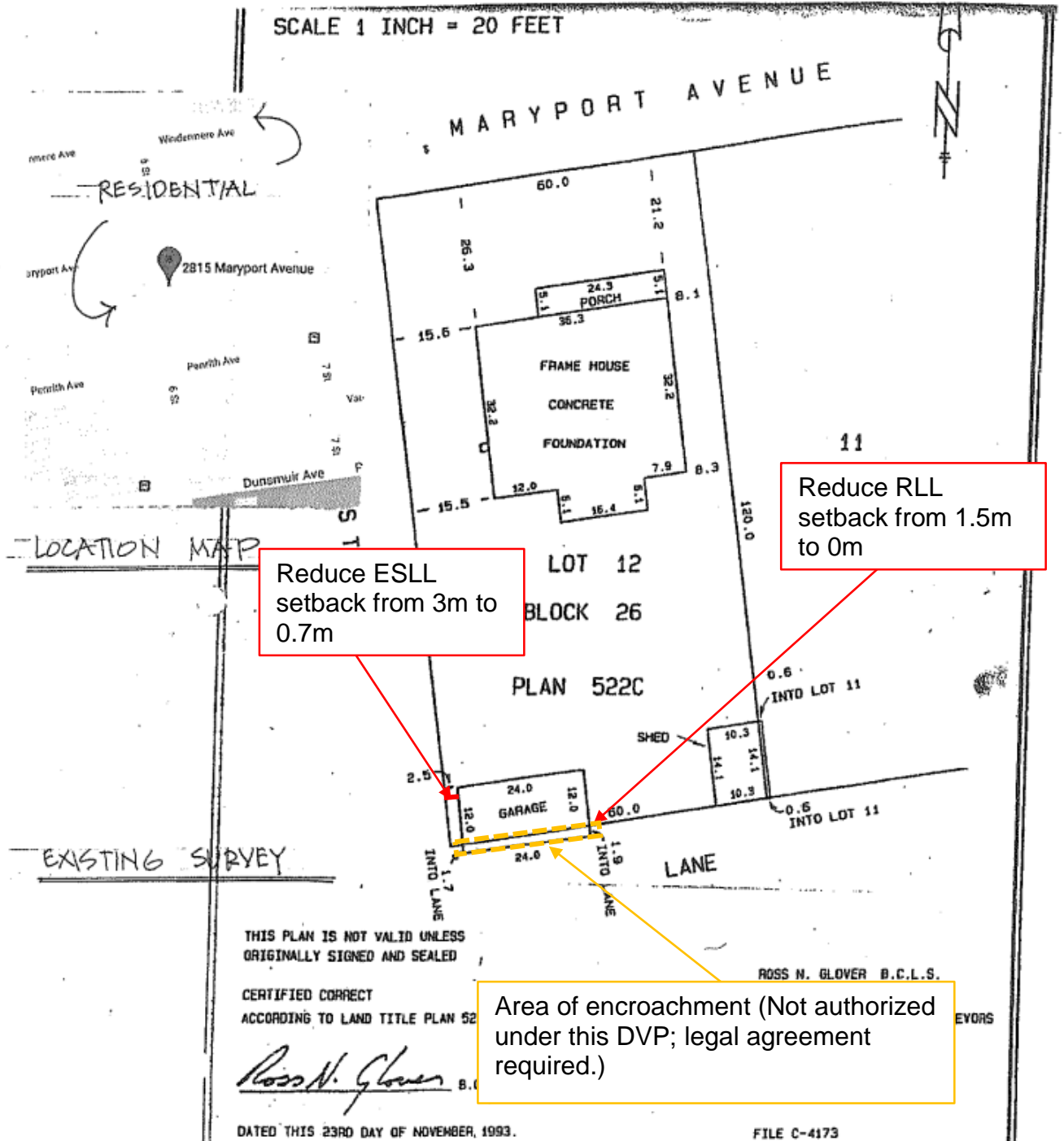
CERTIFIED as the DEVELOPMENT VARIANCE PERMIT:

- conditionally approved by resolution of the Council of the Corporation of the Village of Cumberland on _____, 20__; and
- issued by the Corporate Officer, on satisfaction of the condition for an Encroachment License, on _____, 20__.

Copy of Encroachment License, if and as completed, may be attached as Schedule B by the Corporate Officer.

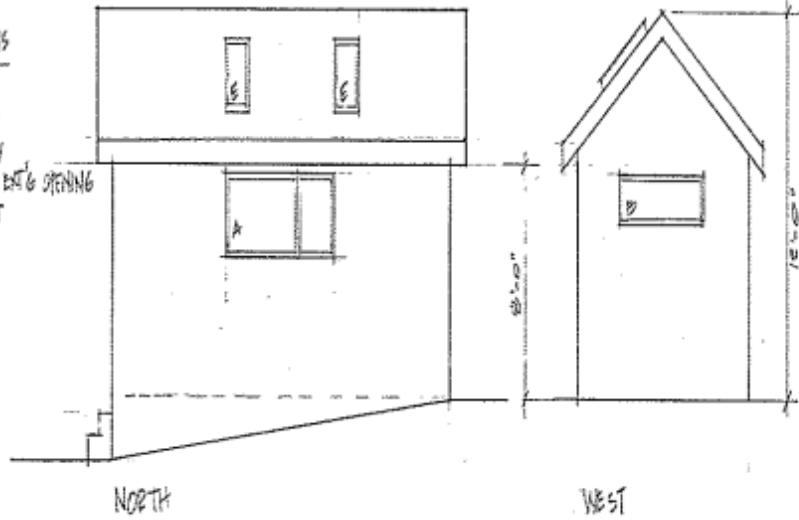
Corporate Officer

Schedule A – Site Plan and Elevations

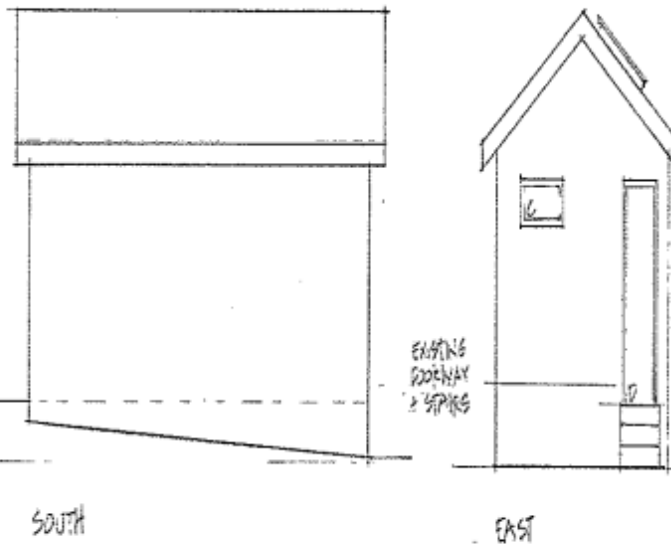


DOORS / WINDOWS

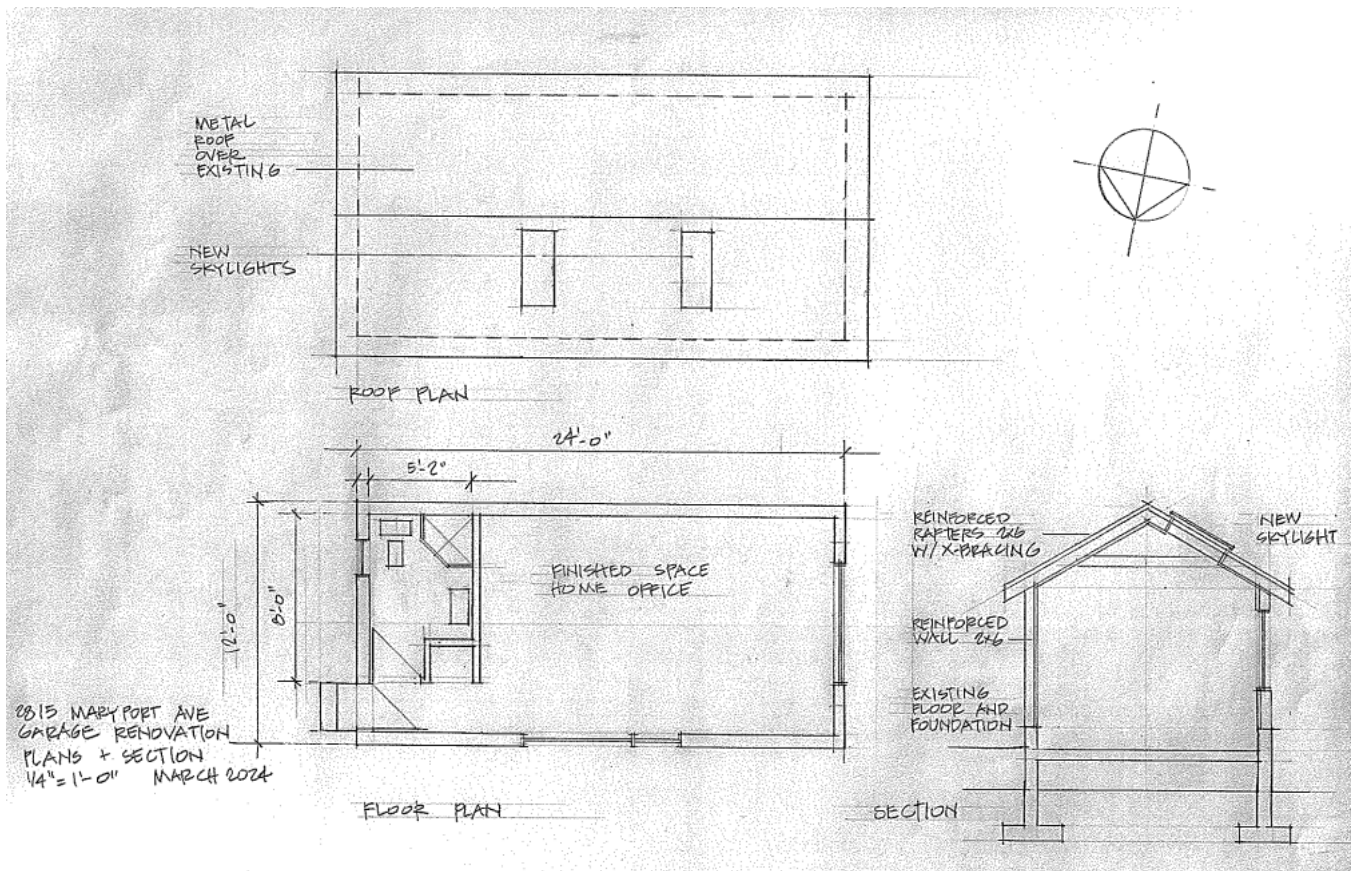
- A. NEW WINDOW
- B. NEW WINDOW
- C. NEW WINDOW
- D. NEW DOOR IN EXIST'G OPENING
- E. NEW SKYLIGHT



3815 HARTHOFF AVE.
GARAGE RENOVATION
ELEVATIONS
12'-0" 11'-0"



EXISTING
DOORWAY
& STAIRS



Schedule 2 – Applicant’s Rationale Letter

October 2, 2024

Hi Seamus

Please find below our statement of rationale for Council’s deliberations:

- In March of 2024 we began a restoration project for our existing garage 288 sq ft (12x24 ft). What began with us expecting to install a new steel roof and re-side the garage quickly expanded when we discovered that much of the building structure was rotten and going to collapse. We had the interior structure of the garage restored (re-framed) and while the contractors were on site opted for them to remove the broken garage door and install two new small frosted windows and 2 sky lights. My wife works remotely from home and we would like to be able to use the garage for her office from time to time.
- In late March 2024 we were hit with a stop work notice due to the reframing of our garage, the installation of two windows and the roughing in of a bathroom (framed). We note that the footprint of the garage has not changed, nor has the roof line. The only new windows installed are frosted and small. Our garage is over our property line and encroaches into the laneway by a maximum of 1.9 ft. It has been in this location for over approximately 50 year period and in our opinion contributes to the character of the laneway and the village look/feel. The garage is on a corner lot and therefore there is ample room for public works and emergency personnel to access.
- We have been unable to find a resolution to our stop work notice working with staff as we are unable to afford to remove our garage and build a new carriage house with appropriate setbacks, moving the garage is unfeasible, and we cannot justify landfilling a perfectly usable structure in good environmental conscience. We intend to now pull a building permit to allow for the completion of the project which will result in us having an office in the garage and a bathroom for post mountain bike clean up as well as use while in our office (my wife works from home). As the structure is encroaching into the laneway and easement will be required for the issuance of a building permit to allow for our garage to remain in its current form and function.
- Since we are going through the approval process now we are curious as to whether the village would support an ADU designation on the garage structure? This would give us more flexibility in the future in the event that my wife no longer requires a home office, and would help the village to achieve its goals of densification and providing more affordable housing in our community which as we all know is sorely lacking. The potential to possibly provide long term rental housing at some point in the future also appeals to us given the massive needs that exist for affordable rental housing in Cumberland.
- In summary Counsel will have before it an application from myself Adam Speigel and my wife Danika Lawson the owners of 2815 Maryport Ave at the Oct 28th counsel meeting an application for an easement and a development permit. Counsel is being asked to consider the materiality of a 1.9 ft encroachment of a garage which has existed in place for 50 years with no material alterations to the exterior being proposed. Part of the richness and identity of Cumberland includes the unique laneways and alleys that line our community. As residents of Cumberland we have inherited many garages and laneway structures which are the legacy of times past when lot lines were not as evident

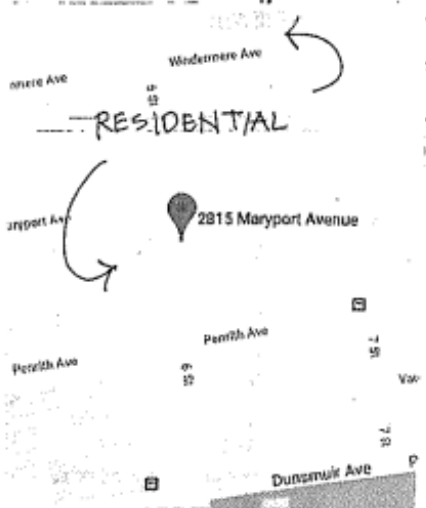
as they are today. I hope counsel will consider the impact of losing the legacy laneway structures vs allowing a homeowner

like myself to restore the structure to its previous state and improve it to provide additional usable space for both working, family and housing. Restoring rather than building new for the sake of ensuring bylaws are met will result in building materials being diverted from the landfill in Cumberland. In our opinion if counsel considers the heritage, cultural, social and environmental benefits of our proposal they will work towards the approval of the easement and development permit for 2815 Maryport Ave.

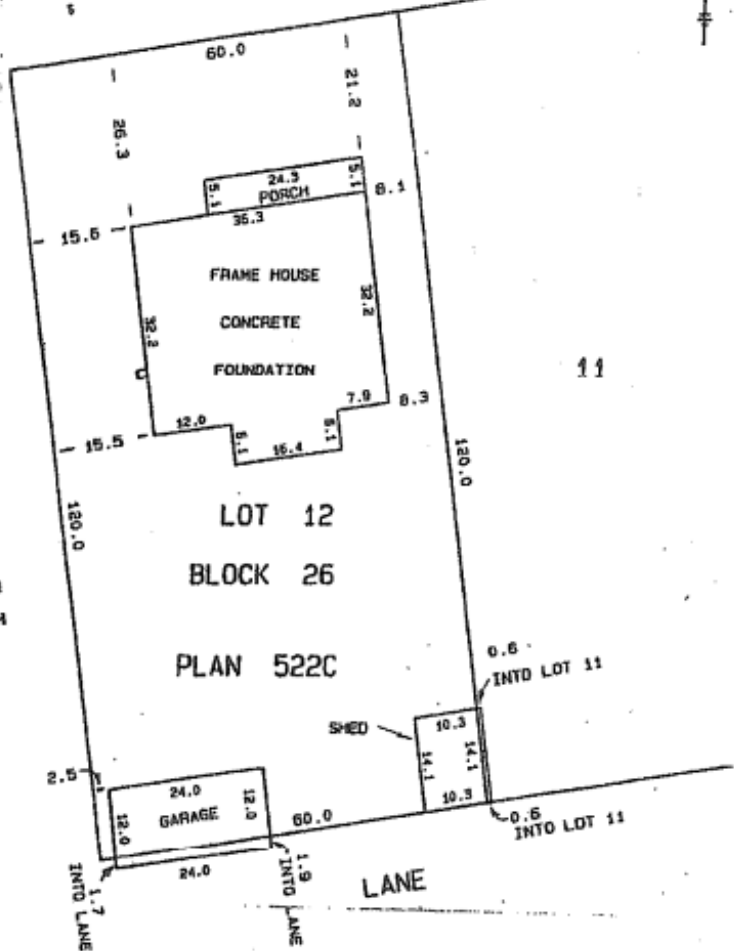
Adam Speigel MBA (He/Him)

SCALE 1 INCH = 20 FEET

MARYPORT AVENUE



LOCATION MAP



EXISTING SURVEY

THIS PLAN IS NOT VALID UNLESS
ORIGINALLY SIGNED AND SEALED

CERTIFIED CORRECT
ACCORDING TO LAND TITLE PLAN 522C

Ross N. Glover B.C.L.S. ©

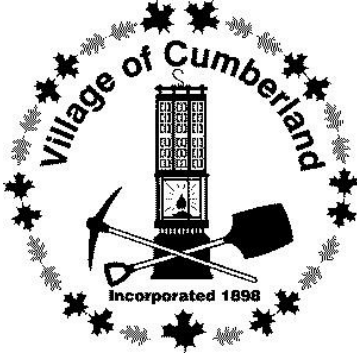
DATED THIS 23RD DAY OF NOVEMBER, 1993.

ROSS N. GLOVER B.C.L.S.
IAN M. ZAHARKO B.C.L.S.
BRITISH COLUMBIA LAND SURVEYORS

221-B Church Street
COWICHAN, B.C.
V9N-5G4

FILE C-4173

COUNCIL REPORT



REPORT DATE: November 1, 2024
MEETING DATE: November 12, 2024

File No. 0530-03

TO: Mayor and Councillors
FROM: Rachel Parker, Corporate Officer
SUBJECT: Appointments to the Vancouver Island Regional Library Board

RECOMMENDATION

THAT Council appoint Councillor Ward as Trustee and Councillor Borecky as Alternate Trustee on the Vancouver Island Regional Library Board for the 2025 calendar year.

PURPOSE

The purpose of this report is to provide Council with the opportunity to make its annual appointments to the Vancouver Island Regional Library Board.

PREVIOUS COUNCIL DIRECTION

Date	Resolution
Nov 6 2023	THAT Council appoint Councillor Ketler as trustee and Councillor Borecky as alternate trustee to the Vancouver Island Regional Library Board

BACKGROUND

The *Library Act* requires municipalities to appoint a Trustee and an alternate Trustee annually to a regional library board at Council’s first meeting in November. The term of appointment is the calendar year. Councillor Ketler had been appointed as trustee and Councillor Borecky as alternate for the 2024 calendar year.

A draft meeting schedule is included in the attached correspondence from the regional library.

The general powers and duties of the library board include:

- (a) may make rules for managing its business and for regulating the use of its facilities and services by the public,
- (b) may appoint any committees of its members that it considers necessary to carry out its business,
- (c) must appoint a chief librarian,

- (d) may hire and dismiss employees, enter into collective agreements with employees and set the terms of their employment, including fixing their remuneration and duties,
- (e) may lease land or buildings for library purposes, but only with the prior approval of the municipal council,
- (f) may acquire personal property for library purposes and dispose of personal property,
- (g) may contract, for a term of not more than 5 years, for professional or other services for library purposes,
- (h) may sue and be sued,
- (i) may have a common seal and may alter or change it, and
- (j) must prepare an annual report in the form approved by the minister and must send copies of the report to the minister.

The Board also has an Executive Committee elected from the Board members. The Executive Committee holds delegated powers to provide recommendations to the Board and to provide direction to the Executive Director on an interim basis.

Staff inquired as to potential conflicts of interest of a trustee. VIRL staff advised that VIRL defines conflict of interest as: “A situation in which a Trustee, or person related to a Trustee, has a personal interest (including but not limited to a direct or indirect pecuniary interest) that conflicts or could conflict with the Trustee’s obligations to the Vancouver Island Regional Library. Conflicts of interest may be actual, potential, or perceived.” Trustee obligations to VIRL include the Duty of Care and the Duty of Loyalty. In this context, if the appointee can abide by the Procedural Bylaws regarding when to declare a conflict, then Village of Cumberland can appoint them.

ALTERNATIVES

Council may appoint other Council members as trustee and alternate trustee.

STRATEGIC OBJECTIVE

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

FINANCIAL IMPLICATIONS

None

OPERATIONAL IMPLICATIONS

None

ATTACHMENTS

1. December 6 deadline: 2025 VIRL Board Appointments

CONCURRENCE

None

Respectfully submitted,

R. Parker

Rachel Parker
Corporate Officer

K. McPhedran

Kevin McPhedran
Acting Chief Administrative Officer



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

October 17, 2024

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

Dear Mayor Brown,

Re: December 6 deadline - 2025 VIRL Board Appointments

Per S17(2) of the *Library Act (The Act)*, appointment of your 2025 VIRL Board Trustee and Alternate are to be set at your Council's first meeting in November.

Reappointment of sitting members is encouraged for continuity if they have not served more than 8 consecutive years. The term of appointment is January 1 – December 31. The draft 2025 meeting schedule is included on page 2.

Per VIRL's Procedural Bylaws, conflicts of interest for VIRL Trustees are defined as those in which "...a Trustee, or person related to a Trustee, has a personal interest (including but not limited to a direct or indirect pecuniary interest) that conflicts or could conflict with the Trustee's obligations to VIRL. Conflicts of interest may be actual, potential, or perceived." Appointees should note their obligations include a duty of care and a duty of loyalty to VIRL.

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

By December 6, please submit for your Trustee and Alternate appointments, supported by:

1. Certified copy of Resolution
2. 2025 VIRL Appointment Forms (Contact info., Recording release & Direct deposit)
3. [2025 Financial Statement of Disclosure](#)

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

If you have any questions, contact Mariah Patterson, Executive Assistant at 250-729-2310 or [email](#).

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

Sincerely,

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

Ben Hyman
Executive Director

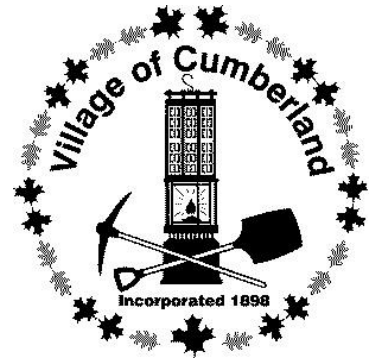
cc: Michelle Mason, CAO, Village of Cumberland
Melissa Roeske, Legislative Services Coordinator, Village of Cumberland

2025 DRAFT Meeting Schedule

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

	AM/PM	Meeting type	Meeting Date	Meeting format	Audit & Budget
Q1	AM	Orientation	2/15/2025	In person*	
	AM	AGM	2/15/2025	In person*	
	PM	Board Meeting	2/15/2025	In person*	
	AM	AFSC	3/21/2025	Hybrid	
	PM	Executive Committee	3/21/2025	Hybrid	
Q2	AM	AFSC	5/16/2025	Hybrid	Audit presentation; Budget assumptions
	PM	Executive Committee	5/16/2025	Hybrid	Audit; Budget assumptions
	AM	Board Meeting	6/7/2025	Hybrid	Audit; Budget assumptions
Q3	AM	AFSC	6/20/2025	Hybrid	Budget 1
	AM	AFSC	7/25/2025	Hybrid	Budget 2
	PM	Executive Committee	7/25/2025	Hybrid	Budget 2
	AM	Board Meeting	9/20/2025	Hybrid	Budget 3
Q4	AM	AFSC	10/17/2025	Hybrid	
	PM	Executive Committee	10/17/2025	Hybrid	
	AM	Board Meeting	11/1/2025	Hybrid	
	AM	AFSC	12/13/2024	Hybrid	
	PM	Executive Committee	12/13/2024	Hybrid	

COUNCIL REPORT



REPORT DATE: October 31, 2024
MEETING DATE: November 12, 2024

File No. 0550

TO: Mayor and Councillors
FROM: André Duinkerke, Chief Financial Officer
SUBJECT: Committee of the Whole report, 2025-2029 Financial Plan

RECOMMENDATION

THAT Council make a one-time reduction of \$150,000 annually beginning in 2025 to the Emergency and Public Safety Reserve.

THAT Council direct staff to bring back an analysis of frontage taxes charge for linear asset renewal after asset management plan completion.

THAT Council make the specified changes below to the draft 2025-2029 detailed budgets and present the proposed 2025-2029 detailed budgets and a proposed 2025-2029 Financial Plan Bylaw to the public at the November 18, 2024 Village Hall Financial Plan and Budget Open House:

- Add \$20,000 in 2027 for Anti-Racism Discrimination and Anti-Racism Policy review
- Add \$2000 annually for Increase for graphics and media work
- Add \$4200 annually for advertising
- Add \$5000 in 2027 and \$10,000 in 2028 for Visual identity review to incorporate Indigenous territory acknowledgement
- Add \$5000 in 2026 for Climate Action - Purchasing policy update
- Add \$10,000 in 2029 for Climate Action - Corporate renewable energy study
- Add \$5080 annually for Lease increase for new folding, stuffing, mailing machine
- Add \$10,500 annually for Increase for IT services for additional staff and virtual server maintenance
- Add \$7000 annually for New Contribution to General Asset Reserve (\$9000 for 2026, \$14,000 for 2027, and \$15,000 for 2028 and onwards)
- Add \$4500 in 2026 and 2028 for Employee furniture and equipment replacement
- Add \$2500 in 2025 for IT initiative - Cybersecurity Fortification - implementation
- Add \$830 in 2025, \$3350 in 2026, \$5950 in 2027, \$6850 in 2028 and 2029 for IT licensing - Cybersecurity Fortification - additional license
- Add \$3750 IT in 2028 for initiative – ThreatAware deployment (education)
- Add \$3330 IT annually beginning in 2028 for licensing – ThreatAware (education)
- Add \$10,000 annually for Contingency Program (\$30k + 10k general/\$10k water/\$10k sewer/storm)

- Add \$5000 annually for Increase for Animal Control Pound Service
- Add \$4500 annually for Increase to Fire Protective Equipment Maintenance
- Add \$170 annually from 2027 onwards for Data for new iPads in new fire apparatus
- Add \$15,000 in 2026 for EOC room completion for ceiling and AC
- Add \$2500 annually beginning in 2026 for the New Recreation Leisure Buddies program
- Add \$11,000 in 2025 for the creation of accessible washroom stalls in CRI gymnasium including hazardous material abatement
- Add \$300,000 in 2026 for Recreation gymnasium roof repair / replacement
- Add \$10,000 in 2026, \$20,000 in 2027, \$30,000 in 2028, \$40,000 in 2029 for transitioning funding source for Community Service Partnership Agreement from CVRD Host Landfill Amenity Agreement to taxes
- Add \$740 in 2025, \$2000 in 2026, \$3000 in 2027, \$4000 in 2028 and \$5000 in 2029 for Increase for Village Park Material & Supply and Contracted Services
- Add \$730 in 2025, \$1500 in 2026, \$2000 in 2027, \$2500 in 2028, \$3000 in 2029 for Increase to Trees in Parks budget
- Add \$500 in 2025 and 2026, and \$1000 in 2027 and 2028, and \$1500 in 2029 for No.6 Mine Park - Contractor and Material & Supplies budget increase
- Add \$10,000 annual starting in 2026 for Perseverance Watershed Initiative - long range plan
- Add \$80,000 in 2026 for Village Park playground resurfacing
- Add \$5600 in 2025, \$5700 in 2026, \$5800 in 2027, \$5900 in 2028, \$6000 in 2029 for Lake Park - Uniformed Foot Patrol
- Add \$25,000 in 2025, \$30,000 in 2026, \$40,000 in 2027, \$50,000 in 2028 and 2029 additional contribution to the infrastructure asset renewal reserve for Road Capital Projects to reduce funding gap.
- Add \$20,000 in 2027 for Transportation Management Plan Traffic Calming Policy
- Add \$8000 in 2026 for Box Grader Attachment for JD Skid Steer
- Add \$94,000 in 2028 for Replacement of 2013 Ford pickup truck #11
- Add \$94,000 in 2028 for Replacement of 2012 Ford pickup truck #24
- Add \$94,000 in 2029 for Replacement of 2011 Ford pickup truck #27
- Add \$21,260 in 2028 and 2029 for Annual Taxes Required for pickup truck purchases debt (transportation)
- Add \$40,000 in 2026 for Sutton Road Multi-use Path Upgrades and Corner Upgrades at Comox Lake Road
- Add \$6500 in 2026 for Backflow Prevention & Cross Connection Control Program
- Add \$11,200 in 2026 for Backflow Prevention & Cross Connection Control Program PW Labour
- Add \$100,000 in 2026 for Dam Safety Review
- Add \$10,000 annually starting in 2026 for Annual Water Fees Required for reserve contributions for dam safety review
- Add \$8340 in 2027 for Treated Reservoir Tank Inspection
- Add \$4560 in 2026 for Hydrant Use Backflow/meter box
- Add \$65,000 in 2028 for Allen Lake Main Dam Stabilization Design
- Add \$650,000 in 2029 for Allen Lake Main Dam localized area stabilization

- Add \$3224 in 2028 and \$55,485 in 2029 for Annual Water Fees Required for Allen Lake Dam stabilization Debt
- Add \$30,000 in 2026 for Perseverance Creek Channel definition
- Add \$10,000 in 2025 and 2026 for Community School Society food share program bridge funding
- Add \$10,000 annually in 2025, 20206 and 2027 for Beaufort Family Health Society bridge funding
- Add \$4500 in 2026 for Museum irrigation and plant installation
- Add \$5000 in 2027 for civic cemetery central interment area detailed design;
- Add \$3500 for Fire Hall signage in 2025;

THAT Council direct staff to:

- Report back at the 2026 budget workshop on sponsorship opportunities for 2026 Village Park playground resurfacing
- Explore grant funding for the 2029 Allen Lake Main Dam localized stabilization project
- Explore grant funding for the 2026 Perseverance Creek Channel definition project
- Schedule a delegation of the Beaufort Family Health Society to provide information on financial sustainability model
- Explore whether to prioritize the IT initiative - ThreatAware deployment and education
- Provide a report on inventory and needs planning for wildfire pumps and equipment
- Provide a report on the scope of work and budget of the EOC room completion for ceiling and AC.

THAT Council direct staff to bring forward a review of the 2025 water system and wastewater capital debt parcel taxes on the basis of user consumption rates for 2026 financial planning.

PURPOSE

The purpose of this report is to present recommendations made by the Committee of the Whole at the conclusion of its financial plan workshops held on October 7, 15 and 21, 2024. In addition, motions were made by Council at the October 28, 2024 closed session meeting regarding staffing changes and Council released these changes to the public at that meeting.

BACKGROUND

Council held its annual financial planning workshops in October. These were Committee of the Whole meetings that were open to the public. Members reviewed the proposed capital and operating projects budgets prepared by staff primarily based on Council's 2023-2027 Strategic Plan. The Committee also reviewed the impact of the plan on property taxes, reviewed financial plan policies, and considered several budget items not included in the draft budget. Council reduced the 2025 reserve contribution to the Police & Public Safety Reserve by \$150,000 to fund the initiatives that required a tax increase.

Furthermore, Council made budget changes at the October 28, 2024 closed session meeting for staffing requests and those changes are included in the financial plan as released by Council for this meeting:

THAT Council make the specified changes below to the draft 2025-2029 detailed budgets and present a proposed 2025-2029 Financial Plan Bylaw to the public at the November 18, 2024 Village Hall Financial Plan and Budget open house. AND THAT Council direct staff to use general financial stabilization reserve to stabilize taxes in the 2026 to 2029 years. AND THAT Council release the staffing budget changes made in the October 28, 2024 closed session meeting to the public.

- Add \$109,960 in 2026 for Climate Action Coordinator temporary full-time
- Add \$71,910 in 2025 and \$136,470 annually in 2026 for Manager of Bylaw and Building Services
- Add \$16,050 in 2025 annually for fire fighter paid on call increased number of call outs
- Add \$5100 in 2025 annually for a fire fighter paid on call wage increase from \$20 to \$21 per hour
- Add \$4900 in 2026 annually to convert the full-time janitor position to a new facilities worker 2 position
- Add \$6050 in 2026 and \$12,100 in 2027 annually to add 7 hrs/week of janitor hours to backfill for new facility worker 2 position
- Add \$3920 in 2025, \$6660 in 2026, \$9350 in 2027 annually to gradually extend the Parks and Grounds I position from 7 months to 9 months

A “parking lot” issue that was not resolved during the COTW budget meetings is the removal of the Strategic Plan review budgeted at \$4500 funded by Host Amenity funds. Staff can provide this review without a facilitator and can use existing graphics budget for this process. This Strategic Plan review of \$4450 is currently included in the Financial Plan at this meeting. If Council wishes to remove this and proceed without a facilitator, then a Committee motion is requested at this time.

A Village Hall and open house is scheduled for November 18, 2024, at 7 p.m. to present the 2025-2029 Financial Plan to the community. The presentation portion of this meeting will be livestreamed to the public. Feedback from this public open house will be provided to Council when Council considers the financial plan bylaw for first reading, which is expected at the November 25, 2024, Council meeting.

FINANCIAL IMPLICATIONS

With the use of the \$150,000 that would have been contributed to the Emergency and Public Safety Reserve, there is no tax impact from the budget changes mentioned above on projected 2025 property tax rates. Therefore the projected property tax increase for 2025 remains at 7.83%.

If Council approves the recommendations above, the draft 2025-2029 Financial Plan Bylaw will be brought forward at the November 18, 2024 Village Hall meeting for community consultation with the following property tax increases: 7.83% for 2025, 7.52% for 2026, 7.57% for 2027, 7.77% for 2028, and 4.16% for 2029.

With the budget approvals above, there will only be a slight change in the water utility tax for 2026 to 2029 (no change for 2025).

CONCURRENCE

Rachel Parker, Corporate Officer **RP**

Respectfully submitted,

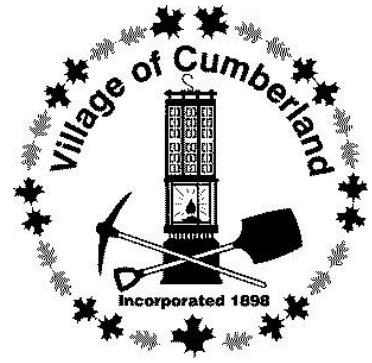
A. Duinkerke

André Duinkerke, Chief Financial Officer

K. McPhedran

Kevin McPhedran
Acting Chief Administrative Officer

COUNCIL REPORT



REPORT DATE: November 4, 2024
MEETING DATE: November 12, 2024

File No. 7260

TO: Mayor and Councillors
FROM: Stephane Dionne, Deputy Fire Chief
SUBJECT: Deputy Fire Chief Truck (Unit 3) Repair

RECOMMENDATION

THAT Council approve the repair of the Deputy Fire Chief Truck (Unit 3) for Cumberland Fire Rescue at a cost up to \$14,000 to be funded from the Fire Vehicle and Protective Equipment Replacement Reserve; and,

THAT Council direct staff to bring forward an amendment to the adopted 2024-2029 Financial Plan Bylaw to reflect this expenditure.

PURPOSE

The purpose of this report is to seek Council approval and confirm funding source for the repair of the Deputy Chief Truck (Unit 3).

PREVIOUS COUNCIL DIRECTION

Date	Resolution
Nov 14 2023	Add \$40,000 for a deposit for the replacement of apparatus #4 (first responder) funded from Growing Community Funds reserve [2024 budget]
Jan 23 2023	Add \$30,640 Fire debt annual payments to 2025 for the Rescue 4 replacement (move the quint purchase to 2028 to be ordered in 2026); [2023 budget]
Aug 8 2022	THAT Council approve the expenditure of up to \$80,000, to be funded through Fire Vehicle and Protective Equipment reserve for the unexpected replacement of Cumberland Fire/Rescue unit #5 and THAT Council direct staff to bring forward an amendment to the adopted 2022-2026 Financial Plan Bylaw to reflect this expenditure. THAT Council approve sole supplier procurement for the purchase of a secondhand Fire vehicle (Cumberland Fire/Rescue unit #5 replacement vehicle) due to uncertainties with and the current supply chain issues in the second hand vehicle market.

BACKGROUND

In 2022, the Village of Cumberland hired their first full-time deputy fire chief and due to the nature of the job, it was necessary to provide the deputy fire chief a vehicle for fire inspection, fire prevention, and to respond to calls when the Fire Chief is not available. This provides a better service to the community and better flexibility for the fire department.

In 2023, the fire department had a project budget of \$50K to purchase a new deputy chief vehicle. At the same time the City of Courtenay Fire department was replacing its duty officer vehicle (2014) that had 100,000 km and arrangements were made with the City to purchase the vehicle for \$5,000. Additional 2023 costs included dealer-recommended repairs and maintenance (\$10,000) and installation of Cumberland Fire Rescue decals (\$3000), for total 2023 costs of about \$18,000. (The vehicle came with all the light packages and consol needed to be a fire department vehicle. It also had a slider in the box the help to carry fire equipment.)



Unit 3, Deputy Fire Chief truck

There is a now a major issue with the engine. We consulted with the fleet manager, Director of Engineering and Public Works and the Village mechanic, and we recommend replacing the engine on this vehicle unit 3. The cost to replace the engine is estimated at \$14,000. This will improve the longevity of the vehicle and prevent other issues by replacing the engine versus repairing it. Including this engine replacement, total Village expenditures on the vehicle to date will be \$32,000 on a 2014 vehicle and extend the life of the vehicle by an estimated 8 to 9 years. It is unlikely that the vehicle requires any more major repairs. It is recommended that the Village invest in the repair of Unit 3 rather than purchase a new vehicle.

It was considered whether the Fire Department could use Unit 5 for a deputy fire chief vehicle. Unit 5 is a 2015 pick up truck that is equipped as a type 6 fire apparatus and carries a water pump in the truck bed. Unit 5 is used to access hard to reach places that fire engine (E1) or rescue vehicle (R4) cannot access due to the size and weight of these apparatus. Unit 5 is also used by the

duty officers on weekends for responding to calls with the intent of training and mentoring officers to be in command in an emergency. Due to this, and that it cannot be used to carry equipment because of the water pump, it is recommended that Unit 5 not be repurposed to a Deputy Fire Chief truck.



Unit 5, Fire Apparatus with Pump

FINANCIAL IMPLICATIONS

It is recommended that the expenditure of up to \$14,000 be funded through Fire Services Capital Equipment Vehicles, for Unit 3 engine replacement. The current reserve balance is about \$258,000, which is primarily been set aside for a 2027 purchase of a ladder truck. By expending \$14,000 of this reserve now, more debt will required to support the ladder truck purchase. Estimates are that the required tax increase to service this debt would be approximately \$3400 annually or a 0.07% tax increase.

Alternatively, Council may choose to fund this from the Policy and Public Safety Reserve; however, as Council intends to reduce contributions to this reserve in the 2025-2029 Financial Plan, and future policing costs remain unknown, staff do not recommend this option.

OPERATIONAL IMPLICATIONS

The impact of not repairing Unit 3 is that will be impede the 24/7 operation of the service the Village provides. This will increase the response time to the location when the Fire Chief is not available for responses because we will have to wait for volunteers to arrive to crew a full apparatus to respond to the location of the emergency versus having a chief officer initiating the assessment of the situation, so that when crew arrive, they go to action as soon as possible. The vehicle is also used to bring back the equipment that was used during the emergency call (hoses, tools, cylinders, and SCBA).

The Deputy Fire Chief uses unit 3 for annual fire inspections and new business licence application inspections. The availability of Unit 3 will reduce the scheduling of the inspections. Most businesses request a specific time to do the inspection of their properties. Because of the increase in inspections, it will be harder to coordinate the inspection in a proper fashion to meet the 100% fire inspection goal.

Overall, the vehicle is an asset that need to be in service to provide a better response to the Village's public and businesses and to meet the needs of the community.

CLIMATE CHANGE IMPLICATIONS

Unit 3 is a gasoline powered vehicle.

ALTERNATIVES

1. Purchase a new vehicle.
2. Attempt to repair the engine at a reduced cost, but greater risk of expensive future repairs.
3. Proceed with engine replacement or repairs, but using another funding source.
4. Not proceed with any action at this time.

STRATEGIC OBJECTIVE

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

ATTACHMENTS

None

CONCURRENCE

André Duinkerke, Chief Financial Officer **AD**

Respectfully submitted,

S. Dionne

Stephane Dionne
Deputy Fire Chief

K. McPhedran

Kevin McPhedran
Acting Chief Administrative Officer