

The Corporation of the Village of Cumberland
Regular Council Meeting Agenda

Monday, March 9, 2026, 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, March 9, 2026

Recommendation:

THAT Council approve the agenda for the March 9, 2026 Regular Council Meeting.

3. Minutes

3.1 Adoption of Minutes

4

Recommendation:

THAT Council adopt the following minutes:

- Committee of the Whole Meeting, February 23, 2026
- Regular Council Meeting, February 23, 2026

4. Delegations

5. Correspondence

6. Unfinished Business

7. Reports

7.1 Updates to Advisory Planning Commission Bylaw and Select Committee Terms of Reference
Prepared by Karin Albert, Senior Planner

13

Recommendation:

- THAT Council give first, second and third readings to Advisory Planning Commission Amendment Bylaw No. 1259, 2026.
- THAT Council approve the amended Policy 1.6 Heritage Committee Terms of Reference.
- THAT Council rescind Policy 1.8 Homelessness and Affordable Housing Select Committee, Terms of Reference and thereby

dissolve the Homelessness and Affordable Housing Committee.

- 7.2 2026 Community Grant Program Applications 47
Prepared by Ryan Parton, Manager of Recreation & Culture

Recommendation:

THAT Council allocate up to \$10,000 in 2026 Community Grant Program funding.

- 7.3 Saito House Heritage Protection Initiative 55
Prepared by Kevin McPhedran, Director of Community Services

Recommendation:

THAT Council direct staff to proceed with the subdivision to create a new lot for Saito House as part of the Saito House Heritage Protection Initiative.

AND THAT Council direct staff to work with the current owner of the Saito House on a Heritage Protection Covenant that serves to protect the heritage values of the Saito House, as defined in the 2018 Saito House Statement of Significance.

AND THAT Council approve the additional expenditure of up to \$80,000 to be funded through the Parkland Reserve for the Saito House Heritage Protection Initiative and THAT Council direct staff to bring forward an amendment to the adopted 2026-2030 Financial Plan Bylaw to reflect this expenditure.

- 7.4 UBCM Local Government Development Approvals Program 2026 61
Prepared by Courtney Simpson, Manager of Development Services

Recommendation:

THAT Council direct staff to submit an application to the 2026 Union of BC Municipalities Local Government Development Approvals Program for funding to continue the review and modernization of the Village of Cumberland's development approvals processes, with a maximum project value of \$200,000 and confirming Council's willingness to provide overall grant management.

- 7.5 Appointment of Deputy Approving Officer 65
Prepared by Rachel Parker, Corporate Officer

Recommendation:

THAT Council appoint Michelle Mason as deputy approving officer for the Village of Cumberland and rescind the appointment of Rob Crisfield as deputy approving officer.

- 7.6 Council Member Monthly Reports 68

Recommendation:

THAT Council receive the member monthly reports for February 2026.

8. Bylaws

- 8.1 Amenity Cost Charges Bylaw 74
Prepared by Courtney Simpson, Director of Development and Bylaw

Recommendation:

THAT Council give first, second and third reading of the “Amenity Cost Charges Bylaw No. 1257, 2026.”

- 8.2 Wastewater Upgrade Project Temporary Borrowing Bylaw 99
Prepared by Annie Bérard-Ball, Director of Corporate Services

Recommendation:

THAT Council give first, second and third reading to the “Wastewater Upgrade Project Temporary Borrowing No. 2 Bylaw No. 1258, 2026”.

- 8.3 2025-2029 Financial Plan Amendment Bylaw 105

Recommendation:

THAT Council adopt the 2025-2029 Financial Plan Amendment Bylaw No. 1252, 2025.

9. New Business

10. Notices, Motions and Announcements

Matters considered here may include notices or motions to hold a meeting of the Committee of the Whole, a Village Hall meeting, a Public Hearing, and noticed of motion introduced by a Council Member. Check cumberland.ca/meetings to confirm meetings.

- Advisory Planning Commission, March 12 at 4 p.m. in the Fire Hall meeting room
- Homelessness and Affordable Housing Committee, March 18 at 9:30 a.m. in the Fire Hall meeting room
- Heritage Committee, March 19 at 4 p.m. in the Fire Hall meeting room

11. Question Period

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

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

12. Adjournment

Recommendation:

THAT Council adjourn the meeting.

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



**February 23, 2026, 3:00 p.m.
Cultural Centre
2674 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
David Dougherty, Director of Engineering & Public Works
Annie Berard, Director of Corporate Services
Kevin McPhedran, Director of Community Services
Rachel Parker, Corporate Officer
Jason Wallace, Manager of Municipal Projects
Melissa Roeske, Legislative Services Coordinator

1. Call to Order

Mayor Brown called the meeting to order at 3:00 p.m. and recognized the unceded traditional territory of the K'ómoks First Nation and offered gratitude for the care and stewardship of this land since time immemorial.

2. Agenda

2.1 Agenda for Committee of the Whole meeting, February 23, 2026

Moved by: Borecky

Seconded by: Ward

THAT the Committee approve the Agenda for the February 23, 2026 Committee of the Whole Meeting with the addition of a matter for the Closed Portion of the meeting under section 90(1) (k) of the Community Charter, negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could

reasonably be expected to harm the interests of the municipality if they were held in public.

Carried Unanimously

3. Delegations

None

4. Reports

4.1 No. 2 Dam Design – Hydrology Assessment

The Committee discussions reviewed questions around cost, flow management, impacts on fish and storage capacity, and assumptions used for 1:100 and 1:1000 year storm modeling. Additional concerns included erosion, seismic risks, harvesting, and trail impacts.

Moved by: Ward

Seconded by: Borecky

THAT the Committee of the Whole support staff continuing to move forward with Option 3, which includes upgrading both No. 2 Dam and Henderson Lake Dam as indicated in the Cumberland No. 2 Dam & North Branch Perseverance Creek Rehabilitation Design – Hydrology Assessment dated February 17, 2026.

Carried Unanimously

5. Question Period

Questions received about No. 2 Dam

6. Closed Portion

Moved by: Sullivan

Seconded by: Ward

THAT Council close the meeting at 3:20 p.m. to the public pursuant to Section 90 of the *Community Charter* to consider:

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

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

(k) of the Community Charter, negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in

the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public.

Carried Unanimously

7. Adjournment

Moved by: Sullivan

Seconded by: Borecky

THAT the Committee adjourn the meeting at 5:13 p.m.

Carried Unanimously

Mayor

Certified Correct by Corporate Officer

The Corporation of the Village of Cumberland
Regular Council Meeting Minutes



February 23, 2026, 5:30 p.m.
Cultural Centre
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Council Present: Mayor Vickey Brown
Councillor Neil Borecky
Councillor Sean Sullivan
Councillor Troy Therrien
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Staff Present: Michelle Mason, Chief Administrative Officer
Courtney Simpson, Director of Development and Bylaw Services
David Dougherty, Director of Engineering & Public Works
Annie Berard, Director of Corporate Services
Kevin McPhedran, Director of Community Services
Rachel Parker, Corporate Officer
Ryan Parton, Manager of Recreation and Culture
Seamus McConville, Planner 1
Jasmeen Kaur Sidhu, Planning Technician

1. Call To Order

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

2. Agenda

2.1 Agenda for Regular Council Meeting, February 23, 2026

Motion 26-052

Moved by: Therrien

Seconded by: Ward

THAT Council approve the agenda for the February 23, 2026 Regular Council Meeting with the addition of Late Item 7.1, Heritage Alteration Permit correction.

Carried Unanimously

3. Minutes

3.1 Adoption of Minutes

Motion 26-053

Moved by: Borecky

Seconded by: Sullivan

THAT Council adopt the following minutes:

- Village Hall February 2, 2026
- Committee of the Whole, February 9, 2026
- Regular Council Meeting, February 9, 2026

Carried Unanimously

4. Delegations

None

5. Correspondence

5.1 K'ómoks First Nation Addition to Reserve Letter of Support

Motion 26-054

Moved by: Sullivan

Seconded by: Ward

THAT Council provide a letter to the K'ómoks First Nation in support of the Addition to Reserve Application to the Government of Canada for one 17.21 hectare parcel of fee-simple land held by the Nation in the Piercy Road area.

Carried Unanimously

5.2 University of Victoria, Accelerating Community Energy Transformation (ACET) - Engineering Scoping Study

Motion 26-055

Moved by: Borecky

Seconded by: Sullivan

THAT Council grant \$10,000 to the University of Victoria – Accelerating Community Energy Transformation (ACET) research group for the purpose of an engineering scoping study on a Bevan Industrial area / No 4 Mine site mine water geothermal district energy system;

AND THAT Council, as a condition of the grant, require that ACET submit a reporting compiling the results of the study to the Village at the completion of

the project;

AND THAT Council delegate to staff the entering of a Letter of Offer and completion of an application form for the purpose of exempting University of Victoria overhead so that the full grant amount can be expended on the engineering scoping study.

Carried Unanimously

6. Unfinished Business

None

7. Reports

7.1 Heritage Alteration Permit, Nikkei No Haka Japanese Cemetery

Motion 26-056

Moved by: Sullivan

Seconded by: Therrien

THAT Council approve the heritage alteration permit (HAP2505) or the property described as Lot E Section 25, Township 10 Comox District Plan VIP65968, Except Part in Plan VIP67631 (Nikkei No Haka Japanese Cemetery).

THAT Council add the Nikkei No Haka Japanese Cemetery, documented with a Statement of Significance and protected by Heritage Designation Bylaw No. 883 to the Community Heritage Register.

Carried Unanimously

7.2 Development Permit, Deferred Services Covenant, and Frontage Waiver for Approval – Bevan Road Industrial Subdivision

Motion 26-057

Moved by: Borecky

Seconded by: Therrien

THAT Council approve the development permit for the purpose of a 3-lot subdivision of the lots legally described as SECTION 34 TOWNSHIP 10 COMOX DISTRICT PLAN 552H EXCEPT THOSE PARTS SHOWN OUTLINED IN RED ON PLAN 21 RW AND IN PLANS VIP55123 VIP69987 EPP93477, EPP111856, EPP127706 AND EPP130046 &

THAT PART OF SECTION 34, TOWNSHIP 10, COMOX DISTRICT, PLAN 552H INCLUDED IN PLAN 21 RW EXCEPT PART IN PLAN VIP69987, EPP111856 AND EPP130046; and

THAT Council authorize staff to enter into a covenant with the owner to defer required servicing as per Subdivision and Development Bylaw No. 948, 2012 until development proceeds on the created lots; and

THAT Council exempt proposed Lot 2 the 10% minimum frontage requirement pursuant to Local Government Act Section 512, to allow a frontage of 1%.

Carried Unanimously

7.3 BC Bike Race 2026 Noise Control Bylaw Exemption and Road Closure Requests

Motion 26-058

Moved by: Ward

Seconded by: Borecky

THAT Council approve the following temporary road closures on Saturday, May 23, 2026, subject to submission of an acceptable traffic management plan and all other conditions of the event application process:

- Dunsmuir Avenue between Third Street and First Street from 6:30 a.m. to 11:30 a.m.;
- Dunsmuir Avenue between First Street and Egremont Road from 9:00 a.m. to 10:45 a.m.; and
- Sutton Road between Dunsmuir Avenue and the gated access to the trail network (Cumberland Community Forest Park) from 9:15 a.m. to 10:45 a.m.; AND,

THAT Council approve the closure of 14 diagonal parking spaces along the south side of Dunsmuir Avenue north of the Village Park sports courts and playground from May 22, 2026 at 8:00 a.m. to May 25, 2026 at 8:00 p.m.; AND,

THAT Council direct the Chief Administrative Officer to approve a Noise Control Bylaw exemption request from the organizers of the BC Bike Race to allow amplified music and sound for the following dates, times and locations:

- Saturday, May 23 from 9:30 a.m. to 10:00 a.m. on Dunsmuir Avenue and at Village Park;
- Monday, May 25 from 9:30 a.m. to 10:00 a.m. at Village Park;
- Friday, May 22 from 10:00 p.m. to 11:00 p.m. at Village Park;
- Sunday, May 24 from 8:00 p.m. to 10:00 p.m. at Village Park; and
- Monday, May 25 from 8:00 p.m. to 9:00 p.m. at Village Park.

Carried Unanimously

7.4 Rotary Orchard Park Outdoor Furniture Proposal

Motion 26-059

Moved by: Borecky

Seconded by: Sullivan

THAT Council receive the Rotary Orchard Park Outdoor Furniture Proposal report for information.

Carried Unanimously

7.5 Cumberland Lake Park Swim Raft Replacement: Safety Considerations and Funding

Motion 26-060

Moved by: Therrien

Seconded by: Ward

THAT Council approve the replacement of the Cumberland Lake Park swim raft for safety reasons, as outlined in the staff report dated February 4, 2026; and

THAT Council approve the expenditure of up to \$20,000, to be funded through the Lake Park General Asset Renewal Reserve for the Lake Park swim raft replacement; and THAT Council direct staff to bring forward an amendment to the adopted 2026–2030 Financial Plan Bylaw to reflect this expenditure.

Carried Unanimously

8. Bylaws

8.1 Water Supply Capital Improvements Parcel Tax Amendment Bylaw 1253, 2026

Motion 26-061

Moved by: Sullivan

Seconded by: Borecky

THAT Council adopt the Water Supply Capital Upgrades Parcel Tax Amendment Bylaw No. 1253, 2026

Carried Unanimously

8.2 2026-2030 Financial Plan Amendment Bylaw 1255

Motion 26-063

Moved by: Ward

Seconded by: Therrien

THAT Council adopt the 2026-2030 Financial Plan Amendment Bylaw No. 1255, 2026.

Carried Unanimously

9. New Business

None

10. Notices, Motions and Announcements

None

11. Question Period

There were no questions.

12. Adjournment

Motion 26-064

Moved by: Sullivan

Seconded by: Borecky

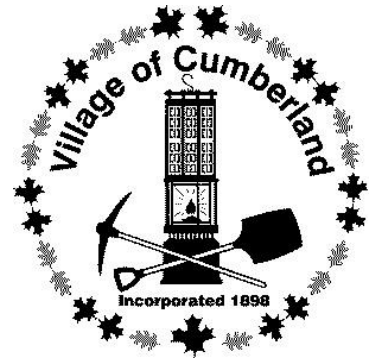
THAT Council adjourn the meeting at 6:31 p.m.

Carried Unanimously

Mayor

Certified Correct by Corporate Officer

COUNCIL REPORT



REPORT DATE: 2/24/2026
MEETING DATE: 3/9/2026

File No. 0540

TO: Mayor and Councillors
FROM: Karin Albert, Senior Planner
SUBJECT: Updates to Advisory Planning Commission Bylaw and Select Committee Terms of Reference

RECOMMENDATION

- i. THAT Council give first, second and third readings to Advisory Planning Commission Amendment Bylaw No. 1259, 2026.
- ii. THAT Council approve the amended Policy 1.6 Heritage Committee Terms of Reference.
- iii. THAT Council rescind Policy 1.8 Homelessness and Affordable Housing Select Committee, Terms of Reference and thereby dissolve the Homelessness and Affordable Housing Committee.

PURPOSE

The purpose of this report is to:

- Introduce Advisory Planning Commission Amendment Bylaw No. 1259, 2026 (Bylaw 1259) to Council for first, second and third reading.
- present proposed amendments to Policy 1.6 Heritage Committee Terms of Reference (Policy 1.6)
- provide a status update of the Homelessness and Affordable Housing Select Committee and seek direction on the future of that Committee.

PREVIOUS COUNCIL DIRECTION

Previous related Council direction is included in the background section of this report.

BACKGROUND

In 2023, Council accepted the [Development Approvals Process Modernization Report](#) that reviews and makes recommendations on ways the Village can streamline the development approval process. Among other things, the Report reviews advisory committees. It identifies that the Village has more advisory committees than comparable communities and that advisory committees consume considerable staff resources to prepare reports and agendas, and review and finalize meeting minutes. At the same time, the report acknowledges that there is a “desire to maintain advisory committees in Cumberland as they maintain the small-town, community-driven approach

to planning that attracts people to Cumberland.” The goal of the recommendations in this report to Council is to find a balance between retaining the important function that advisory bodies have in the Village and further streamlining the development application review process, including reducing timelines for applicants.

The Village of Cumberland currently has three advisory bodies that advise on different aspects of land use planning: the Advisory Planning Commission (APC), the Heritage Committee, and the Homelessness and Affordable Housing Committee. In addition, the Accessibility and Inclusion Committee is occasionally asked to comment on planning matters, as for example, during the OCP review. The Accessibility and Inclusion Committee will be the subject of a future report.

Below is background information on the APC, Heritage, and Homelessness and Affordable Housing Committee including their governing bylaw or policy, a summary of Commission or Committee work, current status, and recommended amendments to the governing bylaw or policy.

Advisory Planning Commission

Governing Bylaw

The establishment of an advisory planning commission is optional for municipal councils under the Planning and Land Use Management provisions of the *Local Government Act*. APCs must be established by a Council by bylaw. The bylaw must provide for:

- (a) the composition of and the manner of appointing members to the commission,
- (b) the procedures governing the conduct of the commission, and
- (c) the referral of matters to the commission.

The establishment of an APC was identified in the 2014 Official Community Plan as a key component of community involvement in planning and development. The 2025 Official Community Plan continues that policy direction.

Council established the APC by adopting Advisory Planning Commission Bylaw 999 in July 2014. The Bylaw was amended in 2023 to implement recommendations of the Development Approvals Process Modernization Report to permit staff to refer development applications to the APC directly (rather than first requesting a referral to the APC through Council) and shifting the focus of referrals from all applications to complex applications and planning bylaw and policy reviews. The Bylaw also changed Committee member terms from one year to four years and changed the expiry of the terms to December 31 in the year of a local government election.

Commission Work

Over the past four years, the APC has provided comments on updates to the vacation rental regulation, participated in the OCP review process, and advised on the recently adopted Zoning Bylaw. With regards to complex applications, the APC has advised on the proposed rezoning of Lot A on Ulverston Avenue.

Current Status

Next to the Heritage Committee, the APC is the Village’s busiest advisory body, meeting an average of seven to eight times a year.

The Village recently recruited three new members to the APC to replace members that resigned in late 2025. The APC now has its full complement of seven members. As per their applications, the

following experiences or interests are represented among the seven APC members: land development, growth management, landscape design, financial stability, local economy, equity and inclusion, accessibility, housing, parks and recreation, environment, climate change, education, and communication.

Section 7 2.1 of the APC Bylaw states that the following areas of interest will be sought among APC members:

- a) The education sector
- b) Environmental matters
- c) Land development industry
- d) Local business community
- e) Representative of youth in the community
- f) Representative of the community aged 65+ population
- g) Architect or landscape architect; and
- h) Representatives of the community at large.

Except for (e), the current APC generally represents the interests listed in Bylaw 999.

To bring new members up to speed on land use planning in the Village, staff recently presented a training workshop for existing and new APC, Committee, and Board of Variance members.

Recommended Amendments to Bylaw 999

While the APC is a very effective advisory body, a few amendments to Bylaw 999 are recommended: adding housing to the list of areas of interests in section 7 2.1, aligning the expiry of APC member terms with the time required for new member recruitment after a local government election, streamlining the approval of APC minutes, and updating a staff job title. Each of these proposed amendments are discussed below and reflected in Attachment 1 – Advisory Planning Commission Amendment Bylaw No.1259, 2026 and in Attachment 2 – Advisory Planning Commission Bylaw No. 999, 2014 with Track Changes.

a. Include housing as one of the interests that should be represented on the APC.

Over the past seven years, there has always been at least one APC member with expertise in housing. However, it is recommended that this is formalized by including housing on the list of areas of interest that should be represented on the APC.

This is especially important in light of the recommendation further down in this report to wind up the Homelessness and Affordable Housing Committee. The goal of adding housing explicitly as an area of interest on the APC is to ensure that the impact of development applications, bylaw or policy updates on housing is fully considered at APC meetings. The APC will also be involved in reviewing Housing Need Report updates and providing feedback on progress to meet the housing need.

b. Change the expiry of the term of APC Committee members from December 31 in the year of a local government election to the end of February of the year immediately following the election.

The intent of aligning APC member terms with Council member terms is to allow new Councils to appoint members at the beginning of the Council term. However, ending the term on December 31 does not leave sufficient time for recruitment and interviews of new members by

the new Council. It typically takes about three months to appoint new members to the APC. To ensure there is no gap where there is no active APC to review and make recommendations on development applications or policy proposals, the recommendation is to change the expiry of APC member terms to the end of February of the year following Council elections.

c. Remove the direction regarding signatures for adopted Committee minutes

The requirement for having the chair sign the minutes is also covered in the Council Procedures Bylaw No. 964, 2012. To avoid duplication, it is recommended this is removed from the APC Bylaw.

d. Requirement for members to be residents of the Village

The *Local Government Act* sets out that at least 2/3 of the members must be residents of the municipality. The Village's bylaw requires that all members be residents. It is suggested that this requirement be removed, so that only the 2/3 requirement applies so that Council has more discretion over membership appointments. There may be business owners or other individuals that reside outside the boundary that participate in other ways in the Cumberland community who Council may wish to consider for appointment. There may also be members temporarily living outside of the Village who would like to remain on the APC during that time.

e. Staff titles

One minor amendment to Bylaw 999 is updating the staff job title in paragraph 5 to Director of Development and Bylaw Services.

Heritage Committee

Governing Council Policy

The Heritage Committee was first established in 1985 by Bylaw No 546. That bylaw was replaced several times, at one point changing the Committee to a Commission. After a few years of inactivity of the Heritage Commission, Council adopted Policy 1.6 Heritage Commission Terms of Reference in November 2013 and revived the Commission. That policy was updated in 2019, changing the Commission back to an advisory Committee of Council under the *Community Charter* to better reflect its purpose and work of reporting to Council and having a Council member as a voting member. At the same time, the end of the term of Committee members was changed to coincide with the local government elections.

Committee Work

The then-Commission participated in the development of the 2016 Heritage Management Plan and made recommendations of heritage features to add to the Community Heritage Register and provided comments on Heritage Alteration Permit applications referred to it by Council.

Over the past two and a half years, the Heritage Committee has provided feedback to staff on OCP policy updates related to heritage and on new heritage alteration permit guidelines. Last fall, the Committee provided feedback on the new Zoning Bylaw.

The Committee also reviews and makes recommendations on heritage alteration permits and some development variance permit applications.

A good part of the Committee's time is spent working with staff and a heritage professional to document and recommend heritage resources for addition to Cumberland's Community Heritage Register.

In 2026, the Committee will work with staff and a heritage professional on the Heritage Register Additions project, presented to Council at the February 9, 2026 meeting.

Current Status

Over the past four years, the Heritage Committee has met between five and eight times a year.

As per Policy 1.6, the Heritage Committee can have up to 11 members. The current membership is seven, including one Councillor.

Recommended Amendments to Policy 1.6

One of the recommended actions in the 2023 Development Approvals Processing Modernization Report was to "review the Heritage Committee's Terms of Reference to determine if there are any opportunities to reduce staff time dedicated to the functioning of the committee."

A number of amendments to Policy 1.6 Heritage Committee Terms of Reference are proposed to speed up the processing time of development applications and reduce the time required to support administration of the Committee. The amendments are captured in track changes in Attachment 3: Policy 1.6 Heritage Committee Terms of Reference with Track Changes and Attachment 4: Proposed Amended Policy 1.6 Heritage Committee Terms of Reference.

a. Consider development applications referred by Council or the Director of Development and Bylaw Services

To align the referral process of applications to the Heritage Committee with that of the APC and reduce the processing time of heritage alteration permits and any associated variances, the recommendation is to amend section Policy 1.6, Scope of Work for the Committee to consider applications without a prior request for referral from Council. This change reduces processing time of applications by an average of four to five weeks because the application does not have to go to Council twice.

Further, the language under the Scope of Work is edited for clarity.

b. Remove the direction regarding signatures for adopted Committee minutes

The rationale for this recommended change is the same as for the process for APC minutes as explained further above.

c. Designate a non-voting liaison on the Committee for a representative from the Cumberland Museum and Archives

There is a potential for synergies between the work of the Cumberland Museum and Archives and the work of the Heritage Committee, in particular when it comes to heritage conservation planning, future updates to the Heritage Management Plan, identifying heritage resources for addition to the Community Heritage Register, developing Statements of Significance, or developing commemoration plans when a heritage building is demolished.

However, there will also be times when Committee business may not be of interest to a representative of the Cumberland Museum, such as the review of heritage alteration permits.

Since the Village provides a property tax exemption to the Museum and occasionally pays the museum for research, there may also be the rare occasion where there could be the potential for a conflict of interest for the Museum representative. To avoid this, the representative is proposed to be non-voting and would be selected by the Museum.

- d. Change the expiry of the term of Heritage Committee members from the date of the subsequent local government election to February 28 of the year immediately following the election.**

Currently, Heritage Committee member terms expire at the time of the local government election. As with the term for APC members, this does not leave sufficient time for recruitment and interviews of new members by the new Council. The amended Policy 1.6 would change the expiry of Committee member terms to the end of February of the year following Council elections. This would align with the proposed change to the expiry of the terms of APC members.

- e. Add a provision that Council may appoint new members to the Commission mid-term in the event of a vacancy.**

This amendment mirrors what is in the APC Bylaw 999 and reflects current practice.

- f. Add a provision that a member who is absent from three consecutive regularly scheduled meetings, without having provided a satisfactory reason to the Committee chair, will be deemed to have resigned from the Committee.**

This provision is in the APC Bylaw 999 and is proposed to be added to the Heritage Committee Terms of Reference for administrative efficiency. It can be difficult to reach members who cannot attend meetings regularly to confirm that they wish to resign and receive a formal resignation by email. Until a formal resignation by an absentee member is obtained, it makes it more difficult to obtain quorum for meetings, potentially resulting in cancellation of meetings. This would also avoid the requirement for Council to rescind an appointment of a committee member in an open Council meeting.

The preferred approach will continue to be to contact members who are not able to attend regularly and seek their agreement to resign if they feel their schedule no longer allows to participate regularly.

- g. Add a provision for a two to six months leave of absence from the Committee if permitted by Council.**

This provision is in the APC Bylaw 999 and is proposed to be added to the Heritage Committee Terms of Reference to provide a way for members to ask for a leave and not affect the ability to obtain quorum for meetings. Council will be able to appoint a replacement member.

- h. Clarify that Village employees and the approving officer cannot be appointed as members of the Committee.**

This is to avoid conflict of interest situations. As opposed to the APC which also does not permit for Council members, the Heritage Committee and other Council Select Committees include one Council member.

i. Update to the OCP policies

One housekeeping amendment to Policy 1.6 is to update the 2014 Official Community Plan (OCP) objectives at the top of the policy to the current 2025 OCP objectives.

Homelessness and Affordable Housing Committee

Governing Council Policy

This advisory committee was created by Council in early 2015 to work on the implementation of housing objectives and policies in the 2014 OCP. Policy 1.8 Homelessness and Affordable Housing Select Committee, Terms of Reference identified the Committee's scope of work and set spring 2018 as the target for its completion. The scope of work was amended by Council resolution at their February 13, 2018 meeting by adding items related to the establishment of a Cumberland not-for-profit housing society and the facilitation of housing. The term of the Committee was extended to June 2019. At the June 24, 2019 meeting, Council changed the term of Committee members to December 2020 to coincide with the 2020 Committee term review. As part of the 2021 Council Strategic Planning session, Council asked to remove the reference to an expiry of the Committee term.

Committee Work

Initial Committee work consisted of identifying data sources on housing need and priority housing issues in Cumberland. The Committee built its expertise in housing by requesting information or delegations from local housing and care providers. The work plan included developing a proposed homelessness response protocol, providing feedback to the Comox Valley Regional District on the proposed regional homelessness service, and guiding the development of the [Affordable Housing Implementation Framework](#) for Cumberland. The latter was completed by a consultant in 2016 and accepted by Council at the November 14, 2016 meeting. The Implementation Framework identified ten strategic actions for the Village. The Committee worked with Village staff on implementation of the actions. Progress to implement the actions is identified in Attachment 6 Progress - Affordable Housing Implementation Framework strategic actions.

Individual Committee members also worked to form the Cumberland Housing Society.

More recently, in 2022 and 2023, the Committee commented on the update to the vacation rental regulations, streamlining of the accessory dwelling unit approval process, the creation of the housing reserve fund and the rezoning proposal for Lot A Ulverston. In 2024 there were no items for the Committee to review and therefore no meetings. In 2025, the Committee provided feedback on the revised development concept for the rezoning of Lot A, Ulverston.

Current Status

Committee meetings have been irregular. There were three meetings in 2022, three in 2023, none in 2024 and one in 2025. The Committee could not obtain quorum for meetings scheduled in August, September, and November of 2025. The November meeting was held with two members to provide an informal briefing and have a discussion on the draft OCP and Zoning Bylaws.

The Committee currently has four members, including one Councillor. The chair resigned in November 2025.

Recommended Action

The recommendation is to wind up the Homelessness and Affordable Housing Committee by rescinding Policy 1.8.

At the November 2025 meeting the chair, who has been on the Committee since the beginning, announced that she was resigning. In her resignation, she stated that she felt that the Committee has accomplished its initial scope of work and that there is more awareness and commitment to improving the housing situation in the Village today than when the Committee was formed. Her statement is supported by a review of the Committee's and Village's work to implement the actions in the Affordable Housing Implementation Framework (Attachment 6 - Progress - Affordable Housing Implementation Framework strategic actions).

Recent provincial legislative changes that require local governments to produce housing needs reports every 5 years and designate and zone sufficient land to meet the 5 and 20-year housing need will keep housing supply and affordability on the Village's agenda.

Consideration of the impact of a development on housing and housing affordability remains an important part of the review process of a development proposal. The knowledge and expertise of Committee members have been very helpful in the review of housing proposals over the years, as well as in the review of policy and bylaw updates affecting housing. As discussed above, if the Housing Committee is dissolved, more of this discussion will happen at the APC meetings.

A further consideration is that in recent years, there have been few referrals to the Committee. This is largely due to many pressing projects having been completed and infrequent receipt of large rezoning applications that affect housing. The infrequent meetings have made it difficult to maintain excitement, interest and cohesion among Committee members. A certain amount of activity is beneficial to maintaining interest in the work of a committee.

PUBLIC NOTIFICATION AND CONSULTATION

There has not been public engagement on the recommended updates to the APC Bylaw since the updates are largely administrative and proposed to improve internal process and administrative functions.

The proposed extension to the APC member term was shared with APC members as this report was finalized. The responses will be shared at the Council meeting.

Proposed changes to Policy 1.6 Heritage Committee Terms of Reference were provided to the Committee via email for comment. All six public members of the Committee responded to the email and expressed their support.

Staff discussed the future of the Homelessness and Affordable Housing Committee with Committee members at two different meetings and there seemed to be general agreement that the Committee has accomplished its initial mandate and that the new OCP, zoning bylaw and provincial requirements will keep housing on the Village's agenda. The recommendation to dissolve the Committee was emailed to the remaining members for feedback at the time of writing of this report.

One response was received by the agenda deadline and any further responses received prior to the meeting will be shared verbally at the meeting. The response received stated: "I think the rationale you and Kathy provided for disbanding the Committee is compelling, but I do think there's value in having targeted citizen engagement on housing. If there isn't a dedicated housing

committee, then I think it's important that that expertise is captured through the Advisory Planning Committee. I would be interested in joining that Committee, if there's an opening." Unfortunately, there currently is no vacancy on the APC; however, if a member resigns in the coming year, or at the end of the current APC member terms, staff will encourage the member of the Homelessness and Affordable Housing Committee who expressed an interest to apply to join the APC.

FINANCIAL IMPLICATIONS

None.

OPERATIONAL IMPLICATIONS

Providing support for the APC, Heritage Committee, and Homelessness and Affordable Housing committee is part of the regular work of Development and Bylaw Services staff.

The proposed changes will increase administrative efficiency, ease of obtaining quorum at meetings, and ensure there is no gap where there is no advisory body to review and comment on applications.

CLIMATE CHANGE IMPLICATIONS

None.

ALTERNATIVES

1. THAT Council direct staff to make the following changes to Advisory Planning Commission Amendment Bylaw No. 1259, 2026 and introduce it for readings at the next Council meeting:
 - a. _____
 - b. _____
2. THAT Council approve the amended Policy 1.6 Heritage Committee Terms of Reference with the following changes:
 - a. _____
 - b. _____
3. THAT Council direct staff to recruit new members to the Homelessness and Affordable Housing Select Committee and to amend Policy 1.8 making the same administrative changes as to Policy 1.6 (except designating a spot for a representative from the Cumberland Museum) and to bring the amended policy back to Council at a subsequent meeting.
4. Not proceed with any action at this time.

STRATEGIC OBJECTIVE

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

ATTACHMENTS

1. Advisory Planning Commission Amendment Bylaw No. 1259, 2026
2. Advisory Planning Commission Bylaw No. 999, 2014 with track changes

3. Proposed Amended Policy 1.6 Heritage Committee Terms of Reference
4. Policy 1.6 Heritage Committee Terms of Reference with track changes
5. Policy 1.8 Homelessness and Affordable Housing Committee Terms of Reference
6. Progress - Affordable Housing Implementation Framework strategic actions

CONCURRENCE

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

Rachel Parker, Corporate Officer **RP**

Respectfully submitted,

K. Albert

Karin Albert
Senior Planner

M. Mason

Michelle Mason
Chief Administrative Officer

THE CORPORATION OF THE VILLAGE OF CUMBERLAND

BYLAW NO. 1259

A Bylaw to amend the Advisory Planning Commission Bylaw.

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

1. This Bylaw shall be cited as “Advisory Commission Amendment Bylaw No. 1259, 2026”.
2. “Advisory Planning Commission Bylaw No. 999, 2014” is amended as follows:
 - (a) In section 5, by striking: “Manager of Development Services may” and substituting: “Director of Development and Bylaw Services is authorized to”
 - (b) In section 7 by striking: “2. All members must be residents of the Village of Cumberland and must represent a variety of community interest” and renumbering the subsequent sections: “2”.
 - (c) In section 7.2. by inserting:

“d) Housing”

and re-lettering the remaining list in sequential order.
 - (d) In section 4.1 by striking paragraphs (1) and (2) and substituting:

“Appointments to the Commission expire on February 28 of the year following a general local election.”
 - (e) In section 10.2 by striking: “Deputy Corporate Officer” and substituting: “Village” and striking: “and are to be signed by the chair”.

READ A FIRST TIME THIS	DAY OF	2026.
READ A SECOND TIME THIS	DAY OF	2026.
READ A THIRD TIME THIS	DAY OF	2026.
ADOPTED THIS	DAY OF	2026.

Mayor

Corporate Officer

THE CORPORATION OF THE VILLAGE OF CUMBERLAND

PROPOSED AMENDMENTS TO BYLAW NO.999 IN TRACK CHANGES

A BYLAW TO ESTABLISH AN ADVISORY PLANNING COMMISSION.

WHEREAS, pursuant to Section 461 of the *Local Government Act*; Council may, by bylaw establish an Advisory Planning Commission;

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

1. TITLE

This Bylaw may be cited for all purposes as “Advisory Planning Commission Bylaw No 999, 2014”.

2. INTERPRETATION

In this bylaw, “Commission” means the Cumberland Advisory Planning Commission, and “Council” means the Council of the Village of Cumberland.

3. PURPOSE

The Cumberland Advisory Planning Commission is established.

4. FUNCTION

The function of the Commission is to advise Council on all matters referred to it by Council (as referred to in Section 461(1) of the *Local Government Act*).

5. REFERRALS

~~The Manager of Development Services may~~ Director of Development and Bylaw Services is authorized to refer the following matters to the Commission for review:

- (a) Official Community Plan Bylaw amendments,
- (b) Zoning Bylaw amendments,
- (c) Temporary use permit applications,
- (d) Complex development permit and development variance permit applications, and
- (f) Any planning related request that is referred to it by Council.

6. [Deleted by Bylaw 1199]

7. MEMBERSHIP

1. The Commission shall consist of a minimum of five and a maximum of seven appointed members.
- ~~2. All members must be residents of the Village of Cumberland and must represent a variety of community interests.~~
- ~~2.1~~ The Village will strive to achieve representation from all parts of the Village. Areas of interest that will be sought are:
 - a) The education sector
 - b) Environmental matters
 - c) Land development industry
 - d) Housing
 - ~~e)~~ Local business community
 - f) Representative of youth in the community
 - g) Representative of the community aged 65+ population
 - h) Architect or landscape architect; and
 - i) Representatives of the community at large.

[Bylaw 1096]
3. The appointment of members to the Commission shall be by resolution of Council.
4. Commission members shall be appointed by Council to a four-year term, and may be reappointed for further terms.

[Bylaw 1096, 1199]
- 4.1 ~~The 2023~~ Appointments to the Commission are to expire on February 28 of the year following a general local election. on December 31, 2026.
- ~~(2) All following terms will be for a four year term ending December 31 in the year of a general local election.~~

[Bylaw 1199]
5. In event of a vacancy occurring among the appointed members of the Commission, Council may appoint a new member to fill such vacancy for the unexpired portion of the term.
6. Any appointed member who is absent from three consecutive regularly scheduled meetings, without having provided a satisfactory reason to the Commission chair, shall be deemed to have resigned from the Commission.
7. If a member of the Commission receives Council permission for a leave of absence, Council shall then appoint a replacement member for the period of the

approved absence. Such a leave of absence shall be for a time greater than two consecutive months but not exceeding six consecutive months in any given 12 month period.

8. Employees, Council members and the approving officer of the Village of Cumberland may not be appointed as members of a Commission.
9. A Commission member may be removed by a two-thirds (2/3) vote of Council.

8. CHAIR AND SECRETARY

1. The Commission chair shall be selected, at the first meeting in each and every year, by the members of the Commission.
2. If the chair is absent from any meeting of the Commission, the members present shall elect one of their numbers to serve as acting chair and the member so elected shall preside at such meeting.
3. A Commission shall choose, at the first meeting in each and every year, a secretary to record and submit the minutes in a format dictated by the Village, to the Deputy Corporate Officer.

9. MEETINGS

1. Meetings shall be called within one month of any application referred to the Commission by Council. The Commission must consider any application referred to it and a recommendation made to Council within 45 days of the date of referral to the Commission, unless the application has been withdrawn. If no recommendation is made within that time, Council will consider the application without a recommendation from the Commission. Nothing in this section precludes Council from considering any application at any time whether or not the application has been referred to the Commission.
2. The secretary of the Commission shall forward copies of notices and agendas for meetings of the Commission to all members and to the Deputy Corporate Officer of the Village at least 24 hours prior to a meeting.
3. A majority of the Commission members shall be deemed to be a quorum.
4. In the event that a quorum is not present within 15 minutes after the time appointed for a meeting, the names of those present will be recorded and the meeting shall be cancelled.

3.2. MINUTES AND RECOMMENDATIONS

1. Minutes of the Commission shall be on the form provided and shall contain the following information:
 - a) Date, time and location of the meeting;

- b) Members of the Commission, both present and absent;
 - c) Items dealt with by the Commission;
 - d) Delegations who have made representation to the Commission;
 - e) Discussion of items dealt with by the Commission;
 - f) Recommendation to Council stating the following:
 - i) Item to be approved, with stated reasons; or
 - ii) Item to be recommended subject to various conditions, with conditions stated; or
 - iii) Item to be denied with reasons stated;
 - g) The mover and seconder of each recommendation shall be recorded, whether the recommendation was carried or defeated.
2. Minutes of the Commission will be submitted to the ~~Village Deputy Corporate Officer~~ within 10 days following the meeting of the Commission ~~and are to be signed by the chair.~~
 3. Recommendations shall be adopted by a simple majority of the Commission present.

11. REPRESENTATION

1. The chair or delegate of the Commission may, on behalf of the Commission make representation either verbally or in writing to Council.
2. No member of the Commission shall, on behalf of the Commission, make representation either verbally or in writing, to any member of the public, government agency, media or other meeting, unless they have been directed to do so by Council.
3. Planning department staff shall contact an applicant of a bylaw amendment or a permit, prior to the meeting of the Commission at which the bylaw amendment or the permit is to be considered, to advise the applicant of his/her entitlement to appear before the Commission.
4. The applicant may speak to their application the meeting.

12. PUBLIC REPRESENTATION

Commission meetings are open to the public for observation only, and public can request to be a delegation.

13. EXPENSES

1. Members of the Commission shall serve without remuneration except that any reasonable and necessary expenses that arise directly out of performance of their duties be reimbursed to them from the annual budget of the Commission that has received approval of Council.
2. Commission expenses may include hall rentals for commission meetings, postage, photocopying, other general expenses and reasonable expenses for educational purposes.
3. Commission expenses shall be reimbursed at rates provided for in the Village of Cumberland travel expense policy.

14. INTERPRETATION

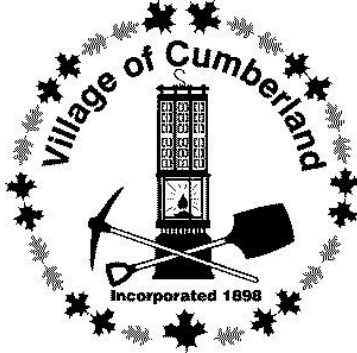
Whenever the singular or masculine is used in this Bylaw, the same is deemed to include the plural or feminine or the body politic or corporate as the context requires.

READ A FIRST TIME THIS	23rd	DAY OF	June	2014.
READ A SECOND TIME THIS	14th	DAY OF	July	2014.
READ A THIRD TIME THIS	14th	DAY OF	July	2014.
ADOPTED THIS	28th	DAY OF	July	2014.

Mayor

Corporate Officer

COUNCIL POLICY



<p>Title: Heritage Committee Terms of Reference</p> <p>Authority: Community Charter, section 142 Adopted Date: November 25, 2013 Amended Date: July 8, 2019 Amended Date: ____, 2026</p>	<p>No. 1.6</p> <p>Section: Administration Motion No. 2013-561 Motion No. 2019-330 Motion No. 2026-</p>
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Policy Framework

The 2025 official community plan heritage preservation objectives (7.4.2) are:

1. Promote public awareness, appreciation and support for Cumberland’s heritage resources and their importance to community identity and character.
2. Ensure heritage conservation is an integral part of community planning.
3. Preserve the Village’s built heritage, artifacts, structures, and landscapes.
4. Identify and promote incentives to assist in the conservation of heritage buildings, structures, sites, and significant trees.

Purpose of the Committee

The purpose of the committee is to undertake and complete the scope of work set out in this policy.

Scope Of Work

1. The Committee’s work will be guided by Cumberland’s official community plan, policies and other bylaws. The Commission must also use the BC Heritage Branch, *Heritage Conservation: A Community Guide* as a guideline and resource for its work.

The Committee will

- a) implement the Village’s heritage management plan including developing statements of significance for historic sites and buildings within the Village in consultation with Village staff and consultants;

- b) maintain and update the heritage registry in consultation with Village staff and consultants;
- c) advise Council on any of the following matters referred to it by Council or the Director of Development and Bylaw Services:
 - i. development applications within any Heritage Conservation Area (HCA) or Heritage Revitalization Development Permit Areas;
 - ii. applications for the heritage designation of buildings, structures, and landscapes; and the demolition, preservation, alteration, or renovation of heritage designated buildings, structures and landscapes; or review of potential heritage designations;
- d) undertake and support activities of a heritage nature, including fundraising, education, heritage research, and the organization of or participation in heritage events, provided Council has first authorized any such activities of the Committee;
- e) submit to Council for its approval on an annual basis a work program report which summarizes the activities of the Committee in the year past and outlines the work priorities proposed for the upcoming year.

Reporting

- 2. The Committee reports to the Council typically through the following:
 - a) meeting minutes, which may include recommendations to Council, and
 - b) recommendations included in staff reports.
- 3. The secretary of the Committee must provide to the Village a copy of draft minutes for receipt by Council within ten days of a Committee meeting.

Membership

- 4. Council will appoint up to ten members to the committee, including
 - (a) one member of Council who may not sit as chair or vice-chair;
 - (b) up to nine community-at-large members.
- 4.1 The Cumberland Museum and Archives may assign one non-voting representative as a liaison to attend Committee meetings.
- 5. The members must select a chair, vice-chair and secretary from amongst the members.
- 6. The Committee membership should broadly represent the various interests of the community, including but not limited to heritage conservation, history, business, development, environment, tourism, architecture, and design.

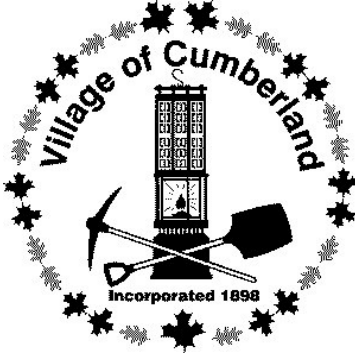
7. Committee members' terms will end on February 28 of the year following a general local election. Terms can be renewed by the new Council after the election.
8. In event of a vacancy occurring among the appointed members of the Committee, Council may appoint a new member to fill such vacancy for the unexpired portion of the term.
9. Any appointed member who is absent from three consecutive regularly scheduled meetings, without having provided a satisfactory reason to the Committee chair, shall be deemed to have resigned from the Committee.
10. If a member of the Committee receives Council permission for a leave of absence, Council shall then appoint a replacement member for the period of the approved absence. Such a leave of absence shall be for a time greater than two consecutive months but not exceeding six consecutive months in any given 12-month period.
11. Employees and the approving officer of the Village of Cumberland may not be appointed as members of the Committee.

Procedures and Administration

12. The Committee is subject to the open meeting, conflict of interest, and procedural rules and other applicable rules under the *Community Charter* and the Council Procedure Bylaw.
13. The Committee will meet within 21 days of referral from Council or staff. In November or December each year, the Committee must set out a preferred day of the week and time for its meetings for the following year.
14. The Committee will have the following staff resources:
 - (a) Administrative support for:
 - Scheduling and public notice of meetings
 - Preparation of meeting agendas and agenda items for discussion
 - Assistance with the preparation of work plans and budgets
 - Submission of minutes to Council agenda for receipt
 - (b) Planning support for
 - Completing statements of significance
 - Guidance with development permit and development variance permit application reviews
 - Guidance with official community plan, zoning bylaw and other Village bylaws
 - Provision of data and resources

15. Each year by July, the Committee must develop and submit to Council a work plan and budget request for the following year.

COUNCIL POLICY



<p>Title: Heritage Committee Terms of Reference</p> <p>Authority: Community Charter, section 142 Adopted Date: November 25, 2013 Amended Date: July 8, 2019 <u>Amended Date:</u></p>	<p>No. 1.6</p> <p>Section: Administration Motion No. 2013-561 <u>Motion No. 2019-330</u> <u>Motion No. 2026-</u></p>
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Policy Framework

The ~~2025~~14 official community plan heritage preservation objectives (7.4.25-4) are:

1. ~~Continue to p~~Promote public awareness, appreciation~~education and support for Cumberland’s heritage resources and their importance to community identity and character. heritage preservation and the importance of archaeological and historical sites and materials within and related to the Village.~~
2. Ensure heritage conservation is an integral part of community planning.
3. Preserve the Village’s built heritage, artifacts, structures, and landscapes.
4. Identify and promote incentives to assist in the conservation of heritage buildings, structures, sites, and significant trees.
5. ~~Build on and incorporate previous work such as the Village of Cumberland Heritage Conservation Management Plan.~~

Purpose of the Committee

The purpose of the committee is to undertake and complete the scope of work set out in this policy.

Scope Of Work

1. The Committee’s work will be guided by Cumberland’s official community plan, policies and other bylaws. The Commission must also use the BC Heritage Branch, *Heritage Conservation: A Community Guide* as a guideline and resource for its work.

The Committee will

- a) ~~implement the Village's heritage management plan including developing statements of significance for historic sites and buildings within the Village in consultation with work with Village staff and consultants; in the implementation of the Village's heritage management plan including developing statements of significance for historic sites and buildings within the Village;~~
- b) ~~maintain and update the heritage registry in consultation with work with Village staff and consultants; in maintaining and updating the heritage registry;~~
- c) advise Council on any of the following matters referred to it by Council or the Director of Development and Bylaw Services;
 - i. ~~review and make recommendations on development applications within any Heritage Conservation Area (HCA) or Heritage Revitalization Development Permit Areas through a referral from Council;~~
 - ii. ~~make recommendations to Council respecting applications for the heritage designation of buildings, structures, and landscapes; and the demolition, preservation, alteration, or renovation of heritage designated buildings, structures and landscapes; or review of potential heritage designations as directed by Council;~~
- e)d) undertake and support activities of a heritage nature, including fundraising, education, heritage research, and the organization of or participation in heritage events, provided Council has first authorized any such activities of the Committee;
- d)e) submit to Council for its approval on an annual basis a work program report which summarizes the activities of the Committee in the year past and outlines the work priorities proposed for the upcoming year.

Reporting

- 2. The Committee reports to the Council typically through the following:
 - a) meeting minutes, which may include recommendations to Council, and
 - b) recommendations included in staff reports.
- 3. The secretary of the Committee must provide to the Village corporate officer a copy of draft minutes for receipt by Council within ten days of a Committee meeting.
 - a) ~~adopted meeting minutes signed by the Committee chair for certification by the corporate officer.~~

Membership

- 4. Council will appoint up to ~~eleven~~ ten members to the committee, including

- (a) one member of Council who may not sit as chair or vice-chair;
- (b) up to ~~nineteen~~ community-at-large members.

- 4.1 The Cumberland Museum and Archives may assign one non-voting representative as a liaison to attend Committee meetings.
- 5. The members must select a chair, vice-chair and secretary from amongst the members.
- 6. The Committee membership should broadly represent the various interests of the community, including but not limited to heritage conservation, history, business, development, environment, tourism, architecture, and design.
- 7. Committee members' terms will end on February 28 of the year following a general local election. ~~at the subsequent local government election.~~ Terms can be renewed by the new Council after the election.
- 8. In event of a vacancy occurring among the appointed members of the Commission, Council may appoint a new member to fill such vacancy for the unexpired portion of the term.
- 9. Any appointed member who is absent from three consecutive regularly scheduled meetings, without having provided a satisfactory reason to the Committee chair, shall be deemed to have resigned from the Committee.
- 10. If a member of the Committee receives Council permission for a leave of absence, Council shall then appoint a replacement member for the period of the approved absence. Such a leave of absence shall be for a time greater than two consecutive months but not exceeding six consecutive months in any given 12-month period.
- 11. Employees and the approving officer of the Village of Cumberland may not be appointed as members of the Committee.

Procedures and Administration

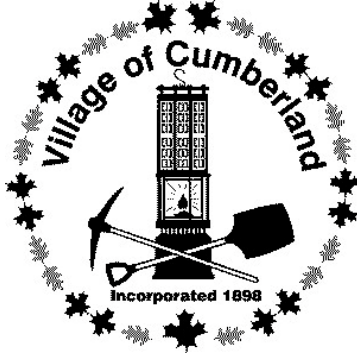
- 812. The Committee is subject to the open meeting, conflict of interest, and procedural rules and other applicable rules under the *Community Charter* and the Council Procedure Bylaw.
- 913. The Committee will meet within 21 days of referral from Council or staff. In November or December each year, the Committee must set out a preferred day of the week and time for its meetings for the following year.
- 104. The Committee will have the following staff resources:
 - (a) Administrative support for:
 - Scheduling and public notice of meetings
 - Preparation of meeting agendas and agenda items for discussion
 - Assistance with the preparation of work plans and budgets

- Submission of minutes to Council agenda for receipt

- (b) Planning support for
 - Completing statements of significance
 - Guidance with development permit and development variance permit application reviews
 - Guidance with official community plan, zoning bylaw and other Village bylaws
 - Provision of data and resources

115. Each year by July, the Committee must develop and submit to Council a work plan and budget request for the following year.

COUNCIL POLICY



<p>Title: Homelessness and Affordable Housing Select Committee, Terms of Reference</p> <p>Adopted Date: January 26, 2015 Amended Date: February 12, 2018 Amended Date: June 24, 2019</p>	<p>No. 1.8</p> <p>Section: Administration Motion No. 15-40, 18-83, 19-291</p>
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Policy Framework

The 2014 official community plan housing objectives and policies (5.2) include:

- Encourage a range of safe and affordable housing options which meet the needs of individuals and families of varying income levels, age groups, and needs.
- Integrate seniors and special needs housing into the community where there is good access to public transit and basic support services.
- Support the creation of new, and the retention of existing, rental housing and discourage the conversion of rental housing to strata ownership.
- Encourage alternative housing tenures within residential areas such as cohousing, cooperative housing, and fee-simple town homes, especially where these meet an affordable housing need.
- Support the location of supportive or transitional housing within the Village for special needs groups, such as the physically or mentally disabled, young people and others who have unique social needs
- Encourage the retention and creation of manufactured home parks in appropriate locations, as a viable and important source of affordable home ownership

Purpose of the Committee

The purpose of the Committee is to undertake and complete the scope of work set out in this policy.

Scope of Work

1. Make recommendations to Council on
 - a) affordability guidelines for housing agreements;
 - b) rules about development cost charges and amenities;
 - c) brochure on affordable housing in Cumberland;
 - d) facilitation of partnerships, and
 - e) review of available lands to develop a land bank.
- d) any other matters referred to it by Council related to homelessness or affordable housing.

Reporting

2. The Committee will report to Council through
 - a) meeting minutes, which may include recommendations to Council,
 - b) reports, and
 - c) consultant reports.

Membership

3. Council will appoint up to seven members to the Committee, including
 - a) one member of Council who may not sit as chair or vice-chair,
 - b) up to six community-at-large members.
4. The members must select a chair and vice-chair from amongst the members.
5. Representatives from local and regional not-for-profit organizations and community service organizations may attend Committee meetings as non-voting liaisons.

Procedures and Administration

7. The Committee is subject to the open meeting, conflict of interest, and procedural rules and other applicable rules under the *Community Charter* and the Council Procedure Bylaw.
8. The Committee will meet within 21 days of a referral from Council. In November or December each year, the Committee must set out the preferred day of the week and time for its meetings for the following year.
9. The Committee will have the following staff resources:
 - a) Administrative support for

- Scheduling and public notice of meetings
- Preparation of meeting agendas and agenda items for discussion
- Assistance with the preparation of work plans and budgets
- Taking of the minutes
- Submission of minutes to Council agenda for receipt

b) Planning support for

- Social planning advice
- Guidance on the official community plan and any zoning bylaw review
- Provision of data and resources

10. Each year by July, the Committee must develop and submit to Council a work plan and budget request for the following year.

Feb. 2026 Progress Update: Affordable Housing Implementation Framework, 2016

1.1. Strategic Actions for the Village of Cumberland

Municipalities can pursue a range of measures to support housing affordability. These range from direct incentives or regulations to softer education tools and facilitation measures as shown in section 2.3 (F.I.R.E). The following is an overview in order of priority of all suggested actions. **Impact Potential** refers to the relative ability to create housing units that are affordable relative to other measures presented.

The **Implementation Period** refers to the potential for **immediate** implementation (until February 2017), **short-term** (until summer 2017), **medium-term** (Summer 2018) and **long-term** (after 2018).

#	Strategic Action	Municipal Role	Impact Potential	Period	Priority Area				Status (Feb. 2026)
					Capacity	Rental	Supp./ Transit.	Ownership	
1	Approve affordable housing framework	n/a	n/a	Immediate	X				Complete. Received by Council Nov. 14, 2026.
	<i>The Village has to approve or amend this policy document.</i>								
2	Establish Longer-term Housing Committee or Coordinator	Facilitate	n/a	Immediate	X				Under review , as per Feb 23, 2026 report to Council
	<i>To coordinate the implementation of the framework, the Housing Committee has to be established as a longer-term body. This could be supported through a designated coordinator who would continue to guide the work of the Committee and facilitate the partnerships outlined in the strategic actions below. Resource availability and lines of communication and accountability have to be established through the Terms of Reference.</i>								
	Alternate options: <ul style="list-style-type: none"> • Ensure housing expertise on the APC • Support for initiatives and partnerships from planning staff • Implementation of a regional housing corporation by the CVRD. 								
3	Agree on incentives/resources the Village is willing to contribute to an affordable housing development	Incentivize	High	Short	X				Complete.

#	Strategic Action	Municipal Role	Impact Potential	Period	Priority Area				Status (Feb. 2026)
					Capacity	Rental	Supp./ Transit.	Owner-ship	
	<i>The following may be considered as incentives to support housing developments: Reduced parking requirements for affordable housing/in areas with good access to transit, offsets to municipal development cost charges, fast-tracking development applications, property tax exemption or forgiveness, grants/capital contributions to facilitate affordable housing</i>								<ul style="list-style-type: none"> Nov. 2017 Council Policy 13.3 Priority Processing for Affordable Housing Developments Jan. 2023 Council Policy 13.4 Review of development variance permits for parking in the VCMU-1 Permissive tax exemptions for affordable housing approved in principle by Council, DCC waivers not considered feasible.
4	Develop and enact affordability guidelines for housing agreements with developers that protect designated units in perpetuity	Educate, Incentivize	High	Short		X	X	X	On-going
	<i>Pursuant to section 905 of the Local Government Act, municipalities can enter into a housing agreement with a housing developer. A housing agreement defines the level of affordability required in exchange for development rights. Clear guidelines will enable developers to develop financial feasibility assessments and business models. BC Housing's Housing Income Limits (HILS) for affordable rentals, as well as a total shelter cost payment of 30% of household income, for households earning 80% of median income or less for affordable ownership units constitute typical requirements. Clear guidelines will enable developers and non-profits to develop financial feasibility assessments and business models. Housing Agreements should be structured to ensure affordability in perpetuity on designated units. These agreements can be registered with BC Housing to monitor compliance. New market rentals can be protected through rental protection measures, such as restrictive covenants. Any supportive or transitional units created through a new development project would need to be protected through a Housing Agreement. Housing agreements for affordable ownership need to include resale formulae that balance the need to maintain affordability with the express purpose of allowing tenant-owner households to build equity through their ownership.</i>								On-going. Housing Agreements are drawn up on a case by case basis to ensure agreement meets funding requirements of the project.
5	"Affordable Housing in Cumberland" brochure on how the Village supports market and non-market developers in the development process	Educate	Moderate	Short	X	X	X	X	Not completed
	<i>As costs and regulations can vary from municipality to municipality, a simple guide to development in the Village of Cumberland can bring a better understanding of the development process to the boards and staff of non-profits and to the executives of market developers</i>								Discussed at time of a rezoning when opportunities for affordable housing exist.
6	Facilitate partnerships, specifically with development and non-profit partners to identify project opportunities for any type of housing	Facilitate	Very High	Short		X	X	X	On-going

#	Strategic Action	Municipal Role	Impact Potential	Period	Priority Area				Status (Feb. 2026)
					Capacity	Rental	Supp./ Transit.	Owner-ship	
	<i>The Committee has identified non-profits supporting vulnerable individuals in Courtenay through its March 17, 2016 report to Council. Other potential partners should be identified and approached. In order to ensure effective partnerships are developed, the Village should formalize discussions with developers and non-profits, to educate them on current housing needs and to identify tangible projects that can be moved forward. A dedicated champion or group (e.g. the Committee), supported by staff resources is important. A conference a potential tool. The Committee will need to identify which potential partners have the greatest capacity to develop and/or operate housing units and potentially support clients.</i>								Discussions on building affordable housing into projects are part of every discussion with developers at time of rezoning. Explored Memorandum of Understanding with BC Housing for Housing HUB program as part of a rezoning application which in the end was withdrawn.
7	Assess feasibility and willingness of local non-profits and developer partners to build new (affordable rental) housing in Cumberland	Facilitate, Educate	moderate	Medium		X	(X)	(X)	Partially complete
	<i>By collaboratively exploring financial feasibility and approaches to reducing development costs, incl. through incentives, such as reduced parking, grants to reduce property taxes or DCCs, and a streamlined development review process the Village can actively support the development of desired housing units. The feasibility of deep affordability (~\$375) through cross-subsidization with market rental units, or the availability of senior government subsidies is important. This also applies to creating supportive units that could be included in a rental housing building.</i>								<ul style="list-style-type: none"> Nov. 2017 Council Policy 13.3 Priority Processing for Affordable Housing Developments Jan. 2023 Council Policy 13.4 Review of development variance permits for parking in the VCMU-1 Permissive tax exemptions for affordable housing approved in principle by Council, DCC waivers not considered feasible.
8	Support applications to senior government for funds (e.g. CMHC, BC Housing)	Facilitate	High	Medium		X	X	X	On-going
	<i>The Village can strongly shape initial seed funding applications by supporting specific applications. These can range from simple letters of support to matching funds for needs assessments, business planning, etc. If the Village is able to donate land to a project, this can underscore the likely success of the project in any funding application. Seed funding initiatives play a key role in the long-term feasibility, and can lead to interest free loans of up to \$200,000 from CMHC and construction and mortgage financing at highly competitive rates from BC Housing.</i>								Letters of support have been implemented. Land lease for Second Street affordable housing project implemented.
9	Develop regulations to protect existing rental market housing stock	Regulate	Medium	Medium		X			Complete
	<i>Bringing protections to purpose-built rental and mobile homes, as well as limiting STVRs in existing rental stock (e.g. secondary suites) can ensure that existing rental housing is protected.</i>								Council Policy 13.2 Strata Conversion of Previously Occupied Buildings - not to grant conversion to strata if vacancy rate below 3%

#	Strategic Action	Municipal Role	Impact Potential	Period	Priority Area				Status (Feb. 2026)
					Capacity	Rental	Supp./ Transit.	Owner-ship	
									Short term rental regulations in Zoning Bylaw updated. Area where short term rentals are permitted limited in size.
10	Develop Land Bank and/or Affordable Housing Reserve through affordable housing contributions	Facilitate, Incentivize	High	Long-term	X	X	X	X	On-going
	<i>Over the long term the Village should work to ensure that any new developments that require increased density donate to housing resources. This can include the construction of new units to be managed by a non-profit, the donation of land for the purpose of affordable housing or the contribution of money to an Affordable Housing Reserve.</i>								Affordable Housing Reserve Fund established Sep. 2023. Depending on the size of the development, a rezoning discussion typically includes negotiations for affordable housing.

Appendix 3: Comprehensive Overview of Municipal Measures to Regulate and Incentivize Affordable Housing in Cumberland (FIRE)¹

Regulate

Develop restrictions of strata conversions: conversion control policies restrict the conversion of designated rental units to strata title. Typically this conversion is restricted when vacancies go below a designated threshold (e.g. 4%). - *Complete*

Develop demolition control policies on existing rentals and mobile areas: demolition controls can be used to limit the redevelopment of mobile home parks or compensate residents when demolition occurs. Municipalities are able to control the issuing demolition permits for rental units or rezone mobile home, and may require compensation for the demolition of rental units (e.g. Vancouver requires \$5,000 per unit lost). – *Not yet explored.*

Develop stronger restrictions on short-term vacation rentals (e.g. Air BnB): the introduction of web-based short-term vacation rentals sites (e.g. AirBnB) has been an issue in many communities across BC as they may replace long-term rentals. By regulating the use of units as vacation rentals, municipalities are able to disincentivize their conversion through regulation, stronger enforcement and education about what is permissible under existing bylaws. - *Complete*

Incentivize

Reduced parking requirements for affordable housing/in areas with good access to transit: exemption from parking requirements is another tool to reduce the cost of developing affordable units. The Village can incentivize affordable housing by exempting affordable housing located near transit/the Village core from parking requirements or reducing those requirements. – *Partial: Council Policy on parking variances complete, reduced requirements in Zoning Bylaw not implemented but will continue to require a variance.*

Fast-tracking development applications: Lengthy approval processes can add costs to developments, so by fast-tracking affordable housing development applications this cost saving can be applied to the affordable units. – *Complete: Council Policy to prioritize applications with affordable housing component*

Property tax exemption or forgiveness: A municipality can choose to provide a property tax exemption to affordable housing developments. The Province generally exempts properties that receive a municipal exemption. – *Property Tax Exemption Bylaw approved by Council.*

¹ These measures are adapted from the SPARC BC report *Municipal Strategies to Address Homelessness in British Columbia* and the 2007 *Metro Vancouver Affordable Housing Strategy*.

Grants/capital contributions to facilitate affordable housing: Municipalities can provide a variety of grants to affordable housing projects, ranging grants for startup costs (e.g. needs assessment) to capital grants for construction. These may come from general revenue or an affordable housing reserve fund. *Substantially complete – Housing Reserve Fund established. Application form and criteria to be written.*

Educate

Monitor rental housing stock: The municipality can monitor rental listings through a rolling or point in time survey to monitor average rents and availability of rental units. – *Not initiated but Cumberland has few purpose built rentals.*

Guide to development process for affordable housing options: construction costs, including soft costs (such as DCCs, insurance, etc) and land costs are the main factors impacting housing affordability. To understand which incentives the municipality provides to lower costs in the development process or through provision of discounted land, it can be helpful to provide information to developers on the development process. To encourage elected officials to consider any incentives, a reverse education process on the development process and its economics may be helpful to help decision makers support affordable housing development. – *On-going: discussions with developers at time of application*

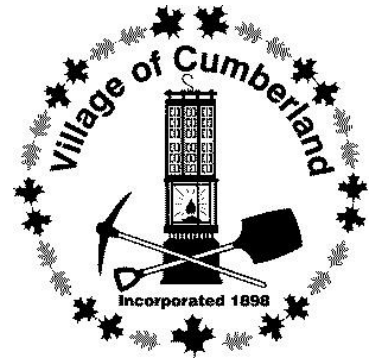
Develop affordability guidelines: affordability guidelines will enable developers to develop financial feasibility assessments and business models. BC Housing's Housing Income Limits (HILS) for affordable rentals, as well as a total shelter cost payment of 30% of household income, for households earning 80% of median income or less for affordable ownership units constitute examples of affordable housing requirements. – *Cannot make provision of affordable units a requirement. Density bonuses now require a financial analysis. Analysis proposed for 2027.*

Facilitate

Develop additional resources for affordable housing (e.g. land bank, housing reserve fund): through density bonusing or inclusionary zoning, or other processes municipalities can acquire resources to dedicate to affordable housing. These donations can be units built or land donated by a developer to a municipal land bank or cash in lieu for an affordable housing reserve fund. *Bylaw amendments to establish a Housing Reserve Fund was adopted by Council.*

Village owned sites leased or donated to non-profits: When municipalities acquire land, they can choose to donate that land outright or lease it to a non-profit for the purpose of affordable housing development. *Done through lease agreement with Island Health for the Second Street housing project.*

COUNCIL REPORT



REPORT DATE: February 24, 2026

MEETING DATE: March 9, 2026

File No. 7700-4700-5199-Community Grant Program

TO: Mayor and Councillors

FROM: Ryan Parton, Manager of Recreation & Culture

SUBJECT: 2026 Community Grant Program Applications

RECOMMENDATION

THAT Council allocate up to \$10,000 in 2026 Community Grant Program funding.

PURPOSE

The purpose of this report is to present applications for community grants to allow Council to determine funding allocation under the program.

PREVIOUS COUNCIL DIRECTION

Date	Resolution
Mar 10, 2025	<p>THAT Council approve the following allocation for the 2025 Community Grant Program:</p> <ul style="list-style-type: none"> • BC Labour Heritage Centre for the Ginger Goodwin Headstone Restoration: \$2000 • Comox Valley Farmers Market for the Farm or Food Literacy Kids Program: \$2734 • Comox Valley Family Services Association for the Early Years Spring Social and Soup: \$2400 • Cycling without Age for Trishaw Bike Rides for Seniors: \$2866 <p>THAT Council add the following to the Community Grant Program Guidelines:</p> <ul style="list-style-type: none"> • If the projects or services propose to use a Village facility, property or resource, before submitting an application to the program, the applicant must have a completed partnering agreement, permit, or other permission from the Village.
Mar 25, 2024	<p>That Council allocate 2024 community grants as follows: \$3,000 to the Beaufort Family Health Society, \$4,000 to the Comox Valley Child Development Association, and \$2,000 to the Rotary Club of Cumberland.</p>

May 8, 2023	THAT Council allocate 2023 Community Grant Program funding in the amounts of \$2,000 to Cumberland Culture and Arts Society, \$5,000 to the Comox Valley Health Network, and \$3,000 to the 1st Cumberland Scouts
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BACKGROUND

The Community Grant Program aims to provide a limited amount of funding for one-time special projects and seed funding to community organizations to provide social, cultural, recreational and environmental services that benefit the residents of Cumberland. Special events held primarily for residents are also eligible.

As per the Community Grant Program Guidelines (attached to this report), all applicants must:

- be a not-for-profit society or not-for-profit organization;
- provide services to Cumberland residents or provide other direct benefit to the Cumberland community;
- demonstrate financial need;
- show how the service or project furthers the priorities and strategic objectives of the Village of Cumberland;
- for a seed operating funding, provide information on future revenue generation for ongoing operations; and
- have a completed partnering agreement, permit, or other permission from the Village for projects or services proposing to use a Village facility, property or resource, before submitting an application to the program.

Proposed programs must further the Village’s 2023-2027 strategic priorities (<https://cumberland.ca/annual-report>), including:

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

2026 Applications

The Village received 7 complete funding applications by the February 23, 2026 deadline. Total grant funding requested, not including ineligible/incomplete applications, is \$24,600. Council has a \$10,000 budget for funding allocations in 2026. A summary of applications is provided in the attached table. Full applications have been provided to Council in a separate package.

The Guidelines state that no additional budgeted funds will be added to meet the demands of applications, and that partial grants may be awarded at Council’s discretion. Applicants are asked to provide the minimum amount of funding required for the project to proceed, and those amounts are noted in the table alongside each full funding request. The total minimum amount of 2026 applications, less ineligible/incomplete applications, is \$13,010.

Under the program guidelines, funding will be distributed based on alignment with Village strategic priorities, and so each applicant has been asked to indicate how the service furthers those priorities; this is also included in the table.

Ineligible/Incomplete Applications

During this year’s grant application intake, the Village received one application that was ineligible/incomplete. The application was missing organizational financial statements and a response to the question regarding financial need, and the applicant was also missing required permissions to undertake a project on Village property. Though ineligible under the terms of the Community Grant Program, that application, with a funding request of \$2,000, was nonetheless included in the package submitted to Council.

FINANCIAL IMPLICATIONS

The Guidelines set out that no additional budgeted funds will be added to meet the demands of applications, therefore there is no financial impact to approving grants outside of the previously approved program funding in Council’s 2026 budget.

The Community Grant Program is funded by the Comox Valley Waste Management Centre Host Amenity funds.

OPERATIONAL IMPLICATIONS

The Community Grant Program, while once the purview of Legislative Services, has been transferred beginning in 2026 to Community Services and will be administered by Recreation & Culture staff.

CLIMATE CHANGE IMPLICATIONS

Effective response to climate change is one of Council’s strategic priorities that projects could address. One application received identified alignment with this strategic priority.

ALTERNATIVES

If Council is unable to determine allocations, Council may direct staff to further assess the applications using specific criteria, or to contact applicants for clarification, including the minimum grant for a project to succeed, and report back to Council.

STRATEGIC OBJECTIVE

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

ATTACHMENTS

1. 2026 Community Grants Application Summary – February 23, 2026
2. 2026 Community Grant Program Guidelines – June 2025

CONCURRENCE

Kevin McPhedran, Director of Community Services *KM*

Respectfully submitted,

R. Parton

Ryan Parton
Manager of Recreation & Culture

M. Mason

Michelle Mason
Chief Administrative Officer

	ORGANIZATION	PROJECT TYPE	PROJECT	GRANT REQUEST	MINIMUM REQUIRED	PREVIOUS GRANTS	STRATEGIC PRIORITIES
1	Coal Hills BMX Association	One-time special project / event	BMX National Race participant swag bags filled with regional information, coupons and freebies.	\$ 3,000	\$ 3,000		<ul style="list-style-type: none"> • Meaningful reconciliation with Indigenous Peoples • Socio-economic diversity and inclusion, including food security and accessibility • Thriving community arts, culture and recreation • Multi-modal transportation, including active travel • Effective response to climate change, including reductoin of greenhouse gases
2	Comox Valley Creators Society	One-time special project	"Made in Cumberland" video and photo project - 5 cinematic short videos and a professoinal photo collection featuring local artisans.	\$ 2,500	\$ 2,000		<ul style="list-style-type: none"> • Thriving community arts, culture and recreation • Socio-economic diversity and inclusion, including food security and accessibility
3	Comox Valley Family Services Association	One-time special event	Honouring our Community: An Indigenous Peoples Early Years Family Event. Family event in Cumberland Fall 2026.	\$ 3,500	\$ 2,810	2025: \$2400	<ul style="list-style-type: none"> • Meaningful reconciliation with Indigenous Peoples • Socio-economic diversity and inclusion, including food security and accessibility • Thriving community arts, culture and recreation
4	Cumberland & District Historical Society	Seed funding	Mini Museum Explorers - hands-on museum program for children aged 0-5.	\$ 4,600	\$ 1,200	2022: \$1400 2021: \$2800	<ul style="list-style-type: none"> • Thriving community arts, culture and recreation • Socio-economic diversity and inclusion, including food security and accessibility
5	Cumberland Community Schools Society	Seed funding	Youth Baruiستا Training - after-school program and pop-up cafes.	\$ 3,500	\$ 2,000	2020: \$6000	<ul style="list-style-type: none"> • Thriving community arts, culture and recreation • Socio-economic diversity and inclusion, including food security and accessibility
6	Cumberland Culture & Arts Society	One-time special project	Art Walls - large, portable displays to be displayed during cultural events.	\$ 2,500	\$ 2,000	2023: \$2000 2019: \$2000	<ul style="list-style-type: none"> • Thriving community arts, culture and recreation
7	Weird Church Cumberland	One-time project	Raising the Roof for Community resilience - re-roofing project	\$ 5,000	Any amount	2022: \$2100	<ul style="list-style-type: none"> • Socio-economic diversity and inclusion, including food security and accessibility • Thriving community arts, culture and recreation
Totals:				\$ 24,600	\$ 13,010		



Corporation of the Village of Cumberland

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

File No. 1850-03
June 2025

Community Grant Program Guidelines

Special one-time projects and seed funding

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

A. Eligibility Guidelines

1. Applications will be accepted for a minimum of \$2000 in funding for community projects or services that further the Village's [strategic priorities and objectives](#), including:
 - Meaningful reconciliation with Indigenous Peoples
 - Socio-economic diversity and inclusion, including food security and accessibility
 - Thriving community arts, culture and recreation
 - Multi-modal transportation, including active travel
 - Effective response to climate change, including reduction in greenhouse gases

Applications will only be accepted for

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

2. The applicant must:
 - Be a not-for-profit society or not-for-profit organization
 - Provide services to Cumberland residents or provide other direct benefit to the Cumberland community.
 - Demonstrate financial need
 - Show how the service or project furthers the priorities and strategic objectives of the Village of Cumberland.
 - For a seed operating funding, provide information on future revenue generation for ongoing operations.
 - Have a completed partnering agreement, permit, or other permission from the Village for projects or services proposing to use a Village facility, property or resource, before submitting an application to the program.
3. Applications will not be accepted:
 - From an organization which has not complied with conditions of a previous grant

- From an organization whose sole purpose is fundraising
- From an organization that re-allocates or donates funding directly to individuals, businesses or other organizations
- For a project or service that duplicates a municipal service without a partnering agreement with the Village of Cumberland
- From sports organizations for competition or travel expenses

B. Application Process

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

C. Grant Awards and Annual Program Budget

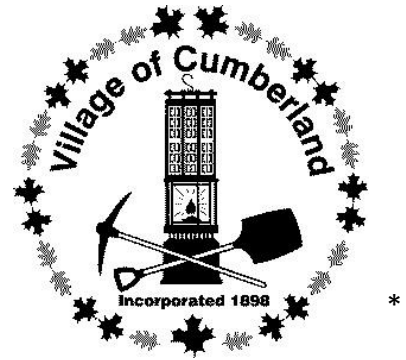
1. The program budget may be allocated entirely at the time of consideration of applications submitted as part of the annual intake.
2. Funding will be distributed based on alignment with Village strategic priorities. Requests that do not align with these priorities are unlikely to be funded.
3. Grant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

D. Conditions of Funding

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

received by the community, and a statement of actual revenue and expenses following the completion of the project or activities.

COUNCIL REPORT



REPORT DATE: February 25, 2026
MEETING DATE: March 9, 2026

File No. 5800 – Coal Creek Historic Park

TO: Mayor and Councillors
FROM: Kevin McPhedran, Director of Community Services
SUBJECT: Saito House Heritage Protection Initiative

RECOMMENDATION

THAT Council direct staff to proceed with the subdivision to create a new lot for Saito House as part of the Saito House Heritage Protection Initiative.

AND THAT Council direct staff to work with the current owner of the Saito House on a Heritage Protection Covenant the serves to protect the heritage values of the Saito House, as defined in the 2018 Saito House Statement of Significance.

AND THAT Council approve the additional expenditure of up to \$80,000 to be funded through the Parkland Reserve for the Saito House Heritage Protection Initiative and THAT Council direct staff to bring forward an amendment to the adopted 2026-2030 Financial Plan Bylaw to reflect this expenditure.

PURPOSE

The purpose of this report is to provide Council with an update on the Saito House Heritage Protection Initiative (as well as background, rationale, and current status); and to seek Council approval to proceed with the subdivision application.

PREVIOUS COUNCIL DIRECTION

Date	Resolution
2020-2025	Previous Council direction occurred in closed meetings from 2020-2025 as those matters related to negotiations for land disposal that, if disclosed, were considered would have harmed the negotiating position of the Village. This report serves to report on certain aspects of those deliberations.
March 26, 2018	THAT Council direct staff to present the draft Saito House Licence of Occupation to David Kydd and Jan Hellerud.
January 26, 2015	THAT Council direct staff to seek an appraisal of the Saito House and determination of its current condition and report back to Council with a view to the option of purchasing
July 14, 2014	THAT Council approve the Coal Creek Historic Master Plan

	<i>(section 10 of the Master Plan, Special Features, states “two private residences within the Park each have special circumstances and resolution of these issues is not within the scope of the Master Plan and requires special consideration”)</i>
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BACKGROUND

The Saito House and Coal Creek Historic Park

The Saito House is a privately owned residence located within Coal Creek Historic Park, on land owned by the Village of Cumberland. The house is a rare surviving example of the rural miner cottages that once formed Cumberland’s Japanese, Chinese, and Black town sites from the late 1890s to the 1960s, and it is the last remaining structure of the former No. 1 Japanese Town Site following the forced removal of Japanese Canadians in 1942.

While the structure itself is privately owned, the underlying land has been Village-owned parkland since 2002, when the land was gifted to the Village and Coal Creek Historic Park was subsequently established. This unique ownership arrangement presents long-standing challenges for the preservation and maintenance of the house, as the owner does not have tenure over the land and cannot easily secure financing for major investment in upkeep.

RATIONALE FOR THE HERITAGE PROTECTION INITIATIVE

The Village has been engaging with the private owner of the Saito House since about 2003 to explore solutions to this land tenure issue.

In the Village’s 2014 Coal Creek Historic Park Master Plan, the challenges associated with private residences in the park (another private residence issue – the “Souther House” – has since been resolved) are acknowledged; however, they were considered to be beyond the scope of the Plan given the special circumstances. The Plan does, however, highlight the heritage significance of the Saito House.

In 2018 a License of Occupation was drafted for the purpose of formalizing a lease arrangement for the land with the homeowner; however, agreement was not reached with the homeowner at that time, nor in follow up attempts in 2020. As part of these deliberations, the Village also became aware that Section 73 of the *Land Title Act* prohibits the subdivision of land by leasing a portion of a lot for a term exceeding three years, unless the subdivision requirements of the Act are met. Work to resolve the issue was then put on hold. Since that time, the Village has continued to receive an informal, nominal lease payment of \$900 per year, while pursuing various other alternatives.

With limited maintenance and investment in the structure and other building systems (e.g. septic), one such alternative considered by the Village has been purchasing the house outright; however, this option has not been pursued due to factors including:

- cost of purchase
- renovation costs for the minimum required upgrades necessary for the Village to rent as a dwelling or repurpose for another use (a minimum investment of \$300,000 in building improvements required for life safety standards was reported in a 2022 building condition assessment commissioned by the Village);

- ongoing operational challenges, and cost of ownership and landlord responsibilities;
- security concerns related to the rural location should the house not be used as a dwelling and sit vacant at times; and
- uncertain viability and costs of using the house for alternative uses other than residential.

Most Recent Iteration of the “Saito House Heritage Protection Initiative”

In 2023, the Village was approached by a private individual and member of the Saito family to inquire about acquiring the house and property. Per section 90 (1) (e) of the *Community Charter* and section 12.3(b) of the *Freedom of Information and Protection of Privacy Act*, the specifics of these deliberations remain confidential. However, the concept pursued under these discussions is summarized as follows:

- Initiate subdivision to create a legal lot for the house and yard for the purpose of disposition to the private party upon their purchase of the house;
- Valuation of the new lot by a registered land appraiser;
- Proceeds from sale to be held in the Village’s Parkland Acquisition Reserve for the purpose of future parkland acquisition;
- Seek approval from the covenant holder (West Fraser Timber Co.) to modify the existing covenant on the Coal Creek Historic Park property to remove the clause restricting subdivision;
- Register a new heritage covenant on the Saito House property to protect heritage values of the Saito House per the 2018 Statement of Significance;
- Register a Statutory Right of Way across the property to maintain public trail access on the Wellington Colliery Trail;
- Register a Right of First Refusal on the property allowing the Village to re-purchase the property at fair market value if the private owner intends to sell.

With the overarching objectives of community heritage protection, Japanese Canadian reconciliation, ensuring park use on adjacent lands was not impacted, and resolving the longstanding issues related to the status quo land tenure arrangement, in 2024 and 2025, the Village initiated work to prepare for subdivision of the property. In early 2026, the private party withdrew their interest in acquiring the house and property.

While no final decisions have been made to date related to either subdivision or property disposition, significant staff and financial resources on this iteration of the Saito House Heritage Protection Initiative have been invested by the Village over the past 18 months (while staff has also been working on this file on and off for more than two decades). This work includes the now approved Official Community Plan (OCP) and Zoning Bylaw amendments to facilitate subdivision. After specific public interest in the Saito Initiative was demonstrated during the OCP and Zoning Bylaw update projects, additional background information regarding Saito House was posted on Cumberland.ca in October 2025. If the subdivision advances, Council direction in open meeting would be required for related approvals, providing another opportunity to inform the public.

However, with the withdrawal of the private interest in acquiring the house and property and confidential proposal no longer being pursued, staff is first seeking Council direction as whether to still proceed with the subdivision application (submitted July 2025, with the Preliminary Layout Review letter issued in December 2025), or to pause the initiative at this time.

Staff recommend that the subdivision application proceed, as the key premise of the overall heritage conservation strategy is the creation of a separate legal parcel containing the Saito House

and its immediate yard. The rationale for this approach is it would expand future options for the Village, including:

- Future disposition options:
 - Long-term lease to the owner of the house;
 - Sale to the owner of the house;(The above two options would enable the Village to sell or lease the land to a current or future owner of the house, enabling long-term tenure, mortgage eligibility, and meaningful investment in maintenance and conservation, while ensuring formal heritage protection is put in place.)
- Retention of the land and purchase of the house by the Village (having the house on a separate parcel would simplify any regulatory approvals that may be required depending on the ultimate use of the property – e.g. Zoning amendments and Building Permits. It would also allow the Village to lease the entire house and yard to an organization instead of the Village running it as a facility including all the responsibility for maintenance and rentals.)

Proceeding with subdivision does not commit Council to any particular disposition outcome, but rather positions the Village strategically to respond to future opportunities, partnerships, or Council priorities, while enhancing the heritage preservation status of the house.

POLICY CONTEXT

Recent policy updates support this approach:

- The recently adopted 2026 Official Community Plan (OCP) includes policies that facilitate preservation of the Saito House through subdivision, heritage designation, and registration of a heritage conservation covenant (Section 7.4.3 – Heritage Conservation).
- The OCP also permits subdivision within Coal Creek Historic Park for the purpose of creating a residential lot to preserve the Saito House (Section 9.2.4 – Parks and Greenways Policies).
- Formalizing residential use of the proposed lot was also addressed in the recent Zoning Bylaw update.

HERITAGE PROTECTION MEASURES

A requirement of the subdivision is the registration of a new Section 219 Heritage Covenant to protect the heritage value of the Saito House, as defined in the 2018 Saito House Statement of Significance; however, for the covenant to be fully effective to protect the Saito House, the Saito House owner must agree to be bound by it. Accordingly, staff are also seeking direction to work with the current owner of the house on such a heritage covenant. As of 2026, there is no heritage protection in place for the house, making this initiative a significant step forward in ensuring its long-term conservation.

The subdivision process also requires modification of an existing covenant registered against the parent Coal Creek Historic Park parcel, which currently protects the park’s broader heritage and ecological values but restricts options for resolving the Saito House land tenure issue.

FINANCIAL IMPLICATIONS

Council has previously allocated approximately \$70,000 across 2024–2026 to support planning, legal, and professional services related to the Saito House initiative. To date, approximately \$38,000 of this has been expended on legal, onsite wastewater (septic) design, land surveying, other professional fees, and development fees.

With the issuance of the PLR, the full scope of subdivision conditions is now known. Additional costs not fully forecast in earlier budgets include:

- Replacement and upgrading of the on-site wastewater system (including associated hydro service upgrades);
- Geotechnical and stormwater management reports;
- Development cost charges; and
- Additional legal, survey, and registration costs related to subdivision and covenants.

In order to proceed with subdivision, additional funding is required for the initiative to cover the above expenses. While staff have not obtained estimates for the above onsite works and professional reports, staff estimate an additional \$80,000 is required to meet subdivision requirements, including contingency. Staff recommend that these expenses be funded through the Parkland Reserve. Based on the approved 2026-2030 Financial Plan and including this proposed change, the balance of the Parkland Reserve at the end of December 2030 is estimated at \$82,000. The primary impacts of using this reserve are on the opportunity costs of having reduced funding availability should any Village parkland acquisition opportunities arise.

As noted above, should a subdivision proceed, new opportunities for revenue would become available to offset subdivision costs, including disposition via lease or sale. Under either of these scenarios, staff forecast that subdivision costs would be recoverable. Alternatively, should subdivision not proceed, the Village can expect to continue to receive the relatively nominal amount of \$900/year in an informal lease arrangement.

OPERATIONAL IMPLICATIONS

The Director of Community Services will continue to lead the subdivision process as the applicant. Subdivision approval is the regular work of the Development and Bylaw Services Department. Additional support is also being received from Corporate Services and legal counsel. Proceeding with subdivision aligns with prior Council direction and existing staff work plans.

Future reports may be brought forward to Council to outline disposition options, partnership opportunities, or proposed other community uses once subdivision is complete.

CLIMATE CHANGE IMPLICATIONS

None.

ALTERNATIVES

1. Direct staff to withdraw the subdivision application;

Should Council choose this option, subdivision and related works would be terminated, and no further action would be taken by staff to resolve the issue of the privately owned Saito House in Coal Creek Historic Park. Under this scenario, staff anticipate the Village will continue to receive nominal rent payments via an informal arrangement with the current owner. However, without tenure over the land, the risk of continued lack the investment and maintenance of the house – and thereby risk to long term heritage protection – would remain.

2. Provide alternative direction as Council may consider appropriate.

STRATEGIC OBJECTIVE

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

ATTACHMENTS

None.

CONCURRENCE

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

Annie Bérard-Ball, Director of Corporate Services **ABB**

Respectfully submitted,

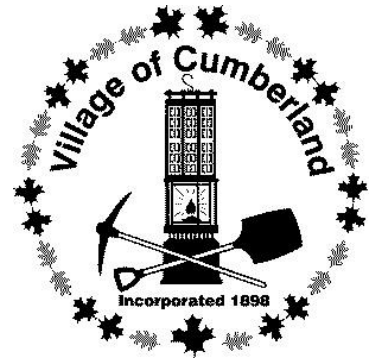
K. McPhedran

Kevin McPhedran
Director of Community Services

M. Mason

Michelle Mason
Chief Administrative Officer

COUNCIL REPORT



REPORT DATE: February 18, 2026
MEETING DATE: March 9, 2026

File No. 1855-20

TO: Mayor and Councillors
FROM: Courtney Simpson, Manager of Development Services
SUBJECT: **UBCM Local Government Development Approvals Program 2026**

RECOMMENDATION

THAT Council direct staff to submit an application to the 2026 Union of BC Municipalities Local Government Development Approvals Program for funding to continue the review and modernization of the Village of Cumberland's development approvals processes, with a maximum project value of \$200,000 and confirming Council's willingness to provide overall grant management.

PURPOSE

The purpose of this report is to seek Council direction to apply for funding under the 2026 Union of British Columbia Municipalities (UBCM) Local Government Development Approvals Program in support of continued review and modernization of the Village's development approvals processes, including reviewing and recommending updates to the Subdivision Bylaw, improving internal procedures, and implementing process improvements consistent with the 2026 eligible activities such as standardized designs, and modern methods of infrastructure construction.

PREVIOUS COUNCIL DIRECTION

None

BACKGROUND

Local Government Development Approvals Program

In 2019, the Ministry of Municipal Affairs initiated the Development Approvals Process Review (DAPR). The Ministry engaged local governments and a broad range of stakeholders to discuss the challenges of current development approval processes in B.C., identify opportunities for addressing those challenges, and to develop an informed list of ideas about how to improve the efficiency and effectiveness of processes.

The Village received \$229,960 in 2021 and \$122,900 in 2024 from the subject funding program and has implemented numerous process improvements. Highlights of work funded by the last two funding intakes include:

- Bylaw amendments to delegate Development Permits (DP) and minor variances & remove requirement for a DP for accessory dwelling units.
- Created internal application processing manuals for staff.
- Complete memo outlining recommended amendments to Subdivision Bylaw and internal processes.
- Created supporting checklists, forms, and applicant guides for various application types.
- Launched online portal for development applications to streamline process and improve transparency.
- Launched development tracker for the public to view information on active development applications.
- Created application guides, iMap tutorial, and bulletins for public and developers.

The intent of the third intake of the UBCM Local Government Development Approval Program is to continue to support the implementation of established best practices and to test innovative approaches to improve development approvals processes while meeting local government planning and policy objectives. The 2026 intake has expanded eligible activities to include activities that support alignment with the Building Permit Hub, implementation of standardized housing designs, and modern methods of construction.

The Program can contribute up to 100% of the cost of eligible activities to a maximum of \$200,000. Applications must be received by March 13, 2026.

Preliminary Scope of 2026 Funding Application

Building on previous DAPR work completed by the Village in the first two intakes of this funding stream, the project is proposed to undertake a focused review of the existing Subdivision and Development Bylaw No. 948, 2012 and improvements to the subdivision application review process to address the recommendations outlined in Phase 2 of the Development Application Modernization Project. These recommendations focussed on process efficiency improvements by replacing outdated standards and updating regulations and technical standards to align with current development practices and modern engineering best practices.

Outdated and unclear regulations are leading to inefficient and unnecessarily complex application processes, incomplete submissions from applicants, and added complexity to establishing servicing requirements and associated servicing agreements. Clear modernized standards will improve efficiency in application review, reduce the number of variances, and ensure that developing servicing standards reflect and further the objectives of recently completed masterplans and engineering best practices.

The following is a list of anticipated components of the proposed project components. The activities will be further scoped for the application submission and are anticipated to cost \$200,000. To reduce impacts on Village operations, most activities will be completed by consultants to ensure that staff can continue to focus on core work, including development application processing:

- Revising the front end of the Subdivision and Development Bylaw to reflect the recommendations memo completed in Phase 2.

- Reviewing and updating servicing requirements for frontage improvements and offsite works including stormwater, sewer, and water servicing.
- Reviewing outdated or inconsistent technical standards that are creating uncertainty and proposing new design standards that reflect recent work such as the Transportation Master Plan and Active Transportation Background Report.
- Reviewing and recommending solutions to challenges currently prolonging review times and creating unnecessary inefficiencies between applicants and staff.
- Recommend subdivision process improvements including updated policy such as Latecomer and Cash in Lieu Policy to support streamlined application review and approval for complex and high-priority applications.
- Streamline application processing ensuring that application requirements and required scope of professional reports is clearly identified to reduce the back and forth associated with incomplete applications.
- Review and revise internal subdivision application process manuals, administration documents, templates, checklists and guides for applicants.
- Conduct staff workshops to review existing and proposed process changes to identify and eliminate pinch points causing delays in application processing.
- Staff training on new internal procedures and use of revised administrative documents.
- Development industry engagement to review proposed revisions to technical standards and process improvements.

These above noted tasks are intended to streamline the subdivision and development approval process for both applicants and staff by aligning with best practices, increasing clarity, consistency and predictability through the review and approval process leading to more efficient and timely decision making.

FINANCIAL IMPLICATIONS

The program can contribute up to 100% of the cost eligible activities up to \$200,000. The project application will be designed to have 100% of cost covered by the program and to minimize staff time required.

OPERATIONAL IMPLICATIONS

The efficiency in streamlining development approvals accomplished in the first and second phases of this project have resulted in more efficient use of staff time. The completion of the next phase of the project is anticipated to create efficiencies for both Development and Bylaw Services and Engineering and Public Works department staff and improve service delivery. This will enable the Village to better manage the current application volume and be prepared for higher future volumes or more complex applications as future development lands are developed.

CLIMATE CHANGE IMPLICATIONS

The proposed updates will modernize subdivision and servicing requirements including implementing standards related to active transportation, water conservation, stormwater, sediment control, and runoff. Enhancing and modernizing technical standards will lead to a more resilient community.

ALTERNATIVES

1. That Council direct staff to not proceed with any action at this time.

STRATEGIC OBJECTIVE

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

ATTACHMENTS

1. Local Government Development Approvals Program 2026 Program and Application Guide (URL provided https://www.ubcm.ca/sites/default/files/2025-12/LGPS_LGDAP_2026%20ProgGuide-FV.pdf)

CONCURRENCE

Annie Bérard-Ball, Director of Corporate Services **ABB**

David Dougherty, Director of Engineering and Public Works **DD**

Respectfully submitted,

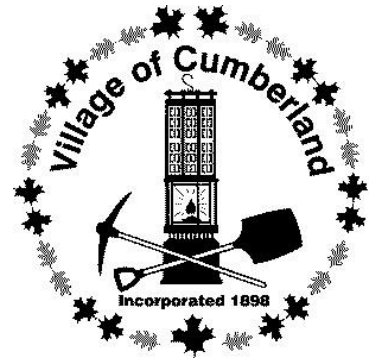
C. Simpson

Courtney Simpson
Manager of Development Services

M. Mason

Michelle Mason
Chief Administrative Officer

COUNCIL REPORT



REPORT DATE: March 2, 2026
MEETING DATE: March 9, 2026

File No. 2510-04

TO: Mayor and Councillors
FROM: Rachel Parker, Corporate Officer
SUBJECT: Appointment of Deputy Approving Officer

RECOMMENDATION

THAT Council appoint Michelle Mason as deputy approving officer for the Village of Cumberland and rescind the appointment of Rob Crisfield as deputy approving officer.

PURPOSE

The purpose of this report is for Council to consider appointing a deputy approving officer.

PREVIOUS COUNCIL DIRECTION

Date	Resolution
Mar 8 2021	Appoint Courtney Simpson as approving officer.
Dec 1 2014	Appoint Rob Crisfield as Deputy Approving Officer.

BACKGROUND

Under the *Land Title Act*, a Council must appoint an approving officer. An approving officer's role generally is to examine and consider subdivision plans for approval. The approving officer may be the municipal engineer, the chief planning officer, another employee or a person contracted to the municipality. In regional district electoral areas, it is an official of the Ministry of Transportation and Infrastructure.

While the approving officer may be a municipal employee, when acting in the capacity of approving officer that person is responsible to the Province to carry out the statutory duties. An approving officer cannot receive policy direction from the Council or board except through official channels such as bylaws, such as the Official Community Plan. Even through those policies, the approving officer cannot accept any instruction that conflict with their statutory responsibilities.

In considering approval of a subdivision, the approving officer must ensure:

- conformity with provincial legislation and local government bylaws;
- provision of infrastructure in accordance with the standards set by the local government's servicing standards bylaw; and
- require highway dedication and parkland acquisition.

The approving officer's decision is governed by the bylaws in place at the time of subdivision application and not amendments that local government may make in the interim.

FINANCIAL IMPLICATIONS

None

OPERATIONAL IMPLICATIONS

The Director of Development and Bylaw Services will continue to act as the primary approving officer for the review and approval of subdivision applications. The appointment of a deputy is to provide for signing of completed subdivisions to the Land Title Office in the approving officer's absence.

ALTERNATIVES

1. The Council may appoint another person as approving officer.
2. Not proceed with any action at this time.

STRATEGIC OBJECTIVE

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

ATTACHMENTS

None

CONCURRENCE

Courtney Simpson, Director of Development and Bylaw Services CS

Respectfully submitted,

R. Parker

Rachel Parker
Corporate Officer

M. Mason

Michelle Mason
Chief Administrative Officer

COUNCIL MONTHLY REPORT



DATE: 1 Mar, 2025
 TO: Mayor and Councillors
 FROM: Nick Ward
 SUBJECT: February 2026 Monthly Report

Please accept this monthly report for information.

Date	Organization	Meeting/Event Comments
Mon 2	Council	Village Hall Meeting
Mon 9	Council	Committee of the Whole Meeting
Mon 9	Council	Council Meeting
Tue 10	Chamber of Commerce	Economic Outlook Breakfast <i>Presentation by Susan Mowbray of MNP to business leaders and government about local economic statistics and outlook. Panel discussion including representatives of Aciano Development, CFB Comox, Comox Valley Airport, CanWest Mechanical.</i>
Sat 21	VIRL	Library AGM and Board Meeting <i>Election of new Chair (Jonathan Lerner, Lantzville), Vice Chair (Cheryl Northcott, Tahsis) and Executive Committee. I have been appointed to the Audit and Finance Special Committee.</i> <i>New Board Policy: Investment and Cash Management – adopted.</i> <i>Financial reserves now fully funded.</i> <i>Forward movement on branch updates or replacement in Tofino, Tahsis and Campbell River.</i>
Mon 23	Council	Committee of the Whole Meeting
Mon 23	Council	Council Meeting
Thu 26	Wounded Warriors	Wounded Warriors Run - Morning start 6:30am at Cumberland Legion <i>Greeted the runners and their support team on behalf of Mayor and Council. Shared coffee and breakfast, cheered the team on their way, Generous support from members of the</i>

		<i>Cumberland Fire Department and Royal Canadian Legion Branch #28.</i>
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COUNCIL MEMBER REPORT



DATE:
TO: Mayor and Councillors
FROM: Mayor Brown
SUBJECT: Monthly Report

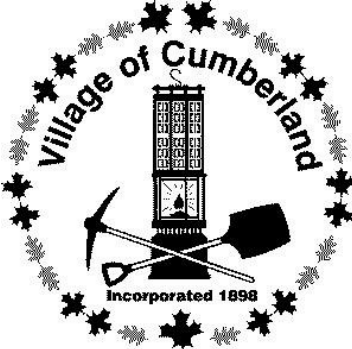
Date	Event	Comments
Feb 01	EOC	Emergency Operations Centre Policy Group Update Re: Flood and evacuation orders Jan 30/31 Situation assessment – river status, group lodging update, communications to EOC reminder
Feb 2	CVRD	Comox Valley Regional District Board Meeting Budget Planning – Agenda and reports here: https://www.comoxvalleyrd.ca/minutes-agendas?page=1
	Village	Village Hall – Minutes here: https://cumberland.ca/meetings/1-2026-vh/
Feb 3	Province	Town Hall on Forestry Supports Local Government elected’s from all over BC along with Minister Anderson and Minister Parmar Discussion included: Raw log exports, appurtenancy and other potential tools, slash burning, forest practices in watersheds, Forest landscape Planning tables, Community based forestry, Restoration of 3 rd growth, framework to look at wildfire resiliency.
	ACET	Update with Zach on work on industrial lands – potential pilot, Energy literacy at Lake Park, update to Council, Minister Dix and ACET (Cecilia).
Feb 4	RCMP	Tour of North Cowichan RCMP Detachment followed by a tour of the Comox Valley Detachment to consider the current state and future needs of our detachment.
Feb 5	CC	Climate Caucus Mis/Disinformation Working Group Call Agenda: 1. Original Research Project with UBC: Overview Chris Tenove, Assistant Director at the Centre for the Study of Democratic Institutions at UBC will share a brief overview of the original research we’ll be conducting with them this Spring to support you in your work. 2. What Grok Can Tell Us About CDN Climate Policy Disinformation Chris will then share some insights into what the recent Grok controversy can tell us about Canadian Climate Policy and, in particular, what this means for social media policy moving forward. We’re looking forward to hearing your input

		<p>on this, too!</p> <p>3. Discussion on Solutions: What's Working? What Do You Need Further Support On?</p> <p>Group provided feedback on potential solutions:</p> <ul style="list-style-type: none"> • What responses/tools to mitigate mis/disinformation do you already use? • What responses/tools do you know of but don't use — and why is that (time, complexity, lack of surety of success, other(? • What tools would you <i>like</i> to have access to? <p>To what extent do you need more tools to respond directly to disinformation vs. further external support such as others stepping up to the plate? And who would they be?</p>
Feb 6	Village	<p>Local Leaders Lunch with NIC, RCMP, 19 Wing, MLA Day, SD71, City of Courtenay, EASC, CVRD.</p> <p>Discussion on NIC budget and temporary program suspensions and Ministry Reimagining coming out Mar 31, update on 19 Wing expansion and Development symposium, rural roads safety (Cumberland Rd) and Ryan Rd safety/expansion and active travel, Comox Legion housing project,</p>
Feb 9	Council	Closed and Regular Council Meeting https://cumberland.ca/meetings/
Feb 10	Chamber	Economic Outlook Breakfast – The Path Forward – Built on our Strengths
Feb 11	BCAFM	Municipal Advisory Meeting with BC Association of Farmers Market staff- Federal (and provincial) support for Nutrition Coupon Program, participation at UBCM Trade Show
Feb 17	CC	Climate Caucus Womens' Caucus with guest Linda McQuaig
	Watershed Coalition	Watershed Coalition –Meeting on BC Budget re Watershed Security Funding and water rates increases.
	CVRD	Public Hearing on the Regional Growth Strategy update Community input: 2 speakers and 2 letters
Feb 19	Village	Mayor/CAO regular check in
	Strong Cities	<p>Strong Cities Prevention Academy BC – Peer Dialogue</p> <p>Two presentations: Municipal Threat Assessment Findings Presentation Tailored threat assessment findings for each participating municipality. Caroline Wade (North America Project Coordinator, Strong Cities)</p> <p>2. Tumbler Ridge Monitoring Presentation Steven Rai (Senior Research Manager, ISD)</p>
	Museum	Catch up with Executive Director

Feb 20	ICET	Regular Board Meeting
Feb 23	Strong Cities	Cumberland Crew (Karen McKinnon and Alison Trumble) Check in with Strong Cities rep on an in person event in the Village.
	Council	Committee of the Whole
	Council	Regular Council Meeting
Feb 24	CVRD	<p>Recreation Commission</p> <p>2026 ICE ALLOCATION POLICY UPDATES</p> <p>Carried: THAT the Comox Valley Recreation Commission approve the proposed updated Ice Allocation Policy (Policy No. P55) as attached to the staff report dated February 17, 2026 to implement a local-first allocation framework, residency verification requirements, harmonized allocation timelines, clarified allocation priorities, and a defined appeal process;</p> <p>AND FURTHER THAT the approved policy be implemented in the 2026 Regular (September) ice allocation cycles to ensure predictable, transparent, and equitable access for local residents and organizations;</p> <p>AND FINALLY THAT Recreation Services, in collaboration with Communications, develop and execute a communications plan to inform user groups, stakeholders, and partner organizations about the updated policy, allocation timelines, residency requirements, and appeal procedures, supporting strong community partnerships and inclusion across the region.</p>
	CVRD	<p>Regular Board Meeting</p> <p>Reports:</p> <p>REGIONAL MRDT APPLICATION UPDATE AND APPROVAL PROCESS REQUIREMENTS</p> <p>COMOX OFFICIAL COMMUNITY PLAN AND ZONING BYLAW REFERRAL; AND ACCEPTANCE OF REGIONAL CONTEXT STATEMENT</p> <p>Carried: THAT the Board forward the letter with staff's comments attached as Appendix A of the staff report dated February 19, 2026 to the Town of Comox regarding Bylaw No. 2054, "Official Community Plan Bylaw No. 2054," and Bylaw No. 2056, "Zoning Bylaw No. 2056";</p> <p>AND FINALLY THAT the Board accept the Regional Context Statement contained in Appendix A of Bylaw No. 2054 as required under Section 448(2) of the Local Government Act (RSBC 2015, c.1).</p> <p>CVRD E-BIKE REBATE PROGRAM</p> <p>Carried: That the EBike rebate program be referred to a future strategic planning discussion.</p> <p>CVRD DIRECTORS REMUNERATION BYLAW UPDATE</p>

		Carried: Beginning in 2027, increase the remuneration for all roles at the annual change in the BC Consumer Price Index (CPI) or to a maximum four percent annually. And further that the EASC members be increased by \$5000 annually
Feb 25 - 27	UBCM	UBCM Executive Board Meeting
Feb 26	Village	Agenda Review for Mar 9 th Council Meetings
	Village	Mayor/CAO regular catch up

COUNCIL REPORT



REPORT DATE: January 20, 2026
MEETING DATE: March 9, 2026

File No. 6630-20

TO: Mayor and Councillors
FROM: Courtney Simpson, Director of Development and Bylaw
SUBJECT: Amenity Cost Charges Bylaw No. 1257

RECOMMENDATION

THAT Council give first, second and third reading of the “Amenity Cost Charges Bylaw No. 1257, 2026.”

PURPOSE

The purpose of this report is to provide an update on the development of an Amenity Cost Charges Bylaw and to recommend first, second and third readings of the Amenity Cost Charges Bylaw. The consultant, Urban Systems, will provide a presentation and additional detail.

BACKGROUND

In March 2025, Urban Systems began working with Village staff on development of an Amenity Cost Charge (ACC) program. This program is intended to work in tandem with the Village’s existing Development Cost Charge (DCC) Bylaw.

Introduced in the fall of 2023, ACCs are a new financing tool created through changes introduced to the *Local Government Act* by Bill 46. ACCs are fundamentally similar to DCCs and are intended to recover the cost of new infrastructure and amenities related to growth. Portions of the cost to build new or upgrade existing amenities in the community are assigned to new development through ACCs, thereby ensuring that ‘growth pays for growth’ and new development pays its share. ACC revenues are not eligible to be spent on replacing existing facilities or existing deficiencies to meet the needs of the current population.

Since new or upgraded amenities will also serve the existing population in the Village, ACC programs are required to demonstrate how costs are apportioned between new growth and existing development.

Council endorsed a draft ACC program and provided direction to consult with interest holders on May 26, 2025. Council confirmed that the Village’s ACC program project list must be limited to a short-list of projects and associated costs to not deter development. The identification of a

recreation centre expansion as a necessary project to serve a growing population, along with the potential inclusion of a daycare facility (either separate from the recreation centre or as part of its building footprint) are recommended as the priority amenities to support growth.

Community Amenity Contributions

Changes the *Local Government Act* to include the ACC financing tool is intended to replace Community Amenity Contributions (CACs). Like many other BC municipalities, the Village has a CAC Policy that is incorporated into the Official Community Plan (OCP). This policy relies on voluntary contributions at time of OCP and Zoning Amendments and is based on a similar concept aiming at recovering cost related to growth from new development.

The Village's policy relies on negotiated contributions at time of OCP and Zoning Amendments and is based on a similar concept aiming at recovering cost related to growth from new development. The rationale has generally been that the increased density creates new, unanticipated needs for parks, affordable housing and facilities.

The Village's policy on CACs is found in OCP as outlined in Policy 7.1.4.4 related to amenities with rezoning:

OCP amendment applications, in particular amendments to the urban containment boundary, must demonstrate the benefit of the proposed project to the community. The proposal will be evaluated on that basis. Demonstrable community benefit includes:

- a. Extent to which the development meets the OCP vision, goals and policies*
- b. Providing a use that is responding to community need*
- c. Contributing toward meeting the projected housing need as per the most recent Housing Needs Report.*
- d. Providing an amenity that will benefit the residents of Cumberland (including, but not limited to):*
 - i. Affordable housing, with a signed housing agreement with the Village*
 - ii. Park dedication (in addition to the minimum requirements for subdivisions that trigger a five percent dedication) and park improvements*
 - iii. Contributions to fire and emergency services*
 - v. Contributions to the Affordable Housing Reserve Fund*
 - vi. Conservation of heritage resources*
 - vii. Provision of off-site infrastructure, or upgrades*
 - viii. Public EV charging stations*
 - viii. Inclusion of universal designed and adaptable housing*

The current legislation does not preclude local governments from continuing to negotiate CAC; however, it is important that the Village does not double charge for specific amenities. The

proposed ACC Program does not include any of the specifically mentioned amenities noted in the OCP CAC policy to avoid the risk of double charging. If legal advice or legislation changes, staff will inform Council accordingly.

Technical Inputs

The ACC rates are based on Village-wide growth projections, equivalency factors, the identification of eligible projects and related costs, and the allocation of costs between new development and existing residents (i.e., the 'benefit factor' or 'benefit allocation'). Rates are determined based on various land uses and their impact on infrastructure. For the purposes of the ACC, only residential uses (Low Density Residential, Medium Density Residential, and High Density Residential) are proposed to be charged.

Fairness and equitable distribution of capital costs among those parties receiving a benefit is a guiding principle of DCCs and suggests that certain ACC/DCC projects may benefit the existing population as well as new development. For example, existing users will receive some benefit from the construction of a new community centre, if the facilities are upgraded in response to the need for replacement or pent-up demand. In turn, the allocation of capital costs that benefit existing users should be deducted from the difference between the total capital cost estimate and funds from other sources.

Municipal Assist Factor (MAF)

The MAF is designed to be a policy decision for Councils; it allows Council to determine the level of municipal assistance towards the new development portion of DCC and ACC programs. The assist factor is a percentage: it must be a minimum of 1%, but Councils may opt for a higher percentage (up to 99%). A higher MAF will mean lower costs for new development, but at the expense of existing taxpayers in the Village. Most municipalities select a 1% MAF, but 'phasing in' ACCs or DCCs through the gradual, year-over-year reduction of the MAF (e.g., from 50%, to 25%, to 10%, to 1% over 4 years) is starting to become more common in response to economic pressures on the development community.

Ultimately, the MAF should reflect the community's support for financing growth-driven amenity needs. The Village needs to fund the MAF for each ACC project. This contribution would need to be funded either by the facility reserve (staff recommended) or by property taxes.

Economic Analysis

When setting ACC rates, section 570 of the *Local Government Act* includes requirements for local governments to consider whether the charges will deter development or discourage the construction or provision of reasonably priced housing or land through economic analysis or financial feasibility testing. The extent of this analysis will vary based on factors such as whether the ACC is being introduced for the first time, the magnitude of the proposed changes, and the local housing market and land supply conditions. In some cases, a high-level qualitative assessment of market conditions will suffice. The Village has recently completed financial feasibility analysis underway for another project that has been reviewed and considered as part

of the ACC review to understand the impacts of charges on development viability.

The impact of ACCs on development varies depending on factors such as whether the charge is applied to projects under existing zoning or pre-zoning, and whether ACCs represent a new project cost. Implementing ACCs alongside zoning changes, such as increased density, can offset the impact on development viability. The allowable height and density of a project are regulated by the site's zoning. When zoning changes to permit greater density, land values often rise, as increased density effectively adds more land by allowing more buildable space. Additional permitted floor space raises a site's market value, especially in high demand locations. The increased land value resulting from a zoning change can help mitigate the financial impact of an ACC. If ACCs are introduced at the same time as zoning changes (via pre-zoning), the enhanced land value can offset the impact of the ACC. The site's land value, inclusive of both the pre-zoning increase and ACC impact, remains higher than its pre-existing value. As the Village has recently adopted a revised OCP and comprehensive Zoning Bylaw that pre-zones a significant portion of the community for small scale multiple unit housing, the consideration of an ACC is well-timed despite current challenging market conditions.

Public Consultation

Per the ACC Best Practices Guide and s. 570.1 of the *Local Government Act*, consultation with the public and with parties considered to be affected by the development of an ACC bylaw is required.

A regional joint information session was held in-person at the Native Sons Hall in Courtenay, BC, on July 21, 2025, from 12:00 PM to 2:00 PM. Prior to the session, each local government sent email invitations to members of the development community and other interested parties. Registration for the event was available online and open to all.

Approximately 53 attendees were at the session, along with 12 local government staff and consultants. The session consisted of a general presentation, followed by the opportunity to walk around the space and engage directly with each local government and regional district on their proposed programs. Some general feedback received at the event that relates to the Village's proposed ACCs included general concerns regarding rate increases and impacts on development feasibility under current market conditions.

The Village also published information about the proposed ACC update online at [Amenity Cost Charge Program Development | Engage Comox Valley](#) which includes Council meeting materials, proposed rates, information regarding in-stream applications, and the Development Community Information meeting slides.

Proposed ACC Rates

Table 1 below summarizes the total proposed ACC rates for the Village, along with each ACC program. The ACC calculations were based on a 1% assist factor for all categories.

Note that these rates were revised in Fall 2025 to reflect updated BC Stats population and household projections, which were higher than the ones used previously. This change has resulted in a slightly lower ACC rate than what was presented during the engagement period.

Table 1:

Land Use	Unit	Total Proposed ACC Rate
Low-Density Residential	per lot	\$9,035.02
Medium-Density Residential	per unit	\$6,076.37
High-Density Residential	per unit	\$4,453.88
Commercial	per m ² of GFA	\$0.00
Industrial	per m ² of GFA	\$0.00
Institutional	per m ² of GFA	\$0.00

ACC Implementation

Unlike DCCs, Ministry approval from the Inspector of Municipalities is not required for the implementation of an ACC program.

Similar to DCCs, there is in-stream protection period for any applicants who submitted complete building permit, development permit, or Zoning Bylaw amendment applications before the effective date of the ACC bylaw.

It is best practice to regularly update ACC programs to adjust for inflation and to ensure costs and projects remain up-to-date. The ACC Best Practices Guide recommends timing these updates with DCC, Official Community Plan, or Housing Needs Report program updates to create efficiencies and ensure alignment. It is recommended that the Village amend the ACC Bylaw to adjust for inflation one year from the adoption date of the subject bylaw.

Effective January 1st, the Province has amended the Amenity Cost Charge and Development Cost Charge (Instalments) Regulation to expand the use of on-demand surety bonds¹ provincewide. Pre-approved developers will have the option to defer 75% of their ACCs or DCCs until occupancy or within 4 years (currently 2), whichever comes first, following a permit approval. This change is anticipated to have a cash flow impact on the Village’s revenue associated with ACC and DCC collections over the short-term.

A brochure has been drafted to assist staff and applicant interpret the ACC and DCC bylaw calculations (Attachment 2). The ACC Bylaw reflects the language and definitions in the Village’s new Zoning Bylaw. The guidance documents will assist with interpretation of the existing DCC Bylaw until which time it can be updated.

¹ On-demand surety bonds are financial guarantees that developers provide to give assurances that they will fulfil their contract. Currently the Village requires a different financial tool, known as irrevocable letters of credit from a bank. Developers prefer on-demand surety bonds because they do not restrict a developer’s access to credit. An on-demand surety bond can be converted to cash within 15 days without court involvement.

Exemptions

The *Local Government Act* establishes several situations where a development is exempt from ACC including places used for public worship, prescribed classes of affordable and special needs housing (e.g. purpose-built rental units owned or leased by government entities or non-profits, supportive housing, cooperative housing, transitional housing, emergency shelters), and developments that do not result in an increase of population or workers.

FINANCIAL IMPLICATIONS

Approval of the ACC bylaw enables collection of charges on new subdivision and building permits applicable under the bylaw. Instream protection provides all instream applications an exemption from the initial ACC Bylaw, and 12-month instream protection from a future ACC amendment bylaw if building or subdivision permits are issued within that period. The total revenue anticipated is subject to actual growth and density of developments.

Implementation of the program as soon as possible will support new development funding their share of amenity costs and will mitigate costs to existing taxpayers. Based on the projected growth rates and the proposed ACC rates with a 1% municipal assist, as illustrated in Table 2, the program could collect up to \$5.4 million over the 20-year program from development activity, offsetting the projected \$21.9 million in capital costs. The resulting municipal responsibility is a contribution of \$16.5 million over the 20-year program equaling an annual responsibility of \$820,000 thousand. The municipal responsibility would increase should Council elect to increase the assist factor from 1% in the ACC program, resulting in additional costs to the existing taxpayer.

Table 2*:

Program Inputs				Developer Responsibility	Municipal Responsibility		
Service	Total Capital Costs	Benefit Factor	Municipal Assist Factor (MAF)	ACC Recoverable Program Costs	Municipal Portion of Program Costs	MAF	Average Annual Municipal Costs (20 y)
Amenities	\$21.9 M	25% (5.48M)	1% (0.055M)	\$5.43 M	\$16.47 M	\$0.055M	\$0.82 M
Total Municipal Contribution (Municipal Portion of Program Costs + MAF)					\$16.49 M		

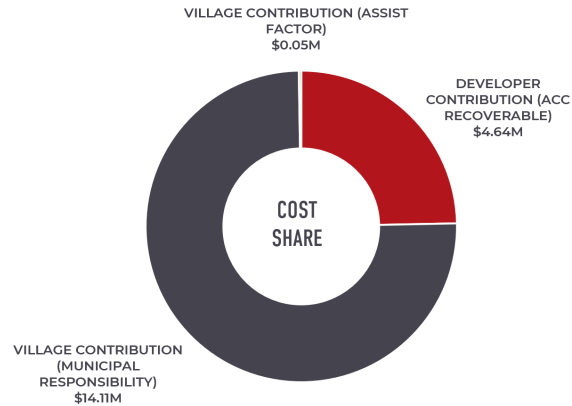
**Due to rounding, totals may not add.*

Taking the Recreation Centre Expansion project as an example, the cost breakdown would be as follows:

REC CENTRE EXPANSION

ASSUMPTIONS

- \$18,752,867 project cost
- 25% benefit allocation to new growth (i.e., 75% to existing users)
- 1% Municipal Assist Factor



PROJECT COST \$18,752,867	BENEFIT ALLOCATION 25%	ASSIST FACTOR (1%) i.e., 1% assistance to developer	COST SHARE
DEVELOPER CONTRIBUTION	\$4,688,217	- \$46,882	= \$4,641,335
VILLAGE CONTRIBUTION	\$14,064,650	+ \$46,882	= \$14,111,532

Establishing an ACC program will assist in financial planning for amenities related to growth. Any money collected must be deposited into a statutory reserve fund, which is to be established by a separate bylaw. This reserve fund is limited to only funding the growth-related costs of projects identified in the ACC program. The use of ACC funds is restricted, limited to only funding the growth-related costs of projects identified in the program.

The ACC program development project budget is \$35,828 funded by the Local Government Housing Initiatives Capacity Funding grant.

OPERATIONAL IMPLICATIONS

This project is led by the Development and Bylaw Department with consultant support to prepare the bylaw, reports to Council and associated materials.

The Finance Department will record and manage the ACC funds received and the ACC reserve funds will be reviewed as part of the year-end external audit. Investment interest income will be allocated to the ACC reserve funds every quarter, similar to what is done for the DCC reserve funds.

The *Local Government Act* requires an annual ACC report to be prepared and made available to the public each year before June 30, similar to what is required for the DCC. The report must include the amount of ACC received, the expenditures from the reserve funds, the balance at the beginning and end of the year, any waivers or reductions granted under section 570.6 and any amenities provided, constructed, altered or expended.

Following Bylaw adoption, the Village will complete inflationary updates to the ACC rates in accordance with the British Columbia Consumer Price Index (CPI) on an annual basis. While ACC Bylaws do not require Ministry approval, it is recommended to align inflationary, minor, or major updates with those completed for the Village's DCC Bylaw. Typically, this means major updates every three to five years, and minor updates as required.

CLIMATE CHANGE IMPLICATIONS

There are no known climate change implications associated with this ACC Bylaw.

ALTERNATIVES

1. THAT Council direct staff not to advance the development of an ACC program at this time.
2. THAT Council direct staff to revise ACC program and rates.
3. THAT Council direct staff to increase the municipal assist factor.

STRATEGIC OBJECTIVE

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

ATTACHMENTS

1. Amenity Cost Charges Bylaw No. 1257, 2026 - draft
2. Village of Cumberland Development Cost Charges and Amenity Cost Charges Brochure - Draft

CONCURRENCE

Annie Bérard-Ball, Director of Corporate Services **ABB**

Respectfully submitted,

C. Simpson

Courtney Simpson
Director of Development and Bylaw

M. Mason

Michelle Mason
Chief Administrative Officer

THE CORPORATION OF THE VILLAGE OF CUMBERLAND

BYLAW NO. 1257

A Bylaw to Establish Amenity Cost Charges

WHEREAS pursuant to the *Local Government Act*, the Council of the Village of Cumberland may, by Bylaw, impose Amenity Cost Charges;

AND WHEREAS Amenity Cost Charges may be imposed for the purpose of providing funds to assist the municipality in paying the capital costs of providing, constructing, altering, or expanding a facility or feature (amenity) that provides social, cultural, heritage, recreational or environmental benefits to a community and service, directly or indirectly, the development for which the charges are imposed;

AND WHEREAS Council has considered the charges imposed by this Bylaw in relation to future land use patterns and development, the phasing of works and services and the provision of park land described in the Official Community Plan, expected increases in population growth of residents, the Financial Plan, and how development designed to result in a low environmental impact may affect the capital costs of facilities or features;

AND WHEREAS in the opinion of the Council, the charges imposed by this Bylaw are related to capital costs attributable to projects included in the municipality's financial plan and long-term capital plans, and to capital projects consistent with the Official Community Plan.

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

PART 1 – Title

1. This Bylaw shall be cited as “Amenity Cost Charges Bylaw No. 1257, 2026”.

PART 2 – Definitions

1. This Bylaw applies to approval of Subdivision and for issuance of a Building Permit for Parcels located in the Village of Cumberland.
2. In the event of a conflict with any term of this Bylaw with the provisions of the *Local Government Act* authorizing the imposition of Amenity Cost Charges, this Bylaw is to be interpreted so that it is consistent with the authority set out in the *Local Government Act*.

3. For the purposes of this Bylaw, the words or phrases that are not defined in this section shall have the meaning assigned to them in the Zoning Bylaw.

4. In this Bylaw,

“Amenity Cost Charges” or **“ACC”** means the applicable rates prescribed in Schedule “A” to this Bylaw;

“Apartment” means a multi-storey residential building containing three (3) or more Dwelling Units, where each Dwelling Unit has access through common corridors and/or common stairways;

“Building Permit” means any permit required by the Village of Cumberland that authorizes the Construction, alteration, or extension of a building or Structure;

“Construction” includes building, erection, installation, repair, alteration, addition, enlargement, moving, relocating, reconstruction, demolition, removal, excavation, or shoring requiring a Building Permit;

“Dwelling Unit” means a building or self-contained portion thereof containing sleeping, sanitary, and cooking facilities, used or intended to be used as a residence for one household, but does not include hostels, hotels, motels, or recreational vehicles;

“Duplex Dwelling” means a residential building consisting of two principal Dwelling Units placed one above the other or attached side by side, each of which has an independent entrance;

“Gross Floor Area” or **“GFA”** means the sum of the total floor area of all buildings on a Lot, measured from the outside face of the exterior walls, excluding enclosed areas used to accommodate parking areas and any associated ramps used for vehicular access/egress, as calculated in accordance with the Village of Cumberland’s Zoning Bylaw;

“High Density Residential” means a residential building that is used or designed where three (3) or more attached, self-contained Dwelling Units are accessible via a common hallway or corridor and shared entrance facilities (e.g., Apartments). Also includes caretaker suite(s);

“Lot” means a separate and distinct Parcel of land which is legally defined by a recorded Parcel plan or description of land filed in the Provincial Land Title Office;

“Low Density Residential” means one detached Dwelling Unit in the form of one Single Detached Dwelling on a Parcel, which may contain one (1) additional Dwelling Unit in the form of an attached Secondary Suite;

“Manufactured Home” means a building containing one (1) Dwelling Unit, built in a factory environment in one or more sections, intended to be occupied in a place other than its manufacture and is constructed to the CAN/CSA Z-240 (Mobile Home) standard;

“Medium Density Residential” means a ground-oriented residential development comprising of two (2) or more Single Detached Dwellings, Manufactured Homes, or attached dwellings including a Duplex Dwelling or Multi-Unit Dwelling with self-contained Dwelling Units accessible through separate, ground-oriented entrances (triplexes, fourplexes, Townhouse Dwellings);

“Multi-Unit Dwelling” means a residential building containing three (3) or more Dwelling Units;

“Parcel” means a Lot, block or other area in which land is held or onto which land is subdivided;

“Secondary Suite” means a self-contained Dwelling Unit located within a building or portion of a building pursuant to the British Columbia Building Code;

“Single Detached Dwelling” means a residential use building that only contains one principal Dwelling Unit;

“Structure” means anything constructed, placed or erected on land;

“Subdivision” means a division of land as defined in the *Land Title Act* and a bare land Subdivision as defined in the *Strata Property Act* or any subsequent Act or Acts which may be enacted in substitution therefore;

“Townhouse Dwelling” means a residential use building that is divided vertically into three or more Dwelling Units, each of which has independent entrances;

“Village” means the Village of Cumberland;

“Zone” means the Zones, areas, or districts identified, established, and defined in the Zoning Bylaw;

“Zoning Bylaw” means the Village of Cumberland Zoning Bylaw as amended, or repealed and replaced from time to time.

PART 3 – Amenity Cost Charges

1. Pursuant to section 570.2(1) of the *Local Government Act* for the purpose of providing funds to assist the Village in paying the capital costs of providing, Constructing, altering, or expanding the amenities set out in Schedule “B” to this Bylaw to service, directly or indirectly, the development and the increased population of residents that results from the development for which the charge is being imposed, the Amenity Cost Charges set out in Schedule “A”, attached hereto and forming part of this Bylaw, are hereby imposed on every person who obtains:
 - (a) Approval of a Subdivision of land under the *Land Title Act* or the *Strata Property Act*, that results in two or more Parcels on which the Zoning Bylaw permits the Construction of Low Density Residential;
 - (b) Approval of a Building Permit authorizing the Construction of Low Density Residential on an existing Parcel; or,
 - (c) Approval of a Building Permit authorizing the Construction of Medium Density Residential, or High Density Residential;and the Amenity Cost Charge shall be paid upon approval of a Subdivision or issuance of a Building Permit, as the case may be.

PART 4 – Exemptions

1. Despite any other provision of this Bylaw, an Amenity Cost Charge is not payable if any of the following applies in relation to a development authorized by a Building Permit:
 - (a) The permit authorizes the Construction, alteration or extension of a building or part of a building that is, or will be, after the Construction, alteration or extension, exempt from taxation under section 220(1)(h) or 224(2)(f) of the *Community Charter*;
 - (b) An Amenity Cost Charge is not payable in relation to affordable and special needs housing units that are required under an affordable and special needs housing zoning bylaw as defined under section 478(1) of the *Local Government Act*;
 - (c) No increase in the population of residents is expected to result from the development;
 - (d) An Amenity Cost Charge in respect of a particular amenity is not payable if an Amenity Cost Charge in respect of that amenity has previously been paid for the same development, unless further development is expected to result in an increase

in the population of residents;

- (e) The development falls within any class of affordable housing prescribed by regulation; or,
- (f) The *Local Government Act* or any regulations thereunder provide that no Amenity Cost Charge is payable.

2. Despite any other provision of this Bylaw, Amenity Cost Charges are not required or payable for Secondary Suites.

PART 5 – Calculation of Applicable Charges

1. The amount of Amenity Cost Charges payable in relation to a particular development shall be calculated using the applicable charges set out in Schedule “A” of this Bylaw.
2. Where a type of development is not specifically identified in Schedule “A” the amount of Amenity Cost Charges to be paid to the Village shall be equal to the Amenity Cost Charges that are payable for the most comparable type of development.
3. The amount of Amenity Cost Charges payable in relation to mixed-use type of development shall be calculated separately for each portion of the development, in accordance with Schedule “A”, based on the mix of uses included in the Building Permit application and the total Amenity Cost Charges payable shall be the sum of the charges payable for each type.
4. The Village will consider provision of an amenity in lieu of an Amenity Cost Charge payment in accordance with section 570.9 of the *Local Government Act*.
5. For clarity, a Duplex Dwelling would be charged one (1) Medium Density Residential Amenity Cost Charge per unit, or two (2) total.
6. For clarity, a Manufactured Home Park would be charged based on the number of Manufactured Home sites created. Each Manufactured Home would be charged one (1) Medium Density Residential Amenity Cost Charge per site.

PART 6 – Effective Date

1. This Bylaw shall come into force and effect on the date of adoption.

PART 7 – Severability

1. If any section or subsection of this Bylaw is found to be invalid by a court of competent jurisdiction, the section or subsection may be severed from the Bylaw without affecting the validity of the remainder of the Bylaw.

READ A FIRST TIME THIS	DAY OF	2026.
READ A SECOND TIME THIS	DAY OF	2026.
READ A THIRD TIME THIS	DAY OF	2026.
ADOPTED THIS	DAY OF	2026.

Mayor

Corporate Officer

SCHEDULE "A"

ATTACHED TO THE VILLAGE OF CUMBERLAND

AMENITY COST CHARGES BYLAW NO. 1257, 2026

Land Use	Unit	Total
Low-Density Residential	Per Lot	\$9,035.02
Medium Density Residential	Per Dwelling Unit	\$6,076.37
High Density Residential	Per Dwelling Unit	\$4,453.88
Commercial	Per m ² of GFA*	N/A
Industrial	Per m ² of GFA	N/A
Institutional	Per m ² of GFA	N/A

*GFA = Gross Floor Area

SCHEDULE "B"

ATTACHED TO THE VILLAGE OF CUMBERLAND

AMENITY COST CHARGES BYLAW NO. 1257, 2026

List of Amenities:

1. Recreation Centre Expansion
2. Daycare Facility

VILLAGE OF CUMBERLAND: DEVELOPMENT COST CHARGES AND AMENITY COST CHARGES

On [DATE], 2026, the Village of Cumberland adopted the *Amenity Cost Charges Bylaw No. 1257, 2026*. This bylaw works alongside the Village's existing *Development Cost Charges Bylaw No. 1173, 2022*, which was adopted in 2023.

As Provincially regulated tools, the *Local Government Act* outlines the general requirements under which local governments may administer both Development Cost Charges (DCCs) and Amenity Cost Charges (ACCs).

This brochure provides background information on the programs, rates, and answers several frequently asked questions. It also includes some implementation scenarios and how DCCs and ACCs would be levied in these instances.

WHAT IS A DEVELOPMENT COST CHARGE (DCC)?

DCCs are fees collected to help communities recover the costs of off-site infrastructure needed for growth. They are based on the principle of cost-sharing infrastructure between existing taxpayers and new development.

Funds generated through DCCs are intended for one-time capital costs (planning, engineering, design, legal, studies) and are used to fund growth-driven projects within the following categories:

- Transportation services
- Water services
- Drainage services
- Sanitary services
- Parkland acquisition and improvements
- Fire protection facilities
- Police facilities

DCCs cannot be used for projects that serve the existing population (i.e., deficiencies, asset replacement) or for operations and maintenance costs. DCCs also cannot be used for projects otherwise eligible for ACCs.

WHAT IS AN AMENITY COST CHARGE (ACC)?

ACCs are fees collected to help communities finance amenities such as community centres, recreational facilities, libraries, daycares, and public spaces, if any of these are provided by the Village. These amenities support liveable and complete communities in areas of growth.



WHAT ARE THE DCC AND ACC LAND USE CATEGORIES?

As the DCCs and ACCs were not updated concurrently, each program has different land use categories. The following section reconciles these categories and highlights notable areas of difference.

Low Density Residential

DCC Bylaw Definition: A residential use or development that consists of the following types of dwellings as defined by the Village of Cumberland's zoning bylaw:

- (a) single family,
- (b) duplex

ACC Bylaw Definition: One detached Dwelling Unit in the form of one Single Detached Dwelling on a Parcel, which may contain one (1) additional Dwelling Unit in the form of an attached Secondary Suite.

The Village has opted to adjust the ACC Bylaw definition to not apply on Duplex Dwellings. This means that a duplex will be charged a **Low Density Residential DCC** and a **Medium Density Residential ACC**. Otherwise, Low Density Residential DCCs will continue to be charged on Single Family/Detached Dwellings. Secondary Suites are not charged any DCCs, but are included in this category.

Medium Density Residential

DCC Bylaw Definition: A residential use or type of development that consists of the following types of dwelling as defined by the Village of Cumberland's zoning bylaw:

- (a) townhouse,
- (b) manufactured home

ACC Bylaw Definition: A ground-oriented residential development comprising of two (2) or more Single Detached Dwelling Units, Manufactured Homes, or attached dwellings including a Duplex Dwelling or Multi-Unit Dwelling with self-contained Dwelling Units accessible through separate, ground-oriented entrances (triplexes, fourplexes, Townhouse Dwellings).

The Medium Density Residential definition is expanded for the newer ACC Bylaw to reflect the introduction of Small-Scale Multi-Unit Housing (SSMUH). To reflect burden on infrastructure, it also includes Duplex Dwellings. **Except for Duplex Dwellings, which will be considered Low Density in the DCC program**, all of the uses included in the ACC Bylaw definition of Medium Density will also be charged a Medium Density Residential DCC.



High Density Residential

DCC Bylaw Definition: A residential use or development that consists of the following types of dwellings as defined by the Village of Cumberland’s zoning bylaw:

- (a) multi-family,
- (b) apartment

ACC Bylaw Definition: A residential building that is used or designed where three (3) or more attached, self-contained Dwelling Units are accessible via a common hallway or corridor and shared entrance facilities (e.g., Apartments). Also includes caretaker suite(s).

The High Density Residential definitions are in alignment, with greater detail provided in the ACC Bylaw around number of units to reflect the introduction of SSMUH legislation.

Non-Residential (Commercial, Industrial, Institutional)

DCC Bylaw Definitions: all are aligned with the definitions within the Village of Cumberland’s zoning bylaw.

ACC Bylaw Definition: ACCs are not charged on non-residential uses.

Only DCCs are charged on non-residential uses.

WHAT ARE THE DCC AND ACC RATES?

The following table lists the DCC and ACC rates by land use, the related units of charge, and the timing of charges as of January 2026. Please note the following considerations:

- The Sanitary Sewer category is charged on both an Area-specific and Village-wide basis. The Area-specific DCC would be charged **in addition to** the Village-wide charge.
- Secondary Suites (attached or detached) are currently **not charged DCCs or ACCs**.

Land Use	Unit	Total DCC (Village-Wide)	Sewer DCC (Area-Specific)	ACC	Timing of Charge
Low Density Residential	Per lot	\$16,019.20	\$4,263.13	\$9,035.02	Subdivision or Building Permit
Medium Density Residential	Per unit	\$9,405.21	\$3,438.01	\$6,076.37	Building Permit
High Density Residential	Per unit	\$8,006.78	\$2,750.41	\$4,453.88	Building Permit



Commercial	Per m ² GFA*	\$110.38	\$17.88	N/A	Building Permit
Industrial	Per ha of site utilized	\$149,076.31	\$24,753.66	N/A	Building Permit
Institutional	Per m ² GFA	\$118.81	\$15.13	N/A	Building Permit

ARE THERE EXEMPTIONS FROM DCCs AND ACCs?

Both DCCs and ACCs cannot be levied if the proposed development does not impose new capital costs on the Village or if fees have already been paid for the same development. Additional DCCs or ACCs may apply if an expansion to a development increases capital costs to the Village or requires additional servicing beyond the previous use.

The below table identifies instances when DCCs and ACCs are not payable:

DCC Exemptions	ACC Exemptions
<ul style="list-style-type: none"> Residential units with ≤ 29 m² area Building permit is issued for work not exceeding \$50,000 	<ul style="list-style-type: none"> Any class of affordable housing prescribed by regulation For any capital cost for which a DCC may be imposed

In addition to any other regulations in the *Local Government Act* that state when DCCs or ACCs are not payable, these fees also do not apply to places of worship or to tenant improvements, interior renovations, and other interior construction.

WHEN ARE DCC AND ACC CREDITS PROVIDED?

Developments on which DCCs and ACCs have already been charged may be eligible for Existing Use Credits, so long as the development maintains the same land use or if the change in land use is from one residential type to another. Applicants are responsible for providing all necessary information (e.g., floor plans, GFA) to determine Existing Use Credits.

All Existing Use Credits provided for expansions or redevelopments will be based on the rates in place at the time of initial building permit issuance or subdivision. **Existing Use Credits are not granted for the addition of suites, including Secondary Suites and Accessory Dwelling Units.**



CAN DCCs AND/OR ACCs BE WAIVED OR REDUCED?

Under the *Local Government Act*, a local government may opt to impose a bylaw through which DCCs or ACCs may be waived or reduced for eligible developments, such as affordable rental housing or building with reduced environmental impact.

The Village does not currently provide any waivers or reductions. Should the Village opt to provide a waiver or reduction for an eligible development, the Village must finance the waived or reduced fees by transferring funds from non-DCC or -ACC revenue sources (e.g., general taxation) into the applicable reserve account.

WHAT HAPPENS TO APPLICATIONS ALREADY IN PROCESS?

New DCC and ACC rates take effect immediately upon adoption of the respective Bylaws. However, legislation grants a 12-month protection from DCC rate increases for in-stream development applications submitted prior to adoption. This protection applies to building permit, subdivision, rezoning, and development permit applications (including development variance permits), provided that a building permit is issued or the subdivision is considered and concluded within 12 months of Bylaw adoption. If an applicant does not receive subdivision approval or is issued a building permit within the 12 months following Bylaw adoption, they must pay the applicable DCC and/or ACC rates.

Note that precursor or in-stream development applications are indefinitely exempt from the initial ACC Bylaw (i.e., Bylaw No. XXXX), and applicants will not pay ACCs until the Village passes an amended ACC bylaw in future. The 12-month in-stream protection period starts once the amended bylaw is adopted. Effectively, this means that an in-stream application received prior to the adoption of the Village’s initial ACC Bylaw would have 2 years of in-stream protection.

		Year 1 ACC Rate		Year 2 ACC Rate	Year 3 ACC Rate
Complete rezoning, development permit, or building permit application received by the Village	<i>Initial ACC Bylaw adopted</i>	No ACCs charged. Applicants are locked in at the previous rate (i.e., no ACCs).	<i>Amended ACC Bylaw adopted with new rates</i>	Applicants are protected from the amended rates for 12 months. Applicants must receive Subdivision Approval or Building Permit within this period	In-stream protection no longer applies if Building Permit is not received within 12 months. All applicants are now subject to the amended ACC rate.



				to pay the initial ACC rate.	
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WHO CAN I CONTACT WITH QUESTIONS?

For general inquiries related to Village building and development bylaws, please contact planning@cumberland.ca or (250) 336-2291.

This guide is not a legal document. Any contradiction, dispute or difference between the contents of this brochure and applicable Village bylaws, plans, policies or guidelines will be resolved by reference to the bylaws or other official documents.

DRAFT



IMPLEMENTATION SCENARIOS

The following section provides some examples of DCC and ACC implementation in the Village. Since the Village's current DCC Bylaw was adopted prior to the enactment of the new Provincial legislation regarding small-scale multi-unit housing (SSMUH), there may be some discrepancies in how DCCs are applied to various housing forms. In these instances, please refer to the Village's Zoning Bylaw for information.

The final decision on payable fees and charges will be determined by Village staff on a case-by-case basis. In cases where there may be conflicting fees or charges, the lowest amount will be paid.

1. NEW SINGLE DETACHED DWELLING

A Single Detached Dwelling, with or without a Secondary Suite.

Fees Applied at time of Subdivision (no charges at Building Permit): 1x Low Density Residential DCC, 1x Low Density Residential ACC

2. NEW DUPLEX DWELLING

A Duplex Dwelling is built on an empty, Low Density lot.

Charges Levied at time of Subdivision: 1x Low Density Residential DCC, 1x Low Density Residential ACC

Charges Levied at time of Building Permit: 1x Low Density Residential DCC, 2x Medium Density Residential ACC, minus a credit for the previous 1x Low Density Residential ACC

3. TWO SINGLE DETACHED DWELLINGS ON ONE LOT

Two Single Detached Dwellings are created on one Low Density lot (i.e., the two Single Detached Dwellings are built on an empty lot).

Charges Levied at time of Subdivision: 1x Low Density Residential DCC, 1x Low Density Residential ACC

Charges Levied at time of Building Permit: 1x Low Density Residential DCC (1 unit), 2x Medium Density Residential ACCs, minus a credit for the previous 1x Low Density Residential ACC



4. NEWLY SUBDIVIDED LOW DENSITY LOT WITH THREE OR FOUR UNITS CONSTRUCTED

A triplex or fourplex (SSMUH development) on a newly subdivided low density lot. All units are ground-oriented (i.e., separate entrances).

Charges Levied at Subdivision if a Triplex or Fourplex: 1x Low Density Residential DCC, 1x Low Density Residential ACC

Charges Levied at Building Permit if a Triplex: 3x Medium Density Residential DCC, 3x Medium Density Residential ACC, minus credits for the previous 1x Low Density Residential DCC and 1x Low Density Residential ACC

Charges Levied at Building Permit if a Fourplex: 4x Medium Density Residential DCC, 4x Medium Density Residential ACC, minus credits for the previous 1x Low Density Residential DCC and 1x Low Density Residential ACC

5. CONVERSION OF A SINGLE DETACHED DWELLING TO A TRIPLEX OR FOURPLEX

A Single Detached Dwelling is converted to a Triplex or Fourplex. All units are ground-oriented (i.e., separate entrances).

Credits Applied at time of DCC/ACC Payment: 1x Low Density Residential DCC credit (for the existing Single Detached Dwelling)

Charges Levied at Building Permit if a Triplex: 3x Medium Density Residential DCC, 3x Medium Density Residential ACC, minus the 1x Low Density Residential DCC credit

Charges Levied at Building Permit if a Fourplex: 4x Medium Density Residential DCC, 4x Medium Density Residential ACC, minus the 1x Low Density Residential DCC credit

6. NEW SIX-UNIT APARTMENT BUILDING WITH A COMMON HALLWAY (I.E., NOT GROUND-ORIENTED)

An apartment building with six units all accessed through a common hallway (i.e., not ground-oriented).

Charges Levied at time of Building Permit: 6x High Density Residential DCC, 6x High Density Residential ACC

7. NEW MIXED-USE BUILDING WITH COMMERCIAL AND RESIDENTIAL USES



A new mixed-use building is constructed with ten apartment units and 2,500m² of commercial space on the ground floor.

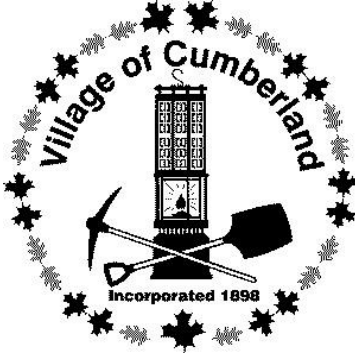
Charges Levied at time of Building Permit:

- **Residential: 10x High Density Residential DCC, 10x High Density Residential ACC**
- **Commercial: 2,500m² in DCCs at the applicable Commercial rate, no ACCs charged**

DRAFT



COUNCIL REPORT



REPORT DATE: February 25, 2026
MEETING DATE: March 9, 2026

File No. 1760

TO: Mayor and Councillors
FROM: Annie Bérard-Ball, Director of Corporate Services
SUBJECT: Wastewater Upgrade Project Temporary Borrowing Bylaw

RECOMMENDATION

THAT Council give first, second and third reading to the “Wastewater Upgrade Project Temporary Borrowing No. 2 Bylaw No. 1258, 2026”.

SUMMARY

The purpose of this report is to present Council with the “Wastewater Upgrade Temporary Borrowing No.2 Bylaw No. 1258, 2026” for consideration of first, second and third reading.

PREVIOUS COUNCIL RESOLUTIONS

Date	Resolution
June 24, 2024	THAT Council adopt “Wastewater Upgrade Project Loan Authorization No. 2 Bylaw No. 1207, 2024”
Mar 9 2020	THAT Council adopt “Wastewater Upgrade Project Temporary Borrowing Bylaw No. 1106, 2020
Nov 12, 2024	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 user rates for 2026 financial planning.

BACKGROUND

The *Community Charter* permits councils to temporarily borrow money where a loan authorization bylaw has been adopted. The amount permitted to be temporarily borrowed must not exceed the difference between the total amount authorized by the loan authorization bylaw and any amount already borrowed in relation to that bylaw.

On June 24, 2024, Council adopted the “Wastewater Upgrade Project Loan Authorization No.2 Bylaw No. 1207, 2024” to enable the Village to borrow an additional amount of up to \$2.5 million to fund upgrades to the community’s wastewater treatment plant. The loan authorization bylaw was given elector assent through an alternative approval process held in May and June, 2024.

Green Municipal Fund Program

In 2020, Council adopted the “Wastewater Upgrade Temporary Borrowing Bylaw No. 1106, 2020” to borrow up to \$4.4 million to fund part of the wastewater treatment upgrade project. The short-term loan was put in place through the Municipal Financial Authority of BC (MFA) in 2020 and the funds were drawn down and used to fund Phase 1 of the project. This short-term loan will be converted to a long-term loan through the Green Municipal Fund program (GMF), which enables the Village to borrow a maximum of \$5 million and provides a grant for 15% of the amount borrowed, which represents a maximum grant amount of \$750,000. One of the conditions of the long-term loan with GMF and access to the grant funding is substantial completion of Phase 1 and 2 of the project. This milestone is expected this fall, provided the Province approves the LWMP submitted by the Village in 2025, as this is required before starting construction works for Phase 2. A delayed response from the Province may impact the expected timing of the completion of the project and timely access to the GMF loan and grant funding. The \$4.4 million short-term loan expires on December 31, 2026 and MFA confirmed it is possible to request an extension.

Additional borrowing

In June 24, 2024, Council adopted the “Wastewater Upgrade Temporary Borrowing No.2 Bylaw No. 1207, 2024” to borrow an additional amount of up to \$2.5 million to fund Phase 1 additional design and construction costs. Now that the \$4.4 million short-term loan funds have been completely drawn down, a temporary borrowing bylaw is required to access the additional \$2.5 million. Part of this amount, \$600,000 will be converted to the long-term loan with GMF for a total of \$ 5 million to maximize the 15% grant funding. The remaining short-term borrowing balance of up to \$1.9 million will be converted to a regular long-term loan with MFA once Phase 1 and Phase 2 are completed.

Borrowing process

The purpose of this temporary borrowing bylaw is to allow the Village to proceed with interim borrowing to fund the remaining works related to Phase 1 and design and construction of Phase 2 of the Wastewater Treatment Upgrades project. Temporary borrowing takes place through MFA. Once temporary funding is authorized, the Village can draw down on the short-term debt as needed.

Once the wastewater treatment upgrade project is completed, the Village will apply for long term debt through the Comox Valley Regional District and the Municipal Finance Authority. The intake process takes place only twice a year. Two separate loans will be required: one with GMF (coordinated with MFA) for an amount of \$5 million and another loan with MFA for a maximum amount of \$1.9 million. For the sake of the taxpayer, the borrowing under GMF and MFA will be shown as one combined loan.

Repayment of the WWTP loans

The debt repayment is expected to start in 2027. Originally staff proposed to use a parcel tax to generate the revenue necessary to cover the debt payment every year. An estimate of \$312 per parcel was presented to Council and the public as part of the alternative approval process in 2024. This was based on a loan of \$6.9 million with a 20-year term, interest rate of 4.5% and 1700 parcels (total annual debt payment: \$530,445).

November 12, 2024, Council directed staff to bring forward a review of the 2025 water system and wastewater capital debt parcel taxes on the basis of user consumption user rates for 2026 financial planning. Due to capacity challenges, this review was not brought forward for the 2026 financial plan. Unfortunately, the water system debt was refinanced in October 2025 without the benefit of this review and therefore, a parcel tax bylaw amendment was adopted on February 23, 2026; however, this review can take place at the next debt refinancing option in five years. Additional repayment options for the wastewater capital upgrades debt repayment will be presented to Council during the 2027 budget discussions.

FINANCIAL IMPLICATIONS

The financial implications to adopting the temporary borrowing bylaw are already included in the 2026 financial plan.

OPERATIONAL IMPLICATIONS

The temporary borrowing bylaw has minimal operational implications.

CLIMATE CHANGE IMPLICATIONS

The temporary borrowing bylaw has no climate change implications.

ALTERNATIVES

Council may request further information to be brought back before considering the bylaw.

STRATEGIC OBJECTIVE

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

ATTACHMENTS

1. Wastewater Upgrade Project Temporary Borrowing No. 2 Bylaw No. 1258, 2026
2. Wastewater Upgrade Project Loan Authorization No. 2 Bylaw No. 1207, 2024

CONCURRENCE

Rachel Parker, Corporate Officer **RP**

Respectfully submitted,

Annie Bérard-Ball

Annie Bérard-Ball
Director of Corporate Services

M. Mason

Michelle Mason
Chief Administrative Officer

THE CORPORATION OF THE VILLAGE OF CUMBERLAND

BYLAW NO. 1258

A Bylaw to authorize the additional temporary borrowing of money for upgrades to the wastewater treatment system.

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

1. This Bylaw shall be cited as “Wastewater Upgrade Project Temporary Borrowing No. 2 Bylaw No. 1258, 2026”.
2. For the purpose of interim financing of the Cumberland Wastewater Upgrade Project, the Corporation of the Village of Cumberland may temporarily borrow money not exceeding the difference between the total amount authorized by “Wastewater Upgrade Project Loan Authorization No. 2 Bylaw No. 1207, 2024” and any amount already borrowed in relation to that bylaw.
3. The form of obligation to be given as acknowledgement of the liability must be a promissory note or notes signed by the financial signing authorities set out in the Delegation of Financial Signing Authority Policy.
4. The money borrowed under this bylaw must be used solely for the purposes set out by “Wastewater Upgrade Project Loan Authorization No. 2 Bylaw No. 1207, 2024”.
5. The proceeds from borrowing authorized by the “Wastewater Upgrade Project Loan Authorization No. 2 Bylaw No. 1207, 2024” must be used to repay the money temporarily borrowed under this bylaw.

READ A FIRST TIME THIS	DAY OF	2026.
READ A SECOND TIME THIS	DAY OF	2026.
READ A THIRD TIME THIS	DAY OF	2026.
ADOPTED THIS	DAY OF	2026.

Mayor

Corporate Officer

THE CORPORATION OF THE VILLAGE OF CUMBERLAND

BYLAW NO. 1207

A bylaw to authorize additional borrowing of money for the estimated capital cost of upgrades to the wastewater treatment system.

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

1. This bylaw may be cited as “Wastewater Upgrade Project Loan Authorization No. 2 Bylaw No. 1207, 2024.”
2. The Corporation of the Village of Cumberland may incur a liability by borrowing for the construction of the wastewater treatment project in accordance with general plans on file in the Village office and called the Wastewater Upgrade Project, and to do all things necessary in connection with the project and without limiting the generality of the foregoing:
 - (a) to borrow upon the credit of the Village a sum not to exceed \$2,500,000.
 - (b) to acquire all such real property, easements, rights-of-way, licenses, rights or authorities as may be requisite or desirable for or in connection with the Wastewater Upgrade Improvement Project.
3. The maximum term for which the debentures may be issued for the debt created by this bylaw is 20 years.

READ A FIRST TIME THIS	26TH	DAY OF	FEBRUARY	2024.
READ A SECOND TIME THIS	26TH	DAY OF	FEBRUARY	2024.
READ A THIRD TIME THIS	26TH	DAY OF	FEBRUARY	2024.
RECEIVED THE APPROVAL OF THE INSPECTOR OF MUNICIPALITIES THIS	23RD	DAY OF	MARCH	2024.
RECEIVED THE APPROVAL OF THE ELECTORS THIS	11TH	DAY OF	JUNE	2024.
ADOPTED THIS	24TH	DAY OF	JUNE	2024.

Mayor

Corporate Officer

THE CORPORATION OF THE VILLAGE OF CUMBERLAND

BYLAW NO. 1252

A Bylaw to amend the 2025 – 2029 Financial Plan.

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

1. This Bylaw may be cited as “2025 - 2029 Financial Plan Amendment Bylaw No. 1252, 2025”.
2. “2025 – 2029 Financial Plan Bylaw No. 1216, 2024” is amended by:
 - (a) repealing Schedule A and substituting Schedule A to this bylaw, and
 - (b) repealing Schedule B and substituting Schedule B to this bylaw.

READ A FIRST TIME THIS	08TH	DAY OF	DECEMBER	2025.
READ A SECOND TIME THIS	08TH	DAY OF	DECEMBER	2025.
READ A THIRD TIME THIS	08TH	DAY OF	DECEMBER	2025.
ADOPTED THIS		DAY OF		2026.

Mayor

Corporate Officer

Schedule A
2025 – 2029 Financial Plan

	<u>2025</u>				
	<u>Amended</u>	<u>2026</u>	<u>2027</u>	<u>2028</u>	<u>2029</u>
	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
REVENUES					
Property taxes & payments in lieu	\$ (4,940,060)	\$ (5,231,750)	\$ (5,618,750)	\$ (6,045,930)	\$ (6,292,234)
Parcel taxes	\$ (808,730)	(1,386,060)	(1,431,080)	(1,476,310)	(1,521,760)
Sale of services & fees	\$ (3,029,540)	(3,234,710)	(3,450,480)	(3,632,390)	(3,789,070)
Sale of services to other government	\$ (560,990)	(180,970)	(185,830)	(190,690)	(195,550)
Transfers from other government	\$ (9,708,720)	(1,363,000)	(3,671,050)	(1,665,000)	(1,225,000)
Other revenue	\$ (937,740)	(1,127,260)	(742,660)	(746,110)	(749,590)
	<u>\$ (19,985,780)</u>	<u>\$ (12,523,750)</u>	<u>\$ (15,099,850)</u>	<u>\$ (13,756,430)</u>	<u>\$ (13,773,204)</u>
EXPENSES					
Other municipal purposes	\$ 10,221,430	\$ 9,835,360	\$ 9,388,670	\$ 9,649,950	\$ 9,816,270
Debt interest	\$ 364,240	497,330	554,610	574,620	634,420
Amortization	\$ 1,779,520	1,929,520	2,079,520	2,079,520	2,079,520
	<u>\$ 12,365,190</u>	<u>\$ 12,262,210</u>	<u>\$ 12,022,800</u>	<u>\$ 12,304,090</u>	<u>\$ 12,530,210</u>
NET (REVENUES) EXPENSES	<u>\$ (7,620,590)</u>	<u>\$ (261,540)</u>	<u>\$ (3,077,050)</u>	<u>\$ (1,452,340)</u>	<u>\$ (1,242,994)</u>
ADJUSTMENTS					
Acquisition of capital assets	\$ 19,779,740	\$ 3,410,160	\$ 4,577,440	\$ 2,751,630	\$ 2,489,970
Add back amortization	\$ (1,779,520)	(1,929,520)	(2,079,520)	(2,079,520)	(2,079,520)
Proceeds from borrowing	\$ (4,692,290)	-	(1,510,000)	(253,000)	(800,000)
Principal payments on debt	\$ 523,060	725,810	942,550	999,840	968,770
TOTAL ADJUSTMENTS	<u>\$ 13,830,990</u>	<u>\$ 2,206,450</u>	<u>\$ 1,930,470</u>	<u>\$ 1,418,950</u>	<u>\$ 579,220</u>
CHANGE IN CONSOLIDATED FUNDS	<u>\$ 6,210,400</u>	<u>\$ 1,944,910</u>	<u>\$ (1,146,580)</u>	<u>\$ (33,390)</u>	<u>\$ (663,774)</u>
TRANSFER FROM RESERVES					
Reserves	\$ (8,896,270)	\$ (4,519,120)	\$ (1,455,650)	\$ (2,383,110)	\$ (2,165,166)
Development Cost charges	\$ (267,030)	-	(12,380)	(334,130)	(12,380)
Parking in Lieu	\$ -	-	-	-	-
TRANSFER TO RESERVES					
Reserves	\$ 2,952,900	2,574,210	2,614,610	2,750,630	2,841,320
TRANSFER TO / (FROM) RESERVES	<u>\$ (6,210,400)</u>	<u>\$ (1,944,910)</u>	<u>\$ 1,146,580</u>	<u>\$ 33,390</u>	<u>\$ 663,774</u>
TRANSFER TO/(FROM) ACCUMULATED SURPLUS	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

Schedule B
Policies and Objectives

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

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

Table 1: The proportion of total revenue proposed to be raised from each funding source in 2025 (based on 2025 revised Assessment Roll).

Revenue Source	% Total Revenue	Dollar Value
Government Grants	39%	9,708,720
Property Value Taxes & Payments in Lieu	20%	4,940,060
Proceeds from Borrowing	19%	4,692,290
Sale of Services and Fees	15%	3,590,530
Other Revenue	4%	937,740
Parcel Taxes	3%	808,730
Total	100%	24,678,070

1. The Village seeks out all grant opportunities that become available. The Comox Valley Regional District as part of a landfill host agreement provides amenity funds to the Village and this funding will continue until 2032. The municipality also receives funds under the Strategic Community Initiative (Small Community grant) which provides a significant source of funds for operations and capital maintenance programs. Funding from Government Grant is mostly comprised of the grant funding approved for the Wastewater Treatment Plant and Cumberland #2 Dam making government grants the largest funding source in 2025 for the Village.
2. Property value tax is typically the primary source for operating funds for general municipal purposes. Property taxation is simple to administer, and offers a stable and reliable source of revenue for services that are difficult or undesirable to fund on a user-pay basis. However, due to a federal and provincial grant that the Village will receive for the construction of the new Wastewater Treatment Plant and reconstruction of the Cumberland #2 Dam infrastructure, government grants are the larger source of funding for the Village in 2025.
3. The municipality finances vehicles and equipment and secures debenture financing for portions of large committed projects not funded by grants or development cost charges. The municipality reviews all other funding options prior to financing recognizing that borrowing constitutes a long-term commitment and because borrowing authority is limited for an organization of this size. There is a commitment to borrow \$6.9 million for the wastewater treatment upgrades expected in 2026.

4. Sale of services and fees form another significant portion of planned revenue. Many municipal services, such as utilities and recreation, lend well to a fee for service basis. Costs can be associated to a level of service provided, particularly where services are optional. In addition, the municipality sells water, fire protection and animal control services to other municipalities.
5. Other revenue includes sources of funds which do not fit in another category and include donations, developer amenity funds, grants from non-government sources, investment revenue, permits and licensing.
6. Parcel taxes fund the capital costs of providing water, sewer and storm water infrastructure. The intention is to use these taxes toward the replacement of water, sewer and storm water infrastructure as well as reducing the Village’s wet weather flows through storm and sewer inflow and infiltration.

Objective and Policies

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

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

Part B: Distribution of Property Taxes among Property Classes

Table 2: The distribution of property tax revenue among the property classes (based on 2024 revised Assessment Roll)

Property Class	% Total Property Tax	Dollar Value
1. Residential	74%	3,656,137
2. Utilities	2%	92,765
3. Supportive Housing		
4. Major Industry		
5. Light Industry	4%	177,460
6. Business and Other	17%	828,366
7. Managed forest	3%	173,243
8. Recreation & Non Profit	0%	12,083
9. Farm		6
Total	100%	4,940,060

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

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

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

Part C: The Use of Permissive Tax Exemptions

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

1. *Grounds surrounding places of worship*

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

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

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

3. *Properties offering affordable rental housing*

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

1. Have a signed current housing agreement with the Village
2. Be the registered owner of the property, or a tenant under a lease requiring it to pay taxes directly to the Village
3. Be a British Columbia registered charity or not for profit society

4. Qualifies for an exemption under the provisions of the Community Charter Part 7, Division 7, Section 224 2 (a):
 - (a) land or improvements that
 - (i) are owned or held by a charitable, philanthropic or other not for profit corporation, and
 - (ii) the council considers are used for a purpose that is directly related to the purposes of the corporation;
5. Principal use meets Council's objective of offering affordable rental housing to the residents of the Village
6. Follows municipal policies, plans, bylaws, and regulations (i.e. zoning, permits, etc.)

Applicants are required to provide annually:

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

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

4. *Properties held for conservation purposes*

Permissive tax exemptions for lands held for conservation purposes shall only be considered where the applicant is a registered not-for-profit society or charity with a primary purpose of ecological conservation, and where the land is subject to a registered Section 219 (Land Title Act) conservation covenant or long-term management agreement that ensures ecological protection in perpetuity. All applications shall demonstrate alignment with the Village's Official Community Plan and be subject to annual review.

Applicants are required to provide annually:

- a. Copy of financial statements for last 3 years for first time applicants and for the last year for current tax exemption recipients
- b. Copy of current and next year operating budget
- c. Copy of registered charity or not for profit society information
- d. Copy of title certificate or lease agreement, as applicable
- e. Statement of use from the organization, along with a copy of their non-profit constitution