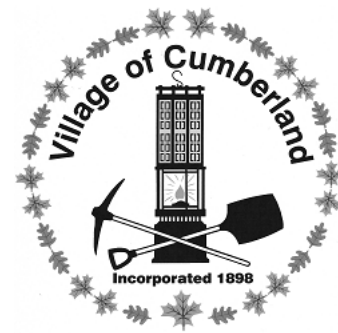


The Corporation of the Village of Cumberland  
Regular Council Meeting Agenda

Monday, May 11, 2026, 5:30 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 Regular Council Meeting, May 11, 2026

**Recommendation:**

THAT Council approve the agenda for the May 11, 2026 Regular Council Meeting.

3. Minutes

3.1 Adoption of Minutes

5

**Recommendation:**

THAT Council adopt the following minutes:

- Committee of the Whole Meeting, April 27, 2026
- Regular Council Meeting, April 27, 2026

4. Delegations

5. Correspondence

5.1 Comox Strathcona Waste Management, Endorsement of 2026 Solid Waste Management Plan

14

**Recommendation:**

THAT Council receive the correspondence from the Regional Solid Waste Advisory Committee regarding endorsement of the Comox Strathcona Waste Management 2026 Solid Waste Management Plan.

5.2 Community Energy Association, Local Government Climate Action Program

16

**Recommendation:**

THAT Council receive the correspondence from the Community Energy Association, seeking your voice on No Renewal of the Local Government Climate Action Program.

- 5.3 Village Input to School District 71 Long Range Facilities Plan Received from K. Snaden, Resident 23
- Recommendation:**  
 THAT Council receive the correspondence from K. Snaden regarding Village Input to School District 71 Long Range Facility Plan.
6. Unfinished Business
7. Reports
- 7.1 Building Bylaw Amendment for Energy Step Code, Zero Carbon Step Code and Housekeeping 25  
 Prepared by Chris Baker, Manager of Permits, Licensing and Bylaws
- Recommendation:**  
 THAT Council endorse Building Amendment Bylaw No. 1254, 2026, for engagement with the local development community; and,
- THAT Council direct staff to seek feedback from the local development community regarding the proposed approaches for implementing the Energy Step Code and Zero Carbon Step Code.
- 7.2 January 30 2026 Perseverance Creek Flood Response and Recovery 82  
 Prepared by Kevin McPhedran, Director of Community Services
- Recommendation:**  
 THAT Council direct staff to proceed with constructing a temporary “ford” trail crossing of a channel of Perseverance Creek in the Cumberland Community Forest Park;
- AND THAT Council approve the expenditure of up to \$6000 to be funded through the General Financial Stabilization Reserve, for constructing a temporary trail “ford” crossing of Perseverance Creek in the Cumberland Community Forest Park and THAT Council direct staff to bring forward an amendment to the adopted 2026-2030 Financial Plan Bylaw to reflect this expenditure.
- THAT Council direct staff to proceed with immediate risk mitigation works for the protection of critical infrastructure as identified by the upcoming Perseverance Creek Risk Assessment subject to securing funding from the Province.
- 7.3 Community Policing Priorities for 2026 RCMP Annual Performance Plan 88  
 Prepared by Rachel Parker, Corporate Officer
- Recommendation:**  
 THAT Council identify Village of Cumberland policing priorities for the 2026-2027 RCMP Annual Performance Plan.

7.4	Disclosure of Contract Prepared by Rachel Parker, Corporate Officer	92
	<b>Recommendation:</b> THAT Council receive the Disclosure of Contract report.	
7.5	Appointment of the Chief Election Officer and Deputy Chief Officer Prepared by Rachel Parker, Corporate Officer	94
	<b>Recommendation:</b> THAT Council appoint Rachel Parker as chief election officer and Andrea Samsom as deputy chief election officer for the 2026 general local election.	
7.6	Temporary Project Manager Support Prepared by Michelle Mason, Chief Administrative Officer	97
	<b>Recommendation:</b> THAT Council approve the expenditure of up to \$145,000 for all costs associated with a temporary one-year Project Manager position to be funded from the General Stabilization Reserve funds and THAT Council direct staff to bring forward an amendment to the adopted 2026-2030 Financial Plan Bylaw to reflect this expenditure.	
7.7	Council Monthly Reports	101
	<b>Recommendation:</b> THAT Council receive the monthly member reports for April 2026.	
<b>8.</b>	<b>Bylaws</b>	
8.1	2026 Tax Rates Bylaw No. 1260	108
	<b>Recommendation:</b> THAT Council adopt the 2026 Property Tax Rates Bylaw No. 1260, 2026.	
8.2	Business Licence Renewal Extension Prepared by Chris Baker, Manager of Permits, Licensing and Bylaw	110
	<b>Recommendation:</b> THAT Council give first, second, and third readings to Business Licensing Amendment Bylaw No. 1262, 2026.	
<b>9.</b>	<b>New Business</b>	
<b>10.</b>	<b>Notices, Motions and Announcements</b> Matters considered here may include notices or motions to hold a meeting of the Committee of the Whole, a Village Hall meeting, a Public Hearing, and noticed of motion introduced by a Council Member. Check <a href="http://cumberland.ca/meetings">cumberland.ca/meetings</a> to confirm meetings.	
	<ul style="list-style-type: none"> <li>• Advisory Planning Commission, May 14, 4 p.m. Firehall Meeting room</li> </ul>	

**11. Question Period**

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

- Please send questions by email to [info@cumberland.ca](mailto:info@cumberland.ca) using subject line "Question Period"; Note: please limit to questions only - comments will not be read.

**12. Closed Portion**

**Recommendation:**

THAT Council close the meeting to the public pursuant to Section 90 (1) of the *Community Charter* to consider:

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

(m) a matter that, under another enactment, is such that the public may be excluded from the meeting;

**13. Adjournment**

**Recommendation:**

THAT Council adjourn the meeting.

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



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

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

Regrets: Councillor Neil Borecky

Staff Present: Michelle Mason, Chief Administrative Officer  
Courtney Simpson, Director of Development and Bylaw Services  
David Dougherty, Director of Engineering & Public Works  
Annie Berard, Director of Corporate Services  
Kevin McPhedran, Director of Community Services  
Rachel Parker, Corporate Officer  
Ryan Parton, Manager of Recreation and Culture  
Chris Baker, Manager of Bylaw, Permits and Licencing  
Mike Williamson, Fire Chief  
Melissa Roeske, Legislative Services Coordinator

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**1. Call to Order**

Mayor Brown called the meeting to order at 2:30 p.m. and recognized the unceded traditional territory of the K'ómoks First Nation and offered gratitude for the care and stewardship of this land since time immemorial.

**2. Agenda**

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

**Moved by:** Therrien

**Seconded by:** Ward

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

**Carried Unanimously**

### **3. Delegations**

#### **3.1 Comox Strathcona Waste Management, Draft Solid Waste Management Plan**

Members discussed the implications of the landfill/transfer-station closures and where waste would be disposed from remote communities. Members discussed concerns about long-haul transport costs and the plan's resilience to rising fuel prices, which may affect tipping fees and contracts. Questions about the potential of diversion improvements, such as pre-screening and separate rates for sorted versus unsorted loads. It was noted there is upcoming work to update a host community agreement and to review risks, including fire risks.

### **4. Reports**

#### **4.1 Cumberland Events Society 2025 Community Services Partnership Agreement Presentation**

The Cumberland Events Society reported a strong year in 2025, updated noting the Society has a working 17-member board. The 2025 event had good event attendance, and 2026 event has seen a 50% increase in sponsorship, with plans to add new offerings, while continued efforts to pursue grants and other revenue, such as stage rentals. The Society also flagged rising event costs and liability pressures, particularly insurance and parade requirements. Final discussion was on operational details like volunteer camping, waste/recycling plans, and the need to promote events earlier and address vendor cancellations.

#### **4.2 Elevate the Arts Society 2025 Community Services Partnership Agreement Presentation**

The Elevate the Arts Society outlined plans to improve the concert series experience, reviewed how balanced budgets are maintained through Market Day proceeds and fundraising. Much of the remaining funds are directed to community initiatives, including school and facility support and a winter solstice event with partners. Council members discussed supports for local businesses during events, such as Halloween, and logistics for large holiday programming.

#### **4.3 Strategic Priorities, First Quarter Report, January to March 2026**

Discussion took place on Q1 strategic priorities progress and key operational items and next steps, including communications hiring, insurance/claims issues for the Council Chamber and Firehall, park and cemetery project timelines, drought-related water restrictions and spray park hours, wildfire prevention/boating readiness, bylaw education-first enforcement approach, and cleaning up the outstanding action items list.

RCMP reported overall calls for service were unchanged from last year, with most calls related to traffic, suspicious activity, and minor property offences; fraud

increased, including online sextortion, while mischief decreased, and staffing vacancies continued to limit capacity.

4.4 Comox Valley RCMP Annual Policing Priorities

RCMP reported that community priorities across the Comox Valley focus on traffic and road safety, crime reduction, police visibility and engagement, youth issues, mental health, and strengthening Indigenous relations, with a goal of consistent service across the region.

Council members discussed key concerns include speeding and off-road vehicle enforcement, youth mischief and prevention, improved police–community relationships and resource needs for seasonal policing, while initiatives like positive ticketing, coffee with cops, and youth outreach aim to build trust and engagement.

5. **Question Period**

None

6. **Closed Portion**

**Ward/Therrien**

THAT Council close the meeting to the public at 4:58 p.m. 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].

**Carried**

Councillor Therrien left the meeting at 4:46 prior at the start of the closed portion.

7. **Adjournment**

The meeting adjourned at 5:21 p.m.

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Mayor

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Certified Correct by Corporate Officer

**The Corporation of the Village of Cumberland**

**Regular Council Meeting Minutes**

**April 27, 2026, 5:30 p.m.  
Cultural Centre  
2674 Dunsmuir Avenue**



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

Regrets: Councillor Neil Borecky

Staff Present: Michelle Mason, Chief Administrative Officer  
David Dougherty, Director of Engineering & Public Works  
Annie Berard, Director of Corporate Services  
Kevin McPhedran, Director of Community Services  
Rachel Parker, Corporate Officer  
Chris Baker, Manager of Bylaw, Permits and Licencing  
Melissa Roeske, Legislative Services Coordinator

**1. Call To Order**

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

**2. Agenda**

2.1 Agenda for Regular Council Meeting, April 27, 2026

Motion 26-099

**Moved by:** Sullivan

**Seconded by:** Ward

THAT Council approve the agenda for the Regular Council Meeting, April 27, 2026.

**Carried Unanimously**

**3. Minutes**

3.1 Adoption of Minutes

Motion 26-100

**Moved by:** Therrien

**Seconded by:** Ward

THAT Council adopt the following minutes:

- Regular Council Meeting, April 13, 2026; and,  
receive the following minutes:
- Heritage Committee, March 19, 2026

**Carried Unanimously**

4. Delegations

4.1 Experience Comox Valley, Municipal and Regional District Tax (MRDT) Application update

Motion 26-101

**Moved by:** Ward

**Seconded by:** Therrien

THAT Council receive the delegation from Experience Comox Valley regarding the Municipal and Regional District Tax (MRDT) Application Update.

**Carried Unanimously**

5. Correspondence

5.1 Experience Comox Valley, Request for support for Regional Municipal and Regional Tax (MRDT) application excluding the Town of Comox

Motion 26-102

**Moved by:** Sullivan

**Seconded by:** Therrien

That Council support the Comox Valley Regional District application to the Province of British Columbia for Municipal and Regional District Tax (MRDT) in the following accommodation areas: Comox Valley Regional District Electoral Area A (excluding Denman and Hornby Islands, Electoral Area B, Electoral Area C (excluding Mount Washington), the City of Courtenay, and Village of Cumberland.

**Carried Unanimously**

- 5.2 Town of Comox, Community Labour Market Partnership, Request Letter of Support

Motion 26-103

**Moved by:** Ward

**Seconded by:** Therrien

THAT Council receive the correspondence from the Town of Comox regarding Community Labour Market Partnership, Letter of Support Request; and direct staff to draft a letter of support.

Opposed (1): Sullivan

**Carried (3 to 1)**

## 6. Unfinished Business

- 6.1 Municipal Protected Areas Program, BC Nature, Canadian Protected and Conserved Areas Database

Motion 26-104

**Moved by:** Therrien

**Seconded by:** Sullivan

THAT Council support the addition of Village of Cumberland parks and protected areas into the Canadian Protected and Conserved Areas Database and direct the Director of Community Services to work with BC Nature to finalize details and related public announcements.

**Carried Unanimously**

## 7. Reports

- 7.1 2025 Audited Financial Statements

Motion 26-105

**Moved by:** Ward

**Seconded by:** Therrien

THAT Council receive Cory Vanderhorst, CPA, CA from MNP to present the auditor's report to Council for the year ended December 31, 2025; and, THAT Council approve the Village of Cumberland Audited Financial Statements for the year ended December 31, 2025.

**Carried Unanimously**

## 7.2 Cumberland Recreation Center Roof Repair Project

Motion 26-106

**Moved by:** Therrien

**Seconded by:** Sullivan

THAT Council authorize staff to proceed with the Cumberland Recreation Centre roof full restoration including the heat trace line installation, for a combined estimated cost of \$235,000 plus applicable taxes, to be funded from the 2026 Facility Asset Renewal Reserve, as approved in the 2026 budget.

**Carried Unanimously**

## 7.3 Solid Waste Collection: Transition from Manual to Automated Waste Collection

Motion 26-107

**Moved by:** Sullivan

**Seconded by:** Therrien

THAT Council give formal written notice to the City of Courtenay that the Village intends to join their existing contract with Emterra Environmental in the automated collection of garbage, recycling, and organics waste spring 2027; and, THAT Council direct Staff to proceed with the communication as early as summer 2026, aligned with the Comox Valley Regional District for the Royston area; and, THAT Council confirm the cart selection option allowing residents to choose their cart size with possible physical examples prior to the transition to the automated waste collection service; and,

THAT Council confirm the option allowing the Village to provide additional cart when requested by residents in some specific instances, to be identified and approved by the Director of Public Works and Engineering; and,

THAT Council direct staff to maintain the current manual collection service with Emterra Environmental until the transition has been implemented; and,

THAT Council authorize staff to subsequently enter into good faith negotiations on automated waste collection with Emterra Environmental; and,

THAT Council direct staff to bring forward an amendment to the "Solid Waste Bylaw No. 1003, 2014" to include automated collection of solid waste; and,

THAT Council approve the additional expenditures to support transition for an amount of \$35,000 to be funded through the General Financial Stabilization Reserve funds earmarked for solid waste and THAT Council direct staff to bring forward an amendment to the adopted 2026-2030 Financial Plan Bylaw to include those expenditures and funding.

**Carried Unanimously**

7.4 Bridge Agreement for Comox Valley Farmers' Market

Motion 26-108

**Moved by:** Therrien

**Seconded by:** Sullivan

THAT Council direct staff to draft develop a Bridge Agreement with the Comox Valley Farmers' Market for 2026/27 that includes: annual funding of \$1100, storage of their equipment trailer on site at Village Square, continued provision of electrical and washroom facilities and the use of the parking spaces adjacent to Village Square; and, to authorize the mayor and Chief Administrative Officer to execute the agreement; and

THAT Council refer this Bridge Agreement to the 2027 strategic planning session to consider a multi year Community Service Partnership agreement.

**Carried Unanimously**

Motion 26-109

**Moved by:** Therrien

**Seconded by:** Sullivan

THAT Council rescind the motion #25-253 from December 8 regular meeting as follows: "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."

**Carried Unanimously**

**8. Bylaws**

8.1 2026 Property Tax Rates Bylaw

Motion 26-110

**Moved by:** Ward

**Seconded by:** Therrien

THAT Council give first, second and third reading to "2026 Property Tax Rates Bylaw No. 1260, 2026".

**Carried Unanimously**

**9. New Business**

None

**10. Notices, Motions and Announcements**

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

- Nothing at this time

**11. Question Period**

None

**12. Closed Portion**

Closed Portion Cancelled no longer required.

**13. Adjournment**

Motion 26-111

**Moved by:** Sullivan

**Seconded by:** Ward

THAT Council adjourn the meeting at 7:20 p.m.

**Carried Unanimously**

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Mayor

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Certified Correct by Corporate Officer

**Office of the Chair**

770 Harmston Avenue, Courtenay, BC V9N 0G8  
Tel: 250-334-6000 Fax: 250-334-4358  
Toll free: 1-800-331-6007  
www.comoxvalleyrd.ca



File: 5360-30

April 29, 2026

**Sent via email only: mmason@cumberland.ca**

Village of Cumberland  
2673 Dunsmuir Ave  
Cumberland, BC V0R 1S0

Dear Mayor and Council:

**Re: Endorsement of the 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.*

*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](#) and if endorsed, provide your support of the Plan by way of council resolution.

Please forward a letter of support to the CSWM no later than June 1, 2026.

*The Comox Strathcona Waste Management service area is located in the Coast Salish, Kwakwaka'wakw, and Nuuchahnulth 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.

We are extending the opportunity to have staff attend your next council 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 is interested, and we will coordinate a date and time for an online or in-person presentation.

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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Mark Baker  
Co-Chair

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Will Cole-Hamilton  
Co-Chair

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**Subject:** RE: Seeking Your Voice on No Renewal of the Local Government Climate Action Program (LGCAP)

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**Sent:** April 24, 2026 10:00 AM

Dear Leaders,

**As you are likely aware, funding for the Local Government Climate Action Program has not been renewed in the BC provincial budget.** We're getting in touch to encourage you to add your voice to a growing number of local elected leaders advocating for renewal of the program.

LGCAP was initially committed as a 3-year program to replace the Climate Action Revenue Incentive Program. However, given the recommendations in the CleanBC Review, the Emergency and Disaster Management Act compliance timeline of 2027, and local government commitments under the Climate Action Charter, it was anticipated that municipal funding for climate action and preparedness would be extended. This is clearly not the case.

As you likely know, the absence of funding for local governments in this budget will have significant implications, making it harder to strengthen resilience against extreme weather events, to reduce operating costs for public facilities, to build dedicated local capacity for climate resilience and to unlock additional funding.

This briefing (attached) provides a brief summary of the regional and provincial impact of LGCAP. We encourage you to consider the local benefits of the program to your community, and consider sending a letter to Ministers, and copy your MLA, to ensure they understand the importance of this funding.

You can find a suggested template letter [here](#).

Please let us know if you'd like to chat about this; we'd be glad to. And we'll be sharing more resources on this topic in the coming days and weeks...

In partnership,

CaroleAnn Leishman, Community Energy Association and Olivia Dymek, Climate Caucus

**CaroleAnn Leishman**, Climate Leaders Program Manager  
Capacity & Leadership Development Service Area

*CEA has established truth and reconciliation principles that guide our contribution to ending the systemic inequities faced by Indigenous communities. I gratefully acknowledge that I live and work in the ancestral territory of the ʔəʔamen (Tla'amin Nation) whose people have inhabited the region for thousands of years living in harmony with the land*

About BCMCLC and CEA

Since 2009, elected officials from every region of BC have connected through BCMCLC for strategic engagement with peers and the Provincial Government. Our work is focused on collective action and cooperation for effective climate leadership. Hosting dialogues with Provincial Ministers and topical network meetings are just a couple ways of doing this.

BCMCLC is facilitated by the Community Energy Association (CEA) with guidance from a steering committee composed of local government and First Nations elected leaders from across BC. CEA accelerates bold action by local governments and Indigenous communities related to climate and energy. CEA grew from a committee established by the Government of BC and the Union of BC Municipalities in the 1990s and was incorporated as a non-profit in 2003. Today, CEA's members and staff live in communities large and small and bring their collective expertise, experiences, commitment to Truth and Reconciliation, and passion to help lower local emissions and build healthy, resilient communities.

▪

# LGCAP is Critical to Communities



The Province of BC's **Local Government Climate Action Program (LGCAP)** stands out as a critical source of funding for communities investing in infrastructure and services to save money and benefit residents. LGCAP enables the capacity and resources necessary for healthier and more resilient communities.

## Five Notable Outcomes

### Regional dynamism is encouraged and equity is enhanced.

At a time when local government capacity is strained, especially in smaller and rural communities, LGCAP puts energy security, disaster resilience, and climate action on the agenda. It rewards communities of all sizes for putting these funds to use creatively to meet local needs.

**\$17 million** invested in Kootenays & Thompson-Okanagan

**\$10.1 million** invested in Northern BC & Cariboo.

**\$20.5 million** invested in South Coast & Vancouver Island.

### Capacity-building leads to smart planning and thorough implementation.

It is crucial that municipalities have dedicated staff responsible for climate, energy and resilience. Climate change is a complex area requiring cross-departmental coordination, technical knowledge, and engagement with diverse stakeholders. The path to net-zero is a multi-decade, multi-generational journey. Climate staff can ensure plans are developed and implemented thoroughly.

**\$13.3 million** invested in staffing to build local capacity, plan projects, and pursue funding streams.

### Unencumbered funds are leveraged for bigger more ambitious impact.

With multi-year, ambitious projects often involving infrastructure, LGCAP has been successful at securing additional funding to get a project over the finish line. LGCAP can be used for matching contributions from other sources, or to fulfill required funding percentages.

**\$154 million** of additional funding has been leveraged with LGCAP.

LGCAP dollars are **nearly doubled** by complementary funding.

### Strengthening resiliency helps communities stand strong against extreme weather.

Local governments are on the front line of climate impacts like extreme heat, wildfires, and flooding. Preparing to protect populations is critical, while successfully implementing low-carbon resilience will make changes sustainable for the long-run. In fact, every dollar spent on preparing for climate impacts saves between \$2 and \$10 in the future, making these especially strong investments.

**\$7.7 million** invested on projects to increase community resilience.

### Energy efficiency and renewables give local governments greater energy security.

Many local governments operate recreation centres, arenas, libraries, and other facilities at the heart of the community. Energy efficiency measures, such as switching to heat pumps, lowers energy requirements. Adding solar panels makes the community's utility costs even lower, ensuring these vital facilities stay viable for communities of all sizes.

**\$17.5 million** invested on energy efficiency upgrades to public buildings (and renewable energy installations from 2024).

*\* Reported spending from 2021–24.*

# LGCAP What We Heard

**Without stable and committed funding from the Province of BC, local governments and Modern Treaty Nations cannot advance projects that build healthier and safer communities.**

*Rising to the Moment* identifies local governments as key partners in CleanBC's progress, and the LGCAP is a key support for these partners. Some local governments appreciate that LGCAP funding is flexible, which affords them the opportunity to pursue more impactful policies and projects.

The report recommends the Province of BC "extend funding for the Local Government Climate Action Program (LGCAP) and continue collaboration" (6.b.i).



**\$120.5 million** disbursed  
**\$154 million** matching funding  
**\$45.4 million** spent in small & mid-sized communities  
**\$31.1 million** spent in large cities

## Local government staff back this up

"LGCAP funding really allowed our City to leverage more grant funding from federal levels. Securing funding from senior levels of government made it possible to obtain council direction for climate planning and implementations."

—Municipal staff from Vancouver Island

"All of our climate action accomplishments have been made possible through LGCAP, including developing climate action plans with emissions reduction targets, implementation of the BC Energy Step Code, EV & e-bike strategy, EV-ready policies for new residential construction... extreme heat response plans, enhancing public access to cooling amenities, FireSmart assessments and incentives... climate risk and vulnerability assessment and corresponding climate adaptation plan."

—Municipal staff from Thompson-Okanagan

"What makes LGCAP funding so important and effective is that it has been predictable, consistent, and largely unencumbered outside of its intended purpose to advance local climate action."

—Municipal staff from Thompson-Okanagan

"The LGCAP has been integral to the implementation of climate action in the regional district. It helps to fund a full time position dedicated to climate action and it also supports grant matching and funding support for projects that otherwise would not be completed."

—Regional District staff from Vancouver Island

# LGCAP Enhancing All Regions

Reported spending 2021–24



## Cariboo & Northern BC

**\$3.8 million for buildings**  
energy upgrades

**\$1.7 million for transportation**  
EV procurement, active transportation

**\$1 million for resilience**

## Thompson-Okanagan & Kootenays

**\$3.4 million for buildings**  
energy upgrades

**\$5.6 million for transportation**  
EV charging, EV procurement,  
active transportation

**\$1.3 million for resilience**

## Metro Vancouver & Fraser Valley

**\$4.6 million for buildings**  
energy upgrades, maximizing incentives

**\$8.7 million for transportation**  
improving public transit, EV charging

**\$3.3 million for resilience**  
nature-based solutions, risk monitoring

## Vancouver Island & South Coast

**\$5 million for buildings**  
energy upgrades

**\$4.5 million for transportation**  
improving public transit, EV charging

**\$2 million for resilience**  
nature-based solutions

EXAMPLES OF LGCAP-FUNDED PROJECTS

**PEACE RIVER RD** Building stand-alone Emergency Operations Centre to respond to extreme weather risks.

**KITIMAT** New compost facility can process up to 1,500 tonnes of food & yard waste, saving landfill and producing valuable agricultural input.

**NORTHERN ROCKIES RD** Heat recovery system redesigned to improve air quality, condition pool, and save energy costs.

**STEWART** Flood control infrastructure planning enabled by grant stacking.

**WILLIAMS LAKE** Upgraded electrical at farmers' market to improve air quality, reducing need for diesel generators.

**CARIBOO RD** Solar and battery backup supply for library and RD office.

**KELOWNA** Paid "cost premium" over propane for two electric Zambonis. They will be featured in 2026 Memorial Cup.

**LUMBY** Solar panels installed on municipal office saving \$2,400 per year.

**CANAL FLATS** Installed cooling so Civic Centre can serve as emergency shelter.

**THOMPSON-NICOLA RD** Solar-powered generators procured to rent out to film crews needing quiet and mobile power.

**SPARWOOD** Wastewater treatment plant upgrades to reduce or eliminate land purchase, chemical, energy and water requirements.

**RD EAST KOOTENAY** Retrofit Assist provides free guidance to homeowners on energy and resilience upgrades.

**ABBOTSFORD** Established feasibility for wastewater treatment plant to generate renewable natural gas. By 2028, it will be generating 35,000 GJ per year.

**FRASER VALLEY RD** Award-winning design for recreation centre's heat recovery system will save \$25,000 per year and remove risk of ammonia leaks.

**COQUITLAM** Procured software to optimize decision-making on EV charger site acquisition and speed up installation.

**BOWEN ISLAND** Firehall outfitted with 37kW solar panels for energy security.

**DELTA** Procured over 30 EV chargers for fleet and public use.

**NEW WESTMINSTER** Identified rental buildings vulnerable to extreme heat, leading to 2026 cool rooms bylaw.

**UCHUCKLESAHT TRIBE** Expansion of 6-plex to 14-plex, with deep energy retrofit and heat pump installation.

**SUNSHINE COAST RD** Heat pumps and heat recovery at aquatic centre will reduce reliance on natural gas.

**VICTORIA** Hired two Climate Adaptation Specialists to deliver resilience projects.

**ZEBALLOS** Flood mitigation planning to protect land housing the local store, docks, ice plant, public parks, and more.

**SAANICH** Tax exemption to encourage energy retrofits in rental properties.

**PEMBERTON** Increased transit service by 1,500 hours.

**KYUQUOT AND CHECLESEHT FN** Restoration of kelp and eelgrass forests, highly effective carbon sinks.

**Keep Our Communities Safe.**  
**Ensure Continued LGCAP Funding for BC Local Governments &**  
**Modern Treaty First Nations**

Premier and Ministers' contacts: [premier@gov.bc.ca](mailto:premier@gov.bc.ca); [fin.minister@gov.bc.ca](mailto:fin.minister@gov.bc.ca);  
[ecs.minister@gov.bc.ca](mailto:ecs.minister@gov.bc.ca); [hma.minister@gov.bc.ca](mailto:hma.minister@gov.bc.ca); [env.minister@gov.bc.ca](mailto:env.minister@gov.bc.ca);  
[emcr.minister@gov.bc.ca](mailto:emcr.minister@gov.bc.ca);

Copy your MLA: BC Provincial MLA email addresses typically follow the format  
Firstname.Lastname.MLA@leg.bc.ca - <https://www.leg.bc.ca/members>

Date

To: Premier David Eby, Minister Brenda Bailey, Minister Adrian Dix, Minister Christine Boyle,  
Minister Tamara Davidson, and Minister Kelly Greene

I/we write to you as [an] elected representative[s] of [location] to highlight the critical importance of the Province of BC's Local Government Climate Action Program (LGCAP). This funding stream is essential to our community's health and safety, and we are deeply concerned that its discontinuation will have serious consequences — both in the short and long term.

While LGCAP funding focuses on climate action, its benefits extend well beyond this, including:

- **Strengthening resilience against extreme weather events** such as wildfires, flooding, and extreme heat — all of which local governments are on the front line of managing.
- **Building dedicated local capacity for climate resilience**, particularly in smaller and rural communities where staffing resources are limited.
- **Enabling FireSmart assessments**, emergency cooling facilities, and flood mitigation planning that directly protect the lives of community members.
- **Supporting nature-based solutions** and risk monitoring to safeguard our communities sustainably over the long term.
- **Reducing operating costs** for essential public facilities — including arenas, libraries, and recreation centres — through energy efficiency upgrades, helping to keep them viable in an era of rising costs.

Research demonstrates that every dollar invested in climate preparedness saves between \$2 and \$10 in future costs. LGCAP is therefore not only an essential programme but a fiscally responsible long-term investment in our communities.

The programme also unlocks significant additional funding: \$154 million has been leveraged to date through federal and other partnerships, with LGCAP dollars nearly doubled by complementary contributions. Ending the programme would eliminate a critical vehicle through which local governments access these broader funds.

-

**Optional:** Specifically in our community, absence of provincial funding to support local climate priority actions will have the following impact [Here, we suggest you include a brief summary of a project or program that could not have occurred without this funding, and which will be impacted and/or discontinued without the funding. You may also wish to note what staff capacity will be impacted by these cuts.]

Without stable, committed provincial funding, local governments and Modern Treaty Nations cannot advance the projects that build healthier and safer communities. The CleanBC *Rising to the Moment* report identifies local governments as key partners in CleanBC's progress, and explicitly recommends that the Province "extend funding for the Local Government Climate Action Program (LGCAP) and continue collaboration" (6.b.i). We urge you to act on this recommendation — and to heed the voices of elected leaders across the province who, like us, are witnessing the growing consequences of climate risk in their communities.

I/we respectfully request a meeting to discuss this matter further and to outline the specific impacts that funding cuts would have on [community name]. We look forward to your response.

Sincerely,

Signature and sign-off

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**Sent:** April 16, 2026 1:31 PM  
**Subject:** Village input to SD71 LRFP - future secondary school site in Cumberland

Mayor and Council, CAO, and Planning Staff,

Comox Valley Schools has launched its Long Range Facilities Plan (LRFP), which will guide school planning across the district over the next decade.

<https://www.comoxvalleyschools.ca/lrfp/>

**~~I am writing to encourage the Village to provide a formal response supporting the identification and protection of a future secondary school site in Cumberland.~~**

The recently adopted Official Community Plan (OCP) anticipates continued population growth and sets a clear direction for a compact, walkable community where daily needs are accessible close to home.

It also recognizes the need to plan infrastructure and services over a 20-year horizon to support that growth.

At the regional level, the Comox Valley Regional Growth Strategy (RGS) establishes a coordinated framework for managing growth, infrastructure, and services across municipal boundaries. It emphasizes aligning long-term planning decisions with where growth is occurring and supporting complete, connected communities.

The LRFP is the School District's tool for planning educational infrastructure within that same long-term context.

Taken together, these three frameworks are intended to align:

- the OCP identifies where and how Cumberland will grow
- the RGS coordinates growth and services across the region
- the LRFP plans school capacity to support that growth

A future secondary school site in Cumberland fits directly within this alignment.

This is not about building a high school today. It is about ensuring that, as Cumberland and surrounding areas grow over the coming decades, the option for local secondary education is not lost due to a lack of available land. Once centrally located land is developed, it becomes extremely difficult to secure an appropriate site later.

We are already seeing how quickly potential sites are absorbed through development. Without early identification and protection, future options may be limited to peripheral locations that are not walkable or well integrated into the village.

All existing secondary schools—G.P. Vanier, Mark Isfeld, and Highland—are located north of the Puntledge River and Comox Bay. While this works today, continued growth south of the river reinforces the importance of considering long-term capacity and location options on this side of the valley.

If a school is ever required, it should be:

- centrally located within the village
- walkable and connected to the active transportation network
- integrated into the community as a shared civic space

In the longer term, there may also be opportunities to coordinate school planning with other civic facilities. As the Village considers future recreation needs, including the eventual replacement of aging facilities, planning for shared or adjacent uses could support a more integrated community hub. Ensuring that sufficient land is available today preserves flexibility for these types of coordinated approaches in the future.

This approach is consistent with the OCP's vision of a connected, complete community.

In many growing communities, land for future schools is identified during neighbourhood planning long before a school is needed. The facility may come 10, 20, or 30 years later depending on enrolment, but the land is protected early so the option remains available. Cumberland is now at a similar point in its growth trajectory.

The LRFP process is the appropriate time for the Village to reinforce this position with School District 71 and regional partners.

I respectfully encourage Council to take a clear position by:

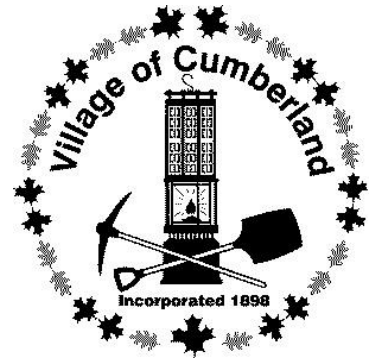
- Submit a formal response to the LRFP supporting future secondary capacity on our side of the Comox Valley
- Work with SD71 to identify and protect a potential school site within Cumberland
- Continue advancing tools such as a school site acquisition approach tied to growth

This is a long-term planning decision that will shape the village for decades. Taking a position now ensures future Councils and residents retain options rather than facing constraints.

Thank you for your time and consideration.

Kevin Snaden  
Cumberland, BC

# COUNCIL REPORT



REPORT DATE: April 28, 2026  
MEETING DATE: May 11, 2026

File No. 3760-01

TO: Mayor and Councillors  
FROM: Chris Baker, Manager of Permits Licensing and Bylaw  
SUBJECT: Building Bylaw Amendment for Energy Step Code, Zero Carbon Step Code and Housekeeping

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## RECOMMENDATION

THAT Council endorse Building Amendment Bylaw No. 1254, 2026, for engagement with the local development community; and

THAT Council direct staff to seek feedback from the local development community regarding the proposed approaches for implementing the Energy Step Code and Zero Carbon Step Code.

## PURPOSE

The purpose of this report is to present Council with a draft Building Bylaw amendment (Building Amendment Bylaw No. 1254, 2026)(Attachment 1) and information on planned engagement with the local development community.

The draft amendments include adoption of the Energy Step Code in alignment with the BC Building Code (BCBC), and adoption of the Zero Carbon Step Code (ZCSC) with a timeline for accelerated implementation starting with Strong Carbon Performance (EL-3) on January 1, 2027, and Zero Carbon Performance (EL-4) on January 1, 2028 in alignment with the City of Courtenay. The amendment bylaw also includes several minor text amendments intended to improve the overall clarity of the Bylaw.

## PREVIOUS COUNCIL DIRECTION

Date	Resolution
2024-06-24	THAT Council approve the Climate Action Plan.

## BACKGROUND

Buildings account for approximately one third of Cumberland’s community emission (2021 data). Reducing emissions from buildings are one of six focus areas of the Village’s Climate Action Plan (2024): Goal B3 is to – *implement policy to require all new homes and buildings to be net-zero ready and zero carbon*. Both the Zero Carbon Step Code (ZCSC) and the Energy Step Code are requirements of the BC Building Code, with the requirement for the ZCSC currently to “measure

only” and the Energy Step Code requires Step 3 for Part 9 (simple) buildings and Step 2 for Part 3 (complex) buildings. The requirement for higher steps of both codes will be advanced by the province in the coming years, and local governments have the option to accelerate the requirement for higher steps in their communities. This report describes the approach taken by the other local governments in the Comox Valley and recommends Cumberland align with the region.

**Energy Step Code**

In 2017, the Province introduced the Energy Step Code to establish minimum performance requirements for the energy efficiency of new construction, grouped into increasingly stringent “steps”. The Energy Step Code does not require builders to follow prescribed combinations of materials and wall assemblies. Rather, it sets requirements for equipment/systems (i.e., annual maximum total energy use) and building envelopes (i.e., annual maximum thermal energy demand) and leaves it up to the builder to work with a certified energy advisor to figure out the most cost-effective way to achieve compliance for their unique proposal. To comply with the Energy Step Code, a builder must use energy modelling prior to construction to demonstrate how a building’s design will meet the minimum energy efficiency requirements in accordance with a particular Step. Once constructed, the building will undergo on-site airtightness testing to ensure that its equipment, systems, and building envelope are operating as efficiently as designed.

In May of 2023, the Province began requiring that new buildings be built 20% more energy efficient than the standard requirements of the BCBC; Step 3 for simple buildings and Step 2 for complex buildings. The minimum Steps required for new construction will continue to increase until 2032, at which point all new buildings will be required to meet the requirements of the upper Steps (see Figure 1). In the meantime, local governments can choose to incentivize or require builders to achieve a higher Step for new construction in their communities.

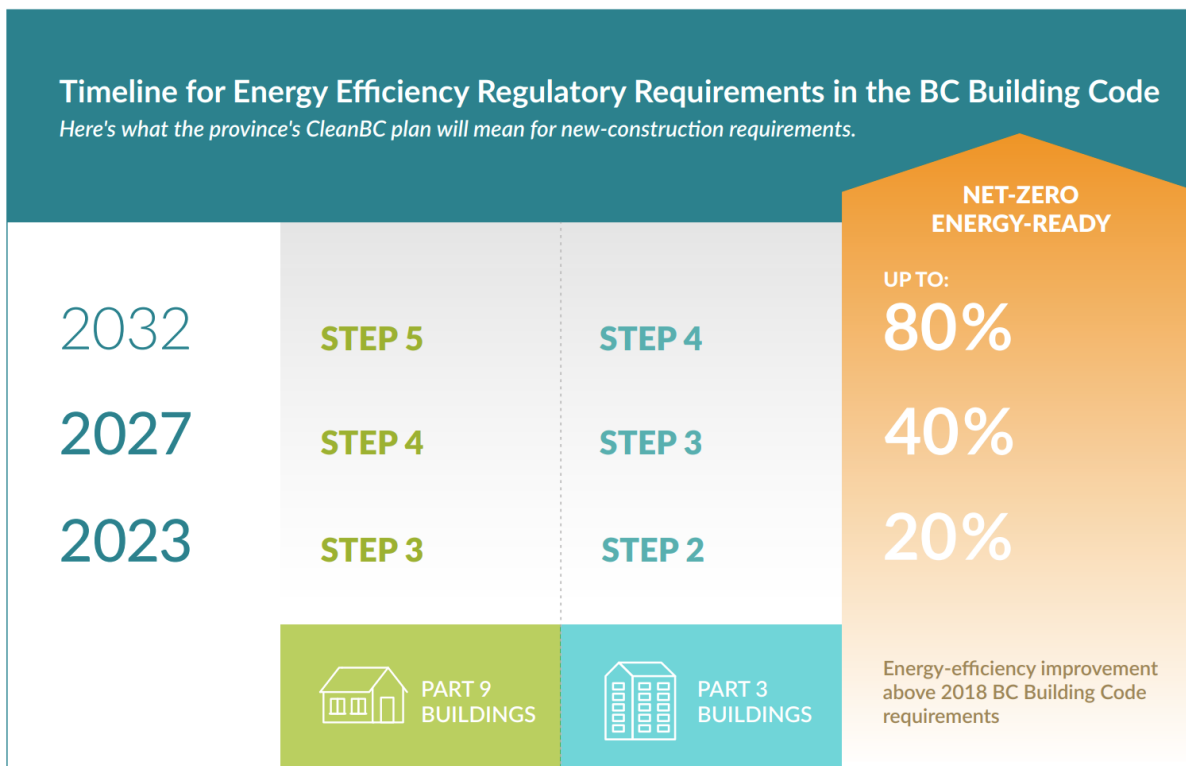


Figure 1. Timeline for Energy Efficiency Requirements in the BC Building Code

## Zero Carbon Step Code

On May 1, 2023, the Province also introduced the Zero Carbon Step Code (ZCSC) into the BC Building Code for the purpose of regulating the greenhouse gas emissions (GHGs) of new buildings (also referred to as 'building emissions'). The ZCSC aims to decarbonize building operations via the design and installation of electric space and hot water heating systems (and cooking equipment in some cases), rather than focusing on construction methods or materials.

Like the Energy Step Code, the ZCSC uses a series of “steps” to establish minimum carbon performance requirements for new construction. Each minimum performance Step represents the maximum threshold of allowable greenhouse gas emissions associated with a building’s systems on an annual basis. To determine whether a building complies with the Zero Carbon Step Code, a certified energy advisor must first review the design of the building’s heating and cooling systems to determine whether the systems are anticipated to achieve the desired carbon performance level of a particular Step. The energy advisor must then inspect the building’s heating and cooling systems once constructed to confirm whether they are performing as designed.

The Province has announced that it will implement the Steps progressively over the next few years, eventually requiring that all new construction comply with the highest Step (EL-4) by 2030 (see Figure 2):

- *EL-1: Measure Only* (in effect as of March 10, 2025) – measures the building’s GHG emissions and is intended to build knowledge and understanding without requiring emissions reductions
- *EL-2: Moderate Carbon Performance* – in most cases, requires electrification of *either* space heating or domestic hot water systems)
- *EL-3: Strong Carbon Performance* – in most cases, requires electrification of *both* space heating and domestic hot water systems
- *EL-4: Zero Carbon Performance* – in most cases, requires full electrification of the building, meaning the operation of the building is as close to zero GHG emissions as possible

Compliance with the Zero Carbon Step Code beyond EL-1 is currently optional, though local governments can choose to require new development to achieve the upper ZCSC levels before the Province requires it.

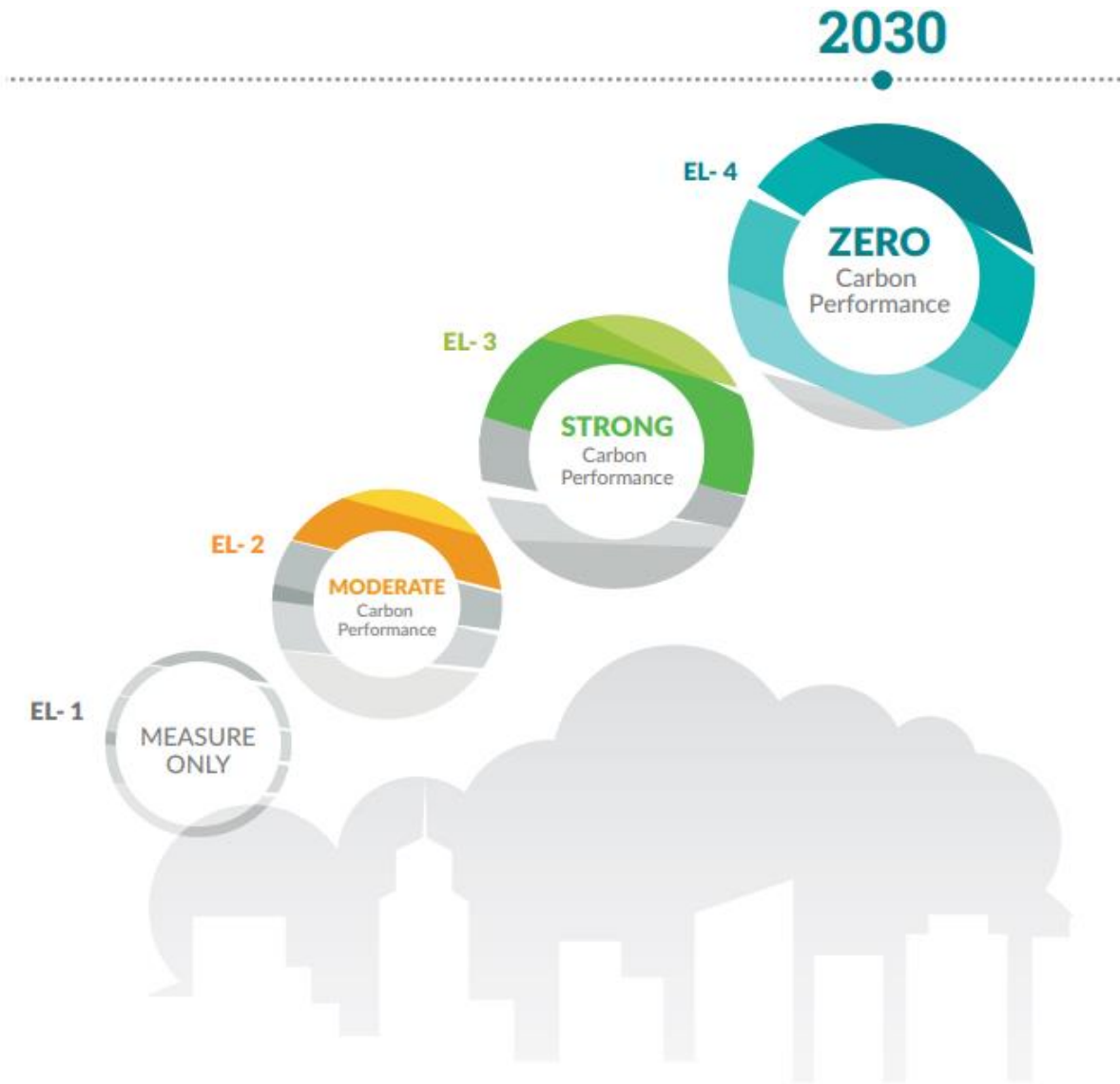


Figure 2. Zero Carbon Step Code Levels

## DISCUSSION

### Energy Efficiency and Conservation

The amending bylaw proposes to add a new 'Energy Efficiency and Conservation' section to the Building Bylaw for the purpose of adopting both the Energy Step Code and Zero Carbon Step Code. The new section also includes provisions related to solid fuel burning appliances which are intended to replace those found in the Village's existing *Solid Fuel Burning Appliance Bylaw*.

### Energy Step Code

The Comox Valley Regional District (CVRD), City of Courtenay, and Town of Comox have aligned their building bylaws with the BCBC with respect to the Energy Step Code (see Tables 1 and 2). The Village also began requiring compliance with the Energy Step Code when it was included in the BCBC in May 2023.

The CVRD and the Town of Comox adopted Steps 2 and 3 of the Energy Step Code (for Part 9 and Part 3 buildings, respectively), meeting the current Provincial requirement. Neither community have accelerated requirement of higher steps ahead of the BCBC.

The City of Courtenay established an accelerated timeline for implementing the higher Steps, requiring Step 3 for Part 3 buildings and Step 4 for Part 9 buildings approximately three years earlier than required by the BCBC. Like the CVRD and the Town of Comox, the highest Steps (Steps 4 and 5 for Part 3 and 9 buildings, respectively) will come into effect only once adopted in the Building Code in 2032.

	Effective Date for Energy Step Code Requirements, Part 9 Buildings, per Local Building Bylaws			
	Step 2	Step 3	Step 4	Step 5
<b>BC Building Code</b> (required adoption years)	-	<b>2023</b>	<b>2027</b>	<b>2032</b>
<b>Comox Valley Regional District</b> <a href="#">Building Bylaw No. 681</a>	-	Per the BCBC (2023)	Per the BCBC (2027)	Per the BCBC (2032)
<b>City of Courtenay</b> <a href="#">Building Bylaw No. 3114</a>	-	-	2023	Per the BCBC (2032)
<b>Town of Comox</b> <a href="#">Building Bylaw No. 1472</a>	2020	Per the BCBC (2023)	Per the BCBC (2027)	Per the BCBC (2032)
<b>Village of Cumberland</b> (proposed via Bylaw No. 1254)	-	Per the BCBC (2023)	Per the BCBC (2027)	Per the BCBC (2032)

Table 1. Energy Step Code Implementation Timelines for Part 9 Buildings Across the Comox Valley

	Effective Date for Energy Step Code Requirements, Part 3 Buildings, per Local Building Bylaws			
	Step 2	Step 3	Step 4	Step 5
<b>BC Building Code</b> (required adoption years)	<b>2023</b>	<b>2027</b>	<b>2032</b>	<b>n/a</b>
<b>Comox Valley Regional District</b> <a href="#">Building Bylaw No. 681</a>	Per the BCBC (2023)	Per the BCBC (2027)	Per the BCBC (2032)	n/a
<b>City of Courtenay</b> <a href="#">Building Bylaw No. 3114</a>	-	2023	Per the BCBC (2032)	n/a
<b>Town of Comox</b> <a href="#">Building Bylaw No. 1472</a>	2020	January 1, 2021;	Per the BCBC (2032)	n/a
<b>Village of Cumberland</b> (proposed via Bylaw No. 1254)	Per the BCBC (2023)	Per the BCBC (2027)	Per the BCBC (2032)	n/a

Table 2. Energy Step Code Implementation Timelines for Part 3 Buildings Across the Comox Valley

It is anticipated that the next Steps of the Energy Step Code will come into effect within the BCBC by early 2027, at which point implementation of the Energy Step Code will be aligned across the Comox Valley. Therefore, to further improve regional alignment with regard to the energy efficiency of new construction, the proposed amendments serve to adopt the Energy Step Code concurrent to the BCBC; as of January 2027, complex buildings (i.e., buildings regulated by Part 3 of the BCBC) will be required to be designed and constructed to meet the minimum performance requirements of Step 2, and simple buildings (i.e., buildings regulated by Part 9 of the BC Building Code) will be required to achieve the minimum performance requirements of Step 3. The amendments also stipulate that the above minimum performance requirements will only be in effect until the BCBC adopts the higher Step(s), at which point the most stringent Step required by the BCBC shall also apply to new construction in Cumberland.

Zero Carbon Step Code

Unlike the Energy Step Code, the Province has not indicated whether EL-2 or EL-3 will be adopted within the BCBC prior to adopting EL-4 in 2030. Despite this, both the CVRD and the City of Courtenay have amended their building bylaws to adopt minimum carbon performance standards for new construction in advance of ZCSC adoption within the BCBC (see Table 3). However, the approaches taken by each jurisdiction differ slightly:

- the City of Courtenay has opted for an accelerated timeline wherein all new construction will be required to achieve Zero Carbon Performance (EL-4) as of January 2028 – roughly two years ahead of the anticipated timeline for BCBC adoption of the ZCSC
- the CVRD has not accelerated adoption of the ZCSC, choosing to follow the BCBC timeline

Although the Town of Comox has not amended their building bylaw to reflect the BCBC requirement for the Zero Carbon Step Code EL1, or acceleration higher steps, the Town’s 2022-2026 Strategic Plan (e.g., Complete the Climate Change Risk Assessment and Action Plan, which establishes a goal of encouraging energy-efficient and net-zero construction) suggest an intent to consider the ZCSC in the near future.

	Implementation Timeline for SCSC, per Local Building Bylaws			
	Measuring Only (EL-1)	Moderate Carbon Performance (EL-2)	Strong Carbon Performance (EL-3)	Zero Carbon Performance (EL-4)
<b>BC Building Code</b> (required adoption years; specific dates beyond 2025 are TBD)	<b>March 10, 2025</b>	<b>TBD</b>	<b>TBD</b>	<b>2030</b>
<b>Comox Valley Regional District</b> <a href="#">Building Bylaw No. 681</a>	Per the BCBC	June 1, 2026	January 1, 2027	Per the BCBC (2030)
<b>City of Courtenay</b> <a href="#">Building Bylaw No. 3114</a>	Per the BCBC	-	January 1, 2026	January 1, 2028
<b>Town of Comox</b> <a href="#">Building Bylaw No. 1472</a>	Per the BCBC	n/a		

<b>Village of Cumberland</b> (proposed via Bylaw No. 1254)	Per the BCBC	-	January 1, 2027; to be adopted via proposed Bylaw No. 1254	January 1, 2028 to be adopted via proposed Bylaw No. 1254
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Table 3. Timelines for Zero Carbon Step Code Implementation Across the Comox Valley

Since timelines for early Zero Carbon Step Code adoption are not consistent between the CVRD and the City of Courtenay, the Village cannot simply align with the rest of the region. As the anticipated type of development in Cumberland is more akin to Courtenay than in Electoral Areas A-C of the CVRD, the recommendation is to align with the City of Courtenay; the new ‘Energy Efficiency and Conservation’ section establishes that, effective January 1, 2027, all new Part 3 and Part 9 buildings must be designed and constructed to meet the minimum performance requirements specified for Strong Carbon Performance (EL-3), and Zero Carbon Performance (EL-4) standards are proposed to come into effect on January 1, 2028. This approach will also achieve Goal B3 of the Village’s Climate Action Plan.

**Solid Fuel Burning Appliances (SFBAs)**

Additional provisions captured within the proposed ‘Energy Efficiency and Conservation’ section serve to consolidate and clarify existing regulations applicable to solid fuel burning appliances in Cumberland. This includes the existing Village-wide prohibition against new solid fuel burning appliances, as well as new provisions clarifying how existing SFBAs may be lawfully maintained and/or replaced in the future. Should the proposed amendments be adopted by Council, the Village’s *Solid Fuel Burning Appliance Bylaw* can be subsequently repealed.

**Fees**

Additional amendments being proposed include revisions to the ‘Fees’ section of the Bylaw. Such changes primarily consist of minor text amendments that simplify procedures related to the collection and administration of application fees, permit fees, and security deposits, including moving the existing fee table to the Village’s *Fees Bylaw*. Inclusion of building permit fees within the *Fees Bylaw* aligns with the approach taken by the Village for other kinds of fees (e.g., business licensing, development applications, etc.). Consolidating fees within a single bylaw helps to ensure that applicable permit fees are regularly reviewed and updated to both keep up with inflation and maintain regional fee alignment.

Staff is reviewing these fees to reflect the increases to costs to deliver the service and to align with neighbouring municipalities across the Comox Valley. The permit fee is recommended to increase from 0.6% of the estimated value of construction to 1%. Other fees and deposits are also being reviewed and any recommended changes will be brought to Council for consideration. A draft *Fees Bylaw* amendment will be presented when the Building Bylaw amendment comes back to Council with a recommendation for readings.

**Other Housekeeping Amendments**

The amending bylaw proposes several other housekeeping amendments – all of which are intended to improve the overall clarity of the Bylaw, simplify the permitting process, and better align the Bylaw with other Village bylaws (e.g., the Zoning, Development Procedures, and Official Community Plan Bylaws). Such amendments are incorporated throughout the redlined version of the bylaw (Attachment 3) and are outlined in Attachment 4 for Council’s consideration.

## **PUBLIC NOTIFICATION AND CONSULTATION**

Should Council endorse the proposed amendments, the following public notification and consultation steps are planned:

- Project webpage on Engage Comox Valley
- Email to members of the local development community
- News post to Village webpage and subscribers
- Information in June Currently Cumberland

Community input on the proposed amendments will be accepted until May 29, 2026. A summary of any feedback received from the public will be shared with Council at a subsequent meeting to be considered alongside the proposed amendments.

This approach to engagement acknowledges that the proposed amendments are aligned with what is already required by the City of Courtenay and/or the CVRD and will therefore improve regional consistency for prospective development across the Comox Valley. This approach also minimizes repeat requests for feedback from local developers who were already engaged by the City of Courtenay between February and April 2025, regarding adoption of the Zero Carbon Step Code via survey distributed at a public information meeting. The City's survey was completed by eight individuals only, three of which self-identified as typically doing construction in Cumberland. In general, the [survey findings](#) showed that respondents were aware of the ZCSC, but preferred adoption in alignment with the BCBC rather than accelerated adoption.

## **FINANCIAL IMPLICATIONS**

This project has a \$10,000 budget carried over from 2025 funded from the Local Government Climate Action Program (LGCAP), which is being used for consultant support. An additional amount of \$4500 is required to complete this project and staff recommend this be reallocated from the remaining LGCAP funding earmarked in 2025 and 2026 for the concluded Home Energy Navigator Program. This funding reallocation will be included in the next 2026-2030 Financial Plan bylaw amendment for Council approval. LGCAP are expected to be spent by end of March 2028.

Additional revenue generated as a result of the updated Fee Schedule will be put towards operational costs associated with the permitting approvals process.

## **OPERATIONAL IMPLICATIONS**

The proposed amendments will apply to all new construction, including new civic facilities. Additional consideration of energy efficiency and GHG reductions will need to be incorporated into any future infrastructure and facilities planning.

Development Services staff resources have been required to manage the project, review draft amendments, and develop concurrent amendments to the Village's *Fees Bylaw*. Should the proposed amendments be adopted, staff will need to make minor revisions to the building permit application form, prepare supplementary information to be posted on the website, and update the Village's 'Building in Cumberland' brochure to ensure smooth implementation of the amended Bylaw. Of note, the first proposed change does not take effect until January 1, 2027, allowing for time to make these changes.

## CLIMATE CHANGE IMPLICATIONS

Adoption of the Energy Step Code and Zero Carbon Step Code within the *Building Bylaw* would implement Goal B3 of the Village’s Climate Action Plan (2024) by requiring that all new construction be net-zero ready/zero carbon ahead of 2030. The Climate Action Plan anticipates that Goal B3 will result in moderate emissions reductions at both the community (1,078 tCO<sub>2e</sub>) and corporate (13.9 tCO<sub>2e</sub>) level.

The Province’s [Step Codes Best Practices Guide](#) includes modelled greenhouse gas emission reduction scenarios for both Part 9 (small/simple) and Part 3 (large/complex) buildings, which estimates that construction to the EL-4 minimum performance standard can result in a 90-94% and 88-91% decrease in GHG emissions, respectively (see pg. 16). As such, it is anticipated that the proposed amendments will support overall reductions in energy use and greenhouse gas emissions. In addition, further benefits to the community including reductions to water consumption are also anticipated.

## ALTERNATIVES

1. THAT Council endorse Building Amendment Bylaw No. 1254, 2026, for consideration of readings at a future meeting of Council, as amended:

### *Energy Step Code*

- a. THAT Building Amendment Bylaw No. 1254, 2026, adopt Step \_\_\_ of the Energy Step Code for Part 9 buildings, and Step \_\_\_ of the Energy Step Code for Part 3 buildings ahead of the BCBC.

### *Zero Carbon Step Code*

- b. THAT Building Amendment Bylaw No. 1254, 2026, adopt EL-3 of the Zero Carbon Step Code at a later date (Council to specify effective date for adoption of EL-3); OR
  - c. THAT Building Amendment Bylaw No. 1254, 2026, adopt EL-2 of the Zero Carbon Step Code prior to adoption of EL-3 on (Council to specify effective date for adoption of EL-2).
2. THAT Council do not endorse Building Amendment Bylaw No. 1254, 2026, and direct staff to postpone adoption of the Energy Step Code and Zero Carbon Step Code (Council to specify timeline for postponement).

## STRATEGIC OBJECTIVE

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

## ATTACHMENTS

1. Building Amendment Bylaw No. 1254, 2026 - Energy Step Code, Zero Carbon Step Code, and Housekeeping
2. Building Bylaw No. 949 – Redlined Draft
3. Housekeeping Amendments

**CONCURRENCE**

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

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

Respectfully submitted,

***C. Baker***

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Chris Baker  
Manager of Permits, Licensing and Bylaw

***M. Mason***

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Michelle Mason  
Chief Administrative Officer

THE CORPORATION OF THE VILLAGE OF CUMBERLAND

**BYLAW NO. 1254**

**A Bylaw to amend Building Bylaw No. 949, 2012.**

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

**Citation**

1. This Bylaw shall be cited as “Building Amendment Bylaw No. 1254, 2026”.

**Amendments**

2. Corporation of the Village of Cumberland Building Bylaw No. 949, 2012 is amended as follows:

(a) Amending Part A: Administration

- (i) **Replacing** section 5(a) with “Every person who contravenes any provision of this Bylaw, permits, suffers, or allows a contravention of any provision of this Bylaw, or neglects to satisfy any requirement of this Bylaw commits an offence, and each day that a contravention of this Bylaw occurs shall constitute a separate offence.”

- (ii) **Replacing** section 5(b) with

“Every person who is found to have committed an offence under this Bylaw by a court of competent jurisdiction shall be liable to a minimum fine up to the maximum fine amount authorized by the *Community Charter* or a term of imprisonment not exceeding three months, or both, in addition to the costs of persecution.”

(b) Amending Part B: Definitions

- i) by repealing the following:

For the purpose of this Bylaw, the following definitions apply. The context meaning of terms contained in the Bylaw and not defined herein, are to be determined in accordance with firstly, the British Columbia Building Code 2018 (BCBC), secondly, this Bylaw and thirdly in the ‘Zoning Bylaw No. 1027, 2016,’ as amended from time to time and then in the Canadian Oxford dictionary.

and the following substituted:

1. Except as otherwise defined herein, words and phrases in this Bylaw have the same meanings as in the *Community Charter*, *Local Government Act*, *Building Code*, *Fire Safety Act*, *Interpretation Act*, and *Zoning Bylaw* as the context and circumstances may require.
2. In this bylaw,
  - ii) **Replacing** the definition of “BCBC” with “means the British Columbia Building Code as adopted by the Minister responsible under provincial legislation, as amended, revised, consolidated, or replaced from time to time.”
  - iii) **Replacing** the definition of “Building Official” with “means a person authorized by the Village to administer and enforce this Bylaw and the BCBC.”
  - iv) **Revising** the definition of “Complex Building” by removing the line break after “b) care or” and “c) detention”
  - v) **Replacing** the definition of “Energy Step Code” with “means the BCBC performance based standard for energy efficiency in new construction which involves energy modelling prior to construction and onsite testing after construction to ensure that the building envelope, equipment and systems, and airtightness are consistent with the performance based standards for the applicable step.”
  - vi) **Replacing** the definition of “Owner” with “means the registered owner in fee simple, or an Agent duly authorized by the Owner in writing in the form prescribed by the Village.”
  - vii) **Replacing** the definition of “Registered Professional” with “means a person who is registered as:
    - a) an architect with the Architectural Institute of British Columbia under the *Professional Governance Act*; or
    - b) a professional engineer or professional licensee engineering with the Association of Professional Engineers and Geoscientists of British Columbia under the *Professional Governance Act*.”

- viii) **Revising** the definition of “Standard Building” by replacing “Standard” with “Simple”, and replacing all subsequent instances of “Standard Building” with “Simple Building”.
- ix) **Replacing** the definition of “Structure” with “means anything that is constructed, placed, erected, supported by, or sunk into land or water, but specifically excludes signs, fences up to 2.0 metres in height, and areas of hard surfacing such as concrete, brick or unit pavers, turfstone, asphalt, or similar materials.”
- x) **Replacing** the definition of “Village” with “means the Corporation of the Village of Cumberland.”
- xi) **Striking out** the definition of “Village Engineer”.
- xii) **Striking out** the definition of “Wildland/Urban Interface”.
- xiii) **Adding**, in alphabetical order, the following definitions:

**Agent** means a firm, corporation, or other person representing the Owner, by written designation or contract, and includes a hired tradesperson or Registered Professional who may be granted a Permit for work within the limitations of their licence.

**Energy Advisor** means an individual qualified to carry out any activities contemplated by the Energy Step Code or Zero Carbon Step Code.

**Foundation** means a system or arrangement of foundation units through which the loads from a building are transferred directly to supporting soil or rock and includes any portion of the exterior walls of a building located below the finished grade immediately adjacent to the building.

**Permit** means permission or authorization in writing by the Building Official to perform work regulated by this Bylaw, and, in the case of a final inspection notice, to occupy a building or part of a building.

**Value of Construction** means the amount that is calculated as the greater of:

- a) the declared value of construction that is proposed in the application for a Permit; or
- b) the estimated value of construction that is proposed in the application for a Permit, which estimate is determined using an

independent third-party valuation service to determine the average costs of similar construction such as a method from the “Marshall Swift Valuation Service”, or an appraiser or another independent valuation method approved by the Village.

**Zero Carbon Step Code** means the greenhouse gas (GHG) emission requirements set out in the BCBC.

(c) Amending Part C: General Regulations:

- (i) **Revising** section 2(b)(iii) by striking out “section 23(c)” and replacing it with “Part C section 12(c)”.
- (ii) **Revising** section 2(b)(viii) by striking out “manufactured homes sited in a manufactured home park that has” and replacing it with “mobile homes sited in a manufactured home park that have”.
- (iii) **Revising** section 5 by adding the subheading “5.1 General” after “5. Applications” and before subsection (a).
- (iv) **Revising** section 5.1(a)(i)(2) by striking out “manufactured” and replacing it with “mobile”.
- (v) **Revising** section 5.1(a)(i)(4) by striking out “constructing, extending, altering, or repairing a masonry fireplace” and replacing it with “maintenance, repair, alteration, or replacement of an existing solid fuel burning appliance in accordance with Part C section 8.8 of this Bylaw”.
- (vi) **Repealing** section 5.1(a)(i)(5).
- (vii) **Repealing** section 5.1(a)(v).
- (viii) **Revising** section 5.1(b) by striking out “as determined in accordance with Table 14.2 of this Bylaw”.
- (ix) **Repealing** section 5.1(c).
- (x) **Revising** section 5 by adding the following after section 5.1(b):

## **5.2 Plumbing**

- a) A Permit is not required for plumbing works required to replace or repair a valve, faucet, or fixture, clear a stoppage, or repair a leak, provided no change in piping is required.

(xi) **Striking out** section 6 and replacing it with the following:

#### **6. Permit Application Requirements**

- a) An Owner or Agent must apply for a Permit under this Bylaw by:
  - i) completing the relevant application form as amended or updated from time to time;
  - ii) providing all information required for the application as set out in this Bylaw, and any further information reasonably required by the Building Official to evaluate and assess the application for compliance with this Bylaw, the BCBC, and other relevant enactments; and
  - iii) paying the required permit application fee in accordance with Part C section 13.1 of this Bylaw.
- b) The Building Official is authorized to prescribe the form and content of application forms for the purposes of this Bylaw, and in so doing may prescribe different forms for different types of Permits based on the nature or complexity of the application.

(xii) **Repealing** section 7 and renumbering subsequent sections accordingly.

(xiii) **Adding** the following section in numerical order and renumbering subsequent sections accordingly:

#### **7. Energy Efficiency and Conservation**

##### **General**

- a) In relation to the conservation of energy and the reduction of greenhouse gas emissions, the Village incorporates by reference the Energy Step Code in accordance with Part C section 7(b) through 7(c) and the Zero Carbon Step Code in accordance with Part C section 7(d).

- b) A building regulated by Part 3 of the BCBC must be designed and constructed to meet the minimum performance requirements specified in:
  - i) Step 2 of the Energy Step Code; or
  - ii) for Permit applications received on or after the adoption of Step 3 within the BCBC, Step 3 of the Energy Step Code; or
  - iii) for Permit applications received on or after adoption of Step 4 within the BCBC, Step 4 of the Energy Step Code.
- c) A building regulated by Part 9 of the BCBC must be designed and constructed to meet the minimum performance requirements specified in:
  - i) Step 3 of the Energy Step Code; or
  - ii) for Permit applications received on or after adoption of Step 4 within the BCBC, Step 4 of the Energy Step Code; or
  - iii) for Permit applications received on or after adoption of Step 5 within the BCBC, Step 5 of the Energy Step Code.
- d) A building regulated by Part 3 or Part 9 of the BCBC must be designed and constructed to meet the minimum performance requirements specified in:
  - i) EL-3 of the Zero Carbon Step Code for Permit applications received on or after January 1, 2027; or
  - ii) EL-4 of the Zero Carbon Step Code for Permit applications received on or after January 1, 2028.
- e) The Village will rely solely on field reviews undertaken by the Energy Advisor and the reports submitted pursuant to this Bylaw as assurance that the construction or applicable aspect thereof substantially conforms to the design, and that the construction or applicable aspect thereof substantially complies with the BCBC, this Bylaw, and other applicable enactments respecting energy efficiency.

**Solid Fuel Burning Appliances**

- f) No person shall design or construct a new building nor add to, renovate, or otherwise expand an existing building where the heating system or service water heating system relies in whole or in part on the use of a solid fuel burning appliance.
- g) Despite Part C section 7(f), a solid fuel burning appliance may be installed in a building that existed prior to December 10, 2018, to replace an existing solid fuel burning appliance, provided:
  - i) the solid fuel burning appliance meets the CSA B415.1 standard or the clean burning standards established by the US Environmental Protection Agency;
  - ii) the solid fuel burning appliance is tested, at the time of installation, for compliance with the CSA B415.1 standard or the clean burning standards established by the US Environmental Protection Agency; and
  - iii) a label indicating that the solid fuel burning appliance has been tested and achieves compliance with the CSA B415.1 standard or the clean burning standards established by the US Environmental Protection Agency is permanently affixed to the solid fuel burning appliance.
- h) No person shall remove or alter the permanent label that is required to be displayed on a solid fuel burning appliance pursuant to Part C section 7(g)(iii) of this Bylaw.

(xiv) **Adding** the following section in numerical order and renumbering subsequent sections accordingly:

#### **8. Addressing of Buildings**

- a) Immediately upon issuance of a Permit governing the construction, alteration, or repair of a building, or prior to and during any occupancy of a building, the Owner or occupant must display the civic address assigned to it by the Village of Cumberland:
  - i) on or over the primary entrance to the building, or where the primary entrance of the building is not visible from the adjacent highway, on the property in a location visible from the adjacent highway; and

- ii) until such time as the building is removed from the site or has been demolished.
- b) Despite Part C section 8(a), the Village may renumber or alter the assigned civic address of any building or any lot, including those already in existence or numbered.
- (xv) **Repealing** section 9 and renumbering subsequent sections accordingly.
- (xvi) **Repealing** section 10 and renumbering subsequent sections accordingly.
- (xvii) **Repealing** section 11 and renumbering subsequent sections accordingly.
- (xviii) **Repealing** section 12 and renumbering subsequent sections accordingly.
- (xix) **Repealing** section 13 and renumbering subsequent sections accordingly.
- (xx) **Revising** section 9(c) by striking out “13(a)” and replacing it with “Part C section 9(a)”.
- (xxi) **Repealing** section 10 and replacing it with the following:

## **10. Fees**

### **10.1 Application Fees**

- a) An application made for any Permit must:
  - i) be accompanied by the non-refundable application fee in the amount set out in the Village’s Fees Bylaw; and
  - ii) be credited against the permit fee when the Permit is issued.
- b) The Building Official is authorized to cancel a Permit application and the application fee will be forfeited if 180 days after the application date, the Building Official is unable to issue the Permit due to the incompleteness of the application submissions.
- c) The Building Office is authorized to cancel a Permit if the permit fee has not been paid within 60 days from the date of notification to the Owner of Permit issuance.

### **10.2 Permit Fees**

- a) Before receiving an issued Permit, the Owner must first pay to the Village:
  - i) the permit fee in the amount set out in the Village's Fees Bylaw; and
  - ii) any other fees, charges, levies, or taxes imposed by the Village and payable under an enactment at the time of Permit issuance.
- b) If the owner proposes modification to the design of a completed Permit application that is ready for issue or a Permit that has been issued, the Owner must pay to the Village the permit amendment fee in the amount set out in the Village's Fees Bylaw.
- c) The Building Official is authorized to impose a double permit fee as set out in the Fees Bylaw, to a combined maximum of \$10,000.00, for any Permit application made retro-actively for construction that commenced without a valid and subsisting Permit issued by the Village.

### **10.3 Security Deposit**

- a) Before a Permit is issued, the Owner must first pay to the Village the security deposit in the amount set out in the Village's Fees Bylaw.
- b) The security deposit may be used by the Village as follows:
  - i) to cover the cost borne by the Village to maintain, restore, or replace any public works or public lands which are destroyed, damaged, or otherwise impaired in the carrying out of the work referred to in any Permit held by the Owner;
  - ii) to cover the cost borne by the Village to make the site safe if the Permit holder abandons or fails to complete the work as designated on the Permit;
  - iii) to serve as the security deposit for provisional occupancy when such a final inspection notice makes provision for a security deposit; and

- iv) to serve as a security deposit to effect compliance with any condition under which the Permit was issued.
- c) The security deposit or applicable portion shall be returned to the Owner when:
  - i) the Building Official is satisfied that no further damage to public works or public lands will occur;
  - ii) the inspections required by this Bylaw are complete and acceptable to the Building Official; and
  - iii) the conditions or provisions of a provisional certificate of occupancy are completed to the satisfaction of the Building Official.
- d) Any credit greater than the amount of the security deposit used by the Village for the purposes described in Part C section 13.3(b) will be returned to the Owner unless otherwise so directed by the Owner.
- e) Any amount in excess of the security deposit required by the Village to complete corrective work to public lands, public works, or the site is recoverable by the Village from the Owner or Agent.
- f) Where the proposed work includes excavation or construction on lands within 3.0 metres of works or services owned by the Village, the owner must deliver to the Building Official a signed agreement in a form prescribed by the Village under which the Owner acknowledges and agrees that any damage to municipal works or services arising from the construction associated with the Permit will be repaired by the Owner at their expense and to the satisfaction of the Village.

#### **10.4 Inspection Fees**

- a) The Owner must pay the non-refundable inspection fees in the amount set out in the Village's Fees Bylaw for:
  - i) a second and each subsequent re-inspection where it has been determined by the Building Official that due to non-compliance with the provisions of this Bylaw or due to non-complying work, more than one site visit is required for any required inspection;

- ii) a special inspection during the Village's normal business hours to establish the condition of a building where such inspection requires special arrangements because of time, location, or construction techniques; or
- iii) any inspection required under this Bylaw which cannot be carried out during the Village's normal business hours.

**10.5 Permit Fee Refunds**

- a) No fee or part of a fee paid to the Village will be refunded if construction has started in accordance with the issued permit unless specifically provided for in this Bylaw.
- b) A permit fee may be partially refunded in accordance with the amount(s) set out in the Village’s Fees Bylaw, provided:
  - i) the Owner or Agent has submitted a written request to cancel the Permit and receive a refund;
  - ii) the Building Official has certified that works associated with the Permit have not been started; and
  - iii) the Permit has not expired.
- c) A permit fee is not refundable after the Permit has been extended under Part C section 14(c) of this Bylaw.

(xxii) **Revising** section 11(c) by striking out “section 15(b)” and replacing it with “Part C section 11(b)”, and striking out “as required in Table 14.2”.

(xxiii) **Revising** section 13 by striking out “and Geological”.

(xxiv) **Revising** section 13(a) by striking out “in Table 17.1” and replacing it with “in the Climatic Data Table below:”, and striking out Table 17.1 and replacing it with the following:

<b>Climatic Data Table</b>	
Ground Snow Load (kPa)	
<b>S<sub>s</sub></b>	<b>S<sub>R</sub></b>
<b>2.4</b>	<b>0.4</b>

- (xxv) **Revising** section 13(b) by striking out “and geological”, striking out “in Table 17.1” and replacing it with “in the above Climatic Data Table or the BCBC,”, and striking out “and geological”.
- (xxvi) **Revising** section 14(a)(ii) by striking out “, calculated in accordance with the value prescribed in Table 14.2, has” and replacing it with “have”.
- (xxvii) **Revising** section 14(c)(i) by striking out “section 18(b)” and replacing it with “Part C section 14(b)”.
- (xxviii) **Revising** section 14(c)(ii) by striking out “as prescribed in Table 14.2”.
- (xxix) **Repealing** section 17(c) and replacing it with the following:
- c) Every Owner to whom a Permit is issued must, at all times during construction:
    - i) allow a Building Official to enter any land or building or structure at any reasonable time for the purpose of ascertaining that the terms of this Bylaw are being observed;
    - ii) post a copy of the Permit on the property in a location visible from any adjoining highways; and
    - iii) post the civic address on the property in a location visible from any adjoining highways.
- (xxx) **Revising** section 18(b) by striking out “section 22(a)” and replacing it with “Part C section 18(a)”.
- (xxxi) **Revising** section 18(d) by striking out “24” and replacing it with “48”.
- (xxxii) **Revising** section 18(e) by striking out “section (d)” and replacing it with “Part C section 18(d)”.
- (xxxiii) **Revising** section 18(f) by striking out “section (d)” and replacing it with “Part C section 18(d)”.
- (xxxiv) **Revising** section 20 by adding the following after section 20(b) and renumbering subsequent sections accordingly:

- c) Where the demolition or deconstruction of a building or structure has resulted in an excavation and a Permit is not subsequently issued or a subsisting Permit has expired without the construction of a replacement building or structure having been substantially commenced, the Owner must fill in such excavation to restore the natural grade of the site within 60 days of being served notice by the Village to do so.

(xxxv) **Revising** section 20(e) by adding “driveway,” after “alter a” and before “drainage swale”.

(xxxvi) **Repealing** section 25 and renumbering subsequent sections accordingly.

(xxxvii) **Revising** section 26(b) by adding “in accordance with a valid and subsisting Permit” after “BCBC”.

(xxxviii) **Revising** section 28(c) by adding “Part C” after “contravention of” and before “section 3”.

- 3. “Solid Fuel Burning Appliance Bylaw No. 1092, 2018” is repealed.

### **Severability**

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

<b>READ A FIRST TIME THIS</b>	<b>DAY OF</b>	<b>2026.</b>
<b>READ A SECOND TIME THIS</b>	<b>DAY OF</b>	<b>2026.</b>
<b>READ A THIRD TIME THIS</b>	<b>DAY OF</b>	<b>2026.</b>
<b>ADOPTED THIS</b>	<b>DAY OF</b>	<b>2026.</b>

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Mayor

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Corporate Officer

**CORPORATION OF THE VILLAGE OF CUMBERLAND**

**BYLAW NO. 949**

**A Bylaw to provide for building inspection standards  
and procedures within the Village of Cumberland.**

**WHEREAS** under section 8(3) of the *Community Charter* local governments may by Bylaw regulate, prohibit, and impose requirements in relation to buildings and other structures;

**AND WHEREAS** the Province of British Columbia has adopted a Building Code to govern standards in respect of the construction, alteration, repair and demolition of buildings and structures in municipalities and regional districts in the Province;

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

<b>PART A     ADMINISTRATION</b>
----------------------------------

1.     **Title**

This Bylaw may be cited for all purposes as the ‘Corporation of the Village of Cumberland Building Bylaw No. 949, 2012.’

2.     **Application**

This Bylaw shall be applicable to all land and water within the municipal boundaries of the Corporation of the Village of Cumberland.

3.     **Purpose of Bylaw**

This Bylaw has been enacted for the purpose of regulating construction within the Village in the general public interest. The activities undertaken by or on behalf of the Village pursuant to this Bylaw are for the sole purpose of providing a limited and interim spot-checking function for reason of health, safety and the protection of persons and property. It is not contemplated nor intended, nor does the purpose of this Bylaw extend to:

- a)     the protection of Owners or constructors from economic loss;
- b)     the assumption by the Village or any Building Official of any responsibility for ensuring the compliance by any Owner, his representatives or any employees, constructors or designers retained by him, with the BCBC, the requirements of this Bylaw, or other applicable enactments respecting safety;
- c)     provide any person a warranty of design or workmanship with respect to any building or structure for which a Building Permit or Occupancy Permit is issued under this Bylaw;
- d)     provide a warranty or assurance that construction undertaken pursuant to Building Permits issued by the Village is free from latent, or any defects; and
- e)     provide a warranty to any person that construction is in compliance with the BCBC, this Bylaw or any other enactment with respect to a building or structure for which a permit is issued under this Bylaw.

4. **Severability**

The provisions of this Bylaw are severable and the invalidity of any part of this Bylaw shall not affect the validity of the remainder of this Bylaw.

5. **Penalties and Enforcement**

a) Every person who contravenes any provision of this Bylaw, permits, suffers, or allows a contravention of any provision of this Bylaw, or neglects to satisfy any requirement of this Bylaw commits an offence, and each day that a contravention of this Bylaw occurs shall constitute a separate offence.

b) Every person who is found to have committed an offence under this Bylaw punishable on summary conviction by a court of competent jurisdiction and shall be liable to a minimum fine up to the maximum fine amount authorized by the Community Charter of \$2,000 and not more than \$10,000 or a term of to imprisonment not exceeding threefor not more than six months, or both, in addition to the costs of persecution.

c) Every person who fails to comply with any order or notice issued by a Building Official, or who allows a violation of this Bylaw to continue, contravenes this Bylaw.

6. **Repeal**

a) The 'Village of Cumberland Building Bylaw No. 800, 2006' is hereby repealed upon adoption of this Bylaw.

b) The Village of Cumberland 'Solid Fuel Burning Appliance Bylaw No. 1091, 2018'2018 is hereby repealed upon adoption of this Bylaw.

**PART B DEFINITIONS**

For the purpose of this Bylaw, the following definitions apply. The context meaning of terms contained in this Bylaw and not defined herein, are to be determined in accordance with firstly, the British Columbia Building Code 2018 (BCBC), secondly, this Bylaw and thirdly in the 'Zoning Bylaw No. 1027, 2016,' as amended from time to time and then in the Canadian Oxford dictionary.

*(Bylaw 1112)*

**Agent** means a firm, corporation, or other person representing the Owner, by written designation or contract, and includes a hired tradesperson or Registered Professional who may be granted a Permit for work within the limitations of their licence.

***Alternative Solution*** means an alternative solution authorized under the BCBC.

*(Bylaw 1112)*

***BCBC*** means the British Columbia Building Code ~~2018~~ as adopted by the Minister responsible under provincial legislation, as amended, revised, consolidated, or replaced from time to time pursuant to the Local Government Act, as enacted and amended.

*(Bylaw 1112)*

***BUILDING OFFICIAL*** means a person authorized by the Village to administer and enforce this Bylaw and the BCBC.

**COMPLEX BUILDING**

means all buildings used for major occupancies classified as:

- a) assembly;
- b) care or detention;
- c) high hazard industrial;
- d) exceeding 600metre<sup>2</sup> in gross floor area or three storeys in height used for major occupancies classified as:
  - i) residential;
  - ii) professional and personal services;
  - iii) commercial; and
  - iv) medium and low hazard industrial.

**COORDINATING REGISTERED PROFESSIONAL (CRP)**

means a registered professional retained by the Owner to coordinate all design work and field reviews of the registered professional(s) required for the project.

**DECONSTRUCTION**

in the context of physical construction, means the selective dismantlement of building or structure components, specifically for re-use, recycling, and waste management.

**DEMOLITION**

means the act or process of destroying or removing a building or structure by the most expedient means.

**ENERGY ADVISOR**

means an individual qualified to carry out any of the activities contemplated by the Energy Step Code or Zero Carbon Step Code.

**ENERGY STEP CODE**

means the means the BCBC performance based standard for energy efficiency in new construction which involves energy modelling prior to construction and onsite testing after construction to ensure that the building envelope, equipment and systems, and airtightness are consistent with the performance based standards for the applicable step system of energy performance requirements set out in Division B, Part 10 of the Building Code.

*(Bylaw 1112)*

**EXCAVATION**

For the purposes of this Bylaw, means a space created by the removal of soil, rock, or fill which exceeds 15.0metres<sup>2</sup> (161.5feet<sup>2</sup>) in area or a depth of 0.5metres (1.6feet).

**FLOOD CONSTRUCTION LEVEL**

*See the 'Village of Cumberland Floodplain Management Bylaw No. 962, 2012'*

**FOUNDATION**

means a system or arrangement of foundation units through which the loads from a building are transferred directly to supporting soil or rock and includes any portion of the exterior walls of a building located below the finished grade immediately adjacent to the building.

**GREEN INFRASTRUCTURE**

means engineering design that takes a “design with nature” approach, to both mitigate the potential impacts of existing and future development and growth and to provide valuable services. This includes such methods which:

- a) promote infiltration and groundwater recharge using disconnected roof leaders, grassy swales and rain gardens;

- b) roadside curb cuts that direct road runoff onto grassy sales and rain gardens;
- c) reduce runoff and reduce/avoid the impact of peak flows using permeable pavements, rock pits and other catch basins and detention ponds
- d) conserve water using low flow fixtures and systems for water reclamation and redistribution
- e) utilize alternative energy sources using solar, wind, geothermal, energy; and
- f) consist of green building features;

(Bylaw 1112)

**OWNER**

means ~~a person registered in the land registry records as the registered owner in fee simple, or an Agent duly authorized by the Owner in writing in the form prescribed by the Village of land. For the purposes of this Bylaw, Owner includes an agent authorized in writing to act on his behalf by the registered Owner.~~

**PERMIT**

means permission or authorization in writing by the Building Official to perform work regulated by this Bylaw, and, in the case of a final inspection notice, to occupy a building or part of a building.

**POOL**

means any structure constructed or prefabricated, existing or prospective, which is used primarily for swimming, bathing or wading, having an enclosed water area exceeding 15.0metres<sup>2</sup> or a depth exceeding 0.5metres.

**REGISTERED PROFESSIONAL**

means a person who is registered ~~or licensed to practice as:~~ an:

- a) an architect with the Architectural Institute of British Columbia under the Professional Governance Act; under the Architects Act; or
- b) a professional engineer or professional licensee engineering with the Association of Professional Engineers and Geoscientists of British Columbia under the Professional Governance Act; under the Engineers and Geoscientists Act.

**RETAINING STRUCTURE**

means a structure built to resist the lateral displacement of soil or other materials resulting in a separation of grade.

**SIMPLE STANDARD BUILDING**

means a building of three storeys or less in height, having a gross floor area not exceeding 600metres<sup>2</sup> and used for major occupancies classified as:

- a) residential;
- b) professional and personal services;
- c) commercial; and
- d) medium and low hazard industrial.

**STRUCTURE**

means anything that is constructed, placed, erected, supported by, or sunk into land or water, but specifically excludes signs, fences up to 2.0 metres in height, and areas of hard surfacing such as concrete, brick or unit pavers, turfstone, asphalt, or similar materials~~means a construction used for supporting or sheltering any use (includes~~

~~pools) whether or not fixed to, supported by or sunk into land or on the water but specifically excludes:~~

~~a) — hard and soft landscaping;~~

~~b) — paving;~~

~~c) — signs; and~~

~~d)a) — fences equal to or less than 2.0 metres (6.6 feet) in height.~~

**VALUE OF CONSTRUCTION**

means the amount that is calculated as the greater of:

a) the declared value of construction that is proposed in the application for a Permit; or

a)b) the estimated value of construction that is proposed in the application for a Permit, which estimate is determined using an independent third-party valuation service to determine the average costs of similar construction such as a method from the “Marshall Swift Valuation Service”, or an appraiser or another independent valuation method approved by the Village.

**VILLAGE**

~~means, as the context requires, the Corporation of the Village of Cumberland, or the area within the boundaries of the Village of Cumberland.~~

**VILLAGE ENGINEER**

~~means the person authorized by the Village to perform this duty.~~

**WILDLAND/URBAN INTERFACE**

~~means any area where combustible wildland fuels are found adjacent to homes, farms, and other structures.~~

**ZERO CARBON STEP CODE**

means the greenhouse gas (GHG) emission requirements set out in the BCBC.

<b>PART C GENERAL REGULATIONS</b>
-----------------------------------

**1. Permit Conditions**

- a) A Permit is required whenever activity regulated under this Bylaw is to be undertaken.
- b) It is the full and sole responsibility of the Owner to carry out the activity in respect of which the Permit was issued, in compliance with the BCBC, this Bylaw, and any other applicable enactments respecting safety.
- c) No person shall rely upon any Permit as establishing compliance with this Bylaw or assume or conclude that this Bylaw has been administered or enforced according to its terms. The person to whom the Permit is issued and his representatives are responsible for making such determination.

**2. Scope and Exemptions**

- a) This Bylaw applies to the design, construction, and occupancy of new buildings and structures, and the alteration, reconstruction, demolition, deconstruction,

removal, relocation, occupancy, and change of occupancy of existing buildings and structures.

- b) This Bylaw does not apply to:
- i) building or structures exempted by Part 1 of the BCBC;
  - ii) accessory buildings less than 10.0metres<sup>2</sup> in building area that do not create a hazard;
  - iii) retaining structures less than 1.2metres (3.9feet) in height unless otherwise determined by the Building Inspector to be in accordance with [Part C](#) section [2312\(c\)](#) of this Bylaw;
  - iv) shoreline protection measures employed to protect property from erosion from any body of water, wetland, or watercourse;
  - v) polyethylene film-covered greenhouses used for the production of agricultural and horticultural produce or feeds;
  - vi) low human occupancy farm building or structures located on land classified as 'farm' under the *Assessment Act* on the date on which the application for permit was made;
  - vii) decks without roofs, the floor of which are not more than 0.6metres (2.0feet) above natural grade; and
  - viii) ~~manufactured-mobile~~ homes sited in a manufactured home park that has [yes](#) a valid and subsisting Manufactured Home Park Permit issued by the Village.

### 3. Prohibitions

- a) No person shall commence or continue any construction, alteration, reconstruction, demolition, deconstruction, removal, relocation or change the occupancy of any building or structure unless a valid and subsisting Permit for the work has been issued.
- b) No person shall occupy any building unless a valid and subsisting Occupancy Permit has been issued for the building, or contrary to the terms of any Permit issued or any notice given by a Building Official.
- c) No person shall knowingly submit false or misleading information to a Building Official in relation to any Permit application or construction undertaken pursuant to this Bylaw.
- d) No person shall, unless authorized in writing by a Building Official, tamper with any notice posted on a building or structure pursuant to this Bylaw.
- e) No person shall do any work that is different from the approved design or plans of a building or structure or other works for which a Permit has been issued, unless that change has been accepted in writing by a Building Official.
- f) No person shall obstruct the entry of a Building Official or other authorized official of the Village on property during the administration of this Bylaw.

### 4. Building Officials

**a) Administration**

A Building Official is authorized to:

- i) issue Permits, with or without conditions, deny and revoke Permits as required;
- ii) administer this Bylaw;
- iii) keep records of Permit applications, Permits, notices and orders issued, inspections and tests made, and retain copies of all documents related to the administration of this Bylaw in accordance with acceptance records management practices; and
- iv) establish, if requested to do so, whether the methods or types of construction and types of materials used in the construction of a building or structure for which a permit is sought under this Bylaw substantially conforms to the requirements of the BCBC.

**b) Enforcement**

A Building Official is authorized to:

- i) enter any land or building or structure at any reasonable time for the purpose of ascertaining that the terms of this Bylaw are being observed;
  - ii) where any residence is occupied, the Building Official will provide written notice to the Owner at least 24 hours in advance of entry; and
  - iii) carry identification confirming his status as a Building Official.
- c) A Building Official may order the suspension or correction of any work that contravenes the BCBC or this Bylaw. For the purposes of this section, the Building Official may, but is not obliged to, require any work to be uncovered or removed in order to determine if there is a contravention.
- d) A Building Official may refuse to issue or may revoke a Permit where the results of tests or materials, devices, construction methods, structural assemblies or foundation conditions are, in his opinion, not satisfactory.
- e) A Building Official may issue a Building Permit for a portion of a building or structure before the design, plans and specifications for the entire building or structure have been accepted, provided sufficient information has been provided to demonstrate to the Building Official that the portion authorized to be constructed substantially complies with this and other applicable Bylaws and the Permit Fee applicable to that portion of the building or structure has been paid.

**5. Applications**

**5.1 General**

- a) Unless the activity is exempted under Part C section 2(b) of this Bylaw, before commencing work every person must apply for and obtain from the Village:
- i) a Building Permit for:
    - 1) constructing, extending, altering, or repairing a building or structure;

- 2) installation of a ~~manufactured mobile~~ home, where permitted by bylaw, that is not within a Manufactured Home Park that has a subsisting Manufactured Home Park Permit;
- 3) change of occupancy of a building;
- 4) ~~maintenance, repair, alteration, or replacement of an existing solid fuel burning appliance in accordance with Part C section 8.8 of this Bylaw constructing, extending, altering, or repairing a masonry fireplace;~~
- 5) ~~the installation of a new solid fuel burning appliance;~~
- 6)4) constructing, extending, altering, or repairing any chimney for a fireplace or solid fuel burning appliance;
- 7)5) constructing, extending, altering, or repairing a retaining structure;
- ii) a Plumbing Permit, for constructing, extending, altering, or repairing:
  - 1) a plumbing system,
  - 2) a fire suppression automatic sprinkler system, or
  - 3) an in-ground sprinkler system ;
- iii) a Moving Permit for transporting any building or structure ~~into or within on streets~~ within the Village;
- iv) a Demolition/Deconstruction Permit for demolishing or deconstructing a building or structure;
- v) ~~an Excavation Permit, when an excavation as defined in this Bylaw, is to be carried out that is not part of any Building Permit.~~
- b) Each building or structure to be constructed on a site requires a separate permit and shall be assessed a separate permit fee based on the estimated value of construction of that building or structure ~~as determined in accordance with Table 14.2 of this Bylaw.~~
- c) ~~The Village of Cumberland is identified as a High Seismic Region with spectral acceleration at 0.2 seconds, identified above 0.7. Design Elements are to be in conformance with seismic bracing requirements based on the BCBC.~~

(Bylaw 1112)

## 5.2 Plumbing

- a) A Permit is not required for plumbing works required to replace or repair a valve, faucet, or fixture, clear a stoppage, or repair a leak, provided no change in piping is required.

## 6. **Building Permit Application Requirements for Complex Buildings or Other Structures**

- a) An Owner or Agent must apply for a Permit under this Bylaw by:
- i) completing the relevant application form as amended or updated from time to time;
  - ii) providing all information required for the application as set out in this Bylaw, and any further information reasonably required by the Building Official to evaluate and assess the application for compliance with this Bylaw, the BCBC, and other relevant enactments; and
  - iii) paying the required permit application fee in accordance with Part C section 13.1 of this Bylaw.
- b) The Building Official is authorized to prescribe the form and content of application forms for the purposes of this Bylaw, and in so doing may prescribe different forms for different types of Permits based on the nature or complexity of the application.

~~An application for a Building Permit for a complex building or structure shall be made in the form provided by the Village and signed by the Owner and the Coordinating Registered Professional and will include the following:~~

- ~~i) a copy of the title search for the subject property dated within 10 days of the date of the application. Where the property is owned by a company, a Corporate Search which shows the company's principals must be included. Where a company name is not registered the application must be made in an individual's name;~~
- ~~ii) a site drawing prepared by a BC Land Surveyor of the subject property which shows:
  - ~~1) the bearings and dimensions taken from the registered subdivision plan;~~
  - ~~2) the location and dimensions of all rights-of-way, (statutory and other), easements, and covenant areas;~~
  - ~~3) the location and dimensions of all existing and proposed buildings or structures;~~
  - ~~4) setbacks to the natural boundary of any body of water, wetland, or watercourse where applicable;~~
  - ~~5) the existing and finished flood construction levels where applicable;~~
  - ~~6) the location, dimension, and finished gradients of parking and driveway access; and~~
  - ~~7) location of connections for water, sanitary sewer and stormwater to the property and including inverse elevation of sanitary and storm connections.~~~~

~~The Building Official may waive the requirement for a site drawing as above, in whole or in part, where the Permit is sought for the internal repair or alteration of an existing building or structure and does not affect a change in footprint or height.~~

- ~~iii) if the building or structure is to be serviced an onsite wastewater system approval shall be received from the agency having jurisdiction.~~

- ~~iv) a foundation plan showing all required bearing locations of the building or structure being transferred to the foundation;~~
- ~~v) four sets of the drawings certified by the Coordinating Registered Professional and containing the following information:
  - ~~1) floor plans showing:
    - ~~aa) the dimensions and uses of all areas;~~
    - ~~bb) the dimensions and height of crawl and roof spaces;~~
    - ~~cc) the location, size and swing of doors;~~
    - ~~dd) the location, size and opening of windows; floor, wall, and ceiling finishes;~~
    - ~~ee) plumbing fixtures;~~
    - ~~ff) structural elements; and~~
    - ~~gg) stair dimensions;~~~~
  - ~~2) cross sections through the building illustrating foundations, drainage, ceiling heights, and construction systems;~~
  - ~~3) a plan of final lot grades and drainage management prepared by a registered professional if the grade is changed from the approved or existing grade;~~
  - ~~4) elevations of all sides of the building or structure from natural grade showing finish details, roof slopes, windows, and doors; and~~
  - ~~5) cross-sectional details drawn at an appropriate scale and at sufficient locations to demonstrate that the building and structure substantially conforms to the BCBC;~~~~
- ~~vi) copies of approvals required under any enactment relating to health or safety;~~
- ~~vii) copies of all rights-of-way (statutory or other), easements, and covenants;~~
- ~~viii) a copy of the Safety Measures to be put in place to comply with the BCBC and local Bylaws and requirements; and~~
- ~~ix) letters of assurance as required pursuant to the BCBC prepared by the CRP, or as directed by the Building Official, such registered professionals to prepare the design for and conduct field reviews of the construction of the building or structure.~~
- ~~b) In addition to the requirements of section 6(a), the Building Official may require the following:
  - ~~i) site servicing drawings prepared by an RP, which include detail of off-site services at the property line, in accordance with the Village's frontage works and services requirements;~~
  - ~~ii) additional architectural, structural, electrical, mechanical, plumbing, fire suppression, or geotechnical drawings prepared and sealed by a registered professional; and~~
  - ~~iii) any other information required to establish substantial compliance with the BCBC, this Bylaw, and other regulations and enactments relating to the proposed construction.~~~~

7. **[Building Permit for Standard Buildings and Other Structures**

- a) ~~An application for a Building Permit for a Standard Building or structure shall be made in the form provided by the Village, signed by the Owner and will include the following:~~
  - i) ~~a copy of the title search for the subject property dated within 10 days of the date of the application. Where the property is owned by a company, a Corporate Search which shows the company's principals must be included. Where a company name is not registered the application must be made in an individual's name;~~
  - ii) ~~a site drawing showing:~~
    - 1) ~~the dimensions of the subject property taken from the registered subdivision plan;~~
    - 2) ~~the location and dimensions of all rights-of-way (statutory and other), easements, and covenant areas;~~
    - 4) ~~the location and dimensions of all existing and proposed building or structures on the subject property;~~
    - 5) ~~setbacks to the natural boundary of any body of water, wetland, or watercourse where applicable;~~
    - 6) ~~the finished flood construction levels where applicable;~~
    - 7) ~~the location, dimension and gradients of parking and driveway access;~~
    - 8) ~~location of lines and municipal connections for water, sanitary sewer, and stormwater to the property and including inverse elevation of sanitary and storm connections.~~
- ~~The Building Official may waive the requirement for a site drawing under in whole or in part, where the permit is sought for the internal repair or alteration of an existing building or structure which does not affect a change in footprint or height.~~
- iv) ~~a foundation plan showing all required bearing locations of the building or structure being transferred to the foundation;~~
- v) ~~if the building is not to be serviced by municipal sanitary sewer, approval for an onsite system shall be received from the agency having jurisdiction.~~
- vi) ~~two sets of each of the following plans:~~
  - 1) ~~floor plans showing:~~
    - aa) ~~the dimensions and uses of all areas;~~
    - bb) ~~the dimensions and height of crawl and roof spaces;~~
    - cc) ~~the location, size and swing of doors;~~
    - dd) ~~the location, size and opening of windows; floor, wall, and ceiling finishes;~~
    - ee) ~~plumbing fixtures;~~
    - ff) ~~structural elements; and~~
    - gg) ~~stair dimensions;~~
  - 2) ~~a cross section through the building or structure illustrating foundations, drainage, ceiling heights, and construction systems;~~

- ~~3) a plan of final lot grades and drainage management prepared by a registered professional if the grade is changed from that grade previously approved or existing;~~
- ~~4) elevations from natural grade to the highest point of all sides of the building or structure showing roof slopes, windows, and doors;~~
- ~~5) cross-sectional details drawn at an appropriate scale and at sufficient locations to illustrate that the building or structure substantially conforms to the BCBC;~~
- ~~vii) a plan of final lot grades and drainage management prepared by a registered professional if the grade is changed from that grade previously approved or existing;~~
- ~~ix) a copy of the Safety Measures to be put in place to comply with the BCBC and local Bylaws and requirements;~~
- ~~x) copies of any approvals required under any enactment relating to health or safety; and~~
- ~~xi) the Owner provides evidence pursuant to section 30(1) of the *Home Owner Protection Act* that the proposed residence is to be constructed by an Owner/Builder or is to be constructed by a licensed residential builder as applicable.~~
- ~~b) In addition to the requirements of section 7(a), the Building Official may require the following:~~
  - ~~i) site servicing drawings prepared by a registered professional, which include detail of off-site services at the property line, in accordance with the Village's Development Works and Services requirements as contained in the 'Corporation of Village of Cumberland Subdivision and Development Bylaw No. 948, 2012'; and~~
  - ~~ii) any other information required to establish substantial compliance with the BCBC, this Bylaw, and other regulations and enactments relating to the proposed construction.~~

## 8.7. Energy Efficiency and Conservation

### General

- a) In relation to the conservation of energy and the reduction of greenhouse gas emissions, the Village incorporates by reference the Energy Step Code in accordance with Part C section 7(b) through 7(c) and the Zero Carbon Step Code in accordance with Part C section 7(d).
- b) A building regulated by Part 3 of the BCBC must be designed and constructed to meet the minimum performance requirements specified in:
  - i) Step 2 of the Energy Step Code; or
  - ii) for Permit applications received on or after the adoption of Step 3 within the BCBC, Step 3 of the Energy Step Code; or
  - iii) or for Permit applications received on or after adoption of Step 4 within the BCBC, Step 4 of the Energy Step Code.
- c) A building regulated by Part 9 of the BCBC must be designed and constructed to meet the minimum performance requirements specified in:
  - i) Step 3 of the Energy Step Code; or

ii) for Permit applications received on or after adoption of Step 4 within the BCBC, Step 4 of the Energy Step Code; or  
iii) for Permit applications received on or after adoption of Step 5 within the BCBC, Step 5 of the Energy Step Code.

- d) A building regulated by Part 3 or Part 9 of the BCBC must be designed and constructed to meet the minimum performance requirements specified in:
- i) EL-3 of the Zero Carbon Step Code for Permit applications received on or after January 1, 2027; or
  - ii) EL-4 of the Zero Carbon Step Code for Permit applications received on or after January 1, 2028.
- e) The Village will rely solely on field reviews undertaken by the Energy Advisor and the reports submitted pursuant to this Bylaw as assurance that the construction or applicable aspect thereof substantially conforms to the design, and that the construction or applicable aspect thereof substantially complies with the BCBC, this Bylaw, and other applicable enactments respecting energy efficiency.

#### **Solid Fuel Burning Appliances**

- f) No person shall design or construct a new building nor add to, renovate, or otherwise expand an existing building where the heating system or service water heating system relies in whole or in part on the use of a solid fuel burning appliance.
- g) Despite Part C section 7(f), a solid fuel burning appliance may be installed in a building that existed prior to December 10, 2018, to replace an existing solid fuel burning appliance, provided:
- i) the solid fuel burning appliance meets the CSA B415.1 standard or the clean burning standards established by the US Environmental Protection Agency;
  - ii) the solid fuel burning appliance is tested, at the time of installation, for compliance with the CSA B415.1 standard or the clean burning standards established by the US Environmental Protection Agency; and
  - iii) a label indicating that the solid fuel burning appliance has been tested and achieves compliance with the CSA B415.1 standard or the clean burning standards established by the US Environmental Protection Agency is permanently affixed to the solid fuel burning appliance.
- h) No person shall remove or alter the permanent label that is required to be displayed on a solid fuel burning appliance pursuant to Part C section 7(g)(iii) of this Bylaw.

#### **9.8. Addressing of Buildings**

- a) Immediately upon issuance of a Permit governing the construction, alteration, or repair of a building, or prior to and during any occupancy of a building, the Owner or occupant must display the civic address assigned to it by the Village of Cumberland:

i) on or over the primary entrance to the building, or where the primary entrance of the building is not visible from the adjacent highway, on the property in a location visible from the adjacent highway; and

ii) until such time as the building is removed from the site or has been demolished.

b) Despite Part C section 8(a), the Village may renumber or alter the assigned civic address of any building or any lot, including those already in existence or numbered.

#### ~~10. Plumbing Permits~~

~~a) An application for a Plumbing Permit shall be made in the form provided by the Village, signed by the Owner and will include the following:~~

~~i) a copy of the title search for the subject property made within 10 days of the date of the application. Where the property is owned by a company, a Corporate Search which shows the company's principals must be included. Where a company name is not registered the application must be made in an individual's name;~~

~~ii) two sets of schematic drawings at a suitable scale of design and including the information set out in the BCBC. This requirement for drawings is waived if the applicant for the Permit is a professional Plumber who supplies his trades qualification number on the application; and~~

~~iii) any other information required by the Building Official or the BCBC to establish substantial compliance with this Bylaw, the BCBC and other Bylaws and enactments relating to the building or structure.~~

~~b) A Plumbing Permit is not required when a valve, faucet, or fixture is replaced or repaired, a stoppage cleared or a leak repaired if no change in the piping is required.~~

#### ~~11. Fire Suppression Systems Permits~~

~~a) An application for a Plumbing Permit in regard to Fire Suppression Sprinkler System shall be made in the form provided by the Village, signed by the Owner and will include the following:~~

~~i) a copy of the title search for the subject property made within 10 days of the date of the application. Where the property is owned by a company, a Corporate Search which shows the company's principals must be included. Where a company name is not registered the application must be made in an individual's name;~~

~~ii) two sets of drawings at a suitable scale of design prepared by a Registered Professional and including the information as set out in the BCBC;~~

~~iii) letters of assurance as required pursuant to the BCBC, prepared by the Coordinating Registered Professional, or as directed by the Building Official, such registered professionals to prepare the design for and conduct field reviews of the construction of the building or structure.~~

~~b) A Permit is not required when a sprinkler head or valve is replaced or repaired, a stoppage cleared, or a leak repaired if no change in the piping is required.~~

## ~~12. In-Ground Sprinkler Systems Permits~~

- ~~a) An application for a Plumbing Permit in regard to an In-Ground Sprinkler System shall be made in the form provided by the Village, signed by the Owner and will include the following:
  - ~~i) a copy of the title search for the subject property made within 10 days of the date of the application. Where the property is owned by a company, a Corporate Search which shows the company's principals must be included. Where a company name is not registered the application must be made in an individual's name;~~
  - ~~ii) two sets of drawings at a suitable scale of design prepared by a professional and including the information set out in the BCBC;~~
  - ~~iii) letters of assurance as required pursuant to the BCBC, prepared by the Coordinating Registered Professional, or as directed by the Building Official, such registered professionals to prepare the design for and conduct field reviews of the system.~~~~
- ~~b) A Permit is not required when a sprinkler head or valve is replaced or repaired, a stoppage cleared, or a leak repaired if no change in the piping is required.~~

## ~~13. Demolition or Deconstruction Permits~~

- ~~a) An application for a Demolition or Deconstruction Permit for a building or structure shall be made in the form provided by the Village, signed by the Owner and will include the following:
  - ~~i) a copy of the title search for the subject property made within 10 days of the date of the application. Where the property is owned by a company, a Corporate Search which shows the company's principals must be included. Where a company name is not registered the application must be made in an individual's name;~~
  - ~~ii) A copy of the Safety Measures to be put in place to comply with the BCBC and local Bylaws and requirements.~~~~
- ~~b) When a building or structure has been demolished or deconstructed and a Building Permit is not subsequently issued or a subsisting Building Permit has expired but without the construction of a replacement building or structure having been substantially commenced, the Owner shall fill in any excavation to restore the natural grade of the site within 60 days of being served notice by the Village to do so.~~

## ~~14. Excavation Permit~~

- ~~a) An application for an Excavation Permit in respect to an excavation as defined in this Bylaw, is to be carried out when the excavation is not part of any Building Permit shall be made in the form provided by the Village, signed by the Owner and will include the following:~~

- ~~i) a copy of the title search for the subject property made within 10 days of the date of the application. Where the property is owned by a company, a Corporate Search which shows the company's principals must be included. Where a company name is not registered the application must be made in an individual's name;~~
- ~~ii) A copy of the Safety Measures to be put in place to comply with the BCBC and local Bylaws and requirements.~~
- ~~b) When an excavation has been left open for more than 30 days without any works being carried out, the Owner shall be required to fill in the excavation to restore the original gradients of the site within 60 days of being served notice by the Village to do so.~~
- ~~c) If the Owner fails to comply with 11(b) above, the Village may carry out the restoration and invoice the Owner for the cost of said works.~~

#### 15.9. Retaining Structures

- a) A Building Permit is required for a retaining building or structure where any portion of said structure is greater than 1.2metres (3.9feet) in height measured on the most exposed side.
- b) When a Building Permit is required, the Owner must provide a design plan and field review reports prepared and certified by a Registered Professional. The cost for the engineer's services is the responsibility of the Owner.
- c) Notwithstanding Part C section 913(a) above, if the Building Official is of the opinion that any existing retaining structure, regardless of height, is structurally inadequate or unsound, the Owner will be required to consult a professional engineer to determine what action, if any, is required to restore the structural integrity of the retaining structure. The cost for the engineer's services is the responsibility of the Owner.

#### 16.10. Fees

##### a)10.1 Application Fees

- a) An application made for any Permit ~~must~~shall:
  - ~~i) be accompanied by the non-refundable application fee in the amount set out in the Village's Fees Bylaw;~~
  - ~~i) be made in the form acceptable to the Village and accompanied by the Permit Processing Fee prescribed in Table 14.2;~~
  - ~~ii) No processing of the application will be done prior to the fee being paid;~~
  - ~~iii)b) The Building Official is authorized to cancel a Permit application will be considered abandoned and the application fee will be forfeited if Permit Processing Fee forfeited when the earliest of these occurs: 180 days after the application date, the Building Inspector Official is unable to issue the Permit due to the incompleteness of the application submissions;~~
- a) The Building Official is authorized to cancel a Permit if the permit fee has not been paid within 60 days from the date of notification to the Owner of Permit issuance90

~~days after notification to the Owner that the Permit is ready to be issued and the Permit fee paid and it is not picked up.~~

~~iii) — An application may be cancelled by the Owner in writing to the Village. Any refunds shall be payable in accordance with Table 14.2. Plans and related documents submitted with the application shall be returned to the Owner or disposed of as per the Owner's instructions.~~

#### ~~b)10.2 — Permit Fees~~

~~a) Before receiving an issued Permit, the Owner must first pay to the Village:  
i) the permit fee in the amount set out in the Village's Fees Bylaw; and  
ii) any other fees, charges, levies, or taxes imposed by the Village and payable under an enactment at the time of issuance of the Permit.~~

~~b) If the Owner proposes modification to the design of a completed Permit application that is ready for issue or a Permit that has been issued, the Owner must pay to the Village the permit amendment fee in the amount set out in the Village's Fees Bylaw.~~

~~c) The Building Official is authorized to impose a double permit fee as set out in the Fees Bylaw, to a combined maximum of \$10,000.00, for any Permit application made retroactively for construction that commenced without a valid and subsisting Permit issued by the Village.~~

~~i) — A Permit Fee will be calculated as prescribed in Table 14.2 and must be paid in full prior to issuance of a Permit under this Bylaw.~~

~~ii) — In addition to fees applicable to a Permit under this Bylaw, there may be other fees and charges that will be required prior to issuance of a Permit.~~

~~iii) — If the Owner wishes to request a refund of fees after a Permit has been issued, refunds are as prescribed in Table 14.2.~~

~~iv) — The Permit Fee as required in Table 14.2 shall be reduced by 5%, up to a maximum reduction of \$250.00, where the owner applies to use "green infrastructure" alternatives certified by a registered professional which meet or exceed MMCD performance standards for water conservation, stormwater management, and energy conservation.~~

~~i) \_\_\_\_\_~~

#### ~~e)10.3 Damage Security Deposit~~

~~a) Before a Permit is issued, the Owner must first pay to the Village the security deposit in the amount set out in the Village's Fees Bylaw.~~

~~b) The security deposit may be used by the Village as follows:~~

~~i) to cover the cost borne by the Village to maintain, restore, or replace any public works or public lands which are destroyed, damaged, or otherwise impaired in the carrying out of the work referred to in any Permit held by the Owner;~~

~~ii) to cover the cost borne by the Village to make the site safe if the Permit holder abandons or fails to complete the work as designated on the Permit;~~

~~iii) to serve as the security deposit for provisional occupancy when such a final inspection notice makes provision for a security deposit; and~~

iv) to serve as a security deposit to effect compliance with any condition under which the Permit was issued.

(c) The security deposit or applicable portion shall be returned to the Owner when:

- i) the Building Official is satisfied that no further damage to public works or public lands will occur;
- ii) the inspections required by this Bylaw are complete and acceptable to the Building Official; and
- iii) the conditions or provisions of a provisional certificate of occupancy are completed to the satisfaction of the Building Official.

(d) Any credit greater than the amount of the security deposit used by the Village for the purposes described in Part C section 13.3(b) will be returned to the Owner unless otherwise so directed by the Owner.

(e) Any amount in excess of the security deposit required by the Village to complete corrective work to public lands, public works, or the site is recoverable by the Village from the Owner or Agent.

(f) Where the proposed work includes excavation or construction on lands within 3.0 metres of works or services owned by the Village, the owner must deliver to the Building Official a signed agreement in a form prescribed by the Village under which the Owner acknowledges and agrees that any damage to municipal works or services arising from the construction associated with the Permit will be repaired by the Owner at their expense and to the satisfaction of the Village.

- ~~i) A damage security in a form acceptable to the Village in the amount prescribed in Table 14.2 shall be paid to the Village before the Building Permit is issued.~~
- ~~ii) The Village will return the security paid to the person who paid it at the address contained in the Building Permit file, after:
  - ~~1) final approval has been issued; or~~
  - ~~2) the Permit is abandoned or expires;~~and municipal streets, sidewalks, curbs, water, sanitary sewer, storm sewer drainage systems, and any other works on Village property have been inspected and found to be in acceptable condition by the Building Official.~~

#### 10.4 Inspection Fees

a) The Owner must pay the non-refundable inspection fees in the amount set out in the Village's Fees Bylaw for:

- i) a second and each subsequent re-inspection where it has been determined by the Building Official that due to non-compliance with the provisions of this Bylaw or due to non-complying work, more than one site visit is required for any required inspection;
- ii) a special inspection during the Village's normal business hours to establish the condition of a building where such inspection requires special arrangements because of time, location, or construction techniques; or
- iii) any inspection required under this Bylaw which cannot be carried out during the Village's normal business hours.

*(Bylaw 1026)*

**d) Re-Inspection(s) Fee**

~~Where, due to non-compliance with the BCBC or the approved Permit, a third or subsequent inspection is necessary, a fee for the additional inspection after the second inspection, in accordance with Table 14.2 shall be paid prior to additional inspection(s) being performed.~~

**e) Peer Review Fee**

~~Prior to issuing a permit, the Owner shall be required to reimburse the Village of all costs incurred in processing the application. These items may be of advice and review of: legal, engineering, environmental and architectural matters, as well as any public consultation regarding the project. The applicant will be advised in writing of the amount outstanding and will be provided with an accounting of the costs incurred.~~

**f) Special Inspection Fee**

~~A Special Inspection fee, prescribed in Table 14.2, shall be payable in advance for an inspection to confirm compliance or to obtain a report on the status of an existing building or structure for which a permit is sought under this Bylaw.~~

**g) Revision Fee**

~~The Revision Fee as prescribed in Table 14.2, shall be payable when an application for amendment or additions to a valid permit is made.~~

**h) Transfer Fee:**

~~A transfer fee, prescribed in Table 14.1, shall be payable prior to the transfer of a valid permit from one Owner to another.~~

<b>Table 14.1</b>	
<b>DESCRIPTION</b>	<b>TRANSE</b>
<del>For the transfer of a valid permit from one Owner to another:</del>	<del>\$100</del>

**10.5 Permit Fee Refunds**

- a) No fee or part of a fee paid to the Village will be refunded if construction has started in accordance with the issued Permit unless specifically provided for in this Bylaw.
- b) A permit fee may be partially refunded in accordance with the amount(s) set out in the Village’s Fees Bylaw, provided:
  - i) the Owner or Agent has submitted a written request to cancel the Permit and receive a refund;
  - ii) the Building Official has certified that works associated with the Permit have not been started; and
  - iii) the Permit has not expired.
- c) A permit fee is not refundable after the Permit has been extended under Part C section 14(c) of this Bylaw.

**TABLE 14.2**

	Description of Works	Permit Processing Fee (non-refundable)	Permit Fee	Damage Deposit	Refund of Permit Fee	Extension of Permit	Revision/Amendment of Permit	
1	<b>Building Permits for construction with an estimated value of</b>							
	a) Equal to or less than \$10,000	\$50 <sup>1,2</sup>	0.6% of the estimated value of construction <sup>3,4</sup>	Nil	<ul style="list-style-type: none"> <li>Permit Processing Fee is non-refundable.</li> <li>Permit Fees less than 10% after permit has been issued. No refund after construction has commenced</li> <li>Damage Deposit refundable per Part C, section 14(c).</li> <li>No refund of extensions request or revision / amendment fees</li> </ul>	\$100	\$100	
	b) Greater than \$10,000 but not exceeding \$100,000	\$150 <sup>1,2</sup>		\$250		\$100	\$100	
	c) Greater than \$100,000 but not exceeding \$250,000	\$250 <sup>1,2</sup>		\$1,500		\$100	\$100	
d) Greater than \$250,000	\$500 <sup>1,2</sup>	\$3,000		\$150		\$250		
2	<b>Plumbing</b>							
	a) Complex buildings	\$150 <sup>1,2</sup>	\$100 + \$10/fixture <sup>3,4</sup>	None	<ul style="list-style-type: none"> <li>Permit Processing Fee is non-refundable.</li> <li>Permit Fees less than 10% after permit has been issued. No refund after construction has commenced</li> <li>Damage Deposit refundable per Part C, section 14(c).</li> <li>No refund of extensions request or revision / amendment fees</li> </ul>	\$75	\$100	
b) Standard buildings	\$100 <sup>1,2</sup>	\$50 + \$5/fixture <sup>3,4</sup>	None	\$50		\$75		
3	<b>Other Permits</b>							
	a) Excavation	\$100 <sup>1,2</sup>	\$100 <sup>3,4</sup>	\$5,000	<ul style="list-style-type: none"> <li>Permit Processing Fee is non-refundable.</li> <li>Permit Fees less than 10% after permit has been issued. No refund after construction has commenced</li> <li>Damage Deposit refundable per Part C, section 14(c).</li> <li>No refund of extensions request or revision / amendment fees</li> </ul>	\$50	\$50	
	b) Demolition/Deconstruction	\$100 <sup>1,2</sup>	\$100 <sup>3,4</sup>	\$1,500		\$50	\$50	
	c) Change of Occupancy (Use)	\$100 <sup>1,2</sup>	\$100 <sup>3,4</sup>	None		None	None	
	d) Wood-burning appliances and chimneys	\$50 <sup>1,2</sup>	\$50 <sup>3,4</sup>	None		\$25	\$25	
	<b>Fire Suppression—Automatic Sprinkler System</b>							
	i) Complex Structures	\$150 <sup>1,2</sup>	\$100 + \$10/fixture <sup>3,4</sup>	None		<ul style="list-style-type: none"> <li>Permit Processing Fee is non-refundable.</li> <li>Permit Fees less than 10% after permit has been issued. No refund after construction has commenced</li> <li>Damage Deposit refundable per Part C, section 14(c).</li> <li>No refund of extensions request or revision / amendment fees</li> </ul>	\$50	\$50
	ii) Standard Buildings	\$100 <sup>1,2</sup>	\$50 + \$5/fixture <sup>3,4</sup>	None			\$25	\$25
	<b>In-Ground Sprinkler System</b>							
	iii) Accessory to Complex Building	\$100 <sup>1,2</sup>	\$75 + \$10/fixture <sup>3,4</sup>	None		<ul style="list-style-type: none"> <li>Permit Processing Fee is non-refundable.</li> <li>Permit Fees less than 10% after permit has been issued. No refund after construction has commenced</li> <li>Damage Deposit refundable per Part C, section 14(c).</li> <li>No refund of extensions request or revision / amendment fees</li> </ul>	\$50	\$50
iv) Accessory to Standard Building	\$50 <sup>1,2</sup>	\$25 + \$5/fixture <sup>3,4</sup>	None	\$25			\$25	
4	<b>Moving Buildings &amp; Structures with a GFA of</b>							
	i) Equal to or less than 50.0m <sup>2</sup>	\$100 <sup>1,2</sup>	\$100 <sup>3,4</sup>	\$2,500	<ul style="list-style-type: none"> <li>Permit Processing Fee is non-refundable.</li> <li>Permit Fees less than 10% after permit has been issued. No refund after construction has commenced</li> <li>Damage Deposit refundable per Part C, section 14(c).</li> <li>No refund of extensions request or revision / amendment fees</li> </ul>	\$75	\$100	
	ii) Equal to or more than 50.0m <sup>2</sup> but less than 100m <sup>2</sup>	\$150 <sup>1,2</sup>	\$200 <sup>3,4</sup>	\$5,000		\$100	\$125	
iii) Equal to or more than 100.0m <sup>2</sup>	\$250 <sup>1,2</sup>	\$300 <sup>3,4</sup>	\$10,000	\$125		\$150		
4	<b>Re-inspection or Special Inspections</b>							
	a) Complex Building	Not applicable	\$250	None	<ul style="list-style-type: none"> <li>Permit Processing Fee is non-refundable.</li> <li>Permit Fees less than 10% after permit has been issued. No refund after construction has commenced</li> <li>Damage Deposit refundable per Part C, section 14(c).</li> <li>No refund of extensions request or revision / amendment fees</li> </ul>	None	None	
b) Standard Building	Not applicable	\$100	None	None		None	None	

Notes (applicable to all permits)

1 The permit processing fee is doubled for carrying on work without a valid permit.

2 If a Stop Work Order is issued and remains outstanding for 30 days, an additional charge equal to 25% of the Permit fee will be charged.

3 Plus a fee to reimburse the Village (at cost) for retrieval of existing titles, SARV, RW, covenants and encumbrances, etc. will be required.

4 Plus Peer Review fee

5 Application fees shall include Title searches but do not include other documents such as easements, PCOVs, etc. The cost of reviewing these additional documents shall be borne by the Owner in accordance with Table 14.3. (B)/w/4026

~~i) — Other Fees:~~

~~The applicable fees prescribed in Table 14.3 shall be payable in advance for the requested services or products listed;~~

<del>Table 14.3 – OTHER FEES</del>		
<del>i)</del>	<del>Rescind a Stop Work or Do Not Occupy notice</del>	<del>\$100</del>
<del>ii)</del>	<del>Document Retrieval</del>	
	<del>1) Title Search (not associated with a Permit process)</del>	<del>\$15 each</del>
	<del>2) Covenants, easements, rights of way, etc through LTO</del>	<del>\$15 each</del>
	<del>3) Covenants, easements, rights of way, etc through other source</del>	<del>\$10 PLUS Costs</del>
	<del>4) Covenants, easements, rights of way, etc "on hand"</del>	<del>\$5 each</del>
<del>iv)</del>	<del>To remove a Notice on Title</del>	<del>\$150</del>
<del>v)</del>	<del>Copy of Building Bylaw</del>	<del>\$5</del>
<del>vi)</del>	<del>Archives Research which require a written response:</del>	
	<del>1) For requests by Owners of single residential units</del>	<del>\$50</del>
	<del>2) All Other requests</del>	<del>\$150</del>

~~(Bylaw 1026)~~

**17.11. Professional Plan Certification**

- a) The letters of assurance in the form of Schedules B-1, B-2, and C-B referred to in of the BCBC and required by this Bylaw are to be relied upon by the Village and the Building Official as certification that the design and plans to which the letters of assurance relate comply with the BCBC and other applicable enactments relating to safety.
- b) A Building Permit that is issued pursuant this Bylaw may include a notice to the Owner that the Building Permit is issued in reliance upon the certification of the registered professionals that the design and plans submitted in support of the application for the Building Permit comply with the BCBC and other applicable enactments relating to safety.
- c) When a Building Permit is issued in accordance ~~Part C~~ section ~~1511~~(b), the Permit Fee ~~as required in Table 14.2~~ shall be reduced by 10%, up to a maximum reduction of \$500.00.
- d) An Owner who wishes to provide an alternative solution to satisfy one or more of the requirements of the BCBC or this Bylaw must submit sufficient evidence to demonstrate that the proposed alternative solution will provide the level of performance required by the BCBC or this Bylaw.

~~(Bylaw 1112)~~

**18.12. Survey Certificate for Buildings and Structures**

- a) Every Owner to whom a Building Permit is issued must, upon completion of the foundations or erection of a building or structure, submit a certificate of location prepared by a BC Land Surveyor which will show:
  - i) the dimensions and bearings of the subject property taken from the registered subdivision plan;
  - ii) the legal description and civic address of the subject property;
  - iii) the location and dimensions of all rights-of-way (statutory and other), easements; setback requirements and covenant areas;
  - iv) the location from property lines and dimensions of all building(s) or structure(s) on the subject property;
  - v) setbacks to the natural boundary of the sea and any waterbody, wetland, or watercourse where applicable;
  - vi) the finished flood construction levels to Geodetic Datum where applicable; and
  - vii) the height of the building or structure from the natural grade to the highest part of the building or structure.
- b) The Building Official may waive the requirements for a survey certificate of location, in whole or in part, where:
  - i) the Building Permit is issued for the internal repair and/or alteration of an existing building or structure where there no change to the footprint of the building or structure;
  - ii) the location of the subject building or structure is more than 1.0metre (3.3feet) from minimum property line setbacks or setbacks to natural boundary of any lake, wetland, pond or watercourse;
  - iii) the geodetic elevation of the underside of the floor system or the top of any pad supporting a building or structure is more than 1.0metre (3.3feet) above the established geodetic elevation related to minimum flood construction levels; or
  - iv) the height of the building or structure is less than 0.3metres (1.0foot) of the maximum permitted by Bylaw.

### 19.13. Climatic and Geological Data

- a) Climatic and geological values required for the design of building or structures shall conform to the values prescribed in the Climatic Data Table below: Table 17.1.

<b>Table 17.1 Climatic Data Table</b>	
Ground Snow Load (kPa)	
<b>S<sub>s</sub></b>	<b>S<sub>R</sub></b>
<b>3.52.4</b>	<b>0.4</b>

*(Bylaw 1026)*

- b) Where no climatic and geological value is prescribed in the above Climatic Data Table or the BCBC, Table 17.1 the Owner shall submit evidence in writing from Environment Canada to establish the climatic and geological values.

### 20.14. Permits

#### **a) Issuance**

A Building Official shall issue the Permit for which the application is made when:

- i) the completed application including all required supporting documentation has been submitted;
- ii) the Permit Fee and other fees as applicable, calculated in accordance with the value prescribed in Table 14.2, has have been paid in full;
- iii) the proposed work set out in the application substantially conforms with the BCBC, this Bylaw, and all other applicable Bylaws and enactments; and
- vi) no enactment, covenant, agreement, or regulation authorizes the Permit to be withheld.

#### **b) Expiration**

Every permit is issued upon the condition that the Permit shall expire and the rights of the Owner under the permit shall terminate if:

- i) the work authorized by the Permit is not first inspected within six months from the date of issuance of the permit;
- ii) work is discontinued for a period of more than six months;
- iii) the work is not completed within 24 months from the date of issuance of the permit; or
- iv) with regards to a relocated building or structure, the required works are not completed within 12 months of issuance of the Permit.

**c) Extension**

- i) A Building Official may extend the period of time set out under [Part C](#) section ~~18~~14(b) where construction has not been commenced or where construction has been discontinued due to adverse weather, labour strikes, material or labour shortages, or similar hardship beyond the Owner's control.
- ii) The applicable Permit Extension Fee ~~as prescribed in Table 14.2~~ shall be paid in full.
- iii) A Permit may only be extended:
  - 1) once;
  - 2) within 90 days of the date on which the Permit expired; and
  - 3) for a period of not more than one calendar year.

**21.15. Disclaimer of Warranty or Representation**

Neither the issuance of a permit under this Bylaw, the review and acceptance of the design, drawings, plans or specifications, nor inspections made by a Building Official, shall constitute a representation or warranty that the BCBC or the Bylaw have been complied with or the building or structure meets any standard of materials or workmanship, and no person shall rely on any of those acts as establishing compliance with the BCBC or this Bylaw or any standard of construction.

**22.16. Professional Design and Field Review**

- a) When a Building Official considers that the site conditions, size or complexity of a development or an aspect of a development warrants it, they may require a registered professional provide design and plan certification and field review by means of letters of assurance.
- b) Prior to the issuance of an Occupancy Permit for a Complex Building or [SimpleStandard](#) Building in circumstances where letters of assurance have been required in accordance with this Bylaw, the Owner shall provide the Village with letters of assurance as required by the BCBC.
- c) When a Registered Professional provides letters of assurance in accordance with of this Bylaw, he shall also provide proof of professional liability insurance to the Building Official.

**23.17. Responsibilities of the Owner**

- a) Every Owner shall ensure that all construction complies with the BCBC, this Bylaw and other applicable enactments respecting safety.
- b) Every Owner to whom a Permit is issued, shall be responsible for the cost of repair of any damage to Village infrastructure that occurs in the course of the work authorized by the Permit.

- c) Every Owner to whom a Permit is issued, ~~shall~~must, at all times during construction:
- i) allow a Building Official to enter any land or building or structure at any reasonable time for the purpose of ascertaining that the terms of this Bylaw are being observed;
  - ~~ii)~~ postkeep a copy of the ~~Permit~~accepted designs, plans, and specifications on the property in a location visible from any adjoining highways; and
  - ~~iii)~~ post the civic address on the property in a location visible from any adjoining highways~~streets~~.

#### 24.18. Inspections

- a) When a Registered Professional provides letters of assurance in accordance with this Bylaw and the BCBC, the Village may rely solely on field reviews undertaken by the Registered Professional that the construction substantially conforms to the design and that the construction substantially complies with the BCBC, this Bylaw and other applicable enactments respecting safety.
- b) Notwithstanding Part C section ~~22~~18(a) of this Bylaw, a Building Official may attend the site from time to time during the course of construction to ascertain that the field reviews are taking place and to monitor the field reviews undertaken by the Registered Professionals.
- c) A Building Official may attend periodically at the site of the construction of simple~~standard~~ buildings to ascertain whether the health and safety aspects of the work are being carried out in substantial conformance with the those portions of the BCBC, this Bylaw and any other applicable enactment concerning safety.
- d) The Owner shall give the Village at least ~~48~~24 hours notice when requesting an inspection for the following aspects of the work:
  - i) **Rough grading:** Changes to approved or existing grades
  - ii) **Footings:** after the forms for footings and foundations are complete, but prior to pouring of concrete;
  - iii) **Drain tile and Dampproofing:** after installation of perimeter drain tiles and dampproofing but prior to backfilling;
  - iv) **Framing:** after framing and sheathing is complete, including firestopping, chimney, duct work, plumbing, gas venting, wiring, but before any insulation, or other interior or exterior finish is applied which would conceal such work;
  - v) **Underslab and Rough-in Plumbing:** after the rough-in underslab plumbing is complete and under test but prior to covering;
  - vi) **Insulation and Vapour Barrier:** after insulation and vapour barrier but before any interior finish is applied;

- vii) **Chimney and Fireplace Heating:** after the rough-in construction of new masonry chimneys and fireplaces and/or or installation of new unused factory-built chimneys and fireplaces and solid fuel-burning appliances prior to covering;
  - viii) **Service Connections:** after the water, sanitary sewer, and storm drainage are connected and under test but prior to covering;
  - ix) **Final Grading:** prior to final inspection after the final grading has been achieved on the lot;
  - x) **Final Inspection:** when the building or structure meets all the requirements of the BCBC;
  - ix) **Occupancy Permit:** when the building meets all the safety requirements of the BCBC and this Bylaw, but before the building is occupied in the whole or part.
- e) No aspect of the work referred to in Part C section 18(d) above shall be concealed until a Building Official has accepted it in writing.
  - f) The requirements of Part C section 18(d) above do not apply to any aspect of the work that is the subject of a Registered Professional's letter of assurance provided in accordance with the BCBC or this Bylaw.

#### 25.19. Occupancy Permits

- a) No person shall occupy or change the class of occupancy of a building or in part of a building until an Occupancy Permit has been issued by the Building Inspector.
- b) An Occupancy Permit shall not be issued unless all letters of assurance have been submitted when required in accordance with the BCBC and this Bylaw and all aspects of the works, not covered by the letters of assurance, have been inspected and accepted by the Village.
- c) A Building Official may issue an Occupancy Permit for part of a building or structure when the part of the building or structure is self-contained, provided with essential services and the requirements set out in this Bylaw have been met with respect to such part.

#### 26.20. Lot and Driveway Grades

- a) An owner who wishes to alter the existing or approved grading of his lot shall apply to the Village for approval.
- b) Plans to alter grades shall not cause or have potential to cause a nuisance, hazard or damage or adversely affect the stability of a slope or top of bank.
- c) Where the demolition or deconstruction of a building or structure has resulted in an excavation and a Permit is not subsequently issued or a subsisting Permit has expired without the construction of a replacement building or structure having been substantially commenced, the Owner must fill in such excavation to restore the

natural grade of the site within 60 days of being served notice by the Village to do so.

**d) Lot Grading Requirements**

- i) The Building Inspector may approve surface elevations and surface grades of a lot in two stages:
  - 1) rough grading; and
  - 2) final grading.
- ii) The Owner shall apply to the Building Official to inspect the rough grading prior to further to further works such as foundations being poured or final grading;
- iii) Final grading shall be prior to Final Inspection or within 60 days of the establishment of the final grading.
- iv) In the case of lot grading for complex buildings or structures, an ‘As-Constructed’ plan certified by the Registered Professional is required.

**e) Alterations within a Public Right-of-Way**

No person, except with written authorization from the Village in the form of a Permit to do Works on a Public Right-of-Way, shall obstruct, remove, re-grade or alter a driveway, drainage swale, canal, ditch, reservoir or other man-made surface drainage feature or facility located within a public right-of-way.

**27.21. Driveway Grades**

Grade maximums for driveways are as follows:

Uses	Accessing Local Roads	Accessing Major Roads
Residential	15%	10%
Multi-family	12%	10%
Other	As determined by Registered Professional	

**28.22. Roof Drainage**

- i) The management of roof drainage shall be in accordance with the BCBC, the guidelines of the Official Community Plan, and Village policies.
- ii) Owners are encouraged to provide infrastructure to retain as much stormwater on the site as possible, the design of which shall be prepared and certified by a professional engineer.
- iii) At no time shall roof drainage from a building or structure be discharged:
  - 1) directly onto a pervious ground surface within 1.0m (3.3feet) of the building or structure which has a basement or crawlspace below the finished grade;
  - 2) within 30cm (6in) of an adjacent lot or a public road right-of-way;;

- 3) to a location where the flow of water or accumulation of water would adversely affect or have potential to adversely affect the stability of a slope or top of bank;
- 4) to a location where the flow of water or accumulation of water would have a detrimental effect on a ravine or an environmentally sensitive area;
- 5) to a location or in such a way as to cause or have potential to cause a nuisance, hazard or damage.

### 29.23. Street Cleaning

During construction, the Village may require that the streets adjacent to the site be cleaned every Friday by 3:00pm or as otherwise considered necessary, for the duration of the construction of the works. If required to do so and the Owner fails to have this done, the Village may arrange for the cleaning to be done and the cost for same will be immediately payable by the Owner to the Village upon presentation of the invoice. Occupancy may be withheld if these amounts are not paid.

### 30.24. Sediment Control

If, in the opinion of the Village, there is or there is the potential for, debris and soils entering the drainage system, the Village may install at the Owner's cost, a method of silt containment in catchbasins as required. It is the Owner's responsibility to maintain the silt containment as per the manufacturer's instructions. If the Owner fails to do so, the Village may undertake such maintenance and the cost for same will be immediately payable by the Owner to the Village from the damage deposit paid. Occupancy may be withheld if these amounts are not paid.

### 31. Fire Smart

~~Each year there are more than 2,000 wildfires in B.C. Although many occur far away from communities, as people build more homes in 'wildland urban interface' areas, more fires are impacting residential areas. Every year, interface fires threaten or burn homes, cabins and other high value resources.~~

~~Owners are encouraged to consider constructing their buildings and structures according to the guidelines found in the Fire Smart Manual<sup>4</sup>~~

### 32.25. Pools

- a) The Owner shall:
  - i) provide a walkway with a minimum unobstructed width of 1.2metres (4.0feet) around the perimeter of a pool;

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<sup>4</sup> Fire Smart Manual may be found at <http://www.pssg.gov.bc.ca/firecom/pdf/homeowner-firesmart.pdf>

- ii) provide a deck around the perimeter of a pool where the difference in elevation from the water surface to grade exceeds 0.9metres (3.0feet);
- iii) enclose an area not less than 7.5metres (24.6feet) on all sides from the pool edge within a fence:
  - 1) not less than 1.4metres (4.6feet) in height;
  - 2) with no opening, including any opening between the bottom of the fence and grade, greater than 100.0centimmetres (4.0inches) in its least dimension;
  - 3) so designed so that no member, attachment, or opening located between 0.3metres (1.0feet) and 1.2metres (4.0feet) above grade will facilitate climbing; and
- iv) provide access through the fence to the pool area via a gate equipped with:
  - 1) a self-closing device which will return the gate to a closed position and cause it to be held after each use;
  - 2) a positive latching device located on the pool side of the fence not less than 1.2metres (4.0feet) above grade; and
  - 3) a locking device.

### **33.26. Manufactured Homes**

- a) Manufactured homes shall be certified, prior to placement on any lot (where permitted by Village bylaw) as complying with *Canadian Standards Association Standard* and shall be installed in accordance with their manufacturer's installation instructions.
- b) Manufactured homes that are not certified by CAN/CSA, prior to placement on the site, shall conform to this Bylaw and the BCBC in accordance with a valid and subsisting Permit.

### **34.27. Moving or Relocating a Building or Structure**

- a) No person shall move or relocate a building or structure or part of a building or structure into or within the Village until a Moving Permit has been issued by the Village.
- b) Before a Moving Permit may be issued, a valid Building Permit to site the building or structure is required.
- c) A Moving Permit shall not be issued unless the building or structure intended to be moved has been certified by a Registered Professional as being safe to be moved into the Village.
- d) A Moving Permit issued by the Village is valid only on streets within the Village, when traveling on Provincial highways and roads, the applicant must obtain a Permit from the Ministry of Transportation and Infrastructure.

- e) A Moving Permit shall not be issued unless the move has received the approval of the following agencies:
- i) RCMP;
  - ii) ICBC;
  - iii) BC Hydro;
  - iv) Shaw;
  - v) Telus; and
  - vi) Fortis

**f) Moving Permit Performance Security**

- i) Moving Permit applications shall require a performance security in a form acceptable to the Village, in an amount equal to 120% the estimated cost of the architectural and structural changes required to make the building or structure conform to the standards required in the BCBC and this Bylaw.
- ii) When the works described in the Building Permit have been given Final Inspection, the security will be returned.
- iii) If the applicant fails to carry out the work required to make the building or structure to conform within 12 months from the date of issuance of the permit the security shall be used by the Village either (at the Village's discretion) complete the outstanding works or have the structure removed from the lot. The Building Official will give the Owner written notice of the Village's decision.
- iv) Should the Owner or his agent fail to comply with the order of the Building Official, the Village Council may, by resolution, order the demolition of the subject building or structure at the expense of the Owner and the cost of demolition shall be recoverable from the damage security paid.

**g) Liability Insurance**

Prior to issuing a Moving Permit, the Owner shall provide proof of \$3,000,000 liability insurance specifying coverage for the structural moving of the subject building or structure, and naming the Village as third party insured.

**h) Moving Permit Regulations**

The following conditions shall apply to all permits for moving or relocating of a building or structure:

- i) All moves are restricted to 12:00am to 6:00am Monday to Friday, excluding holidays. Council delegates the ability to vary this requirement to the Building Official in exceptional circumstances.
- ii) For each move three pilot cars are required.
- iii) Pilot property cars must comply with Division 8 of the *Commercial Transport Act* regulations except that one of the pilot cars may be an alternative tow vehicle.
- iv) Two-way radio communication is required between pilot cars and towing vehicles.
- v) Safety lighting must include:

- 1) four flashing amber lights, two at front extremities and two at rear extremities of the building or structure being moved
  - 2) clear or white lights completely around the building or structures perimeter (at least 40watts per 3.0metres of building or structure)
  - 3) floodlights front and rear.
- vi) Steerable house moving dollies are required and no major support member of the transportation platform (beams, bolsters, bunks, etc.) may be of wooden construction.
  - vii) Any building or structure in excess of 4.7metres in loaded height must use a Skid Board System to allow safe passage under utility and low voltage power lines.
  - viii) An external guide to assist the driver must be in charge of all moves to ensure safe movement of vehicle and load and that all obstacles are cleared horizontally and vertically.
  - xi) The Permit is invalid when atmospheric conditions make persons or vehicles on a street not discernible at a distance of 100.0metres.

### 35.28. Enforcement

- a) A Building Official may order the cessation of any work that is proceeding in contravention of the BCBC or this Bylaw by posting a Stop Work Order in the form provided by the Village.
- b) The Owner of property on which a Stop Work Order has been posted, and every other person, shall cease all construction work immediately and shall not do any work until all applicable provisions of this Bylaw have been substantially complied with and the Stop Work Order has been rescinded in writing by a Building Official.
- c) Where a person occupies a building or structure in contravention of Part C section 3 of this Bylaw, a Building Official may post a Do Not Occupy Notice in the form provided by the Village on the affected part of the building or structure.
- d) The Owner of property on which a Do Not Occupy Notice has been posted, and every person shall cease occupancy of the building or structure immediately and shall refrain from further occupancy until all applicable provisions of the BCBC, this Bylaw or 'Village of Cumberland Controlled Substance Property Bylaw No. 764, 2002' and amendments thereto, have been substantially complied with and the Do Not Occupy Notice has been rescinded in writing by a Building Official.
- e) Every person who commences work requiring a permit without first obtaining such a permit shall, if a Stop Work Order is issued and remains outstanding for 30 days, pay an additional charge equal to 25% of the permit fee prior to obtaining the required permit.

<b>PART D ENACTMENT</b>					
<b>READ A FIRST TIME THIS</b>	<b>10<sup>th</sup></b>	<b>DAY OF</b>	<b>September,</b>	<b>2012.</b>	
<b>READ A SECOND TIME THIS</b>	<b>10<sup>th</sup></b>	<b>DAY OF</b>	<b>September,</b>	<b>2012.</b>	
<b>READ A THIRD TIME THIS</b>	<b>9<sup>th</sup></b>	<b>DAY OF</b>	<b>October,</b>	<b>2012.</b>	
<b>ADOPTED THIS</b>	<b>22<sup>nd</sup></b>	<b>DAY OF</b>	<b>October,</b>	<b>2012.</b>	

\_\_\_\_\_  
Mayor

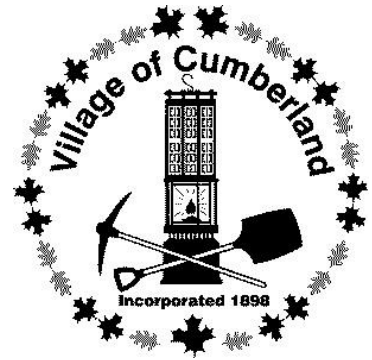
\_\_\_\_\_  
Corporate Officer

## **Annotated list of proposed housekeeping amendments**

<b>Section Reference</b>	<b>Description of Amendment</b>
Part A, section 5 (Penalties and Enforcement)	Section has been revised to clarify what constitutes an offence, as well as to align the maximum penalty for an offence to that which is allowed by the <i>Community Charter</i> .
Part B (Definitions)	Added, removed, and revised definitions to align with those included in the BCBC as well as to make administration and interpretation of the Bylaw easier for both Village staff and the public.
Part C, section 5 (Applications)	Section has been revised to clarify the instances where a permit is required.
Part C, section 6 (Permit Application Requirements)	A new section has been added to replace sections of the Bylaw containing redundant, contradictory, and/or unnecessary provisions included in the existing 'Building Permit for Complex Buildings or Other Structures', 'Building Permit for Standard Buildings and Other Structures', 'Plumbing Permits', 'Fire Suppression Systems Permits', 'In-Ground Sprinkler Systems Permits', 'Demolition or Deconstruction Permits', and 'Excavation Permit's sections. The new section outlines high-level application requirements applicable to all permits so that users of the Bylaw only need to look in one place to discern what is required in order to make an application.
Part C, section 8 (Addressing of Buildings)	A new section has been added to clarify civic addressing requirements for new and existing buildings.
Part C, section 13 (Climatic Data)	Climatic data value for ground snow load (the $S_s$ value) has been updated to reflect a more accurate value for Cumberland in accordance with data provided by Environment Canada.
Part C, section 17 (Responsibilities of the Owner)	Section has been revised to clarify the responsibilities of a property owner in relation to a permit that has been issued by the Village for works occurring on their property.
Part C, section 18 (Inspections)	Increased the minimum time that permit holders have to request a required inspection from the Village's building official, from 24 hours to 48 hours.
Part C, section 20 (Lot and Driveway Grades)	Section has been revised to require that excavated lots not subject to a subsequent permit application be filled in/re-graded, as well as to clarify that no works shall be permitted within the public right-of-way without prior approval via 'Permit to do Works on a Public Right-of-Way' from the Village.

<p>Part C, section 31 (Fire Smart)</p>	<p>Section has been removed altogether, as existing provisions served only to highlight wildfire risks and encourage property owners to consider FireSmart principles rather than requiring them, therefore lacking “teeth” for the purposes of implementation and enforcement. Requirements for FireSmart construction and landscaping materials were recently expanded in the updated Wildland-Urban Interface Development Permit Area (DPA 4), which the wildfire interface area. However, as DPA 4 only applies to new construction, education related to wildfire prevention remains a crucial aspect of supporting a resilient community. Firesmart education is a regular program of the Fire Department.</p>
<p>Entire Bylaw</p>	<p>Throughout the entire Bylaw, internal references to other sections or tables within the document have been updated to reflect the above amendments.</p>

# COUNCIL REPORT



REPORT DATE: April 24 2026  
MEETING DATE: May 11, 2026

File No. 5800 – Parks – Cumberland Community Forest

TO: Mayor and Councillors  
FROM: Kevin McPhedran, Director of Community Services  
SUBJECT: January 30 2026 Perseverance Creek Flood Response and Recovery

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## RECOMMENDATIONS

THAT Council direct staff to proceed with constructing a temporary “ford” trail crossing of a channel of Perseverance Creek in the Cumberland Community Forest Park;

AND THAT Council approve the expenditure of up to \$6000 to be funded through the General Financial Stabilization Reserve, for constructing a temporary trail “ford” crossing of Perseverance Creek in the Cumberland Community Forest Park and THAT Council direct staff to bring forward an amendment to the adopted 2026-2030 Financial Plan Bylaw to reflect this expenditure.

THAT Council direct staff to proceed with immediate risk mitigation works for the protection of critical infrastructure as identified by the upcoming Perseverance Creek Risk Assessment subject to securing funding from the province.

## PURPOSE

The purpose of this report is to:

- provide Council with an update on Village response and recovery works to the January 30 2026 flood event affecting Perseverance Creek, the Cumberland Community Forest Park and Coal Creek Historic Park, and risks to critical infrastructure; and
- to seek Council approval to proceed with the construction of a temporary trail ford through a channel of Perseverance Creek to facilitate access to trails in the Cumberland Community Forest Park and beyond, and to approve budget in support of the works;
- and to confirm Council support for any immediate risk mitigation works for the protection critical infrastructure as identified by the upcoming Risk Assessment subject to securing funding from the province.

## PREVIOUS COUNCIL DIRECTION

*No specific previous direction has been provided by Council in response to the flood event. However, relevant previous direction on parks planning has been included below.*

Date	Resolution
November 10 2025	<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 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>

## BACKGROUND

Over a 48-hour period on January 29 and 30, an estimated 150-200mm of rain fell in the Perseverance Creek watershed, with high freezing levels resulting in additional snowmelt. This rain-on-snow event caused high flows and local flooding of Perseverance Creek, including causing a log jam at the Perseverance Creek Bridge in the Cumberland Community Forest Park in the vicinity of Hai Gai and China Creek Trails. The Comox Valley Regional District Emergency Program activated an Emergency Operations Centre (EOC) in response to the event; the EOC has been supporting the Village in our response and recovery, including identifying provincial funding opportunities in support of further risk assessment.

The log jam resulted in significant erosion to a berm (creebank) that resulted in the main flows of Perseverance Creek diverting away from the former “main channel” into a “side” channel. This “side” channel was likely historically a natural channel before being dredged and altered into a “spillway” (hypothesized to have been constructed by the Cumberland Rod and Gun Club to mitigate flood risk to club infrastructure prior to the park being established in 2002). The berms containing this channel/spillway were also eroded, leading to flooding of the field area of the Disc Golf Course and the access trail in Coal Creek Historic Park. No damage to the drinking water supply well has been identified, although deterioration of the access road/watermain right-of-way and future risks to this critical drinking water infrastructure have been identified in the event of future flood events.



Significant damage occurred to the approach trail on the north side of the Perseverance Creek Bridge; damage has also occurred to the bridge itself, approach trails on the south side of the creek, and other erosion damage to trails and park amenities in the vicinity. The current bridge is inaccessible and trail access from Chinatown to Hai Gai, China Creek Trail and trails beyond remains closed at this time.

With the onset of spring and the arrival of drier weather, creek levels have receded and an opportunity to formalize a crossing of the former main channel of Perseverance Creek has been identified.

#### **Proposed Next Steps: Interim Parks and Trails Amenities**

Building off the process already underway through the *Cumberland Forest Land Strategy* project, staff have engaged with the Cumberland Community Forest Society, United Riders of Cumberland and the Comox Valley Land Trust to inform recovery options and next steps. Accounting for factors including feasibility, timelines, funding, and required regulatory approvals, various options were considered, including temporary bridging. However, staff recommends a temporary trail “ford”<sup>1</sup> crossing be constructed as the preferred path forward. Formalizing a crossing of the now secondary/abandoned channel would enable safe passage by trail users in the area through at least the peak trail use season (summer / early fall), while mitigating damage to sensitive riparian ecosystems in the area due to trail braiding (noting that a UROC trail counter counted 22,000 uses of the bridge in 2025). Staff have engaged a local environmental consultancy and trail construction contractor on this work and propose a scope as follows:

- Water Stewardship Act Section 11 Notification (required regulatory approval), environmental field monitoring, and trail delineation fencing
- Contracted trail works: ford construction and trail repairs in the vicinity
- Risk management signage and communications

The value of this estimated work is approximately \$6000.

The ford trail crossing may only be a temporary solution, pending the future volume of flow of water in this now secondary channel of Perseverance Creek, and may only be passable at

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<sup>1</sup> For more information on a “trail ford” see the following link to a United States Forest Service website <https://www.fs.usda.gov/eng/pubs/htmlpubs/htm00232839/page09.htm#:~:text=Who%20will%20really%20care%20if,the%20outside%20of%20a%20turn>.

moderate to low water levels in Perseverance Creek. Signage is proposed on site to educate and caution users of various risks.

With low water levels in Perseverance Creek in the dry season, there are limited short term impacts on the Coal Creek Historic Park Disc Golf Course, and the course has been reopened to the public. However, longer term impacts to the course from future high-water levels in the now main channel of Perseverance Creek – which flows through an artificial channel in the disc golf course - require further evaluation. Staff have initiated engagement with the informal volunteers that maintain the course as it's possible that future course design modifications may be required to enable creek restoration works to accommodate higher volumes of waters and natural floodplain processes.

### **Proposed Next Steps: Critical Infrastructure Risk Assessment**

The eroded channel and debris dam is upstream of critical infrastructure including a Village drinking water supply well in Coal Creek Historic Park, the Perseverance Creek culvert on Comox Lake Road, and the intake pipe for the Comox Valley Regional District water supply system in Comox Lake. Additionally, there may be risks to adjacent and downstream culturally sensitive sites identified in a 2025 K'òmoks First Nation Cultural Values Report commissioned by the Village as part of the *Cumberland Forest Land Strategy* planning process. Through the Regional Emergency Operations Centre staff have confirmed provincial funding is available to complete a Risk Assessment of downstream critical infrastructure and cultural sites resulting from the log jam, erosion, creek channelization and future flood risks in the Cumberland Community Forest Park and adjacent Coal Creek Historic Park.

The Risk Assessment is intended to then inform next steps and potential future phases of work, including:

- Implementation of immediate risk mitigation requirements, such as taking specific management actions at the debris dam and recreational trail bridge, and/or channel dredging;
- Detailed planning, design and construction of new, improved, or replaced infrastructure and/or stream channel works to mitigate future debris/log jams that may lead to life safety risks and downstream impacts to critical infrastructure;
- Scoping, planning and restoration works to the stream channel(s) and adjacent riparian areas of Perseverance Creek;
- Recreational trail infrastructure planning, design and construction for related parks infrastructure at and in the vicinity of the impacted area.

Pending the outcome of the risk assessment, further funding may be available from the province's Emergency Management branch to mitigate future damages and/or identification of longer term measures required to reduce risk<sup>2</sup>. Staff are now working to procure the Risk Assessment, with the goal of having the assessment initiated this spring and following up reporting in early summer. This expedited timeline would enable implementation of any immediate risk mitigation works to the stream in late summer or early fall (while water levels are low).

In the meantime, as part of the partnership *Cumberland Forest Land Strategy* planning process with the CCFS, UROC and CVLT, the results of the Risk Assessment will be used to inform planning,

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<sup>2</sup> EMCR's Financial Assistance Standards for Emergency Response and Short Term Recovery: available online at [EMCR Financial Assistance Standards](#))

scoping, and restoration works to the stream channel(s) and adjacent riparian areas of Perseverance Creek, as well as infrastructure planning, design and construction for related parks and trails infrastructure at and in the vicinity of the impacted area. This includes addressing longer term planning and design considerations for both a trail bridge over Perseverance Creek, and Coal Creek Historic Park Disc Golf Course layout and design.

### **FINANCIAL IMPLICATIONS**

\$2000 of operational contingency has been expended to date in response to the flood event for consulting services in support of partner engagement, interim trail planning and design, and Risk Assessment Request for Proposal drafting.

An additional \$6000 is requested for constructing a temporary trail “ford” crossing of Perseverance Creek in the Cumberland Community Forest Park. This is proposed to be funded through General Financial Stabilization Reserve.

Future works may be eligible for funding from the province should they be identified as required to protect critical infrastructure and/or cultural resources. However, recreational/parks infrastructure will not be eligible for emergency funding; once further information is known on the scope of these works, associated costs, and available partnership opportunities, more information will be brought back to Council part of the *Cumberland Forest Land Strategy* project.

### **OPERATIONAL IMPLICATIONS**

Flood event response and recovery was not in staff work plans and has required the re-allocation of resources in the Village’s Parks Department, as well as in Engineering and Public Works; additional impacts are anticipated in the months and years to come as recovery works are scoped and implemented. This reallocation of resources has not affected just one project – staff have attempted to spread the impacts across multiple projects and initiatives to ensure other Council strategic priorities are progressed, while minimizing impacts on core operations.

On a positive note, the already convened *Cumberland Forest Land Strategy* planning process has provided an opportune forum for engaging key partner organizations; meanwhile, much of the recovery works (creek restoration; trail improvements) were likely to have been identified for priority action in the Strategy, with the flood resulting in an expedited need to respond.

### **CLIMATE CHANGE IMPLICATIONS**

The flood event may have been influenced by a changing climate. The risk assessment, and any follow up planning, design and construction works will prioritize the mitigation of the physical impacts of climate change, e.g. flood risk mitigation, retention of water on the landscape to reduce drought impacts and mitigate wildfire risk, etc.

## ALTERNATIVES

1. Not proceed with any action at this time.

*Should Council choose to not proceed with the creek ford and related trail works, staff would recommend leaving the trail closed to mitigate impacts of trail braiding and trampling in the riparian area, as well as to manage other risks to public safety (e.g. unstable creek banks and trees). However, despite the closure, continued trail use through the area is being observed and the Village has minimal means to enforce the closure.*

*Should Council choose to not proceed with immediate risk mitigation works for the protection of critical infrastructure as identified by the upcoming Risk Assessment, further damages may occur to critical infrastructure such as the access road, groundwater surface well and related waterworks infrastructure, as well as other critical infrastructure and cultural resources, in the event of future Perseverance Creek flooding.*

## STRATEGIC OBJECTIVE

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

## ATTACHMENTS

None

## CONCURRENCE

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

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

Respectfully submitted,

***K. McPhedran***

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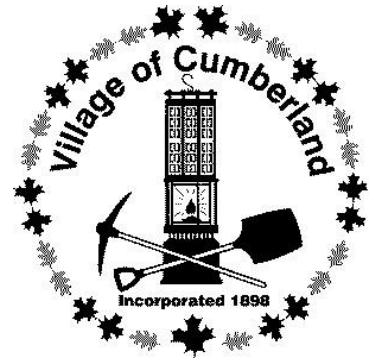
Kevin McPhedran  
Director of Community Services

***M. Mason***

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Michelle Mason  
Chief Administrative Officer

# COUNCIL REPORT



REPORT DATE: May 1, 2026  
MEETING DATE: May 11, 2026

File No. 7400

TO: Mayor and Councillors  
FROM: Rachel Parker, Corporate Officer  
SUBJECT: Community Policing Priorities for 2026 RCMP Annual Performance Plan

## RECOMMENDATION

THAT Council identify Village of Cumberland policing priorities for the 2026-2027 RCMP Annual Performance Plan.

## PURPOSE

The purpose of this report is to facilitate the identification of community policing priorities for the 2026 RCMP annual performance plan.

## PREVIOUS COUNCIL DIRECTION

Date	Resolution
Apr 7 2025	THAT Council identify Village of Cumberland policing priorities for the 2025-2026 Annual Performance Plan as youth mischief and late night patrols; trap house investigations; community policing and relationship-building with businesses and youth particularly on weekend evenings; speed enforcement in playground and park zones.
Apr 22 2024	THAT Council identify the top five areas of concern for policing services for the 2024-2025 Comox Valley RCMP Annual Performance Plan as late night community patrols; Lake Park campground patrols; speed control and traffic safety focusing on 30km/h zones including Village Park zone along Dunsmuir Avenue/Royston Road, school zones, and Kendal Avenue; boating safety on Comox Lake; and Lake Park boat launch as boats return.
Mar 27 2023	THAT Council request that the following items be identified as community priority issues for the 2023 RCMP Annual Performance Plan: crime reduction, police and community relations, watercraft safety, traffic and road safety, including off road vehicles, and parks and campgrounds; with particular focus

	on community policing and community relations, and authorize Mayor Brown to approve the acknowledgement of consultation.
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**BACKGROUND**

At the April 27, 2026 Committee of the Whole meeting, Inspector Mercer attended and members discussed community priorities including:

- Speeding enforcement in playground and park zones
- Speeding enforcement for a new blanket 30km/h limit
- Community policing and relationship-building with youth and “coffee with a cop” program
- Youth mischief
- Problem houses
- Mental health priorities
- Campground and boat launch

It is requested that Council formally identify community policing priorities through a motion that would be provided to Comox Valley RCMP.

**FINANCIAL IMPLICATIONS**

None

**OPERATIONAL IMPLICATIONS**

None

**CLIMATE CHANGE IMPLICATIONS**

None

**ALTERNATIVES**

None

**STRATEGIC OBJECTIVE**

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

**ATTACHMENTS**

1. Correspondence from Comox Valley RCMP

**CONCURRENCE**

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

Respectfully submitted,

***R. Parker***

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Rachel Parker  
Corporate Officer

***M. Mason***

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Michelle Mason  
Chief Administrative Officer



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 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

# COUNCIL REPORT



REPORT DATE: April 20, 2026  
MEETING DATE: May 11, 2026

File No. 0530

TO: Mayor and Councillors  
FROM: Rachel Parker, Corporate Officer  
SUBJECT: Disclosure of Contract

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## **RECOMMENDATION**

THAT Council receive the Disclosure of Contract report.

## **PURPOSE**

The purpose of this report is to disclose a contract held by the Village in which a Council member may have a direct or indirect pecuniary interest.

## **PREVIOUS COUNCIL DIRECTION**

None

## **BACKGROUND**

Under section 107 of the *Community Charter*, if a municipality enters into a contract in which a council member or a past council member has a direct or indirect pecuniary interest, the contract must be reported as soon as reasonably practicable at a council meeting that is open to the public.

In November 2024, the Village entered into a contract through a purchase order for services with Boleyn Media for website technical support at a maximum amount of \$3,600. This service arrangement continued in 2025 on a service charge basis, with service payment to Boleyn of less than \$700 for that year, and continues in 2026. The value of the work provided does not meet the threshold of \$5,000 for a contractual arrangement under the Purchasing Management Services policy.

In the spring of 2026, through an informal discussion between Councillor Ward and staff it was recognized that the Village's contract with Boleyn media for website maintenance and technical support may be subject to section 107 of the *Community Charter*. Councillor Ward subsequently reported to the Corporate Officer that his company has a contract with Boleyn Media to provide services for other clients of Boleyn. Councillor Ward does not participate in the services Boleyn Media provides to the Village and has no access to Village website, however the Village's contract

through service invoices from Boleyn Media is being disclosed to provide full transparency as it could be considered to provide indirect pecuniary benefit to Councillor Ward.

**FINANCIAL IMPLICATIONS**

None

**OPERATIONAL IMPLICATIONS**

None

**CLIMATE CHANGE IMPLICATIONS**

None

**ALTERNATIVES**

This report is provided for information. There is no action required.

**STRATEGIC OBJECTIVE**

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

**ATTACHMENTS**

None

**CONCURRENCE**

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

Respectfully submitted,

***R. Parker***

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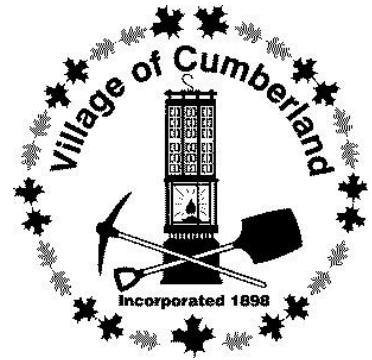
Rachel Parker  
Corporate Officer

***M. Mason***

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Michelle Mason  
Chief Administrative Officer

# COUNCIL REPORT



REPORT DATE: April 23, 2026  
MEETING DATE: May 11, 2026

File No. 4200

TO: Mayor and Councillors  
FROM: Rachel Parker, Corporate Officer  
SUBJECT: Appointment of the Chief Election Officer and Deputy Chief Officer

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## RECOMMENDATION

THAT Council appoint Rachel Parker as chief election officer and Andrea Samsom as deputy chief election officer for the 2026 general local election.

## PURPOSE

The purpose of this report is to meet the requirements of the Local Government Act for the administration of the 2026 general local election.

## PREVIOUS COUNCIL DIRECTION

None

## BACKGROUND

The 2026 general local election will take place this fall in local governments throughout British Columbia with general voting day on October 17. The Village holds additional voting days on October 7 and 14. All voting will take place at the Cultural Centre Buchanan Hall. Mail ballot voting will also be available.

Under section 58 of the Local Government Act, a local government must appoint a chief election officer and a deputy chief election officer for the purposes of administering and conducting an election. If the chief election officer is absent or unable to act, the deputy appointed to the position would perform the required duties.

Election officials must make a solemn declaration that they will undertake the duties impartially, will not accept inducement, and will preserve the secrecy of the ballot. Duties and powers of the chief election official are set out in [s. 59 of the Local Government Act](#).

The Corporate Officer has administered a number of general elections, by-elections, and other voting for a number of municipalities since 2002, and general elections for the Village in 2014, 2018, and 2022.

## **School Trustee Voting**

The School Act sets out that if a trustee electoral area is all or part of a single municipality, the municipal council must conduct the trustee elections in the trustee electoral area. Further, where a municipality is required to conduct a trustee election, the municipally appointed chief election and deputy chief election officers serve in those positions for the trustee election. There is minimal additional cost to administering the trustee election for Area 3, Village of Cumberland. The Village receives trustee nomination documents, gives notice of trustee candidates and includes those candidates on the ballot for Area 3.

## **Candidate Campaign Financing and Advertising**

Campaign financing and advertising is administered and enforced by Elections BC. For information, the general local election pre-campaign period is from July 20 to September 18, and the campaign period is from September 19 to October 17, as established by Elections BC for campaign financing and advertising purposes. The candidate nomination period is September 1 to September 11 across the Province.

## **FINANCIAL IMPLICATIONS**

The Council has established a budget of \$25,820 to administer the election, with much of the cost going towards labour, voting machine rental, and required advertising.

## **OPERATIONAL IMPLICATIONS**

Preparing for and administering an election takes significant resources from the two staff members in the Legislative Services area in the months ahead and during voting. Other non-essential services provided by the staff team may be deferred or delayed during this time.

Training organized by the Local Government Management Association (LGMA) is available online for the chief and deputy chief election officers.

## **CLIMATE CHANGE IMPLICATIONS**

None

## **ALTERNATIVES**

Council may consider appointing an independent third party contracted employee as chief election and deputy chief election officials.

## **STRATEGIC OBJECTIVE**

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

**ATTACHMENTS**

None

**CONCURRENCE**

Andrea Samsom, Manager of Human Resources and Finance **AS**

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

Respectfully submitted,

***R. Parker***

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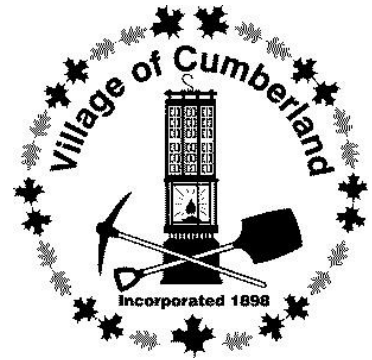
Rachel Parker  
Corporate Officer

***M. Mason***

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Michelle Mason  
Chief Administrative Officer

# COUNCIL REPORT



REPORT DATE: April 28, 2026  
MEETING DATE: May 11, 2026

File No. 1820

TO: Mayor and Councillors  
FROM: Michelle Mason, Chief Administrative Officer  
SUBJECT: Temporary Project Manager Support

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## **RECOMMENDATION**

THAT Council approve the expenditure of up to \$145,000 for all costs associated with a temporary one-year Project Manager position to be funded from the General Stabilization Reserve funds and THAT Council direct staff to bring forward an amendment to the adopted 2026-2030 Financial Plan Bylaw to reflect this expenditure.

## **PURPOSE**

The purpose of this report is to seek Council approval for a temporary Project Manager position to address significant workload pressures and enable timely delivery of Council's strategic priorities that have been delayed due to resource constraints and competing capital demands.

## **PREVIOUS COUNCIL DIRECTION**

Previous direction has not been given in relation to this request other than budget approvals and Council Strategic Priorities that this position would support.

## **BACKGROUND**

The Director of Engineering and Public Works is responsible for day-to-day operations for transportation, water, sewer and storm services, and Deputy Approving Officer responsibilities. In addition to this large portfolio, for a number of years, this position had to navigate major capital upgrades, such as a wastewater treatment upgrade (\$22m - largest ever undertaken by the Village), UV water treatment facility capital upgrades, dam capital upgrades, and a Liquid Waste Management Plan without the benefit of an in-house Project Manager until recent. The municipality currently has one permanent Project Manager who is responsible for overseeing a broad and growing portfolio of capital projects for all service areas of the Village. Over the past several years, staff capacity has been increasingly constrained due to:

- Growth in the number and complexity of capital projects
- Urgent and high-priority infrastructure initiatives

- Increased regulatory and reporting requirements
- Vacancies

As a result, numerous Council priorities have been delayed, while other important initiatives have not yet commenced.

### **Current Challenges**

Due to competing priorities and emerging projects, the following Council priority projects have been delayed or are progressing more slowly than desired:

- Asset Management Plan (training and implementation requirements to be met by 2030)
- Solid Waste Automated Cart Implementation
- Properties and Facilities Review Implementation

In addition, there are major projects and initiatives that staff feel cannot be delayed, including:

- Financial Reporting System Replacement (current system will no longer be supported after December 31, 2029)
- Municipal General Elections
- Transportation Master Plan Implementation
- Allen Reservoir Algal Bloom Analysis

Further, several important but less critical initiatives consistently do not reach the top of the work plan and are causing inefficiencies, including:

- Procurement Policy Update (policy adopted by Council in 2016)
- Utility Rate Structure Review
- Utility Connection Bylaw Update
- Financial Sustainability Analysis

Without additional temporary capacity, delays to these projects will continue, potentially increasing long-term risk, cost, and operational inefficiencies.

### **Analysis**

Adding a temporary one-year Project Manager will:

- Provide immediate relief to current workload pressures
- Allow simultaneous advancement of multiple high-priority initiatives
- Reduce the risk of further project delays and cost escalation
- Enable progress on projects that have been repeatedly deferred

The temporary nature of the position provides flexibility while staff assess longer-term organizational and workload needs.

Approval of a temporary one-year Project Manager position will enable staff to meet Council's current priorities and emerging projects, advance delayed and critical initiatives, and reduce organizational risk, while responsibly utilizing available reserve funding.

## **FINANCIAL IMPLICATIONS**

The estimated budget for the temporary one-year Project Manager position is \$145,000 which includes compensation and office requirement costs.

With this being a temporary position, funding is proposed to come from the General Stabilization Reserve funds earmarked for Solid Waste and not from property taxes. The 2025 year-end balance of these reserve funds is approximately \$306,000, which is sufficient to cover the full cost of the temporary position while maintaining an appropriate reserve balance to continue to stabilize solid waste user fees.

## **OPERATIONAL IMPLICATIONS**

The job description for the permanent project management position will be used for the job posting. Staff would post the position immediately if approved. The successful candidate will report to the Director of Engineering and Public Works. The studio suite owned by the Village may be available for rental for this position which may help with recruitment.

## **CLIMATE CHANGE IMPLICATIONS**

The proposed temporary Project Manager position will have indirect but positive climate change implications. Increased project management capacity will support the timely advancement of several initiatives that contribute to climate resilience, environmental sustainability, and emissions reduction, including:

- Asset Management Planning, which supports lifecycle-based investment decisions that improve infrastructure resilience to extreme weather and climate-related impacts.
- Solid Waste Automated Cart Implementation, which can improve collection efficiency, reduce contamination, and support waste diversion and emissions reduction goals.
- Transportation Master Plan Implementation, which will advance active transportation and other strategies that help reduce greenhouse gas emissions.
- Allen Reservoir Algal Bloom Analysis, which is directly related to climate-driven impacts on water quality and ecosystem health.

Delays in these initiatives increase exposure to climate-related risks, regulatory pressures, and potential cost escalation. The temporary position will help ensure climate-related considerations are incorporated into project planning and implementation in a timely manner. No known direct negative climate impacts are anticipated as a result of this staffing request.

## **ALTERNATIVES**

1. Continue with existing staffing levels, resulting in continued project delays and potential risks.

## **STRATEGIC OBJECTIVE**

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

Community Planning

**ATTACHMENTS**

None

**CONCURRENCE**

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

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

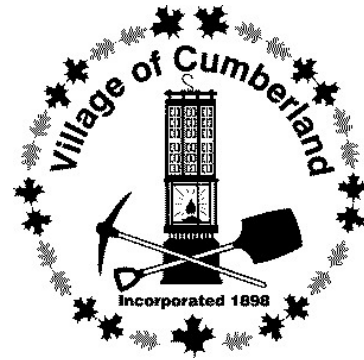
Respectfully submitted,

***M. Mason***

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Michelle Mason  
Chief Administrative Officer

# COUNCIL MEMBER REPORT



DATE: May 1 2026  
 TO: Mayor and Councillors  
 FROM: Mayor Brown  
 SUBJECT: April 2026 Monthly Report

Date	Event	Comments
April 1	CVRD	Closed Meeting of the CVRD Board
	19 Wing	Celebration of the Vampire Pavilion opening
April 2	Village	Mayor and CAO regular checkin
	K'ómoks	Regular Meeting with K'ómoks Council  Presented the Waste Water Update, Perseverance Watershed Initiative and the Cumberland Forest Planning process
	Film Fest	Opening night of the Comox Valley International Film Festival
April 7	CVSUS	<p><b>Comox Valley Substance Use Strategy Collaborative Meeting</b></p> <p><b>Notes:</b></p> <p><b>Key Decisions</b></p> <ul style="list-style-type: none"> <li>● Proceed with the Community Health Hub pilot as a grassroots initiative.</li> <li>● Selected the Cumberland event on May 16 as the fourth and final event for the remaining funding.</li> <li>● Support the Village Recovery Society's proposal for second-stage housing for men.</li> </ul> <p><b>Action Items</b></p> <ul style="list-style-type: none"> <li>● Convene a planning session for the Community Health Hub pilot</li> <li>● Launch the Seniors &amp; Elders Substance Use Table (Raven &amp; Kelsey).</li> <li>● Connect with Better at Home and Senior Support programs (Patti / Chris).</li> <li>● Coordinate logistics for the Cumberland event on May</li> <li>● Follow up on Village Recovery Society funding.</li> <li>● Begin early planning for International Overdose Awareness Day awareness events and initiatives with a youth focus and a large community event being planned led by Village Clinic/ MSTH.</li> </ul> <p><b>Risks and Concerns</b></p> <ul style="list-style-type: none"> <li>● Potential funding shortages for outreach and hub operations.</li> <li>● Limited agency capacity to staff new initiatives to carry our recommen-</li> </ul>

		<p>dations.</p> <ul style="list-style-type: none"> <li>● Hidden substance use among the senior population.</li> <li>● Housing insecurity for seniors and Indigenous residents</li> </ul>
April 9	UROC	Attended UROC AGM
	ACET	Video interview for ACET – Review of projects for their funding committee
April 13	VIHA	Regular quarterly meeting with the ED for Island Health
	WSC	Watershed Security Coalition prep for Minister meetings
	Council	Regular Council Meeting
April 14	K'ómoks	Attended the Legislature along with other local leaders from the Valley and K'ómoks members to witness the introduction of K'ómoks Treaty legislation
April 15	WSC	Attended two Meetings with members of the Watershed Security Coalition Minister Boyle and Premier Eby/Minister Neil to advocate for Cumberland's resolution to increase water rates and use those funds to protect watersheds
	UBCM	Board Meeting to prep for advocacy days
April 16	Village	Agenda Review for next Council meeting
	Village	Mayor and CAO checkin
	Resident	Walk Porky's with Lois and Ralph who are interested in making it an accessible trail
April 17	CVRD	<p><b>CVRD Special Closed Board Meeting</b></p> <p><b>Special Board Meeting</b></p> <p>2025 HOMELESSNESS SUPPORTS SERVICE GRANT FUNDING RECOMMENDATIONS</p> <p>Carried: THAT the Board approve the following allocations, for a total of \$213,000, from the unspent and unallocated 2025 Homelessness Supports Service Grants:</p> <p>a. Comox Bay Care Society - \$30,000 towards the Peer Supported Mobile Outreach Care-A-Van Homelessness and Substance Use and Addictions Service as outlined in application dated January 18, 2026.</p> <p>b. Comox Valley Head Injury Society (CVHIS) - \$15,000 towards CVHIS Transportation and Accessibility Initiative as outlined in application dated January 20, 2026.</p> <p>c. Dawn to Dawn - \$30,000 towards Gukwas sa Wagalus Renovation Completion and Opening as outlined in application dated January 18, 2026.</p> <p>d. LUSH Valley - \$8,000 towards LUSH Valley's Hot Meals for Connect Centre as outlined in application dated January 19, 2026.</p> <p>e. SOLID - \$63,000 towards Peer Street Outreach Team as outlined in application as outlined in application dated January 19, 2026.</p>

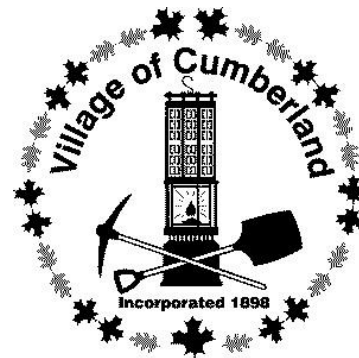
		<p>f. Sunday Station - \$25,000 towards Sunday Station Free Meal Service as outlined in application dated January 18, 2026.</p> <p>g. The Village Recovery Society - \$42,000 for The Village Men’s Recovery and Access Project as outlined in application dated January 20, 2026.</p> <p>Carried: THAT: The remaining \$42000 from the unspent and unallocated 2025 Homelessness Supports Service Grants be referred to the Coalition Adjudication Committee for consideration of allocation</p> <p>REGIONAL MUNICIPAL REGIONAL DISTRICT TAX APPLICATION UPDATE AND REVISED COLLECTION AREA APPROVAL</p> <p>REGIONAL MUNICIPAL REGIONAL DISTRICT TAX APPLICATION UPDATE AND REVISED COLLECTION AREA APPROVAL</p> <p>Carried: THAT the Board approve the continuation of the application process for a Comox Valley Municipal Regional District Tax, not including Denman and Hornby Islands, Mount Washington or the Town of Comox.</p> <p>AND THAT staff develop a policy whereby the allocation of MRDT OAP funds raised in the rural areas takes place under the direction of the Electoral Areas Services Committee</p> <p>CITY OF COURTENAY OFFICIAL COMMUNITY PLAN REFERRAL AND REGIONAL CONTEXT STATEMENT ACCEPTANCE</p> <p>Carried: THAT the Board forward the letter with staff’s comments, attached as Appendix A to the staff report dated March 30, 2026, to the City of Courtenay regarding Bylaw No. 3206, being the “Official Community Plan Bylaw No. 3206, 2026”;</p> <p>AND FINALLY THAT the Board accept the Regional Context Statement contained in Section B.2 and Appendix 2 of Bylaw No. 3206 as required under Section 448(2) of the Local Government Act (RSBC 2015, c.1).</p> <p>STRATEGIC INITIATIVES UPDATE</p> <p>SLAND COASTAL ECONOMIC TRUST — LETTER OF SUPPORT</p> <p>Carried: THAT the Board provide a letter of support as requested by Brodie Guy, CEO, Island Coastal Economic Trust, in his correspondence dated March 24, 2026.</p> <p>COMOX VALLEY TOURISM ADVISORY COMMITTEE - LETTER OF SUPPORT</p> <p>Received: Letter of support from the TAC for expanding the MRDT program boundaries by continuing the application to the Province.</p>
April 19	CCFS	Walking tour of Middle Earth with CCFS
April 21 - 24	UBCM Board	<p><b>Advocacy Days for UBCM and the Province</b></p> <p>UBCM hosted reception for all MLA’s</p> <p>Executive Meeting – Briefing on Advocacy Days</p> <p>Meeting with Minister of Indigenous Relations &amp; Reconciliation</p> <p>Meeting with Minister of Forests</p> <p>Health and Social Development Committee Meeting</p>

		<p>Meeting with Minister of Children and Family Development Community Economic Development Committee Meeting with Caucus Chair &amp; Parliamentary Secretary for Surrey Infrastructure</p> <p><b>Advocacy to all Ministers Included:</b></p> <p>RECOGNIZE LOCAL GOVERNMENTS AS AN ORDER OF GOVERNMENT We're calling on the Province to reinforce the value of effective engagement with local governments, and reiterate the legislative duty to consult as a key delivery partner and order of government.</p> <ul style="list-style-type: none"> <li>• Consider the impacts of provincial decisions on local government roles and responsibilities</li> <li>• Engage UBCM and local governments 'early and often' throughout policy conception, legislation drafting and regulations development</li> <li>• Limit the use of NDAs except for when reviewing draft legislation or regulations</li> </ul> <p>MAINTAIN EXISTING FINANCING TOOLS FOR INFRASTRUCTURE</p> <ul style="list-style-type: none"> <li>• Advocate forcefully for local governments to retain full development finance tools (DCCs, ACCs) and still have access to the federal Build Communities Strong Fund</li> </ul> <p>FILL THE GAPS IN EMERGENCY MANAGEMENT We're asking to work collaboratively with the Province to ensure that new and additional responsibilities under EDMA are properly resourced through:</p> <ul style="list-style-type: none"> <li>• Dedicated, ongoing funding and capacity-building tied directly to new EDMA responsibilities</li> <li>• One-time funding to complete EDMA compliant risk assessments</li> <li>• Renewed long-term funding for wildfire mitigation</li> <li>• Local government input into any redesign of FireSmart or other mitigation funding programs</li> </ul> <p>UBCM Executive Meeting</p> <ul style="list-style-type: none"> <li>• UBCM has asked the Province to spend more time learning about the implications of the proposed amendments to the <i>Heritage Conservation Act</i>. Based on the technical policy paper released in late March, and subsequent conversations with members, we are concerned about the level of ambiguity and questions that appear to have been unconsidered. At this time, we do not believe the policy work is ready for legislation.</li> <li>• We have decided to dissolve the Local Government Policing Modernization Roundtable, which no longer aligns with the Province's direction. UBCM staff will stay engaged on this file.</li> <li>• Through the Local Government RCMP Contract Management Committee, UBCM will request expedited approval of all training modules associated with the new RCMP Auxiliary Program.</li> <li>• Convention planning is well underway; session proposals are still being accepted until June 5. Stay tuned to the Compass for updates and to be notified when registration opens.</li> <li>• UBCM will write to the Minister for Energy and Climate Solutions to advocate for the continuation of funding for the Local Government Climate Action Program (LGCAP).</li> <li>• Discussed Belonging in BC, a plan to address homelessness which</li> </ul>
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		<p>finished in 2025. The Province has said there will not be an updated version of the plan. UBCM staff will talk with the Province about the evaluation and outcome framework for that program.</p> <ul style="list-style-type: none"> <li>• The Resolutions Committee has applied the new framework to resolutions submitted to the five area associations. The framework has reduced the number of resolutions that will be considered at Convention by 44%. Most of those that won't be considered were seen as repeating existing policy.</li> </ul>
April 24-26	AVICC	<p><b>Association of Vancouver Island and Coastal Communities Convention</b></p> <p>I was able to attend the following:</p> <p>Chiefs, Chairs, mayors Forum and Lunch – Presentation from Mayor Alto on their Community Safety and Wellbeing Plan</p> <p>Convention Opening – Territorial Welcome, Host welcome, Provincial Address (Minister Osborne), Nominating Report, Municipal Finance Authority Update.</p> <p>Keynote: Shachi Kurl – Where are we headed and Where are we now?</p> <p>Island Health Update from chair Leah Hollins Island Health Board of Directors</p> <p>E-Comm 911 Update</p> <p>Plenary – Fostering Collaborative Governance - Modernizing the Trust (ICET)</p> <p>CONVENTION DAY 2:</p> <p>AGM and Presidents Address</p> <p>MIABC update</p> <p>UBCM President Adress with Cori Ramsey</p> <p>Resolutions Sessions</p> <p>Permissive Tax Exemptions Grants and More – Exploring Best Practices</p> <p>The Future of Forestry on Vancouver Island and Coastal BC</p> <p>CONVENTION DAY 3:</p> <p>Nominated for Director at large</p> <p>ICBC Update, BC Conservative Caucus - MLA Brennan Day, FCM Update with Will Cole Hamilton, ICET Update</p> <p>Plenary – Strong Towns: Bottom up Revolution to Rebuild Canadian Prosperity</p> <p>Green Party Leader Emily Lowen, Student Delegate Address, Resolutions Session</p> <p>AVICC Advocacy Update</p> <p>Installation of New AVICC Executive</p>
April 27	Council	<p>Committee of the Whole</p> <p>Regular Council Meeting</p>

April 28	Day of Mourning	City of Courtenay organized a gathering to honour the lives lost due to workplace injuries.
	CVRD	<p><b>Closed Recreation Committee Meeting</b></p> <p>90(1)(e) The acquisition, disposition or expropriation of land or improvements, if the committee/board considers that disclosure might reasonably be expected to harm the interests of the municipality.</p> <p><b>Comox Valley Recreation Committee Meeting</b></p> <p>55+ BC GAMES JOINT BID</p> <p>Carried: THAT the Comox Valley Regional District apply jointly with the City of Campbell River to host the 2028, 2029, or 2030 55+ BC Games subject to support from other local government organizations to ensure there are enough venues for a competitive bid;</p> <p>AND FURTHER THAT the CVRD commit a cash contribution of \$37,500 towards the \$75,000 financial contribution as well as providing in-kind support of services and facilities between the Comox Valley Regional District, the City of Campbell River and relevant local government venues with a deemed value of \$65,000;</p> <p>AND FINALLY THAT staff be directed to budget for the required \$37,500 contribution in Service 600 Recreation Grants, as part of the 2027 – 2031 proposed financial planning process for either the 2028, 2029, or 2030 budget years</p> <p>RECREATION GRANT POLICY</p> <p>THAT staff report back to the Comox Valley Recreation Commission with an updated Recreation Grant Policy reflecting the feedback provided at its April 28, 2026 meeting on the draft principles and evaluation criteria.</p> <p>INDOOR AQUATICS OPTIONS STUDY</p> <p>Carried: THAT the report dated April 22, 2026 regarding an update on the next steps related to assessing options for the expansion of indoor aquatics, as identified in the Recreation Strategic Plan be received</p> <p>Assistant Senior Manager of Recreation Services, presented information regarding the next steps related to assessing options for the expansion of indoor aquatics, as identified in the Recreation Strategic Plan</p> <p>REGIONAL FIELD IMPROVEMENTS AND AMENITIES INVESTMENT POLICY</p> <p>Assistant Senior Manager of Recreation Services, facilitated a workshop to receive feedback from the commission regarding the proposed parameters of a Regional Field Improvements and Amenities Investment Policy</p>
April 29	Museum	Catch up meeting with Executive Director
April 30	Village	Agenda Review
	Village	Mayor and CAO Check in

# COUNCIL MEMBER REPORT



DATE: May 1 , 2026  
 TO: Mayor and Councillors  
 FROM: Troy Therrien  
 SUBJECT: Monthly Report for Feb- April 2026

Date	Event	Details
April 23 -26	AVICC	Attended workshops on Cowichan decision, AI use in Municipal Government, Healthcare Recruitment, Strong Towns and more.
April 9	CSWM	Board approved new advisory committee structure to take effect after SWMP plan approval. Full agenda here: <a href="https://cvrdagendaminutes.comoxvalleyrd.ca/cswmagendas/default.aspx?MeetingID=4375&amp;PrinterVersion=0&amp;DocumentTypeID=1&amp;AgendaDeadline=4/2/2026%203%3A12%3A05%20PM">https://cvrdagendaminutes.comoxvalleyrd.ca/cswmagendas/default.aspx?MeetingID=4375&amp;PrinterVersion=0&amp;DocumentTypeID=1&amp;AgendaDeadline=4/2/2026%203%3A12%3A05%20PM</a>
Mar 23	WWTP	Attended official opening of Cumberland waste water treatment plant.
Mar 19	CSRHD	Full agenda here: <a href="https://cvrdagendaminutes.comoxvalleyrd.ca/csrhdagendas/default.aspx?MeetingID=4366&amp;PrinterVersion=0&amp;DocumentTypeID=1&amp;AgendaDeadline=3/12/2026%204%3A39%3A41%20PM">https://cvrdagendaminutes.comoxvalleyrd.ca/csrhdagendas/default.aspx?MeetingID=4366&amp;PrinterVersion=0&amp;DocumentTypeID=1&amp;AgendaDeadline=3/12/2026%204%3A39%3A41%20PM</a>
Mar 16	TMP	Transportation master plan workshop and tour
Mar 5	CSWM	Approved draft waste management plan for public consultation. Full agenda here: <a href="https://cvrdagendaminutes.comoxvalleyrd.ca/cswmagendas/default.aspx?MeetingID=4358&amp;PrinterVersion=0&amp;DocumentTypeID=1&amp;AgendaDeadline=2/27/2026%2011%3A59%3A30%20AM">https://cvrdagendaminutes.comoxvalleyrd.ca/cswmagendas/default.aspx?MeetingID=4358&amp;PrinterVersion=0&amp;DocumentTypeID=1&amp;AgendaDeadline=2/27/2026%2011%3A59%3A30%20AM</a>
Feb 26	CSRHD	Approved 2026 budget with no tax increase. Full agenda here: <a href="https://cvrdagendaminutes.comoxvalleyrd.ca/csrhdagendas/default.aspx?MeetingID=4347&amp;PrinterVersion=0&amp;DocumentTypeID=1&amp;AgendaDeadline=2/20/2026%204%3A02%3A37%20PM">https://cvrdagendaminutes.comoxvalleyrd.ca/csrhdagendas/default.aspx?MeetingID=4347&amp;PrinterVersion=0&amp;DocumentTypeID=1&amp;AgendaDeadline=2/20/2026%204%3A02%3A37%20PM</a>

**THE CORPORATION OF THE VILLAGE OF CUMBERLAND**

**BYLAW NO. 1260**

**A bylaw to establish property tax rates and impose property value taxes for the year 2026.**

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

1. This Bylaw may be cited as “2026 Property Tax Rates Bylaw No. 1260, 2026.”
2. The following rates are imposed and levied for the year 2026:
  - (a) for all lawful and general purposes of the municipality on the taxable assessed value of land and improvements for general purposes, rates are shown in column A of Schedule A to this Bylaw;
  - (b) for the purposes of the Vancouver Island Regional Library on the taxable assessed value of land and improvements for general purposes, rates are shown in column B of Schedule A to this Bylaw;
  - (c) for the purposes of Comox Valley Regional District on the taxable assessed value of land and improvements for general purposes, rates are shown in column C of Schedule A to this Bylaw;
  - (d) for the purposes of Comox Valley Regional District on the taxable assessed value of land and improvements for hospital purposes, rates are shown in column D of Schedule A to this Bylaw; and
  - (e) for the purposes of the Comox-Strathcona Regional Hospital District on the taxable assessed value of land and improvements for hospital purposes, rates are shown in column E of Schedule A to this Bylaw.

<b>READ A FIRST TIME THIS</b>	<b>27<sup>TH</sup></b>	<b>DAY OF</b>	<b>APRIL</b>	<b>2026.</b>
<b>READ A SECOND TIME THIS</b>	<b>27<sup>TH</sup></b>	<b>DAY OF</b>	<b>APRIL</b>	<b>2026.</b>
<b>READ A THIRD TIME THIS</b>	<b>27<sup>TH</sup></b>	<b>DAY OF</b>	<b>APRIL</b>	<b>2026.</b>
<b>ADOPTED THIS</b>		<b>DAY OF</b>		<b>2026.</b>

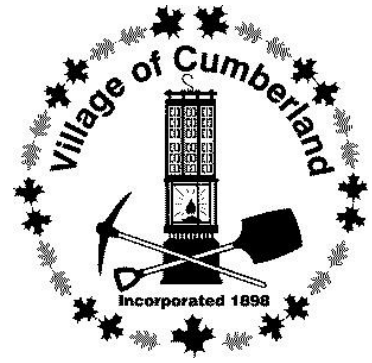
\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Corporate Officer

**SCHEDULE A**  
*(Dollars of tax per \$1,000 of assessed value)*

	<i>(column A)</i>	<i>(column B)</i>	<i>(column C)</i>	<i>(column D)</i>	<i>(column E)</i>
<b>Property Class</b>	<b>Municipal</b>	<b>VANCOUVER Island Regional Library</b>	<b>Regional District</b>		<b>Regional Hospital District</b>
	<b>General</b>	<b>General</b>	<b>General</b>	<b>Hospital</b>	<b>Hospital</b>
1 Residential	2.6870	0.1739	0.3555	0.4344	0.2471
2 Utilities	59.3935	3.8432	7.8566	1.5204	0.8649
3 Supportive Housing	2.6870	0.1739	0.3555	0.4344	0.2471
4 Major Industry	8.2491	0.5339	1.0914	1.4770	0.8401
5 Light Industry	8.2491	0.5339	1.0914	1.4770	0.8401
6 Business and Other	8.2491	0.5339	1.0914	1.0643	0.6054
7 Managed Forest	51.0530	3.3041	6.7545	1.3032	0.7413
8 Rec/Non Profit	2.6870	0.1739	0.3555	0.4344	0.2471
9 Farm	2.6870	0.1739	0.3555	0.4344	0.2471

# COUNCIL REPORT



REPORT DATE: April 22, 2026  
MEETING DATE: May 11, 2026

File No. 4320-20

TO: Mayor and Councillors  
FROM: Chris Baker, Manager of Permits, Licensing and Bylaw  
SUBJECT: Business Licence Renewal Extension

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## RECOMMENDATION

THAT Council give first, second, and third readings to Business Licensing Amendment Bylaw No. 1262, 2026.

## PURPOSE

The purpose of this report is to present to Council a bylaw that will amend Business Licensing and Regulation Bylaw No. 1239 to extend the annual business licence late renewal period from January 31 to March 31. This proposed change is intended to better align the renewal deadline with the operational realities faced by local businesses, particularly smaller enterprises that experience slower activity or limited administrative capacity following the winter holiday period.

Extending the renewal period provides additional time for business owners to complete their renewal, thereby supporting compliance and reducing the likelihood of licences expiring. The change is also expected to decrease renewal-related inquiries and administrative pressures at the beginning of the calendar year, supporting more efficient service delivery for both licence holders and municipal staff.

Overall, the recommended adjustment is designed to improve customer service and demonstrate the municipality's commitment to fostering a supportive business environment. By allowing a more flexible renewal timeframe, the proposed extension seeks to maintain compliance while recognizing the seasonal and operational challenges experienced by the local business community.

## PREVIOUS COUNCIL DIRECTION

Date	Resolution
2026-03-09	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.

2025-11-24	THAT Council adopt the Business Licensing and Regulation Bylaw No. 1239, 2025.
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## **BACKGROUND**

Business licences issued by the Village of Cumberland are valid for a single calendar year and expire on December 31. Under the current [Business Licensing and Regulation Bylaw No. 1239, 2025](#), licence holders who do not renew by the end of the year may still renew their licence during a late renewal period, subject to a \$75 late renewal fee. This late renewal period presently extends for one month following the end of the calendar year.

Council received feedback from the business community concerning late fees, which were introduced for the first time in 2026. During the March 9, 2026 Council Meeting the feedback was discussed. Council directed staff to refund the late fees for 2026 only and provide for a one-time extension of the renewal period until June 30 for 2026. Council also directed staff to amend the Business and regulation Bylaw to permanently extend the late renewal period from one to three months.

Sixty-one late fee refunds were issued and a letter providing details of this process was included with the refunds. There are currently 252 active 2026 business licences, of those, 9 have yet to pay the renewal fee. Reminders have been sent to any businesses with outstanding fees noting the extension until June 30 for payment of the 2026 fee. Staff will be contacting these 9 businesses before the June 30 deadline to ensure they understand the process and answer any questions they may have. Any outstanding business licence fees after the June 30<sup>th</sup> deadline, will require reapplication.

The purpose of establishing, with Business Licensing Bylaw no. 1239, a late renewal period and an expiration date for business licences is to create equity and efficiency. Without these tools to encourage on time renewals staff are required to continually follow up and the renewal period effectively becomes a year-round administrative process. By focusing staff time on a defined renewal period more focus on support for new applications is available. The proposed amendment would extend the late renewal period beyond the current (one month) timeframe, allowing licences to be renewed up to three months after the end of the calendar year, while continuing to impose the late renewal penalty on January 1 of each year. This additional time is intended to provide licence holders with greater flexibility to complete their renewal obligations while maintaining the integrity of the licensing system.

If a business licence is not renewed by the end of the calendar year or within the applicable late renewal period (by March 31 each year), the licence expires. Once expired, the business is no longer authorized to operate and must submit a new business licence application for review and approval in order to continue operating.

## **FINANCIAL IMPLICATIONS**

As no change to the amount of the late payment penalty is being proposed, the amendment relates solely to the duration of the late renewal period.

## **OPERATIONAL IMPLICATIONS**

By extending the late renewal period from one to three months it is expected that more businesses will be able to successfully renew their licences. Avoiding situations where business licences expire and require reapplication will reduce potential disruption for businesses and will reduce administrative time.

## **CLIMATE CHANGE IMPLICATIONS**

Staff made the change to electronic delivery of payment reminders in 2025. Efforts to find other improvements continue however the current amendment does not have an impact on emissions.

## **ALTERNATIVES**

1. That Council direct staff to alter the late renewal period to another period of time
2. Not proceed with any action at this time.

## **STRATEGIC OBJECTIVE**

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

## **ATTACHMENTS**

1. Bylaw No. 1262, a bylaw to amend the Business Licensing Bylaw No. 1239.

## **CONCURRENCE**

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

Andrea Samsom, Manager of Finance and HR **AS**

Respectfully submitted,

***C. Baker***

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Chris Baker  
Manager of Permits, Licensing and Bylaw

***M. Mason***

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Michelle Mason  
Chief Administrative Officer

**THE CORPORATION OF THE VILLAGE OF CUMBERLAND**

**BYLAW NO. 1262**

**A Bylaw to amend the Business Licensing Bylaw No. 1239, 2025**

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

**Citation**

1. This Bylaw shall be cited as “Business Licensing Amendment Bylaw No. 1262, 2026”.

**Amendments**

2. Corporation of the Village of Cumberland Business Licensing Bylaw No. 1239, 2025 is amended as follows:

to 3.4.4, by deleting January 31<sup>st</sup> and replacing with March 31<sup>st</sup>

**Severability**

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

<b>READ A FIRST TIME THIS</b>	<b>DAY OF</b>	<b>2026.</b>
<b>READ A SECOND TIME THIS</b>	<b>DAY OF</b>	<b>2026.</b>
<b>READ A THIRD TIME THIS</b>	<b>DAY OF</b>	<b>2026.</b>
<b>ADOPTED THIS</b>	<b>DAY OF</b>	<b>2026.</b>

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Mayor

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Corporate Officer