

The Corporation of the Village of Cumberland  
Committee of the Whole Meeting Agenda

Monday, April 27, 2026, 2:30 p.m.  
Cultural Centre  
2674 Dunsmuir Avenue



We are honoured to gather on the unceded traditional territory of the K'ómoks First Nation.  
The public may view the meeting live on the [Village of Cumberland YouTube channel](#)

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Pages

1. Call to Order

2. Agenda

2.1 Agenda for Committee of the Whole meeting, April 27, 2026

**Recommendation:**

THAT the Committee approve the Agenda for the Committee of the Whole Meeting, April 27, 2026.

3. Delegations

3.1 Comox Strathcona Waste Management (CSWM), Draft Solid Waste Management Plan  
Presenters: Sarah Willie, Manager of Solid Waste Planning and Policy Development and Vivian Schau, Senior Manager of CSWM Services

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4. Reports

4.1 Cumberland Events Society 2025 Community Services Partnership Agreement Presentation  
Prepared by Ryan Parton, Manager of Recreation & Culture

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4.2 Elevate the Arts Society 2025 Community Services Partnership Agreement Presentation  
Prepared by Ryan Parton, Manager of Recreation & Culture

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4.3 Strategic Priorities, First Quarter Report, January to March 2026  
Prepared by Michelle Mason, Chief Administrative Officer

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4.4 Comox Valley RCMP Annual Policing Priorities  
Inspector Scott Mercer, Officer in Charge

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5. 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](mailto:info@cumberland.ca) using subject line "Question Period" ; Note: please limit to questions only - comments

will not be read.

**6. Closed Portion**

**Recommendation:**

THAT Council close the meeting to the public pursuant to Section 90(1) 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;

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

**7. Adjournment**

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File: 5360-30

March 27, 2026

**Sent via email only**

City of Campbell River  
City of Courtenay  
Town of Comox  
Village of Cumberland  
Village of Sayward  
Village of Gold River  
Village of Tahsis  
Village of Zeballos  
Strathcona Regional District

Dear Mayors and Councils / Chair and Board:

**Re: Draft Solid Waste Management Plan**

The Comox Strathcona Waste Management (CSWM) service is updating its Solid Waste Management Plan (the Plan) to meet provincial requirements and better address the region's evolving waste needs. After extensive engagement with community members, staff and experts over the past few years, we are pleased to share a key milestone, the draft Solid Waste Management Plan. The CSWM board adopted the following resolutions at its March 5, 2026, meeting:

*THAT the report dated February 26, 2026, regarding the draft language for the Solid Waste Management Plan renewal for the final stage of the Solid Waste Management Plan process, in preparation for public and First Nations consultation prior to submission to the Ministry of Environment and Parks this summer be received.*

*The Comox Strathcona Waste Management service area is located in the Coast Salish, Kwakwaka'wakw, and Nuu-chah-nulth territories.*

Comox Strathcona Waste Management manages over 100,000 tonnes of waste and recycled material annually and oversees a number of diversion and education programs for the Strathcona and Comox Valley Regional Districts.

*THAT the Comox Strathcona Waste Management Board approve the draft Solid Waste Management Plan for final public and First Nations consultation (step 4), as presented in the staff report dated February 26, 2026.*

As part of our preparation for submission to the Minister of Environment and Parks CSWM is requesting your council review the draft Plan (enclosed).

We are requesting the opportunity to have CSWM staff attend an upcoming council / board meeting to present and discuss the contents of the Plan and remaining steps towards approval, in order to ensure clarity of content and procedure, and to better facilitate this request. Please contact Krista Robertson, [CSWM@comoxvalleyrd.ca](mailto:CSWM@comoxvalleyrd.ca) and let us know if your council / board is interested, and we will coordinate a date and time for an online or in-person presentation.

Following the presentation, CSWM will be following up in May 2026 with a request to provide your support of the Plan by way of council resolution.

For general information on the Plan background and planning process please visit [engagecomoxvalley.ca/swmp](http://engagecomoxvalley.ca/swmp). If you have any questions regarding the content of the Plan, please reach out to Sarah Willie, Manager of Solid Waste Planning and Policy Development, by email at [swillie@comoxvalleyrd.ca](mailto:swillie@comoxvalleyrd.ca) or by telephone at 250-334-6065.

Sincerely,

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M. Baker  
Co-Chair, RSWAC

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W. Cole-Hamilton  
Co-Chair, RSWAC

Enclosure: CSWM Solid Waste Management Plan Draft

cc: Vivian Schau, Senior Manager of CSWM Services  
Sarah Willie, Manager of Solid Waste Planning and Policy Development



# Comox Strathcona Waste Management

2026 Solid Waste Management  
Plan Renewal

# DRAFT



Comox Strathcona  
Waste Management

Comox Strathcona Waste Management  
2026 Solid Waste Management Plan Renewal

DRAFT

<b>DATE</b>	<b>VERSION</b>
<b>JAN 27, 2026</b>	1.0
<b>FEB 6, 2026</b>	1.1
<b>FEB 25, 2026</b>	1.2
<b>MAR 12, 2026</b>	1.3
<b>MAR 13, 2026</b>	1.4

Date Submitted to Ministry of Environment and Parks:

Date Accepted for Approval:

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Schedule B — Accessibility to Solid Waste Services

Schedule C — Financial Plan

Schedule D — Implementation Schedule of Actions and Strategies

Schedule E — Proposed Bylaws Potential Sections

Schedule F — Plan Monitoring Advisory Committee (PMAC) Draft Terms of Reference

Schedule G — Plan Dispute Resolution Procedures

## **APPENDICES**

Appendix 1 — Amendments to Guiding Principles

Appendix 2 — Compilation of Technical Planning Reports (deferred to later submission)

Appendix 3 — Participants in the Planning Process

Appendix 4 — Summary of Plan Consultation (deferred to later submission)

Appendix 5 — Summary of First Nations Outreach (deferred to later submission)

Appendix 6 — Emergency Debris Management

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<b>Figure 6</b>	Goals and Targets
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<b>Table 8</b>	Summary of Ten-Year Financial Plan

## Acronyms and Abbreviations

Acronyms/ Abbreviations	Definition
<b>BMEx</b>	Building Material Exchange
<b>CLS</b>	Convenience Level Standard
<b>CRD</b>	Construction, Renovation and Demolition
<b>CRWMC</b>	Campbell River Waste Management Centre
<b>CSWM</b>	Comox Strathcona Waste Management
<b>CVRD</b>	Comox Valley Regional District
<b>CVWMC</b>	Comox Valley Waste Management Centre
<b>DCC</b>	Development Cost Charges
<b>DOCP</b>	Design, Operations and Closure Plan
<b>EMA</b>	Environmental Management Act
<b>ENV</b>	BC Ministry of Environment and Parks
<b>EPR</b>	Extended Producer Responsibility
<b>HHW</b>	Household Hazardous Waste
<b>ICI</b>	Industrial, Commercial and Institutional
<b>ISC</b>	Indigenous Services Canada
<b>KCFN</b>	Ka:'yu:'k't'h'/Chek'tles7e t'h' First Nations
<b>LGA</b>	Local Government Act
<b>MSW</b>	Municipal Solid Waste
<b>MTSA</b>	Municipal Type Service Agreement
<b>OC</b>	Operating Certificate
<b>OMRR</b>	Organic Matter Recycling Regulation
<b>PMAC</b>	Plan Monitoring Advisory Committee
<b>PRO</b>	Producer Responsibility Organization
<b>qRD</b>	qathet Regional District
<b>RDMW</b>	Regional District of Mount Waddington

Acronyms/ Abbreviations	Definition
<b>RDN</b>	Regional District of Nanaimo
<b>ROCF</b>	Regional Organics Compost Facility
<b>RSWAC</b>	Regional Solid Waste Advisory Committee
<b>SRD</b>	Strathcona Regional District
<b>SWMP</b>	Solid Waste Management Plan

## EXECUTIVE SUMMARY

The 2026 Solid Waste Management Plan (SWMP or Plan) renewal is a long-term vision for solid waste management in the Comox Strathcona Waste Management (CSWM) area and builds from the work completed in developing the previous SWMP approved in 2013. This Plan presents the programs, services, infrastructure, and policies that will guide the design and implementation of solid waste services and disposal over the next decade.

The strategies and actions identified within this Plan aim to reduce the residual waste generated and focuses on increasing diversion where established best practices have demonstrated improvements can be made. The eight strategies shown in **Figure 1** were developed and supported by community members as our path forward.

The long-term target for CSWM is to achieve a municipal solid waste disposal rate of 350 kg/capita. The Plan provides for attainable interim targets to demonstrate achievements along the way.

Establishment of additional landfill disposal capacity was a significant milestone of the past ten years, as well as the implementation of landfill gas collection at the Campbell River and Pidgeon Lake landfills following the final closure of these historical facilities. Closure of the remaining natural attenuating landfills in Tahsis, Zeballos and Gold River over the next Plan's life will reduce the financial liability for the service and improve the future environmental outcomes of these facilities. Solid waste generated in the region will be further consolidated to the engineered Bevan landfill at the Comox Valley Waste Management Centre where leachate and landfill gas are managed to current provincial standards.

The actions in this Plan will be implemented through approval by the CSWM Board of Directors and the financial planning process. The funding of resources, operations and capital projects identified in this Plan are anticipated to be achieved through revenues received from tipping fees, utility fees and financial reserves.

The contents of this Plan reflect the input received from the Regional Solid Waste Management Advisory Committee (RSWAC) and input received during the many points of engagement with the community over the past three years. A special thank you is extended to all of the members of the RSWAC for their significant contributions of time and experience to help ensure that the Plan reflects the diverse collection of communities that CSWM serves.

Figure 1: Waste Reduction Strategies



# 1 INTRODUCTION

In British Columbia, each regional district is mandated under the Provincial Environmental Management Act to develop a Solid Waste Management Plan that provides a long-term vision for solid waste management, including waste diversion and disposal. Plans are updated regularly to reflect the regional district's current needs, as well as current market conditions, technologies, and regulations. The Comox Valley Regional District (CVRD) is responsible for solid waste management planning in both the CVRD and the Strathcona Regional District (SRD) geographic areas. The Service is governed by a board of directors that includes elected officials from member municipalities and electoral areas of both regional districts, and it is called “Comox Strathcona Waste Management” (CSWM) to be inclusive of all participants.

Over the past three years, CSWM has engaged in a process to update the 2012 Comox Strathcona Solid Waste Management Plan (SWMP or Plan) to reflect current and future waste management needs. The CSWM prepared its first SWMP in 1992 and has amended that plan twice, in 2003 and 2012. This draft document represents the most recent amendment or renewal of the Plan, and once approved by the Province (along with any approval conditions), it becomes a regulatory document for solid waste management and services to guide solid waste management activities and policy development in the CSWM. In conjunction with applicable regulations and operational certificates, this Plan provides the framework for regulating storage, processing, and disposal facilities that make up the region’s waste management system.

**Figure 2: Solid Waste Management Plan Development Steps**



In renewing this Plan, the CSWM has adhered to the four-step plan development process outlined in A Guide to Solid Waste Management Planning, developed by the then Ministry of Environment in 2016. The first step was to develop a public consultation strategy, including a workplan and schedule to support all steps of SWMP development. The public was consulted on their use and satisfaction with solid waste facilities and services to inform the regions waste management needs. This was complemented by the recruitment of the Regional Solid Waste Advisory Committee (RSWAC). The second step was a review of the current system and the development of proposed goals and guiding principles. This step created the baseline for the development of the new Plan. The third step was a review of options to address the region's future solid waste management needs, followed by selection of preferred options through the RSWAC. The fourth and final step has been to prepare this draft Plan and, with the support of the community and the Board of Directors, present it to the BC Ministry of Environment and Parks (ENV or Ministry) for consideration. Considerable community consultation was conducted at each step throughout the three-year process.

## 1.1 Guiding Principles

The RSWAC adapted the principles guiding the development and implementation of this Plan from the eight principles provided by the Province. While consistent, minor amendments were made to improve the local relevance; these changes are captured in **Appendix 1**.

Figure 3: Guiding Principles



## 1.2 Pollution Prevention Hierarchy

This Plan adopts the 5-R pollution prevention hierarchy as provided by the Province and illustrated in Figure 4: Pollution Prevention Hierarchy.

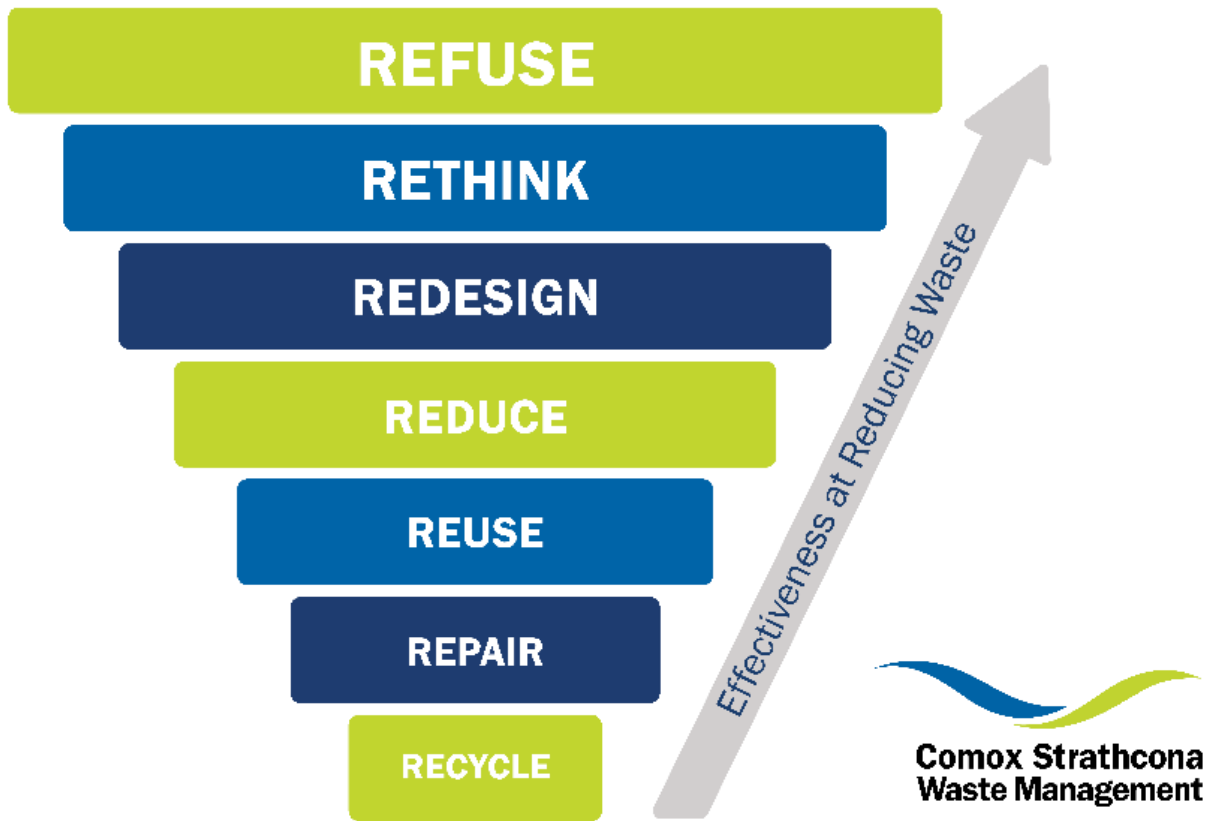
As a guiding principle, the CSWM emphasized the need for more attention to the first three 'R's with expanded language. This is reflected in the supporting strategies and actions presented in this Plan.<sup>1</sup>

**Figure 4: Pollution Prevention Hierarchy**



<sup>1</sup> Source: BC Ministry of Environment and Parks, accessed online Dec. 11, 2025

Figure 5: Seven Rs: Refuse, Rethink, Redesign, Reduce, Reuse, Repair and Recycle



## 1.3 Goals and Targets

The Ministry has established provincial solid waste management targets that set a direction for regional districts to follow and allow for performance measurement at the provincial level. These targets are adjusted from time to time to reflect current realities and public expectations. In addition to provincial targets, the CSWM set regional targets to support the goals of the SWMP. These regional targets will demonstrate continuous improvement over the life of the Plan.

Figure 6: Goals and Targets



## Goal 4

To responsibly manage waste, and to minimize the amount of residual waste in landfills.

### Targets

- To have an MSW disposal rate of 200 kg/capita from households with curbside collection of waste, recycling and organics by 2031.
- Excluding CRD waste, to have a decreasing disposal rate targeting 400 kg/capita of in-region MSW by 2037.
- The long-term target for the CSWM service is to strive to achieve an MSW disposal rate of 350 kg/capita.



## Goal 5

To have informed residents, businesses and community partners empowered to participate effectively and consistently in proper waste management practices. To use CSWM enforcement powers when necessary.

### Targets

- A 10% increase to in-person community member interactions with educators from 2024 levels by 2031.
- Year over year increases to the CSWM solid waste mobile app unique users.
- To maintain a 3% (wet weight) contamination rate within organics collected at the curbside from residents.



## Goal 6

To ensure that the CSWM solid waste services are financially sustainable and delivered equitably across the region, recognizing and leveraging the unique challenges and cultures of our rural and remote communities.

### Target

- To fund and provision solid waste services in line with the Board approved fiscal sustainability framework and strategy.



## 2 BACKGROUND

### 2.1 Plan History

The CSWM prepared its first SWMP in 1992 (approved in 1995) and completed a full amendment of that plan twice, in 2003 and 2012, and a targeted amendment in 2021. The 1992 SWMP for the region included a goal of 35% diversion by 2000, or a disposal rate of 430 kg per capita annually. This was the early days of curbside recycling, and the opportunity for growth within municipal collection programs and through depots was tremendous at the time. Extended producer responsibility (EPR) programs were limited in the Province, and revenue potential drove decision-making regarding the collection and diversion of materials.

In 2003, an update to the SWMP was prepared, shifting the service's focus to improvements in the disposal infrastructure within the system and to support expanded diversion programs for household hazardous waste (HHW) and electronics. Support for increased diversion from the industrial, commercial, and institutional (ICI) sector was also identified as a need.

The latest SWMP update occurred in 2012 and focused on long-term disposal capacity challenges and liabilities associated with natural attenuation landfills (landfills without a bottom liner). This was reflective of changing provincial regulations and directives. The 2012 plan targeted increasing the diversion rate from 51% to 70%, or a disposal rate of 380 kg per capita per year, by 2022.

A targeted amendment was passed in 2021 to support the development of infrastructure to divert organics from the landfill with the construction of a transfer station in Cumberland and a Regional Organics Compost Facility in Campbell River. This has resulted in the establishment of food and yard waste collection from over 27,000 households in the service area, representing 52% of occupied households overall and 78% of single-family households.

Not anticipated as part of the 2012 SWMP was the creation of Extended Producer Responsibility (EPR) for printed paper and packaging, and how that would influence the existing recycling facility network across the CSWM area. While supportive of financial support and the expansion of recycling materials accepted, this has resulted in a reduction in the number of drop-off locations for residents in rural areas without curbside recycling collection. Rural resident access has improved and hauling and processing costs are eliminated for the service from all areas. A five-year effectiveness review was undertaken in 2018.

## 2.2 Plan Renewal Process

This SWMP Renewal process was initiated in 2022 by CSWM staff. The first step was, gaining Board approval and establishing RSWAC, a committee comprised of members of the public, local government staff and business owners. The second step set the Plan direction and included a review of the current system. The third step was to evaluate options to address the region's future solid waste management needs. A long list of actions was presented to RSWAC for discussion and feedback.

This feedback influenced the shortlist of actions, which was presented to the RSWAC, the Board and ultimately to the public for their consideration. The fourth and last step will be the preparation of this draft SWMP and the submission of the Board-adopted Plan to the Ministry. Consultation and engagement are not shown as separate steps because they occur throughout the entire planning process.

The main drivers for this Plan renewal include:

- Consideration for policy changes in line with neighbouring jurisdictions to prevent the flow of waste in or out of the region;
- To promote equity in establishing access to diversion services across the service area; and
- To increase opportunities for diversion.

Significant work was undertaken to identify best practices for diversion across multiple sectors, while considering the unique challenges of the CSWM service area. The planning technical reports have been compiled into a single PDF for reference and provided digitally as **Appendix 2** to the Ministry for consideration.

Participants in the planning process are detailed in **Appendix 3** and include:

- **Plan Team:** CSWM staff and consultants coordinated the planning process, participated directly in the development of technical reports and conducted the consultation with interested parties;
- **Regional Solid Waste Advisory Committee:** reviewed information associated with the planning process and provided input to staff, consultants and the Board;
- **CSWM Board of Directors:** reviewed, commented and accepted documents resulting from the planning process and provided direction to staff and consultants; and
- **Interested Parties (including the public):** were kept informed during the Plan development and participated in consultation opportunities to provide input to the Plan team and Board.

Considerable consultation has taken place through each step of the SWMP renewal process. A summary of the community consultation undertaken is provided in **Appendix 4**, and a summary of the consultation and work with First Nations over the Plan renewal period is included in **Appendix 5**.

## 2.3 Plan Area

The Regional Solid Waste Management service and its establishing bylaw were directed to become part of the CVRD at the time of the restructuring and are subsequently referred to as the CSWM service. The

combined CSWM area is the defined plan area for the SWMP renewal and includes both the CVRD and the SRD. Decision-making for the service is delegated to the Comox Strathcona Waste Management Board of Directors, which includes representatives from across the SRD and the CVRD. All strategies and actions in the Plan apply to the following members of the CSWM:

- The City of Campbell River
- The Village of Gold River
- The Village of Sayward
- The Village of Tahsis
- The Village of Zeballos
- Electoral Area 'A' (Kyuquot/Nootka-Sayward)
- Electoral Area 'B' (Cortes Island)
- Electoral Area 'C' (Discovery Islands-Mainland Inlets)
- Electoral Area 'D' (Oyster Bay – Buttle Lake)
- The City of Courtenay
- The Town of Comox
- The Village of Cumberland
- Electoral Area 'A' (Baynes Sound – Denman/Hornby Islands)
- Electoral Area 'B' (Lazo North)
- Electoral Area 'C' (Puntledge Black Creek)

The SRD covers approximately 18,278 km<sup>2</sup> on Vancouver Island, the Mainland, as well as many other smaller islands. The land area on the BC mainland is significant, but it has no permanent communities with road access or BC ferry service and thus no solid waste services are provided within this part of the plan area. The CVRD covers approximately 1,697 km<sup>2</sup> on Vancouver Island, Denman and Hornby Islands. It generally has a higher population density than the SRD in the electoral areas with easier access to amenities and services in urban areas. The **Figure 7** below shows the location of CSWM-owned or operated solid waste facilities.

**Figure 7: CSWM Solid Waste Facilities**



In 2021, the Ka:'yu:'k't'h'/Chek'tles7e t'h' First Nations (KCFN) joined the SRD as part of their Treaty process; however, as of the submission of this report to the Minister, the KCFN have not elected to join the CSWM service. In addition to the KCFN, there are nine additional non-Treaty First Nations communities with a community population who generate waste destined for CSWM landfills and can access recycling facilities within the CSWM service.

First Nations have autonomy over their utility infrastructure, including solid waste. The CSWM acknowledges and supports opportunities for First Nations and the CSWM to work together to improve

solid waste management in the region. The population and economic activities of these communities are considered within the scope of the Plan renewal:

- Mowachaht/Muchalaht First Nation
- Homalco First Nation
- Nuchatlaht First Nation
- We Wai Kai Nation
- Ka:'yu:'k't'h'/Chek'tles7et'h' First Nations
- Ehattesaht/Chinehkint First Nation
- Klahoose First Nation
- Tlowitsis First Nation
- Wei Wai Kum First Nation
- K'ómoks First Nation

Thirty-eight other First Nations were identified as having treaty or established rights or assert aboriginal rights or title within the service area through a search conducted through the BC Contacts for First Nations Consultation Areas Public Map. These Nations were consulted with but are not profiled within this report.

## 2.4 Demographic Information

According to Statistics Canada 2021 census data, the combined population estimate for the CVRD and SRD in 2021 was 120,595, with 72,445 and 48,150 people, respectively. This represents a 13% growth rate for the region between 2011 and 2021 (1.3% per year), higher than the previous period between 2003 (98,885) and 2011, with a growth rate of 8% (1% per year). Looking to the future, the annual population growth rate anticipated by BC Stats for the CSWM region shown in the table below show population projections over the next 20 years beyond this Plan is about 1.2% annually.

**Table 1:** BC Stats Population Projections (Online Application) for CVRD and SRD

Year	CVRD	SRD	CSWM	% Growth
2024	78,665	52,207	130,872	-
2034	89,699	57,685	147,384	1.3%
2044	99,567	62,419	161,986	1.0%

The following **Table 2** shows the population of each community according to the 2021 Statistics Canada census data, which is the latest year available. For First Nations communities, the population provided is as reported by the Nations themselves for in-community members.

**Table 2:** Canadian Census Population of CSWM Communities

CSWM Community	% of Population	2021 Census Population	Population Change 2016-2021
<b>Municipal</b>	<i>(40%)</i>	<b>47,673</b>	
City of Courtenay		28,420	10.8%
Town of Comox		14,806	5.5%
Village of Cumberland		4,447	18.5%
<b>Electoral Area</b>	<i>(20%)</i>	<b>24,476</b>	
A - Baynes Sound - Denman/Hornby		7,926	9.9%
B - Lazo North		7,392	4.2%
C - Puntledge Black Creek		9,158	6.8%
<b>CVRD – including First Nations</b>	<i>(60%)</i>	<b>72,445</b>	<b>8.9%</b>
<b>Municipality</b>	<i>(31%)</i>	<b>37,618</b>	
City of Campbell River		35,519	7.6%
Village of Gold River		1,246	2.8%
Village of Sayward		334	7.4%
Village of Tahsis		393	58.5%
Village of Zeballos		126	17.8%
<b>Electoral Area</b>	<i>(7%)</i>	<b>8,813</b>	
A - Kyuquot/Nootka - Sayward		864	13.1%
B - Cortes Island		1,059	2.3%
C - Discovery Isl. - Mainland Inlets		2,737	12.6%
D - Oyster Bay - Buttle Lake		4,153	4.4%
<b>SRD – including First Nations</b>	<i>(40%)</i>	<b>48,150</b>	<b>7.8%</b>
<b>Self-Reported First Nations Population</b>	<i>(1%)</i>	<b>1,619</b>	
<b>TOTAL - including First Nations</b>		<b>120,595</b>	<b>8.5%</b>

## 2.5 Community Profile

The median age of the population is 50 years, with the SRD population slightly younger than the CVRD population. The average household size reflects the seniors' demographic and smaller family sizes, at 2.2 persons per household. The breakdown by household type shows a preference for single-family homes in the region at 67% of all households, but the growth of apartments has exceeded that of single-family homes between 2016 and 2021, driven by densification in urban areas and the rising cost of housing.

According to the 2021 Census, the main industries identified within both the SRD and CVRD were health care and social assistance (15%) and retail trade (13%), followed by construction (10%), education (6%), and accommodation and food services (7%). In the CVRD, public administration and professional services were slightly higher than in the SRD, while agriculture, forestry, fishing, and hunting were higher in the SRD.

Knowledge of English within the community is high, with 99.7% speaking either English or English and French.

Property values vary significantly across the region, influenced by factors such as declining resource sectors, waterfront access, retirement communities, and vacation properties.

**Table 3:** Assessed Property Values in CSWM Jurisdictions

Jurisdictional Boundary	Median Assessed Residential Property Value (2026 Completed Roll)
City of Campbell River	\$680,000
City of Courtenay	\$752,000
Town of Comox	\$838,000
Village of Cumberland	\$808,000
Village of Gold River	\$333,000
Village of Sayward	\$370,000
Village of Tahsis	\$204,000
Village of Zeballos	\$161,000
CVRD Electoral Area A	\$875,000
CVRD Electoral Area B	\$1,001,000
CVRD Electoral Area C	\$843,000
SRD Electoral Area A - SD72	\$353,000
SRD Electoral Area A – SD84	\$129,000
SRD Electoral Area B	\$656,000
SRD Electoral Area C	\$643,000

Jurisdictional Boundary	Median Assessed Residential Property Value (2026 Completed Roll)
SRD Electoral Area D	\$739,000

### 3 SOLID WASTE MANAGEMENT SYSTEM

Solid waste facilities in the CSWM include recycling depots, landfills, transfer stations, bottle depots, food banks, yard and garden waste composting, reuse organizations, repair cafes, and recycling processing facilities. This section describes the many partners involved in delivering solid waste services and operating the various facilities and programs.

#### 3.1 Existing Facilities in the CSWM

Municipal solid waste in the region can be directed for management to any authorized site or facility identified in the Plan. Facilities must be authorized under the Environmental Management Act where required. Authorized sites or facilities within the CSWM plan area are formally listed in Schedule A. The CSWM does not have authority or influence over the operation of private facilities, as there is currently no bylaw in place requiring facility licensing.

##### 3.1.1 Active Disposal Facilities

There are four active public landfills accepting Municipal Solid Waste (MSW) within the CSWM, Tahsis, Zeballos, Gold River and the main regional landfill in Cumberland called the Comox Valley Waste Management Centre (CVWMC). The Tahsis and Zeballos landfills only accept waste from their local watershed. The Gold River landfill closed as an MSW landfill, but still accepts inert construction and demolition waste and biosolids. All three landfills are scheduled for closure within the next 5 years.

The CVWMC expanded as part of the last SWMP update and now includes authorization for a 15.66 hectare engineered and lined landfill, a leachate collection and treatment system, and a landfill gas management system. As of January 2026, this landfill had approximately 27 years (2053) of capacity remaining under its current authorization.

The Environmental Management Act (EMA) authorizes four known active private disposal facilities to receive wood waste and or inert construction, demolition and land clearing waste within the CSWM plan area.

The federal Indian Reserve Waste Disposal Regulation regulates waste disposal facilities on reserves. Currently, there are no federally authorized waste management facilities on First Nations land in the region. Any future bylaws developed to regulate waste flow or facilities within the CSWM would not apply to activities on First Nations' reserve lands or treaty lands if that nation has not elected to join the CSWM service or obligated itself to it under another mechanism, such as a service agreement.

### 3.1.2 Closed Disposal Facilities

The natural attenuating landfills in Campbell River and Cumberland were closed in 2022 and 2019, respectively, after reaching capacity. There are small, closed landfills in Sayward and on Cortes (pending), Hornby and Denman Islands. There is also a wood waste landfill, the Field Sawmill landfill, adjacent to the CVWMC, that was purchased by the CSWM and formally closed in 2022.

### 3.1.3 Transfer Stations

There are public waste transfer stations located in Campbell River, Gold River, Hornby Island, and Cortes Island. Waste from these transfer stations is hauled to the CVWMC for disposal. A transfer station for food and yard waste was established at the CVWMC in 2023 and materials are hauled to the Regional Organics Compost Facility (ROCF).

There are no known private waste transfer stations as of January 2026.

### 3.1.4 Compost Facilities

The public ROCF was commissioned in 2023 and accepts food and yard waste from single-family homes in Campbell River, Courtenay, Comox and Cumberland. The CVRD also operates a biosolids compost facility at the CVWMC that receives chipped wood and yard waste.

Private compost facilities for yard waste are located in Comox and Campbell River.

### 3.1.5 Recycling Collection Facilities

There is a mix of private and public recycling collection facilities within the CSWM area. These facilities generally do not require authorization under the EMA unless they accept quantities of household hazardous waste. The following **Table 4** identifies the recycling collection facilities open to residents as of January 2026, and identifies two future public facilities known to be opening soon. A list of facilities is included in Schedule A.

## 3.2 Residential Collection Systems

### 3.2.1 Organized Collection

The CSWM service does not currently provide any curbside collection services directly to residents. All household-level services are provided by a municipality, a residents' association, a First Nation, and/or a separate regional district service. These services are complementary to CSWM diversion initiatives and important to achieving our overall targets. Service levels vary across the region and are decided upon by the jurisdiction providing the service and its residents or users. The following is a summary of residential collection systems and their service levels by community. Approximately 31,097 households (58%) receive some form of organized collection service within the region, as well as the majority of First Nations community residents.

**Table 4:** Residential Collection Services by Community

<b>Local Government Collection</b>	<b>Waste</b>	<b>Recycling</b>	<b>Organics</b>	<b>Approximate Households</b>
<b>Campbell River</b>	Weekly Manual	Weekly Manual	Weekly Manual	10,718
<b>Courtenay</b>	Bi-weekly Carts	Bi-weekly Carts	Weekly Carts	9,862
<b>Comox</b>	Bi-weekly Carts	Bi-weekly Carts	Weekly Carts	5,017
<b>Cumberland</b>	Bi-weekly Manual	Bi-weekly Manual	Weekly Manual	1,955
<b>Royston</b>	Weekly Manual	Bi-weekly Manual	Not provided	1,134
<b>Cortes Island</b>	Weekly Manual	Weekly Manual	Not provided	683
<b>Sayward</b>	Weekly Manual	Not provided	Not provided	166
<b>Gold River</b>	Weekly Manual	Not provided	Not provided	610

Local Government Collection	Waste	Recycling	Organics	Approximate Households
Tahsis	Weekly Bear Bins	Not provided	Not provided	231
Zeballos	Weekly Bear Bins	Not provided	Not provided	71
Denman Island	Bi-Weekly/ Weekly Manual	Not provided	Not provided	650

Recycle BC has two optional collection streams: glass and plastic film. There are no communities accepting glass at the curb, and plastic film collection is just launching as of 2025, with no CSWM communities piloting it as of January 2026.

Recycle BC funding is available to eligible communities for the collection of recycling from single-family homes. At the time of the Recycle BC program launch in 2014, any community with existing curb-side waste collection was eligible to join. That eligibility has since lapsed, and current requirements make many communities in the CSWM ineligible for funding due to population-size limits set by Recycle BC in its approved program plan. First Nations communities do not have a minimum population size they have to meet to receive support from Recycle BC.

### 3.2.2 Multi-Family Collection

Multi-family residents are generally serviced by the private sector for waste and recycling services, with some limited to just waste or waste and cardboard collection. The exception applies within the Village of Cumberland, the Village of Gold River, and the Town of Comox (where accepted), where they are part of the consolidated service provided by the municipality.

The City of Campbell River has an approved Recycle BC collector for multi-family buildings through a private hauler; however, uptake is low and understood to be just four buildings receiving funding.

### 3.2.3 Non-Organized Collection

There are over 10,000 households on Vancouver Island without organized collection who have the option to subscribe to private-sector collection services for garbage, recycling, and/or organics. Services vary widely, with the majority of those subscribed receiving only waste collection. Funding for recycling collection through subscription services is not available through Recycle BC, some residents elect to pay extra for it. Many rural properties participate in backyard composting or burn yard waste when allowed. Traffic volumes at the Comox Valley Waste Management Centre (CVWMC) and Campbell River Waste Management Centre (CRWMC) indicate that many rural residents choose to self-haul garbage and recyclables to waste management centres.

### 3.3 Industrial, Commercial and Institutional Waste

The ICI sector is primarily serviced by the private sector for garbage, recycling and/or organics collection. Services vary widely, with the majority subscribing to waste collection and potentially cardboard recycling. Mixed container recycling is also broadly available on eastern Vancouver Island. Limited organics collection services are currently available to the ICI sector due to restrictions on acceptance at the ROCF. Small-volume commercial generators may choose to self-haul garbage and recyclable materials to waste management centres.

In many small communities, the ICI sector is included in a mandatory collection service and charged based on garbage bin size and volume, or business type. The two largest communities providing this service are the Village of Cumberland and the Town of Comox.

#### 3.3.1 Ocean Plastics

CSWM opened an ocean debris recycling depot in 2022 in partnership with the Ocean Legacy Foundation at the Comox Valley Waste Management Centre in Cumberland. This depot accepts materials from shoreline cleanup efforts and legacy equipment from the marine sector, providing essential infrastructure to divert these plastic resources from landfills and reduce ocean pollution.

Accepted materials are collected from across the service area and include abandoned, lost or discarded fishing gear, marine debris, and legacy equipment, including some netting and rope, polystyrene foam, hard plastic and select buoys. This material is sorted for quality and sent for recycling on the Lower Mainland.

#### 3.3.2 Agricultural Waste

Specific quantities of agricultural waste are not tracked across the scale for burial, and much is expected to be managed on the farm. Agricultural plastics are a growing challenge for farmers, but they lack access to markets and face high transportation costs. A voluntary EPR program runs every three years to collect used chemical containers from farms in our area, but no silage bags or bale wrap is accepted.

### 3.4 Education and Promotion

The CSWM service delivers a wide range of public outreach and school education programs to our over 120,000 residents and students each year. The CSWM Community Education Program objectives are focused on:

- Increasing waste diversion through recycling and composting;
- Promoting participation of the CSWM existing waste diversion programs;
- Encouraging proper participation within municipal collection programs with a focus on the organics composting program; and
- Education of and working towards a gradual enforcement of compliance with material bans at the Comox Valley and Campbell River waste management centres.

These initiatives are delivered by the CSWM operations team, with support from Communications and through two contract educators. The combination of programs delivered to rural and urban audiences,

as well as the focus in schools, help to make the most effective use of the CSWM education resources. These programs, along with their mobility, provide for the broadest reach and impact across the CSWM service area.

The community educator regularly attends public events in the community to engage on waste sorting and diversion opportunities, including targeting the home improvement sector and composting education for rural areas. Presentations are also provided to community groups on request.

The CSWM has a social media presence, a dedicated website and an engagement page for each public project. Regular posts raising awareness about changing materials, recycling opportunities and events are made. Investment in an app for 'What Goes Where' and to provide direction to residents on waste collection changes or delays. This is being done in collaboration with Municipalities.

### 3.5 Reduction, Repair and Reuse

The CSWM educators have been working with local community groups and volunteers to coordinate Repair Cafes in Campbell River and the Comox Valley, and are now expanding to include other communities where volunteers are available.

Free stores are present in a number of CSWM communities, operated by local community members and volunteers. Hornby Island, Denman Island, Cortes Island, and the Village of Tahsis all have some form of free store for household goods and clothing.

Thrift stores that accept EPR program materials and report on quantities collected are eligible for a tip fee waiver at the landfill, in support of their contribution to the circular economy.

### 3.6 First Nations and Treaty First Nations

First Nations have autonomy over their utility infrastructure, including solid waste. Although the CSWM is not responsible for solid waste from First Nations or Treaty First Nations, they currently use existing CSWM infrastructure, including landfills, waste transfer stations and recycling facilities, which demonstrates a need for collaboration. CSWM is not aware of any waste disposal being managed independently within First Nations communities.

The First Nations that have inhabited communities within the service area and use CSWM facilities for the management of their solid waste are:

1. Wei Wai Kum First Nation
2. We Wai Kai Nation
3. Mowachaht/Muchalaht First Nation
4. Homalco First Nation
5. K'ómoks First Nation
6. Ehattesaht/Chinehkint First Nation
7. Klahoose First Nation
8. Nuchatlaht First Nation
9. Tlowitsis First Nation
10. Ka:'yu:'k't'h'/Chek'tles7et'h' First Nations (Treaty)

This includes the Ka:'yu:'k't'h'/Chek'tles7et'h' First Nations, which achieved Treaty status in 2011 and became a member of the Strathcona Regional District Board in April 2021. K'ómoks First Nation members voted on March 8, 2025, to ratify their modern treaty and constitution and it is anticipated

that K'omoks will become a Treaty First Nation within the 10-year term of this Solid Waste Management Plan.

The CSWM does not currently have any Municipal Type Service Agreements (MTSAs) with First Nations or Treaty First Nations for their use of CSWM's solid waste infrastructure. All waste received from First Nations is subject to the tipping fees at the receiving facility.

Teaching waste reduction themes to school children, supporting waste diversion infrastructure at events in the community and providing education on composting initiatives are examples of collaborative community work undertaken between CSWM and First Nations. CSWM staff have also worked with operational staff from nations to launch recycling initiatives in the community at their request.

First Nations and Treaty First Nations communities together reported a population of 1,619, representing 1% of the CSWM's total population. The quantities of waste generated would reflect the population percentage.

Overall, the population of self-identifying Indigenous peoples within the CSWM is increasing, from 7,265 identifying as Indigenous in the 2006 census as compared to 11,350 in the 2021 census (56% increase).

First Nations and Treaty Nations provide population forecasts for their communities. These values can change from year to year and are provided as representative values to convey community size. Many First Nations members also live off reserve. Anecdotally, many First Nations stressed that the current housing inventory is insufficient; it is a general sentiment that additional on-reserve housing would allow more community members to return home.

**Table 5:** First Nation Communities and CSWM Facilities

First Nation Community	Treaty Status as of Dec. 31, 2025	Community Population <sup>1</sup>	Homes in Community <sup>1</sup>	Related CSWM Facilities
<b>Wei Wai Kum First Nation</b>	Non-Treaty	371	163	CRWMC
<b>We Wai Kai Nation</b>	Non-Treaty	334	222	CRWMC and Quadra Recycling Depot
<b>Mowachaht/Muchalaht First Nation</b>	Non-Treaty	223	70	Gold River Waste Management Centre
<b>Homalco First Nation</b>	Non-Treaty	218	88	CRWMC and Oyster River Recycling Depot
<b>Ka:'yu:'k't'h'/Chek'tles7et'h' First Nations</b>	Treaty	164	55	Zeballos Recycling Depot and Landfill
<b>K'ómoks First Nation<sup>2</sup></b>	Non-Treaty	110	87	CVWMC
<b>Ehattesaht/Chinehkint First Nation</b>	Non-Treaty	104	20	Zeballos Recycling Depot and Landfill
<b>Klahoose First Nation</b>	Non-Treaty	67	40	Cortes Island Waste Management Centre
<b>Nuchatlaht First Nation</b>	Non-Treaty	23	13	Zeballos Recycling Depot and Landfill
<b>Tlowitsis First Nation</b>	Non-Treaty	5	0	CRWMC and Oyster River Recycling Depot

*Community populations and housing were self-reported by communities, and data were acquired in 2023.*

<sup>2</sup> K'ómoks First Nation ratified its treaty and constitution on March 8, 2025

### 3.6.1 Roles and Responsibilities

- **Federal Government:** Provides waste management assistance to First Nations through Indigenous Services Canada (ISC).
- **First Nations:** Provide waste management services; may participate in CSWM waste management services through MTSAs.
- **Treaty First Nations:** Provide waste management services; may participate in CSWM waste management services through MTSAs; may include formal participation in CSWM service and representation on the CSWM Board.

### 3.6.2 Linkages

The CSWM is open to engaging in MTSAs with First Nations or Treaty First Nations for their use of CSWM solid waste infrastructure, while other First Nations communities may choose to continue using the services on an informal basis. There are also examples of Treaty First Nations in other regional districts that have elected to join the regional district board and participate in the solid waste service of that Board. The CSWM is open to exploring the necessary service establishment bylaw amendments and governance structures for formal representation and voting rights on the CSWM Board, including the determination of any financing mechanism.

All waste received from First Nations and Treaty First Nations will continue to be subject to the tipping fees at the receiving facility.

The CSWM will continue to coordinate solid waste promotion and education efforts to improve effectiveness and cost-efficiency across communities. These engagement efforts will be an opportunity to share ideas, discuss outreach tools, and become informed about regional and local initiatives (e.g., clean-up days) that need to be communicated to the public.

To ensure proper and cost-effective management of solid waste generated in First Nations and Treaty First Nations communities within the CSWM area, it is recommended that CSWM continually liaise with core Nations as identified within **Table 5** to:

- Identify future disposal requirements at CSWM facilities;
- Identify opportunities to work cooperatively for waste management servicing (e.g. garbage and recycling collection);
- Provide opportunities to participate in promotion, education and local solid waste programs where feasible;
- Where requested, consider development of service agreements for inclusion of First Nations communities in solid waste programs and services provided, or to be provided, by CSWM or the municipalities; and
- Where requested, consider the inclusion of Treaty First Nations within the solid waste service and CSWM Board of Directors.

### 3.7 Import and Export of Waste

Some out-of-region waste is received at private construction, renovation and demolition landfills and, as an exception, at the CVWMC, but there are no known significant quantities of MSW leaving or entering the CSWM political boundaries. As part of the closure of the Zeballos landfill, the CSWM may engage in discussions with the Regional District of Mount Waddington (RDMW) regarding the disposal of Zeballos waste at the 7 Mile Landfill in Port McNeill, which would significantly reduce the hauling distance for this material to the CVWMC.

Another area to consider for potential import or export of waste is in the event of a natural disaster or a significant interruption to the CSWM service. In the unlikely but increasingly frequent event of a natural disaster, CSWM will work with the Province to provide for the safe and efficient management of debris. Further consideration is provided in **Appendix 6**.

### 3.8 Future Facilities

The CSWM includes many water-access communities, such as Hornby Island, Denman Island, Quadra Island, Cortes Island, Read Island, Nootka Island, Kyuoquot, and Walters Cove. It also includes small communities accessed only by gravel roads, such as Tahsis and Zeballos. The majority of the population, greater than 85%, resides within urban and rural areas along the eastern shore of Vancouver Island. The population density outside the four major island communities and remote municipalities is very low. This lack of density results in higher service operating costs in these areas. To provide readily accessible diversion opportunities, a 'Convenience Level Standard' (CLS) was developed, adapted from policy work completed for the Ministry and informed by the RSWAC. Modifications considered the local context of travel times, ferries, road surfaces, access to other services, and population.

CSWM will work to align our service delivery to the CLS at a minimum, with the opportunity for higher standards to be funded through a separate service. The collection of solid waste from homes will continue to be funded directly by users, not through tipping fees. It is expected that Producer Responsibility Organizations (PRO) will work with CSWM to fund service levels supporting events, depots and collection services where appropriate in support of this standard. For more details on the CLS, refer to Schedule B.

Municipal solid waste in the region may be directed for management to any new site or facility contemplated by this Plan, provided the new site or facility follows the process for development as outlined herein. The process for development of new sites and facilities shall include, but not be limited to:

- An appropriate procurement process.
- Ensuring that authorizations (including OCs, licences and/or registration under Organic Matter Recycling Regulation (OMRR) are obtained as necessary, and that any requirements from other levels of government are also met.
- Environmental assessment, including an assessment of human health risk acceptable to the applicable health authority and public consultation, as may be required by provincial and federal regulations.

- Public consultation on new (or amended) sites or facilities that require authorization under the EMA.
- Any additional assessment as laid out in the minister's conditions for approval of this Plan.

New sites and facilities specifically contemplated in this Plan include:

### **3.8.1 Zeballos**

To improve the protection of the environment and meet the BC Landfill Criteria for MSW (2016), the Zeballos landfill will be closed and replaced with a facility to transfer waste. The recycling depot in Zeballos may be co-located with the new waste facility or remain in its current location. Consultation with RDMW will be undertaken to consider the transfer of the waste for burial in 7 Mile Landfill in Port McNeill, otherwise, the waste will be brought to the CVWMC for burial. Final closure of the landfill may consider an application to the Ministry for the installation of a biocover instead of an impermeable liner for the reduction of fugitive methane emissions from the landfill post-closure. An update to the landfill closure plan will be developed.

### **3.8.2 Tahsis**

To improve environmental protection and meet the BC Landfill Criteria (2016), the Tahsis landfill will be closed and replaced with a waste transfer facility. The recycling depot in Tahsis may be co-located with the new waste facility or remain in its current location. Waste will be brought to the CVWMC for burial either directly or via Gold River. Final closure of the landfill may consider applying to the Ministry for the installation of a biocover instead of an impermeable liner to reduce fugitive methane emissions from the landfill post-closure. An update to the landfill closure plan will be developed.

### **3.8.3 Gold River**

The Gold River landfill no longer receives municipal solid waste for disposal. To improve environmental protection and meet the BC Landfill Criteria (2016), the Gold River landfill will be closed. Once closed, the landfill site may be reused as a community waste management site. Waste will continue to be brought to the CVWMC for burial. Final closure of the landfill may consider applying to the Ministry for the installation of a biocover instead of an impermeable liner to reduce fugitive methane emissions from the landfill post-closure, depending on the planned future land use. An update to the landfill closure plan will be developed.

### **3.8.4 Quadra Island**

A recycling depot is under construction on Quadra Island to support waste diversion on the island. There is currently no location for the consolidation of waste on Quadra Island and no organized curbside collection service of waste from residents. As part of this Plan, there is consideration for the acceptance of bagged waste at recycling depots prepaid by volume and dropped directly into lidded bins.

### **3.8.5 Oyster River**

A property has been purchased for the development of a staffed recycling depot at 2185 Regent Road, Black Creek. This location will require some renovations and improvements prior to operating, and it is anticipated that service levels will increase over time. There is currently no nearby facility for the

consolidation of waste, and no organized curbside collection service of waste from residents, only a subscription service. As part of this Plan, there is consideration for the acceptance of bagged waste at recycling depots prepaid by volume and dropped directly into lidded bins.

### 3.8.6 Organics Processing

The Regional Organics Compost Facility will be at capacity within the term of this Plan. Additional processing capacity will be sought for the management of organics generated from the expansion of this material stream to multi-family and ICI generators. This capacity may be in-region or may be out of region, requiring transfer. The CVWMC property is zoned to allow for the operation of a compost facility, which could be a potential future location of a private or public facility.

### 3.8.7 Comox Valley Waste Management Centre

The engineered landfill at the CVWMC, Bevan Landfill, is currently filling 'Cell 2' of three approved cells identified within Operating Certificate 5050, making up 15.66 hectares. The estimated lifespan of these three cells is until 2052 under status quo disposal rates. The Comox Valley Waste Management Centre Master plan (AECOM, 2020) identifies the opportunity for expansion of the Bevan Landfill for additional cells to the south of the approved footprint. Upon authorization by the Board, the CSWM would consider expansion of the Bevan Landfill for cells four and five, with an engineered lined landfill with leachate and landfill gas capture and treatment. This would require engineering and environmental consultation work, consultation, authorization from the Province and an updated Design Operations and Closure Plan (DOCP).

## 4 WASTE PROFILE

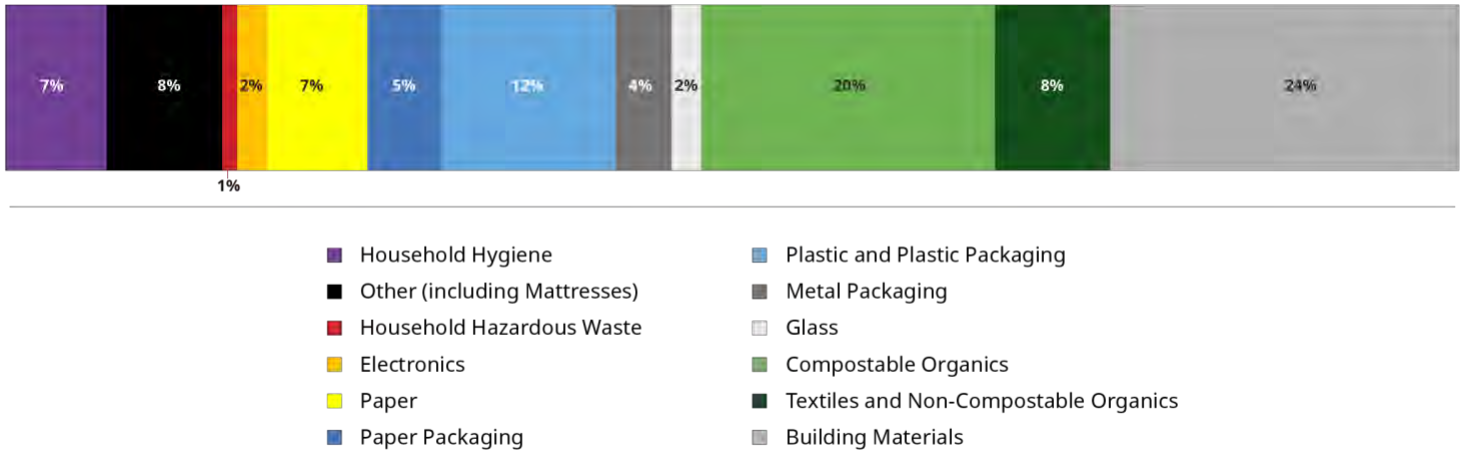
### 4.1 Waste Composition

**Figure 8** shows the estimated weight-based composition of the CSWM waste currently disposed of in landfills in the region. This data was gathered through a waste composition study completed in 2025. Based on this estimate, the total diversion potential for CSWM is around 56%, consisting of 25% organics, 15% drop-off materials, 8% depot materials and 8% recycling.

The most impactful material streams to remove from the waste stream to improve diversion are:

- Building materials – treated and painted wood, concrete and masonry
- Compostable organics – primarily food waste
- Recycling - paper, plastics, metal, packaging and paper products
- Textiles – clothing, bedding

**Figure 8: Composition of Overall Garbage Stream, 2025**



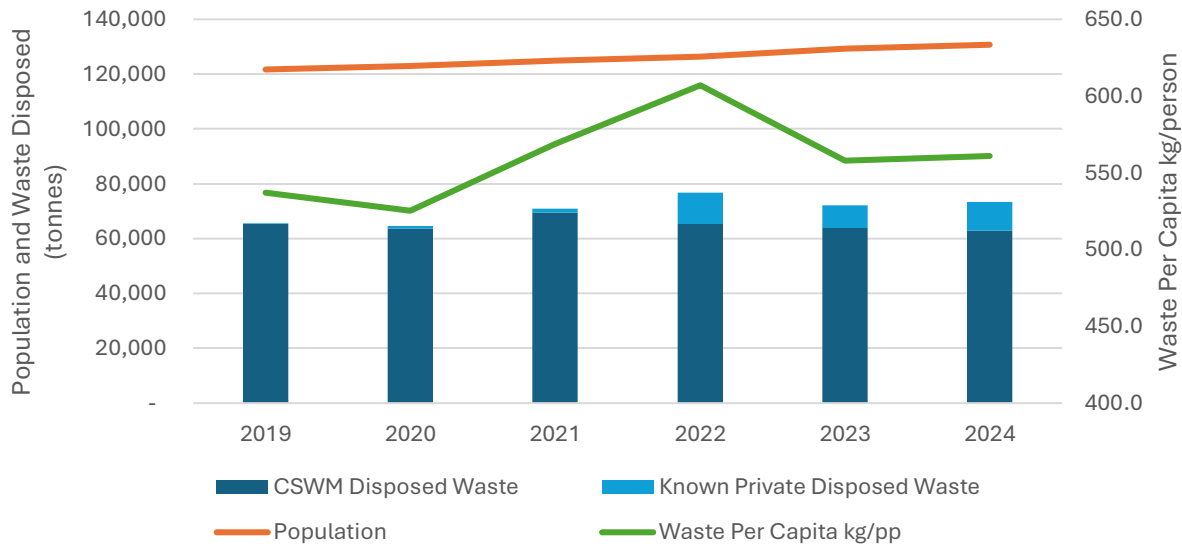
## 4.2 Waste Generated

Municipal solid waste generated from communities within the CSWM is disposed of within CSWM landfills. Land clearing, demolition and renovation waste is brought to a combination of CSWM landfills and private landfills. The **Figure 9** below provides a summary of the recent estimated waste disposed, population, and waste generated per capita. In 2024, the CSWM waste per capita value was 561 kg/person. There is some uncertainty to the data:

- Some waste may leave the CSWM boundaries in small quantities, but it is not known to be significant at this time;
- Not all private landfills publicly report their waste disposed amounts, only those available are included in these estimates; and
- Private landfills are not tracking waste origin consistently, and cannot discern between waste received from outside of the CSWM plan boundary area.

These uncertainties are expected to be reduced with introduction of facility licencing and waste hauler licencing proposed through strategy eight.

**Figure 9: 2019-2024 Waste Disposed**



The tables below provide details of the 2024 solid waste materials managed within the CSWM, including EPR materials as reported by their respective programs, food and yard waste (excluding private compost sites and backyard composting), and major streams diverted at the waste management centres (metal, drywall, etc.). A significant improvement in the 2012 SWMP data is that the amount of ICI recycling was estimated from quantities reported by private recyclers, rather than using proxy data from another community. The implementation of the Recycle BC program in 2014 has also created a clear line between ICI and residential recycling at processors. Mattress recycling is cost prohibitive at this time, and CSWM awaits expansion of the Recycling Regulation before moving forward with diverting this material stream.

Waste estimates from remote landfills are based on an annual volume survey and waste density. For the CRWMC and CVWMC, scale data is used to report waste by sector as available. Waste arriving at the CRWMC is transferred to the CVWMC for burial. For estimating diversion and MSW disposed, asbestos and controlled waste were excluded from the calculations.

**Table 6:** 2024 Recycling and Diversion Quantities

2024 EPR Program Quantities Collected	Reported Quantities		
	CVRD	SRD	CSWM
Beer Packaging	38.7	25.1	64
Beer Containers	185.7	120.6	306
Lead Acid Batteries	352.7	236.8	589
Consumer Batteries	21.0	10.9	32
Electronics	236.3	119.6	356
Small Appliances and Light Fixtures	206.7	82.2	289

2024 EPR Program Quantities Collected	Reported Quantities		
Medications	2.2	0.9	3
Oil	429.2	305.8	735
Oil Filters	62.5	42.4	105
Oil Containers	21.1	15.9	37
Antifreeze	45.8	27.2	73
Large Appliances	253.6	368.8	622
Outdoor Power Equipment	8.4	3.1	12
Paint	114.5	55.3	170
Light Bulbs	13.1	8.1	21
Smoke and CO Alarms	0.5	0.2	1
Printed Paper and Packaging	3,872.0	2,043.0	5,915
Beverage Containers	1,450.1	841.1	2,291
Thermostats	0.04	0.01	0
Tires	711.1	729.6	1,441
<b>Stewardship Program Totals Tonnes</b>	<b>8,025</b>	<b>5,037</b>	<b>13,062</b>
<b>Organics Diversion</b>	<b>CVRD</b>	<b>SRD</b>	<b>CSWM</b>
Yard Waste at WMC	2,247	1,723	3,970
Cut Grass and Rakes Leaves at WMC	277	116	393
Commingled Food and Yard Waste	7,947	3,132	11,079
Clean Wood Waste at WMC	624	768	1,392
Private Compost Facilities			0
<b>Organics Diversion Total Tonnes</b>	<b>11,095</b>	<b>5,739</b>	<b>16,834</b>
<b>Other Major Diversion Values</b>	<b>CVRD</b>	<b>SRD</b>	<b>CSWM</b>
Mattresses	0	0	0
ICI Cardboard	1180	766	1946
ICI Mixed Recycling	2424	1573	3997
Scrap Metal	1432	911	2343
Drywall	1168	454	1622

2024 EPR Program Quantities Collected	Reported Quantities		
HHW (Non-EPR)	529	0	529
Ocean Legacy	29	0	29
<b>Other Major Diversion Total Tonnes</b>	<b>6,762</b>	<b>3,704</b>	<b>10,466</b>
<b>Total Diversion Tonnage</b>	<b>25,882</b>	<b>14,480</b>	<b>40,362</b>

**Table 7: 2024 Garbage Disposed and Waste Statistics**

<b>Garbage Disposed</b>			
<b>Tonnes of Waste Disposed in Landfill</b>	<b>CVRD</b>	<b>SRD</b>	<b>CSWM</b>
Zeballos Landfill Waste Estimate	0	712	712
Tahsis Landfill Waste Estimate	0	594	594
Gold River Landfill Waste Estimate	0	244	244
<b>CV and CR Waste Management Centres</b>	<b>CVRD</b>	<b>SRD</b>	<b>CSWM</b>
Municipal Waste by Contract	6,651	4,219	10,870
ICI & Household	20,061	17,077	37,138
Construction Waste	10,589	1,681	12,270
Controlled Waste	146	0	146
Volunteer Clean Up	10	7	17
Streetside cleanup/illegal dumping	46	180	226
Invasive Species	318	206	524
Asbestos	0	5	5
Mattresses	0	221	221
Waste Transferred for Disposal SRD to CVRD	23,462		
<b>CSWM Facilities Waste Generated Tonnage</b>	<b>37,821</b>	<b>25,146</b>	<b>62,967</b>
<b>Total CSWM Facilities Disposed Tonnage</b>	<b>61,283</b>	<b>1,550</b>	<b>62,833</b>
<b>Uplands / Northwin Landfill</b>	<b>CVRD</b>	<b>SRD</b>	<b>CSWM</b>
C&D Waste	0	10,535	10,535
Asbestos Containing Material	0	266	266
<b>Total Private Disposed Tonnage</b>	<b>0</b>	<b>10,801</b>	<b>10,801</b>
<b>Total Tonnage (Diversion and All Waste)</b>	<b>63,703</b>	<b>50,427</b>	<b>114,130</b>
<b>Statistics for 2024</b>	<b>CVRD</b>	<b>SRD</b>	<b>CSWM</b>
<b>Total MSW Generated</b>	<b>37,675</b>	<b>35,676</b>	<b>73,351</b>
<b>Total MSW Generated kg Per Capita</b>	<b>475</b>	<b>693</b>	<b>561</b>
<b>Diversion kg Per Capita</b>	<b>326</b>	<b>281</b>	<b>309</b>
<b>Diversion Rate</b>	<b>40.7%</b>	<b>28.9%</b>	<b>35.5%</b>

## 5 STRATEGIES AND ACTIONS

### 5.1 Strategy 1 - Support Reuse Initiatives

The new CSWM guiding principles emphasize the first seven Rs: Refuse, Rethink, Redesign, Reduce, Reuse, Repair, and Recycle as guiding principle #2. This highlights the critical importance of enhancing the role of reuse in lowering the regional disposal rate from 561 kg per capita per year to meet the provincial target of 350 kg. Despite the presence of numerous thrift stores and online options in urban centres within the CSWM service area, there is still a considerable amount of material of value being landfilled from these communities.

1. **Advocate and promote donations to existing reuse establishments.** Continue to advocate for making smart choices when buying products to reduce waste and promote donations to existing establishments in urban areas. Leverage the CSWM website to promote charities/non-profits and list what items they accept as donations. Facilitate the redistribution of items to areas with less access to used goods.
2. **Partner with a local non-profit organization to pilot the collection of reusable items at the CVWMC from customers.** Partner with one or more local non-profits to divert material from waste streams at the CVWMC. This could include setting aside lightly used materials to be kept clean and dry, which are then picked up from the site by the partner. This will require staff resources to identify and set aside items and is proposed as a pilot for six months to understand implications.
3. **Financially support island and remote community free stores where volunteers or the local municipality construct, operate, and staff the free store.** To define roles and responsibilities for free stores or share sheds, a budget of one dollar per permanent resident of the island and remote communities will be available to the local municipality or a non-profit and their volunteers to support their capital and operational costs annually.

### 5.2 Strategy 2 – Encourage Repair

Repair Cafes were identified during public engagement in earlier consultation for the SWMP renewal process as an area that the public recognized had growth potential, and would contribute to reducing waste, curbing consumption, combating planned obsolescence, and fostering regional resilience. These events are free to attend and held in a public and accessible space that is equipped with tools and supplies where individuals, assisted by skilled volunteers, can repair or mend everyday items such as electronics, appliances, computers, bicycles, and clothing. Repair Cafes support the following two Guiding Principles approved by the community, to:

- Promote and support zero-waste approaches and a circular economy; and
  - Promote the first seven Rs – Refuse, Rethink, Redesign, Reduce, Reuse, Repair, and Recycle.
4. **Maintain Support for Repair Cafes in the Community.** CSWM will support Repair Cafes in the region with staffing and coordination. Existing support includes providing assistance through the

CSWM Community and Curriculum Educator to support five to six Repair Cafe events throughout the service area annually.

5. **Implement a grant program to support local Repair Cafe event coordination.** The CSWM will introduce grants to support local organizations hosting repair events to help expand and support repair efforts in the region. Working in collaboration with community groups and organizations will decrease the workload associated with the coordination of these events, and offering grants can increase willingness to participate.
6. **Develop Repair Cafe toolkits, including basic supplies to facilities and streamline the coordination of events.** The CSWM will develop a Repair Cafe Toolkit, which will consist of basic supplies and consumables to facilitate and streamline the coordination of events and reduce out of pocket expenses for volunteers.
7. **Advocate for the right to repair at the provincial and national level.** Continue to advocate for the provincial and national level of government to implement policies and programs related to the right to repair.

### 5.3 Strategy 3 – Encourage Waste Diversion through Education and Outreach

Community education, communication, and outreach play a pivotal role in shaping the Strategic Goals and priorities outlined in the SWMP renewal process. Supporting community education, communication, and outreach is an approach that aligns most closely with guiding principle #5 - to have informed residents, businesses and community partners empowered to participate effectively and consistently in proper waste management practices.

8. **Maintain current education and engagement levels throughout the school districts and at regional events.** The CSWM has established a robust outreach and engagement program that reaches new residents each year. This action supports maintaining support for this program in the coming decade.
9. **Increase education, outreach and communications capacity to engage with more sectors and provide regionally specific content.** This action is for the CSWM to increase education, outreach and communications capacity moving forward. This will include introducing community-specific content, further supporting new waste reduction and behaviour change initiatives by working with local champions, and expanding the current service level to target new demographics and sectors. This would be in addition to any support for sector-specific education through other actions.
10. **Establish mobile waste source separation equipment to improve waste diversion at community events.** Investing in waste diversion infrastructure for community events can support municipalities and non-profits holding events and generating economic development. Providing support and resources to facilitate source diversion for events could result in significant event waste reduction.

## 5.4 Strategy 4 - Improve Multi-family Waste Reduction and Diversion

The CSWM does not offer any waste collection services directly to multi-family buildings; however, approximately one-third of the region's residential households are multi-family based on 2021 census data. Throughout the service area, there are no standards, expectations or requirements for multi-family buildings to provide waste diversion infrastructure to enable effective source separation through municipal or regional by-laws.

11. **Implement a requirement for adequate space for waste collection in new buildings.** CSWM shall collaborate with member municipalities to integrate waste management space requirements into their respective bylaws. This encompasses updates to reflect future revisions of the BC Building Code and local development planning area guidelines. The CSWM will also advocate at the Provincial level for changes to the Building Code to consider space allocation for waste collection for areas without Building permits.
12. **Increase education and outreach to multi-family residents.** Using a multi-pronged approach and sharing from success stories, CSWM will increase education and outreach to multi-family residents. This may include aspects such as a comprehensive campaign with management and residents, training programs to build capacity within multi-family building operations, a program to equip residents as recycling champions, and more.
13. **Expand the organics collection to multi-family homes to increase diversion.** Expanding the organics collection to multi-family homes will increase diversion of an important methane generating part of the waste stream. This will also contribute to increasing equitable service provision for all residents in the CSWM area. This option would require transfer infrastructure upgrades at the CVWMC to facilitate diversion to other facilities. The service design will need to consider convenience and financial impact.

## 5.5 Strategy 5 - Improve ICI Waste Reduction and Diversion

Addressing ICI waste reduction and diversion aligns with CSWM's SWMP draft goals and guiding principles, including supporting a circular economy approach, reducing waste to landfills, encouraging participation in the solid waste system across sectors, and ensuring changes are delivered equitably while recognizing and leveraging the unique challenges and cultures of the region's rural and remote communities. The ICI sector has high waste reduction and overall diversion potential. The ICI sector materials disposed as garbage represent a significant portion of the overall waste stream.

14. **Continue to advocate for increased stewardship support to improve accessibility to recycling programs and expand materials covered under EPR for the ICI sector.** CSWM will advocate to senior levels of government and other partners for policy and program support in the management of ICI recycling. Efforts include tracking and weighing in on the development and implementation of ICI related provincial policy, including but not limited to how non-residential packaging and paper products, single-use item reduction and plastics management and updates to existing and new EPR programs.

15. **Use policy and education to incentivize waste minimization and diversion.** This action will build on the tipping fee differential success with regional disposal, including the option to introduce further landfill bans (organics) when composting options are readily available, support municipal source separation bylaws, and integrate waste reduction and diversion into business license agreements. Policy integration must be based on policy development and approval across all levels of government. It is very important that adequate education and outreach for any new policies being implemented are provided.
16. **Support businesses to reduce waste through education and collaboration.** Development of turnkey education signage and how-to toolkits by subsector (e.g., food service, retail, hospitality, education, health) for businesses and institutions. Some examples include showcasing success online, hosting an annual awards event, convene and engage key collaborators periodically for local food procurement, waste reduction, and diversion initiatives.
17. **Provide ongoing technical assistance to businesses and institutions.** Provide in-person assistance to businesses and institutions, including schools, to help reduce waste generation and measure the impact that businesses have over time. This could include site visits for audits, system setup, and periodic monitoring at business and institution points of generation. Well suited to pairing with rolling out new bylaw requirements (e.g. new landfill bans, etc).
18. **Enhance operations to promote diversion and cost recovery.** This action supports the implementation of a clear bag policy for garbage and the associated change management and communications necessary to support that. Associated activities will be supporting tipping fee differential increases to promote source separation at the Waste Management Centres, continuing to monitor rural depot commercial material management and offering ICI recycling where viable.
19. **Civic site waste minimization and diversion.** The CSWM and CVRD can lead by example and coordinate with municipalities and First Nations to showcase best practices for waste diversion. This action involves optimizing systems to minimize waste and promote diversion across regional district departments using procurement practice adjustments; promoting reusables; use of centralized zero waste stations (remove desk garbage) and collection infrastructure by facility type.

## 5.6 Strategy 6 – Improve CRD Waste Reduction and Diversion

In our region, construction, renovation and demolition (CRD) materials represent the second largest category of materials received at the CVWMC and CRWMC. The CSWM conducted a waste audit in 2025, which identified that 35% of the waste disposed was building materials. The audit reviewed the differing composition of renovation, construction and demolition waste and found the diversion potential to be between 7-16% based on materials currently accepted for diversion at waste management centres in the CSWM. Samples were assessed visually at a private landfill and the CVWMC. Materials readily available for diversion from within the CRD waste stream included: metals, durable plastics, cardboard, electronics and textiles. Opportunities for development of additional markets to address treated or painted wood, asphalt shingles, and to reduce concrete and masonry in landfills should be prioritized.

20. **Present policy recommendations to local governments to require a pre-demolition assessment to identify the opportunity for relocation or deconstruction of a building.** The CSWM will support local governments through policy recommendations to implement a pre-demolition assessment to help identify opportunities for building relocation or deconstruction upon application for building demolition. This can be through presenting policy options to local government and supporting them to implement if they choose to, or through action 21 below
21. **Require local governments to implement a pre-demolition assessment to identify the opportunity for relocation or deconstruction, and ensure that findings from the assessment are followed.** Present policy recommendations to local governments requiring that the findings from pre-demolition assessments be followed, or align policy recommendations with best practice in other jurisdictions and require that all structures of certain periods be deconstructed, subject to safety considerations. Require contractors to pay a refundable deposit, which is returned upon the contractor proving they have salvaged and reused a prescribed amount of materials.
22. **Provide a financial incentive for projects choosing to deconstruct instead of demolishing a building to promote reuse and waste salvage.** Provide a financial incentive for deconstruction projects to promote salvage and reuse over demolition and waste generation. This action is expected to help create the business economy required to sustain the reuse of building materials.
23. **Support local governments to implement expedited relocation, deconstruction, and move-on permits to promote reuse and waste salvage.** The CSWM will encourage CRD waste reduction by supporting local governments to expedite building permits for relocation and move-on, and deconstruction, to promote the reuse and salvage of CRD materials.
24. **Engage with other jurisdictions on cross-regional solutions.** The CSWM will establish pathways for material resale by engaging with other jurisdictions on cross-regional solutions. For example, local governments, First Nations, and organizations. One example is the Building Material Exchange (BMEx) on Vancouver Island, which connects construction and manufacturing businesses to increase the salvage and reuse of materials among businesses.
25. **Develop educational tools and resources to support on-site material management at CVWMC.** Develop educational materials and tools to support on-site CRD material management, which can be implemented at the CVWMC as part of action 26.
26. **Implement material separation of mixed material loads at CVWMC.** Implement a staging area at the CVWMC with a tipping pad where trucks dump their loads of mixed CRD, and regional staff sort and divert recyclable materials. This would be funded through associated increased tipping fees for mixed materials.

## 5.7 Strategy 7 – Support Equitable Access to Services

The guiding principle #8 emphasizes striving for equity and accessibility across regions and between private and public solid waste management. During public engagement and consultation, residents voiced that they would like to see an increase in the number of facilities and an improved/expanded collection service. This strategy explores opportunities to increase equitable access to services and

improve convenience in recycling, and consequently increase diversion. This strategy also aligns with guiding principles #5 and 7.

27. **Pursue development of depots or events to meet the access requirements of the CSWM Convenience Level Standard.** Implement the CSWM Convenience Level Standard, which identifies a commitment level of diversion services for each community or region and a commitment for funding to this level through the entire CSWM service. In cooperation with EPR programs, the CSWM can develop staffed depots and/or events to meet access requirements necessary to provide diversion opportunities to all CSWM residents fairly, with consideration of a community's remoteness.
28. **Increase the density of publicly funded depots to meet the service level standard and provide a user pay bag-drop off for residents without collection service.** Explore providing the option for residents to drop off garbage for a fee per bag at select recycling depots. Accepting prepaid bagged waste could be added to existing recycling facilities, and or additional ones to reduce traffic at the CVWMC and reduce travel times for self-haul customers.
29. **Introduce a mandatory waste generator source separation bylaw.** Pursue a regulation from the Province to grant the CSWM (CVRD) a service-wide authority for waste source separation, comparable to the one granted to the Regional District of Nanaimo (RDN). This would require all waste generators, including ICI and multi-family residential, to separate their waste into three streams to make recycling more convenient and increase diversion. This action relies on the successful implementation of waste hauler licencing and waste facility licencing.
30. **Implement regional garbage and recycling collection for households through a contractor.** Provide region-wide single-family residential bi-weekly garbage and recycling collection to electoral area residents, with the option of organics collection in areas that are operationally accessible. This service would be delivered through private contractors to an estimated 10,000 households in CVRD Electoral Areas A, B, C and SRD Electoral Area D, with the potential for service to an additional 2,700 households on Hornby and Quadra islands if feasible.

## 5.8 Strategy 8 – Advance Solid Waste Tracking

Increasing tracking of solid waste management in the region through various measures, such as waste facility and hauler licencing, can contribute to reducing environmental impacts, providing better services to residents, levelling the playing field, and providing quality data on waste volumes to help the CSWM make educated decisions for waste management in the region. This strategy contributes to multiple Guiding Principles, including 3, 6 and 8.

31. **Implement waste facility licencing for all facilities except public-facing facilities with no diversion targets.** To improve reporting and diversion statistics, the CSWM will license waste management facilities. Public-facing facilities such as recycling depots, return-to-retail stores and thrift stores will be exempt to reduce burden and prevent overlap with EPR reporting. No enforcement of diversion requirements, but will require reasonable efforts to divert reusable and recyclable items.

32. **Implement waste hauler licencing.** Consider the development of a regulatory tool for the licencing of waste haulers, in line with what the Regional District of Nanaimo has implemented. Designed to promote diversion through financial incentives and to encourage the flow of waste through the waste industry with transparency, not flow control. Any haulers operating in the region would be subject to this licencing and benefit from reduced tipping fees in exchange for data and enforcing source separation.
33. **Adopt the waste hauler incentive model.** Adopt a waste collector incentive model (comparable to the Capital Regional District), which would give CSWM commercial customers a rebate to voluntarily self-report waste collection data. To promote multi-stream collection and diversion and shift the flow of waste to industry, similar to waste hauler licencing.

## 6 FINANCE AND ADMINISTRATION

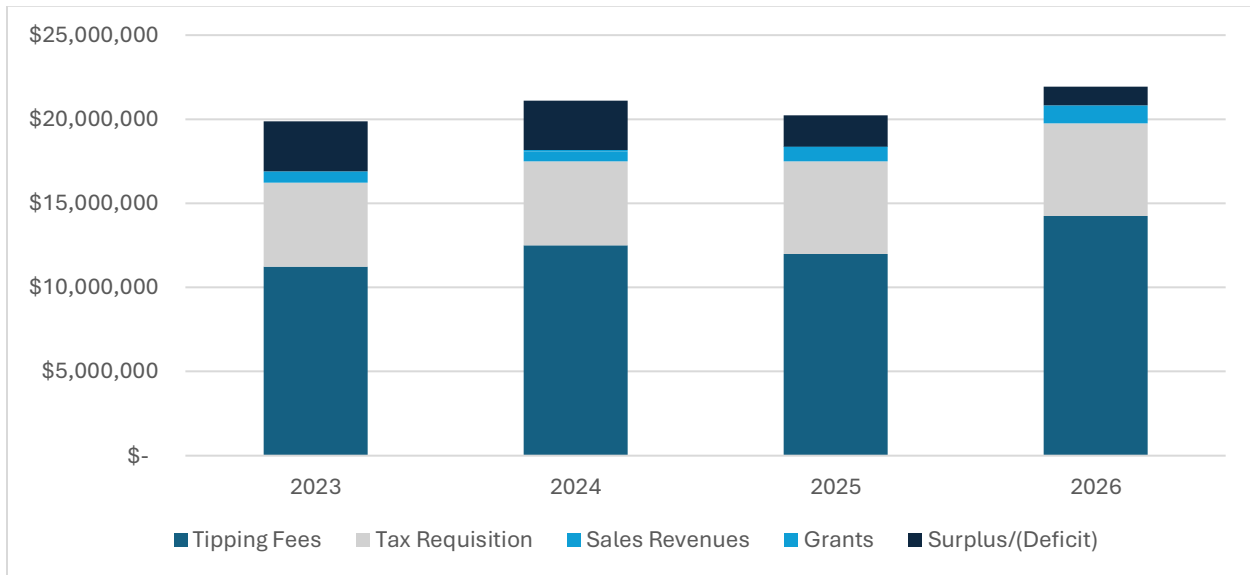
### 6.1 Plan Funding

Funding to implement the actions identified in this Plan is provided by residents and businesses predominantly through tipping fees, with some funding anticipated through taxation, licencing and or utility fees (fees paid for a collection service for example). The following breakdown is based on the best available information at the time of the Plan's development. All approved funding mechanisms for the Service are described below:

- **Tipping Fees:** applied at CSWM facilities based on waste generated (CVRD Bylaw No. 720);
- **Tax Requisition:** includes occupied landowners within the Service allocated based on assessed property value;
- **Sales revenues:** scrap metal sales, EPR revenue, compost sales, etc.;
- **Reserve funds:** most often used to fund capital projects or support unexpected operational demands;
- **Collection fees:** typically applied for delivery of a curbside collection service, these are not part of the current funding model for the Service, but are approved as such; and
- **Grants:** when available.

The following **Figure 10** shows the breakdown of the value of each of the revenue streams captured in support of the delivery of the Service between 2023 and 2026.

**Figure 10: CSWM Revenue Sources Actual, Projected and Proposed**



It is the Board’s desire to adhere to “user pay” principles and policy work is in progress to contemplate use of variable tipping rates and incentive based pricing in line with the above strategies to achieve greater diversion. However, there is recognition that policy for “user pay” principles may have to deviate at times from this approach due to the following considerations:

1. Tipping fees cannot be set so high that they drive waste away to alternative disposal locations, rather than produce the intended result of waste minimization.;
2. There are some costs, such as debt repayment, that cannot be attributed to those who generated the waste in the past, and must be borne by all current users.
3. The decision by the Service to regionalize waste disposal to the CVWMC in Cumberland reduced overall disposal costs for the Service but imposed an uneven cost to communities generating waste further away. That inequity is managed through the Universal Transportation Model, and costs are shared by all users.
4. Alternative private disposal facilities could be developed and impact revenue in a significant way; and
5. As waste diversion is more successful, there is less revenue generated through tipping fees for waste to support programs under the Plan, which are not revenue generating.

Development Cost Charges (DCC) are a relatively new potential source of revenue for solid waste services with the passing of *Bill 46 – 2023: Housing Statutes (Development Financing) Amendment Act*, which made amendments to the *Local Government Act* providing local governments with new categories to which DCCs could be applied, including Solid Waste Facilities. The Service is considering the potential for revenue generation from the application of DCCs, but has not included any analysis as part of this financial plan at this time.

No grant funding is ever guaranteed, so these are not included in any proposed funding. When available, staff will review and apply for Federal and Provincial grants and funding opportunities as applicable to reduce the cost burden on users.

## 6.2 Cost Implications and Expenditures

The strategies, actions and costs associated with meeting the targets have been discussed in previous sections and represent significant changes and improvements to take the solid waste service into the future. This section of the Plan presents a summary of the annual representative costs expected for the Service under the proposed strategies and actions, as well as for the maintenance of existing service levels.

**Table 8:** Summary of Ten-Year Financial Plan

Plan Year	Capital	New Capital	Operating Expenditures	New Operating Expenditures
2027 - Y1	\$2,776,338	\$525,000	\$21,754,501	\$490,000
2028 - Y2	\$3,716,211	\$-	\$22,830,686	\$597,500
2029 - Y3	\$2,187,513	\$-	\$23,109,626	\$675,500
2030 - Y4	\$4,859,098	\$-	\$23,689,000	\$913,500
2031 - Y5	\$908,097	\$-	\$24,281,100	\$1,000,500
2032 - Y6	\$517,358	\$500,000	\$24,888,003	\$1,175,500
2033 - Y7	\$288,701	\$-	\$25,510,078	\$1,145,500
2034 - Y8	\$2,243,682	\$-	\$26,147,705	\$1,050,500
2035 - Y9	\$18,250,000	\$-	\$26,801,273	\$1,005,500
2036 - Y10	\$1,000,000	\$-	\$27,471,180	\$1,005,500

**Table 8** above provides a summary of the ten-year financial plan reflecting the proposed programs and existing expenditures as developed by CSWM and CVRD staff. A detailed table is provided in Schedule C. This analysis was built with the assumption that some existing staff would contribute to the programs and policies developed and would be supported by the addition of 3.75 staff over the Plan period. These increased staffing costs are included in the above operational costs.

It is understood that any increase to the overall Service will be borne by the residents of the service, and on the direction of the Board, costs should be prioritized to be user pay over increased taxation.

## 6.3 Asset Management

The CSWM service has an asset management plan that provides a financial and technical road map for the sustainable operation and management of CSWM assets well into the future. This asset management plan was based on numerous best practice guidelines, such as ISO 55000:2014 and the International Infrastructure Management Manual. CSWM and the CVRD are working towards implementation of a

fulsome asset management program as part of the financial planning process to ensure CSWM can maintain our level of service and regulatory compliance while protecting our assets.

## 6.4 Authority to Borrow Funds

The *Environmental Management Act (Section 24(7))* states that once the Plan is approved by the Minister, funds that have been identified in the Plan for its implementation do not require any additional public approvals, such as a referendum, to borrow funds to implement the Plan. However, as with all borrowing for capital projects by local governments, the borrowing of funds to implement a SWMP requires the preparation of a bylaw that must be approved by the inspector of municipalities.

Regional Districts are established and governed under the *Local Government Act (LGA), Part 11, Division 6 (sections 402-412)* of the LGA prescribes the authority, conditions and procedures under which a Regional District may undertake borrowing on behalf of a service and its participating area.

The language in Part 6 of the Community Charter places restrictive conditions on both contract terms and a limit on borrowing for expenditures, which can limit a local government's ability to access optimal financial terms through an agreement in the interest of providing operational excellence.

The *Environmental Management Act* recognizes this limitation and acknowledges that a bylaw adopted for implementing a Waste Management plan does not require a petition, the assent of the electors or the approval of the electors. However, such a bylaw does require written prior approval from the Minister of Environment and Parks.

The CSWM anticipates relying on this provision during the ten-year planning horizon for the Services and Programs identified in the Plan. It is impossible to be entirely predictive of circumstances where these provisions may be advantageous. This includes but is not limited to:

- Capital upgrades or contingency measures related to CSWM facilities, mitigating an environmental hazard.
- Provision of equipment ancillary to a facility's operation, such as landfill heavy equipment or curbside collection equipment.
- Establishment of a collection service, including the provision of collection containers.
- Advancement of alternative technologies that are consistent with the SWMP goals and guiding principles.

## 7 PLAN IMPLEMENTATION

### 7.1 Implementation Schedule

A time frame for implementing each Plan strategy and action for 2027 to 2037 is included in Schedule D. A schedule for the anticipated expansion of the Bevan landfill, and closure of the Zeballos, Tahsis and Gold River landfills is included in **Appendix 7**. These schedules are flexible and may respond to changes in technology, waste volumes, natural disasters, or available resources. Program development and

planning time have been considered within the implementation schedule, as well as resourcing, assuming staff complements are adjusted according to planned execution.

## 7.2 Bylaws

For the purpose of implementing the approved Plan, the CSWM intends to develop and consult on a number of new bylaws and consider any necessary refinements in support of existing bylaws.

### 7.2.1 Existing Bylaws

The CSWM is authorized under Bylaw No. 1822, Regional Solid Waste Plan Local Service Area Establishment Bylaw 1996, for the establishment of a local service for the local service of collection, removal and disposal of waste, noxious, offensive or unwholesome substances. It also extends to provide for the regulation, storage and management of municipal solid waste and recyclable material, including the regulation of facilities and commercial vehicles.

Regulatory bylaws supporting this establishment bylaw are:

- CSWM Illegal Dumping Regulation Bylaw No. 470, 2017;
- CSWM Facilities Scavenging and Trespassing Bylaw No. 396, 2015; and
- CSWM Service Tipping Fee and Solid Waste Disposal Regulation Bylaw No. 720, 2022.

Bylaws developed for the enforcement and ticketing of offences related to solid waste services, programs and facilities:

- CSWM Municipal Ticket Information Bylaw No. 460, 2017; and
- CSWM Bylaw Adjudication Ticketing Bylaw No. 687, 2021.

To ensure the effectiveness of the Plan, CSWM shall implement enforcement measures as necessary for mandatory source separation and licencing. This encompasses the use of all powers provided via the EMA and the LGA to implement the Plan and ensure compliance.

### 7.2.2 Proposed Bylaws

The *Environmental Management Act* provides regional districts with the authority to create bylaws to better manage municipal solid waste and recyclable materials. This includes the ability to issue a number of different licences, under the authority of a bylaw made under subsection 25(3)(h)(i). Three licences identified in the *Environmental Management Act* are:

- Waste Stream Management Licence
- Hauler licence; and
- Recycler licence.

These licences can be used by regional districts as a tool for achieving operational and administrative jurisdiction over sites, facilities and haulers managing recyclable material and municipal solid waste. As part of the strategies for diversion within this Plan, the CSWM has identified moving forward to expand into these areas.

CSWM shall develop and implement regulatory bylaws as required to manage the regional waste stream. This authority encompasses the ability to mandate waste hauler licencing, mandatory source separation and waste hauler licencing for any material stream contemplated under the definition of municipal solid waste within the EMA. The Waste Facility Licencing, Mandatory Waste Source Separation Bylaw and Waste Haulers Licencing Bylaw will be developed following the approval of this Plan and granting authority from the Province, where required to deal with financial and operational control issues of concern to the CSWM and the community.

In addition, the CSWM will prepare a regulatory bylaw for the creation of a regional collection service, under the establishment of Bylaw No. 1822, Regional Solid Waste Plan Local Service Area Establishment Bylaw. This will support the development of a defined service area as well as utility fees for the delivery of this service to residents. Pursuant to Section 263 of the LGA, CSWM shall have the broad authority to enter into agreements/contract the collection of waste as contemplated within the Plan.

As per the implementation schedule discussed above in Schedule D, the CSWM will conduct planning, bylaw development and public consultation prior to full implementation of these new bylaws. Potential sections of the proposed bylaws are included in Schedule E. CSWM shall utilize the regulatory authorities provided by the Community Charter to mandate source separation and facility standards which encompasses current and future waste streams contemplated for diversion. In accordance with the Community Charter and/or the *Local Government Act*, the bylaws will be written to “avoid uncertainty and any potential for arbitrary decision-making”<sup>3</sup>.

### **7.3 Operational Certificates and Licences**

At this time, the CSWM has no bylaws in place to enforce operational or administrative requirements on private solid waste facilities. It is anticipated that the approval of future operating certificates (OCs) by the Province will be based on the detailed operating and environmental protection measures for the solid waste management facilities specified in the Plan. Where amendments to an OC may require an amendment to the Plan requiring minister approval, it is expected that the Province will consult and engage with the CSWM. The approved Plan, together with the required OCs, form the basis of the authority to operate solid waste facilities in the region. It is thus important to achieve the right balance between ensuring the site will be operated in accordance with standards agreed to in the approval process and providing sufficient flexibility to make minor changes easily.

A list of solid waste facilities with OCs or permits issued by the Province for the management of municipal solid waste within the CSWM boundaries is detailed in Schedule A.

### **7.4 Plan monitoring**

A Plan Monitoring Advisory Committee (PMAC) will monitor the implementation of the Plan and make recommendations to increase its effectiveness. A description of the PMAC tasks and composition is included in the terms of reference, which can be found in Schedule F.

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<sup>3</sup> UBCM, “Fact Sheet #6: Bylaws”, 2014

## 7.5 Reporting

Reporting is important because it will help to keep workplans and resources focused, as well as assess whether the Plan is achieving its goals and targets. The CSWM will provide annual reporting to the Ministry regarding diversion, waste disposed and other requested information via the Ministry's preferred tool.

In addition, the CSWM will prepare a biennial report to the CSWM Board in relation to the Plan. Key performance indicators may change, but topics that will be considered include:

- Programs delivered each year and how they support the waste management hierarchy;
- Economic development related to solid waste management in the region;
- Challenges or opportunities identified by the Plan Monitoring Advisory Committee;
- Environmental monitoring data;
- Any challenges or opportunities identified within the waste management system;
- Compliance activities;
- Greenhouse gases emitted and avoided (through capture and reuse) at facilities; and
- Spills, leaks and leachate collected at facilities.

## 7.6 Five-year Effectiveness Review

The CSWM will carry out a review and report on the Plan's implementation and effectiveness following Plan approval by the Ministry. As many initiatives require Plan approval or subsequent bylaw approval from the Province, it will be too soon to initiate this work 5 years from submission. A link to the report will be provided on the CSWM website. The review will be conducted either in-house or by a third party and will include:

- Overview of all programs or actions undertaken in the first five years to support the Plan goals and objectives – status (started, progress, complete); actual budget for each;
- Description of all programs or actions not yet started and reason (delayed start and why, initiation planned for next five years, circumstances or decisions affecting the need for or feasibility of undertaking the actions at all); budget allocated for each;
- Five-year trend information for waste disposal per person;
- Five-year trend of landfill gas capture and reuse; and
- Any significant changes related to the regional growth strategy or changes to large industry and businesses operating in the area that might impact the solid waste management system over the next five years.

## 8 PLAN AMENDMENTS

The Plan represents the current understanding and approach of the solid waste management challenges being faced by the CSWM service. The Plan is a “living document” that may be amended to reflect new considerations, technologies and issues as they arise.

Due to changing circumstances and priorities that may evolve over time, and with the input of the PMAC and interested parties, all major actions identified in the Plan will be reviewed for appropriateness before implementation. This will generally occur on an annual basis. The Plan’s implementation schedule will be flexible enough to reflect the availability of technologies that may arise over time, as well as the potential changes in regional issues and priorities. In addition, it will also take into account the financial priorities of the CSWM, its member municipalities and other partners, the availability of funding to undertake plan activities, and the availability of contractors and service providers.

The plan amendment procedure applies to major changes to the solid waste management system, which would include:

- a) The opening (or changes to the location or status) of a site or facility:
  - That is included in the regional district’s Solid Waste Management Plan and requires an authorization under the EMA,
  - or any other facility that could have an adverse impact on human health or the environment;
- b) Waste import/export options which would significantly impact the regional district’s or neighbouring solid waste systems, or not conform to provincial legislation, goals and/or targets;
- c) Changing disposal target or reductions in programs supporting the first three Rs in the pollution prevention hierarchy;
- d) A change in the boundary of the Plan, which would significantly change the amount of solid waste to be managed under the Plan or significantly change the population of the Plan area;
- e) The addition, deletion or revision of policies or strategies related to the conditions outlined in the Minister’s approval letter; and
- f) Major financial changes that warrant seeking the elector's assent.

Any program, facility or policy that was contemplated and consulted on in development of this Plan and is in line with the Guiding Principles of this Plan as a means to achieve the regional disposal target is not anticipated to trigger a requirement for a minor or major amendment. When a plan amendment is necessary, the CSWM will conduct a public consultation process and submit an amended plan to the Minister of Environment and Parks for approval, along with a detailed consultation report.

The schedules identified as part of this Plan contain information that is not considered a major change listed above but could change during the 10-year lifespan of the Plan. Each schedule will include a process for engaging the public, ranging from notification to a robust public consultation process. Schedule amendments may require approval from the Minister, but may not require submission of the

entire Plan for review and approval. Schedules that contain purely administrative provisions are identified as not forming a part of the Plan, and updates to these provisions do not require Minister approval.

Notwithstanding, the contents of this Plan and schedules are subject to legal requirements and, as a result, guidance and direction from the Ministry will be sought in regards to the level of flexibility, as appropriate. For direction on Plan disputes and the process for initiating a dispute, please refer to Schedule G.

## 9 APPROVALS

This Plan has been informed by and subject to public consultation in advance of its approval by the Comox Strathcona Waste Management Board. Upon receiving Board approval, it will be submitted to the BC Ministry of Environment and Parks for consideration and approval. As authorized by section 37 of EMA, the approved Plan shall serve as the governing regulatory document for all waste storage, processing and disposal within the CSWM service area.

# SCHEDULES

## Schedule A — Solid Waste Sites and Facilities

## Schedule A: Solid Waste Sites and Facilities

The following facilities are integral to the support of diversion in the regional waste management system.

Summary of Solid Waste Facilities within CSWM with Provincial Authorizations								
Facility	Location	Status	Waste Received	Permit Holder	Provincial Authorization #	Authorization Type	Issued	Last Revised Date
Comox Valley WMC	Cumberland	Active	MSW	Comox Valley Regional District	MR-05050	Operational Certificate	1978	Jan 27, 2026
Sawmill Landfill	Cumberland	Closed	Wood	Comox Valley Regional District	PR-04865	Permit Abandoned (2022)	1973	Nov 26, 2012
Campbell River WMC	Campbell River	Inactive	MSW	Comox Valley Regional District	MR-02401	Operational Certificate	1973	May 19, 2020
Tahsis Landfill	Tahsis	Active	MSW	Comox Valley Regional District	PR-04278	Permit	1976	Mar 8, 1988
Zeballos Landfill	Outside Zeballos	Active	MSW	Comox Valley Regional District	PR-07496	Permit	1987	Jan 6, 1987
Gold River Landfill	Gold River	Active	MSW	Comox Valley Regional District	PR-03825	Permit	1974	Sep 29, 1992
Sayward Landfill	Sayward	Closed	MSW	Comox Valley Regional District	PR-04917	Permit Cancelled (2017)	1978	Sep 24, 1985
Cortes Island Landfill	Cortes Island	Inactive	1995	Comox Valley Regional District	PR-01696	Permit	1973	Feb 17, 2014
Organics Compost Facility	Campbell River	Active	N/A	Comox Valley Regional District	110236	Permit	2023	Aug 10, 2023
Northwin Landfill	Campbell River	Active	DLC	Upland Excavating Ltd.	107689	Operational Certificate	1992/2019	Apr 26, 2022
Giese Holdings	Campbell River	Active	DLC	Giese Holdings Ltd.	PR-09081	Permit	1991	May 9, 1991
Surgenor Landfill	CVRD Area C	Inactive	DLC	George Edward Surgenor	MR-08834	Operational Certificate	1998	Jul 15, 2014
West Shore Aggregates Ltd.	Campbell River	Inactive	DLC	West Shore Aggregates Ltd.	PR-07730	Permit	1987	Sep 12, 2006

Summary of Solid Waste and Diversion Facilities										
Regional District	Facility Owner	Facility Operator	Solid Waste Facility	Summary of Services	Hours of Operation	Hours per Week Open	Days per Week Open	Community Type	Accepts Garbage?	
			CSWM Funded Facilities							
SRD	CSWM	Contracted Public	Tahis Landfill	MSW landfill, limited bulky recycling	Wed 8:00 am - 3:30 pm Sat 10:00 am - 3:30 pm	13	2	Remote	Yes	
SRD	CSWM	Contracted Public	Tahis Recycling Depot	Multi-product recycling depot	Tue to Sat 8:00 am - 3:30 pm <i>Contamination Management</i>	37.5	5	Remote	No	
SRD	CSWM	Contracted	Zeballos Landfill	MSW landfill, limited bulky recycling	Wed 1:00 pm - 3:00 pm Sat 12:00 pm - 3:00 pm	5	2	Remote	Yes	
SRD	CSWM	Contracted	Zeballos Recycling Depot	Multi-product recycling depot	Mon to Sat 8:30 am - 4:30 pm <i>Contamination Management</i>	48	6	Remote	No	
SRD	CSWM	Contracted Public	Gold River Waste Management Centre	MSW transfer station, multi-product recycling depot, scrap metal	Wed to Sun 9:00 am - 3:45 pm	33.75	5	Less Accessible	Yes	
SRD	CSWM	Contracted	Quadra Island Recycling Drop-off	Single-stream recycling drop-off	Currently Accessible All the Time 4 d, 30 hr a week proposed	30	4	Less Accessible	No	
SRD	CSWM	Contracted	Cortes Island Waste Management Centre	MSW transfer station, multi-product recycling depot, scrap metal	Thu to Sun 9:00 am - 1:00 pm	16	4	Less Accessible	Yes	
SRD	CSWM	Contracted	Sayward Recycling Depot	Multi-product recycling depot	Thu to Sun 9:00 am - 5:00 pm <i>Contamination Management</i>	32	4	Less Accessible	No	
CVRD	CSWM	Non-Profit	Denman Island Recycling Depot	Multi-product recycling depot, bottle depot	Wed and Thu 2:00 pm - 6:00 pm Sat 9:00 am - 5:00 pm	16	3	Less Accessible	No	
CVRD	CSWM	Non-Profit	Hornby Island Recycling Depot	MSW transfer station, multi-product recycling depot, scrap metal	Fri to Sun 9:00 am - 1:00 pm Summer Thu 9:00 am - 1:00 pm	12 - 16	3 - 4	Less Accessible	Yes	
SRD	CSWM	Contracted	Campbell River Waste Management Centre	MSW transfer station, multi-product recycling depot, bulky divertables	Mon to Sun 8:30 am - 5:30 pm Closed on Stats	63	7	Accessible	Yes	
CVRD/SRD	CSWM	Contracted	Oyster River Recycling Drop-off	Single-stream recycling drop-off	Currently Accessible All the Time	168	7	Accessible	No	

Summary of Solid Waste and Diversion Facilities									
Regional District	Facility Owner	Facility Operator	Solid Waste Facility	Summary of Services	Hours of Operation	Hours per Week Open	Days per Week Open	Community Type	Accepts Garbage?
CVRD	CSWM	Public	Comox Valley Waste Management Centre	MSW landfill, multi-product recycling depot, bulky divertables, organics transfer station	Mon to Sun 8:00 am - 5:30 pm Closed on Stats	66.5	7	Accessible	Yes
			Private Facilities						
SRD	Private	Private	Island Return-It Campbell River	Multi-product recycling depot, bottle depot	Tue to Sat 9:30 am - 5:00 pm Closed on Stats	37.5	5	Accessible	No
SRD	Private	Retailer	Heriot Bay Tru-Value	Bottle depot	Tue to Sat 9:30 am - 4:30 pm Closed on Stats and lunch	32.5	5	Less Accessible	No
CVRD	Private	Private	Courtenay Return-It Depot	Multi-product recycling depot, bottle depot	Mon to Sat 9:00 am - 5:00 pm Closed on Stats	48	6	Accessible	No
CVRD	Encorp	Contracted	Encorp Express & Go - Comox	Bottle drop-off (with deposit)	Mon to Sun 7:00 am - 10:00 pm Unstaffed	105	7	Accessible	No

## Schedule B — Accessibility to Solid Waste Services

CSWM Convenience Level Standard		CSWM Very Remote Communities				
Grouping of Communities	Material or Product	Depot	Suggested Local Government Curbside Collection	Collection Event or Special Curbside Service	Other	
<b>Very Remote Communities</b>	Household Garbage	-	-	Annual Collection	Transport from consolidated point.	
	Packaging and Paper	-	-	Annual Collection	-	
	SRD Elec. Area C - Discovery Isl.	-	-	-	Backyard Composting	
	SRD Elec. Area A - West	-	-	-	Backyard Composting	
	Clean Wood Waste	-	-	-	-	
<b>Remote Communities</b>	Drywall	-	-	-	-	
	Major Appliances	-	-	Biennial Collection	-	
	Village of Zeballos	-	-	Biennial Collection	-	
	Village of Tahsis	-	-	Biennial Collection	-	
	Scrap Metal	-	-	Biennial Collection	-	
	Tires	-	-	Biennial Collection	-	
<b>Less Accessible Communities</b>	Cooking Oil	-	-	Biennial Collection	-	
	Fire Extinguishers	-	-	Biennial Collection	-	
	Cortes Island	-	-	Biennial Collection	-	
	Cortes Island	-	-	-	Return to Retailer/Dealer	
	Quadra Island	-	-	Biennial Collection	-	
	Denman Island	-	-	Biennial Collection	-	
	Hornby Island	-	-	Biennial Collection	-	
	SRD Elec. Area A - Sayward Valley	-	-	Annual Collection	No deposit provided.	
	Village of Sayward	-	-	Annual Collection	No deposit provided.	
	Village of Gold River	-	-	-	-	
	Electronics, Cell Phones, Modems etc.	-	-	Biennial Collection	-	
<b>Accessible Communities</b>	Film Plastics	-	-	Annual Collection	-	
	Foam	-	-	Annual Collection	-	
	CVRD Electoral Area A (VI)	-	-	Annual Collection	-	
	CVRD Electoral Area B	-	-	Annual Collection	-	
	CVRD Electoral Area C	-	-	Biennial Collection	-	
	SRD Electoral Area D	-	-	Biennial Collection	-	
	Village of Cumberland	-	-	Biennial Collection	-	
	Town of Comox	-	-	Biennial Collection	-	
	City of Courtenay	-	-	Biennial Collection	-	
	City of Campbell River	-	-	Biennial Collection	-	
		Pesticides	-	-	Biennial Collection	-
		Flammables	-	-	Biennial Collection	-
		Paint	-	-	Biennial Collection	-
		Prescription Medications	-	-	-	Return to Pharmacy
		Books	-	-	-	-
	Marine Debris - Added	-	-	Biennial Collection	If supported by Ocean Legacy	
	Little Lithium Ion Batteries - Added	-	-	-	-	
	Bulky Items - Added	-	-	-	No vehicles, solar panels	
<u>Additional Group Comments</u>						

CSWM Convenience Level Standard		CSWM Remote Communities			
Grouping of Communities	Material or Product	Depot	Suggested Local Government Curbside Collection	Collection Event or Special Curbside Service	Other
<b>Very Remote Communities</b>	Household Garbage	-	Bi-Weekly	-	-
	Packaging and Paper	20 minutes	Bi-Weekly	-	-
	SRD Elec. Area C - Discovery Isl.	-	-	Annual Collection	Backyard Composting
	SRD Elec. Area A - West	20 minutes	-	-	Backyard Composting
	Clean Wood Waste	-	-	-	-
<b>Remote Communities</b>	Drywall	-	-	-	-
	Major Appliances	-	-	Annual Collection	-
	Village of Zeballos	-	-	Annual Collection	-
	Village of Tahsis	20 minutes	-	-	-
	Scrap Metal	20 minutes	-	-	-
	Tires	-	-	Annual Collection	-
<b>Less Accessible Communities</b>	Cooking Oil	-	-	Annual Collection	-
	Fire Extinguishers	-	-	Annual Collection	-
	Cortes Island	-	-	Annual Collection	-
	Cortes Island	-	-	-	Return to Retailer/Dealer
	Quadra Island	20 minutes	-	-	Return to Retailer/Dealer
	Denman Island	20 minutes	-	-	Return to Retailer/Dealer
	Hornby Island	-	-	Annual Collection	-
	SRD Elec. Area A - Sayward Valley	20 minutes	-	Annual Collection	*No deposit. If no depot access
	Village of Sayward	20 minutes	-	Annual Collection	*No deposit. If no depot access
	Village of Gold River	For Donation	-	-	Free Stores, Charity Collection
<b>Accessible Communities</b>	Electronics, Cell Phones, Modems etc.	20 minutes	-	-	-
	Film Plastics	20 minutes	-	-	-
	Foam	20 minutes	-	-	-
	CVRD Electoral Area A (VI)	20 minutes	-	-	-
	CVRD Electoral Area B	20 minutes	-	-	-
	CVRD Electoral Area C	-	-	Annual Collection	-
	SRD Electoral Area D	20 minutes	-	-	-
	Village of Cumberland	20 minutes	-	-	-
	Town of Comox	20 minutes	-	-	-
	City of Courtenay	20 minutes	-	-	-
<b>Accessible Communities</b>	City of Campbell River	-	-	Annual Collection	-
	Pesticides	-	-	Annual Collection	-
	Flammables	-	-	Annual Collection	-
	Paint	-	-	Annual Collection	-
	Prescription Medications	Pharmacies Only	-	-	Return to Pharmacy
	Books	For Donation	-	-	Charity Collection and Free Stores
	Marine Debris - Added	-	-	-	Ocean Legacy
	Little Lithium Ion Batteries - Added	-	-	-	-
Bulky Items - Added	-	-	-	-	

<u>Additional Group Comments</u>	
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CSWM Convenience Level Standard		CSWM Less Accessible Communities			
Grouping of Communities	Material or Product	Depot	Suggested Local Government Curbside Collection	Collection Event or Special Curbside Service	Other
<b>Very Remote Communities</b>	Household Garbage	-	Bi-Weekly	-	-
	Packaging and Paper	20 minutes	Bi-Weekly	-	-
	SRD Elec. Area C - Discovery Isl.	60 minutes	-	-	Backyard Composting
	SRD Elec. Area A - West	20 minutes	-	-	Backyard Composting
	Clean Wood Waste	60 minutes	-	-	-
<b>Remote Communities</b>	Drywall	60 minutes	-	-	-
	Major Appliances	60 minutes	-	Twice a Year*	*If no depot access
	Village of Zeballos	60 minutes	-	-	-
	Village of Tahsis	20 minutes	-	Twice a Year*	*If no depot access
	Scrap Metal	20 minutes	-	Twice a Year*	*If no depot access
	Tires	60 minutes	-	Twice a Year*	*If no depot access
<b>Less Accessible Communities</b>	Cooking Oil	60 minutes	-	-	-
	Fire Extinguishers	60 minutes	-	Twice a Year*	*If no depot access
	Cortes Island	60 minutes	-	Annual Collection*	*If no depot access
	Cortes Island	-	-	-	Return to Retailer/Dealer
	Quadra Island	20 minutes	-	Twice a Year*	*If no depot access
	Denman Island	20 minutes	-	Twice a Year*	*If no depot access
	Hornby Island	20 minutes	-	-	-
	SRD Elec. Area A - Sayward Valley	20 minutes	-	Twice a Year*	*No deposit. *If no depot access
	Village of Sayward	20 minutes	-	Twice a Year*	*No deposit. *If no depot access
	Village of Gold River	For Donation	-	-	Reuse
	Electronics, Cell Phones, Modems etc.	20 minutes	-	Twice a Year*	*If no depot access
<b>Accessible Communities</b>	Film Plastics	20 minutes	-	Twice a Year*	*If no depot access
	Foam	20 minutes	-	Twice a Year*	*If no depot access
	CVRD Electoral Area A (VI)	20 minutes	-	Twice a Year*	*If no depot access
	CVRD Electoral Area B	20 minutes	-	Twice a Year*	*If no depot access
	CVRD Electoral Area C	60 minutes	-	Twice a Year*	*If no depot access
	SRD Electoral Area D	20 minutes	-	Twice a Year*	*If no depot access
	Village of Cumberland	20 minutes	-	Twice a Year*	*If no depot access
	Town of Comox	20 minutes	-	Twice a Year*	*If no depot access
	City of Courtenay	20 minutes	-	Twice a Year*	*If no depot access
	City of Campbell River	60 minutes	-	Annual Collection*	*If no depot access
	Flammables	60 minutes	-	Annual Collection*	*If no depot access
	Paint	60 minutes	-	Annual Collection*	*If no depot access
	Prescription Medications	Pharmacies Only	-	-	Pharmacy
	Books	For Donation	-	-	Reuse
	Marine Debris - Added	-	-	-	Ocean Legacy
	Little Lithium Ion Batteries - Added	20 minutes	-	-	-
	Bulky Items - Added	-	-	-	-

Additional Group Comments

All local depot items should be at the regional as well.

CSWM Convenience Level Standard		CSWM Accessible Communities				
Grouping of Communities	Material or Product	Depot	Suggested Local Government Curbside Collection	Collection Event or Special Curbside Service	Other	
<b>Very Remote Communities</b>	Household Garbage	-	Bi-Weekly	-	-	
	Packaging and Paper	20 minutes	Bi-Weekly	-	-	
	SRD Elec. Area C - Discovery Isl.	30 minutes	Weekly (Muni's Only)	-	Backyard Composting	
	SRD Elec. Area A - West	20 minutes	Weekly	-	Backyard Composting	
		Clean Wood Waste	30 minutes	-	-	-
<b>Remote Communities</b>	Drywall	30 minutes	-	-	-	
	Major Appliances	30 minutes	-	-	-	
	Village of Zeballos	30 minutes	-	-	Return to Retailer	
	Village of Tahsis	Mattresses	30 minutes	-	-	Private Collectors
		Scrap Metal	20 minutes	-	-	Return to Retailer
<b>Less Accessible Communities</b>	Tires	30 minutes	-	-	Return to Retailer	
	Cortes Island	Cooking Oil	30 minutes	-	-	-
		Fire Extinguishers	30 minutes	-	-	-
		Household Hazardous Waste	30 minutes	-	-	-
	Cortes Island	Large Lithium Batteries	-	-	-	-
		Quadra Island	Lead Acid Car Batteries	20 minutes	-	-
	Denman Island	Motor Oil, Antifreeze and Containers	20 minutes	-	-	-
	Hornby Island	Propane Tanks (inc. single use)	30 minutes	-	-	-
	SRD Elec. Area A - Sayward Valley	Beer Containers (with a deposit)	20 minutes	-	-	-
	Village of Sayward	Beverage Containers (with a deposit)	20 minutes	-	-	-
	Village of Gold River	Clothing and Textiles	For Donation	-	-	Reuse
			Electronics, Cell Phones, Modems etc.	20 minutes	-	-
	<b>Accessible Communities</b>	Film Plastics	20 minutes	-	-	-
		Foam	20 minutes	-	-	-
		CVRD Electoral Area A (VI)	Glass Jars	20 minutes	-	-
CVRD Electoral Area B			Household Batteries	20 minutes	-	-
CVRD Electoral Area C		Light Bulbs and Fixtures	30 minutes	-	-	-
SRD Electoral Area D		Small Appliances	20 minutes	-	-	-
Village of Cumberland		Smoke and CO Alarms	20 minutes	-	-	-
Town of Comox		Thermostats	20 minutes	-	-	-
City of Courtenay		Outdoor Power Equipment	20 minutes	-	-	-
City of Campbell River		Pesticides	30 minutes	-	-	-
		Flammables	30 minutes	-	-	-
		Paint	30 minutes	-	-	-
		Prescription Medications	Pharmacies Only	-	-	-
		Books	For Donation	-	-	-
		Marine Debris - Added	-	-	-	Ocean Legacy
	Little Lithium Ion Batteries - Added	30 minutes	-	-	Return to Retailer	
	Bulky Items - Added	-	-	-	-	

<u>Additional Group Comments</u>	Garbage convenience should match diversion. Relative danger to the size of the items (i.e. batteries) Convenience for smaller high toxic/HHW items
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## Schedule C — Financial Plan

**CWSM Projected and Estimated Revenue, Operating and Capital Financial Plan 2023 to 2035**

REVENUE	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036
	<i>(Data Source)</i>	<i>Actual</i>	<i>Actual</i>	<i>Projected</i>	<i>Proposed</i>	<i>Estimate</i>	<i>Estimate</i>	<i>Estimate</i>	<i>Estimate</i>	<i>Estimate</i>	<i>Estimate</i>	<i>Estimate</i>	<i>Estimate</i>	<i>Estimate</i>
Tipping Fees	\$ 11,227,695	\$ 12,508,234	\$ 11,984,512	\$ 14,255,051	\$ 15,165,188	\$ 16,141,436	\$ 16,420,376	\$ 16,999,750	\$ 17,424,744	\$ 17,860,362	\$ 18,306,871	\$ 18,764,543	\$ 19,233,657	\$ 19,714,498
Tax Requisition	\$ 5,000,000	\$ 5,000,000	\$ 5,500,000	\$ 5,500,000	\$ 5,500,000	\$ 5,500,000	\$ 5,500,000	\$ 5,500,000	\$ 5,637,500	\$ 5,778,438	\$ 5,922,898	\$ 6,070,971	\$ 6,222,746	\$ 6,378,315
Sales Revenues	\$ 626,030	\$ 593,120	\$ 876,647	\$ 1,051,000	\$ 1,084,313	\$ 1,184,250	\$ 1,184,250	\$ 1,184,250	\$ 1,213,856	\$ 1,244,203	\$ 1,275,308	\$ 1,307,190	\$ 1,339,870	\$ 1,373,367
Grants	\$ 62,933	\$ 62,745	\$ 18,412	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
Utility User Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Development Cost Charges	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Transfer from Operating Reserve	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Surplus/(Deficit)	\$ 2,956,589	\$ 2,932,374	\$ 1,838,346	\$ 1,140,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

<b>TOTAL EXISTING OPERATING REVENUE</b>	<b>\$ 19,873,247</b>	<b>\$ 21,096,473</b>	<b>\$ 20,217,917</b>	<b>\$ 21,951,051</b>	<b>\$ 21,754,501</b>	<b>\$ 22,830,686</b>	<b>\$ 23,109,626</b>	<b>\$ 23,689,000</b>	<b>\$ 24,281,100</b>	<b>\$ 24,888,003</b>	<b>\$ 25,510,078</b>	<b>\$ 26,147,705</b>	<b>\$ 26,801,273</b>	<b>\$ 27,471,180</b>
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<b>PROPOSED Additional Revenue Needed</b>	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036
Tipping Fees					\$ 280,800	\$ 358,200	\$ 414,360	\$ 585,720	\$ 590,760	\$ 576,360	\$ 569,160	\$ 515,160	\$ 497,160	\$ 497,160
Tax Requisition					\$ 109,200	\$ 139,300	\$ 161,140	\$ 227,780	\$ 229,740	\$ 224,140	\$ 221,340	\$ 200,340	\$ 193,340	\$ 193,340
Utility User Fees					\$ -	\$ -	\$ -	\$ -	\$ 80,000	\$ 270,000	\$ 250,000	\$ 230,000	\$ 210,000	\$ 210,000

<b>TOTAL PROPOSED NEW REVENUE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 390,000</b>	<b>\$ 497,500</b>	<b>\$ 575,500</b>	<b>\$ 813,500</b>	<b>\$ 900,500</b>	<b>\$ 1,070,500</b>	<b>\$ 1,040,500</b>	<b>\$ 945,500</b>	<b>\$ 900,500</b>	<b>\$ 900,500</b>
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EXPENDITURES	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036
<b>Existing Expenditures</b>	<i>Actual</i>	<i>Actual</i>	<i>Projected</i>	<i>Proposed</i>	<i>Estimate</i>	<i>Estimate</i>	<i>Estimate</i>	<i>Estimate</i>	<i>Estimate</i>	<i>Estimate</i>	<i>Estimate</i>	<i>Estimate</i>	<i>Estimate</i>	<i>Estimate</i>
Capital Costs	\$ 19,164,592	\$ 618,665	\$ 2,385,552	\$ 9,227,753	\$ 2,776,338	\$ 3,716,211	\$ 2,187,513	\$ 4,859,098	\$ 908,097	\$ 517,358	\$ 288,701	\$ 2,243,682	\$ 18,250,000	\$ 1,000,000
Debt Charges	\$ 2,053,041	\$ 2,736,105	\$ 2,778,361	\$ 2,756,194	\$ 2,756,194	\$ 2,756,194	\$ 2,756,194	\$ 2,756,195	\$ 2,756,194	\$ 2,756,194	\$ 2,756,194	\$ 2,756,194	\$ 2,756,194	\$ 2,756,194
Transfer to Reserves	\$ 3,208,930	\$ 2,608,549	\$ 2,174,842	\$ 2,324,149	\$ 2,368,158	\$ 3,089,584	\$ 2,852,018	\$ 2,969,831	\$ 3,112,858	\$ 3,190,679	\$ 3,270,446	\$ 3,352,208	\$ 3,436,014	\$ 3,590,694
Support Services	\$ 885,684	\$ 999,614	\$ 1,152,741	\$ 1,461,306	\$ 1,532,849	\$ 1,546,396	\$ 1,597,525	\$ 1,648,948	\$ 1,690,172	\$ 1,801,206	\$ 1,915,016	\$ 2,031,671	\$ 2,151,242	\$ 2,205,023
Personnel Costs	\$ 3,195,887	\$ 3,192,576	\$ 3,508,372	\$ 4,215,491	\$ 4,646,590	\$ 4,961,689	\$ 5,145,708	\$ 5,336,858	\$ 5,470,279	\$ 5,607,036	\$ 5,747,212	\$ 5,890,893	\$ 6,038,165	\$ 6,189,119
Grants to Other Organizations	\$ 855,645	\$ 934,124	\$ 720,769	\$ 763,500	\$ 772,242	\$ 781,178	\$ 790,310	\$ 780,899	\$ 800,421	\$ 820,432	\$ 840,943	\$ 861,966	\$ 883,516	\$ 905,603
Materials, Supplies and Utilities	\$ 2,241,086	\$ 2,905,039	\$ 2,752,536	\$ 3,010,932	\$ 2,927,602	\$ 3,003,049	\$ 3,080,607	\$ 3,130,182	\$ 3,208,437	\$ 3,288,647	\$ 3,370,864	\$ 3,455,135	\$ 3,541,514	\$ 3,630,051
Contract and General Services	\$ 4,288,256	\$ 5,793,807	\$ 5,643,721	\$ 6,782,672	\$ 6,644,582	\$ 6,647,280	\$ 6,842,165	\$ 7,021,172	\$ 7,196,701	\$ 7,376,619	\$ 7,561,034	\$ 7,750,060	\$ 7,943,812	\$ 8,142,407
Transfer to Other Services	\$ 5,000	\$ 5,859	\$ 5,280	\$ 71,007	\$ 71,284	\$ 10,316	\$ 10,099	\$ 9,915	\$ 10,163	\$ 10,417	\$ 10,677	\$ 10,944	\$ 11,218	\$ 11,498
Minor Capital	\$ 207,344	\$ 82,454	\$ 377,641	\$ 565,800	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,875	\$ 36,772	\$ 37,691	\$ 38,633	\$ 39,599	\$ 40,589

<b>TOTAL EXISTING OPERATING EXPENDITURES</b>	<b>\$ 16,940,873</b>	<b>\$ 19,258,127</b>	<b>\$ 19,114,263</b>	<b>\$ 21,951,051</b>	<b>\$ 21,754,501</b>	<b>\$ 22,830,686</b>	<b>\$ 23,109,626</b>	<b>\$ 23,689,000</b>	<b>\$ 24,281,100</b>	<b>\$ 24,888,003</b>	<b>\$ 25,510,078</b>	<b>\$ 26,147,705</b>	<b>\$ 26,801,273</b>	<b>\$ 27,471,180</b>
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<b>TOTAL EXISTING EXPENDITURES</b>	<b>\$ 36,105,465</b>	<b>\$ 19,876,792</b>	<b>\$ 21,499,815</b>	<b>\$ 31,178,804</b>	<b>\$ 24,530,839</b>	<b>\$ 26,546,897</b>	<b>\$ 25,297,139</b>	<b>\$ 28,548,098</b>	<b>\$ 25,189,197</b>	<b>\$ 25,405,361</b>	<b>\$ 25,798,779</b>	<b>\$ 28,391,387</b>	<b>\$ 45,051,273</b>	<b>\$ 28,471,180</b>
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<b>PROPOSED Expenditures</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027 - Y1</b>	<b>2028 - Y2</b>	<b>2029 - Y3</b>	<b>2030 - Y4</b>	<b>2031 - Y5</b>	<b>2032 - Y6</b>	<b>2033 - Y7</b>	<b>2034 - Y8</b>	<b>2035 - Y9</b>	<b>2036 - Y10</b>
				<i>Proposed</i>	<i>Estimate</i>	<i>Estimate</i>	<i>Estimate</i>	<i>Estimate</i>	<i>Estimate</i>	<i>Estimate</i>	<i>Estimate</i>	<i>Estimate</i>	<i>Estimate</i>	<i>Estimate</i>
New Capital Costs					\$ 525,000					\$ 500,000				
<b>SWMP Strategies</b>					<i>Year 1</i>	<i>Year 2</i>	<i>Year 3</i>	<i>Year 4</i>	<i>Year 5</i>	<i>Year 6</i>	<i>Year 7</i>	<i>Year 8</i>	<i>Year 9</i>	<i>Year 10</i>
1. Support Reuse					\$ 105,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
2. Encourage Repair					\$ -	\$ 12,500	\$ 10,500	\$ 10,500	\$ 10,500	\$ 10,500	\$ 10,500	\$ 10,500	\$ 10,500	\$ 10,500
3. Education and Outreach					\$ 40,000	\$ 40,000	\$ 65,000	\$ 45,000	\$ 45,000	\$ 45,000	\$ 45,000	\$ 45,000	\$ 45,000	\$ 45,000
4. Multi-Family Initiatives					\$ -	\$ -	\$ -	\$ 25,000	\$ 100,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
5. ICI Initiatives					\$ 10,000	\$ 10,000	\$ 35,000	\$ 218,000	\$ 170,000	\$ 200,000	\$ 100,000	\$ 125,000	\$ 100,000	\$ 100,000
6. Construction, Renovation and Demo					\$ 85,000	\$ 155,000	\$ 185,000	\$ 205,000	\$ 225,000	\$ 345,000	\$ 355,000	\$ 255,000	\$ 255,000	\$ 255,000
7. Equitable Access					\$ 100,000	\$ 100,000	\$ 110,000	\$ 110,000	\$ 150,000	\$ 220,000	\$ 360,000	\$ 340,000	\$ 320,000	\$ 320,000
8. Solid Waste Tracking					\$ 50,000	\$ 160,000	\$ 150,000	\$ 180,000	\$ 180,000	\$ 180,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
<b>Total PROPOSED Operating Expenses</b>		\$ -	\$ -	\$ -	\$ 390,000	\$ 497,500	\$ 575,500	\$ 813,500	\$ 900,500	\$ 1,070,500	\$ 1,040,500	\$ 945,500	\$ 900,500	\$ 900,500
<b>TOTAL PROPOSED NEW EXPENDITURES</b>	\$ -	\$ -	\$ -	\$ -	\$ 915,000	\$ 497,500	\$ 575,500	\$ 813,500	\$ 900,500	\$ 1,570,500	\$ 1,040,500	\$ 945,500	\$ 900,500	\$ 900,500
	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>2029</b>	<b>2030</b>	<b>2031</b>	<b>2032</b>	<b>2033</b>	<b>2034</b>	<b>2035</b>	<b>2036</b>
<b>ALL Capital Expenditures</b>	\$ 19,164,592	\$ 618,665	\$ 2,385,552	\$ 9,227,753	\$ 3,301,338	\$ 3,716,211	\$ 2,187,513	\$ 4,859,098	\$ 908,097	\$ 1,017,358	\$ 288,701	\$ 2,243,682	\$ 18,250,000	\$ 1,000,000
<b>ALL Transfer from Reserves</b>				\$ 9,227,753	\$ 3,301,338	\$ 3,716,211	\$ 2,187,513	\$ 4,859,098	\$ 908,097	\$ 1,017,358	\$ 288,701	\$ 2,243,682	\$ 10,600,000	\$ 1,000,000
<b>Debt Funding</b>													\$ 7,650,000	
<b>ALL Operating Revenue</b>	\$ 19,873,247	\$ 21,096,473	\$ 20,217,917	\$ 21,951,051	\$ 22,144,501	\$ 23,328,186	\$ 23,685,126	\$ 24,502,500	\$ 25,181,600	\$ 25,958,503	\$ 26,550,578	\$ 27,093,205	\$ 27,701,773	\$ 28,371,680
<b>ALL Operating Expenditures</b>	\$ 16,940,873	\$ 19,258,127	\$ 19,114,263	\$ 21,951,051	\$ 22,144,501	\$ 23,328,186	\$ 23,685,126	\$ 24,502,500	\$ 25,181,600	\$ 25,958,503	\$ 26,550,578	\$ 27,093,205	\$ 27,701,773	\$ 28,371,680

## Schedule D — Implementation Schedule of Actions and Strategies

## CSWM Strategy Implementation Plan

		Prelim. Work	Year									
			1	2	3	4	5	6	7	8	9	10
<b>STRATEGY 1: Support Reuse</b>												
1	Within the CSWM continue to advocate and promote donations to existing reuse establishments		■	■	■	■	■	■	■	■	■	■
2	Partner with a local non-profit to pilot collection of reuse items at CVWMC to divert materials from landfill		■									
3	Financially support island and remote share sheds where volunteers or the local municipality can construct, operate and staff the share sheds		■	■	■	■	■	■	■	■	■	■
<b>STRATEGY 2: Encourage Repair</b>												
4	Maintain current Repair Café support											
5	Implement a grant program to support local Repair Café event coordination			■	■	■	■	■	■	■	■	■
6	Develop Repair Café toolkits including basic supplies to facilities and streamline the coordination of events			■	■	■	■	■	■	■	■	■
7	Advocate for the right to repair at the provincial and national level											
<b>STRATEGY 3: Encourage Waste Diversion through Increased Education and Outreach</b>												
8	Maintain current education and engagement levels throughout the school districts and at regional events											
9	Increase education, outreach and communications capacity to engage with more sectors and provide regionally specific content		■	■	■	■	■	■	■	■	■	■
10	Establish mobile waste source separation equipment to improve waste diversion at community events				■	■	■	■	■	■	■	■
<b>STRATEGY 4: Improve Multi-family Waste Reduction and Diversion</b>												
11	Implement requirement for adequate space for waste collection in new buildings	■										
12	Increase education and outreach to multi-family residents				■	■	■	■	■	■	■	■
13	Expand organics collection to multi-family homes to increase diversion					■	■	■	■	■	■	■
<b>STRATEGY 5: Improve ICI Waste Reduction and Diversion</b>												
14	Continue to advocate for increased stewardship support to improve accessibility to recycling programs and expand materials covered under EPR for the ICI sector											
15	Use policy and education to incentivize waste minimization and diversion [Disposal to Landfill Bans and Mandatory Source Separation]				■	■	■	■	■	■	■	■
16	Support businesses to reduce waste through education and collaboration			■								
17	Provide ongoing technical assistance to businesses and organizations				■	■	■	■	■	■	■	■
18	Enhance operations to promote diversion and cost recovery									■	■	■
19	Civic Site Waste Minimization and Diversion	■	■	■	■	■	■	■	■	■	■	■

## CSWM Strategy Implementation Plan

	Prelim. Work	Year										
		1	2	3	4	5	6	7	8	9	10	
<b>STRATEGY 6: Improve CRD Reduction and Diversion</b>												
20	Present policy recommendations to local governments to require a pre-demolition assessment to identify the opportunity for relocation or deconstruction of a building											
21	Require local governments to implement a pre-demolition assessment to identify the opportunity for relocation or deconstruction and that findings from the assessment are followed											
22	Provide a financial incentive for projects choosing to deconstruct instead of demolishing a building to promote reuse and waste salvage											
23	Support local governments to implement expedited relocation, deconstruction, & move-on permits to promote reuse & waste salvage											
24	Engage with other jurisdictions on cross-regional solutions											
25	Develop educational tools and resources to support on-site material management at CVWMC											
26	Implement material separation of mixed material loads at CVWMC											
<b>STRATEGY 7: Support Equitable Access to Services</b>												
27	Review the Convenience Level Standard & pursue development of depots/events to meet necessary access requirements											
28	Increase density of publicly funded depots & provide user pay bag-drop off for residents without collection service											
29	Introduce mandatory waste generator source separation bylaw											
30	Implement regional garbage and recycling collection for households through a contractor											
<b>STRATEGY 8: Advance Solid Waste Tracking</b>												
31	Implement waste facility licensing for all facilities except public-facing facilities with no diversion targets											
32	Implement waste hauler licensing											
33	Adopt the hauler incentive model											

Implementation or start of action, one time costs often included here.

Ongoing action, or work in support of action development with cost implications.

Ongoing benefit from action, with limited cost implications.

# Schedule E — Proposed Bylaws

## Potential Sections

# **SCHEDULE E: PROPOSED BYLAWS POTENTIAL SECTIONS**

## **Mandatory Waste Source Separation Bylaw**

- Definitions
- Interpretation
- General
- Waste generator requirements
- Inspections and investigations
- Offences and penalties
- Severability

## **Waste Hauler Licencing Bylaw**

- Definitions
- General
- Hauler licence requirements
- Hauler license applications
- Hauler license issuance and refusal
- Licencee reporting
- Fees
- Transition
- Inspection
- Records
- Disposal Levy
- Licence suspension and cancellation
- Offences
- Expiry

## **Waste Facility Licencing Bylaw**

- Definitions
- Interpretation
- Facilities requiring licences
- Facility licence application
- Facility operating requirements
- Codes of practice
- Illegal dumping
- Amendments
- Security and risk insurance
- Operating plans
- Fees and monthly statements
- Duty to report
- Investigation, inspection and records
- Suspension and cancellation
- Offences and penalties
- Appeals
- General

## **Solid Waste Collection Service Bylaw**

- Definitions
- Interpretation
- Curbside collection area
- Unserviceable premises
- Service level requirement
- Duties of owner and occupiers
- Litter management
- Agreements and subcontracts
- Rates for providing service
- Right of entry
- Violations and penalties
- Board policies to govern the collection service
- Severability
- Transition period

**Schedule F — Plan Monitoring Advisory Committee  
(PMAC) Draft Terms of Reference**

# Plan Monitoring Advisory Committee (PMAC) Draft Terms of Reference

## Purpose

The purpose of the CSWM Plan Monitoring Advisory Committee (PMAC) is to provide input, from a variety of perspectives, on the implementation of the Solid Waste Management Plan (Plan).

In accordance with the Ministry of Environment’s Guide to the Preparation of Regional Solid Waste Management Plans, the PMAC’s mandate is to advise the CSWM on all matters involving monitoring the implementation of the Plan and evaluating its effectiveness. There is a desire for continuity between the PMAC and the Regional Solid Waste Advisory Committee, the single public and technical advisory committee that was integral in the development of the Plan.. The PMAC should reflect the geography, demography and political organization of the plan area and balance technical and non-technical interests. The CSWM Board remains the final authority on decisions, but the PMAC will report to the Board on Plan implementation progress and provide recommendations. The PMAC will remain in existence for the duration of the approved Plan.

## Roles and Responsibilities

In accordance with the Ministry of Environment and Climate Change Strategy’s Guide to the Preparation of Regional Solid Waste Management Plans, a single public and technical advisory committee will act as a “sounding board” of community interests. It will provide advice to the CSWM Board and staff on the implementation of the Plan.

- Provide advice on the delivery of programs under the Plan;
- Review information related to implementation of the Plan, including waste quantities, populations, and diversion rates for each plan component;
- Advise on each major plan review, which will occur every five years;

- If requested by the Board, provide recommendations regarding disputes arising during implementation of the plan that pertain to:
  - Interpretation of a statement of provision in the plan; or
  - Any other matter not related to a proposed change to the actual wording of the Plan or an operational certificate;
  - Advise on the adequacy of proposed public consultation in matters affecting the public related to Plan implementation; and
  - Review and provide feedback on regular reporting regarding Plan execution or diversion.
- Evaluate programs and policies through a lens that they be in the best interests of all residents of the CSWM, balancing both community and industry needs, as well as technical and operational limitations.

The PMAC is a monitoring and advisory body. Operational troubleshooting and inter-municipal staff coordination are handled through the separate CSWM Collaboration Forum to ensure the PMAC remains focused on high-level Plan performance.

The PMAC's role is to advise the CSWM Board. No votes will be held to determine the group's position on issues or recommendations to the Board. Where consensus exists, it will be noted; minority opinions will be considered to have merit and will be noted.

## Term

Membership on the PMAC is for a term of two years, with the opportunity for up to two additional terms. Interested members may apply for reselection at the end of their term. Technical membership from municipalities may be exempt from the term limitation due to staff availability. Members should be staggered so that not all terms expire in the same year.

Lack of attendance may result in the revocation of a member's membership at the discretion of the Board. If a member:

- Misses three consecutive meetings without prior notification to the Chair, their position may be deemed vacant, or
- Resign from the PMAC.

Their position will be filled by invitation and with the Board's approval.

## Composition and Chair

1. The Chair and Vice Chair of the CSWM Board will be the Chair and the Vice Chair of PMAC.
2. The CSWM will provide a Recording Secretary to maintain formal minutes.
3. Appointed Members:

General Membership: The PMAC membership will be selected to represent a broad sector of those interested in solid waste management in our community, including individuals and organizations.

- Public Advisory Members – up to six members:
  - One member of the public residing in the City of Campbell River;

- One member of the public residing in either the City of Courtenay, the Town of Comox or the Village of Cumberland;
- Two members residing in the Strathcona Regional District (excluding the City of Campbell River); and
- Two members residing in the Comox Valley Regional District (excluding the City of Courtenay, the Town of Comox or the Village of Cumberland).
- *Technical Advisory Members* – up to twelve members:
  - One person involved in the operation of solid waste facilities;
  - One person with experience in the collection of solid waste;
  - One person with experience in public education relating to solid waste;
  - One person with experience in recycling or organics management;
  - One member of a local non-profit group with interests in solid waste;
  - One union member of the CVWMC staff, and
  - Up to 4 members of local government staff, and alternates (Members of the CSWM Collaboration Forum are encouraged to participate here to ensure technical continuity between the two bodies).

First Nations Membership – up to ten members: Representatives of the ten First Nations with community members within our CSWM area who are our partners in achieving our diversion goals will be invited to participate in committee meetings at their preference through a representative or designated alternate of their choosing. Their participation is in addition to selected committee members, and they will not be required to attend meetings to maintain their status on the PMAC, with the understanding that representatives may choose not to attend, or not be able to attend all meetings. The First Nations to be invited to each send one representative at a time to the PMAC are:

- Ehattesaht/Chinehkint First Nation;
- Homalco First Nation;
- Ka:'yu:'k't'h'/Che:k:tles7et'h' First Nations;
- Klahoose First Nation;
- K'omoks First Nation;
- Mowachaht/Muchalaht First Nation;
- Nuchatlaht Tribe;
- Tlowitsis First Nation;
- We Wai Kai First Nation; and
- Wei Wai Kum First Nation.

## Selection Process

Public advisory PMAC members (excluding First Nations representatives, technical advisory members, Chair and vice-chair) will be filled through a public call for applications. Selection of members will

attempt to create a committee with a balance of representation geographically, demographically, and with a variety of perspectives and experience, lived or technical, as it relates to solid waste.

Committee members will be appointed by the CSWM Board of Directors (the Board) through an application process. Applicants will be reviewed by CSWM staff, and a full list of respondents and rationale for each of the recommended committee members for selection will be provided to the Board.

Non-government technical advisory members will be invited to complete an application summarizing their experience and role, and will be appointed by the Board. First Nations members will be designated by their respective Nation.

## Meetings and Administration

The following outlines the meeting structure, frequency, and administrative procedures for the PMAC:

- The PMAC will meet one or two times per year, once the Plan has been approved, with a provision for workshops or other presentations at the PMAC's discretion;
- Meeting dates and times will be determined by the Chair and vice-chair in consultation with CSWM staff and committee members, and will be scheduled at intervals relevant to the implementation of the Plan;
- Meetings may be held during business hours, or weekday evenings as needed;
- The Chair and vice-chair will draft meeting agendas and coordinate meeting materials with CSWM staff, which will be circulated to the PMAC in advance of meetings;
- Members will provide advance written notice to the Chair. Alternates will only be available for the Chair and Vice-Chair roles, which will be appointed by the Board;
- The meetings will be structured to encourage dialogue and collaboration on relevant issues within the constraints of the planned agendas;
- Meeting minutes and action trackers will be kept for each meeting. Minutes shall not reflect the names of individual speakers or their stance on issues; rather, they shall reflect the issues discussed, significant points of view on the issues and the resolutions or actions to be taken;
- Meetings will be held virtually or in person at Comox Valley Regional District offices located at 770 Harmston Avenue, Courtenay, BC. If unable to attend a meeting in person, a member may participate via teleconference or videoconference unless in-person attendance is deemed necessary, for example, for tours of facilities;
- A meeting quorum will be 50%+1 of public and technical advisory members. First Nations members will not count towards obtaining a quorum;
- Meetings will be open to any individual who wishes to observe the discussions either in person or through videoconference. However, only committee members will be provided standing to participate in the discussion. Non-members may request an opportunity to present to the PMAC through two weeks advance written submission for consideration by the Chair and vice-chair;
- The PMAC may invite groups and subject matter experts to present and provide advice and feedback on specific agenda items, at the discretion of the Chair and vice-chair;
- All committee agendas will be published and publicly available in advance of meetings, and presentations and meeting minutes posted thereafter on the CSWM website;

- CSWM staff or designate will coordinate the venue and meeting logistics, invitations, notetaker, refreshments, and all requests received for the PMAC; and
- The PMAC will act in accordance with the CVRD Board Code of Conduct.

## **Honorarium**

In acknowledgement of the volunteer nature of the representatives on the PMAC from the First Nations and public, and to encourage participation through to the end of the process, Public Advisory members and First Nations committee members will be entitled to claim an honorarium of \$125 per PMAC meeting. The amount of the honorarium will increase by the BC consumer price index for the prior year beginning in January of the year following initiation. Committee members will be required to submit a claim in writing or via email to receive the honorarium.

In recognition of the fact that some members will incur more travel time than others to attend a meeting, each technical, public or First Nations PMAC member who attends a duly authorized PMAC meeting or facility tour which requires attendance in person, and is convened more than 60 kilometers distance or one-hour travel time, one way, from the member's home shall be paid \$20 for each hour of travel to attend the meeting in accordance with schedule 'E' of CVRD Bylaw No. 236. Costs for ferry travel, or water taxis, will also be eligible for reimbursement with receipts. Committee members will be responsible for all other travel expenses.

## Code of Conduct

This code is intended to serve as a framework to guide the spirit and intent of how Members are expected to deliver on the PMAC purpose, objectives, and intent in an ethical and respectful manner.

**Respect and Collaboration:** Discussions and debates shall take place in an atmosphere of mutual respect and solutions-oriented collaboration, recognizing the value of different perspectives and seeking to understand the interests and needs of all affected parties.

**Transparency:** It is expected that all members speak honestly and transparently, engaging in good faith dialogue and sharing information openly to encourage fact-based dialogue.

**Treatment of other Members:** Members of the PMAC have a duty to treat other members with respect during meetings. Specifically, members have a duty to avoid:

- i. Disrupting meetings by making continual interruptions or whispered asides;
- ii. Making offensive, derogatory, or abusive remarks directed at other members or attendees;
- iii. Making statements to the PMAC known to the member to be false;
- iv. Disputing the motives of other members or supporting staff;
- v. Ignoring the legitimate direction of the Chair; and  
Acting to discriminate, intimidate, harass, or verbally abuse other members of the committee.

**Conflict of Interest:** Committee members must declare any conflicts of interest, real or perceived, at the outset of the process or as soon as it becomes known to the member. The member involved should excuse themselves from proceedings that relate to the conflict unless explicitly requested to speak.

Members who object to the behaviour of another member, as identified in this code of conduct, are asked to identify their concerns immediately to the Chair.

## Administration

Administrative matters related to the PMAC will be conducted by CSWM staff. Direct meeting expenses, such as costs related to the provision of a meeting facility, snacks, beverages, photocopying and other related activities, will be covered and coordinated by CSWM Staff. Any additional funding for special projects or studies requested by the PMAC is subject to CSWM Board approval.

## Membership Dismissal

Members must recognize the importance of their commitment through active participation, regular attendance and adherence to the Terms of Reference. The following are potential reasons for membership dismissal:

- A public advisory committee member failing to attend three or more consecutive meetings; or
- Lack of adherence to the Terms of Reference, specifically including the CODE OF CONDUCT, and MEDIA PROTOCOL.

At the agreement of both the Chair and Vice Chair, members who have committed one or more of the potential reasons for losing membership may be dismissed from the PMAC by way of written notification. The dismissed member is ineligible for reinstatement at a future call for membership.

## Membership Resignation

Members wishing to resign from the PMAC membership should provide written notice of their intent to resign, including the effective date of their resignation, addressed to the Chair.

## Media Protocol

Individual Committee members will not speak on behalf of the PMAC unless it has been approved by the Chair in advance. Media releases and interviews will typically be directed to the CSWM Senior Manager. For high profile issues, the role of spokesperson rests with the CSWM Board Chair. On technical matters or in cases where an initiative is still at the staff proposal level, a CSWM staff member is an appropriate spokesperson

**Schedule G — Plan Dispute  
Resolution Procedures**

## Schedule G: Plan Dispute Resolution Procedures

The parties will make all reasonable efforts to attempt to resolve the dispute in an amicable manner without outside intervention. The province does not become involved in resolving or making a decision in a dispute. The initiating party shall address their dispute in writing to the Chair of the CSWM Board and shall state the details of the dispute and the remedy requested.

This dispute resolution process may apply during the Plan development as well as to the following types of conflicts that could arise during the Plan implementation:

1. Administrative decisions made by regional district staff;
2. Interpretation of a statement, bylaw, policy or provision in the Plan; and
3. Any other matter not related to a proposed change to the wording of the Plan or an OC.

The following principles will be followed:

- i. The parties will make all reasonable efforts to attempt to resolve the dispute in an amicable manner without outside intervention;
- ii. Disputes will be attempted to be resolved as early and at the lowest administrative level as possible; every effort will be made to avoid disputes requiring a formal resolution process;
- iii. The formal process is not intended to deal with inconsequential or frivolous disputes;
- iv. The cost of mediation or adjudication will be shared by the parties to the dispute
- v. Information or data related to the dispute will be shared by the parties; and
- vi. Rules of confidentiality and freedom of information will apply.

<b>Negotiation</b>	<ul style="list-style-type: none"> <li>• Parties involved in the dispute make all efforts to resolve the dispute on their own through non-facilitated communication. If necessary, the parties will provide each other with a written summary of their position and any relevant supporting documentation.</li> <li>• Parties may make use of a facilitator.</li> </ul>
--------------------	---

<i>If this is unsuccessful</i>	
<p><b>Plan Monitoring Advisory Committee</b>  (if appropriate)</p> <p><i>If this is unsuccessful</i></p>	<ul style="list-style-type: none"> <li>• Parties involved in the dispute will have the opportunity to speak to the Committee.</li> <li>• The Committee will review, consider and provide recommendations to the Board.</li> </ul>
<p><b>Board</b></p> <p><i>If the Board is unable to settle the dispute</i></p>	<ul style="list-style-type: none"> <li>• Parties involved in the dispute will have the opportunity to speak to the Board.</li> <li>• The Board will receive recommendations from the Committee and settle the dispute; or, recommend mediation.</li> </ul>
<p><b>Mediation</b></p> <p><i>If this is unsuccessful</i></p>	<ul style="list-style-type: none"> <li>• A neutral, impartial third-party facilitator who is acceptable to all the parties to the dispute will be selected. Using appropriate mediation techniques, the facilitator will attempt to develop a solution which satisfies all parties. The facilitator has no decision-making authority. If the parties cannot agree on a mediator, the matter shall be referred to the BC Mediation Roster Society or equivalent roster organization for the selection of a mediator.</li> <li>• All efforts will be made to reach an agreement through mediation.</li> <li>• Costs of mediation are shared by the parties in dispute.</li> </ul>
<p><b>Independent Arbitrator</b></p>	<ul style="list-style-type: none"> <li>• If the dispute cannot be resolved by a mediator, the matter will be referred to arbitration, and the dispute will be arbitrated in accordance with the <i>Local Government Act</i> or <i>BC Commercial Arbitration Act</i>. A neutral, impartial third-party arbitrator who is acceptable to all the parties in the dispute will be selected.</li> <li>• The arbitrator hears each party's evidence and arguments and shall make a final, binding decision.</li> <li>• Costs for arbitration shall be apportioned at the discretion of the arbitrator</li> </ul>

# APPENDICES

# Appendix 1 — Amendments to Guiding Principles

# Comox Strathcona Waste Management Solid Waste Management Plan

## Guiding Principles

The Regional Solid Waste Advisory Committee (RSWAC) reviewed the guiding principles provided in the Ministry of Environment and Climate Change Strategy's (Ministry) *A Guide to Solid Waste Management Planning*. The RSWAC proposed the following modifications in support of local context to the Ministry's guiding principles with the additions **BOLDED in BLUE** and deletions **STRUCKOUT in RED**.

1. Promote **and support** zero waste approaches and support a circular economy **in urban and rural areas**.

### Rationale

- To provide the resources necessary to promote zero waste efforts
  - To reflect the regional differences in CSWM vast geography.
2. Promote the first 7  $\exists$  Rs (**Refuse, Rethink, Redesign**, Reduce, Reuse, **Repair** and Recycle).  
Rationale

- To reflect and elevate the importance of waste prevention by prioritizing refuse, rethink, redesign and repair prior to disposal.

3. Maximize beneficial **and best** use of waste materials, and manage residuals appropriately.  
Rationale

- To reflect the 'best' use of resources.

4. Support polluter and user-pay approaches and manage incentives to maximize behaviour outcomes.

No change

5. Prevent organics and recyclables from going into the garbage ~~wherever practical~~.

### Rationale

- The term "wherever practical" implies practical limitations or constraints that could prevent the complete implementation of an organics and recycling ban at the landfill. While is understood absolute adherence may not always be realistic, it is important to emphasize the importance of making genuine efforts to fulfill the intended objective of removing these two important waste streams from final residual disposal at the landfill.

6. Collaborate with other regional districts, **municipalities, First Nations, services providers, institutions and associations both private and public** ~~wherever practical~~.

#### Rationale

- To reflect the need to collaboration with all stakeholders and our first nation partners to support the most efficient and effective overall municipal solid waste system. See above for the rationale for removal of “wherever practical”.
7. **Build and support** ~~Develop~~ collaborative partnerships ~~with interested parties~~ to achieve regional targets set in plans”

#### Rationale

- Recognizing the CSWM service has existing partnerships in the solid waste, compost and recycling arena, it is important to continue to foster and provide the necessary support to build on these relationships.
8. ~~Level the playing field~~ **Strive for equity** within regions for private and public solid waste management facilities **to achieve or exceed regional targets set in plans**

#### Rationale

- Removal of the sports analogy and replacing with everyday language with the aims to use language that is more relatable and accessible to a broader audience, allowing for clearer comprehension.
  - Added language to reflect regional targets for greater accountability.
-

## Goals

1. To support regional circular economy approaches, and to work towards a goal of zero waste.
2. To reduce and remediate environmental impacts from solid waste management activities.
3. To reduce greenhouse gas emissions and to pursue beneficial use of landfill gas.
4. To responsibly manage waste, and to minimize the amount of residual waste in landfills.
5. To have informed residents, businesses and community partners empowered to participate effectively and consistently in proper waste management practices. To use CSWM enforcement powers when necessary.
6. To ensure that the CSWM solid waste services are financially sustainable and delivered equitably across the region, recognizing and leveraging the unique challenges and cultures of our rural and remote communities.

**Appendix 2 — Compilation of Technical Planning  
Reports  
(deferred to later submission)**

## **Appendix 3 — Participants in the Planning Process**

## Appendix 3 Plan Development Participants

Support for community consultation efforts was provided by many partners along the way including:

- Comox Valley Regional District communications staff;
- Strathcona Regional District First Nations Liaison staff;
- Trapeze Communications Inc.;
- Tavola Strategy Group;
- Let's Talk Trash;
- Global Affinity Communications Inc.; and
- Zinc Communication Strategies.

Preparation of technical reports was undertaken by CSWM staff with support from contracted experts in their respective fields and presented to the RSWAC and CSWM Board of Directors. The following experts were collaborators in the generation of strategies and actions to reduce waste in the region:

- Let's Talk Trash, Abby McLennan;
- Lighthouse, Gil Yaron;
- Larry Gardner;
- Tamara Shulman and Associates, Meimee Consulting inc.;
- Tetra Tech, Wilbert Yang; and
- Stantec, Veronica Bartlett and Alex Velsink.

Stantec (then Morrison Hershfield) staff were contracted in 2025 to support the compilation of all of the initiatives identified and work with the RSWAC and Board to short-list strategies and actions to bring forward to the public.

## Appendix 4 — Summary of Plan Consultation (deferred to later submission)

## **Appendix 5 — Summary of First Nations Outreach (deferred to later submission)**

## Appendix 6 — Emergency Debris Management

## Appendix 6: Emergency Debris Management

An emergency disposal agreement was in place for the qathet Regional District (qRD) to have the CSWM assist in the event of a disruption to their waste disposal system, which relies on exporting waste to out of region (United States) landfills. The CSWM Board previously entered into an agreement with the qRD on October 27, 2016, to accept their waste in the event of an emergency for a term of five years, but has since expired.

A debris generating emergency is rare and usually related to some form of natural disaster. In the case of the qRD contingency agreement, an emergency is defined as a significant occurrence with circumstances outside the control of the qRD's third party disposal which render the company unable to provide service under its contract, including events such as the closing of the United States border, terrorist attacks and embargos. An agreement like this may be reconsidered by the Board in the future. Conversely, the CSWM will consider the identification of an emergency disposal facility in the event that the CVWMC is not accessible or operating, as the reliance on this regional disposal facility is significant.

As part of the preliminary development of the Disaster Debris Management Plan, staff are exploring a reciprocal contingency service agreement for solid waste disposal with the Regional District of Nanaimo (RDN) to provide an alternate disposal option in the event that access to the CVWMC is impeded. Subject to approval from both Boards, such an agreement could reduce risk for both regions by creating redundancy for MSW disposal while minimizing transportation.

# Appendix 7 — Timeline of CSWM Landfill Closures and Expansion

## Appendix 7: Timeline of CSWM Landfill Closures and Expansion

The regional landfill in Cumberland, the Bevan Landfill, is a modern landfill with groundwater protection, leachate treatment and landfill gas collection. This landfill is estimated to support the management of residual waste for the region until 2052. This estimated lifespan of the approved cells one, two and three of the Bevan Landfill is based on the status quo diversion, filling rate and population growth estimates. Filling of cell 3 is anticipated to begin in 2037 in advance of cell 2 reaching capacity in 2039.

The following is the estimated timing of works to be completed in remote communities across the region to close landfills and upgrade facilities to support the shipment of waste and recyclables out of region. These timelines are subject to change due to fluctuations in waste volumes, operational need or available resources.

- Zeballos – 2028 transfer station online, 2029 landfill closed
- Gold River – 2029 transfer station online, 2030 landfill closed
- Tahsis - 2030 transfer station online, 2031 landfill closed

# CSWM Solid Waste Management Plan BACKGROUND



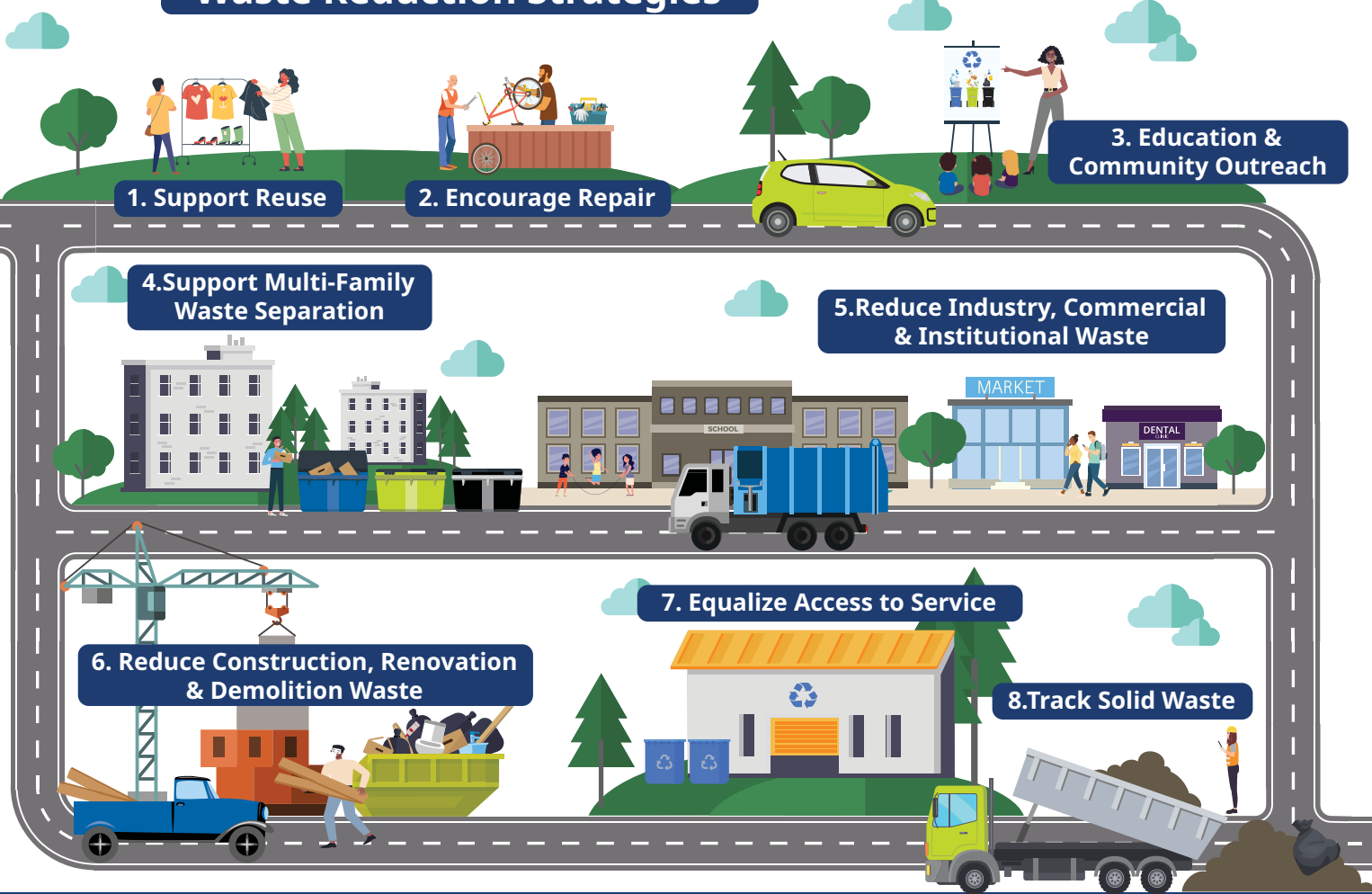
The Solid Waste Management Plan (SWMP) is the long-term vision for garbage and recycling and presents the programs, services, infrastructure, and policies that guide the design and implementation of solid waste in the Comox Strathcona Waste Management (CSWM) region.

**The Process:** In 2022, the Regional Solid Waste Advisory Committee (RSWAC) was established comprising of technical experts, First Nations, regional district staff & expert residents. Through 2022/23 they refined provincial goals to create waste management goals and guiding principles specific to our region. Between 2024/25, RSWAC developed eight strategies, each with accompanying actions, approximate costs and diversion potential. At each stage of the process, the community was consulted, feedback gathered and incorporated. In 2026, a draft Solid Waste Management Plan was ready to share, laying the path for the next 10 years of waste management in our region.

### Timeline

 1. Initiate the process 2022	 2. Set the Plan Direction 2022-2023
 3. Evaluate Options 2024 -2025	 4. Prepare and Adopt the Plan 2026

## Waste Reduction Strategies





## What is the Overarching Goal?

### Produce Less Garbage & Divert More

On average, each person in the CSWM service area generates 551 kg of waste annually. The provincial target is 350 kg per person.

## What Could This Cost?

Elected officials have directed that the costs stay within 3-5% of CSWM's annual budget. All of the proposed actions have estimated costs to implement and the resource them. Wherever possible user-pay opportunities have been identified - those benefiting from the service or program would be directly funding it. The estimated cost increase per household would be \$7.50 per year for a home with an assessed value of \$670,000.

## Diverting Waste Saves Money



Extending landfill life and delaying costly borrowing.



Reserving landfill space for true waste, not divertible organics or recycling.



Reducing methane emissions from decomposing organics in landfills.

## How are we going to measure our success?

In collaboration with the RSWAC, municipal and First Nation partners, goals and targets have been created. They are achievable, have clear timelines and will demonstrate continuous improvement towards Provincial targets. A new plan monitoring committee will be established to help see these through.

1

To support regional circular economy approaches, and to work towards a goal of zero waste.



2

To reduce and remediate environmental impacts from solid waste management activities.



3

To reduce greenhouse gas emissions and to pursue beneficial use of landfill gas.



4

To responsibly manage waste, and to minimize the amount of residual waste in landfills.



5

To have informed residents, businesses and community partners empowered to participate effectively and consistently in proper waste management practices. To use CSWM enforcement powers when necessary.

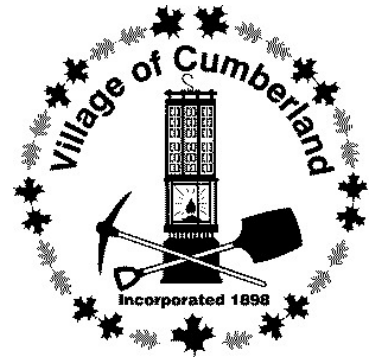


6

To ensure that the CSWM solid waste services are financially sustainable and delivered equitably across the region, recognizing and leveraging the unique challenges and cultures of our rural and remote communities.



# COMMITTEE OF THE WHOLE REPORT



REPORT DATE: April 13, 2026  
 MEETING DATE: April 27, 2026

File No. 7700-4700-5199-CSPA

TO: Mayor and Councillors  
 FROM: Ryan Parton, Manager of Recreation & Culture  
 SUBJECT: Cumberland Events Society 2025 Community Services Partnership Agreement Presentation

## RECOMMENDATION

THAT the Committee receive the presentation from the Cumberland Events Society on its 2025 Annual Report and preview of the year ahead.

## PURPOSE

The purpose of this report is to introduce representatives of the Cumberland Events Society (“the Society”), who will present at this meeting on the Society’s 2025 annual report and 2026 preview. Further, the report presents an opportunity for Council to engage with staff or the Society, if they so choose, on contents of the Memorandum of Understanding that the Village has with the Society that clarifies the roles and responsibilities of each party in the May Days event.

## PREVIOUS COUNCIL DIRECTION

Date	Resolution
April 8, 2024	THAT Council approve the 2024-27 community service partnership agreements between the Village of Cumberland and the Cumberland and District Historical Society, Cumberland Community School Society, and Cumberland Events Society, respectively; and THAT Council authorize the Chief Administrative Officer and the Mayor to execute the agreement.
April 24, 2023	THAT the Committee recommend that Council enter in the Memorandum of Understanding with the Cumberland Events Society and authorize the Mayor and Chief Administrative Officer to execute the agreement; AND FURTHERMORE, that the Manager of Parks and Recreation be authorized to make changes to the MOU, upon mutual agreement with the Cumberland Events Society, providing said changes are strictly operational in nature and do not change the Village’s financial commitment or level of service provision.

## **BACKGROUND**

The Village of Cumberland and the Cumberland Events Society have a Community Service Partnership Agreement (CSPA) in place for the delivery of cultural services from 2024 through 2027. One of the Village's commitments under that agreement is to provide the Society with \$10,000 of annual funding. The Society's commitments include operating its core events (including the Victoria Day Parade, May Queen Party, May Pole and Old Timers Soccer Game), and providing free and low-cost events for all ages. Although the Society used to provide insurance coverage to other non-profit organizations, that is no longer a service that it provides.

Another Society commitment under that agreement is to appear before Council with a presentation of its annual report and a preview of the upcoming year's events. That is the presentation that is scheduled for the April 27, 2026 Committee of the Whole meeting.

The Society has submitted an annual report and supporting financial documents, which are attached to this report.

Also attached to this report is a brochure for the 2026 May Days event, which contains an event schedule.

### **Memorandum of Understanding (MOU)**

In addition to the Community Service Partnership Agreement, the Village also has an MOU in place with the Society that clarifies roles and responsibilities around the May Days events. Although no changes have been made to that document since it was last presented to Council in February 2025, staff are currently working with the Society on an update that would change responsibilities surrounding the children's races aspect of the event. In past years, and under the terms of the MOU, the Village has provided (and paid for) leaders and prizes for the children's races. Beginning in 2026, that responsibility will shift to the Society, with the Village providing modest financial support consistent with what the Village has spent on leaders and prizes in the past. Since that change is considered operational, doesn't involve additional costs, and is consistent with current service levels, the amendment is being pursued at a staff level, as authorized by Council in April 2023. The intention is that funding of the children's races will eventually be wrapped into the broader CSPA should it be renewed after 2027.

### **FINANCIAL IMPLICATIONS**

There are no financial implications specific to this report. The Village currently contributes \$10,000 per year to the Society under a Community Service Partnership Agreement that covers the years 2024 through 2027. The Village also contributes financially (and currently operationally) toward the children's races component of the May Days event, which staff are working to adjust in the MOU.

### **OPERATIONAL IMPLICATIONS**

Since establishing the MOU in 2023, the logistics of facilitating the Victoria Day weekend events have become more streamlined, and communication and coordination with the Society have improved. The MOU was intended to be a living document that could be updated and improved over time.

## CLIMATE CHANGE IMPLICATIONS

Spectators/participants may travel from outside of Cumberland into the community for the Victoria Day weekend events, emitting greenhouse gasses through vehicular traffic.

## ALTERNATIVES

[none]

## STRATEGIC OBJECTIVE

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

## ATTACHMENTS

1. Cumberland Events Society Annual Report 2025
2. Events Society 2025 Financials and 2026 Projected
3. 2024-27 Village-CES Community Service Partnership Agreement
4. CES-VOC MOU Amended Feb 2025
5. May Days 2026 Brochure

## CONCURRENCE

Kevin McPhedran, Director of Community Services **KM**

Respectfully submitted,

**R. Parton**

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Ryan Parton  
Manager of Recreation & Culture

**M. Mason**

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Michelle Mason  
Chief Administrative Officer



## Community Services Partnership Agreement Annual Report

Organization: **Cumberland Events Society**

Operating Year:

Date of Report:

Submitted by:

*Name*

*Position*

### Attached to this report:

- Most recent financial statements
- Schedule of this year's Victoria Day weekend events

*As per the Community Services Funding Agreements between the Village of Cumberland and the Cumberland Events Society, the Society is to submit a detailed annual report to Village Council and appear before Council each year to present that report along with a preview of the year ahead. This should be scheduled for a time when plans for the year ahead are known but before promotion has begun.*

**Please provide a program schedule for the past year and a brief summary of the year's Victoria Day weekend events (attach separate sheet(s) as needed).**

137 May Days Celebrations start with our Annual Cinch Tournament in the Cumberland Legion on May 9th at 7:--pm.  
Saturday May 17th Cumberland Crusher Team Fitness competition. 10:00am  
Soap Box Derby 10:00am. The corner Second and Maryport Ave. (45 children signed up)  
Washhoe Tournament Village Park Tennis Courts 12:30 - sold out (96 competitors)  
Beer Garden Village Park Tennis Courts 11:30-9:30 pm  
Live Entertainment Square Dance caller Craig Marcuk and band. (Free)

Sunday Legends of the May Pole Dance. Free (two poles 28 dancers)  
Old Time Soccer Game 2:00pm  
Soccer Awards 3:00pm  
Doggy Fashion Show 3:00pm Village Park main stage (\$5.00 entry fee)  
Beer Garden 11:00am 9:30pm  
Family Dance with foam cannons. 6:30-9:00pm (best attendants we have had)

Monday Pancake Breakfast Cumberland Legion \$5.00 per person  
Pancake Breakfast Masonic Hall  
CCSS Thunderballs 9:15 Dunsmuir Ave.

Children's Fun Zone 9:30 Comox Valley Bounce  
May Day Parade 10:00am Dunsmuir Ave. (4,000-5,00)  
May Ceremony following parade Main stage.  
Youth May Pole Dance Village Park  
Beer Garden 11:00am 2:00pm  
Bag Pipe Crawl 12:00 Village Route  
Entertainment Laurie Tinkler Dancers, Tulloch Academy & Sitka Stage Main Stage  
Children's Races Cumberland Recreation. (Most children they have had)  
Children's`s Bicycle Draw.(Lots of children stayed)

We set up on Friday morning starting at 9:00am  
It takes until 4:00pm to get it all done.

**What were the impacts and/or benefits of the events listed above on the community? Where possible, please include metrics such as attendance, engagement, feedback from residents, etc.**

We have people that participate in many of the events during the weekend. Cumberland Recreation received two complaints. One person wanted the family Dance to be held in another area of the field not in with the beer garden. I received a complaint about a no parking sign left on a telephone pole. I went down and removed it. People attended from various locations on the island and enjoyed many of the events. Especially the Doggy Fashion Show.

The rain on Saturday did not turn anyone away. They stayed and had a good time. All the vendors sold out of product. Only one said he would not be back, people did not want his food.

We have the younger generation of Cumberland young adults joining in now. They know if they want this event to continue they have to get involved.

**Please attach a copy of the Society's most recent financial statements and include below any pertinent notes about the financials of the past year's Victoria Day weekend events.**

on a separate sheet.

This was a good year financially and continued to receive the Grant from the provincial government. (Gaming)

We hired two people Publicity and Park Manager.

We bought the stage from Music Fest and are renting it out to other organizations.

**Please list any organizations for which you provided event insurance coverage and/or equipment in the past year.**

We do not provide insurance to any groups.  
We pay \$50.00 and attend the Comox Valley Fall Fair AGM  
They store our wooden tables (60) in the Barn  
We use their tents, tables, and chairs (free)

**Please provide a preview of next year's Victoria Day weekend events, highlighting anything new or different from this past year.**

We have added the following: Comox Valley Strikers have joined us, they will play on Saturday and people can join in. They are going to oversee the Children's Races on Monday.

Comox Valley Ultimate Frisbee will play on Saturday in the field, a fun game and invite people to join in.

Saturday and Sunday evenings will be showcase of bands Jet FM is sponsoring this event and MC. from 6:00 to 10:00pm. The bands will be under the age of 18.  
So far we have 4 and still looking.

Sunday: We have new shirts for the Soccer Players!!! It has been a few years.  
Doggy Fashion a group will perform tricks before the show.  
Non-Profit group from Nanaimo is coming with Lego to hands on workshop and show.

We have changed the Bike draw to Scooters, we have 4 to give away.  
The Parent Advisory Council will hold the draw for us.

**Is there anything else you'd like to share from the previous year that's relevant to this Community Service Partnership Agreement?**

We now have 17 members on the Committee and have a meeting space at the Centennial Place usually the last Sunday of the month. Each person has taken on a sub committee role.

We will be looking for another Insurance provider for next year.

We have increased our number of sponsors by 50%

**Cumberland Events Society - 2025**

ACTUAL Revenues & Expenses for January 1, 2025 to December 31, 2025

<b>REVENUE</b>	<b>General Fund</b>	<b>Gaming Fund</b>	<b>Total</b>
Grants:			
Village of Cumberland	\$ 10,000.00	\$ -	\$ 10,000.00
BC Community Gaming Grant	\$ -	\$ 4,000.00	\$ 4,000.00
Licensed Gaming	\$ -	\$ -	\$ -
Donations/Sponsorships	\$ 560.00	\$ -	\$ 560.00
Vendor fees	\$ 950.00	\$ -	\$ 950.00
Food & Beverage Garden sales	\$ 15,275.00	\$ -	\$ 15,275.00
Washoe & Cinch registration fees	\$ 1,440.00	\$ -	\$ 1,440.00
Membership fees	\$ -	\$ -	\$ -
Interest & Other	\$ 284.00	\$ 752.50	\$ 1,036.50
<b>Sub-Total:</b>	\$ 28,509.00	\$ 4,752.50	\$ 33,261.50
In Kind labour	\$ -	\$ -	\$ -
In Kind materials & supplies	\$ -	\$ -	\$ -
<b>Sub-Total:</b>	\$ -	\$ -	\$ -
<b>Grand Total:</b>			<b>\$ 33,261.50</b>
<b>EXPENSES</b>			<b>Total</b>
Event Coordinator	\$ -	\$ -	\$ -
Set-Up/Take Down Coordinator	\$ -	\$ 1,000.00	\$ -
Directors & Officers Liability Insurance	\$ 687.00	\$ -	\$ -
Event insurance	\$ 2,412.89	\$ -	\$ -
Accounting & professional fees	\$ 147.00	\$ -	\$ -
Licenses (Liquor license + BC Gaming licenses)	\$ -		\$ -
Entertainment	\$ 1,900.00	\$ -	\$ -
Facilities & field rental	\$ 87.47	\$ 2,750.84	\$ -
Equipment rentals	\$ 244.97	\$ -	\$ -
Advertising	\$ 630.00	\$ -	\$ -
Event signage & program materials	\$ -	\$ -	\$ -
Security	\$ -	\$ -	\$ -
Port-o-pottie rentals	\$ 2,783.72	\$ -	\$ -
Maypole/May Queen	\$ 1,505.82	\$ -	\$ -
Other fair attraction expenses	\$ 6,300.00	\$ -	\$ -
Food & Beverage Garden purchases	\$ 9,966.57	\$ -	\$ -
Décor & misc.	\$ 441.05	\$ -	\$ -
Bank charges	\$ 19.69	\$ -	\$ -
<b>Sub-Total:</b>	\$ 27,126.18	\$ 3,750.84	\$ -
In Kind labour	\$ -	\$ -	\$ -
In Kind materials & supplies	\$ -	\$ -	\$ -
<b>Sub-Total:</b>	\$ -	\$ -	\$ -
<b>Grand Total:</b>			<b>\$ -</b>
<b>Net (Surplus/Deficit):</b>	\$ 1,382.82	\$ 1,001.66	<b>\$ 33,261.50</b>

<b>Cumberland Events Society - 2026</b>			
PROJECTED Revenues & Expenses for January 1, 2026 to December 31, 2026			
<b>REVENUE</b>	<b>General Fund</b>	<b>Gaming Fund</b>	<b>Total</b>
Grants:			
Village of Cumberland	\$ 10,000.00	\$ -	\$ 10,000.00
BC Community Gaming Grant	\$ -	\$ 4,000.00	\$ 4,000.00
Licensed Gaming	\$ -	\$ 1,500.00	\$ 1,500.00
Donations/Sponsorships	\$ -	\$ -	\$ -
Vendor fees	\$ -	\$ -	\$ -
Food & Beverage Garden sales	\$ -	\$ -	\$ -
Washoe & Cinch registration fees	\$ -	\$ -	\$ -
Membership fees	\$ -	\$ -	\$ -
Interest & Other	\$ -	\$ -	\$ -
<b>Total:</b>	<b>\$ 10,000.00</b>	<b>\$ 5,500.00</b>	<b>\$ 15,500.00</b>
<b>EXPENSES</b>			<b>Total</b>
Event Coordinator	\$ -	\$ 1,500.00	\$ -
Set-Up/Take Down Coordinator	\$ -	\$ 1,500.00	\$ -
Directors & Officers Liability Insurance	\$ -	\$ -	\$ -
Event insurance	\$ -	\$ -	\$ -
Accounting & professional fees	\$ -	\$ -	\$ -
Licenses (Liquor license + BC Gaming licenses)	\$ -	\$ -	\$ -
Entertainment	\$ -	\$ 2,500.00	\$ -
Facilities & field rental	\$ -	\$ -	\$ -
Equipment rentals	\$ -	\$ -	\$ -
Advertising	\$ -	\$ -	\$ -
Event signage & program materials	\$ -	\$ -	\$ -
Security	\$ -	\$ -	\$ -
Port-o-pottie rentals	\$ -	\$ -	\$ -
Maypole/May Queen	\$ -	\$ -	\$ -
Other fair attraction expenses	\$ -	\$ -	\$ -
Food & Beverage Garden purchases	\$ -	\$ -	\$ -
Décor & misc.	\$ -	\$ -	\$ -
Bank charges	\$ -	\$ -	\$ -
<b>Total:</b>	<b>\$ -</b>	<b>\$ 5,500.00</b>	<b>\$ -</b>
<b>Net (Surplus/Deficit):</b>	<b>\$ 10,000.00</b>	<b>\$ -</b>	<b>\$ 15,500.00</b>

**Cumberland Events Society  
Community Services Agreement  
2024 - 2027**

THIS AGREEMENT, dated for reference the 31<sup>st</sup> day of January 2024, is between:

**The Corporation of the Village of Cumberland**, a municipality incorporated by the Province of British Columbia having an address at Box 340, 2673 Dunsmuir Avenue, Cumberland, BC ("**Village**")

and:

**Cumberland Events Society**, a society incorporated in the Province of British Columbia and having an address at Box 460, Cumberland, BC ("**Society**").

WHEREAS:

- A. The Cumberland Events Society is a not-for-profit society with a mandate to celebrate Queen Victoria's birthday through the week in May with many activities; to raise funds throughout the year to support the May week activities; and to bring other organizations (events committees) within the Village under one organization;
- B. Under section 8(2) of the *Community Charter*, the Village may provide any service that the council considers necessary or desirable, and may do this directly or through another public authority or another person or organization.
- C. In 2019, the Village Council established a Community Services Funding Program to provide limited funding through service agreements to selected not for profit community organizations for the provision of services that provide community benefit.
- D. In 2019, the Village resolved to provide the Society with four years of annual funding for the delivery of Victoria Day week activities.
- E. On June 12, 2023, Cumberland Council resolved to continue providing funding to the Society under an updated service agreement.

Therefore, in consideration of the terms of this Agreement, the Village and the Society agree as follows:

## **Term**

1. This Agreement begins on January 1, 2024 and concludes on December 31, 2027 (the “Term”).

## **Covenants of the Village**

2. During the Term, the Village will provide the Society with annual funding in the following amounts:
  - (a) 2024: \$10,000
  - (b) 2025: \$10,000
  - (c) 2026: \$10,000
  - (d) 2027: \$10,000
3. The Village will provide funding in an annual payment to the Society by July 31 of each year of the Term.

## **Covenants of the Society**

4. In consideration of receiving funding under this agreement, the Society will:
  - a) operate the core events, including the Victoria Day Parade, May Queen Party, May Pole, Children’s Races and Old Timers Soccer Game; provide free and low-cost events for all ages; and provide event insurance coverage and equipment to other community organizations (“the services”);
  - b) apply the funding received from the Village under this agreement to eligible expenditures directly related to the services;
  - c) adhere to the stipulations of the Memorandum of Understanding between the Village and the Society dated February 1, 2023;
  - d) maintain accurate books and records of account supporting expenditures in accordance with generally accepted accounting principles and will provide access to such books and records if so requested by the Village;
  - e) appear as a delegation before Cumberland Village Council each year to present its annual report and provide a preview of the year ahead; this should be scheduled for a time when plans for the year ahead are known but before promotion has begun; and
  - f) use the funds for the purpose for which they were provided and if the Society cannot meet its commitments or the project cannot be completed, the unused portion of funding must be returned to the Village.

### **Society Representations**

5. The Society represents and warrants that it is a not-for-profit organization and that during the Term of this Agreement it will not operate as a for-profit business.

### **Recognition of the Village**

6. The Society will recognize the Village as a supporter/funder in its annual report and/or financial statements and any applicable publications, such as the Society's website.

### **Reporting Requirements**

7. The Society will deliver to the Village no later than December 31 each year during the Term:
  - a) The year-end financial statements for the previous year; and
  - b) A report summarizing the services funded through this community services agreement including a narrative of how the funding was used, an evaluation of the impacts on and benefits of the service received by the community, and where possible, metrics indicating attendance and/or participation, level of attendee and/or participant satisfaction such as a schedule of events, vendors, attractions, displays attendance, and feedback from Village businesses and residents; and
  - c) A reconciliation of actual expenses incurred during each calendar year of the Term for the services funded under this agreement; and if the annual community services funding received by the Society exceeds the actual expenses incurred (the "**Surplus**"), the Society will refund the Surplus to the Village no later than March 31 of the year following each year of the Term;
  - d) A financial plan for the current year showing that the amount of the funding contribution received from the Village shall be applied in respect of expenditures directly related to the operations of the core events.

### **Release**

8. The Society hereby releases, remises, and forever discharges the Village and the Village's agents, representatives and employees (the "**Released Parties**") from any and all liability, loss, damages, costs, **charges**, debts, expenses, accounts, claims, suits, actions and demands which the Society, or its representatives, employees, volunteers or invitees, may have against the Released Parties from and by reason of any damage suffered in connection with the Services. This release and discharge shall survive the expiry or sooner determination of this Agreement.

### **Liability**

9. The Society shall be liable to the Village for all loss, damages, costs, charges, debts, expenses, accounts, claims, suits, actions and demands, which the Released Parties may suffer, sustain, pay or incur by reason of any matter or thing arising out of or attributable to any act or omission of the Society, its servants, agents, contractors or employees in respect to the Society's execution or performance of this Agreement.

### **Indemnity**

10. Without in any way limiting sections 8 and 9, the Society hereby agrees to unconditionally indemnify and save harmless the Released Parties from and against all liability, loss, damages, costs, charges, debts, expenses, accounts, claims, suits, actions and demands, (except such as may arise out of the negligence of the Village, or the Village's agents or employees) in connection with:
  - (a) any breach, violation or non-performance of any covenant, regulation, condition or agreement in this Agreement, set forth and contained on the part of the Society, to be fulfilled, kept, observed or performed;
  - (b) any damage to the property while said property is in or about Village lands or improvements; and
  - (c) any injury to any licensee, invitee, agent, employee or volunteer of the Society (including death) occurring in or about Village lands or improvements, and this indemnity shall survive the expiry or sooner determination of this Agreement.

### **Insurance**

11. The Society will carry a Commercial General Liability insurance policy naming the Village as additional insured in an amount no less than \$3,000,000 (three million dollars) and will provide proof of insurance upon execution of this Agreement.


### **Termination**

12. If the Society defaults in the observance or performance of any of the terms and conditions of this Agreement, the Village may give the Society such notice as it reasonably deems appropriate and if the Society fails to rectify the matter within such time permitted to the reasonable satisfaction of the Village, the Village may terminate this Agreement without further notice. Despite any termination of this Agreement, the Society will remain responsible to deliver the information referred to in Section 7 within 30 days of termination.
13. Despite section 12, this agreement automatically terminates if the Society voluntarily winds up or disbands, becomes bankrupt, fails to hold a general meeting for a period of eighteen months, or fails to maintain itself as a society.

As evidence of their agreement, the parties have executed this Agreement as of the date above first written.


**The Corporation of the Village of Cumberland**

  
\_\_\_\_\_  
Mayor


  
\_\_\_\_\_  
Chief Administrative Officer

**Cumberland Events Society**

Authorized signatories:

  
\_\_\_\_\_  
Chair Signature

Leslie Baird  
Print Name

  
\_\_\_\_\_  
Treasurer Signature

Janet Martyn  
Print Name



# 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

## MEMORANDUM OF UNDERSTANDING

**BETWEEN:** The Corporation of the Village of Cumberland  
(the "Village")

**AND:** Cumberland Events Society  
("CES")

**DATE:** February 1, 2023  
Amended February 7, 2025

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### WHEREAS:

- A. The Village and CES share a unique history of collaboration on Cumberland's cultural event held annually on the Victoria Day weekend ("the May Days event").
- B. In 2008, the Cumberland Events Society incorporated with a primary mandate of organizing the May Days event, along with other community events throughout the year.
- C. The Village of Cumberland recognizes the cultural value of the Cumberland Events Society's May Days event
- D. Both parties seek clarity on roles and responsibilities and commitments as they pertain to Cumberland's May Days event

### NOW THEREFORE the parties agree as follows:

- E. In Recognition of our history of collaboration and mutual interest, the Village and CES would like to work in partnership on Cumberland's May Days event under the roles and responsibilities as described in this MOU.

### 1. OBJECTIVES

- 1.1 This Memorandum of Understanding serves to provide clarity on terms, roles, responsibilities, and commitments of each party.
- 1.2 Entering into this agreement, and subsequently seeking to more formally collaborate on the implementation of Cumberland's May Days event will serve to meet a mutual goal of both organizations: to deliver cultural programming that enriches the lives of Cumberland residents.

## 2. MAY DAYS EVENT ROLES & RESPONSIBILITIES

- 2.1 The Village and CES agree to enact business-like processes with respect to requesting, scoping, estimating, delivering, invoicing and payment for any services provided by the Village to CES for the set-up, tear-down and/or delivery of services related to production of the May Days event. This includes, but is not limited to, labour, materials and equipment use. A list of services that the Village has traditionally performed in conjunction with this event is attached as Appendix A.
- 2.2 Regular charge-out rates will apply for all services, including but not limited to labour, material and equipment use, provided by the Village to CES in relation to the production of the May Days event, as per the Village's current bylaw that regulates fees and charges for applicable services.
- 2.3 The Village agrees to perform routine maintenance to ensure its facilities are in an acceptable condition prior to and during the May Days event, at no cost to CES and at the discretion of the village. This includes regular maintenance of Village Park fields and amenities prior to the event, janitorial services for the Centennial Building and emptying of Village-owned trash receptacles as required during the Victoria Day long weekend.
- 2.4 The parties agree that the Village owns and agrees to store and maintain bleachers (for the sports field) and an ice machine (at the Cumberland Recreation Centre), and to have these items available to CES for the May Days event. Regular charge-out rates will apply for set-up and take-down of items, as per Section 2.2 of this agreement.
- 2.5 The Village agrees to store up to three CES-owned May Poles and associated ribbons, at no cost to CES, when not in use for CES events. May Poles excepted, neither party is obligated to store any other item(s) on behalf of the other party.
  - 2.5.1 Although the Village at one time stored plywood that was owned by the Society, that plywood has been retrieved and the Village no longer stores any plywood on behalf of the Society.
- 2.6 Use of Village traffic control equipment and/or garbage bins is subject to availability, applicable fees as per Section 2.2 of this agreement and regular booking procedures.
- 2.7 With respect to the set-up, take-down and delivery of the May Days event, CES agrees to pay all Village of Cumberland invoices in a timely manner and ensure that all event preparations and/or take-downs are conducted in accordance with any stipulations of the event permit(s).

## **2.8 Children's Races**

- 2.8.1 The Village agrees to plan, organize, deliver and provide prizes for children's races at Village Park as part of the broader May Days event.
- 2.8.2 With respect to the planning, organization, and delivery of the Children's Races at Village Park on Victoria Day, CES agrees to liaise with the Village's facilitator(s) as required to ensure seamless incorporation of the kids' races within the other May Days event festivities.

## **2.9 May Days Luncheon**

- 2.9.1 The May Days Luncheon event, if held, is subject to regular booking procedures as per the Community Events and Bookings Policy No. 15.1 should a Village facility or facilities be requested for use.

## **2.10 May Days Parade and Soap Box Derby**

- 2.10.1 With respect to the planning, organization and delivery of the May Days and Soap Box Derby, CES agrees to submit a detailed street closure request as part of its overall Special Event Permit Application and, upon approval, abide by any and all stipulations of said permit as per the Community Events and Bookings Policy No. 15.1.
- 2.10.2 Upon formal request by CES, the Village may provide marshalling service for parade vehicles entering Village Park. Such a request must be part of a clearly defined scope of services shared well in advance (see Section 3 – Communication), and any services supplied will be subject to availability and any fees as per Section 2.2 of this agreement.
- 2.10.3 The allowance of vehicles on the grass at Village Park is not guaranteed and may not be allowed if Village staff deem field conditions to be such that vehicle traffic would cause significant damage to the field.

## **2.11 Role of Elected Officials, Special Guests and Dignitaries**

Both parties recognize the importance of traditional roles of elected officials and dignitaries in the event.

### **2.11.1 Invitations to Special Guests and Dignitaries**

- (a) Although invitations will be distributed by the Society, the list of special guests and dignitaries to be invited is at the discretion of the Village.

- (b) The Village will provide the Society with the list of special guests and dignitaries to be invited each year no later than February 15.
- (c) The Society will distribute invitations by the second week of March to special guests and dignitaries, which include the current members of Council, to participate in the parade and attend the luncheon, if held.

#### **2.11.2 Role of the Mayor at the May Queen Ceremony**

The Mayor will be invited to sit with the other dignitaries at the May Queen ceremony at Village Park and will be introduced to the audience by the Master of Ceremonies. The Mayor has no other formal role at the May Queen ceremony. The Society will provide a schedule of speakers for the ceremony to the Village no later than May 1.

#### **2.11.3 Role of the Mayor at the Luncheon**

The Mayor will be given the opportunity to informally introduce the May Queen to special guests and dignitaries at the Luncheon, if held. The Mayor has no other formal role at the luncheon.

- 2.11.4 Any reference to "Mayor" in this document shall be construed as meaning "Mayor or Acting Mayor."

#### **2.12 Other CES Events**

- 2.12.1 CES agrees to follow the Village of Cumberland's Community Event Application process(es), subject to the applicable fees as per Section 2.2 of this agreement and all other applicable bylaws, policies and procedures, for all CES events not explicitly addressed in this agreement. For clarity, this includes but is not limited to Washoos tournaments, fashion shows, luncheons, and May Queen rehearsals.

#### **2.13 Concurrent Third-Party Events**

- 2.13.1 Any third-party events not organized by CES that happen concurrently during the May Days event shall be subject to their own permitting procedures and are not governed or affected by this agreement. Such events include, but are not limited to, Village Market Day.

### **3. COMMUNICATION**

- 3.1 With a mutual goal of more efficient and effective communication, the parties agree to meet, either in-person or virtually, at specified intervals to discuss each year's May Days events. Such meetings shall include:

- (a) No later than January 31 to discuss that year's event(s) and any services and/or equipment requested from the Village by CES, with the parties agreeing to have a clearly defined and mutually agreed-upon scope of services in place for that year's May Days event by the end of February.
  - (b) Approximately two weeks prior to each year's event to discuss and coordinate any final details. The Village will designate an operational contact for the May Days event weekend during this meeting.
  - (c) Up to two months following the event to discuss any matters that could improve future delivery of the Event and/or the relationship between CES and the Village.
- 3.2 The Village's Recreation Department shall be CES's main point of contact for all matters pertaining to the planning and coordination of the May Days event. Each year, the Village will designate an operational contact for the May Days event weekend as per Section 3.1(b) of this agreement. Financial matters may be discussed directly with the Village's Finance department.
- 3.3 No part of this agreement shall preclude any other meetings or communication the parties deem appropriate.

#### **4. FINANCIAL OBLIGATIONS**

- 4.1 By way of this agreement, neither party is obligated to provide financial assistance to either organization.
- 4.2 The Village agrees to consider CES for community service partnership program (or equivalent program) funding, subject to Council's discretionary decision-making authority.

#### **5. NOTICES**

- 5.1 Any notice, request, consent, approval or communication that either party desires or is required to give to the other party in regard to this agreement shall be in writing addressed to the other party at the address as follows:

TO THE VILLAGE: Ryan Parton  
Acting Manager of Recreation  
Village of Cumberland  
Box 340  
Cumberland, BC V0R 1S0  
rparton@cumberland.ca

TO CES: Cumberland Events Society Chairperson  
Box 460  
Cumberland, BC V0R 1S0  
cumberlandeventssociety@gmail.com

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The Parties hereby agree to work together to reach mutual goals subject to the above terms.

**THE CORPORATION OF THE  
VILLAGE OF CUMBERLAND**

[Redacted Signature]

Vickey Brown  
Mayor, Village of Cumberland

Per [Redacted Signature]

Michelle Mason  
Chief Administrative Officer

**CUMBERLAND EVENTS SOCIETY**

Per. [Redacted Signature]

Name: Leslie Baird

Title: Chair

## **APPENDIX A**

### **Village of Cumberland services that may be available upon request**

#### **Services that, if requested, must be performed by Village staff**

- Emptying Village-owned trash receptacles
- Set-up and take-down of Village-owned stage at Village Park (CES may choose to set up any other stage using its own resources)
- Installation of May Poles

#### **Services that may be undertaken by anyone, at CES's discretion**

- Installation of temporary fencing
- Hanging of bunting around stage
- Set-up and take-down of traffic barricades
- Transport of tables to and/or from Slegg storage facility
- Placement of trash receptacles
- Emptying other trash receptacles
- Parade marshalling at Village Park
- Chaining and locking of tennis courts
- Placement of Village soccer nets and bleachers
- Liming and/or painting soccer field lines

# SATURDAY MAY 9

6PM CINCH TOURNAMENT

# SATURDAY MAY 16

10AM-4PM VILLAGE MARKET DAYS  
(BY ELEVATE THE ARTS)  
FREE - JOIN THE FUN!  
Dunsmuir Ave

10AM CUMBERLAND CRUSHER:  
TEAM FITNESS COMPETITION  
PRE-REGISTRATION REQUIRED  
Village Park

930AM CHILDREN'S FUN ZONE  
WITH COMOX VALLEY BOUNCE  
ADMISSION  
Village Park

10AM SOAP BOX DERBY  
FREE - JOIN THE FUN!  
2nd + Maryport Ave

11AM-3PM STRIKERS VOLLEYBALL GAME  
FREE - COME OUT AND PLAY!  
Village Park

1130AM BEER GARDEN  
CASH BAR  
Village Park - Tennis Courts

1230PM WASHOE TOURNAMENT  
\$15/pp  
Village Park - Tennis Courts

1PM-3PM ULTIMATE FRISBEE  
FREE - COME OUT AND PLAY!  
Village Park

6PM JET FM'S MUSIC SHOWCASE  
FREE - JOIN THE FUN!  
Village Park - Main Stage

# SUNDAY MAY 17

1130AM BEER GARDEN  
CASH BAR  
Village Park - Tennis Courts

1130AM CHILDREN'S FUN ZONE  
WITH COMOX VALLEY BOUNCE  
ADMISSION  
Village Park

## THANK YOU TO OUR COMMUNITY SPONSORS



Scan Me for more info on our Facebook Page



We respectfully acknowledge that the land we gather on is the Unceded Traditional Territory of the Comox First Nation, the traditional keepers of this land.



MAY DAYS PARADE  
DOGGY FASHION SHOW  
MAY POLE DANCE &  
MAY QUEEN CROWNING  
WASHOE TOURNAMENT  
& SO MUCH MORE

# SUNDAY MAY 17

- 1PM-6PM** **LEGO EXHIBIT**  
FREE - JOIN THE FUN!  
Village Park - Basketball Court
- 1PM** **LEGENDS OF THE MAY POLE DANCE**  
FREE - JOIN THE FUN!  
Village Park - Main Stage
- 2PM** **OLD TIMERS SOCCER GAME**  
FREE - JOIN THE FUN! ADULTS ONLY  
OLD TIMERS VS UNDER 40  
Village Park
- 3PM** **OLD TIMERS SOCCER AWARDS**  
FREE - JOIN THE FUN!  
Village Park - Main Stage
- 4PM** **DOGGY FASHION SHOW**  
\$5 FEE PER CATEGORY  
Village Park - Main Stage
- 6PM** **FAMILY DANCE WITH FOAM CANNONS**  
FREE - JOIN THE FUN!  
Village Park - Tennis Courts
- 6PM** **JET FM'S MUSIC SHOWCASE**  
FREE - JOIN THE FUN!  
Village Park - Main Stage

# MONDAY MAY 18

- 8AM-11AM** **PANCAKE BREAKFAST**  
\$5  
The Legion on Dunsmuir Ave
- 915AM** **CCSS THUNDERBALLS FUNDRAISER**  
Dunsmuir Ave between 1st and 2nd  
For Cumberland Community School Society
- 930AM** **CHILDREN'S FUN ZONE WITH COMOX VALLEY BOUNCE**  
ADMISSION  
Village Park
- 10AM** **MAY DAY PARADE + CEREMONY**  
Dunsmuir Ave  
May Queen Crowning, School May Pole Dance  
Bagpiper Salute to May Pole Queen
- 1130AM** **BEER GARDEN**  
CASH BAR  
Village Park - Tennis Courts

# MONDAY MAY 18

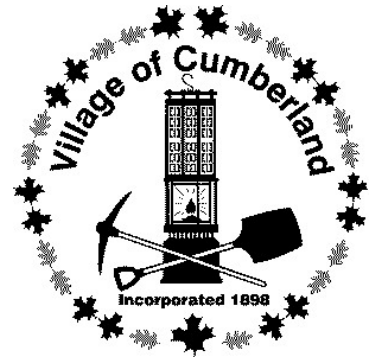
- 12PM** **BAGPIPER PUB CRAWL**  
Dunsmuir Ave  
Village Park Beer Gardens - Meet Up
- 12PM** **ENTERTAINMENT - LAURIE TINKLER DANCERS, TULLOCH ACADEMY & SITKA STAGE**  
Village Park - Main Stage

# MONDAY MAY 18

- 1PM-5PM** **COAL HILLS BMX CAR + BIKE WASH**  
Fundraiser  
Village Park - BMX Track
- 1PM** **CHILDREN'S RACES**  
FREE - JOIN THE FUN!  
Village Park
- 3PM** **CHILDREN'S SCOOTER DRAW**  
FREE - JOIN THE FUN!  
Village Park - Main Stage  
*Must be at the park!*



# COMMITTEE OF THE WHOLE REPORT



REPORT DATE: April 14, 2026  
 MEETING DATE: April 27, 2026

File No. 7700-4700-5199-CSPA

TO: Mayor and Councillors  
 FROM: Ryan Parton, Manager of Recreation & Culture  
 SUBJECT: Elevate the Arts Society 2025 Community Services Partnership Agreement Presentation

## RECOMMENDATION

THAT the Committee receive the presentation from the Elevate the Arts Society on its 2025 Annual Report and preview of the year ahead.

## PURPOSE

The purpose of this report is to introduce representatives of the Elevate the Arts Society (“the Society”), who will present at this meeting on the Society’s 2025 annual report and 2026 preview.

## PREVIOUS COUNCIL DIRECTION

Date	Resolution
January 27, 2025	THAT Council enter into the 2025-2027 Community Service Partnership Agreement between the Village of Cumberland and Elevate the Arts Society and authorize the Chief Administrative Officer and the Mayor to execute the Agreement.
November 12, 2024	THAT Council receive the 2024 Elevate the Arts community events presentation from Meaghan Cursons of Elevate the Arts Society.

## BACKGROUND

The Village of Cumberland has partnered with the Society on a number of community events since 2019, and the Society has been contracted to deliver the Village’s Easter and Halloween events, Summer Concert Series and Christmas tree light-up since 2023. That contract was folded into a Community Service Partnership Agreement (CSPA) for the years 2025 through 2027, with the Village committing to providing the Society with \$14,000 of annual funding for the execution of those events.

One of the Society’s commitments under that agreement is to appear before Council each year with a presentation of its annual report and a preview of the upcoming year’s events. That is the presentation that is scheduled for the April 27, 2026 Committee of the Whole meeting.

Consistent with the agreement, the Society has submitted an annual report with a reconciliation of actual expenses incurred for each event, which is attached to this report.

**FINANCIAL IMPLICATIONS**

There are no financial implications specific to this report. The Village currently contributes \$14,000 per year to the Society under a Community Service Partnership Agreement that covers the years 2025 through 2027.

**OPERATIONAL IMPLICATIONS**

Since partnering with the Society on the delivery of community events, contracting out event delivery to subject-matter experts has significantly reduced staff operational requirements, while expanding the range of events delivered.

Village staff have committed to communicating directly with volunteers manning road barricades during the Halloween event in order to ensure they know the limits of their role (i.e. that volunteers are not to direct traffic). There has been some miscommunication in the past in this regard, and the intention is to provide as much clarity as possible. The operational implications of this new task are expected to be negligible.

**CLIMATE CHANGE IMPLICATIONS**

Spectators/participants may travel from outside of Cumberland into the community for the various events that the Society delivers, emitting greenhouse gasses through vehicular traffic. That said, the events are promoted to a local audience only.

**ALTERNATIVES**

[none]

**STRATEGIC OBJECTIVE**

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

**ATTACHMENTS**

1. 2025 CSPA Annual Report – Elevate the Arts
2. 2025-27 VoC-Elevate CSPA

**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

## Community Services Partnership Agreement Annual Report

Organization: Elevate the Arts Society

Operating Year: \_\_\_\_2025\_\_\_\_\_

Date of Report: \_\_\_\_April 10, 2026\_\_

Submitted by: Meaghan Cursons, Co-Producer

***Please provide an event schedule from the past year and a brief summary of events executed under the Community Services Partnership Agreement***

### **1. Elevate Summer Concert Series 2025**

These FREE community concerts were presented in Village Square through the summer of 2025. Music ran from 7 till 9 pm every Thursday from July 10th to August 21st (7 concert events). These concerts were very well attended by our community with Thursday's being a much anticipated evening for gathering downtown for music, local food and drink, and connection with friends and neighbours.

#### **Thursday July 10th – Spiritual Warriors**

Music inspired by the land and life in the coast mountains of the Lil'wat Nation. With their unique blend of indigenous chants and contemporary roots, rock, reggae The Spiritual Warriors are distinctly west coast. Guest opening act local ensemble "Small Acts"

#### **Thursday July 17th – Paris Pick and the Pricks**

Paris Pick—affectionately dubbed the Yacht-Pop Princess—has been making waves with her signature brand of yacht-pop: bright, bold, and unapologetically catchy. Guest opening act Damien Alblas

#### **Thursday July 24th – Fiona Bevan + Adam Beattie & Beau Nectar - DOUBLE BILL**

Fiona Mackay Barclay Bevan is an English singer-songwriter from Suffolk, England, who co-wrote the song "Little Things" for One Direction along with Ed Sheeran. Beau Nectar is a bilingual collaboration between two singer-songwriters Marie-Clo, and émi. The duo delivers intimate and vibrant synth/pop/folk with fauna and flora inspired concepts that spark their fans' empathy towards nature. SPECIAL opening performance from ***Triple Heat School of Dance Summer Production Camp***.

#### **Thursday July 31st – Tio Chorinho with Cafe Ole**

Tio Chorinho is dedicated to performing choro music, the "New Orleans jazz of Brazil." Exciting, intimate, nostalgic and virtuosic, choro is an infectious urban folk style whose universal appeal belies its musical complexity. Special opening act local ensemble Cafe Olé.

### **Thursday August 7th – Jenny Ritter and Ride-By-Night**

Long time lovers of all folk arts Jenny Ritter and Ryan Boeur sharing new songs into the world as Ride-By-Night. Both are veterans of the Canadian folk music touring scene, Jenny with the Gruff, followed by her own project, and Ryan on electric guitar with Fish & Bird. Special guest “Kim June Johnson” opens.

### **Thursday August 14th – Blasé Blasé**

Blasé Blasé, “the band so nice they named it twice”, is an eclectic group from Victoria, BC Canada. Blending elements of live jazz, rock, funk and conscious hip-hop, they have a sound as unique and diverse as its members. Special guest “Fanfare” opens

### **Thursday August 21st – Dante DeCaro & Daniel Moir – DOUBLE BILL**

Dante DeCaro is a celebrated Canadian musician best known as a guitarist and songwriter for Hot Hot Heat and a longtime member of indie rock favourites Wolf Parade. With a career spanning over two decades, Dante’s music blends sharp, dance-infused guitar hooks with soulful indie rock energy. Daniel Moir is an exceptional Canadian singer/songwriter, producer and visual artist who has played at numerous festivals and conferences, and has toured extensively across North America.

## **2. Hop and Seek Spring Celebration 2025**

Cumberland’s Hop and Seek Spring Celebration was held on Sunday April 20th in #6 Mine Park and Coal Creek Historic Park. The community was invited to come down to #6 Mine Park to pick up a nature scavenger hunt map between 9 am-11:15 am at #6 Mine Park for either:

- a) Forest Creatures Scavenger Hunt – for \*under 6 years\* at #6 Park. Explore the park and follow the riddles to find hidden (stuffed) creatures in the trees, bushes and unexpected spots! OR
- b) Family Nature Scavenger Hunt – for \*all ages\* at Coal Creek Historic Park. Explore the park, follow the clues and learn about local wildlife!

Attendees then returned to Number Six Mine Park by 12 pm to receive a fun filled goody bag including treats from Dark Side Chocolates (local procurement for chocolate). The event also included special live music and performance by children’s artist “Luke the Kangaroo” at 11 am. Snacks were provided by Cumberland Community School Society. Approximate 300 children participated.

Posters were created and distributed, event listings were published in Currently Cumberland and a facebook event was widely shared for this event.

## **3. Cumberland All Hallows’ Eve Parade 2025**

Cumberland’s Annual All Hallows’ Eve Costume Parade & Street Party took place on October 31st. Villagers of all ages filled the streets to show off their costumes, trick or treat from local businesses and dance in the street with friends and neighbours! The Cumberland Museum also hosted their Haunted

Cumberland Museum! Inclement weather this year resulted in an alternate venue being used for the dance party (Buchanan Hall) with DJ Rudeboy

Thanks to the Village of Cumberland, Cumberland Rotary, Cumberland Museum, and the generous merchants and organizations of the Village for making this celebration possible.

Posters were created and distributed, event listings were published in Currently Cumberland and a facebook event was widely shared for this event. In addition, Elevate reached out to local businesses and non profit organizations to provide information in advance about the event, receive feedback and facilitate opportunities for engagement

**4. Villagers Tree Light Up 2025**

The annual Villagers Tree Light Up on Friday December 5th from 6 till 7 pm in Village Square was a huge success again. This spirited community gathering featured cozy fires, tents and benches, twinkly lights strung throughout Village Square, hot drinks from CCSS, a concert performance by the Valley Edge Choir, merry singalongs, greetings from Mayor and Council and the magic of the Village Christmas Tree light up!

\*\*\*\*\*

- a) *What were the impacts and/or benefits of the events on the community? Where possible, please include metrics such as attendance, engagement, feedback from residents, etc.*
- b) *Please describe any challenges you experienced in the past year in regard to executing the community events under this agreement.*
- c) *Please provide a preview of next year’s community events, highlighting anything new or different from this past year.*

\*\*\*\*\*

**1. Elevate Summer Concert Series 2025:**

- a) The Summer Concerts Series has become a much anticipated feature of summer in Cumberland. Audiences have been consistently growing and local businesses have reported benefiting from this cultural hub in the heart of the Village, Concert goers young and old arrive with ice cream cones, pizza, burritos, raman and festival chairs and settle in for music and a tasty summer dinner! The economic impact is visible! Many visitors reported bringing visiting friends and family to enjoy the music and it has become an integral summer gathering event for our community.

Elevate Summer Concerts are promoted via facebook, local marketing and word of mouth. We do not do “out of village” marketing as we want to keep the size of the series / attendance manageable and appropriate for the venue size, which is limited. It truly is a community cultural event intended to contribute to the quality of love for visitors.

Estimated visitors over 7 concerts: 1600 individual visits  
 Number of artists engaged: 57

- b) The biggest challenge we're facing with this event is audience management in Village Square. We're finding it challenging to program singles and duos and quieter acts because the audience likes to talk...a lot! They seem to be having a great time but the visiting is impacting the listening experiences of other attendees and the tension between these things is at times palpable. In addition the 'big tree' in the Village squares functions as a play structure and kids are really loud (lots of yelling). All of these noises are joyful and happy, but they impact the concert event. We have tried to raise this in a friendly, educational way and we have made some strides, but we struggle to get the respectful listening we'd like for our summer series performers. This is bigger cultural issue than we can respond to at one event - it is about people learning (or re-learning) to engage live performance in a respectful way
  
- c) In 2026 we intend to book acts with more volume, more instrumentation to try to beat the audience noise and encourage dancing and other kinds of engagement. This will increase the overall budget.

**Budget:**

<b>Revenues</b>		
Village of Cumberland		\$7,300
Elevate Arts Society		\$7,320
In Kind - Rooms		\$1,400
In Kind - Meals		\$700
<b>Total Revenue</b>		\$16,720
<b>Expenses</b>		
Artist fees		\$8,100
Programming Coordination		\$1,500
Technical Management / Equipment		\$2,450
Tech Assistant		\$1,050
Advertising (CC)		\$320.25
Admin, Payouts, Sponsorship & Marketing		\$1,200
Accommodations		\$1,400
Artist Meals		\$700
<b>Total Expenses</b>		\$16,720

## 2. Hop and Seek Spring Celebration 2025

- a) The Hop and Seek Spring Celebration is a safe, inclusive and gentle celebration for all ages. This event has been created to offer a fun nature themed spring celebration for our community without the lord of the flies, dog eat dog element of a traditional easter egg hunt. We have also endeavored to provide our community with healthier, locally procured treats and offer live entertainment as part of the fun. Having CCS as a partner offering juice and a snack is a fantastic addition. We have received very positive feedback from attendees about this event.

Estimated attendees: 350 (200 kids, 150 adults)

- b) We are having no challenges in executing this event with the exception of funding ways to procure prizes and treats that are ethical, affordable and local. Back up venue is provided by the Village in case of inclement weather
- c) In 2026 (which has already happened) we have partnered with CCAS to increase artistic budget and bring in a “Some Bunny Loves Me” live puppet show. Going forward we would like to increase the artistic budget allocation for this event and the focus on the cultural event component (music, games, puppets, theatre).

<b>Total Budget from VOC</b>		\$3600
<b>Expenses</b>		
Event Coordination		1200
Music / Luke the Kangaroo		400
Lollipops / Gummies		228.7
Couloring / Easter Bags		\$230.67
Paint & Stickers		21.28
Decor / Flowers		7.84
Dark Side Chocolates		260.92
Printing		45.7
Marketing, Payouts, Admin		1200
<b>Total Expenses</b>		\$3595.11

### 3. All Hallows Eve

- a) This is a favourite event for Villagers, and offers community members of all ages the opportunity to dress up and have some fun at a great street party! The event is highly anticipated by the community and has a very high level of engagement. The Museum’s annual Haunted house event is a wonderful collaborative program

Estimated Attendance: 2500 ++ people

- b) The biggest challenge with this event is traffic management and the engagement of volunteers in the street closure and safety support at crossings. There are differences in understanding about what roles volunteers can play in a street closure and partner organization volunteers, who have historically supported this event, can be difficult to manage with new parameters. There has been some tension about interpretation of roles and responsibilities.
- c) After meetings with the Village of Cumberland we have determined that the Village will take on the leadership role for the street closure and opening in 2026

<b>Total Budget from VOC</b>		\$2,500
Expenses		
Music / DJ		\$350
Event Coordination / Community Engagement		\$1,200
Marketing, Admin		\$500
Sound Gear / Rentals / Lights		\$450
<b>Total Budget</b>		\$2,500

### 4. Tree Light Up

- a) This is another highly successful community event with high levels of engagement from partners and the general public. The square is filled to the brim with festive attendees, Fire pits, benches, and sparkly lights set the tone and hot drinks from CCSS are a wonderful addition! We have received excellent feedback from our community about this annual celebration.

Estimated attendees: 500+

- b) Challenges for this event are similar to challenges for the Summer Concert series - namely the tree and crown noise (over music)
- c) We do not plan any major changes next year except for more time on singalong or amplified performance and less time for choir performance. If weather is inclement it would put a damper on things.

<b>Total Budget from VOC</b>		600
<b>Elevate Contribution</b>		320
<b>Total Budget</b>		<b>920</b>
<b>Expenses</b>		
Production Expenses (labour, rentals)		\$380
Propane		\$40
Event Coordination and Marketing		\$200
Sound Gear Rental		\$150
Frosty / Performer Honourarium		150
<b>Total Event Expenses</b>		<b>\$920</b>



Ryan



e-le-vāt   
elevate

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## **COMMUNITY SERVICE PARTNERSHIP AGREEMENT**

THIS AGREEMENT DATED FOR REFERENCE THE 13 DAY OF JANUARY, 2025

**BETWEEN:** The Corporation of the Village of Cumberland  
(hereinafter “the Village”)

**AND:** Elevate the Arts Society (hereinafter “Elevate” or “the Society”)

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### WHEREAS:

- A. The Village of Cumberland has a long history of delivering Halloween, Easter, and Christmas events as a community service under various service delivery models.
- B. Elevate and the Village have partnered to present a Halloween event beginning in 2021 and a Summer Concert Series in 2019 and 2022-2024.
- C. Since 2023, the Village and Elevate have expanded this partnership to include the delivery of Easter, Halloween, and Christmas events.
- D. The Village and Elevate seek to once again enter a formal partnership to continue to deliver an Easter event, Summer Concert Series, Halloween Event, and Christmas event through 2027.
- E. This agreement serves to define each party’s roles and responsibilities in the partnership.

NOW THEREFORE the parties agree as follows:

### **1. Project Overview**

- 1.1 The partnered events will consist of four family-friendly events per year over the Term of the agreement: an Easter event in the spring, a Summer Concert Series in July/August, a Halloween event in October, and a Christmas event in late November or early December.

### **2. Term**

- 2.1 The Agreement shall commence on January 1, 2025 and shall conclude upon completion of the 2027 Christmas event.
- 2.2 Extension and/or expansion of this Agreement may be considered.

### **3. Village Roles & Responsibilities**

- 3.1 To provide Elevate with \$14,000 of annual funding to cover costs associated with producing the Events. Approximate event budgets are as follows: \$3,600 for the Easter event, \$7,300 for the Summer Concert Series, \$2,500 for the Halloween event; and \$600 for the Christmas event.
  - a. The Village will provide the funding described in 3.1 in two annual payments to the Society, provided the terms of this agreement have been met, as follows:
    - Fifty per cent of the annual funding by March 31 of each year of the Term; and
    - Fifty per cent of the annual funding by September 31 of each year of the Term.
- 3.2 To receive, review and respond in writing to Elevate's correspondence regarding the Events within 10 business days of submission by Elevate.
- 3.3 To reserve parks and/or facilities for the Events, at no cost to Elevate, as per Section 9(b) of the Community Events & Bookings Policy No. 15.1.
- 3.4 To obtain any street closure approvals required for the delivery of the Events, at no cost to Elevate, as per the Street Closures for Special Events Policy No. 9.2.
- 3.5 To work with Elevate to determine dates and times of the Events that meet community needs, support sustainability of the Events, and comply with Village policies and bylaws; this may include granting reasonable exemptions to the Noise Control Bylaw No. 950.
- 3.6 To provide to Elevate, upon submission of an Equipment Request Form, any traffic management equipment required, subject to availability at no cost to Elevate.
- 3.7 To reasonably support Elevate in the Events with guidance and support, upon request.
- 3.8 To provide advertising support for the Events on posters and on the Cumberland Recreation Facebook page.
- 3.9 To discourage residents and visitors from bringing their dogs to the Events in the interests of public safety and experience.
- 3.10 To arrange the delivery, cleaning and maintenance of a portable washroom at Village Square for the duration of the Summer Concert Series and Halloween event.
- 3.11 To provide back-up indoor venues in the event of inclement weather, as required and upon request from Elevate
- 3.12 To provide a 10x20 tent for events if requested.
- 3.13 To sign out a key to the power box at Village Square to Elevate for the duration of the Summer Concert Series and for other events, as required.

#### **4. Elevate Roles & Responsibilities**

- 4.1 To submit an event plan and approximate budget for each event to the Village for approval at least one month prior to each event.
- 4.2 To provide overall project design, management, and administration services to produce the Events, including but not limited to:
  - a. coordinating all equipment, sound components, and other materials required;
  - b. securing and coordinating sponsorship to cover additional expenses, as required;
  - c. securing, coordinating, and covering the cost of any contractors and volunteers required; and
  - d. booking, accommodating, feeding, and handling (as required) of performing artists.
- 4.3 To advertise and otherwise promote the Events
- 4.4 To provide the Village with updates and information from time to time regarding key project milestones, issues and/or ideas.
- 4.5 To engage in community outreach to ensure awareness of events and facilitate opportunities for engagement from other community organizations.
- 4.6 To appear before Cumberland Village Council in the first quarter of the year following each calendar year during the Term to present a year in review and, if applicable, a preview of the year ahead.

## **5. Costs & Expenses**

- 5.1 Except as otherwise expressly set out in this Agreement, each party will be solely responsible for all costs and expenses it incurs in fulfilling any of its obligations under this Agreement.

## **6. Notices and Contacts**

- 6.1 All project communications, including any notices or approvals that either party desires or is required to give to the other party shall be in writing addressed to the other party at the address as follows:

TO THE VILLAGE: Ryan Parton  
Manager of Recreation & Culture  
rparton@cumberland.ca

TO ELEVATE: Meaghan Cursons  
meaghancursons@gmail.com

## **7. Society Representations**

- 7.1 The Society represents and warrants that it is a not-for-profit organization and that during the Term of this Agreement it will not operate as a for-profit business.

## **8. Recognition of the Village**

- 8.1 The Society will recognize the Village as a supporter/funder in its annual report and/or financial statements and any applicable publications, such as the Society's website.

## **9. Reporting Requirements**

- 9.1 Within one month following each Event, the Society will submit to the Village a summary of the Event, including any photos of the Event and commentary on successes and challenges. This summary may be written or verbal.
- 9.2 In January or February of the year following each calendar year during the Term, the Society will deliver a report summarizing the Events funded through this agreement, including their impacts on and benefits to the community and, where possible, metrics indicating attendance and/or participant satisfaction.
- 9.3.1 Upon request of the Village, the Society will provide a reconciliation of actual expenses incurred during planning and execution of the Events; if the funding received by the Society from the Village exceeds the actual expenses incurred (the "**Surplus**"), the Society will refund the Surplus to the Village within 60 days of such a request.

## **10. Release**

10.1 The Society hereby releases, remises, and forever discharges the Village and the Village's agents, representatives and employees (the "**Released Parties**") from any and all liability, loss, damages, costs, **charges**, debts, expenses, accounts, claims, suits, actions and demands which the Society, or its representatives, employees, volunteers or invitees, may have against the Released Parties from and by reason of any damage suffered in connection with the Services. This release and discharge shall survive the expiry or sooner determination of this Agreement.

## **11. Liability**

11.1 The Society shall be liable to the Village for all loss, damages, costs, charges, debts, expenses, accounts, claims, suits, actions and demands, which the Released Parties may suffer, sustain, pay or incur by reason of any matter or thing arising out of or attributable to any act or omission of the Society, its servants, agents, contractors or employees in respect to the Society's execution or performance of this Agreement.

## **12. Indemnity**

12.1 Without in any way limiting sections 8 and 9, the Society hereby agrees to unconditionally indemnify and save harmless the Released Parties from and against all liability, loss, damages, costs, charges, debts, expenses, accounts, claims, suits, actions and demands, (except such as may arise out of the negligence of the Village, or the Village's agents or employees) in connection with:

- (a) any breach, violation or non-performance of any covenant, regulation, condition or agreement in this Agreement, set forth and contained on the part of the Society, to be fulfilled, kept, observed or performed;
- (b) any damage to the property while said property is in or about Village lands or improvements; and
- (c) any injury to any licensee, invitee, agent, employee or volunteer of the Society (including death) occurring in or about Village lands or improvements, and this indemnity shall survive the expiry or sooner determination of this Agreement.

## **13 Insurance**

13.1 The Society will carry a general liability insurance policy for each event naming the Village as additional insured in an amount no less than \$2,000,000 (two million), and will provide certificates of insurance upon request.

## **14. Termination**

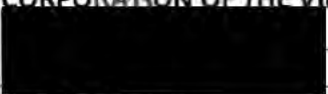
14.1 If the Society defaults in the observance or performance of any of the terms and conditions of this Agreement, the Village may give the Society such notice as it reasonably deems appropriate and if the Society fails to rectify the matter within such time permitted to the reasonable satisfaction of the Village, the Village may terminate this Agreement without further notice. Despite any termination of this Agreement, the Society will remain responsible to deliver the information referred to in Section 7 within 30 days of termination.

14.2 Despite section 11, this agreement automatically terminates if the Society voluntarily winds up or disbands, becomes bankrupt, fails to hold a general meeting for a period of eighteen months, or fails to maintain itself as a society.

As evidence of their agreement, the parties have executed this Agreement as of the date above first written.

**The Parties hereby agree to work together to reach mutual goals subject to the above terms.**

**THE CORPORATION OF THE VILLAGE OF CUMBERLAND**

  
\_\_\_\_\_  
Mayor Vicky Brown

March 26/25  
Date

  
\_\_\_\_\_  
Chief Administrative Officer Michelle Mason

MAR 25/25  
Date

**ELEVATE THE ARTS SOCIETY**

Authorized signatories:

  
\_\_\_\_\_  
Signature

Meaghan Cursons, Director  
Print Name and Title

March 21, 2025  
Date

  
\_\_\_\_\_  
Signature

Kera McHugh, Director  
Print Name and Title

March 21, 2025  
Date





# QUARTERLY REPORT TO COUNCIL

January to March 2026



THE VILLAGE OF  
**CUMBERLAND**

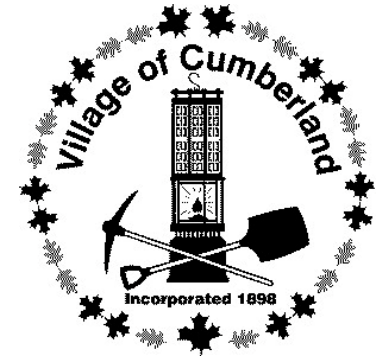
250.336.2291  
info@cumberland.ca  
cumberland.ca

2673 Dunsmuir Avenue  
Box 340, Cumberland, BC  
V0R 1S0

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# STRATEGIC PRIORITIES QUARTERLY REPORT



MEETING DATE: April 27, 2026  
REPORT PERIOD: January to March 2026  
FROM: Michelle Mason, Chief Administrative Officer

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The following are attached to this report for Council information for the period January to March 2026. The Strategic Priorities & Emerging Items Updates provide an update to Council on progress towards their Strategic priorities. The other reports provide financial or statistical information to Council.

- 2023-2027 Strategic Priorities & Emerging Items Update – All Initiatives
- 2023-2027 Strategic Priorities & Emerging Items Update – Completed
- 2023-2027 Strategic Priorities & Emerging Items Update – In Progress
- Financial Services
- Protective Services
- RCMP
- Development Services
- Bylaw Services
- Legislative Services (Council Resolution list)

## QUARTERLY SUMMARY

This report summarizes the first quarter of 2026. The Strategic Priorities & Emerging Items Updates consist of updates for *all initiatives*, including emerging initiatives (major initiatives that have been added throughout Council's term), and are presented across three separate reports:

1. All Initiatives – all initiatives that are either *in progress* or *completed*.
2. Completed Initiatives Only – only initiatives that have been fully completed.
3. In-Progress Initiatives Only – only initiatives that are currently underway.

A highlight of the quarter was the ribbon cutting ceremony took place at the wastewater treatment facility for the substantial completion of phase one capital upgrades. The Village is still waiting for the LWMP to be approved by the Minister so phase two work can be initiated. Design work

continues in the background for No. 2 Dam reconstruction while the Village waits for funding announcements. Abatement work for the Council Chamber's roof fire is in process, but construction timelines continue to be unpredictable because they are managed by the Village's insurer. Staff are working with a new insurance adjuster, and a new construction tender will need to be issued based on delays caused by this change. Cumberland Lake Park extended campground operations and opened in March with Village support. Asset Management has fallen behind and staff analyzed solid waste automatic cart system for a Council decision on this service. Significant damage to parks and trail infrastructure occurred in the Cumberland Community Forest Park and Coal Creek Historic Park as a result of a significant storm event at the end of January. Through collaboration, staff are working through the recovery stage.

The Village continues to be given the opportunity to present to K'ómoks First Nation Chief and Council every second month. The first meeting for 2026 was April 2, 2026 and staff provided updates to KFN Chief and Council on the substantial completion of the wastewater treatment upgrades, the Perseverance Watershed Initiative and the Cumberland Community Forest Park Management Plan.

The following is a summary of grant activities that took place between October and December 2025.

**Grants Applied for:**

- \$40,000 Rick Hanson – RBC Barrier Buster Program (for accessible washroom upgrades in the Recreation Centre gym)
- \$200,000 UBCM Local Government Development Approvals Program 2026 (to support continued modernization of the Village's development approval processes, including reviewing and recommending updates to the Subdivision Bylaw)

**Grants Approved:**

- \$150,000 UBCM Community Emergency Preparedness Fund - 2025 Emergency Support Services Equipment and Training (applied for by Comox Valley Emergency Management service on behalf of all local governments in Comox Valley)

**Grants Not Approved:**

In July of 2025, M'akola Housing Society applied to BC Housing under the Community Housing Fund for the K'wax̓dzi'dzas Affordable Housing Development in Cumberland and the Village was informed that this funding program has been discontinued at this time.

**Outstanding Grant Applications:**

- \$5,297,796 Canada Active Transportation Fund (Multi-use paths, complete streets and sidewalk projects applied February 10, 2025)
- \$375,250 UBCM Strategic Priorities Fund (project total \$425,250 for Integrated Financial Sustainability Fund applied September 12, 2025)
- \$2,710,000 UBCM Strategic Priorities Fund (No. 2 Dam reconstruction applied September 10, 2025)
- \$40,000 Rick Hanson – RBC Barrier Buster Program (Recreation Centre gym accessible washroom upgrades in the applied March 13, 2026)
- \$200,000 UBCM Local Government Development Approvals Program 2026 (modernization of the Village's development approval processes applied March 12, 2026)



129  
GOALS

73%  
GOAL COMPLETION

STRATEGIC PLAN 2023-2027 PLAN

DIVERSE AND HEALTHY COMMUNITY

Goal	2023	2024	2025	2026	2027	Comment	Task	Current Completion
<b>Socio-economic diversity and inclusion</b>	[Yellow bar spanning 2023-2027]							Behind
→ Continue to explore opportunities for food security	[Dark green bar spanning 2023-2027]							Complete
→ Pursue bridge funding agreement with CCSS to ensure short term viability of Cumberland Community Food Share program.	[Dark green bar in 2023]					<b>NEW</b> 2 year agreement with CCSS for 10k funding in 2023 and 2024 to support the Food Share Program (extended to 2025 and 2026)		Complete
→ Develop an Accessibility Plan	[Brown bar spanning 2023-2026]							Overdue
→ Regional accessibility framework	[Dark green bar in 2023]					<b>NEW</b> October 2023: Council endorses regional Accessibility Framework. Next steps: Funding application to SPARC BC and development of Assessment and Action Plan in 2025.		Complete
→ Assessment and action plan development with consultant			[Brown bar in 2025]			<b>NEW</b> The draft Action Plan was presented to the Accessibility and Inclusion Committee for feedback in March. The Action Plan is scheduled to be presented to Council in May 2026.		Overdue
→ Identify options for development of diversity in housing	[Yellow bar spanning 2023-2027]							Behind

Goal	2023	2024	2025	2026	2027	Comment	Task	Current Completion
→ Through Property and Facilities Review, identify opportunities for affordable housing on Village-owned land.						<b>NEW</b> This item relates to the main item of a development and servicing strategy for the Union Road Lands, listed under Community Planning. Updates are under that item to avoid duplication.		On Track
→ Development Approvals Process Modernization Project						<b>NEW</b> New application guides have been added to the Village Website.		Complete
→ Information technology solution for Development Approvals Process Modernization project						<b>NEW</b> Public launch in January 2026.		Complete
→ Non-market Housing Strategy						<b>NEW</b> The 2026-2030 financial plan includes this initiative for the 2028 year. Staff will need to find a grant to fund this initiative before moving it forward.		Not started
→ Emerging Approvals Process Modernization Phase 2						<b>NEW</b> Completion of grant-funded portion of project required by end of February, 2026. Subdivision Bylaw and Development Application Procedures Bylaw amendments to be presented to Council following.		Behind
→ Emerging New Housing Legislation Alignment						<b>NEW</b> See separate entry for Zoning Bylaw update under Community Planning (completed). ACC Bylaw was given 3 readings in Q1, and Development Application Procedures Bylaw amendment expected to be presented in Q2 2026.		Overdue
→ Pursue multiple pathways to support the development of non-market housing opportunities								Behind
→ Permissive tax exemptions on improvements						<b>NEW</b> Financial Plan Bylaw policy amended for tax exemption on assessed value of improvement of affordable rental housing		Complete
→ K'waxdzi'dzas Affordable Housing at 3345 Second Street Pre Construction.						<b>NEW</b> With cancellation of the Community Housing Fund, a new funding source is needed to further this project. In discussion with Island Health and M'akola.		Overdue
→ Establish a housing reserve fund								Complete

Goal	2023	2024	2025	2026	2027	Comment	Task	Current Completion
↳ Establish application process to housing reserve fund						<b>NEW</b> This was deferred to 2026 during the strategic planning review. Not time-sensitive as the Housing Reserve Fund has \$0 balance and the Village currently does not have a strategy in place for annual contributions.		Behind
<b>Effective community engagement and communication</b>								On Track
↳ Implement the Communications Strategy								On Track
↳ Complete the communications and implementation strategy						<b>NEW</b> Communication Strategy Revised October 2024.		Complete
↳ Hire a permanent part-time communications coordinator						<b>NEW</b> Position development and original recruitment of position completed in September 2024.		Complete
↳ Communications Strategy Implementation							<b>NEW</b> Website feature pages created to highlight projects and strategic initiatives, and new Village Projects and Construction feature page, and a new Connect and Subscribe page, highlighting the ways to receive news from the Village. Social media is being minimally maintained with continued staff shortages.	On Track
↳ Encourage stronger community engagement							<b>NEW</b> "Community Engagement and Projects" has been added as a new main menu on the Village website, as well as a "Feature Topics" menu on the website home page to feature projects and opportunities for community engagement. Engagement opportunities are also featured on the Village's social media channels.  Community engagement is project-based and funded by project budgets. Current and upcoming engagement includes the Penrith Avenue project, Official Community Plan review, Zoning Bylaw update, Amenity Cost Charges development.	Complete
↳ Include community engagement in the Communications Strategy implementation plan							<b>NEW</b> <ul style="list-style-type: none"> <li>The Communications Strategy that includes community engagement strategies was presented to Council March 18, 2024</li> <li>Progress on community engagement will be tracked with the Communication Strategy implementation above</li> </ul>	Complete
↳ Develop a Bylaw Enforcement Strategy						<b>NEW</b> Implementation of the bylaw service review are underway		Overdue

Goal	2023	2024	2025	2026	2027	Comment	Task	Current Completion
→ Update the Bylaw Enforcement Policy						<b>NEW</b> Approved by Council in May 2024		Complete
→ Good Neighbour Bylaw						<b>NEW</b> Adopted by Council in June 2024. Bylaw renamed to "Community Nuisance Abatement Bylaw"		Complete
→ Bylaw Dispute Adjudication System Implementation						<b>NEW</b> This has been further delayed due to competing priorities. Further update on timeline to be provided.		Overdue
→ Bylaw enforcement service review						<b>NEW</b> Report to Council on completion of the project September 9, 2024.		Complete
<b>Thriving community arts, culture and recreation</b>								On Track
→ Complete Recreation, Arts and Culture Facility Planning								On Track
→ Re-launch Recreation, Arts and Culture Plan focused on long range Facility Planning						<b>NEW</b> Deferred to start in 2027		Not started
→ Implement facility improvements to municipal cultural venues						<b>NEW</b> 2025 outstanding item (Moncrief Hall door replacement) now complete. Design work initiated in Q1 for 2026 Project - Buchanan Hall lighting improvements.		On Track

Goal	2023	2024	2025	2026	2027	Comment	Task	Current Completion
→ Implement Indoor Facility Improvements						<p><b>NEW</b></p> <p>2026 Recreation Centre Projects update:</p> <ul style="list-style-type: none"> <li>Office, Reception and Kitchen Renovation, Foyer Painting - quotations scheduled to be received in April - targeting summer renovations.</li> <li>Gymnasium Washroom accessibility improvements - quoted renovation costs higher than available funding in Village budget; now awaiting results of Rick Hansen Foundation grant application (expected April 2026); subject to grant funding, project will proceed; if unsuccessful for grant funding, further Council direction will be required.</li> <li>Gymnasium walls (completion of hazardous material abatement and restoration project initiated in 2025): awaiting direction from insurance adjustor, but targeted for completion in 2026</li> <li>Roof Replacement and Energy Audit: interim solution has been identified. More information to be brought forward to Council in an upcoming staff report.</li> <li>Fitness Studio Expansion - design initiated in Q1 (implementation scheduled for 2027)</li> </ul>		On Track
→ Develop parks and recreation strategies								On Track
→ Conservation Lands at Comox Lake - Village Parkland Acquisition						<p><b>NEW</b></p> <p>Village acquisition of lands from CCFS put on hold by way of mutual agreement with CCFS while CVRD Regional Parks Land Acquisition Strategy is under development.</p>		On Track
→ Village Park Master Plan						<p><b>NEW</b></p> <p>Preplanning work underway related to the EcoGift parcels that for part of Village Park; formal project initiated scheduled for later in 2026</p>		Not started
→ Update Recreation Fees Bylaw (Phase I)						<p><b>NEW</b></p> <p>New fees adopted in September 2024</p>		Complete
→ Solport Park Playground						<p><b>NEW</b></p> <p>Project funded in 2027 Parks Capital Budget (deferred during 2026-2030 budget). End date changed to reflect this deferral.</p>		Not started

Goal	2023	2024	2025	2026	2027	Comment	Task	Current Completion
→ Cumberland Community Forest Park Management Plan						<b>NEW</b> Project now being called "Cumberland Forest Land Strategy", and will include Management Plan for Cumberland Community Forest Park as well as adjacent lands of interests. Plan development underway with project partners - Workshop #2 occurred in Q1; additional workshop added to scope (in part due to response to January 30 Perseverance Creek Flood) and scheduled for Q2 2026.		On Track
→ Implement Lake Park Master Plan Projects						<b>NEW</b> 2025 projects now complete: <ul style="list-style-type: none"> <li>Underground utility service mapping.</li> <li>Decommissioning of picnic shelter at end-of-life in campground area, conversion to campsite</li> <li>Day Use Area expansion by conversion of two waterfront RV sites:</li> </ul> 2026 Project: Water System Study (led by Engineering and Public Works) - not yet initiated		On Track
→ Cumberland Community Forest Park Projects						<b>NEW</b> Future projects (2026>) to be scoped and prioritized as part of ongoing park management planning process. (See emerging projects for January 30th flood event response)		On Track
→ Update Recreation and Parks Fees Bylaw (Phase II)						<b>NEW</b> Deferred to 2027		On Track
→ Cumberland Lake Park - 10 Year Operating Agreement with Lake Park Society						<b>NEW</b> Amendment to Operating Agreement to facility campground operating early opening/fall extension complete, with the campground opening in March 2026 this year.		Complete
→ Encourage Village culture through existing and emerging community events								Complete

Goal	2023	2024	2025	2026	2027	Comment	Task	Current Completion
→ Expand Community Service Partnership Agreement with local non-profit event providers						<b>NEW</b> Community Service Partnership Agreements now in place to the end of 2027 with the following partner organizations: <ul style="list-style-type: none"> <li>• Cumberland Community Schools Society (amendment to agreement approved by Council in Q4 2025 to enable temporary CCSS access to Village facilities in support of youth center services during the ongoing construction project at the Cumberland Community School)</li> <li>• Cumberland Events Society</li> <li>• United Riders of Cumberland</li> <li>• Cumberland Museum and Archives</li> <li>• Elevate the Arts Society</li> </ul>		Complete
→ Draft a Special Event Policy and modernize of Special Event Applications process						<b>NEW</b> Council Policy adopted fall 2024; staff working to develop and implement modernized special event application, review and approval procedures (ongoing).		Complete
<b>Meaningful Reconciliation with Indigenous Peoples</b>								On Track
→ Respond to and prioritize requests and engagement with K'ómoks First Nation						<b>NEW</b> <ul style="list-style-type: none"> <li>• Annual financial contribution and volunteering for community celebration of National Indigenous Peoples' Day</li> <li>• Facilitate volunteer work by Village staff at KFN events upon request</li> <li>• Statements of solidarity with KFN, feedback for provincial feedback process to include KFN, and letters of support for KFN upon request</li> <li>• KFN engagement are included into grant project budgets with applicable applications</li> <li>• Projects use KFN Guardians in applicable projects</li> </ul>	<b>Investigate possible regional approach for KFN engagement support</b> <input type="checkbox"/> <b>Include KFN engagement project budgets and work plans</b> <input checked="" type="checkbox"/>	On Track
→ Develop an Indigenous relations framework						<b>NEW</b> Community to Community event which included protocol work was cancelled due to capacity. Staff will continue to work with KFN towards understanding how the Village and KFN can collaborate on future initiatives, including development of a framework.	<b>Develop an Indigenous Relations Framework</b> <input type="checkbox"/> <b>Indigenous relations framework groundwork/education</b> <input type="checkbox"/>	Not started

Goal	2023	2024	2025	2026	2027	Comment	Task	Current Completion
→ Staff and Council education on the UNDRIP and Indigenous relations						<b>NEW</b> <ul style="list-style-type: none"> <li>Training opportunities took place during 2024 with the majority of Village staff in attendance.</li> <li>An annual Village wide Indigenous cultural sensitivity awareness program has been funded</li> <li>This is now operational as education programs will be held every year with operational budgets.</li> </ul>	<b>Organization wide Indigenous Awareness Training/Education program</b> <input checked="" type="checkbox"/>	Complete
→ Work with Indigenous Peoples to further the goals of the UNDRIP						<b>NEW</b> <ul style="list-style-type: none"> <li>Regular attendance at the Comox Valley Regional District Reconciliation Advisory Table meetings (3-4 per year)</li> <li>Attendance at KFN community events and invitations to KFN Chief and Council</li> <li>Facilitate staff volunteering at KFN events proactively and upon request</li> <li>Include UNDRIP education in the annual education program when meaningful and available (work is needed in this area to bring this initiative back on track)</li> </ul>	<b>Continue to participate in the CVRD Reconciliation Advisory Table Engagement Framework</b> <input checked="" type="checkbox"/> <b>Develop staff knowledge base of UNDRIP</b> <input type="checkbox"/>	On Track
→ Work with Indigenous Peoples on mutually beneficial partnerships						<b>NEW</b> The Village has been given the opportunity to present to KFN Chief and Council every second month. Staff will use these meetings to understand where collaborative opportunities exist.	<b>Explore watershed land management partnership with KFN</b> <input type="checkbox"/> <b>Explore hydro generation partnership with KFN</b> <input type="checkbox"/> <b>Explore inclusion of Indigenous values into procurement</b> <input type="checkbox"/> <b>Regular meetings with KFN administration</b> <input type="checkbox"/>	On Track
<b>Effective Regional Partnerships</b>								On Track

Goal	2023	2024	2025	2026	2027	Comment	Task	Current Completion
↳ Participate in regional services that maximize community benefit						<p><b>NEW</b></p> <ul style="list-style-type: none"> <li>Regular attendance by Village staff at regional committee meetings</li> <li>Regional Parks Service Strategic Plan adopted in fall 2024 and presented to Village Council in January 2025. Staff now engaging in Regional Parks Land Acquisition Strategy as part of the Technical Staff Working Group (Strategy scheduled to be presented to Regional Parks and Trails Committee mid 2026)</li> <li>Regional Fields Service Decision - complete: Q3 2025 Council decision to become a service participant.</li> <li>Regional Fields Bookings and Allocation: draft policy and fee revision bylaw scheduled to be presented to Council in Q2 or 3 2026</li> <li>Regional Tourism Strategic Plan approved in Q4 2025. MRDT work ongoing in Q1/2 2026.</li> </ul>	<p><b>Regional Active Transportation Network Plan Implementation</b> <input type="checkbox"/></p> <p><b>Regional Climate Action Plan</b> <input type="checkbox"/></p> <p><b>Regional Growth Strategy Review</b> <input checked="" type="checkbox"/></p> <p><b>Regional Airshed Roundtable</b> <input checked="" type="checkbox"/></p> <p><b>Regional Recreation Pass and Regional Fields Centralized Booking Feasibility project</b> <input type="checkbox"/></p> <p><b>Inform Council decision on CVRD invitation to become participant in Regional Recreation Fields Service</b> <input checked="" type="checkbox"/></p> <p><b>Regional Emergency Program service</b> <input checked="" type="checkbox"/></p> <p><b>CVRD Tourism Service Strategic Planning</b> <input checked="" type="checkbox"/></p> <p><b>Staff participation on CVRD Regional Parks and Trails Advisory Committee to inform Strategic Plan (complete) and acquisition strategy</b> <input type="checkbox"/></p>	On Track

## SUSTAINABLE SERVICE DELIVERY & ASSET MANAGEMENT

Goal	2023	2024	2025	2026	2027	Comment	Task	Current Completion
<b>Comprehensive Asset Management</b>	[Yellow bar]							Behind
→ Complete the Asset Management Plan that values green infrastructure.	[Yellow bar]					<b>NEW</b> • see below for individual task comments		Behind
→ Develop a long-term financial plan	[Yellow bar]					<b>NEW</b> • long-term funding strategy is in place for linear asset renewal and the water treatment plant renewal • final financial planning will take place once assets have been fully inventoried with condition assessments • staff have applied for a grant to develop an Integrated Financial Sustainability Plan (award notifications not received to date) which will support the Village's asset management planning process		Behind
→ Establish an Asset Management Team	[Green bar]					<b>NEW</b> • establishing a team will be the first step in developing a comprehensive asset management plan		On Track
→ Inventory Village assets, including natural assets	[Yellow bar]					<b>NEW</b> • Preliminary work has been done with linear asset inventory and asset inventory within an investment plan. • Updating this inventory will continue, but new inventory work will take place once the asset management team has been established.		Behind
→ Continue asset condition assessments	[Yellow bar]					<b>NEW</b> • condition assessments for road and utility infrastructure are ongoing with staff but assessments for all other assets will be initiated once the asset management team is established.		Behind
→ Identify future asset acquisition & replacement schedule	[Yellow bar]					<b>NEW</b> • this initiative will start once the asset management team has been established and assets have been inventoried and sufficient asset conditions are available.		Behind
→ Formalize a Facility / Building maintenance service with work plans and supporting budgets	[Dark Green bar]					<b>NEW</b> • Facility Services operating annual budget review was brought forward to Council and an operating budget increase was included 2024 and future financial plans		Complete

Goal	2023	2024	2025	2026	2027	Comment	Task	Current Completion
→ Sewer and Storm Masterplan Updates						<b>NEW</b> These Masterplans are behind schedule to better align with WWTP Commissioning and the Water Master Plan effort that is being completed in parallel. Deliverables to be completed by July.		Overdue
→ Water Masterplan Update						<b>NEW</b> Water Master plan update is progressing with deliverables by June. Will be combined with Storm and Sewer Masterplans to be presented to Council at a future meeting in July.		On Track
<b>Sustainable Public Utilities</b>								On Track
→ Complete the construction of upgrades to the wastewater treatment facility								On Track
→ Construction phase 1						<b>NEW</b> Phase 1: <ul style="list-style-type: none"> <li>Plant Operations ongoing with new equipment and treatment using screen bins, suspended air filters and disc filters along with UV and tertiary.</li> <li>Deficiency repairs being completed as parts and labour allow during maintenance period.</li> <li>Some training for Village staff as needed to support new operational demands.</li> <li>Ribbon cutting ceremony completed in March 23, 2026.</li> <li>Phase 2 design ongoing.</li> </ul>		On Track
→ Design and construction phase 2						<b>NEW</b> Phase 2 design work is near completion and contract documents including procurement options are being prepared. Phase 2 is awaiting the LWMP approval before major portions of the work can commence. Project team is preparing for alternate options should seasonal scheduling not be ideal.		On Track
→ Plan for future wastewater treatment approval								Overdue
→ Launch Stage 3 Liquid Waste Management Plan (LWMP)						<b>NEW</b> Report submitted to the Ministry of Environment.		Complete
→ Submit Stage 3 Liquid Waste Management Plan to Ministry of Environment for final approval						<b>NEW</b> <ul style="list-style-type: none"> <li>LWMP not approved by the end of 2025</li> <li>From recent communications with the Province, staff believe that Indigenous communities engagement is in process</li> <li>Village received an extension to the consent order for the end of 2026</li> </ul>		Overdue



Goal	2023	2024	2025	2026	2027	Comment	Task	Current Completion
→ Land Use planning : Define area of interest for protection of hydrologically sensitive / important private lands						<b>NEW</b> Data collected via hydrometric and soils studies (targeted for completion end 2026) will inform a report on watershed land protection priorities (target report date: 2027).		On Track
→ Continue to support Cumberland Community Forest Society partnership work in community watershed education						<b>NEW</b> Village supported the CCFS's Wildfire and Watershed Protection Symposium in Cumberland in January 2025. Future opportunities to support TBD.		On Track
→ Update the water conservation bylaw						<b>NEW</b> Council adopted an updated water conservation bylaw that delegates water restrictions to the CAO.		Complete
<b>Multi-Modal Transportation Management</b>								On Track
→ Complete the Transportation Master Plan that includes active transportation						<b>NEW</b> <ul style="list-style-type: none"> <li>Transportation Master Plan (TMP) presented to and approved by Council July 8 2024</li> <li>Emerging Item from the 2025 strategic plan review has been added to revisit the TMP for speed limit and arterial road design and laneway classification designation</li> </ul>		Complete
→ Pursue an active travel route to the City of Courtenay						<b>NEW</b> <ul style="list-style-type: none"> <li>CVRD decision to not pursue grant funding but staff informally discussing the process with the working group</li> <li>Advocate further with MOTI</li> </ul>	<b>Participate in the Regional Active Transportation Network Planning</b> ☑	On Track








# COMMUNITY PLANNING








Goal	2023	2024	2025	2026	2027	Comment	Task	Current Completion
<b>Effective Response to Climate Change</b>								Complete
→ Develop a community climate action plan to reduce greenhouse gas emissions to increase climate resiliency and that incorporates the Green New Deal						<b>NEW</b> Climate Action Plan approved on June 24, 2024		Complete
→ Work with the Comox Valley Regional District to understand scope of Regional Climate Action Plan.						<b>NEW</b> • completed with the Village's Climate Action Plan		Complete
→ Community Climate Action Plan for Cumberland with Official Community Plan Review that will complement regional plan.						<b>NEW</b> Approved on June 24, 2024		Complete
→ Update the Corporate Climate Action Plan						<b>NEW</b> Climate Action Plan approved June 24, 2024		Complete
<b>Ecologically, Socially, and Financially Sustainable Land Use Planning</b>								On Track
→ Complete the Official Community Plan update and review priorities such as						<b>NEW</b> OCP Bylaw adopted on January 12, 2026		Complete
→ Public engagement and bylaw development						<b>NEW</b> Draft presented to Council and public engagement complete.		Complete
→ Bevan Industrial Servicing Strategy						<b>NEW</b> Received by Council on February 26, 2024		Complete
→ Development and servicing strategy for Union Road lands						<b>NEW</b> Staff reviewing final deliverables of the REDIP grant from consultant.		On Track
→ Review land use regulations that are supportive of the Official Community Plan								On Track
→ Tree Protection Bylaw						<b>NEW</b> Project on hold due to competing priorities. Draft prepared, needing further review. Implementation plan and internal procedures to be developed. To be re-started January 2027. DPA 1 Environmental protection includes standards for subdivision design and development including tree and replanting.	<b>Bylaw Development</b> <input type="checkbox"/> <b>Community Engagement</b> <input checked="" type="checkbox"/>	On Track

Goal	2023	2024	2025	2026	2027	Comment	Task	Current Completion
<ul style="list-style-type: none"> <li>↳ Zoning Bylaw update to implement the Official Community Plan</li> </ul>						<p><b>NEW</b> Zoning Bylaw adopted on February 9, 2026.</p>	<p><b>Bylaw Development</b> <input type="checkbox"/></p> <p><b>Community Engagement</b> <input checked="" type="checkbox"/></p>	Complete
<ul style="list-style-type: none"> <li>↳ Fiscal impact analysis on new or potential development, including industrial, commercial and investment inventory assessment</li> </ul>						<p><b>NEW</b> Received by Committee of the Whole on March 24, 2025.</p>		Complete


# 2025-2026 EMERGING ITEMS PLAN

## COMMUNITY SERVICES

Goal	2023	2024	2025	2026	2027	Comment	Task	Current Completion
<b>Geothermal Energy-Lead by Accelerating Community Energy Transformation (ACET)</b>						<b>NEW</b> Per Council direction in Q1 2026, \$10,000 has been granted to the ACE-T team to facility conceptual engineering work in support of the project.		On Track
<b>Roof replacement for Public Works building</b>						<b>NEW</b> Project complete. However, new project also inadvertently created (see "Council Chambers Fire Recovery", added below).		Complete
<b>No. 6 Mine Park Climbing Boulder</b>						<b>NEW</b> Complete.		Complete
<b>Saito House Heritage Protection through land tenure and covenant</b>						<b>NEW</b> Council direction in Q1 2026 to proceed with subdivision application. Staff now working on Development Permit reports (target for completion in Q2), and with current house owner on heritage covenant (aiming for completion in Q2, followed by referral to the Heritage Committee).  Next Council reporting on the project to come from Development Services regarding approvals required to meet subdivision requirements.		Behind
<b>Municipal Office Planning</b>						<b>NEW</b> Project planning completed in 2025 via Council approval of Recreation Renovation scope and budget Project scope. Project now being reported out above.		Complete
<b>Beaufort Family Health Society - Bridge Funding Agreement</b>						<b>NEW</b> Bridge agreement extension (2025, 2026, 2027) complete.		Complete
<b>Cumberland Community Schools Society Food Share - Bridge Funding Agreement</b>						<b>NEW</b> Amendment to agreement to extend service funding to end of 2026 completed Q3 2025.		Complete

Goal	2023	2024	2025	2026	2027	Comment	Task	Current Completion
Japanese Canadian Legacies Project						<p><b>NEW</b></p> <p>Grant funding agreement amended in Q1 to increase the funding to enable full Nikkei No Haka cemetery fence replacement, as well as enhancements to the No 1 Japanese Town "dugout" themed shelter and landscape improvements. HAP also issued for cemetery in Q1.</p> <ul style="list-style-type: none"> <li>Nikkei No Haka: headstone restoration contract issued, works scheduled for Q 2026. Fencing tendering and construction scheduled for Q2/3, interpretive signage to follow later in the year.</li> <li>No 1 Japanese Town shelter and expanded interpretive infrastructure - detailed design underway; tendering scheduled for Q2, construction for Q3/4;</li> <li>Nikkei Park as the tertiary node with minor interpretive signage - Q3/4</li> </ul> <p>Project is a partnership with the Cumberland Museum and Archives, is funding by the Japanese Canadian Legacies Society, and per grant agreement is required to be completed by end of 2026.</p>		On Track
UROC New Trail on Village Forest Lands						<p><b>NEW</b></p> <p>A segment of UROC's "Epic Trail", trail construction near completion - Village inspection scheduled for Q2, with UROC's planned Epic Trail opening to follow.</p>		On Track
Peace Park Welcome Poles						<p><b>NEW</b></p> <p>Capital project complete. Operational maintenance plan included in 2026-2030 financial plan.</p>		Complete
Souther House (Coal Creek Historic Park) Demolition								Complete
First Street House Acquisition and Renovations								Complete
Wellington Colliery Trail Perseverance Pedestrian Bridge (Coal Beach access) – partnership with Cumberland Community Forest Society								Complete
Recreation Facilities Code of Conduct and Cameras								Complete

Goal	2023	2024	2025	2026	2027	Comment	Task	Current Completion
Nikkei Park / Maple Street Boulevard Landscape Installation						<b>NEW</b> Project emerged as the developer of the Maple Street Subdivision (Nikkei Place) forfeited in their security deposit for landscaping as they did not complete the work in the required time (they were required to plant boulevards and Nikkei Park before December 30, 2023.)  Q1 works continued on development of tender ready drawings. Landscape installation is scheduled for either the fall 2026 or spring 2027 planting window.		Behind
Council Chambers Fire Recovery						<b>NEW</b> Due to delays from the insurance adjustor the previous tender was not awarded and an Architech has been assigned to finalize the scope following feedback from staff. Correspondance with adjustor is forecasting design of project scope and construction schedule to be updated in Q2.		Overdue
Recreation Gymnasium Hazardous Material Abatement						<b>NEW</b> Hazardous abatement work (removal of chipping lead-based paints, an issue attributed to water damage from the leaking roof, and therefore funded by an insurance claim) completed in Q3 2025. Replacement of wall paneling and other final interior works are now being coordinated with the insurance adjustor for some time in 2026 (exact timeline remains TBD).		Behind
Cumberland Community Schools Society: Community Service Partnership Agreement Amendment						<b>NEW</b> In Q4 2025, Council approved an amendment to the 2024-27 CCSS-Village Community Services Partnership Agreement to facilitate CCSS use of the Cultural Centre for youth centre programming during Cumberland Community School renovations.		Complete
Regional Fields Service - application for funding in support of Village Park Field Operations						<b>NEW</b> CVRD staff are working on a new Regional Field Amenity Policy and Funding Program for upcoming consideration by the Recreation Commission. Following adoption, staff will review that policy to determine next steps on opportunities for Regional funding support for Village Park sport field amenities and/or operations.		On Track
Village Park Misting Station						<b>NEW</b> Scheduled for installation in Q2.		On Track

Goal	2023	2024	2025	2026	2027	Comment	Task	Current Completion
<b>January 30th Perseverance Creek Flood Response</b>						<p><b>NEW</b></p> <p>Significant damage to parks and trail infrastructure occurred in the Cumberland Community Forest Park and adjacent Coal Historic Park as a result of the January 30th Perseverance Creek Flood event.</p> <p>In response,</p> <ul style="list-style-type: none"> <li>• Building off the collaborative Cumberland Forest Land Strategy, staff have worked closely with CCFS, UROC and CVLT to respond to damages and impacts on trails, creeks and adjacent riparian areas. This work involves looking at short term options for a seasonal crossing of the creek in the park aimed at minimizing impact in environmentally sensitive areas.</li> <li>• Through the Regional Emergency Operations Center activated for the event, staff have issued an RFP for a Risk Assessment (to be funded by the provincial Ministry of Emergency Management and Climate Readiness) to assess risk to critical infrastructure and respond to immediate hazards. The goal is to have this Risk Assessment completed by early summer, enabling possible follow up work later this summer</li> </ul> <p>Via information gained from the Risk Assessment, planning work for longer-term holistic solutions for supporting the environmental systems in the area and future parks and trails infrastructure is proposed to be conducted as part of the Cumberland Forest Land Strategy.</p>		<p>On Track</p>

DEVELOPMENT AND BYLAW SERVICES












Goal	2023	2024	2025	2026	2027	Comment	Task	Current Completion
Business Licence Bylaw amendments			■			<p><b>NEW</b>                      New Business Licensing and Regulation Bylaw adopted Q4 2025.</p>		Complete

## ENGINEERING AND PUBLIC WORKS

Goal	2023	2024	2025	2026	2027	Comment	Task	Current Completion
Allen Reservoir Algal Bloom Analysis						<p><b>NEW</b></p> <ul style="list-style-type: none"> <li>based on bathymetry study, Council approved the purchase of six portable aerators and increased water quality sampling for Allen Lake Dam to confirm aerator mitigation measures.</li> </ul>		On Track
Camp Road and Kendal Avenue traffic safety quick fixes						<p><b>NEW</b></p> <ul style="list-style-type: none"> <li>Gateway treatment for Camp Road installed</li> <li>Kendal Avenue four way stop and traffic calming curbs installed</li> </ul>		Complete
Revisit Transportation Master Plan (TMP) for speed zones, arterial road design for multi-use and laneways						<p><b>NEW</b></p> <p>Council Walkshop completed March 16th. Staff Directed to submit report(s) of action items including Village wide Speed Reduction and shared street strategy.</p>		Complete
Village Wide Speed Reduction Initiative						<p><b>NEW</b></p> <p>Draft Report to Council in progress with Staff and interest holders input ongoing.</p>		On Track





Goal	2023	2024	2025	2026	2027	Comment	Task	Current Completion
Complete the communications and implementation strategy						<b>NEW</b> Communication Strategy Revised October 2024.		Complete
Hire a permanent part-time communications coordinator						<b>NEW</b> Position development and original recruitment of position completed in September 2024.		Complete
Update the Bylaw Enforcement Policy						<b>NEW</b> Approved by Council in May 2024		Complete
Good Neighbour Bylaw						<b>NEW</b> Adopted by Council in June 2024. Bylaw renamed to "Community Nuisance Abatement Bylaw"		Complete
Bylaw enforcement service review						<b>NEW</b> Report to Council on completion of the project September 9, 2024.		Complete
Update Recreation Fees Bylaw (Phase I)						<b>NEW</b> New fees adopted in September 2024		Complete
Cumberland Lake Park - 10 Year Operating Agreement with Lake Park Society						<b>NEW</b> Amendment to Operating Agreement to facility campground operating early opening/fall extension complete, with the campground opening in March 2026 this year.		Complete

## SUSTAINABLE SERVICE DELIVERY & ASSET MANAGEMENT

Goal	2023	2024	2025	2026	2027	Comment	Task	Current Completion
Complete the Transportation Master Plan that includes active transportation						<b>NEW</b> <ul style="list-style-type: none"> <li>Transportation Master Plan (TMP) presented to and approved by Council July 8 2024</li> <li>Emerging Item from the 2025 strategic plan review has been added to revisit the TMP for speed limit and arterial road design and laneway classification designation</li> </ul>		Complete
Formalize a Facility / Building maintenance service with work plans and supporting budgets						<b>NEW</b> <ul style="list-style-type: none"> <li>Facility Services operating annual budget review was brought forward to Council and an operating budget increase was included 2024 and future financial plans</li> </ul>		Complete
Launch Stage 3 Liquid Waste Management Plan (LWMP)						<b>NEW</b> Report submitted to the Ministry of Environment.		Complete
Solid Waste collection service procurement								Complete
Update the water conservation bylaw						<b>NEW</b> Council adopted an updated water conservation bylaw that delegates water restrictions to the CAO.		Complete

## COMMUNITY PLANNING

Goal	2023	2024	2025	2026	2027	Comment	Task	Current Completion
<b>Effective Response to Climate Change</b>								Complete
→ Develop a community climate action plan to reduce greenhouse gas emissions to increase climate resiliency and that incorporates the Green New Deal						<b>NEW</b> Climate Action Plan approved on June 24, 2024		Complete
→ Work with the Comox Valley Regional District to understand scope of Regional Climate Action Plan.						<b>NEW</b> • completed with the Village's Climate Action Plan		Complete
→ Community Climate Action Plan for Cumberland with Official Community Plan Review that will complement regional plan.						<b>NEW</b> Approved on June 24, 2024		Complete
→ Update the Corporate Climate Action Plan						<b>NEW</b> Climate Action Plan approved June 24, 2024		Complete
<b>Complete the Official Community Plan update and review priorities such as</b>						<b>NEW</b> OCP Bylaw adopted on January 12, 2026		Complete
→ Public engagement and bylaw development						<b>NEW</b> Draft presented to Council and public engagement complete.		Complete
→ Bevan Industrial Servicing Strategy						<b>NEW</b> Received by Council on February 26, 2024		Complete
<b>Fiscal impact analysis on new or potential development, including industrial, commercial and investment inventory assessment</b>						<b>NEW</b> Received by Committee of the Whole on March 24, 2025.		Complete
<b>Zoning Bylaw update to implement the Official Community Plan</b>						<b>NEW</b> Zoning Bylaw adopted on February 9, 2026.	<b>Bylaw Development</b> <input type="checkbox"/> <b>Community Engagement</b> <input checked="" type="checkbox"/>	Complete

# 2025-2026 EMERGING ITEMS PLAN

## COMMUNITY SERVICES

Goal	2023	2024	2025	2026	2027	Comment	Task	Current Completion
Roof replacement for Public Works building						<b>NEW</b> Project complete. However, new project also inadvertently created (see "Council Chambers Fire Recovery", added below).		Complete
No. 6 Mine Park Climbing Boulder						<b>NEW</b> Complete.		Complete
Municipal Office Planning						<b>NEW</b> Project planning completed in 2025 via Council approval of Recreation Renovation scope and budget Project scope. Project now being reported out above.		Complete
Beaufort Family Health Society - Bridge Funding Agreement						<b>NEW</b> Bridge agreement extension (2025, 2026, 2027) complete.		Complete
Cumberland Community Schools Society Food Share - Bridge Funding Agreement						<b>NEW</b> Amendment to agreement to extend service funding to end of 2026 completed Q3 2025.		Complete
Peace Park Welcome Poles						<b>NEW</b> Capital project complete. Operational maintenance plan included in 2026-2030 financial plan.		Complete
Souther House (Coal Creek Historic Park) Demolition								Complete
First Street House Acquisition and Renovations								Complete
Wellington Colliery Trail Perseverance Pedestrian Bridge (Coal Beach access) – partnership with Cumberland Community Forest Society								Complete
Recreation Facilities Code of Conduct and Cameras								Complete
Cumberland Community Schools Society: Community Service Partnership Agreement Amendment						<b>NEW</b> In Q4 2025, Council approved an amendment to the 2024-27 CCSS-Village Community Services Partnership Agreement to facilitate CCSS use of the Cultural Centre for youth centre programming during Cumberland Community School renovations.		Complete

DEVELOPMENT AND BYLAW SERVICES

Goal	2023	2024	2025	2026	2027	Comment	Task	Current Completion
Business Licence Bylaw amendments			■			<p><b>NEW</b>                      New Business Licensing and Regulation Bylaw adopted Q4 2025.</p>		Complete

## ENGINEERING AND PUBLIC WORKS

Goal	2023	2024	2025	2026	2027	Comment	Task	Current Completion
Camp Road and Kendal Avenue traffic safety quick fixes						<b>NEW</b> <ul style="list-style-type: none"> <li>Gateway treatment for Camp Road installed</li> <li>Kendal Avenue four way stop and traffic calming curbs installed</li> </ul>		Complete
Revisit Transportation Master Plan (TMP) for speed zones, arterial road design for multi-use and laneways						<b>NEW</b> Council Walkshop completed March 16th. Staff Directed to submit report(s) of action items including Village wide Speed Reduction and shared street strategy.		Complete



STRATEGIC PLAN 2023-2027 PLAN

DIVERSE AND HEALTHY COMMUNITY

Goal	2023	2024	2025	2026	2027	Comment	Task	Current Completion
<b>Socio-economic diversity and inclusion</b>	[Yellow bar spanning 2023-2027]							Behind
→ Develop an Accessibility Plan	[Brown bar spanning 2023-2026]							Overdue
→ Assessment and action plan development with consultant			[Brown bar]			<b>NEW</b> The draft Action Plan was presented to the Accessibility and Inclusion Committee for feedback in March. The Action Plan is scheduled to be presented to Council in May 2026.		Overdue
→ Identify options for development of diversity in housing	[Yellow bar spanning 2023-2027]							Behind
→ Through Property and Facilities Review, identify opportunities for affordable housing on Village-owned land.	[Green bar spanning 2023-2026]						<b>NEW</b> This item relates to the main item of a development and servicing strategy for the Union Road Lands, listed under Community Planning. Updates are under that item to avoid duplication.	On Track
→ Non-market Housing Strategy				[Green bar]		<b>NEW</b> The 2026-2030 financial plan includes this initiative for the 2028 year. Staff will need to find a grant to fund this initiative before moving it forward.		Not started

Goal	2023	2024	2025	2026	2027	Comment	Task	Current Completion
→ Emerging Approvals Process Modernization Phase 2						<b>NEW</b> Completion of grant-funded portion of project required by end of February, 2026. Subdivision Bylaw and Development Application Procedures Bylaw amendments to be presented to Council following.		Behind
→ Emerging New Housing Legislation Alignment						<b>NEW</b> See separate entry for Zoning Bylaw update under Community Planning (completed). ACC Bylaw was given 3 readings in Q1, and Development Application Procedures Bylaw amendment expected to be presented in Q2 2026.		Overdue
→ Pursue multiple pathways to support the development of non-market housing opportunities								Behind
→ K'waxdzi'dzas Affordable Housing at 3345 Second Street Pre Construction.						<b>NEW</b> With cancellation of the Community Housing Fund, a new funding source is needed to further this project. In discussion with Island Health and M'akola.		Overdue
→ Establish application process to housing reserve fund						<b>NEW</b> This was deferred to 2026 during the strategic planning review. Not time-sensitive as the Housing Reserve Fund has \$0 balance and the Village currently does not have a strategy in place for annual contributions.		Behind
<b>Effective community engagement and communication</b>								On Track
→ Implement the Communications Strategy								On Track
→ Communications Strategy Implementation						<b>NEW</b> Website feature pages created to highlight projects and strategic initiatives, and new Village Projects and Construction feature page, and a new Connect and Subscribe page, highlighting the ways to receive news from the Village. Social media is being minimally maintained with continued staff shortages.		On Track
→ Develop a Bylaw Enforcement Strategy						<b>NEW</b> Implementation of the bylaw service review are underway.		Overdue
→ Bylaw Dispute Adjudication System Implementation						<b>NEW</b> This has been further delayed due to competing priorities. Further update on timeline to be provided.		Overdue
<b>Thriving community arts, culture and recreation</b>								On Track

Goal	2023	2024	2025	2026	2027	Comment	Task	Current Completion
→ Complete Recreation, Arts and Culture Facility Planning								On Track
→ Re-launch Recreation, Arts and Culture Plan focused on long range Facility Planning						<b>NEW</b> Deferred to start in 2027		Not started
→ Implement facility improvements to municipal cultural venues						<b>NEW</b> 2025 outstanding item (Moncrief Hall door replacement) now complete. Design work initiated in Q1 for 2026 Project - Buchanan Hall lighting improvements.		On Track
→ Implement Indoor Facility Improvements						<b>NEW</b> 2026 Recreation Centre Projects update: <ul style="list-style-type: none"> <li>Office, Reception and Kitchen Renovation, Foyer Painting - quotations scheduled to be received in April - targeting summer renovations.</li> <li>Gymnasium Washroom accessibility improvements - quoted renovation costs higher than available funding in Village budget; now awaiting results of Rick Hansen Foundation grant application (expected April 2026); subject to grant funding, project will proceed; if unsuccessful for grant funding, further Council direction will be required.</li> <li>Gymnasium walls (completion of hazardous material abatement and restoration project initiated in 2025): awaiting direction from insurance adjustor, but targeted for completion in 2026</li> <li>Roof Replacement and Energy Audit: interim solution has been identified. More information to be brought forward to Council in an upcoming staff report.</li> <li>Fitness Studio Expansion - design initiated in Q1 (implementation scheduled for 2027)</li> </ul>		On Track
→ Develop parks and recreation strategies								On Track
→ Conservation Lands at Comox Lake - Village Parkland Acquisition						<b>NEW</b> Village acquisition of lands from CCFS put on hold by way of mutual agreement with CCFS while CVRD Regional Parks Land Acquisition Strategy is under development.		On Track
→ Village Park Master Plan						<b>NEW</b> Preplanning work underway related to the EcoGift parcels that for part of Village Park; formal project initiated scheduled for later in 2026		Not started

Goal	2023	2024	2025	2026	2027	Comment	Task	Current Completion
→ Solport Park Playground						<b>NEW</b> Project funded in 2027 Parks Capital Budget (deferred during 2026-2030 budget). End date changed to reflect this deferral.		Not started
→ Cumberland Community Forest Park Management Plan						<b>NEW</b> Project now being called "Cumberland Forest Land Strategy", and will include Management Plan for Cumberland Community Forest Park as well as adjacent lands of interests. Plan development underway with project partners - Workshop #2 occurred in Q1; additional workshop added to scope (in part due to response to January 30 Perseverance Creek Flood) and scheduled for Q2 2026.		On Track
→ Implement Lake Park Master Plan Projects						<b>NEW</b> 2025 projects now complete: <ul style="list-style-type: none"> <li>Underground utility service mapping.</li> <li>Decommissioning of picnic shelter at end-of-life in campground area, conversion to campsite</li> <li>Day Use Area expansion by conversion of two waterfront RV sites:</li> </ul> 2026 Project: Water System Study (led by Engineering and Public Works) - not yet initiated		On Track
→ Cumberland Community Forest Park Projects						<b>NEW</b> Future projects (2026>) to be scoped and prioritized as part of ongoing park management planning process. (See emerging projects for January 30th flood event response)		On Track
→ Update Recreation and Parks Fees Bylaw (Phase II)						<b>NEW</b> Deferred to 2027		On Track
Meaningful Reconciliation with Indigenous Peoples								On Track
→ Respond to and prioritize requests and engagement with K'ómoks First Nation						<b>NEW</b> <ul style="list-style-type: none"> <li>Annual financial contribution and volunteering for community celebration of National Indigenous Peoples' Day</li> <li>Facilitate volunteer work by Village staff at KFN events upon request</li> <li>Statements of solidarity with KFN, feedback for provincial feedback process to include KFN, and letters of support for KFN upon request</li> <li>KFN engagement are included into grant project budgets with applicable applications</li> <li>Projects use KFN Guardians in applicable projects</li> </ul> Investigate possible regional approach for KFN engagement support <input type="checkbox"/> Include KFN engagement project budgets and work plans <input checked="" type="checkbox"/>		On Track

Goal	2023	2024	2025	2026	2027	Comment	Task	Current Completion
→ Develop an Indigenous relations framework						<b>NEW</b> Community to Community event which included protocol work was cancelled due to capacity. Staff will continue to work with KFN towards understanding how the Village and KFN can collaborate on future initiatives, including development of a framework.	<b>Develop an Indigenous Relations Framework</b> <input type="checkbox"/> <b>Indigenous relations framework groundwork/education</b> <input type="checkbox"/>	Not started
→ Work with Indigenous Peoples to further the goals of the UNDRIP						<b>NEW</b> <ul style="list-style-type: none"> <li>Regular attendance at the Comox Valley Regional District Reconciliation Advisory Table meetings (3-4 per year)</li> <li>Attendance at KFN community events and invitations to KFN Chief and Council</li> <li>Facilitate staff volunteering at KFN events proactively and upon request</li> <li>Include UNDRIP education in the annual education program when meaningful and available (work is needed in this area to bring this initiative back on track)</li> </ul>	<b>Continue to participate in the CVRD Reconciliation Advisory Table Engagement Framework</b> <input checked="" type="checkbox"/> <b>Develop staff knowledge base of UNDRIP</b> <input type="checkbox"/>	On Track
→ Work with Indigenous Peoples on mutually beneficial partnerships						<b>NEW</b> The Village has been given the opportunity to present to KFN Chief and Council every second month. Staff will use these meetings to understand where collaborative opportunities exist.	<b>Explore watershed land management partnership with KFN</b> <input type="checkbox"/> <b>Explore hydro generation partnership with KFN</b> <input type="checkbox"/> <b>Explore inclusion of Indigenous values into procurement</b> <input type="checkbox"/> <b>Regular meetings with KFN administration</b> <input type="checkbox"/>	On Track
<b>Effective Regional Partnerships</b>								On Track

Goal	2023	2024	2025	2026	2027	Comment	Task	Current Completion
↳ Participate in regional services that maximize community benefit						<p><b>NEW</b></p> <ul style="list-style-type: none"> <li>Regular attendance by Village staff at regional committee meetings</li> <li>Regional Parks Service Strategic Plan adopted in fall 2024 and presented to Village Council in January 2025. Staff now engaging in Regional Parks Land Acquisition Strategy as part of the Technical Staff Working Group (Strategy scheduled to be presented to Regional Parks and Trails Committee mid 2026)</li> <li>Regional Fields Service Decision - complete: Q3 2025 Council decision to become a service participant.</li> <li>Regional Fields Bookings and Allocation: draft policy and fee revision bylaw scheduled to be presented to Council in Q2 or 3 2026</li> <li>Regional Tourism Strategic Plan approved in Q4 2025. MRDT work ongoing in Q1/2 2026.</li> </ul>	<p><b>Regional Active Transportation Network Plan Implementation</b> <input type="checkbox"/></p> <p><b>Regional Climate Action Plan</b> <input type="checkbox"/></p> <p><b>Regional Growth Strategy Review</b> <input checked="" type="checkbox"/></p> <p><b>Regional Airshed Roundtable</b> <input checked="" type="checkbox"/></p> <p><b>Regional Recreation Pass and Regional Fields Centralized Booking Feasibility project</b> <input type="checkbox"/></p> <p><b>Inform Council decision on CVRD invitation to become participant in Regional Recreation Fields Service</b> <input checked="" type="checkbox"/></p> <p><b>Regional Emergency Program service</b> <input checked="" type="checkbox"/></p> <p><b>CVRD Tourism Service Strategic Planning</b> <input checked="" type="checkbox"/></p> <p><b>Staff participation on CVRD Regional Parks and Trails Advisory Committee to inform Strategic Plan (complete) and acquisition strategy</b> <input type="checkbox"/></p>	On Track

# SUSTAINABLE SERVICE DELIVERY & ASSET MANAGEMENT

Goal	2023	2024	2025	2026	2027	Comment	Task	Current Completion
<b>Comprehensive Asset Management</b>	[Yellow bar]							Behind
→ Complete the Asset Management Plan that values green infrastructure.	[Yellow bar]					<b>NEW</b> • see below for individual task comments		Behind
→ Develop a long-term financial plan	[Yellow bar]					<b>NEW</b> • long-term funding strategy is in place for linear asset renewal and the water treatment plant renewal • final financial planning will take place once assets have been fully inventoried with condition assessments • staff have applied for a grant to develop an Integrated Financial Sustainability Plan (award notifications not received to date) which will support the Village's asset management planning process		Behind
→ Establish an Asset Management Team				[Green bar]		<b>NEW</b> • establishing a team will be the first step in developing a comprehensive asset management plan		On Track
→ Inventory Village assets, including natural assets		[Yellow bar]	[Yellow bar]	[Yellow bar]		<b>NEW</b> • Preliminary work has been done with linear asset inventory and asset inventory within an investment plan. • Updating this inventory will continue, but new inventory work will take place once the asset management team has been established.		Behind
→ Continue asset condition assessments	[Yellow bar]					<b>NEW</b> • condition assessments for road and utility infrastructure are ongoing with staff but assessments for all other assets will be initiated once the asset management team is established.		Behind
→ Identify future asset acquisition & replacement schedule	[Yellow bar]					<b>NEW</b> • this initiative will start once the asset management team has been established and assets have been inventoried and sufficient asset conditions are available.		Behind
→ Sewer and Storm Masterplan Updates			[Brown bar]			<b>NEW</b> These Masterplans are behind schedule to better align with WWTP Commissioning and the Water Master Plan effort that is being completed in parallel. Deliverables to be completed by July.		Overdue

Goal	2023	2024	2025	2026	2027	Comment	Task	Current Completion
→ Water Masterplan Update						<b>NEW</b> Water Master plan update is progressing with deliverables by June. Will be combined with Storm and Sewer Masterplans to be presented to Council at a future meeting in July.		On Track
<b>Sustainable Public Utilities</b>								On Track
→ Complete the construction of upgrades to the wastewater treatment facility								On Track
→ Construction phase 1						<b>NEW</b> Phase 1: <ul style="list-style-type: none"> <li>Plant Operations ongoing with new equipment and treatment using screen bins, suspended air filters and disc filters along with UV and tertiary.</li> <li>Deficiency repairs being completed as parts and labour allow during maintenance period.</li> <li>Some training for Village staff as needed to support new operational demands.</li> <li>Ribbon cutting ceremony completed in March 23, 2026.</li> <li>Phase 2 design ongoing.</li> </ul>		On Track
→ Design and construction phase 2						<b>NEW</b> Phase 2 design work is near completion and contract documents including procurement options are being prepared. Phase 2 is awaiting the LWMP approval before major portions of the work can commence. Project team is preparing for alternate options should seasonal scheduling not be ideal.		On Track
→ Plan for future wastewater treatment approval								Overdue
→ Submit Stage 3 Liquid Waste Management Plan to Ministry of Environment for final approval						<b>NEW</b> <ul style="list-style-type: none"> <li>LWMP not approved by the end of 2025</li> <li>From recent communications with the Province, staff believe that Indigenous communities engagement is in process</li> <li>Village received an extension to the consent order for the end of 2026</li> </ul>		Overdue
→ Review the solid waste collection system						<b>NEW</b> <ul style="list-style-type: none"> <li>timeline has changed to 2026 for this initiative</li> </ul>		Behind
→ Review options and costs for an automated collection system with service to ICI customer analysis.						<b>NEW</b> <ul style="list-style-type: none"> <li>Staff have engaged with the vendor on solutions for automated carts system.</li> <li>Staff will present a report to Council this spring.</li> </ul>		Overdue

Goal	2023	2024	2025	2026	2027	Comment	Task	Current Completion
→ Council consideration of direction of an automated collection system service.						<b>NEW</b> <ul style="list-style-type: none"> <li>Council to consider timing and collection of automated collection system once options and costs analysis presented</li> </ul>		On Track
→ Reconstruct the dam at the No. 2 drinking water reservoir								On Track
→ Engagement with the K'omoks First Nation						<b>NEW</b> <ul style="list-style-type: none"> <li>Provided a summary of the risks and rewards of the No. 2 Dam project to KFN Chief and Council</li> <li>Presented an update to KFN Chief and Council July 3, 2025</li> <li>Although KFN CHIP guidelines and KFN feedback did not require the Village to perform any additional archaeology assessments, this will continue to be monitored</li> </ul>		On Track
→ Design and construction						<b>NEW</b> No. 2 Dam – Cost Estimates and advancing preliminary design work continues including modifications to Henderson Lake Dam. The project is still on track to be complete for Dec 31, 2027. Staff applied for another grant (award notifications not received to date) for \$2.7m to offset the expected budget overage.		On Track
→ Protect the community water supply through the Perseverance Watershed Initiative								On Track
→ Advocate province for funding for land protection from Watershed Security Strategy						<b>NEW</b> <ul style="list-style-type: none"> <li>work continues with advocacy when opportunities are available while the Perseverance Watershed Initiative (PWI) work continues</li> </ul>		On Track
→ Watershed Science: collect and synthesize data to deepen understanding of watershed hydrologic function						<b>NEW</b> <ul style="list-style-type: none"> <li>Three year hydrometric study in process (fall 2023 to fall 2026) to collect streamflow data for primary tributaries to Allen Lake and Stevens Lake;</li> <li>Hydrologist engaged</li> <li>Soils and terrain study initiated in Q1</li> </ul>		On Track
→ Land Use planning : Define area of interest for protection of hydrologically sensitive / important private lands						<b>NEW</b> Data collected via hydrometric and soils studies (targeted for completion end 2026) will inform a report on watershed land protection priorities (target report date: 2027).		On Track
→ Continue to support Cumberland Community Forest Society partnership work in community watershed education						<b>NEW</b> Village supported the CCFS's Wildfire and Watershed Protection Symposium in Cumberland in January 2025. Future opportunities to support		On Track

Goal	2023	2024	2025	2026	2027	Comment	Task	Current Completion
<b>Multi-Modal Transportation Management</b>	[Green bar]							On Track
↳ Pursue an active travel route to the City of Courtenay						<b>NEW</b> <ul style="list-style-type: none"> <li>• CVRD decision to not pursue grant funding but staff informally discussing the process with the working group</li> <li>• Advocate further with MOTI</li> </ul>	<b>Participate in the Regional Active Transportation Network Planning</b> <input checked="" type="checkbox"/>	On Track






## COMMUNITY PLANNING


Goal	2023	2024	2025	2026	2027	Comment	Task	Current Completion
<b>Ecologically, Socially, and Financially Sustainable Land Use Planning</b>	[Green bar]							On Track
→ <b>Development and servicing strategy for Union Road lands</b>	[Green bar]					<b>NEW</b> Staff reviewing final deliverables of the REDIP grant from consultant.		On Track
→ <b>Review land use regulations that are supportive of the Official Community Plan</b>	[Green bar]							On Track
↳ <b>Tree Protection Bylaw</b>	[Green bar]					<b>NEW</b> Project on hold due to competing priorities. Draft prepared, needing further review. Implementation plan and internal procedures to be developed. To be re-started January 2027. DPA 1 Environmental protection includes standards for subdivision design and development including tree and vegetation retention and replanting.	<b>Bylaw Development</b> <input type="checkbox"/> <b>Community Engagement</b> <input checked="" type="checkbox"/>	On Track

# 2025-2026 EMERGING ITEMS PLAN

## COMMUNITY SERVICES

Goal	2023	2024	2025	2026	2027	Comment	Task	Current Completion
Geothermal Energy-Lead by Accelerating Community Energy Transformation (ACET)						<b>NEW</b> Per Council direction in Q1 2026, \$10,000 has been granted to the ACE-T team to facility conceptual engineering work in support of the project.		On Track
Saito House Heritage Protection through land tenure and covenant						<b>NEW</b> Council direction in Q1 2026 to proceed with subdivision application. Staff now working on Development Permit reports (target for completion in Q2), and with current house owner on heritage covenant (aiming for completion in Q2, followed by referral to the Heritage Committee).  Next Council reporting on the project to come from Development Services regarding approvals required to meet subdivision requirements.		Behind
Japanese Canadian Legacies Project						<b>NEW</b> Grant funding agreement amended in Q1 to increase the funding to enable full Nikkei No Haka cemetery fence replacement, as well as enhancements to the No 1 Japanese Town "dugout" themed shelter and landscape improvements. HAP also issued for cemetery in Q1. <ul style="list-style-type: none"> <li>Nikkei No Haka: headstone restoration contract issued, works scheduled for Q 2026. Fencing tendering and construction scheduled for Q2/3, interpretive signage to follow later in the year.</li> <li>No 1 Japanese Town shelter and expanded interpretive infrastructure - detailed design underway; tendering scheduled for Q2, construction for Q3/4;</li> <li>Nikkei Park as the tertiary node with minor interpretive signage - Q3/4</li> </ul> Project is a partnership with the Cumberland Museum and Archives, is funding by the Japanese Canadian Legacies Society, and per grant agreement is required to be completed by end of 2026.		On Track
UROC New Trail on Village Forest Lands						<b>NEW</b> A segment of UROC's "Epic Trail", trail construction near completion - Village inspection scheduled for Q2, with UROC's planned Epic Trail opening to follow.		On Track

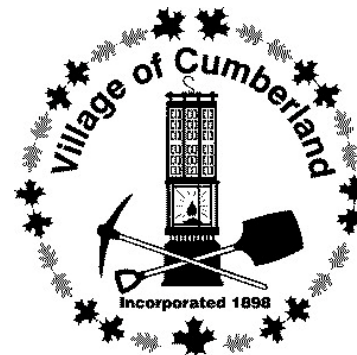
Goal	2023	2024	2025	2026	2027	Comment	Task	Current Completion
<b>Nikkei Park / Maple Street Boulevard Landscape Installation</b>						<p><b>NEW</b></p> <p>Project emerged as the developer of the Maple Street Subdivision (Nikkei Place) forfeited in their security deposit for landscaping as they did not complete the work in the required time (they were required to plant boulevards and Nikkei Park before December 30, 2023.)</p> <p>Q1 works continued on development of tender ready drawings. Landscape installation is scheduled for either the fall 2026 or spring 2027 planting window.</p>		Behind
<b>Council Chambers Fire Recovery</b>						<p><b>NEW</b></p> <p>Due to delays from the insurance adjustor the previous tender was not awarded and an Architech has been assigned to finalize the scope following feedback from staff. Correspondance with adjustor is forecasting design of project scope and construction schedule to be updated in Q2.</p>		Overdue
<b>Recreation Gymnasium Hazardous Material Abatement</b>						<p><b>NEW</b></p> <p>Hazardous abatement work (removal of chipping lead-based paints, an issue attributed to water damage from the leaking roof, and therefore funded by an insurance claim) completed in Q3 2025. Replacement of wall paneling and other final interior works are now being coordinated with the insurance adjustor for some time in 2026 (exact timeline remains TBD).</p>		Behind
<b>Regional Fields Service - application for funding in support of Village Park Field Operations</b>						<p><b>NEW</b></p> <p>CVRD staff are working on a new Regional Field Amenity Policy and Funding Program for upcoming consideration by the Recreation Commission. Following adoption, staff will review that policy to determine next steps on opportunities for Regional funding support for Village Park sport field amenities and/or operations.</p>		On Track
<b>Village Park Misting Station</b>						<p><b>NEW</b></p> <p>Scheduled for installation in Q2.</p>		On Track

Goal	2023	2024	2025	2026	2027	Comment	Task	Current Completion
<b>January 30th Perseverance Creek Flood Response</b>						<p><b>NEW</b></p> <p>Significant damage to parks and trail infrastructure occurred in the Cumberland Community Forest Park and adjacent Coal Historic Park as a result of the January 30th Perseverance Creek Flood event.</p> <p>In response,</p> <ul style="list-style-type: none"> <li>• Building off the collaborative Cumberland Forest Land Strategy, staff have worked closely with CCFS, UROC and CVLT to respond to damages and impacts on trails, creeks and adjacent riparian areas. This work involves looking at short term options for a seasonal crossing of the creek in the park aimed at minimizing impact in environmentally sensitive areas.</li> <li>• Through the Regional Emergency Operations Center activated for the event, staff have issued an RFP for a Risk Assessment (to be funded by the provincial Ministry of Emergency Management and Climate Readiness) to assess risk to critical infrastructure and respond to immediate hazards. The goal is to have this Risk Assessment completed by early summer, enabling possible follow up work later this summer</li> </ul> <p>Via information gained from the Risk Assessment, planning work for longer-term holistic solutions for supporting the environmental systems in the area and future parks and trails infrastructure is proposed to be conducted as part of the Cumberland Forest Land Strategy.</p>		<p>On Track</p>

**ENGINEERING AND PUBLIC WORKS**

Goal	2023	2024	2025	2026	2027	Comment	Task	Current Completion
<b>Allen Reservoir Algal Bloom Analysis</b>						<p><b>NEW</b></p> <ul style="list-style-type: none"> <li>based on bathymetry study, Council approved the purchase of six portable aerators and increased water quality sampling for Allen Lake Dam to confirm aerator mitigation measures.</li> </ul>		On Track
<b>Village Wide Speed Reduction Initiative</b>						<p><b>NEW</b></p> <p>Draft Report to Council in progress with Staff and interest holders input ongoing.</p>		On Track

# FINANCIAL PERFORMANCE QUARTERLY REPORT



MEETING DATE: April 27, 2026  
REPORT PERIOD: January to March 2026  
FROM: Annie Bérard-Ball, Director of Corporate Services / Chief Financial Officer

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## QUARTERLY SUMMARY

This report presents a financial update for Q1 2026 for the Village of Cumberland. It also includes a summary of the procurement activities for the same period.

Attached to the report are financial summaries as of March 31, 2026 with comparisons to the 2026 financial plan and 2025 unaudited amounts. The figures presented for 2026 are not complete or audited and do not meet all accounting standards which would otherwise be applied for final year-end financial statement purposes. Amortization on assets, funding entries, year-end adjusting entries and final expense accruals are not included. The summaries are intended for internal use only.

The following statements are attached:

- **Attachment 1: *Statement of Financial Position***  
Provides a summary of the Village's assets and liabilities.
- **Attachment 2: *Statement of Operations and Accumulated Surplus***  
Provides information about revenues and expenses that have impacted the accumulated surplus since the beginning of the year.
- **Attachment 3: *Statement of Change in Net Financial Assets***  
Provides a summary of the difference between the annual surplus or deficit and the change in net financial assets.
- **Attachment 4: *Reconciliation of Financial Statement Surplus to Financial Plan Surplus***  
Provides a list of adjustments to reconcile surplus for financial statement reporting purposes (as per accounting rules) to surplus for financial plan purposes (ensures we remain within budget).

As of Q1, we can expect an approximate 20-25% use of the budget for operating expenses. Grants, transfers from reserves and other revenues are expected to reflect similar timing to related project expenses. Brief variance explanations are included for Attachment 2 and 4.

#### Attachment 1: Statement of Financial Position

Key variances are highlighted below:

##### Cash, Equivalents and Investments; and Property Taxes Receivable:

- Lower due to property tax levied in May of each year.

##### Accounts payable and accrued liabilities:

- Lower due to large invoices for the Wastewater upgrades project accrued as payable for December 2025 and paid in January 2026.

##### Tangible Capital Assets:

- Q1-2026 capital spending for the Wastewater upgrades and Roads and Utilities Capital Works projects

##### Operating surplus:

- Reduced until property tax is levied in May

##### Statutory/Bylaw Authorized Reserves:

- Host Amenity funding (\$150k) transferred to reserve.

#### Attachment 2: Statement of Operations and Accumulated Surplus

Key variances are highlighted below:

##### Revenues

- Low due to property tax levied in May

##### Operating Expenses

- Variance is mostly due to the annual vacation banks uploaded and expensed at the beginning of the year.

### Attachment 3: Statement of Change in Net Financial Assets

The Village’s financial assets are greater than its liabilities.

### Attachment 4: Reconciliation of Financial Statement Surplus to Financial Plan Surplus

This statement shows the Village is currently in a deficit position because property tax, the main source of revenue, is levied in May of each year. It is expected the Village will be in a surplus position once tax is levied.

## Procurement

### Spending Commitments between \$50,000 and \$200,000 as per the Purchasing Management Services Policy

Appendix A of the Purchasing Management Services policy requires a summary to be provided to Council quarterly for commitments that have been made between \$50,000 and \$200,000. Council approves commitments in excess of \$200,000.

A summary of the commitments that have been made above \$50,000 as at March 31, 2026 follows:

Vendor	Description	Commitment Date	Commitment Total
ISL Engineering and Land Services Ltd.	2025 Roads and Utilities Package – Construction Services (included under the approved 3-year Engineering general services contract)	January 2026	\$96,722

## Social Procurement

Each competitive procurement initiated by the Village includes a consideration for social procurement. This section demonstrates how proponents considered social procurement in their proposal submitted in the last quarter.

### Japanese Canadian Cemetery Marker Conservation Project RFP

Three proposals were received in response to the request for proposals. Reference to social procurement was included for two of the proposals. This is not unexpected as the proponents interested in this kind of initiative are typically small businesses which may not be familiar with the concept of social procurement. The successful proponent identified the following benefits:

- Promote the Living Wage and fair employment practices;
- Local economic contribution through local hiring and material locally supply when possible (Vancouver Island).

## **ATTACHMENTS**

- 1 - Statement of Financial and Municipal Position as at March 31, 2026;
- 2 - Statement of Operations and Accumulated Surplus as at March 31, 2026;
- 3 - Statement of Change in Net Financial Assets as at March 31, 2026; and
- 4 - Reconciliation of Financial Statement Surplus to Financial Plan Surplus as at March 31, 2026.

**THE CORPORATION OF THE VILLAGE OF CUMBERLAND**  
**Statement of Financial Position**  
**Interim Statement as at**  
**March 31, 2026**  
**UNAUDITED**

	<u>2026</u>	<u>2025</u>
	<i>(Note 1)</i>	
<b>FINANCIAL ASSETS</b>		
Cash, equivalents and investments	19,821,157	23,392,778
Property taxes receivable	169,046	367,727
Property acquired for taxes		-
Accounts receivable	2,527,876	2,667,244
	22,518,079	26,427,748
<b>LIABILITIES</b>		
Accounts payable and accrued liabilities	(2,607,198)	(3,778,034)
Asset retirement obligation liabilities	(264,448)	(264,448)
Service and other deposits	(1,060,265)	(1,179,190)
Deferred revenue	(5,221,861)	(5,135,833)
Debenture and long term-debt	(10,315,511)	(10,526,330)
	(19,469,284)	(20,883,836)
<b>NET FINANCIAL ASSETS / (DEBT)</b>	<b>3,048,794</b>	<b>5,543,912</b>
<b>NON-FINANCIAL ASSETS</b>		
Tangible Capital Assets	88,913,338	87,694,087
Inventories	177,410	177,410
Prepaid expenses	4,371	101,350
	<b>89,095,118</b>	<b>87,972,846</b>
<b>ACCUMULATED SURPLUS</b>	<b>\$ 92,143,913</b>	<b>\$ 93,516,759</b>
<hr style="border: 1px solid orange;"/>		
<b>MUNICIPAL POSITION</b>		
Operating funds	805,536	(2,256,280)
Statutory/Bylaw Authorized Reserves	(14,351,622)	(14,092,721)
Equity in capital assets	(78,597,826)	(77,167,757)
	<b>\$ (92,143,913)</b>	<b>\$ (93,516,759)</b>

**Note 1:**

*These statements are not audited and do not comply with all applicable accounting standards.*

*They are intended for internal management purposes only.*

**THE CORPORATION OF THE VILLAGE OF CUMBERLAND**  
**Statement of Operations and Accumulated Surplus**  
**Interim Statement as at**  
**March 31, 2026**  
**Unaudited**

	2026 Amended Financial Plan	Remove Amortization	2026 Adjusted Financial Plan	2026 Actual-YTD	% Use Of Financial Plan	Variance	2025 Actual	Comments
<b>Revenue</b>			<i>(Note)</i>	<i>(Note)</i>				<b>**Revenue: no funding allocation done for 2026 projects so far</b>
Property taxes and P.I.L.	\$ 5,134,220	\$ -	\$ 5,134,220	\$ -	0%	\$ 5,134,220	\$ 4,943,214	Property Taxes levied in May each year
Parcel taxes	905,530	-	905,530	-	0%	905,530	827,473	Parcel Taxes levied in May each year
Sale of services & fees	3,195,610	-	3,195,610	773,026	24%	2,422,584	3,087,087	Utility billings, service connections and sales for other municipal services (Recreation / Cemetery)
Sale of services to other governments	516,190	-	516,190	54,040	10%	462,150	597,327	Qtrly Bulk water / Fire Protection District (paid in August)
Transfer from other govts-unconditional	530,000	-	530,000	-	0%	530,000	525,000	Small Community Grant received in July
Transfer from other gov'ts-conditional	6,051,540	-	6,051,540	151,636	3%	5,899,904	2,865,488	Grants (variance due to timing of projects and carry forwards) / Host Amenity & Community Works Funds.
Other revenue	1,062,550	-	1,062,550	271,988	26%	790,562	1,674,702	Permits & Licensing / Donations / Interest & Penalties / Proceed from sale of assets / Miscellaneous
Development cost charges	421,370	-	421,370	-	0%	421,370	91,393	
Contributed Assets	-	-	-	-	-	-	-	
Parking in Lieu	6,000	-	6,000	-	0%	6,000	-	
	<u>17,823,010</u>	<u>-</u>	<u>17,823,010</u>	<u>1,250,690</u>	<u>7%</u>	<u>16,572,321</u>	<u>14,611,684</u>	
<b>Operating Expenses</b>								<b>**Operating Expenses: includes prior year operating projects carried-forward</b>
General government services	1,645,070	(59,330)	1,585,740	454,092	29%	1,131,648	1,489,189	Higher due to annual vacation banks uploaded and expensed in January
Transportation services	2,419,160	(871,000)	1,548,160	389,832	25%	1,158,328	2,389,920	
Protective services	1,254,390	(259,400)	994,990	244,533	25%	750,457	1,127,940	
Environmental health services	4,162,520	(654,410)	3,508,110	731,630	21%	2,776,480	3,493,500	
Cemetery Services	37,280	(3,300)	33,980	3,526	10%	30,454	32,050	PW cemetery maintenance lower than budget for Q1
Planning, development & environment	930,630	-	930,630	252,544	27%	678,086	1,232,324	Higher due to annual vacation banks uploaded and expensed in January
Recreation services	1,186,370	(16,030)	1,170,340	366,179	31%	804,161	1,132,172	Higher due to annual vacation banks uploaded and expensed in January
Cultural and community events	165,440	-	165,440	57,915	35%	107,525	168,908	Community grants
Parks Services	1,091,540	(76,000)	1,015,540	123,286	12%	892,254	668,596	Lower due to seasonal workers starting later
	<u>12,892,400</u>	<u>(1,939,470)</u>	<u>10,952,930</u>	<u>2,623,536</u>	<u>24%</u>	<u>8,329,393</u>	<u>11,734,599</u>	
<b>Annual Surplus</b>	4,930,610	1,939,470	6,870,080	(1,372,846)		8,242,928	2,877,085	
<b>Accumulated Surplus, Beginning of Year</b>	93,516,759	-	93,516,759	93,516,759			90,639,674	
<b>Accumulated Surplus, End of Year</b>	<u>\$ 98,447,369</u>	<u>\$ 1,939,470</u>	<u>\$ 100,386,839</u>	<u>\$ 92,143,913</u>	<u>92%</u>	<u>\$ 8,242,928</u>	<u>\$ 93,516,759</u>	

**Note:**

These statements are not audited and do not comply with all applicable accounting standards. They are intended for internal management purposes only.

**THE CORPORATION OF THE VILLAGE OF CUMBERLAND**  
**Statement of Change in Net Financial Assets / (Debt)**  
**Interim Statement as at**  
**March 31, 2026**  
**Unaudited**

	<b>2026</b>	<b>Remove</b>	<b>2026</b>	<b>2026</b>	<b>% Use Of</b>	<b>Variance</b>	<b>2025</b>
	<b>Approved</b>	<b>Amortization</b>	<b>Adjusted</b>	<b>Actual-YTD</b>	<b>Financial</b>		<b>Actual</b>
	<b>Financial Plan</b>		<b>Financial Plan</b>	<b>Actual-YTD</b>	<b>Plan</b>		
			<i>(Note)</i>	<i>(Note)</i>			
<b>Annual Surplus</b>	4,930,610	1,939,470	6,870,080	(1,372,846)	(20%)	8,242,928	2,877,085
Amortization	1,939,470	(1,939,470)	-	-		-	2,055,847
Change in supplies inventories	-	-	-	-		-	(3,692)
Change in prepaid expenses	-	-	-	96,978		(96,978)	(14,932)
Gain on sale of tangible capital assets	-	-	-	-		-	39,382
Acquisition of tangible capital assets	(13,849,880)	-	(13,849,880)	(1,219,251)	9%	(12,630,629)	(9,239,466)
<b>Change in Net Financial Assets / (Debt)</b>	(6,979,800)	-	(6,979,800)	(2,495,119)	36%	(4,484,681)	(4,285,776)
<b>Net Financial Assets, Beginning of the Year</b>	5,543,912	-	5,543,912	5,543,912		-	9,829,688
<b>Net Financial Assets, End of the Year</b>	<b>\$ (1,435,888)</b>	<b>\$ -</b>	<b>\$ (1,435,888)</b>	<b>\$ 3,048,794</b>	<b>(212%)</b>	<b>\$ (4,484,681)</b>	<b>\$ 5,543,912</b>

**Note:**

*These statements are not audited and do not comply with all applicable accounting standards. They are intended for internal management purposes only.*

**THE CORPORATION OF THE VILLAGE OF CUMBERLAND**  
**Reconciliation of Financial Statement Surplus to Financial Plan Surplus**  
**Interim Statement as at**  
**March 31, 2026**  
**Unaudited**

	<b>2026</b>	<b>Remove</b>	<b>2026</b>	<b>2026</b>	<b>% Use Of</b>	<b>Variance</b>	<b>2025</b>	<b>Comments</b>
	<b>Approved</b>	<b>Amortization</b>	<b>Adjusted</b>	<b>Actual-YTD</b>	<b>Financial</b>		<b>Actual</b>	
	<b>Financial Plan</b>		<b>Financial Plan</b>		<b>Plan</b>			
<b>Annual Surplus</b>	4,930,610	1,939,470	6,870,080	(1,372,846)	(20%)	8,242,926	2,877,085	
<b>Adjustments as per Financial Plan</b>								
Acquisition of tangible capital assets	(13,849,880)	-	(13,849,880)	(1,219,251)	9%	(12,630,629)	(9,239,465)	<i>Delay in projects</i>
Add back amortization expenses	1,939,470	(1,939,470)	-	-		-	2,055,847	
Proceeds on borrowing	3,342,020	-	3,342,020	-	0%	3,342,020	1,534,000	<i>Delay in projects</i>
Principal payments on debt	(544,900)	-	(544,900)	(210,818)	39%	(334,082)	(514,947)	
Add Non-cash adjustments	-	-	-	-		-	39,382	
<b>Change in Consolidated Balances</b>	<u>(4,182,680)</u>	<u>-</u>	<u>(4,182,680)</u>	<u>(2,802,916)</u>	<u>67%</u>	<u>(1,379,765)</u>	<u>(3,248,097)</u>	
<b>Transfer (To) / From Reserves</b>								
To reserves	(2,537,650)	-	(2,537,650)	(150,176)	6%	(2,387,474)	(4,977,932)	
From reserves	6,720,330	-	6,720,330	-	0%	6,720,330	9,230,037	
<b>Transfer (To) / From Reserves</b>	<u>4,182,680</u>	<u>-</u>	<u>4,182,680</u>	<u>(150,176)</u>	<u>(4%)</u>	<u>4,332,856</u>	<u>4,252,105</u>	
<b>Surplus / (Deficit) Per Financial Plan</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ (2,953,091)</u>		<u>\$ 2,953,091</u>	<u>\$ 1,004,008</u>	

Note:

These statements are not audited and do not comply with all applicable accounting standards. They are intended for internal management purposes only.

# PROTECTIVE SERVICES QUARTERLY REPORT



MEETING DATE: April 27, 2026

REPORT January to March, 2026

FROM: Mike Williamson, Fire Chief / Manager of Protective Services

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## **Fire Rescue Service Quarterly Summary**

The First quarter of 2026 went great with 87 responses.

The Fire Hall is doing well and operating well. We are around the same responses as last year's first quarter 87. We have started installing our Computer Aided Dispatch (CAD) system on our apparatus. This will take good month or two to install and activate the system. We will continue to prepare the new unit # 4 and have it in service soon. Calls have mostly been minor in nature 50 % medical. We are training and preparing for the Wildfire season approaching, checking equipment and have sent few members for Structural wildfire training. We have also reviewed our training with current members with wildfire training on Tuesday night practices. We will have our boat in the water at the lake in May so it will be available for patrols and beach fires. We have had a few daycare tours of the Firehall for young children.

**Fire Services Response**

Response Type	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2026
Fire	4	6	10										
Rescue			1										
First Responder	18	10	16										
MV Incident	3	1	4										
Duty Officer	3	4	7										
Total Monthly	28	21	38										87

**Membership Status**

Chief Officer	2
Regular Members	27
Junior Members	
Probationary Members	
Pending Applications	15



## Comox Valley RCMP Detachment

# QUARTERLY REPORT

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# VILLAGE OF CUMBERLAND

*January 1, 2026 – March 31, 2026*

# Comox Valley RCMP Detachment Quarterly Report

January 1, 2026 to March 31, 2026

The Comox Valley Royal Canadian Mounted Police (RCMP) provides quarterly updates on policing in the community. The quarterly reports coincide with the Comox Valley RCMP Annual Performance reporting timelines in conjunction with Community Priorities.

First Quarter: April 1 to June 30

Second Quarter: July 1 to September 30

Third Quarter: October 1 to December 31

Fourth Quarter: January 1 to March 31

## Calls for Service

In the fourth quarter of the 2025 – 2026 fiscal year, there were the same number of Calls for Service in Cumberland as in the same quarter of the previous fiscal year.

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
2024	36	62	70	82	67	66	95	95	75	70	65	56	839
2025	55	54	67	80	91	76	84	91	93	78	72	53	894
2026	75	50	51										176

## Most Common Call Types

In the fourth quarter of the 2025 – 2026 fiscal year, the most common Calls for Service in Cumberland were for Traffic Incidents. There were notable increases Calls for Service pertaining Traffic Incidents and Property compared to the fourth quarter of the previous fiscal year.

	File Type	2024 Jan - Mar	2025 Jan - Mar	2026 Jan - Mar	% Change from Q4 24-25	Difference from Q4 24-25
1	TRAFFIC INCIDENT	9	12	20	67%	8
2	SUSPICIOUS CIRCUMSTANCES	7	9	15	67%	6
3	PROPERTY	11	6	13	117%	7
4	CHECK WELLBEING	13	22	13	-41%	-9
5	BREAK AND ENTER	3	6	8	33%	2
6	SUSPICIOUS VEHICLE	4	5	7	40%	2
7	HARASSMENT	6	7	7	0%	0
8	THEFT	16	5	6	20%	1
9	MVI		4	6	50%	2

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## Most Common Call Locations

In the fourth quarter of the 2025 – 2026 fiscal year, most of the locations in Cumberland with the highest number of Calls for Service were private residences.

	Location	2024 Jan - Mar	2025 Jan - Mar	2026 Jan - Mar	% Change from Q4 24-25	Difference from Q4 24-25
1	Private Residence	0	1	10	900%	9
2	Gas-N-Go	4	5	6	20%	1
3	Private Residence	0	0	4		4
4	Private Residence	6	9	4	-56%	-5
5	Parkside Storage	1	0	4		4

## Violent Crime

In the fourth quarter of the 2025 – 2026 fiscal year, there were the same number of Violent Crime files as in the fourth quarter of the previous fiscal year.

## Types of Violent Crime

In the fourth quarter of the 2025 – 2026 fiscal year, the most common types of Violent Crime file reported in Cumberland were Assaults and Utter Threats.

File Type	2024 Jan - Mar	2025 Jan - Mar	2026 Jan - Mar	% Change from Q4 24-25	Difference from Q4 24-25
ASSAULTS	6	5	5	0%	0
UTTER THREATS	2	2	5	150%	3
SEX OFFENCES	3	2	4	100%	2
HARASSMENT	5	5	2	-60%	-3
ROBBERY	0	1	1	0%	0
WEAPONS OFFENCES	1	0	0		0
EXTORTION	2	2	0	-100%	-2
<b>Grand Total</b>	<b>19</b>	<b>17</b>	<b>17</b>	<b>0%</b>	<b>0</b>

## Map of Violent Crime in Cumberland

In the fourth quarter of the 2025 – 2026 fiscal year, there was a hotspot for Violent Crime in Cumberland in the area bounded by Rydal Avenue, First Street, Dunsmuir Avenue, and Fifth Street.



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## Property Crime

In the fourth quarter of the 2025 – 2026 fiscal year, there were 6 fewer Property Crime files reported in Cumberland compared to the fourth quarter of the previous fiscal year.

## Types of Property Crime

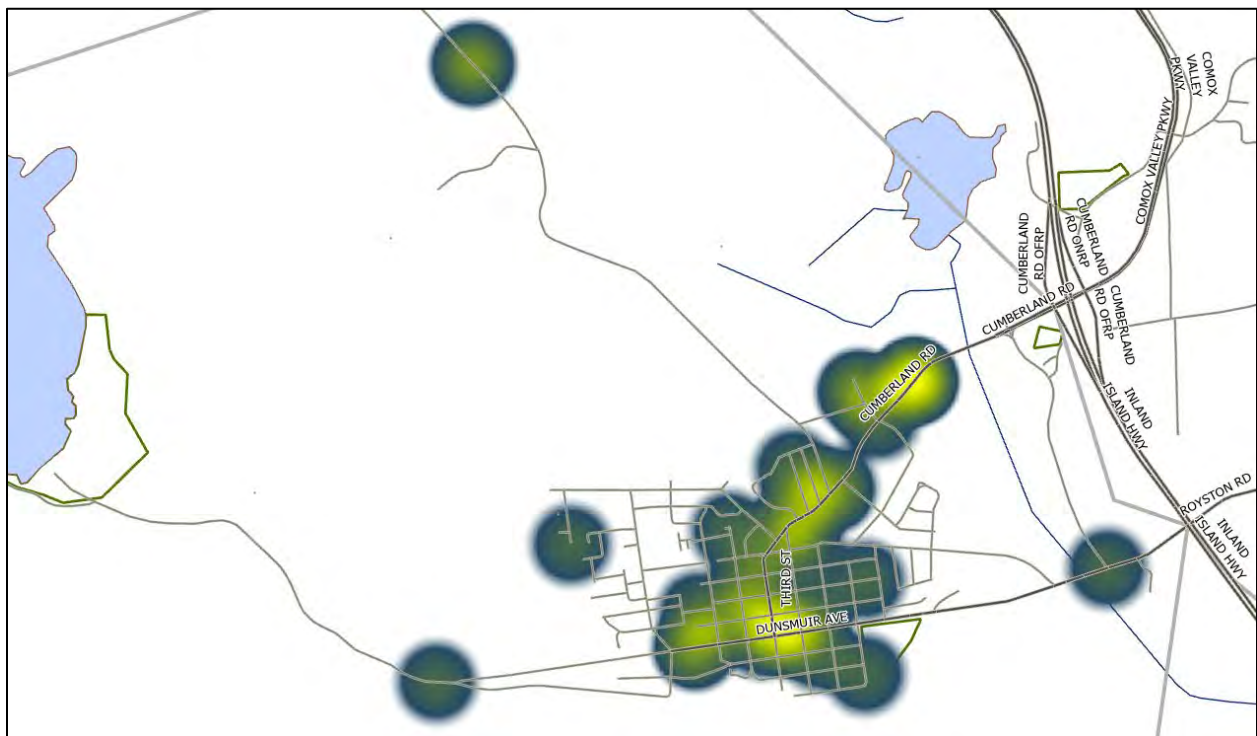
In the fourth quarter of the 2025 – 2026 fiscal year, the most common type of Property Crime file was Business Break and Enter. Compared to the fourth quarter of the previous fiscal year, there was a notable decrease in Mischief to Property files.

File Type	2024 Jan - Mar	2025 Jan - Mar	2026 Jan - Mar	% Change from Q4 24-25	Difference from Q4 24-25
BREAK & ENTER - BUS	3	6	8	33%	2
MISCHIEF TO PROPERTY	7	25	7	-72%	-18
FRAUDS	5	2	7	250%	5
OTHER THEFT U/5000	6	3	4	33%	1
AUTO THEFT	0	0	4		4
THEFT FROM VEHICLE	16	0	2		2

POSSESS STOLEN PROPERTY	0	0	1		1
BREAK & ENTER - RES	0	1	1	0%	0
OTHER GO	0	0	1		1
BREAK & ENTER - OTH	0	1	0	-100%	-1
BIKE THEFT	0	1	0	-100%	-1
SHOPLIFTING	1	2	0	-100%	-2
<b>Grand Total</b>	<b>38</b>	<b>41</b>	<b>35</b>	<b>-15%</b>	<b>-6</b>

### Map of Property Crime in Cumberland

In the fourth quarter of the 2025 – 2026 fiscal year, there were hotspots for Property Crime in the area of Cumberland Road and Hope Road as well as in the area bounded by Second Street, Penrith Avenue, Fourth Street, and Derwent Avenue.



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### Canada Shipping Act Files

In the fourth quarter of the 2025 – 2026 fiscal year, there were no files in Cumberland that pertained Canada Shipping Act regulations. For the past two years, there have only been vessel checks on Comox Lake during summer months.

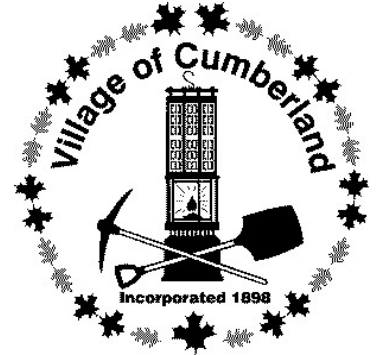
## Open Areas, Parks, and Bodies of Water

In the fourth quarter of the 2025 – 2026 fiscal year, there were 5 more files in Open Areas, Parks, and Bodies of Water in Cumberland than in the fourth quarter of the previous fiscal year.

Location	2024 Jan - Mar	2025 Jan - Mar	2026 Jan - Mar	% Change from Q4 24-25	Difference from Q4 24-25
CUMBERLAND CAMPGROUND	0	0	1		1
CUMBERLAND PARK	0	0	1		1
MINORS PARK	2	1	0	-100%	-1
PARK VILLAGE CUMBERLAND	1	0	0		0
Other	10	6	10	67%	4
<b>Grand Total</b>	<b>13</b>	<b>7</b>	<b>12</b>	<b>71%</b>	<b>5</b>

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# DEVELOPMENT SERVICES QUARTERLY REPORT



MEETING DATE: April 27, 2026  
REPORT PERIOD: January to March, 2026  
FROM: Courtney Simpson, Director of Development and Bylaw Services

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## QUARTERLY SUMMARY

This report provides a status update of planning and subdivision applications. In the first quarter of 2026, the following new applications were received: 1 heritage alteration permit, 3 development variance permits, 1 development permit and no new subdivisions.

As of the end of the first quarter of 2026, there are 16 active development applications. There are also 10 active subdivisions; 6 are in the application stage, and 4 are in the maintenance period.

## DEVELOPMENT APPLICATIONS - QUARTER 1, 2026

Below is the list of active development applications. The application number includes application type. In 2025 the Village began using a new file tracking system, and the naming convention is slightly different starting in 2025.

<b>ZOA</b>	zoning amendment
<b>RZ</b>	zoning amendment (pre-2025)
<b>TUP</b>	temporary use permit
<b>HAP</b>	heritage alteration permit
<b>DVP</b>	development variance permit
<b>BOV</b>	board of variance

<b>Application Number</b>	<b>Status</b>	<b>Civic Address</b>	<b>Proposal Description</b>	<b>Recent Activity</b>	<b>Delegated (Y/N)</b>
<b>ZOA2601</b>	In Review	MAPLE STREET – Lot A (PID 000-879-801)	Rezone from R-1 to R-MU to facilitate a townhouse development of up to 95 units.	Review underway, including external referrals and prep for Advisory Planning Commission	N
<b>2023-01-RZ</b>	2 <sup>nd</sup> Reading	LOT A, ULVERSTON AVENUE	Rezone to Mixed use with townhouses and apartment units.	Bylaw received first and second reading April 28, 2025. Working on agreements to secure conditions of rezoning.	N
<b>2019-02-OCP</b>	2 <sup>nd</sup> Reading	HORBURY ROAD (COMOX LAKE)	OCP and Zoning Amendment for Comox Lake Land Corporation	Bylaw received first reading on October 6, 2025. Working on agreements to secure conditions of rezoning.	N
<b>HAP2601</b>	In Review	2691 / 2697 DUNSMUIR AVENUE	HAP amendment for addition of retaining walls to previously approved Parking Area and Garden Centre	Report preparation underway. Concurrent with DVP2603.	Y
<b>HAP2505</b>	Approved	UNION ROAD	Replacement of fence around Japanese Cemetery	Approved	N
<b>HAP2502</b>	Approved	2687 PENRITH AVENUE	Installation of fence	Approved	N
<b>2024-06-HAP</b>	More info necessary	2701 DUNSMUIR AVENUE	To authorize a new hanging sign (Stick and Stone)	Permit approved. Conditions to be fulfilled before permit issued.	Y
<b>DVP2603</b>	In Review	2691 / 2697 DUNSMUIR AVENUE	Variance to retaining wall dimensions and access aisle for bicycle parking spaces.	Report preparation underway. Concurrent with HAP2601	Y
<b>DVP2602</b>	In Review	3338 UNION ROAD	To increase size of accessory building for a 263m <sup>2</sup> shop.	Under review by staff.	
<b>DVP2601</b>	In Review	3394 NIKKEI PLACE	To reduce the required rear lot line (RLL) setback for principal and secondary buildings and structures from 4.5m to 1.8m to facilitate the	Notices sent.	Y

			development of a second detached dwelling.		
<b>DVP2514</b>	In Review	No Civic Address- BEVAN ROAD (032-030-525)	Variance to lot dimensions for proposed Lots 10, 11 and 12 of Bevan Rd Industrial subdivision (2024-01-SV).	Council on April 13 2026	N
<b>DVP2513</b>	Received by Village	3384 MILL STREET	Variance to fence height in front yard	Under review by staff	TBD
<b>DVP2512</b>	In Review	Unit 1- 3025 ROYSTON ROAD	Setback variance for accessibility ramp	Approved	Y
<b>DVP2511</b>	In Review	3345 SECOND STREET	DP and DVP amendment application for 34 unit affordable housing development. Multiple variances identified.	Under review by staff	N
<b>DVP2507</b>	Withdrawn	2513 DUNSMUIR AVENUE	Front setback reduction.	Withdrawn by applicant	N
<b>DVP2505</b>	Withdrawn	2564 DUNSMUIR AVENUE	Front setback reduction.	Withdrawn by applicant	N
<b>DP2601</b>	In Review	No Civic Address - BEVAN ROAD	DP amendment under Development Permit Area (DPA) 1 – Environmental Protection.	To Council April 13 2026 Concurrent with DVP2514	N
<b>DP2504</b>	Approved	No Civic Address- BEVAN ROAD	DPA 1 - Environmental Protection for future subdivision.	Approved	N
<b>DP2503</b>	In Review	3345 SECOND STREET	DP and DVP amendment application for 34 unit affordable housing development.	Under review by staff. Concurrent with DVP2511.	N
<b>DP2501</b>	More Info Necessary	2788 BECK AVENUE	Construct storage facility (pre-app held Feb 2024.)	Comprehensive letter sent May 2025	N
<b>2024-03-DP</b>	Approved	2794 BECK AVENUE	Amendment to 2022-02-DP to facilitate a reconfiguration of the site for Cumberland storage	Issued March 13 2026.	Y
<b>2024-02-DP</b>	More Info Necessary	KENDAL AVENUE	DPA 1 Environmental Protection and DPA 4 Wildfire for Coal Valley Estates Phase 10/11 subdivision	Comprehensive letter sent. Working with applicant on required information for Council report.	N

**SUBDIVISION APPLICATIONS AND MAINTENANCE PERIODS - QUARTER 1, 2026**

<b>File number</b>	<b>Address</b>	<b>Street Name</b>	<b>Purpose</b>	<b>Status</b>	<b>Recent Activity</b>
<b>SV2505</b>	2601	Derwent Avenue	Two lot residential subdivision	PLR	PLR issued Dec 22, 2025
<b>SV2503</b>	2810	Ulverston Avenue	Four lot residential subdivision	PLR	PLR issued Sept 3, 2025 PLR Amendment issued April 13 2026.
<b>SV2502</b>	2203	Comox Lake Road	Two lot residential subdivision (one new lot created) to advance heritage protection of Saito House	PLR	PLR issued Dec 9, 2025
<b>SV2501</b>		Bevan Road	2 lot industrial subdivision to facilitate purchase and future lot creation – Acciano Phase 3	PLR	PLR issued May 12, 2025
<b>2024-02-SV</b>		Coal Valley Estates	Phase 10/11 - 74 residential and mixed-use lots	PLR	PLR issued May 13, 2025
<b>2024-01-SV</b>		Bevan Road	16 industrial lots – Acciano Phase 2	PLR	Working with applicant towards full Design Stage Approval submission
<b>2023-02-SV</b>	4703	Cumberland Road	7 lot residential bare land strata	Closed	Maintenance period completed.
<b>2021-01-SV</b>		Beck Avenue	6 lot industrial – Acciano Phase 1	Maintenance	Notice to proceed with boulevard planting to be issued at 80% build out.
<b>2020-09-SV</b>	2631	Derwent Avenue	4 lot residential	Maintenance	Street tree maintenance period
<b>2020-04-SV</b>	2814	Dunsmuir Avenue	2 lot residential	Closed	Maintenance period completed.
<b>2019-08-SV</b>		Maple Street	24 lot residential	Maintenance	Park construction and boulevard planting now being done by Village
<b>2019-01-SV</b>		Coal Valley Estates	Phase 9 – 28 lot residential	Closed	Boulevard maintenance period complete.
<b>2017-04-SV</b>		Carlisle Lane	8 lot residential	Maintenance	Staff working with applicant to complete park planting.

# PERMITS, LICENSING AND BYLAW QUARTERLY REPORT



MEETING DATE: April 27, 2026  
REPORT PERIOD: January to March 2026  
FROM: Chris Baker, Manager of Permits, Licensing and Bylaw

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## QUARTERLY SUMMARY

During the first quarter of 2026, the Permits, Licensing and Bylaw Department focused on stabilizing and refining administrative practices following the implementation of the Business Licensing and Regulation Bylaw adopted in late 2025. Continued process improvements supported consistent service delivery and improved responsiveness to community needs.

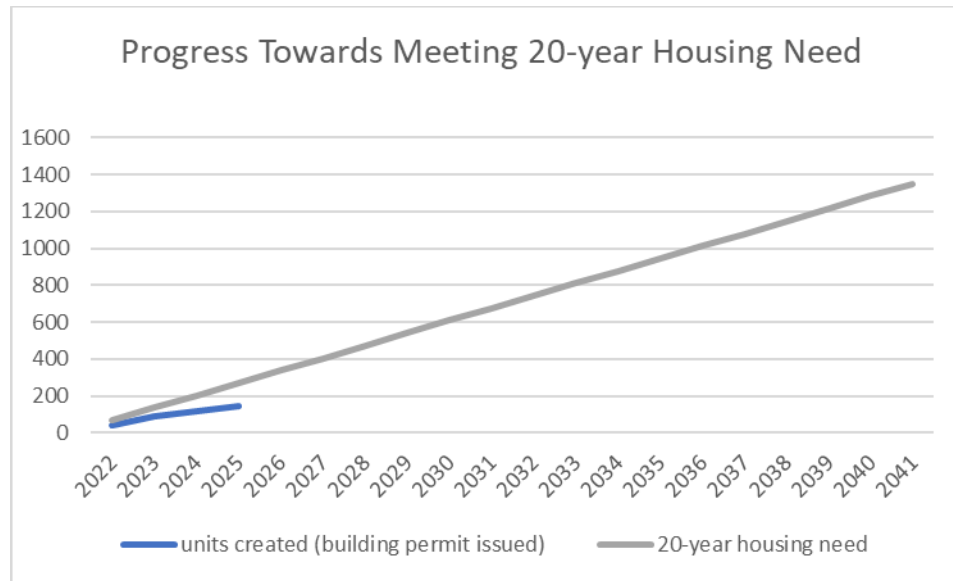
The team continued to build on the foundations established in 2025, applying lessons learned to enhance efficiency, clarity, and customer service across permits, licensing, and bylaw functions. Operational activity during Q1 reflected steady demand for services across business licensing, building permits, and bylaw enforcement, with staff responding to applications, inquiries, and calls for service in a timely manner.

### Building Permit Monthly Stats 2026

	Jan	Feb	Mar	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total 2026
Single Family Dwellings	0	0	1	1													
Secondary Suite Conversions	0	0	0	0													
Duplex (includes SFD with Suite)	0	0	0	0													
SFD Additions & Reno's	2	1	2	5													
Accessory Dwelling Units	0	0	0	0													
Residential Accessory	0	0	1	1													
Multi-Family	0	0	0	0													
Industrial & Utility	0	0	0	0													
Commercial	0	2	1	3													
Institutional	0	0	0	0													
Demolition	0	0	1	1													
<b>Total</b>	2	3	6	11													
<b>Units Created</b>	0	0	2	2													

### Progress Towards Meeting 20-year Housing Need

The 2024 Housing Needs Report identified that the Village of Cumberland may need an additional 1,350 housing units over the next 20 years (from 2022 to 2041). The graph below shows progress to the end of 2025 and will be updated annually. Building permits have been issued for a cumulative total of 144 dwelling units from 2022. This is below the pace to meet the 20-year housing need by 2041. To be on pace, 337 units will be needed by end of 2026. It will be possible to catch up to pace with construction of multi-residential developments, and there are currently a few in earlier stages of the development approval process. Building permits were issued for two new dwellings in Q1 2026.



## **Business Licensing – Q1 2026**

### **Licence Processing and Approvals**

As of the end of Q1 2026, **nine business licence applications had been approved**. Approved licences included **six home-based businesses, one mobile vendor, and two commercial operations**. Notably, approvals during the quarter included the much-anticipated **Ilo Ilo hardware store**, representing a significant addition to local commercial services.

Business licence approval timelines ranged from **six to 39 days**, depending on application complexity and review requirements.

### Business Licence Applications Summary

Month	Applications Received
January	3
February	7
March	3
<b>Total</b>	<b>13</b>

As shown above, the Village received a total of **13 business licence applications** during the first quarter of 2026, with the highest number received in February.

### Bylaw: Calls for Service

During the first quarter of 2026, Bylaw Services responded to a total of **97 calls for service**. The most frequent categories were **parking (29 calls)** and **animal control (17 calls)**, continuing to represent the largest share of bylaw activity during the quarter.

Call volume in Q1 2026 was 97 versus 100 in Q4 2025, indicating relatively stable demand for bylaw services. The distribution of call types also remained consistent with Q4 2025, with parking- and animal related concerns continuing to be the primary drivers of activity. The team is developing messaging to be shared via various Village communications channels based on learnings from the past year of contact in the community, this messaging will begin in Q2, 2026.

Staff maintained and strengthened relationships with social service providers across the Comox Valley, focusing on collaborative, respectful responses that connect individuals with appropriate supports while addressing bylaw concerns.

<b>Bylaw Monthly Stats 2026</b>				
	Jan	Feb	Mar	Q1 Total
Encampments	0	0	2	2
Other	1	7	7	15
Animal	4	8	5	17
Parking	5	14	10	29
Unsightly	1	1	1	3
Illegal Dumping	1	1	2	4
Business Licensing	0	0	0	0
Tree	0	0	0	0
Referral Planning	2	2	2	6
Curb Garbage	0	0	0	0
Noise	2	1	2	5
Boul. Maintance	0	3	10	13
Signs	0	1	1	2
Fence	0	0	1	1
<b>TOTAL</b>				<b>97</b>

CS = Corporate Services  
 DBS = Development + Bylaw Services  
 EPW = Engineering and Public Works  
 PR = Parks and Recreation  
 PS = Protective Services

Res #	Date	Council Resolution	Assigned To	Status
	2020-11-09	THAT Council direct staff to provide report to Council with recommendations to the Village’s Business Licence Bylaw (No. 896, 2009), Inter-Community Business Licence Bylaw (No. 995, 2013) and/or other policy needs such as vacation rental and/or mobile vending regulations.	DBS CS	Complete
21-221	2021-06-28	THAT Council investigate an agreement with AirBnB to recoup the hotel tax that is currently being collected by the company.	CAO	Complete
21-308	2021-12-13	THAT Council refer the correspondence from the Comox Valley Regional District regarding Communication Antenna Policy to staff and include a request for regular maintenance updates on the towers and a fulsome engagement process.	DBS	In Progress
22-503	2022-08-08	THAT Council refer the proposed Anti-Racial Discrimination and Anti-Racism Policy to staff for review and recommendation.	CS	In Progress
23-103	2023-05-08	THAT Council allow the Comox Strathcona Waste Management Centre an additional one (1) year to connect to Village water beyond the one-year requirement contained in the Municipal Water System Regulation and Fees Bylaw 1023, to allow a review of water servicing requirements; and THAT Council instruct staff to review the newly adopted DCC Bylaw and how it may be applied to the Comox Strathcona Waste Management Centre site, and to bring back a report for discussion at a future date.	EPW	In progress
23-107	2023-05-08	THAT Council direct staff to work with the United Riders of Cumberland on a Project Partnership Agreement for the proposed paved pump track at Village Park and report back to Council with a draft agreement.	PR	In Progress
23-176	2023-07-24	THAT Council endorse the approach to a tree protection bylaw presented in the Tree Protection Bylaw Recommendations Report prepared by Diamond Head Consulting.	DBS	In Progress
23-254	2023-11-27	THAT Council direct staff to initiate work with the City of Courtenay and other regional partners to develop a new sports field allocation policy and centralized booking function for the Comox Valley and to report back with recommendations.	PR	In Progress
24-004	2024-01-08	THAT Council direct staff to consider Perseverance Creek, fish habitat, and environmental flows during the pre-design of the No. 2 Dam project, and report back to Council with more detailed information, whether environmental flows can be achieved, and impacts to the drinking water supply.	EPW	In Progress

24-043	2024-02-26	THAT Council direct staff to work with the Comox Valley Regional District and the Cumberland Community Forest Society to bring the draft Conservation Plan for the Lands at Comox Lake and Perseverance Creek forward for collaborative dialogue with K'ómoks First Nation; and THAT Council direct staff to report back with a revised draft of the Conservation Plan for the Lands at Comox Lake and Perseverance Creek once K'ómoks First Nation has had the opportunity to engage in a meaningful way and the Nation's concerns, if any, have been addressed in the document.	PR	In Progress
24-109	2024-05-13	THAT Council direct that heritage interpretation for the 00 Survey Benchmark be included in the upcoming Village Park master plan, and that the heritage interpretation be referred to the Heritage Committee for input.	DBS PR	In Progress
24-197	2024-07-08	THAT Council refer the correspondence from the Royal Canadian Legion, Branch 28, Request to Waive Fees, to staff to bring a report back to Council on options for financial support.	PR	In Progress
24-224	2024-09-09	THAT Council reallocate \$9,000 from the WildsafeBC Coordinator budget, \$5,000 from the Bylaw Offence Notice System budget, and \$1,100 from the Use of Force recertification budget to create an improved data collection and reporting system for the Bylaw Service.	DBS CS	In Progress Complete
24-249	2024-10-01	THAT Council direct staff to undertake preliminary work to determine the feasibility of the Village becoming a host partner in the BC Hydro Public EV Fast Charging Program.	EPW	In progress
24-259	2024-10-28	THAT Council approve a memorandum of understanding (MOU) agreement, dated October 28, 2024, between M'akola Housing Society and the Village of Cumberland for the Society to be the proponent for the affordable housing development at 3345 Second Street; and, THAT Council authorize the Mayor and Chief Administrative Officer to execute the MOU; and THAT Council commits the Village to working with M'akola Housing Society on the affordable housing development at 3345 Second Street, including establishing a long term mortgageable interest for the Society to lever funding and financing, and support for funding applications	CS	In progress
24-285	2024-11-12	THAT Council direct staff to bring back an analysis of frontage taxes charge for linear asset renewal after asset management plan completion.	CS	In progress
24-285	2024-11-12	THAT Council direct staff to bring forward a review of the 2025 water system and wastewater capital debt parcel taxes on the basis of user consumption rates for 2026 financial planning.	CS	In progress
24-285	2024-11-12	THAT Council direct staff to: Report back at the 2026 budget workshop on sponsorship opportunities for 2026 Village Park playground resurfacing	PR	In progress
24-285	2024-11-12	THAT Council direct staff to: Explore grant funding for the 2029 Allen Lake Main Dam localized stabilization project	EPW	In progress
24-285	2024-11-12	THAT Council direct staff to: Explore grant funding for the 2026 Perseverance Creek Channel definition project	EPW	In progress
24-285	2024-11-12	THAT Council direct staff to: Explore whether to prioritize the IT initiative - ThreatAware deployment and education	CS	In progress
24-285	2024-11-12	THAT Council direct staff to: Provide a report on inventory and needs planning for wildfire pumps and equipment	PS	In progress

24-285	2024-11-12	THAT Council direct staff to: Provide a report on the scope of work and budget of the EOC room completion for ceiling and AC.	PS	In progress
24-304	2024-12-09	THAT Council approve the expenditure of up to \$10,000, to be funded through the Comox Valley Waste Management Host Amenity funds, for a scoping study of the Cumberland Minewater Geoexchange District Energy System project for preparation of a grant application submission; and, THAT Council direct staff to bring forward an amendment to the adopted 2024-2028 Financial Plan Bylaw to reflect this expenditure; and, THAT Council supports submission of a non-binding, pre-application to the Green Municipal Fund – Community Energy Systems grant (GMF).	PR CS	In Progress Complete
25-018	2025-01-27	THAT Council direct staff to submit a full proposal for a funding application for the Perseverance Watershed Initiative through the Disaster Resilience and Innovation Funding (DRIF) program; AND THAT Council supports the project and commits to cost overruns; and, THAT Council approve the expenditure of up to \$13,500, to be funded through Host Amenity Funds reserve, for Perseverance Watershed Initiative and THAT Council direct staff to bring forward an amendment to the adopted 2025-2029 Financial Plan Bylaw to reflect this expenditure.	PR CS	Complete
25-037	2025-02-24	THAT Council support the Village of Cumberland’s application for the 2025 Federal Active Transportation Fund Grant; and, THAT Council approve funding a 40% portion of the Ulverston Ave and Dunsmuir Ave Sidewalk Replacement project and the Maryport Shared Streets project with \$105,000 from Community Works Funds reserve and \$457,520 from Linear Asset Renewal reserve; and, THAT Council approve funding a 40% portion of the Fourth Street and Cumberland Road Complete Streets project and the Comox Lake and Royston Road Multi-Use Path projects with the following funding strategy: ·Review options to use Development Cost Charges reserve funds; ·Seek additional applicable provincial funding; ·Seek applicable funding from ICBC; and ·Use available internal Village funds for remaining balance.	EPW CS	Complete In progress
25-050	2025-03-10	THAT Council approve the issuance of a temporary use permit for a non-medical cannabis retail store for the property described as Lot 12, Block 10, District Lot 21, Nelson District, Plan 522-A (3276 Third Street).	DBS	Complete
25-063	2025-03-24	THAT Council approve the increase to expenditure of up to \$39,000 for increased scope in the Zoning Bylaw Review Project with ·\$14,170 to be funded through Capacity Funding for Local Government Housing Initiatives grant reallocated from the Amenity Cost Charge Bylaw project; and ·\$24,830 to be funded through Community Works Fund reserve. THAT Council approve the reallocation of \$60,000 in funds from Growing Communities Fund to Community Works Fund reserve for the Zoning Bylaw review. THAT Council direct staff to bring forward an amendment to the adopted 2025-2029 Financial Plan Bylaw to reflect the increase in expenditures and funding reallocation for the Zoning Bylaw Review project.	DBS CS	Complete

25-074	2025-04-07	THAT Council approve the Union of BC Municipalities Next Generation 911, 2025 grant application for up to \$85,000, and commit to providing overall grant management, to fund the cost of equipment and installation of a Computer-Aided Dispatch (CAD) system and direct staff to include the annual expenses in the 2026 budget; and, THAT Council direct staff to bring forward an amendment to the adopted 2025-2029 Financial Plan Bylaw to include up to \$85,000 for the Computer-Aided Dispatch (CAD) system if the Union of BC Municipalities Next Generation 911 grant is approved.	PS CS	Complete
COTW	2025-05-26	THAT the Committee identify the preferred Amenity Cost Charge rate option and related project list as recreation centre and daycare; and THAT the Committee direct staff to proceed with joining the regional development finance engagement session; and with conducting a local consultation session with interested parties. THAT the Committee identify the preferred Amenity Cost Charge rate option as the 1% municipal assist factor.	DBS	Complete
25-112	2025-05-26	THAT Council approves the submission of a regional application to the Union of BC Municipalities Community Emergency Preparedness Fund for up to \$200,000 under the Emergency Operations Centres Equipment and Training stream, and up to \$150,000 under the Emergency Support Services Equipment and Training stream to enhance local capacity in both Emergency Support Services and Emergency Operations Centres; and FURTHER THAT the CVRD be designated as the fiscal host, responsible for receiving and managing any resulting grant funding on behalf of the Village of Cumberland.	PS CS	Complete
25-120	2025-06-09	THAT Council defer the request to appear as a delegation regarding the daycare facility at 3376 Egremont Road until such time as the matter has been investigated by SD71 and concluded .	CS	Complete
25-122	2025-06-09	THAT Council authorize the sole sourcing of the remaining design and engineering work for Phase 2 of the Wastewater Upgrade Project to McElhaney Engineering, pursuant to Section 5.9 of the Village of Cumberland Purchasing Management Services Policy. THAT Council approve to increase the budget for the “Wastewater Upgrade Project Phase 1” from \$17,617,400 to \$18,117,400 and to decrease the budget for the “Wastewater Upgrade Project Phase 2” from \$4,360,000 to \$3,860,000 by reallocating \$500,000 from Phase 2 to Phase 1 of the Wastewater Upgrade Project. THAT Council direct staff to bring forward an amendment to the adopted 2025-2029 Financial Plan Bylaw to reflect this expenditure.	EPW CS	Complete
25-156	2025-07-28	THAT Council confirms that the Village of Cumberland has reviewed and formally adopt the commitments with timelines or triggers that have been brought forward within the Stage 3 Liquid Waste Management Plan that is outlined in the July 28, 2025 staff report “Update to Stage 3 LWMP Report for Submission to Ministry of Environment and Parks”.	EPW	Complete
25-157	2025-07-28	THAT Council approve updating the Village of Cumberland Water System Master Plan; THAT Council approve the expenditure of up to \$56,000, to be funded through the Water Financial Stabilization Reserve for updating the Water System Master Plan; and THAT Council direct staff to bring forward an amendment to the adopted 2025-2029 Financial Plan Bylaw to reflect this expenditure.	EPW CS	Complete

25-168	2025-09-02	THAT Council direct staff to consider the request for an Official Village Fungus Proposal and the implications and return with any concerns.	CS	In progress
25-169	2025-09-02	THAT Council endorse the submission of an application for the 2025 UBCM Strategic Priorities Fund for an Integrated Financial Sustainability Plan, in which the Village of Cumberland will provide overall grant management for the project if the application is successful and will support any cost overruns; and, THAT Council authorize the Chief Administrative Officer to enter into any contribution agreements or amending agreements that may be required should the Village be approved for funding under the program.	CS	In progress
25-170	2025-09-02	THAT Council approve a water meter replacement program that replaces the current water meter inventory in a phased, incremental program over the next ten years with replacement of approximately 200 meters per year; and commencing in early 2026 and to manage capital costs while ensuring optimal meter accuracy; and THAT Council approve the Village requesting competitive proposals for supply of its water meter equipment; and THAT Council direct staff to reduce the current expenditure of \$93,000 annually for water meter replacement to \$60,000 per year and bring forward the reallocation of the remaining expenditure of \$33,000 to other water expenditures during the 2026 financial planning process.	EPW	In progress
25-171	2025-09-02	THAT Council direct staff to approve a park use permit and Noise Control Bylaw exemption request for the RideLab event at Village Park in 2026.	PR	Complete
25-172	2025-09-02	THAT Council approve capital project expenditures of up to \$181,000 to be funded by \$60,000 from the general facilities reserve and \$121,000 from the Growing Communities Reserve for renovations to the Recreation Centre and Municipal Office for the purpose of office space expansion; and THAT Council direct staff to bring forward an amendment to the adopted 2025-2029 Financial Plan Bylaw to reflect this expenditure; and, THAT Council approve an additional expenditure of up to \$36,304 for the Recreation Centre Gymnasium Washroom Accessibility Project for a total project budget of \$47,304 to be funded by the Growing Communities Reserve; and THAT Council direct staff to bring forward an amendment to the adopted 2025-2029 Financial Plan Bylaw to reflect this additional expenditure.	PR CS	In Progress Complete
25-178	2025-09-15	THAT Council receive the correspondence from S. Christian regarding a motion to uphold the Tanker Ban; and that the Mayor write a letter to the powers that be supporting the ban on behalf of Council.	CS	In progress
25-181	2025-09-15	THAT Council direct staff to bring forward a Penrith Avenue Road Improvement concept design drawing for the proposed one-way street and further inform the Penrith Avenue block from Fourth Street to Third Street to let them know the block is included in the project.	EPW	Complete
25-183	2025-09-15	THAT Council direct staff to revise the Draft Zoning Bylaw to remove off-street parking and loading requirements for non-residential and non-hotel, hostel, and motel uses in the Village Core; and THAT Council direct staff to revise the Draft Zoning Bylaw to remove cash-in-lieu of parking provisions for residential and hotel, hostel, and motel uses.	DBS	Complete

25-184	2025-09-15	THAT Council amend the Appendix A 'Schedule of Signing Authority' of the Purchasing Management Services Policy number 3.3 as presented; and, THAT Council amend the Purchasing Management Services Policy 3.3 to include provisions for participation in group purchasing programs and corporate supply arrangements, as presented.	CS	Complete
COTW	2025-10-06	THAT the Committee endorse pre-zoning the Bevan Industrial Lands to align with the Village's long-term vision for this area, as established in the Bevan Industrial Lands Concept Plan (2020).	DBS	Complete
25-193	2025-10-06	THAT Council receive and provide two letters of support for Current Environment Ltd funding applications to the Fish and Wildlife Compensation Program for projects within the Puntledge watershed.	CS	In progress
25-195	2025-10-06	THAT Council direct staff to draft a terms of reference for consideration of equity supports and other Council benefits for Council Member Remuneration Review with potential referral to the appropriate committee.	CS	Complete
25-199	2025-10-06	THAT Council direct staff to refer proposed Bylaws 1240 and 1241 to First Nations and agencies for comment, as per the consultation list attached to the September 25, 2025 staff report.	DBS	In progress
25-200	2025-10-06	THAT Council direct staff to include a Drinking Water Protection Zone to the new Zoning Bylaw as part of the Zoning Bylaw Update project currently underway.	DBS	Complete
25-207	2025-10-27	THAT Council write a letter of support for K'ómoks First Nation Treaty.	CS	Complete
25-208	2025-10-27	THAT in response to the September 15 2025 Cumberland Rotary Centennial delegation regarding Rotary Orchard Park improvements, Council direct staff to report back to Council with more information on the proposed scope of works, Village responsibilities, and other information to inform next steps.	PR	Complete
25-209	2025-10-27	THAT Council appoint acting mayors for the time periods below: ·November 2025 to January 2026: Councillor Borecky ·February to April 2026: Councillor Sullivan ·May to July 2026: Councillor Ward ·August to October 2026: Councillor Therrien	CS	Complete
25-214	2025-11-10	THAT the Village of Cumberland continue to work with the Comox Valley Food Policy Council to review and where feasible, implement policy tool recommendations outlined in the report: "Building Capacity for Food Systems within Emergency Planning; An investigation for the Village of Cumberland".	CS	In progress
25-215	2025-11-10	THAT Council approve the BMX track extension and direct staff to enter into an addendum agreement to the existing License Agreement to formalize approval, and authorize the Chief Administrative Officer to execute the amendment.	PR	In progress
25-216	2025-11-10	THAT Council direct staff to review the requests brought forward and respond to the BC Shellfish Growers Association once commissioning of the Wastewater Treatment Facility has completed.	EPW	In progress

25-217	2025-11-10	THAT Council appoint Councillor Ward as trustee and Councillor Borecky as alternate trustee to the Vancouver Island Regional Library Board for 2026.	CS	Complete
25-218	2025-11-10	THAT Council refer the heritage alteration permit (HAP2502) application for the property described as Lot 12, Block 3, District Lot 21, Nelson District, Plan 522 (2687 Penrith Avenue) to the Heritage Committee.	DBS	Complete
25-219	2025-11-10	<p>THAT Council approve the Cumberland Forest Land Strategy Memorandum of Understanding (MOU) between the Village of Cumberland, Cumberland Community Forest Society (CCFS), United Riders of Cumberland (UROC), and Comox Valley Land Trust (CVLT) as attached to this report dated October 29, 2025 and that this new MOU replace the previously approved MOU for the collaborative development of a Cumberland Community Forest Park management direction statement approved on May 12, 2025; and</p> <p>THAT Council approve the expenditure of an additional \$9,000, to be funded from the General Asset Renewal Reserve Parks Improvements for a total contribution of \$51,000 to the project and direct staff to bring forward an amendment to the adopted 2025–2029 Financial Plan Bylaw to reflect this expenditure.</p>	PR CS	Complete
25-220	2025-11-10	<p>THAT Council make a one-time reduction of \$170,000 annually beginning in 2026 to the Emergency and Public Safety Reserve.</p> <p>THAT Council direct staff to re-allocate the planned annual contribution to the Emergency and Public Safety Reserve to the General Financial Stabilization reserve starting in 2026.</p> <p>THAT Council include the Priority Request Projects Currently Not in Financial Plan listed on pages 40 and 41 of the October 14 and 20, 2025 Committee of the Whole meeting agenda in the 2026-2030 Five Year Financial Plan, including utilities, except as otherwise directed.</p> <p>THAT Council move the \$25,000 Box Grader Attachment for Skid Steer from 2027 to 2026.</p> <p>THAT Council add \$25,000, to be funded through the General Financial Stabilization reserve, for scoping the financial system replacement requirements.</p> <p>THAT Council change the budget for the financial system replacement from \$300,000 in 2029 to \$100,000 in 2027 and \$200,000 in 2028.</p> <p>THAT Council move the Unfunded Non-Market Housing Strategy in the amount of \$120,000 in 2028 from the Requests/Projects Removed During Director Review on page 42 of the October 14 and 20, 2025 Committee of the Whole agenda to the 2026-2030 Financial Plan.</p> <p>THAT Council fund the Street Tree Inventory and Maintenance Plan showing as \$10,000 unfunded in 2026 of the Priority Request Projects Currently Not in Financial Plan listed on pages 40 and 41 of the October 14 and 20, 2025 Committee of the Whole meeting agenda from the Growing Communities Fund grant if sufficient, otherwise Host Amenity Fund reserve, in the 2026-2030 Five Year Financial Plan.</p> <p>THAT Council fund the “Council Workshop for laneways, 30KM/h, standard of shared street and separated bike lanes” showing as \$10,000 unfunded in 2026 of the Priority Request Projects Currently Not in Financial Plan listed on pages 40 and 41 of the October 14 and 20, 2025 Committee of the Whole meeting agenda from the Linear Asset Renewal reserve.</p> <p>THAT Council present the proposed 2026-2030 detailed budgets and a proposed 2026-2030 Financial Plan Bylaw to the public at November 17, 2025 Village Hall Financial Plan and Budget Open House.</p>	CS	Complete

25-221	2025-11-10	THAT Council approve the 2026 Council meeting calendar and that Council direct staff to give public notice of the calendar.	CS	Complete
25-224	2025-11-10	That Council amend the Official Community Plan Bylaw No. 1230, 2025 by replacing section 3.0 in its entirety with the following: Vision Statement Cumberland is a thriving, inclusive community shaped by its mountain landscape and sustained by the creativity, care, and resilience of its people. Nestled in the foothills of the Beaufort Range, the Village grows in harmony with the forests, waters, and ecosystems that define its character and support its well-being. Our strength lies in connection—between people, nature, and place. A compact Village form supports a lively, walkable core where local businesses, gathering places, and cultural venues reflect Cumberland’s independent and creative spirit. Shared streets, historic alleys and greenways link homes, schools, parks, and community hubs, making movement part of daily life. Beyond the Village, a world-class trail network winds its way through forested hills, connecting residents and visitors to nature, adventure, reflection, and one another. Creativity and collaboration shape how we live and grow. Cumberland fosters innovation in housing, design, and transportation to ensure that people of all ages, incomes, and backgrounds can find a home and a sense of belonging. Arts, culture and public events animate the community, reflecting the shared belief that vibrant streets and strong social bonds are the foundation of resilience. Cumberland honours its relationships with First Nations, advancing reconciliation through respect, shared learning, and stewardship of the land. As a climate-conscious community, we lead with courage and practicality—reducing emissions, conserving resources, and building infrastructure prepared for a changing climate. Together, we are shaping a connected, resilient Village—one that grows thoughtfully, cherishes its natural surroundings, and celebrates the everyday life that gives Cumberland its heart.	DBS	Complete
25-225	2025-11-10	That Council amend the Official Community Plan Bylaw No. 1230, 2025 in Map A: Land Use Designation by: changing the land use designation of 3550 Cumberland Road, legally described as Lot A, District Lot 126, Comox District Plan VIP77356, PID 026-007-258, from Interchange Lands to Residential Large Lots.	DBS	Complete
25-226	2025-11-10	That Council amend the Official Community Plan Bylaw No. 1230, 2025 in Map A: Land Use Designation by: by amending the land use designation of property on Cumberland Road, legally described as That Part of Lot A, Section 36, Township 10, Comox District, Plan 11052, included in Plan VIP52361, PID 017-412-927, from Interchange Lands to Industry.	DBS	Complete
25-227	2025-11-10	THAT Council amend the Official Community Plan Bylaw No. 1230, 2025 in Map A: Land Use Designation by: amending Map I: Industry Development Permit Area by adding to the Industry development permit area, the property on Cumberland Road, legally described as That Part of Lot A, Section 36, Township 10, Comox District, Plan 11052, included in Plan VIP52361, PID 017-412-927.	DBS	Complete

25-228	2025-11-10	That Council amend the Official Community Plan Bylaw No. 1230, 2025 in Map A: Land Use Designation by amending Map J Form and Character Development Permit Areas by removing from DPA #8 Interchange Lands: 3550 Cumberland Road, legally described as Lot A, District Lot 126, Comox District Plan VIP77356, PID 026-007-258; and the property on Cumberland Road, legally described as That Part of Lot A, Section 36, Township 10, Comox District, Plan 11052, included in Plan VIP52361, PID 017-412-927.	DBS	Complete
25-230	2025-11-10	THAT Council direct staff to schedule a public hearing for Official Community Plan Bylaw No. 1230; and THAT Council confirm that is has considered the Official Community Plan Bylaw 1230 in conjunction with its Financial Plan and Liquid Waste Management Plan.	DBS	Complete
25-232	2025-11-10	That Council amend Zoning Bylaw No. 1238, 2025, in table 6.4(2), the Operator Restrictions row, under the Short-Term Rental Accommodation column, by adding “and the principal resident is present” at the end of the sentence.	DBS	Complete
25-233	2025-11-10	That Council amend Zoning Bylaw No. 1238, 2025, Schedule A by changing the zoning from Service Industry (I-1) to Industrial (I-2) at 4620 Cumberland Rd, legally described as LOT A, SECTION 25, TOWNSHIP 10, COMOX DISTRICT, PLAN 50023.	DBS	Complete
25-240	2025-11-24	THAT Council approve a First Amendment, dated November 10, 2025, to the 2024-27 Community Services Partnership Agreement between the Village of Cumberland and the Cumberland Community Schools Society as attached to this report; and THAT Council authorize the Chief Administrative Officer and Mayor to execute the amendment.	PR	Complete
25-241	2025-11-24	THAT Council indicates its support for the proposed activities outlined in the application for funding of \$2,700,000 from the Strategic Priorities Fund under the Canada Community Building Fund in British Columbia for the No. 2 Dam Replacement Project; and, THAT Council indicates its willingness to provide overall grant management for the funding received through the Strategic Priorities Fund under the Canada Community Building Fund in British Columbia; and, THAT Council indicates its support for any cost overruns associated with the No. 2 Dam Replacement Project beyond the amounts approved under the funding program.	EPW	Complete
25-242	2025-11-24	THAT Council approve the short-term borrowing from the Municipal Finance Authority through the Equipment Financing Program for an amount of \$80,000 for the purchase of a tractor for a five year term that must be repaid in five years.	CS	Complete

25-246	2025-11-24	<p>THAT Council amend Zoning Bylaw No. 1238, 2025 in Part 12 “Industry Zones”, table 12.2(1) “Permitted Uses”, by adding “Wholesale Services” as a secondary use to the I-2 zone by adding “S” to the I-2 column for the “Wholesale Services” row;</p> <p>THAT Council amend Zoning Bylaw No. 1238, 2025 in Schedule A Zoning Map, by changing the zoning of the following lots from “Service Industry I-1” to “Industry I-2”:</p> <ul style="list-style-type: none"> <li>-4634 Cumberland Road legally described as LOT 2 SECTION 25 TOWNSHIP 10 COMOX DISTRICT PLAN 35738; and</li> <li>-4624 Cumberland Road legally described as LOT 3, SECTION 25, TOWNSHIP 10, COMOX DISTRICT, PLAN 35738;and</li> </ul> <p>THAT Council give second reading to Zoning Bylaw No. 1238, 2025 as amended by this motion and the motions to amend the bylaw adopted on November 10, 2025.</p>	DBS CS	Complete
25-253	2025-12-08	<p>THAT Council provide a one time grant to the Comox Valley Farmers Market Association of \$600 in support of 2026 Cumberland market expenses, to be funded through the Host Community Amenity Reserve, and THAT Council direct staff to bring forward an amendment to the adopted 2026 to 2030 Financial Plan Bylaw to reflect this expenditure.</p>	PR	In progress
25-254	2025-12-08	<p>THAT Council direct staff to continue planning the 2026 Roads and Utilities Capital Works Projects to include Penrith Avenue from First Street to Fourth Street redesign as set out in the Penrith Avenue Improvements Project Drawing, November 2025.</p>	EPW	In progress
25-257	2025-12-08	<p>THAT Council approve an up to twelve-week extension to the Cumberland Lake Park Operating Season; and,</p> <p>THAT Council direct staff to draft an amendment agreement to the existing Cumberland Lake Park Operating Agreement with Lake Park Society to formalize approval; and,</p> <p>THAT Council authorize the Mayor and Chief Administrative Officer to execute the amendment.</p>	PR	Complete
26-003	2026-01-12	<p>THAT Council direct staff to provide a letter of support for the DIG FM Radio application to operate a community radio station to the Canadian Radio-television and Telecommunications Commission (CRTC).</p>	CS	Complete
26-004	2026-01-12	<p>THAT Council consent to the adoption of the Comox Valley Regional District Bylaw No. 900 being “Comox Valley Economic Development Service Conversion Bylaw No. 345, 2016, Amendment No. 4” under section 346 of the Local Government Act.</p>	CS	Complete
26-005	2026-01-12	<p>THAT Council direct staff to write a letter of support for the Comox Valley Airport Commission funding application to BC Air Access Program (BCAAP) for the acquisition of battery electric aircraft pushback tractors.</p>	CS	Complete
26-006	2026-01-12	<p>THAT Council promote the Wounded Warriors Run BC 2026 through Village social media.</p>	CS	Complete
26-007	2026-01-12	<p>THAT Council direct staff to proceed with rezoning application OCP-RZ2501 (Lot A- Maple Street) to facilitate a proposed apartment and townhouse development.</p> <p>THAT Council refer the rezoning application OCP-RZ2501 (Lot A- Maple Street) to the Homelessness and Housing Committee as required.</p>	DBS	In progress

26-008	2026-01-12	<p>THAT Council add the following, each documented with a Statement of Significance, to the Community Heritage Register:</p> <ul style="list-style-type: none"> <li>·the Abbey Studio: 2687 Penrith Avenue,</li> <li>·the Cumberland Electrical Light and Co. Hydro Plant Remnants: 49.61140° N, 125.05434° W (Cumberland Community Forest Park),</li> <li>·the Marocchi Building: 3276 Second Street, and</li> <li>·the Tarbell Building: 2705 Dunsmuir Avenue; and</li> </ul> <p>THAT staff submit all the required documentation to the BC Heritage Branch.</p>	DBS	In progress
26-009	2026-01-12	<p>THAT Council refer the Japanese Canadian Legacy Project No. 1 Japanese Town Shelter concepts to the Heritage Committee for feedback; and,</p> <p>THAT Council receive this report for information as an update on the Japanese Canadian Legacy Project, including the scopes for the Nikkei No Haka Japanese Cemetery, No. 1 Japanese Town in Coal Creek Historic Park, and Nikkei Park.</p>	PR	Complete
26-010	2026-01-12	<p>THAT Council refer the heritage alteration permit (HAP2505) application for the property described as Lot E Section 25, Township 10 Comox District Plan VIP65968, Except Part in Plan VIP67631 (Nikkei No Haka Japanese Cemetery) to the Heritage Committee.</p>	DBS	Complete
26-011	2026-01-12	<p>THAT Council submit the resolution Provincial Funding and Development of Inter-Community Active Transportation Corridors as drafted to the Association of Vancouver Island and Coastal Communities convention.</p>	CS	Complete
26-012	2026-01-12	<p>THAT Council support the following regional applications to the Union of BC Municipalities Community Emergency Preparedness Fund to be submitted for the:</p> <ul style="list-style-type: none"> <li>·2025 Emergency Support Services Equipment and Training stream in the amount of up to \$150,000;</li> <li>·2026 Emergency Operations Centre Training and Equipment stream in the amount of up to \$150,000;</li> <li>·2026 Public Notification and Evacuation Planning stream in the amount of up to \$200,000; and</li> <li>·2026 Indigenous Cultural Safety and Humility stream in the amount of up to \$150,000; and,</li> </ul> <p>THAT Council support the primary applicant, the Comox Valley Regional District, to apply for, receive, and manage the grant funding for each successful grant in the Community Emergency Preparedness Fund stream on behalf of K'ómoks First Nation, City of Courtenay, Village of Cumberland, and the Town of Comox.</p>	PS CS	Complete
26-026	2026-01-26	<p>THAT Council receive the correspondence from Inspector Scott Mercer regarding letter of support request for new detachment and direct staff to write a letter of support.</p>	CS	Complete

26-027	2026-01-26	<p>THAT Council approve the award of the 2025 Roads and Utilities Capital Works Tender to Knappett Industries in the amount of \$1,769,929.00 (excluding GST); and THAT Council Authorize the Chief Administration Officer to execute the contract;</p> <p>THAT Council approve an additional funding of \$701,600 for a total expenditure of \$2,088,700 for the 2025 Roads and Utilities Capital Works, to be funded through:</p> <ul style="list-style-type: none"> <li>·\$1,085,500 from Linear Asset Renewal Reserve</li> <li>·\$705,000 from Community Works Fund</li> <li>·\$200,000 from Growing Communities Fund</li> <li>·\$87,400 from DCC – Water</li> <li>·\$10,800 from other revenue; and</li> </ul> <p>THAT Council approve changing the funding for the CRI roof repairs and / or replacement project included in the 2026 budget to have \$200,000 funded from the Facility Asset Renewal Reserve instead of the Growing Communities Fund; and</p> <p>THAT Council direct staff to bring forward an amendment to the adopted 2026-2030 Financial Plan Bylaw to reflect these expenditures and funding reallocations.</p>	EPW CS	Complete
26-028	2026-01-26	THAT Council amend proposed Zoning Bylaw No. 1238, 2025 in Table 9.6(2) "End-of-Trip Facility Requirements," row "Dwelling Units Hostel Hotel Motel", in column Number of Long-Term Bicycle Parking Spaces in the second row from "4-15" to "7-15", to which footnote 1 applies.	DBS	Complete
26-029	2026-01-26	THAT Council amend proposed Zoning Bylaw No. 1238, 2025 in Table 9.6(2) "End-of-Trip Facility Requirements," row "Dwelling Units Hostel Hotel Motel", in column "Number of Long-Term Bicycle Parking Spaces" in the first row from "0-3" to read "0-6".	DBS	Complete
26-030	2026-01-26	THAT Council amend proposed Zoning Bylaw No. 1238, 2025: to amend, to read third and send out to MOTT	DBS	Complete
26-039	2026-02-09	THAT Council direct staff to prioritize buildings for the Heritage Register Additions Project for the benefits of protection for buildings at imminent risk of deterioration, to include buildings with heritage plaques to the list, and to review the addition of the Cumberland Hotel.	DBS	In progress
26-040	2026-02-09	THAT Council direct staff to submit a referral response to the Comox Valley Regional District in support of Bylaw No. 810, being the Comox Valley Regional District Regional Growth Strategy Bylaw No. 120, Amendment No. 2, and include that for Objective 3-B, Increase regional job base, that supporting policy 3B-5 encourage the supply of industrial land, and that the Transportation goal reference that active transport encourages the creation of car share network or facility.	DBS	Complete
26-041	2026-02-09	THAT Council approve the Village of Cumberland’s participation in the Positive Ticket Program with the Comox Valley RCMP and other regional governments, including the provision of free drop-in recreation admissions to youth 18 and under.	PR	Complete
26-042	2026-02-09	THAT Council rescind Remembrance Day Flyby Policy 1.11 and approve the Canadian Forces Flyby Policy 1.11 and to have the policy come back to Council for review in one year.	CS	Complete

26-043	2026-02-09	THAT Council direct staff to bring forward amendments to the 2026-2030 Financial Plan to allocate \$5,000 from the General Financial Stabilization Reserve for elected officials require technological supports, and direct staff to propose budget funds in the upcoming 2027-2031 Financial Plan for child and family care expenses directly related to attending meetings and draft a policy for consideration in 2027; and to refer the motion to the Accessibility and Inclusion Committee for feedback.	CS	In progress
26-044	2026-02-09	THAT Council amend the Open Meeting Video Recording Policy in section 2 to read: 2. Open Council meetings and open Committee of the Whole meetings will be recorded and live streamed through a link on cumberland.ca, the Village of Cumberland website, excluding those meetings where the agenda is entirely in closed meeting; and, to delete section 2.1.	CS	Complete
26-046	2026-02-09	THAT Council withdraw the Village of Cumberland AVICC resolution Provincial Funding and Development of Inter-Community Active Transportation Corridors if the Comox Valley Regional District submits a resolution to advocate for active transportation.	CS	Complete
26-048	2026-02-09	THAT Council give first, second and third reading to the “Water Supply Capital Upgrades Parcel Tax Amendment Bylaw No. 1253, 2026”; and, THAT Council appoint Mayor Brown, Councillor Borecky, Councillor Sullivan, Councillor Therrien and Councillor Ward as members of the 2026 Parcel Tax Roll Review Panel; and, THAT Council establish the sitting of the Parcel Tax Roll Review Panel at 2:30 pm on March 23, 2026 at the Cultural Centre located at 2674 Dunsmuir Avenue, and direct staff to publish notice of the sitting of the panel.	CS	Complete
26-054	2026-02-23	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.	CS	Complete
26-055	2026-02-23	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.	PR	In progress
26-056	2026-02-23	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.	DBS	In progress

26-057	2026-02-23	<p>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 &amp; 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</p> <p>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</p> <p>THAT Council exempt proposed Lot 2 the 10% minimum frontage requirement pursuant to Local Government Act Section 512, to allow a frontage of 1%.</p>	DBS	In progress
26-058	2026-02-23	<p>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:</p> <ul style="list-style-type: none"> <li>·Dunsmuir Avenue between Third Street and First Street from 6:30 a.m. to 11:30 a.m.;</li> <li>·Dunsmuir Avenue between First Street and Egremont Road from 9:00 a.m. to 10:45 a.m.; and</li> <li>·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,</li> </ul> <p>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,</p> <p>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:</p> <ul style="list-style-type: none"> <li>·Saturday, May 23 from 9:30 a.m. to 10:00 a.m. on Dunsmuir Avenue and at Village Park;</li> <li>·Monday, May 25 from 9:30 a.m. to 10:00 a.m. at Village Park;</li> <li>·Friday, May 22 from 10:00 p.m. to 11:00 p.m. at Village Park;</li> <li>·Sunday, May 24 from 8:00 p.m. to 10:00 p.m. at Village Park; and</li> <li>·Monday, May 25 from 8:00 p.m. to 9:00 p.m. at Village Park.</li> </ul>	PR	In progress
26-060	2026-02-23	<p>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</p> <p>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.</p>	PR CS	In progress
26-067	2026-03-09	<p>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.</p>	CS	In progress
26-068	2026-03-09	<p>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.</p>	DBS	In progress

26-069	2026-03-09	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.	CS DBS	In progress
26-071	2026-03-09	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.	CS DBS	In progress
26-072	2026-03-09	THAT Council rescind Policy 1.8 Homelessness and Affordable Housing Select Committee, Terms of Reference and thereby dissolve the Homelessness and Affordable Housing Committee.		In progress
26-073	2026-03-09	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.	PR  CS	In progress
26-074	2026-03-09	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.	DBS CS	In progress
26-075	2026-03-09	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.	DBS	In progress
26-076	2026-03-09	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.	CS	Complete
26-COTW	2026-03-16	THAT the Committee direct staff to bring back a report on the establishment and implementation of a 30 km/h speed zone in the Village of Cumberland core residential and commercial area from Cumberland Road at Hope Road, Royston Road near Maple Creek, Bevan Road at Wellington, Lake Road just west of Chinatown at Coal Creek Historic Park.	EPW	In progress
26-084	2026-03-23	THAT Council write a letter of support the Comox Valley Regional District application to the Province of BC to establish a designated accommodation area of the Comox Valley Regional Electoral Areas A (excluding Denman and Hornby Islands), B and C, City of Courtenay, Town of Comox, and Village of Cumberland.	CS	In progress



April 14, 2026

Michelle Mason  
Village of Cumberland  
2673 Dunsmuir Avenue  
Cumberland, BC, V0R 1S0

Inspector Scott Mercer  
Comox Valley Detachment Commander  
Royal Canadian Mounted Police  
800 Ryan Road, Courtenay BC

Greetings Michelle

**Re: Comox Valley RCMP Annual Policing Priorities**

In anticipation of developing this years' policing plan for the Village of Cumberland, I would like to schedule an opportunity for our Senior Staff to meet with Town Council or their delegates to discuss the 2026 to 2027 policing priorities for your Community.

In consultation with Council, these priorities ensure that in addition to responding to calls for service, our Detachment focuses on policing issues that are in line with local concerns.

From experience, these priorities are best discussed in person where we can take the time to engage in a number of conversations that touch on citizen concerns and emerging issues.

Our timeline to establish these priorities should be done in line with of our new Fiscal Year – April 1<sup>st</sup>, 2026.

If we can discuss availability and potential meeting dates it would be greatly appreciated.

You can reach me anytime at my work cell: 236-255-1578 or by email: [scott.mercer@rcmp-grc.gc.ca](mailto:scott.mercer@rcmp-grc.gc.ca)

Respectfully,

Mercer,Scott Douglas  
Michael,000102777  
Digitally signed by Mercer,Scott  
Douglas Michael,000102777  
Date: 2026.04.14 08:24:30 -07'00'

Insp. Scott Mercer  
Officer in Charge – Comox Valley Detachment