

The Corporation of the Village of Cumberland
Regular Council Meeting Minutes



March 9, 2026, 5:30 p.m.
Council Chamber, 2675 Dunsmuir Avenue

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

Regrets: Councillor Troy Therrien

Staff Present: 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
Chris Baker, Manager of Bylaw, Permits and Licencing

1. Call To Order

Mayor Brown called the meeting to order at 5:35 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, March 9, 2026

Motion 26-065

Moved by: Borecky

Seconded by: Sullivan

THAT Council approve the agenda for the March 9, 2026 Regular Council Meeting with the inclusion of Late item 5.1 Business Licence Inquiries.

Carried Unanimously

3. Minutes

3.1 Adoption of Minutes

Motion 26-066

Moved by: Ward

Seconded by: Sullivan

THAT Council adopt the following minutes:

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

Carried Unanimously

4. **Delegations**

None

5. **Correspondence**

5.1 Business Licence Inquiries

Motion 26-067

Moved by: Borecky

Seconded by: Ward

THAT Council approve a refund of the 2026 late payment fee for business licence renewals under section 3.4.4 of the Business Licensing and Regulation Bylaw No. 1239 with the refunds to be funded from the General Financial Stabilization Reserve.

Carried Unanimously

Motion 26-068

Moved by: Ward

Seconded by: Sullivan

THAT Council direct staff to bring back an amendment to Bylaw No. 1239 section 3.4.4 to extend the deadline for renewal /reapplication with late payment fee from January 31 to March 31.

Carried Unanimously

Motion 26-069

Moved by: Ward
Seconded by: Sullivan

THAT Council approve a one-time extension of the 2026 business licence expiry date from January 31, 2026 to June 30, 2026 set out in section 3.4.4 of the Business Licensing and Regulation Bylaw No. 1239 that results from non-payment of the annual licence fee and late payment fee.

Carried Unanimously

6. Unfinished Business

None

7. Reports

7.1 Updates to Advisory Planning Commission Bylaw and Select Committee Terms of Reference

Motion 26-070

Moved by: Ward
Seconded by: Sullivan

THAT Advisory Planning Commission Amendment Bylaw No. 1259, 2026 be amended in para 2(c) by inserting "affordable" before "housing" and with that amendment give first, second and third readings to the amended Advisory Planning Commission Amendment Bylaw No. 1259, 2026.

Carried Unanimously

Motion 26-071

Moved by: Ward
Seconded by: Borecky

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.

Carried Unanimously

Motion 26-072

Moved by: Ward
Seconded by: Borecky

THAT Council rescind Policy 1.8 Homelessness and Affordable Housing Select Committee, Terms of Reference and thereby dissolve the Homelessness and Affordable Housing Committee.

Carried Unanimously

7.2 2026 Community Grant Program Applications

Councillor Ward declared a conflict of interest as his company has a contract with an applicant and left the meeting at 6:40 p.m.

Motion 26-073

Moved by: Sullivan
Seconded by: Borecky

THAT Council allocate \$10,000 in 2026 Community Grant Program funding as follows:

- \$3000 to the Comox Valley Family Services Association,
- \$1200 for Cumberland and District Historical Society,
- \$2000 for Cumberland Community Schools Society,
- \$2000 for Cumberland Culture and Arts Society, and
- \$1800 to the Weird Church.

Carried Unanimously

Council Ward returned to the meeting at 6:45 p.m.

7.3 Saito House Heritage Protection Initiative

Motion 26-074

Moved by: Sullivan
Seconded by: Ward

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.

Carried Unanimously

7.4 UBCM Local Government Development Approvals Program 2026

Motion 26-075

Moved by: Borecky

Seconded by: Ward

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.

Carried Unanimously

7.5 Appointment of Deputy Approving Officer

Motion 26-076

Moved by: Sullivan

Seconded by: Ward

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.

Carried Unanimously

7.6 Council Member Monthly Reports

Motion 26-077

Moved by: Sullivan

Seconded by: Borecky

THAT Council receive the member monthly reports for February 2026.

Carried Unanimously

8. Bylaws

8.1 Amenity Cost Charges Bylaw

Motion 26-078

Moved by: Ward

Seconded by: Borecky

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

Carried Unanimously

8.2 Wastewater Upgrade Project Temporary Borrowing Bylaw

Motion 26-079

Moved by: Borecky

Seconded by: Ward

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

Carried Unanimously

8.3 2025-2029 Financial Plan Amendment Bylaw

Motion 26-080

Moved by: Ward

Seconded by: Sullivan

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

Carried Unanimously

9. New Business

None

10. Notices, Motions and Announcements

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

- 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

Questions were received on the following matters:

- Saito House Heritage Protection Initiative

12. Adjournment

Motion 26-081

Moved by: Sullivan

Seconded by: Borecky

THAT Council adjourn the meeting at 7:56 p.m.

Carried Unanimously

Mayor

Certified Correct by Corporate Officer