

The Corporation of the Village of Cumberland
Regular Council Meeting Agenda

Monday, June 8, 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](#)

Pages

1. Call To Order

2. Agenda

2.1 Agenda for Regular Council Meeting, June 8, 2026

Recommendation:

THAT Council approve the agenda for the June 8, 2026 Regular Council Meeting.

3. Minutes

3.1 Adoption of Minutes

4

Recommendation:

THAT Council adopt the following minutes:

- Committee of the Whole Meeting, May 25, 2026
- Regular Council Meeting, May 25, 2026; and,

receive the Committee minutes for information:

- Advisory Planning Commission, May 14, 2026.

4. Delegations

5. Correspondence

6. Unfinished Business

7. Reports

7.1 Development Variance Permit and Development Permit–3338 Union Road
Prepared by Jasmeen Kaur Sidhu, Planning Technician

14

Recommendation:

THAT Council approve the development variance permit (DVP2602) to allow an increase in the floor area and height for an accessory building (shop) to be constructed on the subject property described as Lot 4,

District Lot 24, Nelson District, Plan 42822 (3338 Union Road); and,

THAT Council approve the development permit (DP2604) for a new accessory building (shop) on the property described as Lot 4, District Lot 24, Nelson District, Plan 42822.

- 7.2 Business Retention and Expansion Program 33
Prepared by Michelle Mason, Chief Administrative Officer

Recommendation:

THAT Council receive the presentation from Tracey Clarke, Executive Director Comox Valley Chamber of Commerce for the upcoming Business Retention and Expansion program for Cumberland businesses.

- 7.3 Quint Apparatus Budget Update 50
Prepared by Mike Williamson, Manager of Protective Services/Fire Chief

Recommendation:

THAT Council approve an increase of \$600,000 for the purchase of the quint apparatus to be funded by additional short-term borrowing; and,

THAT Council directs staff to bring forward an amendment to the adopted 2026-2030 Financial Plan Bylaw to reflect this expenditure.

- 7.4 Transportation Master Plan and Village Speed Regulation Change Project 58
Prepared by David Dougherty, Director of Public Works and Engineering

Recommendation:

THAT Council direct staff to implement a Village-wide Speed Limit Reduction Project on a three-year trial period, including transition zones from 50 km/h to 40 km/h to 30 km/h;

OR

THAT Council direct staff to implement a Village-wide Speed Limit Reduction Project on a three-year trial period without a transition, reducing speed limits directly from 50 km/h to 30 km/h.

And That Council directs staff to bring forward Bylaw Amendments to Bylaw No. 951, 2017 Street and traffic Bylaw to support the implementation of a Village-wide Speed Limit Reduction.

- 7.5 Council Members Monthly Reports 72

Recommendation:

THAT Council accept the member monthly reports for May 2026.

8. Bylaws

- 8.1 Amenity Cost Charges Bylaw No. 1257, 2026 82

Recommendation:

THAT Council adopt the Amenity Cost Charges Bylaw No. 1257, 2026.

9. New Business

10. Notices, Motions and Announcements

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

11. Question Period

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

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

12. Adjournment

Recommendation:

THAT Council adjourn the meeting.

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



**May 25, 2026, 3:00 p.m.
Cultural Centre
2674 Dunsmuir Avenue**

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

Staff Present: Michelle Mason, Chief Administrative Officer
Courtney Simpson, Director of Development and Bylaw Services
David Dougherty, Director of Engineering & Public Works
Annie Berard, Director of Corporate Services
Kevin McPhedran, Director of Community Services
Rachel Parker, Corporate Officer

1. Call to Order

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

2. Agenda

2.1 Agenda for Committee of the Whole meeting, May 25, 2026

Moved by: Therrien

Seconded by: Borecky

THAT the Committee approve the Agenda for the May 25, 2026 Committee of the Whole Meeting with the addition to the closed portion: (i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

Carried Unanimously

3. Delegations

None

4. Reports

4.1 Cumberland & District Historical Society 2025 Community Services Partnership Agreement Presentation

The Committee received the report on the Cumberland Museum and Archives operations for 2025 highlighting the use of the resources room for private research, the digital museum launch, school programs, private and public tours, and collaboration studios, Stolen Bases exhibit, as well as the proposed Cultural Centre facade rejuvenation for preservation, fresh paint and interpretation.

Motion 26-COTW

Moved by: Borecky

Seconded by: Sullivan

THAT the Committee direct staff to pursue a partnership agreement with the Cumberland & District Historical Society for façade improvements to the southern exterior of the Cumberland Cultural Centre and report back to Council with a proposed agreement.

Carried Unanimously

4.2 Cumberland Community Schools Society, 2025 Community Services Partnership Agreement Presentation

The Committee received the report on the Society's core programming, youth centre, and barrier free programs, and active inclusive with intentional actions. Youth centre and after school programming operating from portable and other school spaces with school expansion that has not impacted use by youth. New programs include disc golf, barista program, challenger baseball program. Youth participate in leadership roles in programs with younger children. Programs use community partnerships and resources.

The Village multi-year commitment allows leverage for other funding. Expansion of youth programs are limited by staff capacity. Exploring other collaborations with the Link or regional programming. Efforts to model inclusive behaviour impacts on community as a whole.

4.3 Accessibility and Inclusion Action Plan

The Committee received the presentation on the Action Plan from Ms. Matous-Gibbs of Urban Matters, highlighting the six key goals related to communication and engagement, employment, building staff capacity, service and program delivery, and built environment.

Discussion took place that accessibility efforts make the community better for everyone, clarification on “event triggered” approach, low survey engagement, and including people with lived experience in implementation through the committee and through accessibility consultants.

5. Question Period

There were no questions.

6. Closed Portion

Moved by: Ward

Seconded by: Therrien

THAT Council close the meeting to the public at 4:18 p.m. pursuant to Section 90 of the *Community Charter* to consider:

(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*];

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

(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.

Carried Unanimously

7. Adjournment

The meeting adjourned at 5:28 p.m.

Mayor

Certified Correct by Corporate Officer

The Corporation of the Village of Cumberland

Regular Council Meeting Minutes

May 25, 2026, 5:30 p.m.

Council Chamber, 2675 Dunsmuir Avenue



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

Staff Present: Michelle Mason, Chief Administrative Officer
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
Andrea Samson, Manager of Finance & Human Resources

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, May 25, 2026

Motion 26-128

Moved by: Borecky

Seconded by: Sullivan

THAT Council approve the agenda for the May 25, 2026 Regular Council Meeting.

Carried Unanimously

3. Minutes

3.1 Adoption of Minutes

Motion 26-129

Moved by: Therrien

Seconded by: Ward

THAT Council adopt the following minutes:

- Regular Council Meeting, May 11, 2026

and receive the following minutes:

- Accessibility and Inclusion Committee, March 30, 2026

Carried Unanimously

4. Delegations

None

5. Correspondence

None

6. Unfinished Business

None

7. Reports

7.1 2025 Statement of Financial Information (SOFI)

Motion 26-130

Moved by: Sullivan

Seconded by: Ward

THAT Council receive the 2025 Statement of Financial Information (SOFI) report;
and,

THAT Council approve the Corporation of the Village of Cumberland 2025
Statement of Financial Information for filing with the Ministry.

Carried Unanimously

7.2 Street Closure and Noise Bylaw Exemption Requests for Rock the Block

Motion 26-131

Moved by: Therrien

Seconded by: Sullivan

THAT Council approve the temporary closure of Dunsmuir Avenue between First
Street and Second Street from August 15, 2026 at 10:00 a.m. until August 16,

2026 at 2:00 a.m. subject to all other conditions of an event permit; AND

THAT Council recommend the Chief Administrative Officer approve a Noise Control Bylaw exemption request from Cumberland Village Works to allow amplified music from the Rock the Block concert on Dunsmuir Avenue from 10:00 p.m. on August 15, 2026 until 1:00 a.m. on August 16, 2026; AND

THAT Council direct the Chief Administrative Officer to approve any future Noise Control Bylaw exemption and street closure requests from the same applicant for the Rock the Block concert, assuming no significant changes to:

- event date, schedule, layout and size (as measured by the number of expected attendees);
- duration of noise control bylaw exemption request; and
- duration of road closure requests; and

Provided that not more than two (2) documented complaints are received regarding the event.

Carried Unanimously

7.3 Annual Report Notice

Motion 26-132

Moved by: Ward

Seconded by: Borecky

THAT Council give notice of the annual meeting on June 22, 2026, at which Council will consider the 2025 Annual Report and submissions and questions from the public.

Carried Unanimously

8. Bylaws

8.1 Business Licensing Amendment Bylaw No. 1262, 2026

Motion 26-133

Moved by: Borecky

Seconded by: Ward

THAT Council adopt the Business Licensing Amendment Bylaw No. 1262, 2026.

Carried Unanimously

9. New Business

None

10. Notices, Motions and Announcements

Check cumberland.ca/meetings to confirm meetings.

- Village Hall Meeting, June 1 at 7:00 p.m. in Village Square (weather dependent)

11. Question Period

None received

12. Adjournment

Motion 26-134

Moved by: Borecky

Seconded by: Therrien

THAT Council adjourn the meeting at 5:48 p.m.

Carried Unanimously

Mayor

Certified Correct by Corporate Officer

The Corporation of the Village of Cumberland

Advisory Planning Commission Minutes

May 14, 2026 at 4:00 p.m.

Cumberland Fire Hall, 4724 Cumberland Rd



Members Present:

Genevieve Burdett (Chair)
Sherry Westrop (Secretary)
Ryan Camp
Chuck Stockand

Regrets:

Deb Gurrad
Matt Ishoy
Lisa Ewasko

Staff Present:

Seamus McConville, Planner 1
Courtney Simpson, Director of Development and Bylaw

The meeting was called to order at 4:02 p.m.

1. Approval of Agenda

Moved by: Ryan
Seconded by: Chuck

That the Advisory Planning Commission agenda of May 14, 2026, be approved as presented.

Carried

2. Approval of Chair and Secretary

The Committee appointed Genevieve Burdett as Chair and Sherry Westrop as Secretary by general consent.

3. Minutes

Moved by: Westrop
Seconded by: Ryan

THAT the Advisory Planning Commission adopt the minutes of October 9, 2025, as presented.

Carried

**4. New Business Referral for Development Application
R-1 to R-MU – Rezoning Application – Lot A Maple Street**

Staff introduced the application.

Discussion:

There was a question about where the water line is located.

The applicant responded that the original water line constructed with the first phase of the development based on the development plan at that time, but it is not in the right place for this development. The requested relocation of the water line would be at no cost to the village.

There was a question about a potential parking issue with many people having large trucks. the applicant responded that driveways will fit 20' truck and will have full garage. The applicant also said that the ingle access to the development fits code.

There was a discussion about the required road width within the strata being 7 m, not 6.1 m. The applicant expressed concern, and there was general agreement that this could be resolved at the staff level.

There was a question about tremoval of the apartment building from the plan. The applicant responded that it was not cost effective.

Ther was a comment in support but conflicted about all traffic going to Primrose. Like to see pedestrian/cycling through traffic encouraged.

There was a comment to recommended electrification rather than use of fossil fuels in the development.

Moved by: Ryan Camp

Seconded by: Chuck Stockand

THAT the Advisory Planning Commission recommends approval of the subject rezoning application for Lot A Maple Street (RZ2601).

Carried

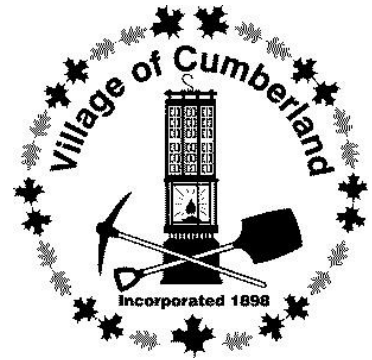
5. Next Meeting

The next meeting of the Advisory Planning Commission will be held on June 11, 2026.

6. Adjournment

The meeting was adjourned at 4:48 p.m.

COUNCIL REPORT



REPORT DATE: 5/15/2026
MEETING DATE: 6/8/2026

File No. DVP2602 & DP2604

TO: Mayor and Councillors
FROM: Jasmeen Kaur Sidhu, Planning Technician
SUBJECT: Development Variance Permit and Development Permit – 3338 Union Road

RECOMMENDATION

THAT Council approve the development variance permit (DVP2602) to allow an increase in the floor area and height for an accessory building (shop) to be constructed on the subject property described as Lot 4, District Lot 24, Nelson District, Plan 42822 (3338 Union Road).

THAT Council approve the development permit (DP2604) for a new accessory building (shop) on the property described as Lot 4, District Lot 24, Nelson District, Plan 42822.



Subject Property

PURPOSE

The purpose of this report is to seek decision on a development variance permit (DVP) and development permit (DP) for construction of a new accessory building (shop) at the subject property.

The DVP is requested for increase in maximum floor area for accessory buildings from 100 m² to 330m² and to increase the maximum height from 6m to 7.2m.

The DP is requested to allow construction in the Development Permit Area 4 (DPA-4) Wildland and Urban Interface.

PREVIOUS COUNCIL DIRECTION

None.

BACKGROUND

Proposed Development

The property at 3338 Union Road is a 5,055m² lot with an existing 124m² single dwelling unit and existing accessory buildings of combined 66m² floor area (storage shed and a woodshed). The applicant has proposed a new accessory building (shop) of 263.5 m² floor area in the rear yard of the property (see Attachment 2). The shop is intended to be used for indoor, weather-protected and secure storage for the owner's personal vehicles and maintenance equipment and for hobby-related purposes (see Attachment 1).

Official Community Plan

As per the Official Community Plan Bylaw No. 1230, 2025 (OCP), the property is designated as Residential Infill. The proposed development is consistent with this land use designation.

The property is located within DPA 1- Environmental Protection Area but meets exemption 14 that a development permit is not required:

"Where, upon inspection of the site and report by a Registered Professional Biologist (RPBio) and where the sufficiency of the report is to the satisfaction of the Director of Development and Bylaw Services, the actual location of an aquatic ecosystem, terrestrial ecosystems and/or connectivity area is not on the subject property..."

The property is also located within the DPA 4- Wildland and Urban Interface and requires a DP for the proposed development. The intent of the DPA 4 is to reduce the potential for damage to private property in the event of a wildfire and reduce the potential for wildfire spreading into the Village.

Zoning Bylaw

As per the Zoning Bylaw No. 1238, 2025 (Zoning Bylaw), the property is zoned as R3- Large Lot Residential. Accessory buildings are permitted in this zone. As per Table 10.5(2), the maximum combined floor area of accessory buildings on the lot is 100m² and the maximum height can of an accessory building is 6m.

The applicant has requested to vary both these regulations.

ANALYSIS

Development variance permit

The subject property is located on Union Road and abuts Village owned land on two sides. The property is approximately 5,055 m² in area. The Village owned land remains undeveloped and forms part of a second growth forest, resulting in the subject property having only one neighboring residential property on the east side.

Increase in Floor Area

While the requested area is significantly larger than what is currently permitted, it is proposed on a substantially larger lot as compared with many other lots within the R-3 Zone and is within a neighbourhood characterized by similar sized properties and relatively large dwelling units.

Zoning regulations are intended to address a broad range of typical development scenarios; however, they cannot anticipate all circumstances. Planning tools such as development variance permits exist to allow Council to consider site-specific situations.

Increase in Height

The proposed shop includes a ground floor and a mezzanine floor. The ground floor is intended to be used for storing trailers and other vehicles, and as a workshop space. The mezzanine is to be used for storing equipment, tools, and materials. The additional height is to provide necessary vertical clearance for safe movement and maintenance of trailers and vehicles (See Attachment 2). The proposed shop is to be located approximately 25m from the adjacent residential property, reducing potential impacts related to privacy or visual massing, as the structure is not situated immediately adjacent to the neighbouring residence. In addition, while the maximum permitted height of the principal dwelling unit on the property is 10m, the proposed height for the shop is 7.2m, which is substantially lower than what could otherwise be constructed as the principal building. As such, the anticipated impact of the proposed height increase is considered minimal.

Impact on Neighbours

The shop is intended to be located within the rear yard, adjacent to the forested area and at a considerable distance from the neighbouring residential property. The structure will be situated behind the principal dwelling and existing accessory structures, thereby minimizing visibility from the street and limiting impacts on adjacent properties.

Impact on Streetscape

Union Road currently consists of 10 residential lots of similar large size, containing relatively large dwelling units. The streetscape is characterised by substantial front-yard vegetation, including trees and hedges with buildings generally set further back on the lots. The subject property similarly contains front-yard hedging which helps maintain consistency with the established character of the area. As such, the proposed development is not expected to negatively affect the existing streetscape.

Density and Lot Coverage

The proposed development does not increase the residential density of the property and remains consistent with the intent of the zone to maintain low-density development. In addition, although the maximum permitted lot coverage is 35%, the total lot coverage on the property, including the proposed shop, would remain approximately 9%.

Note that the existing dwelling could potentially be expanded further while still remaining within the maximum permitted lot coverage, however, the owner has indicated that their preference is not to make this as an addition to the house but instead construct a separate accessory building to accommodate storage and hobby-related use.

Home Occupation

In their rationale letter, the applicant has indicated that the proposed shop is intended solely for personal and hobby-related use and is not proposed for commercial purposes. Should the use of the shop change in the future to include a home occupation, any such use would be required to comply with Section 6.4 of the Zoning Bylaw, which regulates home occupation, including the maximum area that can be used for it.

Development Permit Area 1 – Environmental Protection

The OCP identifies the property as containing a terrestrial ecosystem classified as older second-growth forest, which generally consists of trees approximately 60-100 years in age. However, based on a field review completed by a registered professional biologist, the average age of the forest on the subject property was determined to be less than 60 years, as the site had been previously disturbed and cleared. The only ecologically sensitive feature identified on the property is the roadside ditch located along the west property line. As this feature is situated approximately 75m away from the proposed shop location, the proposed development is not anticipated to impact the ditch. In addition, the proposed shop is intended to be located within an already cleared area of the property, and no tree removal is proposed as part of the development.

Development Permit Area 4 – Wildland and Urban Interface

The applicant completed the DPA 4 Checklist – FireSmart Buildings and Yards (See Attachment 3). Based on the information provided by the applicant, the proposed shop is consistent with the DPA 4 guidelines. All requirements under this DP will be confirmed for compliance as part of the building permit process.

As permitted under the Development Application Procedures Bylaw No. 1187, development permits for accessory buildings as well as development permits within the Wildland Urban Interface area, may be delegated to staff for decision. However, as the proposed development includes a non-delegated variance request, the complete application package, including the development permit, is being presented to Council for consideration.

PUBLIC NOTIFICATION AND CONSULTATION

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

- On May 21, 2026, Village staff prepared a notice of the proposed development variance permit which was mailed to the owners and occupants of properties within 75 meters of the subject property, meeting the Bylaw minimum of 10 days before consideration of the permit by Council.
- No public feedback has been received at the time of this report.

FINANCIAL IMPLICATIONS

None.

OPERATIONAL IMPLICATIONS

The review of development variance and development permit is part of the services provided by the Development Services Department.

CLIMATE CHANGE IMPLICATIONS

The proposed shop is to be located in the already cleared area of the lot and does not include cutting of any trees. This would help preserve the overall ecology of the forest abutting the property.

ALTERNATIVES

1. THAT Council deny the development variance permit (DVP2602) and development permit (DP2604) application for the property described as Lot 4, District Lot 24, Nelson District, Plan 42822 (3338 Union Road).
2. THAT Council refer the development variance permit (DVP2602) and development permit (DP2604) application to the Advisory Planning Commission.
3. THAT Council request further information or changes related to the development variance permit (DVP2602) and development permit (DP2604).

If changes are requested, specific direction about the type of changes will assist the applicant.

STRATEGIC OBJECTIVE

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

ATTACHMENTS

1. Rationale Letter
2. Development Variance permit - including Schedule A
3. Development Permit - Including DPA 4 Checklist

CONCURRENCE

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

Respectfully submitted,

J. Sidhu

Jasmeen Kaur Sidhu
Planning Technician

M. Mason

Michelle Mason
Chief Administrative Officer

Development Variance Permit

Responses to Bylaw 12.8.1 Criteria

Zoning: R-3 Residential

Lot Area: 5,049.5 m²

Existing Development:

- Principal dwelling: 124 m²
- Existing accessory buildings: 66 m²

Proposed Development:

- New accessory shop: 263.5 m²

No Significant Negative Impact on Adjacent or Nearby Properties

(Bylaw 12.8.1.1)

- Based on the proposed location of the shop it will not result in a negative impact on the use or enjoyment of adjacent or nearby properties. All minimum setbacks are incorporated, and the majority of the surrounding land lot is a green space owned by the *local government* and backing onto the adjacent to the highway.
- This large lot size allows for the placement of the proposed shop with generous separation from property lines and neighbouring dwellings, thereby minimizing potential impacts related to privacy, shadowing, noise, or visual obstructions.
- The accessory shop is intended to function as a residential accessory building consistent with the permitted uses in the R-3 Zone and does not introduce any commercial or industrial activity.

Degree and Scope of the Requested Variance

(Bylaw 12.8.1.2)

- While the proposed shop exceeds the standard accessory building size permitted in the R-3 Zone for GFA it is still significantly below the lot coverage percentage, the relative impact of the variance is minor when considered in the context of only using 9% of the overall lot size.
- The total building area on the lot—including the principal dwelling (124 m²), existing accessory buildings (66 m²), and the proposed shop (263.5 m²)—remains proportionate to a parcel exceeding 5,000 m². When evaluated as a percentage of lot coverage, the proposed development does not result in over-development of the site and remains consistent with the low-density intent of the R-3 Zone.
- The requested height variance is intended to accommodate a limited mezzanine storage area within the proposed shop. As illustrated in the floor plan, a significant portion of the building footprint is required for trailer, vehicle, and workshop space. The mezzanine has

therefore been strategically located over a smaller portion of the building to provide storage for equipment, tools, and materials without increasing the overall building footprint or lot coverage.

- The additional building height also provides the necessary vertical clearance for the safe storage, movement, and maintenance of trailers and vehicles within the shop. The variance is functional in nature and supports efficient use of the building while minimizing site impact and maintaining compatibility with surrounding properties.
- The proposed building would provide secure indoor storage and maintenance space for vehicles, trailers, equipment, and race cars owned and used by the homeowner and his 2 sons. Due to the value and specialized nature of the race cars, trailers and associated equipment, enclosed indoor storage is preferred for security, weather protection, and long-term maintenance purposes.
- The proposed shop has therefore been designed to accommodate these vehicles within the building while maintaining adequate interior circulation and safe working space. The requested building height and mezzanine area allow the structure to function efficiently. The proposal also maintains adequate on-site access and maneuverability for vehicles, including emergency access around the building and throughout the site.

General Purpose of Intent for R-3 Zoning

(Bylaw 12.8.1.3)

- The variance does not increase residential density, alter permitted land uses, or conflict with the broader zoning objectives. Instead, it provides reasonable flexibility to accommodate a functional accessory structure on a property capable of supporting it.
- The proposed accessory shop will be located to maintain appropriate separation from neighbouring properties in keeping with the scale and spacing typical of development in the R-3 Zone.
- The proposed shop does not create adverse impacts beyond what is reasonably expected for accessory structures in a low-density residential area.

Functional Needs and Site Constraints

(Bylaw 12.8.1.4)

- The proposed accessory shop is requested due to a functional need that arises from the limited size of the principal dwelling and the lack of on-site storage and parking capacity for recreational trailers, hobby activities, and additional vehicles.
- The existing principal dwelling has a modest floor area of 124 m², which provides the required space for its habitants but limited space for storage, hobby activities, and household equipment typically associated with rural or large-lot residential living. As a result, the proposed accessory shop is intended to accommodate storage and hobby-

related uses that cannot reasonably be accommodated within the main dwelling or existing accessory buildings

- By consolidating storage and hobby activities into a single purpose-built accessory structure, the proposal supports better site functionality and land-use efficiency without increasing residential density or altering permitted uses. This approach reduces potential impacts associated with outdoor storage, such as visual disorder, noise, or weather exposure, and represents a practical and reasonable solution to the site's constraints.



Corporation of the
Village of Cumberland

**DEVELOPMENT
VARIANCE PERMIT**

TO: Greig A Dry and Tassa A Medynski

AGENT: James Scarborough

OF: PO Box 1386, Cumberland, BC, V0R1S0

1. This Development Variance Permit (DVP2602) is issued subject to compliance with all of the bylaws of the Village of Cumberland applicable thereto, except as specifically varied or supplemented by this Permit for the *building an accessory building (shop) on the subject property.*

2. This Development Variance Permit applies to and only to those lands within the Village of Cumberland described below:

Legal Description: LOT 4, DISTRICT LOT 24, NELSON DISTRICT, PLAN 42822

Folio: 00820.060 **PID:** 002-114-674

Civic Address: 3338 Union Road

3. The Zoning Bylaw No.1238, 2025 is varied as follows:

a. *Section 10.5(2) increase the maximum floor area from 100meter square to 330meter square.*

b. *Section 10.5(2) increase the maximum height from 6meters to 7.2meters.*

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

a. That the development be constructed in accordance with the plans attached as Schedule A.

5. **Security**

b. *N/A*

6. **Expiry**

a. Subject to the terms of the Permit, if the Applicant of this development variance permit does not substantially start any construction with respect to which the Permit was issued within 2 years after the date it is issued, the Permit lapses.

7. **Timing and Sequencing of Development**

None.

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

b. Schedule A

9. **Contaminated Sites Regulation**

A site disclosure statement was not submitted as this permit does not authorize any activity likely to disturb soil on the land.

10. This Permit is **not** a Building Permit.

CERTIFIED as the DEVELOPMENT VARIANCE PERMIT approved and issued by resolution of the Council of the Corporation of the Village of Cumberland on 2026-06-08

Rachel Parker
Corporate Officer



**Corporation of the
Village of Cumberland**

DEVELOPMENT PERMIT
DRAFT

TO: Greig A Dry and Tassa A Medynski

AGENT: James Scarborough

OF: PO Box 1386 Cumberland, BC V0R 1S0

1. This Development Permit (DP2604) is issued subject to compliance with all of the bylaws of the Village of Cumberland applicable thereto, except as specifically varied or supplemented by this Permit for the *building an accessory building (shop) on the subject property*.
2. This Development Variance Permit applies to and only to those lands within the Village of Cumberland described below:

Legal Description: LOT 4, DISTRICT LOT 24, NELSON DISTRICT, PLAN 42822

Folio: 00820.060 **PID:** 002-114-674

Civic Address: 3338 UNION ROAD

3. The land described herein shall be developed substantially in compliance with the following terms and conditions, provisions, and schedules of this development permit.

DPA 4– Wildland and Urban Interface

a. Building materials and development of the yard must follow the standards indicated on *Schedule A*.

4. Security

Not required.

5. Expiry

- a. Subject to the terms of the Permit, if the Applicant of this development variance permit does not substantially start any construction with respect to which the Permit was issued within 2 years after the date it is issued, the Permit lapses.

6. Timing and Sequencing of Development

Not required.

7. List of Reports or Plans attached as Schedules

- a. *Schedule A*

8. Contaminated Sites Regulation

A site disclosure statement was not submitted as this permit does not authorize any activity likely to disturb soil on the land.

9. This Permit is **not** a Building Permit.

CERTIFIED as the DEVELOPMENT PERMIT approved and issued by resolution of the Council of the Corporation of the Village of Cumberland on 2026-06-08

Rachel Parker
Corporate Officer

3338 Union Road, Cumberland.

DPA- 4 CHECKLIST

1. FireSmart Buildings and Yards

a. Following are the minimum FireSmart standards that must be met for all buildings and vegetation on a property:

	APPLICATION	CHECK	DETAILS
i.	Roofing materials with Class A or B Fire Resistant rating.	<input checked="" type="checkbox"/>	Metal roof
ii.	Gutters constructed of non-combustible material.	<input checked="" type="checkbox"/>	Metal
iii.	Non-combustible cladding materials such as stucco, metal, brick, cement shingles, fibre cement.	<input checked="" type="checkbox"/>	Metal Siding.
iv.	Non-combustible or fire-rated exterior doors.	<input checked="" type="checkbox"/>	
v.	Closed in and screened roof vents.	<input checked="" type="checkbox"/>	
vi.	Eaves enclosed with properly fitted non-combustible soffits and fascia.	<input checked="" type="checkbox"/>	
vii.	Heavy timber construction, fire-retardant treated materials, and other non-flammable materials for decks and railings.	<input checked="" type="checkbox"/>	
viii.	Underside of decks or porches enclosed with non-combustible sheathing.	<input checked="" type="checkbox"/>	
ix.	A 1.5 m non-combustible surface surrounding buildings and decks.	<input checked="" type="checkbox"/>	
x.	All exposed building openings, including eaves and deck undersides, should be enclosed with non-combustible sheathing with gaps no greater than 3 mm.	<input checked="" type="checkbox"/>	
xi.	Fencing within 1.5 m of a structure constructed of non-combustible material.	<input checked="" type="checkbox"/>	
xii.	Where chimneys are permitted, they should have approved spark arrestors	<input checked="" type="checkbox"/>	N/A.



xiii.	Vegetation is cleared 3.0 m from power lines and, where permitted, propane tanks.	<input checked="" type="checkbox"/>	underground wires.
xiv.	Coniferous trees within 10.0 m of any buildings and structures must be limbed up to 2.0 m from the ground.	<input checked="" type="checkbox"/>	
xv.	No hedges comprising of coniferous species such as juniper, cedar or yew, may be planted.	<input checked="" type="checkbox"/>	
xvi.	No bark mulch may be applied within 10 m of buildings and structures.	<input checked="" type="checkbox"/>	

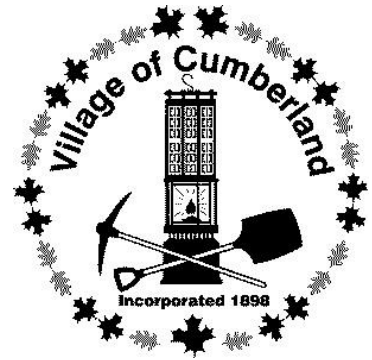
Additional comments:

This building has been designed using "Fire Smart"
 I helped with Fire Smart in the Village of Cumberland
 (with Kevin Wallace)
 All trees will be limbed and cleared up to maintain safe
 distance.
 Sprinklers will be added to exterior gutters

 Owner or Builder/Architect/Designer's Signature



COUNCIL REPORT



REPORT DATE: May 18, 2026
MEETING DATE: June 8, 2026

File No. 6750-20 Businesses

TO: Mayor and Councillors
FROM: Michelle Mason, Chief Administrative Officer
SUBJECT: Business Retention and Expansion Program

RECOMMENDATION

THAT Council receive the presentation from Tracey Clarke, Executive Director Comox Valley Chamber of Commerce for the upcoming Business Retention and Expansion program for Cumberland businesses.

PURPOSE

The purpose of this report is to provide an update to Council on the upcoming Business Retention and Expansion program with annual business support services for Cumberland businesses. The Comox Valley Chamber of Commerce will provide services to Cumberland for this program and the Village has an opportunity to partner with the other municipalities in the region on this initiative.

PREVIOUS COUNCIL DIRECTION

There has been no specific direction to staff, but Council approved budget for a business survey with ongoing business retention and expansion support during the 2026-2030 financial planning process.

BACKGROUND

The Village has an opportunity to partner with Courtenay and Comox on an initiative called the Business Retention and Expansion (BRE) program to provide support for businesses. The Comox Valley Chamber of Commerce (the Chamber) is the delivery partner, and will provide this support on behalf of the municipalities and will focus support for Cumberland businesses based on extensive engagement with the Cumberland businesses. The Chamber will use Urban Systems to survey the business community in Cumberland. Through this process, the Chamber will consult with business leaders, community, arts and service groups and form a comprehensive poll to gather data, then analyzing this data on current business conditions will provide the Village with an action plan that will be implemented by the Chamber over the next few years until 2029.

The focus of this program will be to address these challenges through advocacy, education, relationship building, and a strategy to create a more supportive business environment. Courtenay and Comox have completed the survey and engagement component and are in the implementation stage and once the survey and engagement have been completed for

Cumberland, the Chamber will implement an action plan based on data analysis that will respond to the business community needs.

This attached proposal shows that this initiative will be completed in four phases starting with the surveying and engagement of Cumberland businesses and community service groups. Phase two and three will be the development of an Action Plan for business retention and expansion through the collection of relevant data to understand the current business environment in Cumberland. Phase four is the implementation of the Action Plan and is showing to have eight components to it with the details of those components to be determined through the survey and engagement phases. While the other municipalities are well into their action plan implementation phase, there will opportunity for sharing (i.e. resource library and some workshops) and some of the actions will be Cumberland specific (i.e. coaching and mentoring and some workshops).

Ongoing Business Support

Other than participation in the Regional Tourism service, all three municipalities currently lack dedicated economic development services. In 2018, the Village developed its 2018–2023 Economic Development Strategy ([2018-2023 Economic Development Strategy](#)) using the Economic Development Strategy Steering Committee, beginning with a comprehensive community and business survey. The results of this survey will be shared with the Chamber to provide important context. Many of the strategy’s initiatives were successfully implemented, while remaining actions faced barriers that limited completion. As implementation progressed, the Village transitioned to a decentralized approach to economic development.

During this same period, the Regional District completed a review of its economic development service (the Village was not a participant in this service) and subsequently restructured it into the Comox Valley Tourism Service. This new model focuses primarily on regional tourism promotion and destination marketing. While the Village did not participate in the economic development service at the time of the review, it does participate in this Regional Tourism Service.

To address the current gap in broader economic development support for Cumberland businesses, there is an opportunity to collaborate with neighbouring municipalities and engage the Chamber to deliver these services. This opportunity was presented to Council as part of the 2026–2030 financial planning process, and funding has been approved.

FINANCIAL IMPLICATIONS

The proposal for this initiative is \$22,500 in 2026 and just over \$10k annually starting in 2027 and is within the approved budget. The annual \$10k is funded from taxes and the additional \$12,500 for 2026 is funded from General Financial Stabilization Reserve. Although this initiative continues until 2029, the Village has budgeted the \$10k annually to allow ongoing economic development services to be provided to businesses. The service level for years after 2029 will be determined once this initiative is complete.

OPERATIONAL IMPLICATIONS

The CAO is leading this initiative with support from the Chamber at this stage. While the consultants and the Chamber will provide content for the engagement, Village communications staff will be needed to support the engagement through web posts and social media posts.

CLIMATE CHANGE IMPLICATIONS

At this stage climate change implications for the initiation and implementation of this program are unknown.

ALTERNATIVES

1. Not proceed with any action at this time.

STRATEGIC OBJECTIVE

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

While this initiative is not a specific staff action outlined to achieve Council's priorities, this program may achieve many of the objectives within the *Diverse & Healthy Community* strategic focus area.

ATTACHMENTS

1. Business Retention and Expansion Proposal

CONCURRENCE

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

Respectfully submitted,

M. Mason

Michelle Mason
Chief Administrative Officer



Business Retention and Expansion
Service Agreement Proposal
2026-2029

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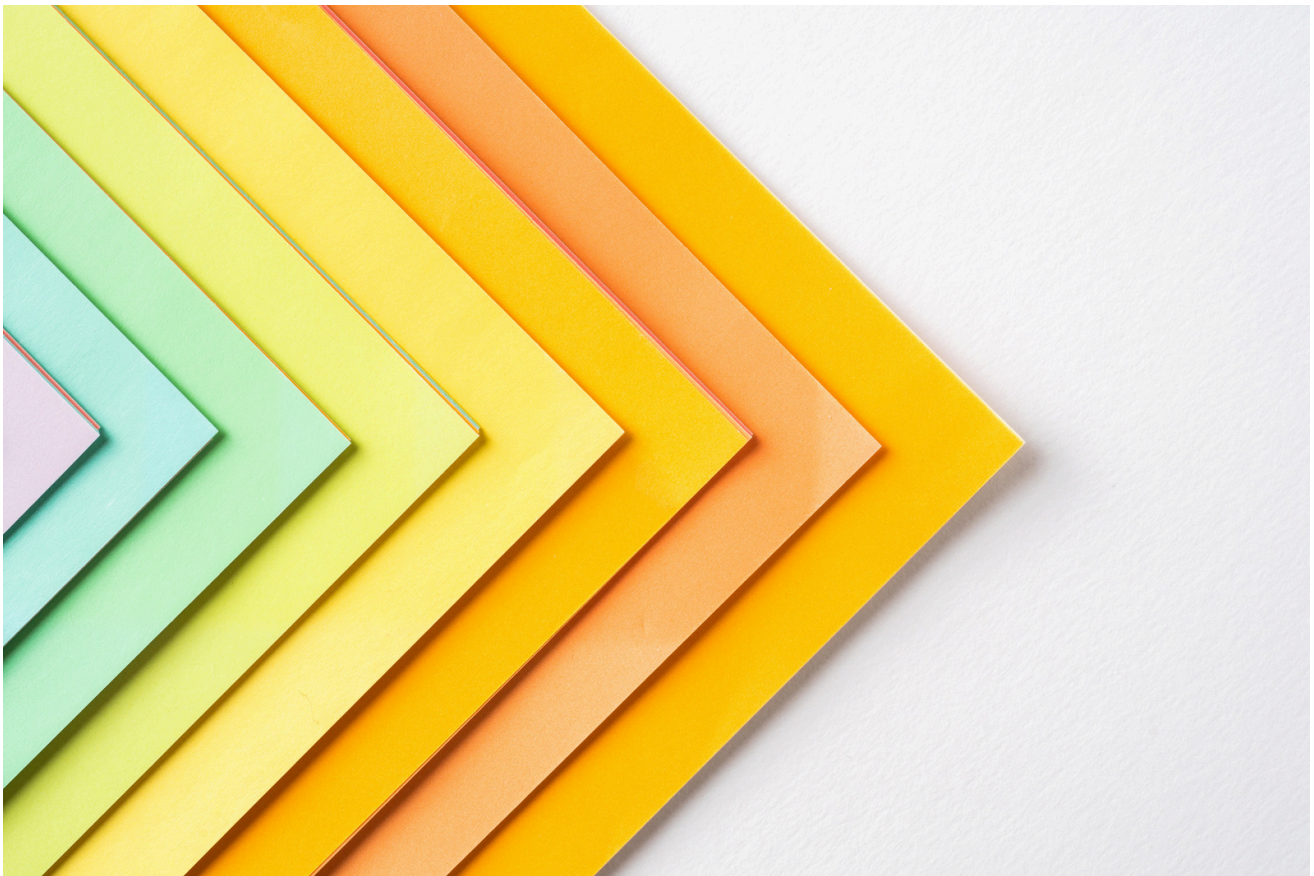
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INTRODUCTION

The following proposal outlines a comprehensive three-year plan for the Comox Valley Chamber of Commerce to develop and implement a Business Retention and Expansion Program (BRE) in collaboration with the Village of Cumberland.

This program aims to foster economic growth and vitality in the region by acting on the current needs of the business community. To gain insight, we will be seeking a snapshot of current business conditions and identifying challenges and opportunities.

We will do so by consulting with business leaders, community, arts and service groups and form a comprehensive poll to gather data. Then, analyzing this data on current business conditions and making recommendations for action. The action plan will respond to stated needs of our business community and continue until 2029, with regular reporting to you, our funding partners.



PROJECT PHASES

Phase 1: Engagement and Consultation (Month 1)

Goal: Build strong community support for the Business Retention and Expansion (BRE) Program.

1. Consulting with Business Leaders and Stakeholders:

- Identify key business leaders, stakeholders, and partners.
- Schedule meetings and workshops to gather insights and input.

Discuss program objectives and benefits with participants.

2. Engage Arts, Community and Service Groups:

- Meet with local business-adjacent community groups to discuss potential collaboration.
- Seek endorsement and support for the program.
- Develop partnerships to amplify program reach.
- Follow-up to report near project completion

Phase 2: Data Collection and Analysis (Months 2-4)

Goal: Collect relevant data to understand the current business environment in Cumberland.

1. Polling Business Owners:

- Design and administer surveys to business owners in the region.
- Gather data on challenges, opportunities, and business needs.
- Ensure a representative sample is surveyed.

2. Data Analysis and Theme Exploration:

- Analyze collected data to identify key themes and trends.
- Categorize business concerns and needs.
- Collaborate with relevant stakeholders to validate findings.

Phase 3: Recommendations and Reporting (Month 5)

Goal: Translate gathered data into actionable recommendations for the program.

1. Identifying Needs and Opportunities:

- Collaborate with a team of experts to analyze data and identify business needs and opportunities.

- Develop a comprehensive list of recommendations.

2. Distillation into Actionable Recommendations:

- Organize findings into a concise, clear, and actionable report.
- Develop a prioritized list of recommendations and strategies.
- Ensure recommendations align with the needs and desires of the local business community.

PROJECT PHASES

3. Reporting to Participants:

- Organize a meeting to present the findings and recommendations to business owners, municipal leaders, and community members.
- Gather feedback and input to fine-tune the recommendations.

Phase 4: Action - Implementation Plan (Month 6-36)

Goal: The second segment of the Business Recruitment and Retention Program involves putting the insights gained from the data collection and analysis into action. This 2.75-year plan is designed to address key themes identified in polling and aligns with both the Comox Valley Chamber's Strategic Plan and the Municipalities' Official Community Plan. The plan includes various components to support and grow the local business community. This phase contains expected components and will be updated based on data analysis.

Phase 4: Implementation (Expected Components)

Component 1: Online Resources Library (Months 6-8)

Goal: Create a comprehensive online resource library on the Comox Valley Chamber's website.

1. Content Development:
 - o Develop a collection of resources, guides, and tools for businesses.
 - o Cover topics related to business operations, financing, marketing, and more.
2. Website Integration:
 - o Create a dedicated section on the Chamber's website.
 - o Ensure easy navigation and user-friendly design.
3. Regular Updates:
 - o Commit to regular updates and additions to keep content relevant.

Component 2: Entrepreneurial Support (Months 8-36)

Goal: Provide support for entrepreneurs, fostering their growth and success.

1. One-on-One Mentoring and Coaching Groups:
 - o Pair experienced mentors with entrepreneurs seeking guidance.
 - o Organize coaching groups to facilitate peer learning and support.
2. Specialty Workshops with Expert Speakers:
 - o Schedule workshops on various business topics.
 - o Invite experts as guest speakers to share insights and knowledge.

PROJECT PHASES

Component 3: Networking Events (Months 6-36)

Goal: Strengthen connections within the local business community.

1. Networking Events:
 - Organize regular networking events, both in-person and virtually.
 - Facilitate opportunities for businesses to connect, collaborate, and learn from each other.

Component 4: Small Business Training and Start-up Advice (Months 8-36)

Goal: Offer training and advice to small businesses and startups.

1. Training Workshops:
 - Conduct workshops on essential business skills.
 - Cover topics such as business planning, marketing, staff retention, management skills, and financial management.

Component 5: Recruitment and Awareness Campaign (Months 8-36)

Goal: Promote the Comox Valley as an ideal location for new businesses, staff, and remote workers.

1. Consult with supporting organizations such as Experience Comox Valley, BDC, CFIB, Provincial Ministry of Jobs and Economic Growth, Real Estate organizations and others
 - Develop an understanding of local business leakage and opportunities.
 - Launch a marketing campaign to highlight the region's benefits.
 - Partner when possible to amplify our message.

Component 6: Wellness Events (Months 6-36)

Goal: Enhance work-life balance and well-being for business professionals.

1. Business Walk-n-Talk or Business Yoga:
 - Organize weekly unique wellness events combining physical activity with topical business information and coaching.

Component 7: Workforce Support (Months 8-36)

Goal: Support the local workforce by collaborating with Public and Private Post-Secondary Institutions.

- Newcomers in the Workforce:
 - Collaborate with the local Immigrant Welcome group to provide support integrating newcomers into the workforce.
- Support for NIC Students upon entering the workforce:
 - Work with NIC to strengthen the connection between the business community.

PROJECT PHASES

Component 8: Business Continuity & Economic Resilience - To be Determined

Goal:

Strengthen the resilience, preparedness, and recovery capacity of the local business community and the Village by supporting proactive business continuity planning and the development of a coordinated economic recovery framework that prioritizes rapid business stabilization and reopening following disasters or major disruptions.

Part 1: Business Continuity Planning Support

The Chamber will work directly with local businesses to improve preparedness and operational resilience through education, coaching, and practical planning resources.

Activities may include:

- Business continuity planning workshops and seminars
- One-on-one continuity planning support for businesses
- Development of continuity plan templates and toolkits
- Risk assessment and operational vulnerability reviews
- Emergency communications planning guidance
- Supply chain and staffing disruption preparedness
- Cybersecurity and data backup awareness
- Resource guides for insurance, financing, and recovery supports
- Coordination with emergency management and preparedness partners

This work aligns with recommendations from the [BC Economic Development Association \(BCEDA\) Economic Recovery and Resiliency Manual](#) and [The Recovery and Resiliency Roadmap Toolkit](#), which identify chambers of commerce and economic development organizations as key facilitators of local business preparedness, continuity planning, and post-disaster recovery coordination.

BCEDA specifically notes that:

“Disaster preparation builds resiliency into the community” and recommends chambers and economic development organizations support “business continuity planning” before disasters occur.

PROJECT PHASES

Part 2: Community Economic Recovery & Resilience Planning

The Chamber will collaborate with the Village, emergency management partners, businesses, and community organizations to support the development of a localized Economic Recovery and Resilience Framework focused on reducing business interruption and accelerating economic recovery after emergencies or disasters.

Activities may include:

- Identification of critical business sectors and services
- Economic vulnerability and risk assessments
- Establishment of business recovery communication systems
- Development of rapid business outreach and response protocols
- Business re-entry and reopening prioritization strategies
- Recovery resource coordination and information-sharing systems
- Development of a local business recovery guide
- Coordination with municipal emergency planning efforts
- Recommendations for post-disaster economic recovery priorities
- Creation of an Economic Recovery Working Group or Task Force

This work reflects BCEDA best practices which recommend that communities:

- establish pre-disaster economic preparedness plans,
- engage chambers and economic development organizations in emergency planning,
- and prioritize business recovery as part of broader community resilience efforts.

BCEDA further identifies economic development organizations and chambers as:

“uniquely positioned in the community to facilitate economic recovery initiatives after a disaster.”

The initiative would support the Village’s long-term economic stability by helping businesses return to operation as quickly and effectively as possible following disruptions such as extreme weather events, wildfire smoke, flooding, cyber incidents, infrastructure failures, or other emergencies.

COMMUNICATION STRATEGY (Throughout)

1. Utilize the Comox Valley Chamber's information channels (newsletter, website, social media) to regularly update the community on program developments.
2. Collaborate with the Municipalities' communication channels to reach a wider audience and engage residents.
3. Utilize local news agencies, both using press releases and purchased ads according to the Chamber of Commerce Bylaws to ensure a fair and equitable allocation of resources.
4. Conduct Business Walks throughout the municipalities that engage both Chamber staff and Village Council. These walks will happen during the initial engagement and polling phase as well as annually throughout the project.

CONSULTANT CONTRACTING STRATEGY (Throughout)

Through a transparent Request For Proposals process in accordance with the Comox Valley Chamber of Commerce Bylaws, we will seek consultants to carry out the data collection, analysis and reporting work (phase 1-3) as well as the awareness and recruitment campaign (phase 4).

STRATEGIC ALIGNMENT & KEY PERFORMANCE AREAS

Alignment with the Chamber:

By implementing this plan, the BRE Program will take a proactive approach in addressing the needs and concerns of the local business community. It aligns with the Chamber's and Municipalities' long-term goals and aims to foster a thriving, inclusive, and vibrant business environment in Courtenay and Comox. To align the proposed BRE Program with the Comox Valley Chamber's Strategic Plan for 2025-2028, we can highlight how the program supports the Chamber's vision, mission, core values, and key performance areas:

Vision:

The Business Recruitment and Retention Program directly aligns with the Chamber's vision of being an innovative and trusted business organization that contributes to the Comox Valley's diverse economic strength. By fostering economic growth and offering support to local businesses, the program serves to influence decision-makers and engage the community positively.

Mission:

The program directly fulfills the Chamber's mission of fostering a positive and welcoming business environment. It provides leadership, connections, advocacy, and valuable services that create a prosperous economy by addressing the needs and concerns of local businesses.

STRATEGIC ALIGNMENT & KEY PERFORMANCE AREAS

The Chamber's Core Values:

1. Community

The program supports and strengthens the local business ecosystem by responding directly to the needs of businesses and helping foster a healthy and resilient local economy.

2. Collaboration

The program builds meaningful partnerships between businesses, local governments, community organizations, educational institutions, and elected officials to support coordinated regional growth.

3. Inclusivity

The program seeks to engage and support businesses of varying sizes, sectors, and backgrounds, ensuring fair access to resources, education, networking, and economic opportunities.

4. Integrity

The program emphasizes transparent engagement, evidence-based decision-making, and professional collaboration with businesses, funding partners, and community interestholders.

5. Innovation

The program embraces new ideas and adaptive approaches to economic development through digital resources, business education, workforce initiatives, mentorship opportunities, and modern engagement strategies.

Key Performance Areas (Goals):

The program directly supports several of the Chamber's key performance areas:

Goal #1: Support the Needs of the Business Community

The program delivers direct business supports through mentorship, workshops, networking opportunities, resource development, workforce initiatives, and one-on-one engagement with businesses.

This aligns with:

- Strategy 1.1: Enhance strategic partnerships and collaborative relationships
- Strategy 1.2: Offer regular and relevant educational opportunities
- Strategy 1.3: Provide tools and guidance to businesses at any stage of their journey

Goal #2: Advocate for an Improved Economic Environment

The program strengthens the Chamber's role as the voice of business by gathering direct business intelligence, identifying barriers and opportunities, facilitating business-government dialogue, and supporting coordinated economic development initiatives.

This aligns with:

- Strategy 2.1: Engage members directly to determine advocacy priorities
- Strategy 2.3: Amplify the voice of the business community by serving as a bridge between members and elected officials
- Strategy 2.4: Address gaps in economic development and develop a coordinated roadmap to foster inclusive and sustainable regional growth

Goal #3: Grow and Sustain Membership by Strengthening Value Proposition and Member Services

The program increases the Chamber's value to both existing and prospective members by offering meaningful services, practical business supports, educational programming, relationship-building opportunities, and enhanced visibility within the regional business community.

The initiative reinforces the Chamber's position as a proactive, responsive, and community-connected business organization.

ALIGNMENT WITH CUMBERLAND'S OCP:

The proposed Business Recruitment and Retention Program can be closely aligned with the City of Courtenay Official Community Plan (OCP) for 2023-2026. This alignment is critical to ensure the program supports the long-term vision, environmental responsibility, social responsibility, and regional coordination outlined in the OCP. Here's how the program aligns with the OCP objectives and policies:

Strategic Alignment:

1. Economic Development & Business Support

Village of Cumberland OCP

Section 8.0 – Economic Development

The OCP explicitly identifies support for local business and economic resilience:

“The OCP recognises and supports small businesses, the arts and the natural environment as drivers of local economic opportunities.”

“Policies promoting a range of industries and services appropriate to the Village are intended to support a resilient and dynamic economy.”

Section 1.3 – Purpose

“This Plan provides a statement of objectives and policies to guide decisions on community planning and land management within Cumberland respecting the purposes of local government.”

Section 1.11 – Regional Context Statement

“Achieve a sustainable, resilient, and dynamic local economy that supports Comox Valley businesses and the region’s entrepreneurial spirit.”

2. Collaboration & Community Partnership

Village of Cumberland OCP

Section 1.7 – Engagement

“Community engagement was fundamental to developing the vision, goals, and policies that will guide planning and land use management in Cumberland for the coming decade.”

3. Inclusive & Sustainable Growth

Village of Cumberland OCP

Regional Growth Strategy Alignment

“Achieve a sustainable, resilient, and dynamic local economy...”

4. Workforce Development & Education

Village of Cumberland OCP

Economic Development & Housing Alignment

The OCP links complete communities, housing, transportation, and economic resilience together through growth management and workforce-supportive planning.

By aligning with the Village of Cumberland's OCP, the Business Retention and Expansion Program not only addresses the immediate needs of the business community but also contributes to the long-term economic, environmental, and social well-being of Cumberland and the Comox Valley.

CHALLENGES AND STRATEGIES

Possible challenges and strategies for Program delivery:

1. Data Collection: Ensuring a high response rate from business owners during the polling phase may be challenging. Strategies such as incentives and community engagement will be crucial.
2. Community Buy-In: Gaining support from arts and service groups and ensuring they actively contribute to the program may require dedicated effort in relationship building and communication, although our current community connections in these areas are strong.
3. Resource Allocation: Managing the budget and ensuring that expenses are effectively utilized is a key challenge. Our organization has a monthly budget-to-actuals check-in, and our financials are overseen by a bookkeeper, treasurer and Board of Directors to ensure we stay on track. We will make a financial reporting plan with the municipalities that meets your needs.
4. Changing Business Environment: External factors, such as economic conditions and policy changes, may impact the program's recommendations and the local business landscape. Flexibility will be necessary to adapt to changing circumstances.

ADVOCACY & FUNDING INDEPENDENCE

The Comox Valley Chamber of Commerce acknowledges that its mission involves both advancing the interests of our members and the business community, as well as executing the Business Recruitment and Retention Program in collaboration with the municipality of Cumberland. The Chamber is committed to maintaining the highest standards of independence and integrity in carrying out both functions.

To ensure transparency and accountability, the Chamber seeks to separate its advocacy role from the funding request associated with the Business Retention and Expansion Program. Specifically:

1. Funding Request Independence: The funding request to the municipalities for the Business Recruitment and Retention Program shall be tied solely to the work and activities defined within the scope of the program, as outlined in this proposal. Funding shall not be contingent upon or affected by the Chamber's advocacy efforts on any challenging or controversial issues.
2. Advocacy Freedom: The Chamber reserves the right to advocate on behalf of its members and the local business community when it deems necessary. This includes addressing challenging or controversial issues that may arise in the best interest of our constituents. The Chamber's advocacy efforts will remain separate and independent from the funding request for the Business Recruitment and Retention Program.

By separating the funding request for the program from the Chamber's advocacy activities, we aim to ensure that the program's objectives are met while allowing the Chamber to fulfill its broader mission of advocating for the business community without the risk of losing funding for this specific project. This separation reinforces our commitment to transparency, accountability, and the best interests of our members and the broader community.



MONITORING PROGRESS AND FUNDING AGILITY

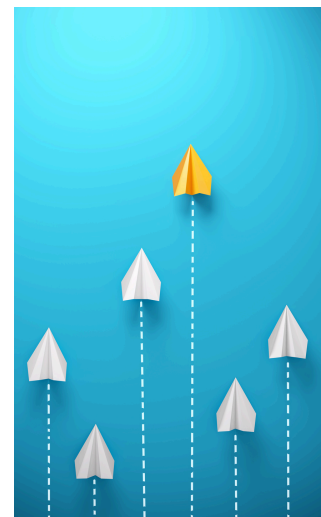
1. Monitoring Progress: In the spirit of transparency and accountability, the Comox Valley Chamber of Commerce commits to conducting bi-annual check-ins with the Village. These check-ins will provide a detailed overview of the Business Retention and Expansion Program's progress, sharing achieved milestones, addressing challenges, and discussing any necessary adjustments to the plan based on emerging insights or unforeseen circumstances.

2. Adaptive Approach: Recognizing the dynamic nature of economic landscapes and the potential for unforeseen developments, the Chamber reserves the right to adapt the BRE Program during its execution. Should new information arise or circumstances change, adjustments may be proposed to ensure the program remains responsive to the evolving needs of the business community.

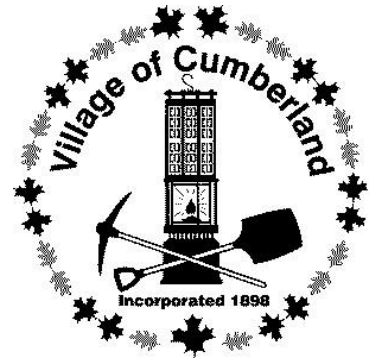
3. Funding Agility: In the event that program modifications require additional financial resources, the Chamber commits to approaching the municipalities for budget adjustments. The Chamber will work collaboratively with program funders, ensuring that any proposed budget increases align with their protocols, checks, and balances. This collaborative approach aims to secure consensus and support, acknowledging the importance of proper financial oversight and decision-making processes within the funding framework. This commitment to regular check-ins and funding adaptability reinforces the Chamber's dedication to achieving the program's objectives while maintaining open communication and collaboration with program funders throughout the project's lifecycle.

CONCLUSION

In conclusion, this proposal outlines a structured three-year plan to develop a Business Retention and Expansion Program. Based on polling data received in Phase 1, the expected components in Phase 4 may change. We will complete an action plan that responds to the stated needs of the business community, and will do so in consultation with our funding partners. By following the outlined phases, timeline, budget, and addressing potential challenges, the Comox Valley Chamber of Commerce can work collaboratively with municipal leaders to enhance economic prosperity in Courtenay and Comox. We are happy to discuss the proposal with you directly.



COUNCIL REPORT



REPORT DATE: May 20, 2026
MEETING DATE: June 8, 2026

File No. 7260

TO: Mayor and Councillors
FROM: Mike Williamson, Manager of Protective Services/Fire Chief
SUBJECT: Quint Apparatus Budget Update

RECOMMENDATION

THAT Council approve an increase of \$600,000 for the purchase of the quint apparatus to be funded by additional short-term borrowing; and,

THAT Council directs 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 direction on specification requirement for the quint apparatus.
- seek Council approval of an additional budget of \$600,000 to purchase a 100-foot quint apparatus with a platform increasing the total budget from \$1,900,000 to \$2,500,000.

PREVIOUS COUNCIL DIRECTION

Date	Resolution
January 12, 2026	THAT Council adopt the 2026 - 2030 Financial Plan Bylaw No. 1243, 2025.

BACKGROUND

Cumberland Fire/Rescue (CFR) underwent a service review in May 2022, which identified several recommendations to enhance operational capacity. Notably, Section 8 of the report recommended replacing Engine 3 with a quint fire apparatus. This recommendation was based on the increasing number of taller and large square-footage buildings within the Village, which require elevated water delivery and enhanced rescue capabilities.

In 2023, CFR secured a lease agreement for a 75-foot quint apparatus from the City of Courtenay for a period of four to five years, or until Courtenay completes construction of its new west-end fire station, expected to be operational fall 2027. This lease serves as a transitional measure,

allowing CFR personnel to develop the necessary training, tactics, and strategic integration required for effective quint operations.

The introduction of this apparatus represents a significant evolution in how CFR approach's structure fires. As this is a new capability for the department, it supports both internal operational growth and improved service delivery. Additionally, the quint enhances CFR's ability to provide mutual aid to neighboring communities by expanding elevated fire suppression and rescue capacity.

When we began the project in 2023, we assessed the needs of the Village and what we could realistically afford. We also had to consider the long-term future of the apparatus, given its expected service life of 20 years, with an additional 10 years as a backup unit. When Engine 1 reaches 20 years of service as a front-line responder, the quint could continue to serve as the lead engine for approximately 8 additional years if the quint is a single-axle apparatus. What was learned from leasing the quint from Courtenay is that the dual-axle quint proved difficult to maneuver and respond with in the older areas of Cumberland due to its larger size. A single-axle quint would provide improved accessibility and maneuverability while still meeting operational needs.

During our review, we found that dual-axle apparatus can be too long for certain areas of the Village, particularly the narrow side streets in older parts of Cumberland. This led us to focus more on options with a single rear axle for improved maneuverability.

The Comox Fire Department recently purchased a new 110-foot platform quint (order in 2020 for \$1.6M and received in 2024), which served as a useful baseline for our evaluation of Cumberland Fire Rescue's needs. While their apparatus includes many desirable features, several of those are not necessary for Cumberland's operational requirements. This also establishes a timeline for ordering the quint apparatus. Depending on its complexity, delivery times can range from 600 to 1,200 days. This could impact on the lease of the Courtenay 75' quint, which is scheduled to be returned by 2028, and may affect overall village operations.

Since our initial budget request, Council approved an increase to the projected budget from \$1.5M (2024 budget) to \$1.9M (2026 budget) to account for inflation. However, we recently identified additional cost pressures that were not previously accounted for.

Quint ladder truck are built in the USA and purchase price is directly impacted by the exchange rate. The exchange rate has risen to approximately 1.40 since original estimation in 2023 for the 2024 budget (exchange rate averaged 1.35 in 2023), increasing the cost of the apparatus by about \$55,000.

In addition, new emission regulation changes introduced in 2024 will apply to any apparatus received after 2027, resulting in further cost increases. These regulatory changes are expected to add approximately \$50,000 or more to the overall price.

One of the Village of Cumberland Climate Action Plan (June 2024) goal is to reduce emissions from Village fleet. CFR can support this goal by considering equipping the quint apparatus with an idle-reduction system, such as a lithium battery or auxiliary motor, to decrease carbon emissions when the vehicle is not in active use. This initiative is intended to support overall emissions reductions within the CFR fleet. However, the average cost of implementing this system is approximately \$70,000 per unit. Given the significant expense, this feature could be deferred or removed to reduce upfront costs. It is recommended that the inclusion of idle-reduction systems be revisited and evaluated during future apparatus purchases, allowing for further assessment of cost-effectiveness, technological advancements, and budget considerations. Therefore, \$70,000 per unit for an idle-reduction system is not included in the current estimate of \$2.5m.

Size of the apparatus

A 100' Quint apparatus (estimate cost \$2.2M plus tax) provides significant operational advantages over a 75' Quint (estimate cost \$2.1M plus tax), particularly in terms of aerial reach, rescue capability, and long-term community protection. The 100' platform (estimate cost \$2.4M plus tax) is widely considered the industry gold standard for effectively reaching upper floors, typically up to six stories, which strengthens both local response capabilities and regional mutual aid support throughout the valley. The current zoning bylaw for Cumberland allows four stories; however, staff are recommending six storey capacity for growth and to accommodate the larger buildings within the Bevan lands. In addition to improved firefighting and rescue operations, a 100' Quint helps maximize aerial ladder credit recognized by ISO and insurance rating systems, potentially contributing to improved community insurance classifications and reduced insurance costs for residents and businesses. For Cumberland specifically, the 100' Quint is the best operational fit given the anticipated development of the industrial park and the associated infrastructure demands. The additional aerial reach provides greater water elevation capability, enhanced master stream operations, and more reliable access during emergency incidents involving larger commercial or industrial structures. This added capability ensures safer and more effective operations for firefighters while improving service delivery to both Cumberland and neighboring jurisdictions supported through mutual aid agreements.

The Fire Hall is designed to accommodate a larger 100' apparatus.

Platforms vs stick apparatus

Platforms and stick apparatus both provide excellent tools for the services we deliver. However, platform apparatus generally cost more than stick apparatus. Aerial quint ladders are usually smaller than quint platforms, making them more maneuverable in tight areas. Another advantage of a shorter truck is during a horizontal master stream fire attack. Shorter trucks can position closer to a building and swing the shorter boom within a smaller operating space compared to longer apparatus. One major advantage of a platform during roof operations is firefighter safety. Firefighters do not need to walk directly on the roof, and roof pitch has little effect on operations because personnel can work safely from inside the platform. In addition, the water flow rate is often greater because the nozzle is not located at the tip of the ladder. This setup provides improved water control and increased water volume during major fire incidents. Platforms also provide a safer and more secure work area than aerial ladders for tasks such as window rescues, roof operations, and technical rescue calls. These operations can be completed more safely because more rescue personnel can work within the bucket compared to operating from the tip of an aerial ladder. Non-ambulatory, unconscious, or frightened victims can also be placed into the

platform and lowered safely to the ground or moved to another secure location much more easily than with an aerial ladder. These are only some of the key differences between the two types of quint apparatus.

Courtenay Quint

The Courtenay lease quint will be well over 26 years old by the time it returns to Courtenay. They may also need to purchase a second quint apparatus if they do not establish an automatic aid agreement with their partner department.

Option to purchase a used apparatus

Purchasing a used Quint apparatus could provide significant cost savings, as units may be available for under \$1.4 million, depending on the age and condition of the apparatus. Another major advantage is immediate availability. Unlike custom-built fire trucks, which can require construction and delivery timelines of up to three years, a used apparatus can typically be placed into service much sooner. However, there are several considerations associated with purchasing a used Quint apparatus. In most cases, the apparatus would likely serve as a reserve vehicle because it may already be more than 20 years old at the time of purchase. Since apparatus replacement is generally required at the 30-year mark, planning for a replacement project would need to begin when the vehicle is approximately 26 years old to ensure a new apparatus is available before the existing unit reaches end-of-service life. Another important factor is the potential maintenance cost. The full operational history, condition, and prior usage of a used apparatus may not be fully known at the time of purchase. Depending on how heavily the truck was used and how well it was maintained by the previous department, maintenance and repair costs could become a significant financial consideration over the remaining service life of the apparatus.

The final point we need to cover is the benefits and limitations of having our own quint apparatus. Under the ULC, the Village is required to have a quint apparatus, and the question becomes what type of apparatus would best meet the needs of the Village of Cumberland. One of the key considerations is the occupancy hazard classification within the Village. While Cumberland does contain some High-Hazard occupancies, the majority of the community falls within the Moderate-Hazard category. This allows us to evaluate the operational need for a quint apparatus based on the actual risks and service demands within the Village. Another important consideration is the mutual aid service we provide with the Comox Valley Regional District (CVRD), Courtenay, Comox, and 19 Wing Comox. Many of the buildings within these neighbouring jurisdictions are five storeys in height and include large “big box” commercial occupancies that may require multiple quint apparatus at major incidents. Looking ahead, the future industrial park on Bevan Road will further increase the importance of regional cooperation and mutual aid support. This is one of the logical reasons why the Village should consider purchasing a quint apparatus that is similar in capability to those used by neighbouring departments, ensuring interoperability and meeting the service requirements of mutual aid responses. In the future, once the industrial park becomes operational, Cumberland will likely require additional mutual aid support for incidents in that area. This creates an opportunity to strengthen automatic aid agreements with neighbouring departments, particularly with Courtenay. For example, for certain pre-established high-risk or big box occupancies, both departments could be automatically dispatched simultaneously on confirmed fire alarms or working structure fires. This proactive approach would improve response times, operational efficiency, and overall firefighter and public safety. Ultimately, this long-term

planning approach will help enhance the safety and resiliency of the Village of Cumberland while ensuring the department remains aligned with regional fire protection needs and future growth.

FINANCIAL IMPLICATIONS

In the 2026-2030 Financial Plan, Council approved the \$1.9M quint ladder purchase with associated funding from the Fire Equipment Reserve (\$530,000) and short-term borrowing in 2028 (\$1.37M). An expenditure of \$200,000 is included for 2026 for the deposit to be paid when the quint is ordered and remaining \$1.7M is included for 2028 estimated delivery. An expense of \$303,800 per year is included in the financial plan for five years (2028-2033) to reimburse the debt based on a 4.14% interest rate. This expense is funded by taxes and represents a 5.6% tax increase for 2028.

Council could choose to fund the additional \$600,000 budget requested with additional borrowing. An additional amount of \$600,000 would increase the annual debt payment by \$133,050, equivalent to a 2.45% tax increase in 2028, for a total estimated increase of 8.05% in 2028.

As part of the 2026-2030 Financial Plan, Council approved in principle a total 7.18% tax increase for 2028. The increase covers estimated inflation on operating expenses (ranging from 2 to 5%) and the debt repayment for the quint ladder truck makes up for most of it at 5.6%. Those other expenses funded by taxes are included for 2028, 2029, 2030:

- Increase for Infrastructure Renewal Reserve – contribution for Roads (2028 total contribution \$230k):
 - Additional \$40,000 in 2028: 0.74% tax increase
 - Additional \$35,000 in 2029: 0.72% tax increase
 - Additional \$45,000 in 2030: 0.68% tax increase
- Increase for Municipal Facility Asset Reserve contribution (2028 total contribution \$170k):
 - Additional \$23,000 in 2029: 0.37% tax increase
 - Additional \$20,000 in 2030: 0.30% tax increase
- Increase for General Village Asset Renewal Reserve contribution for fleet (2028 total contribution \$45k):
 - Additional \$5,000 in 2028, 2029, 2030: 0.1% tax increase per year
- Increase for General Village Asset Renewal Reserve Contribution for Lake Park (2028 total contribution \$32k):
 - Additional \$4,000 in 2028: 0.1% tax increase per year

Council could choose to adjust or reduce those expenses, although staff consider important to keep increasing the contribution to Village reserves, especially the infrastructure / linear asset renewal reserve which may be currently under funded for road projects. A separate analysis will be prepared and will come back to Council with recommendation on appropriate reserve contributions for future years.

Depending on 2026 census results, the Village may or may not be over the 5,000-population threshold for policing costs to increase from 30% to 70%, starting in 2027. If not, then funding from the Emergency and Public Safety Reserve, originally earmarked to cover increased policing costs, may be available to fund part of this proposed increase or debt payment associated with the quint ladder truck purchase.

OPERATIONAL IMPLICATIONS

The quint apparatus will play a critical role in the future of CFR. This asset will enhance the level of service we provide and help ensure compliance with ULC requirements as the community and the industrial park continue to grow. To understand which is the proper quint apparatus that the village requires, we must refer to NFPA 1901 Standard for Automotive Fire Apparatus:

Using our assumptions, the required ladder or platform height for the 4-story apartment building on Dunsmuir works out approximately like this:

- Building height
 - $4 \text{ stories} \times 10\text{--}12 \text{ ft per floor} = 40\text{--}48 \text{ ft}$
 - Angle adjustment (40%)
 - $40 \text{ ft} \times 1.4 = 56 \text{ ft}$
 - $48 \text{ ft} \times 1.4 = 67.2 \text{ ft} (\approx 68 \text{ ft})$
 - Roof-line extension requirement for a stick only
 - 5 ladder runs above the roof
 - $5 \times 14 \text{ in} = 70 \text{ in} \approx 5.8 \text{ ft}$ (about 6 ft)
 - Total ladder/platform requirement
 - $56 \text{ ft} + 6 \text{ ft} = 62 \text{ ft}$
 - $68 \text{ ft} + 6 \text{ ft} = 74 \text{ ft}$
 - So, the estimated required access height is approximately:
 - 62–74 feet to safely reach and extend above the roof line of the 4-story apartment building on Dunsmuir.
-
- The second point is building area and occupancy. We have multiple medium-hazard buildings in the village, including Slegg, Nelson Roofing, Tree Island Yogurt, the school, the health care facility, industrial park and others. We must consider both the size of these buildings and the total area covered. Any structure larger than 10,000 sq. ft. presents a significant concern for elevated water operations. When using the quint apparatus for elevated master stream operations, we often require one or two members positioned at the tip of the ladder or platform to direct the water flow accurately and efficiently onto the seat of the fire. While the nozzle can technically be operated from the base of the quint, operators cannot adequately see how effective the stream placement is during fire suppression operations.

 - The last point we must consider is the mutual aid partners we work with and the types of occupancies they protect. The main partners we support during emergencies are the Courtenay Fire Department, Comox Fire Department, 19 Wing Comox, and the CVRD. The quint apparatus we select should be capable of supporting the occupancies and operational needs of these neighbouring departments. The department we support most frequently is Courtenay Fire Department. They currently operate one 101-foot platform quint, which is used to cover their five-storey buildings and major big-box store occupancies. Comox Fire Department operates a 110-foot single-axle platform, which provides more than enough capability for the services they provide. 19 Wing Comox operates a 115-foot platform to support air operations and protect the aircraft hangars and associated facilities on the base. The CVRD operates one 55-foot quint and one 75-foot ladder apparatus to serve Mount Washington and the rural areas of the Comox Valley.

Both of these apparatuses are more than 25 years old and are not considered front-line units. With this in mind, Cumberland Fire Rescue supports multiple communities through mutual aid agreements. To continue providing an effective and reliable neighbour service, we should consider a minimum 96-foot ladder or platform apparatus. This would allow us to effectively provide service anywhere in the Comox Valley while ensuring we can safely and efficiently support our neighbouring departments during major incidents.

The addition of a quint will improve firefighter safety and operational effectiveness by reducing the risks associated with elevated incidents such as roof fires, chimney fires, and similar emergencies. It will allow crews to respond more efficiently and with greater protection in these situations. However, the training impact will vary depending on the type of quint selected. Operator requirements may increase due to licensing classifications and associated medical standards, particularly when comparing single-axle and tandem-axle apparatus.

CLIMATE CHANGE IMPLICATIONS

Some options are available to reduce the carbon change implications associated with the purchase of a quint apparatus. The \$70,000 for an idle-reduction system that isn't included in the \$2.5m budget request could reduce carbon emissions.

ALTERNATIVES

1. Council may choose to defer the purchase of the Quint apparatus to the 2027 budget.

This approach carries risk, as it assumes that prices will not rise further and does not account for potential increases in delivery timeline. This delay will also impact the long-term apparatus replacement plan. By 2030, additional capital expenditures will be required to replace the water tender and certain command vehicles. As a result, these overlapping costs may place additional financial pressure on future budgets.

2. Council may direct staff to proceed with issuing a Request for Proposal (RFP) to confirm the actual cost for a 100' platform quint apparatus.

During the prefabrication meeting, we may identify opportunities to reduce accessory requirements for the quint apparatus. This process will establish a baseline for the CFR and provide a mechanism to manage and potentially reduce the overall cost of the quint. Staff would come back to Council prior to awarding the contract to the successful proponent for budget increase and funding approval.

3. Council may choose to approve a smaller budget increase and direct staff to procure a less expensive quint apparatus (i.e. a 75-foot ladder with or without a platform).
4. Council may choose to direct staff to explore the option of purchasing a used quint apparatus.

This option would reduce the cost of the purchase but requires planning for an earlier replacement.

STRATEGIC OBJECTIVE

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

ATTACHMENTS

None.

CONCURRENCE

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

Respectfully submitted,

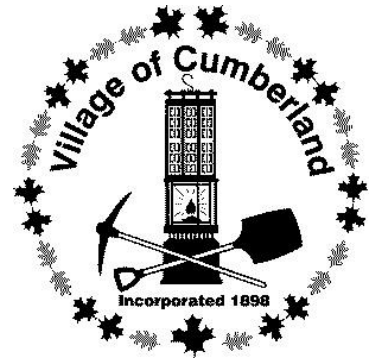
M. Williamson

Mike Williamson
Manager of Protective Services/Fire Chief

M. Mason

Michelle Mason
Chief Administrative Officer

COUNCIL REPORT



REPORT DATE: April 22nd, 2026
MEETING DATE: June 8th, 2026

File No. 5400-20 Streets

TO: Mayor and Councillors
FROM: Director of Engineering and Public Works
SUBJECT: Transportation Master Plan and Village Speed Regulation Change Project

RECOMMENDATION

THAT Council direct staff to implement a Village-wide Speed Limit Reduction Project on a three-year trial period, including transition zones from 50 km/h to 40 km/h to 30 km/h;

OR

THAT Council direct staff to implement a Village-wide Speed Limit Reduction Project on a three-year trial period without a transition, reducing speed limits directly from 50 km/h to 30 km/h.

And That Council directs staff to bring forward Bylaw Amendments to *Bylaw No. 951, 2017 Street and traffic* Bylaw to support the implementation of a Village-wide Speed Limit Reduction.

PURPOSE

The purpose of this report is to provide information to Council on implementation of a 30 km/h speed zone in the Village of Cumberland core residential and commercial area. The project has been identified as an outcome of the recommendations within the Transportation Master Plan (TMP) and involves installing new speed limit signs at strategic locations in the Village to reduce the default speed to 30 km/h and staff have provided an alternate option for Council to consider that allows for transition zones on connector roads as illustrated in this report.

The report also includes a summary of engagement from the March 16 “walk shop” and Committee of the Whole, providing an opportunity for Council to confirm direction on other topics that were discussed.

PREVIOUS COUNCIL DIRECTION

Date	Resolution
Mar 16, 2026	THAT the Committee direct staff to bring back a report on the establishment and implementation of a 30 km/h speed zone in the Village of Cumberland core residential and commercial area from Cumberland Road at Hope Road, Royston Road near Maple Creek, Bevan Road at Wellington, Lake Road just west of Chinatown at Coal Creek Historic Park.
November 10, 2025	THAT Council fund the “Council Workshop for laneways, 30KM/h, standard of shared street and separated bike lanes” showing as \$10,000 unfunded in 2026 of the Priority Request Projects Currently Not in Financial Plan listed on pages 40 and 41 of the October 14 and 20, 2025 Committee of the Whole meeting agenda from the Linear Asset Renewal reserve.
May 5, 2025	Revisit Transportation Master Plan for speed zones, arterial road design for multi-use” was added with Staff to bring report to Council on process to review speed limit and arterial road design as part of project design on case by case basis, and alley use designations.
February 8, 2021	THAT the committee recommend that Council direct staff to bring forward a report on implementing a 30km/h speed zone in the Village.

BACKGROUND

As an outcome of the Transportation Master Plan “walk-shop” and the Committee of the Whole held March 16th 2026, Council revisited discussions of some selected areas of the TMP that warranted a recap of key recommendations presented in 2024. These topics consisted primarily of laneways, shared streets and priority corridors and also speed limit reduction for traffic calming measures.

In summary of the attached memo of the engagement, the consultant noted the following discussions during the walk-shop:

Laneways: Committee members generally supported retaining existing unpaved (gravel) laneways within the village core due to their stormwater management benefits and lower upfront construction costs compared to asphalt or permeable paving options. However, there was some support for paving the commercial laneways north and south of Dunsmuir Avenue, which accommodate larger trucks and higher traffic volumes, through development support and funding. While the TMP recommends 6-metre-wide laneways for new developments, it provides flexibility for the Village to determine whether paving is required. Committee members also noted that the Village has an opportunity to provide more specific requirements for laneways by amending its Subdivision and Development Bylaw No. 948 and recommended that staff evaluate the lifecycle costs of paving versus ongoing gravel maintenance to help inform future decisions.

Shared Streets: Committee members are generally supportive of the shared street concept, particularly if they are piloted in a quick-build format. This would allow the community to test them and allow for low-cost implementation. Committee members stressed the importance of giving staff flexibility in designing and implementing shared

street treatments and traffic calming devices as some streets are different than others in terms of sightlines, geometry, and traffic volumes.

Priorities: Committee members generally supported the TMP priority corridors and their role in improving the transportation network. Feedback focused on balancing active transportation improvements with practical considerations such as parking, right-of-way constraints, and implementation priorities. Members supported retaining some on-street parking and incorporating traffic calming on Fourth Street, preferred a single multi-use pathway on Royston Road due to limited space, and viewed Dunsmuir Avenue as a longer-term priority while emphasizing the future importance of placemaking features, protected bike lanes, and downtown connectivity improvements.

Traffic Calming: Committee members supported lowering posted speed limits in response to concerns about vehicle speeding throughout the community. There was general agreement that 30 km/h zones should be considered in commercial, school, and residential areas, and that reduced speed limits should be accompanied by traffic calming measures identified in the TMP. The Committee of the Whole also directed staff to prepare a report outlining the implications of implementing 30 km/h zones and identifying recommended locations for new signage.

Overall, the “walk-shop” provided opportunity to further the conversations to form a planning document to better traffic management in the Village. The TMP is intended to function as a flexible strategic document rather than a prescriptive bylaw, allowing the design and implementation of shared streets and priority corridors to be refined over time.

In an effort to create safer streets and support the transportation master plans for traffic calming, it was considered by Council to find ways to reduce the speed and behavior of vehicles in the Village. As the Village does not have jurisdiction over the Trans-Canada Highway interchange near and including Union Road, the speed limit will remain 50 km/h near at or near the Village boundaries such as Royston Road, Upper Bevan Road, Comox Lake Road west of Old Orchard Park. Staff recommend that this speed reduction be implemented on a trial period for up to 3 years. The trial period would allow staff to monitor and address the cultural and enforcement challenges this change may impose and summarize any impediments or statistics after the trial period for Council consideration.

As directed, staff have provided information outlining implications of an introduction of a blanket 30 km/h signage. The Motor Vehicle Act (MVA) explicitly authorizes municipalities to set different speed limits on roads within its jurisdiction under its own bylaw and posted signs. The default speed is 50km/h unless otherwise posted. Therefore, the Village may change its speed limits to suit its jurisdictional needs. The Village may post the speed limit at 30km/h, but regulatory requirements dictate that it must be posted at key areas to ensure the Act requirements are met, otherwise it is 50km/h. Discussed during the Committee of the Whole meeting on March 16, 2026, a blanket sign was conceptualized. As this will be a more sudden reduction and higher risk of non-compliance, staff have alternately presented a speed transition zone along the major routes to better promote compliance by having a 50 km/h to 40 km/h to 30 km/h step approach. This is recommended as best practice in these conditions. Once within the Village core, a blanket sign would be posted to cover the remaining areas for this approach where possible.

It is recommended by staff to consider the alternative option of transitioning from 50 km/h to 40 km/h to 30 km/h on the major collector roads to address the human factors and behaviors from a safety and engineering perspective to ensure improved comprehension and standard design practices supported by the Ministry of Transportation and Transit (MoTT) guidelines and defensible for enforcement. Staff believe that this transitioned approach will achieve Council's wishes while also ensuring compliance and best practices.

FINANCIAL IMPLICATIONS

There are a few financial considerations to the implementation of this change and some clarity on the effort noted below in the operational implications. Labour and materials for the signage modifications are generally estimated at \$400-700 per new sign and in some cases higher where traffic control may be required. According to Table 1, there are a number of signs that the existing bases may be utilized and therefore at the lower end of the cost range. The suggested transition zones would see a need for some new posts. The communications plan and roll out with regular touch points to the media may be handled inhouse where capacity allows. Roadside digital message board (VMS / PCMS trailer rentals) are needed to promote the change for public awareness will also be a cost consideration.

In summary an estimated budget for signage, education and communications is approximately \$37,000 in 2027 and \$13,000 in 2028 based on material and labour costs for signage, labour for communication materials and estimated 2 VMS trailers for 4 months (2 months a year during summer months). Those budgets requests will be included for Council's consideration during the 2027 budget discussions.

OPERATIONAL IMPLICATIONS

The impacts imposed by converting the Village core speed limit to 30 km/h are primarily related to the adjustment of the regulatory signage and information changes with some minor modifications to infrastructure to support the Village wide initiative. Implementation of the speed reduction initiative would be to install the new signage to regulate the area on select major road corridors and cover them until a "go live" date is formalized. The existing signage would then be covered upon go-live till operational staff may remove the signage to ensure no conflicting regulations of speed are experienced should an incident occur during the transition which could result in liability.

Signage in school and playground zones would remain in place with exception of time zone signs. All other regulatory speed signage would be removed post go-live and stored in the public works yard until the end of the trial period.

The following general inventory of signage is provided in Table 1 to demonstrate the volume of signage affect, and new dependant on the option considered.

Description	Install New Signage	Remain in Place
40 km Transition Zones		
• Custom Entering 30 Km/Hr Statutory Speed Limit Zone	8	
• 40 Km/h	16	
• 50 Km/h	4	4
• Custom AT ALL TIMES tab	6	
• Remove Signage	8	
30 Km/h blanket w/o Transition Zones		
• Custom Entering 30 Km/h Statutory Speed Limit Zone	4	
• Custom AT ALL TIMES tab	6	
• Remove Signage	8	

Table 1: Signage inventory changes

Additionally, to the above work, staff will need to commence a communications strategy to inform the public, neighboring local governments, schools, and RCMP. This communications plan will need to be generated by staff for roll out well in advance of the implementation (30-60 days) and intend to reach out to local media via a press release, social media, radio and other forms of community communications. This strategy will also include outreach to update online mapping servers such as google, and apple. Furthermore, reminders will be cycled into the media on a regular basis for 6 weeks, then quarterly for the first year.

Staff have consulted with the RCMP inspector on this change, and recommend they continue to provide patrols/enforcement as usual and support other educational initiatives. This could be added to the communications strategy to remind users of the “rules of the road”. Overall the RCMP will have no adjustments in service levels to the change holistically, and the Village may communicate any changes with enforcement should it be warranted. Some strategic enforcement areas may be identified through further consultation with staff and the RCMP during the trial period.

Some communities allow Community Policing such as Citizens on Patron (COP) may be an added solution to have members with speed readers as volunteers to advocate drivers to reduce speed if exceeding limits on major route(s). These COP members typically do not intervene or have any authority, but only inform and advocate as volunteers. An effective method of informing the public is the rental of digital construction message boards as a reminder to drivers entering the Village to slow down. This rental would need to consider associated costs to rental and delivery fees. Amendments to the Street and Traffic bylaw No. 951, 2017 will need to accommodate a Village wide speed limit reduction to match modifications. These amendments will be brought forward at a later date.

Staff have also confirmed that there is no immediate or long-term requirement to apply for authorization under the Motor Vehicle Act (MVA) to make this change to the Village. The Act explicitly authorizes municipalities to set different speed limits on roads within its jurisdiction under its own bylaw and posted signs. However, the current legislation does not provide a built-in

mechanism for a “sign-less” blanket default (e.g., “the whole municipality is 30 km/h unless otherwise posted”), therefore changes to signage and posting limits are still required.

Staff will be able to implement this project once funding is approved in the 2027 financial plan, and a communications strategy is finalized and bylaw amendments are passed. Signage installations and a go-live date can be included with early Q2 of 2027 work plans.

CLIMATE CHANGE IMPLICATIONS

The signage inventory affected by this change would be recycled under scrap metal or repurposed in other districts after the trail period. There are no other tangible changes to the reduction of the speed limits within the Village boundary as it related to climate action.

ALTERNATIVES

1. Direct staff to investigate other options.
2. Not proceed with any action at this time.

STRATEGIC OBJECTIVE

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

ATTACHMENTS

1. Cumberland Transportation Master Plan Council Workshop- Engagement summary report - Memorandum, March 31, 2026 (Watt Consulting Group)
2. 40 km Transition Zones Concept Map
3. 30 Km/Hr blanket w/o Transition Zones Concept Map

CONCURRENCE

None

Respectfully submitted,

D. Dougherty

David Dougherty,
Director of Engineering and Public Works

M. Mason

Michelle Mason
Chief Administrative Officer

MEMORANDUM

Date: March 31, 2026
To: Joel Clarkston, Village of Cumberland
Cc: Michelle Mason & Dave Dougherty, Village of Cumberland
From: Tim Shah & Lainy Stevenson, WATT Consulting Group
Our File No: 4124.B01
Subject: Cumberland Transportation Master Plan Council Workshop – Engagement Summary Report

1.0 INTRODUCTION

WATT Consulting Group was retained by the Village of Cumberland to design and facilitate a workshop with Village Council (henceforth referred to as “Committee members”) on March 16, 2026. The purpose of the workshop was two-fold:

1. Provide a recap of the key recommendations from the Transportation Master Plan (TMP) with a focus on four specific topics where there has been some confusion and misunderstanding from Committee members including (1) laneways; (2) shared streets with a focus on advisory lanes; (3) the TMP priority corridors; and (4) the applicability of a 30 km/h blanket speed limit reduction in the village core.
2. Engage in a detailed discussion with Committee members to mitigate ambiguity with the topics listed above to help Cumberland move forward with TMP implementation.

Members of the WATT team included Tim Shah and Lainy Stevenson, who presented and facilitated the workshop. WATT was supported by Village staff, who included Joel Clarkston (Engineering Technologist), Dave Dougherty (Director of Operations), and Michelle Mason (CAO).

2.0 WHAT WE DID

The workshop took place over a four-hour period. It included the following activities / events:

- A presentation from WATT that recapped the TMP and provided detailed content on the key topic areas. This was followed by an informal discussion and Q&A with Committee members.
- A walking tour (“walkshop”) where Village staff provided more detailed examples of laneways, new traffic calming devices on Fourth Street, and sidewalk upgrades that have been completed over the last year.
- A formal Committee of the Whole meeting where Committee members asked WATT and Village staff questions about the key topic areas for additional clarification.



3.0 WHAT WE LEARNED

Over the course of the workshop, Committee members asked questions and provided feedback on a range of topics from the TMP. *For the purposes of this engagement summary, only the feedback that was heard on the key topic areas is presented below.*

3.1 Laneways

Throughout the workshop, Committee members wanted to better understand the purpose of laneways along with the most appropriate surface treatment options for a rural community like Cumberland. The key points of feedback are summarized as follows:

- There is a general preference among Committee members to keep all existing laneways in the village core unpaved. Unpaved (i.e., gravel) laneways provide stormwater management benefits and are not as expensive as paved options such as asphalt or permeable pavers. That said, they can be more expensive to maintain over their lifecycle.
- Some Committee members indicated support for paving and widening commercial laneways north and south of Dunsmuir Avenue through development processes and funding.

- While the Village has some paved laneways in the newer subdivisions, it was confirmed that they have largely been developer-driven and not explicitly at the request of the Village.
- While the TMP includes a recommendation for 6-metre-wide laneways as part of new developments, the plan provides the Village with flexibility in deciding if those laneways need to be paved or not. The Village has an opportunity to provide more specific requirements for laneways by amending its Subdivision and Development Bylaw No. 948.
- Committee members also noted that staff should explore the lifecycle costs associated with paving vs annual gravel maintenance to help inform whether paving laneways is justified in the future.

3.2 Shared Streets

The concept of shared streets was reintroduced to Committee members through the presentation. More examples were provided of what the traffic calming treatments could look like, and specific examples of advisory lanes in other communities were illustrated to help minimize ambiguity. Maryport Avenue was included in the walkshop to allow for a more detailed discussion of how a shared street could be formalized along this corridor.

The key points of feedback are summarized as follows:

- Committee members are generally supportive of the shared street concept, particularly if they are piloted in a quick-build format. This would allow the community to test them and allow for low-cost implementation. Committee members stressed the importance of giving staff flexibility in designing and implementing shared street treatments and traffic calming devices as some streets are different than others in terms of sightlines, geometry, and traffic volumes.
- Committee members are generally supportive of formalizing Maryport Avenue as the Village's first shared street. During the walkshop, there was a discussion about the different traffic calming features and facility types that could be appropriate for this corridor including traffic circles and advisory lanes.



- Kendal Avenue was also identified as a shared street, but it was noted that the traffic volumes and road geometry will require different treatment options compared to Maryport Avenue. Four-way stops and flex stakes, for example, are more appropriate treatments on this corridor to slow vehicle speeds compared to traffic circles or mini-roundabouts.
- In summary, the shared streets concept in the TMP provides maximum flexibility for Village staff and Council in determining the exact treatments for any of the shared street corridors identified in the plan.

3.3 Priority Corridors

The TMP includes seven priority corridors. They are intended to be short-term (i.e., 1-10 year) projects. Some of the projects will be easier and faster to build than others, but all of them are intended to be quick-build in design to align with the objectives of the TMP. Four of the seven priority corridors were reintroduced to Committee members as part of the workshop. This included:

1. Maryport Avenue
2. Fourth Street
3. Dunsmuir Avenue
4. Royston Road

The purpose of revisiting the priority corridors was to explain the recommended cross-sections and the general intent of each corridor’s purpose in the larger transportation network. All of the cross-sections shown in the TMP are “ultimate build-out”. The key points of feedback are summarized as follows (note: feedback on Maryport Avenue is excluded as it was captured above in the shared streets section):

- Committee members would like more flexibility with the Fourth Street priority corridor. There was support for the general concept with adding cycling and pedestrian infrastructure, but preference is to retain on-street parking on one side, especially closer to Dunsmuir Avenue. This would retain parking options for both residents and visitors seeking parking closer to the downtown. Committee members support the idea of Fourth Street being an important gateway into the



New quick build pedestrian crossing on Fourth Street with traffic calming curbs and rapid rectangular flashing beacons. Committee members are supportive of these types of treatments along the Fourth Street corridor and beyond.

village and would like to see lower speed limits along with traffic calming treatments that are appropriate to address vehicle speeding.

- The proposed cross-section for Royston Road is also supported by Committee members. However, there is preference to have a multi-use pathway on one side only as a sidewalk on the north side was not seen as being critical for the corridor and the right-of-way width is constrained.
- The general vision for Dunsmuir Avenue is also supported but it should be a lower priority project compared to the other priority corridors in the TMP. It was upgraded 10 years ago, and the Village will not have capacity or budget to undertake the complete streets improvements as envisioned in the TMP. Committee members stressed the importance of adding parklets, seating, and protected bike lanes to the corridor in the future to improve the livability, connectivity, and placemaking while better supporting the downtown business community.

In summary, WATT and Village staff reminded Committee members that the TMP is a long-term plan document with recommendations and guidance. It is not a bylaw. It provides flexibility to the Village to make changes to the priority corridors as needed and based on further engagement with the community and/or through the more detailed design process.

3.4 30 km/h Speed Limit Reduction

Section 5.6.3 of the TMP includes a discussion about the importance of reviewing speed limits. The discussion concluded that lowering speed limits alone is insufficient for controlling vehicle speeds. The TMP includes recommended speed limits by road classification and noted that the Village should continue to explore traffic calming solutions to complement any changes to posted speed limits.

For the purposes of the workshop, Committee members were engaged in a discussion about whether introducing a blanket 30 km/h speed limit on certain corridors and in certain zones is appropriate or not. The key points of feedback are summarized as follows:

- Committee members are supportive of lowering posted speed limits as there is concern with vehicle speeding throughout the community.
- Specifically, 30 km/h zones should be considered in commercial, school, and residential areas.

- Committee members agreed that the implementation of 30 km/h speed signs should be accompanied with traffic calming treatments as outlined in the TMP.
- The Committee of the Whole, by motion, directed staff to prepare a report that outlines the implications of a 30 km/h zone with recommended locations for new signage.

4.0 NEXT STEPS

This engagement summary report was intended to capture the key takeaways from the TMP Council Workshop. The following outlines the critical next steps:

1. As the TMP is a strategic document and not a bylaw, it provides flexibility to the Village. This means that the design and implementation of the shared streets and priority corridors could deviate from what is shown in the plan. Staff can work with Council to determine how best to move forward with the design and implementation of the shared street network and priority corridors moving forward.
2. Similarly, the design, construction, and maintenance of laneways can be determined by staff and Council. The preference is for unpaved (i.e., gravel laneways). The Village has an opportunity to provide more specific requirements for laneways by amending its Subdivision and Development Bylaw No. 948. In addition, Committee members noted that staff should explore the lifecycle costs associated with paving vs annual gravel maintenance to help inform whether paving laneways is justified in the future.
3. Lastly, the Committee of the Whole, by motion, directed staff to prepare a report that outlines the implications of a 30 km/h zone with recommended locations for new signage.

Sincerely,

WATT Consulting Group



Tim Shah, RPP, MCIP

Sr. Transportation Planner & Planning Lead

D 778-350-3628

E tshah@wattconsultinggroup.com

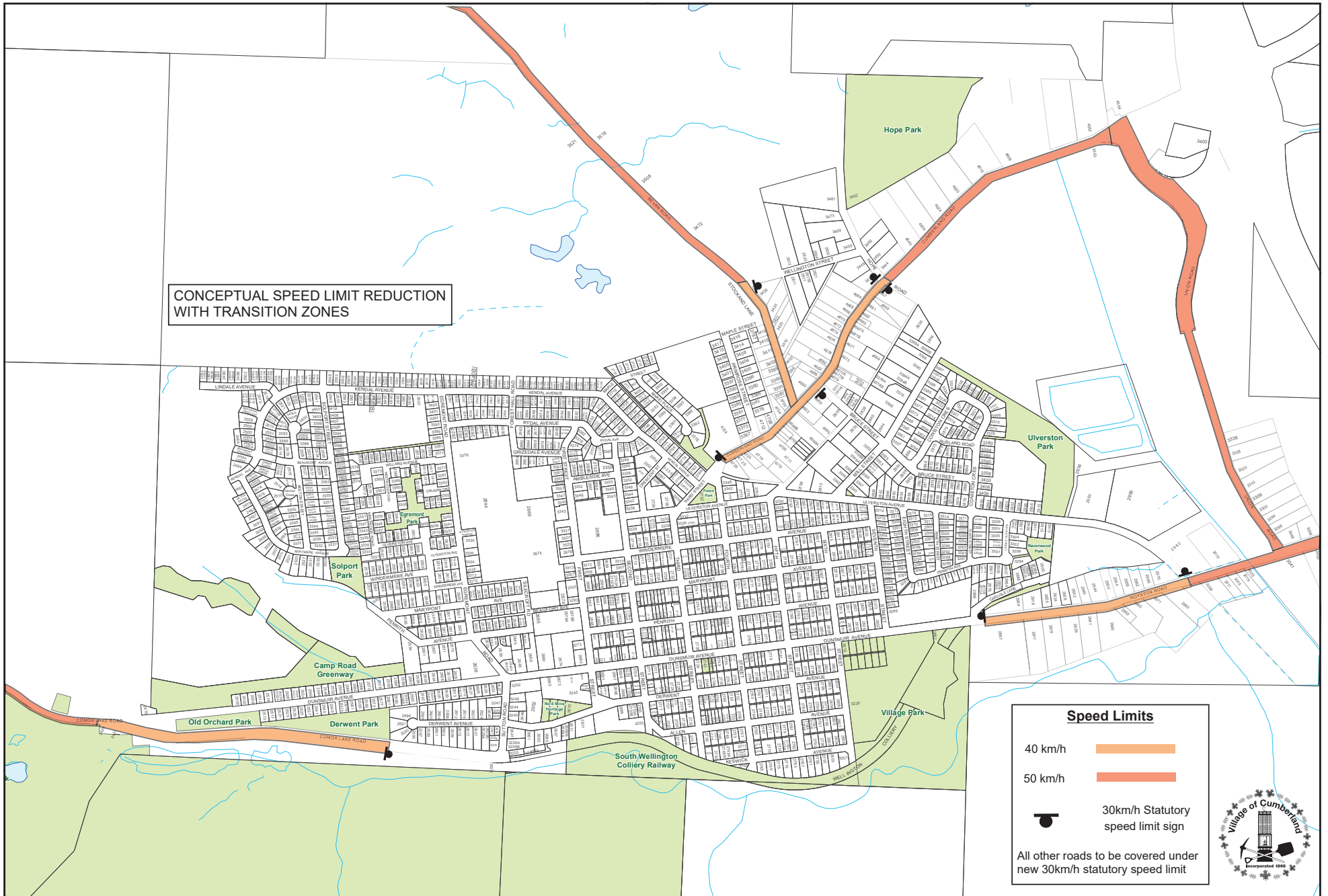


Lainy Stevenson, PTP, RPP, MCIP

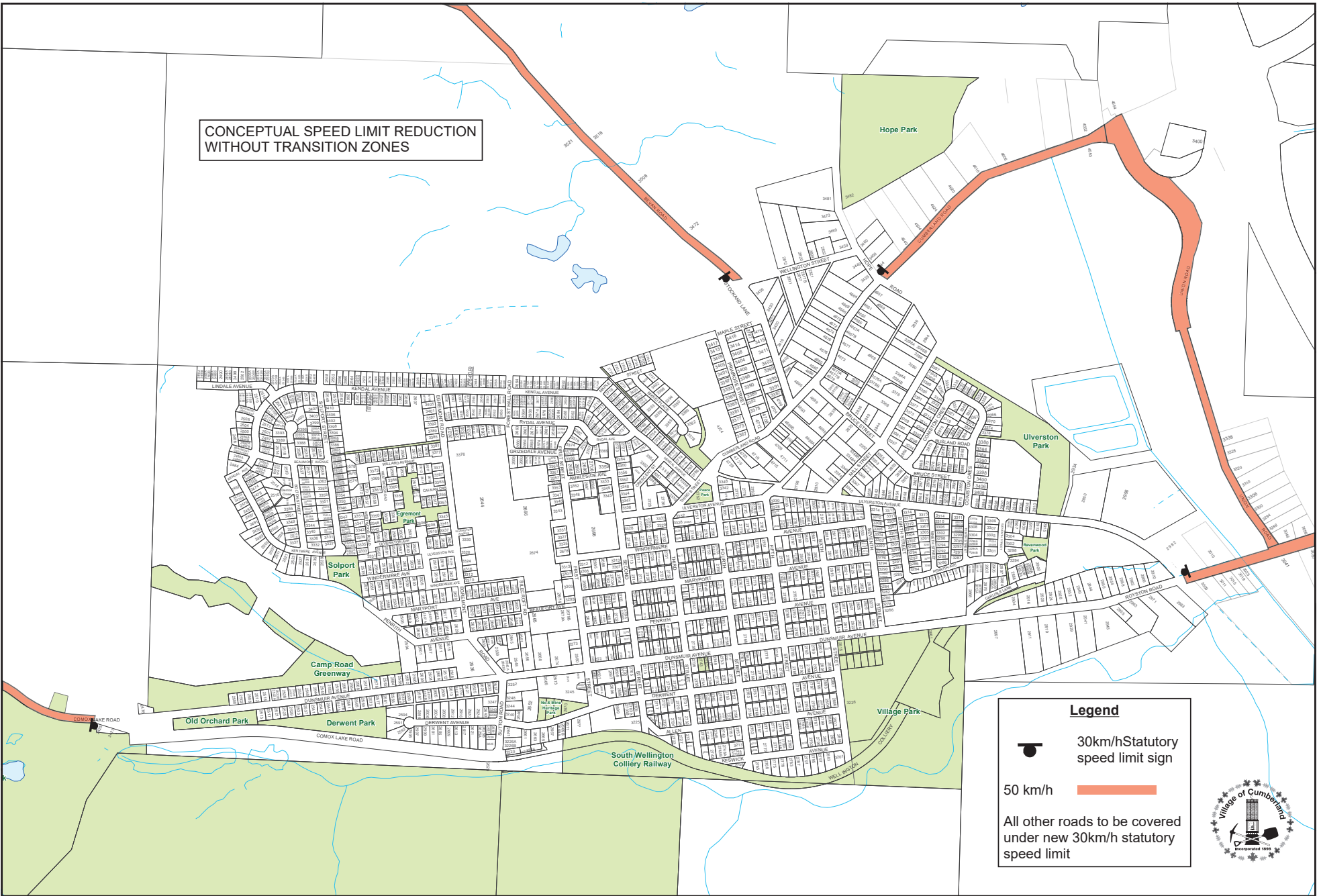
Sr. Transportation Planner

D 250-613-6365


E lstevenson@wattconsultinggroup.com




CONCEPTUAL SPEED LIMIT REDUCTION
WITHOUT TRANSITION ZONES



Legend

 30km/h Statutory speed limit sign

50 km/h 

All other roads to be covered under new 30km/h statutory speed limit



COUNCIL MEMBER REPORT



DATE: May 30, 2026
 TO: Mayor and Councillors
 FROM: Mayor Brown
 SUBJECT: May 2026 Monthly Report

Date	Event	Comments
May 1	Developer	Acting Mayor Sullivan and I met with developer to listen to feedback.
	WSC	Watershed Security Coalition Meeting How local governments can support the work of the Coalition and our shared priorities.
	CCS/Museum	Bean Supper hosted at Cumberland Community School in partnership with the Museum, I was asked to share a few words again this year.
May 2	Cumby	Welcome and Land acknowledgement to start the Race
May 6	Strong Cities	Community gathering at the Library to discuss online harm and social cohesion challenges and opportunities in the Village and Valley– facilitated by Strong Cities Network as part of a year long program to learn about and find ways to address online harm and social cohesion.
May 7	Village	Mayor and CAO Checkin
	Province	Webinar about meetings at UBCM
May 8	Resident	Meeting with resident of Penrith to hear concerns
May 11	Resident	Meeting with Valley resident regarding delegation to Council
	Council	Regular Council Meeting
May 12	CVRD	Regular CVRD Board Meeting DELEGATIONS: COMOX VALLEY GROUND SEARCH AND RESCUE ASSOCIATION Gord Thompson presented information regarding Comox Valley Ground Search and Rescue and requested an amendment to the funding agreement between CVRD and CVSAR to include the cost of property taxes for 3001 Moray Avenue, Courtenay WATER MANAGEMENT IN THE COMOX VALLEY Larry Peterson, Steelhead Society of BC and Wayne White, Courtenay Fish and Game and the Tsolum River Restoration Society presented information

regarding water temperature from Comox Lake and water storage on the upper Tsolum to help control flooding during winter high flows and help relieve drought conditions in times of summer low flows

REPORTS:

2025 ANNUAL FINANCIAL REPORT AND AUDIT FINDINGS REPORT

K. Powell, Manager of Financial Operations, presented an overview of the 2025 annual financial report.

Cory Vanderhorst, MNP, presented information regarding the audit findings report

Carried: THAT the audited financial statements of the Comox Valley Regional District for the year ended December 31, 2025 be approved.

Carried: THAT MNP LLP be appointed as the Comox Valley Regional District's auditors for 2026.

STATEMENT OF FINANCIAL INFORMATION

K. Powell, Manager of Financial Operations, provided an overview of the staff report regarding the Statement of Financial Information for the Comox Valley Regional District for the year ended December 31, 2025.

Carried: THAT the 2025 Statement of Financial Information for the Comox Valley Regional District be approved.

2025 HSS GRANT FUNDING REALLOCATION OF UNALLOCATED FUNDS

L. Kilpatrick, Community Development and Resilience Manager, provided an overview of the report regarding the 2025 Homelessness Supports Service (HSS) Grant Adjudication Committee's allocation recommendations for the remaining unallocated 2025 HSS Grant funds.

D. Hillian/W. Morin: THAT the Board approve the following allocations, for a total of \$42,000, from the unspent and unallocated 2025 Homelessness Supports Service Grants:

1. Comox Bay Care Society - \$10,000 towards the Peer Supported Mobile Outreach Care-A-Van Homelessness and Substance Use and Addictions Service as outlined in their application dated January 18, 2026.
2. Comox Valley Head Injury Society (CVHIS) - \$3,000 towards CVHIS Transportation and Accessibility Initiative as outlined in their application dated January 20, 2026.
3. Sunday Station - \$6,000 towards Sunday Station Free Meal Service as outlined in their application dated January 18, 2026.
4. The Village Recovery Society - \$23,000 for The Village Men's Recovery and Access Project as outlined in their application dated January 20, 2026.

		<p>CASH AND INVESTMENT REPORT YEAR FOR THE YEAR ENDED 2025</p> <p>K. Broughton, Manager of Financial Planning, provided an overview of the report regarding the CVRD cash and investment report.</p> <p>SHORT-TERM FINANCING - LIABILITIES UNDER AGREEMENT</p> <p>K. Broughton, Manager of Financial Planning, provided an overview of the report regarding approval for interim financing through Liability Under Agreement (Short-term Financing) with the Municipal Financing Authority (MFA) for capital projects funded through interim financing.</p> <p>Carried: THAT two interim financing agreements with the Municipal Finance Authority, for a consolidated balance of \$2,158,507 and the purpose of funding the construction and/or equipping of the capital projects, as listed in Table 1 of this report, dated April 14, 2026, be approved;</p> <p>AND FURTHER THAT the authority to enter short-term financing is permitted under section 175(1) of the Community Charter, and section 403(1)(a) of the Local Government Act;</p> <p>AND FINALLY THAT each loan be repaid within five years of agreeing with the Municipal Finance Authority.</p> <p>WATUTCO CONVERSION TEMPORARY BORROWING BYLAW NO. 911</p> <p>K. Broughton, Manager of Financial Planning, provided an overview of the report regarding approval for a temporary borrowing bylaw to support financing the Watutco conversion project.</p> <p>Carried: THAT pursuant to section 409(1) of the Local Government Act (RSBC, 2015 c. 1) (LGA), Bylaw No. 911, being “ Watutco Water System Modification and Connection Service Temporary Borrowing Bylaw No. 911, 2026”, be approved and adopted.</p> <p>AND FURTHER THAT this financing be repaid within five years of entering into the agreement through conversion to long term debt according to the terms specified in Bylaw No. 869, being “Watutco Water System Modification and Connection Service Loan Authorization Bylaw No. 869”, and section 409(2) of the Local Government Act (RSBC, 2015 c.1) (LGA)</p> <p>2025 – 2029 FINANCIAL PLAN AMENDMENT BYLAW NO. 916</p> <p>K. Broughton, Manager of Financial Planning, provided an overview of the report amendment to the 2025-2029 adopted financial plan to include Board budget re during 2025.</p> <p>Carried: THAT the Comox Valley Regional District Board consider first, second and third readings and finally adopt Bylaw No. 916 being, “Comox Valley Regional District 2025 to 2029 Financial Plan and Capital Expenditure Program Bylaw No. 864, Amendment Bylaw No. 1” which will formalize the Board approved 2025 financial plan amendments to Bylaw 864, 2025, being “Comox Valley Regional District 2025 to 2029 Financial Plan and Capital Expenditure Program Bylaw No. 864” adopted in March 2025.</p>
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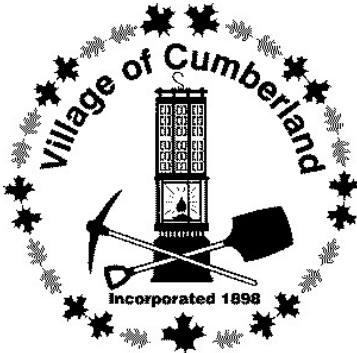
		<p>RECEIPT OF MINUTES and EASC COMMITTEE DECISIONS</p> <p>BYLAW and RESOLUTIONS READINGS</p> <p>NEW BUSINESS:</p> <p>TOWN OF COMOX INVITATION TO PARTICIPATE AND REQUEST FOR LETTER OF SUPPORT – CLMP</p> <p>Carried: THAT the CVRD Board provide a letter of support for the Town of Comox’s application for a grant for a Community Labour Market Partnership (CLMP) initiative with North Island College’s (NIC) Learning Council.</p> <p>CVRD REGIONAL GRANT-IN-AID FUNDING</p> <p>Carried: THAT the correspondence dated March 31, 2026 from Jolean Finnerty, Executive Director, Comox Valley Community Foundation, regarding a summary of the four community service organizations and their funded initiatives that received a combination of CVCF and CVRD Regional Grant-in-Aid Funding be received.</p>
May 14	RCMP	Coffee with a cop with Inspector Mercer and another member, we had 8 or so Cumberland residents attend and a couple of Valley residents. Topics included: dirt bikes and more dirt bikes, need for patrols at Lake Park, nuisance properties and collaboration between bylaw and RCMP.
	Village	Agenda Review for May 25 th agenda
	Village	CAO/Mayor regular check in
	Strong Cities	Countering Online Harms Webinar #5
May 16 - 18	MayDays	Soap Box Derby and Market Days, Soccer game and awards, Parade and May Queen Lunch with invited dignitaries
May 20	Interview	Canadian Municipal Barometer interview
	Province	Mayors/Chairs technical briefing for drought and wildfire conditions in the Province. I was able to speak to the rescinding of the fire ban and suggested better communications strategy directing residents to local fire bans which was well received.
	CVRD	Regional Parks and Trails Agenda Review for May 26 th meeting
	Museum	Annual general Meeting
May 21	Village	Mayor/CAO regular check in
	Strong Cities	Online Harms and Social Cohesion Deep Dive Cohort meeting
	CCFS	Cumberland Community Forest AGM
May 25	ACET	Practice Run for Panel presentation for Canada First Research Excellence Fund May 28

	Council	Committee of the Whole and Regular Council Meeting
May 26	CVRD	<p>Special Restricted Closed Recreation Commission Meeting</p> <p>Regional District Parks and Trails Committee</p> <p>ENHANCEMENT AND PROTECTION OF BIOLOGICAL CARBON SEQUESTRATION</p> <p>Report dated January 13, 2026 regarding an overview of results of the recent regional Biological Carbon Sequestration Study for receipt</p> <p>CLOSED MEETING:</p> <p>Recommendation:</p> <p>THAT the Board adjourn to a closed session pursuant to the following sub-sections of section 90 of the Community Charter:</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>CVRD Board Meeting</p> <p>CLOSED MEETING:</p> <p>DELEGATION FOLLOW UP - COMOX VALLEY GROUND SEARCH AND RESCUE</p> <p>J. Warren, CAO, provided a verbal update on follow-up with the May 12, 2026 delegation from Gord Thompson, Comox Valley Ground Search and Rescue, and their request for an amendment to the funding agreement between CVRD and CVSAR to include the cost of property taxes for 3001 Moray Avenue.</p> <p>DELEGATION FOLLOW UP - WATER MANAGEMENT IN THE COMOX VALLEY</p> <p>J. Warren, CAO, provided a verbal update on follow-up with the May 12, 2026 delegation from Larry Peterson, Steelhead Society of BC and Wayne White, Courtenay Fish and Game and the Tsolum River Restoration Society, and their request for changes to water management in the Comox Valley.</p> <p>REPORTS:</p> <p>COMOX VALLEY MUNICIPAL REGIONAL DISTRICT TAX APPLICATION SUBMISSION AND ONLINE ACCOMMODATION PLATFORM REVENUE POLICY</p> <p>L. Kilpatrick, Community Development and Resilience Manager, with Tanya Massa and Calum Matthews, 4VI, provided an overview of the report regarding Municipal Regional District Tax Application to the Province and the Online Accommodation Platform MRDT revenue distribution policy.</p> <p>Carried: THAT staff be authorized to submit the Comox Valley Regional District application to the Province for the establishment of a Comox Valley Municipal Regional District Tax to be collected in the boundaries including the City of Courtenay, Village of Cumberland, Electoral Area A (not including Denman and Hornby Islands), Electoral Area B, and Electoral Area C (not including Mount Washington Resort Area);</p>

	<p>AND FINALLY THAT the application include the use of Online Accommodation Platform revenues for affordable housing.</p> <p>Carried: THAT the OAP MRDT Revenue Distribution Policy, in a form substantially aligned with Appendix A in the staff report dated May 21, 2026, be approved and implemented subject to the Province’s approval of CVRD’s Municipal Regional District Tax application.</p> <p>2026 CORPORATE ENERGY AND EMISSIONS UPDATE</p> <p>M. Barnard, Corporate Climate Response Coordinator, presented an overview of the report regarding an update on corporate greenhouse gas emissions and related decarbonization projects and initiatives</p> <p>BUDGET AMENDMENT AQUATIC CENTRE DECARBONIZATION PROJECTS</p> <p>J. Zbinden, Senior Manager of Recreation Services, and M. Morrissey, Manager of Aquatic Centre and Exhibition Grounds Operations, provided an overview of the report regarding a budget amendment to complete the Aquatic Centre Decarbonization projects in 2026.</p> <p>Carried: THAT the 2026 – 2030 financial plan and capital expenditure program be amended by increasing Recreation Decarbonization Projects CC 3 – 1188 by up to \$797,000 funded from \$15,000 from the Internal Cost of Carbon reserve (865) , \$150,000 from the Comox Valley Recreation Complexes capital works reserve (834), and \$632,000 in short term debt for the purpose of completing the decarbonization projects for the Aquatic Centre, namely the replacement of air handling unit 1 and installation of an air source heat pump and condensing boilers for pool water heating.</p> <p>DIRECTORS REPORTS</p> <p>CVRD Directors were provided an opportunity to provide written reports or verbal updates regarding their activities on the Board, committees and commissions, as well as external appointment activities and professional development over the past year.</p> <p>Carried: THAT the report dated May 6, 2026 from Director Brown be received.</p> <p>Chair Cole-Hamilton provided a verbal report regarding his activities from the past year.</p> <p>Carried: THAT the Board adjourn to a closed session pursuant to the following sub-sections of section 90 of the Community Charter:</p> <p>(c) labour relations or other employee relations;</p> <p>(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;</p> <p>(k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public;</p>
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May 27	RCMP	Annual Awards and Recognition Ceremony
May 28	ACET Event at UVic	Welcome Reception, Luncheon and Panel Presentation with ACET team for their Canada First Research Excellence Fund (CFREF) Midterm Review Site Visit Agenda
May 29	ICET	North island Sunshine Coast Regional Advisory Committee Meeting
	CVTS	Annual Fundraising Dinner at Crown Isle

COUNCIL MONTHLY REPORT



DATE: 1 May, 2026
 TO: Mayor and Councillors
 FROM: Nick Ward
 SUBJECT: Apr 2026 Monthly Report

Please accept this monthly report for information.

Date	Organization	Meeting/Event Comments
Mon 13	Council	Council Meeting
Fri 24	AVICC	<p>AVICC Convention in Victoria</p> <p>(Full program - https://avicc.ca/wp-content/uploads/2026/04/2026-Program_FINAL_APRIL-22.pdf)</p> <ul style="list-style-type: none"> - Workshop - Navigating the Big Divide. Analysis and tools for handling the tension and inter-relationship between Conviction and Openness - Convention opening and initial sessions - CUPE Reception for Delegates
Sat 25	AVICC	<ul style="list-style-type: none"> - Association AGM and Resolutions sessions - Panel Discussion - Troubled Water - Regulation in and around Waterways. Mainly tidewater issues but also watershed and water-courses in private managed forest lands. - Panel Discussion - The Future of Forestry in BC. Economics of forestry, sustainable management approaches, wildfire mitigation, mill closures, raw log export issues, watershed and flooding impacts, fibre availability.
Sun 26	AVICC	<ul style="list-style-type: none"> - Resolution sessions - Addresses from BC Conservative Caucus, Green Party, Student Delegates - Presentation - Strong Towns - impact of zoning density on economic prosperity per acre and infrastructure sustainability.
Mon 27	Council	Committee of the Whole Meeting
Mon 27	Council	Council Meeting

COUNCIL MONTHLY REPORT



DATE: 1 June, 2026
 TO: Mayor and Councillors
 FROM: Nick Ward
 SUBJECT: May 2026 Monthly Report

Please accept this monthly report for information.

Date	Organization	Meeting/Event Comments
Fri 1	VIRL	Library Audit and Finance Special Committee meeting <i>Presentation by the auditors, budget assumptions report for start of annual budget process</i>
Wed 6	Strong Cities	Community Dialog on Online Harms <i>A facilitated session for community leaders on the impacts and mitigation of negative online behaviours. Held at the Cumberland Library with approx 20 attendees</i>
Thu 14	RCMP	Coffee with a Cop Q+A session at Cumberland Grind
Thu 14	Village	Agenda Planning meeting
Mon 18	Events Society	May Days Parade, Ceremony and May Queen Luncheon
Mon 25	Council	Committee of the Whole Meeting
Mon 25	Council	Council Meeting
Fri 29	Gord Johns MP	Meeting with Gord Johns to discuss impacts of financial scams on residents. <i>Gord and NDP advocating improvements to consumer protections through legislation and the federal National Anti-Fraud Strategy work currently underway.</i>
Fri 29	University of Calgary	Interview for Canadian Municipal Barometer research project on voting participation.
Sat 30	VIRL	Board Meeting <i>Clean audit report and approval of the Statement of Financial Information Update on Tofino Branch replacement - new build beside community centre</i>

		<p><i>Update on Standardized schedule and opening hours. Increase in total open hours across the region, reduced reliance on casual staff, higher proportion of staff full time, all part time staff now qualify for benefits.</i></p>
Sat 30	VIRL Cumberland Branch	<p>VIRL 90th Birthday celebration, and retirement recognition</p> <p><i>Local celebration for organization birthday and retirement of branch supervisor Yvonne Alix after 45 years of service. Well attended by library patrons.</i></p>

THE CORPORATION OF THE VILLAGE OF CUMBERLAND

BYLAW NO. 1257

A Bylaw to Establish Amenity Cost Charges

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

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

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

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

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

PART 1 – Title

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

PART 2 – Definitions

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

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

4. In this Bylaw,

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

“Village” means the Village of Cumberland;

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

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

PART 3 – Amenity Cost Charges

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

and the Amenity Cost Charge shall be paid upon approval of a Subdivision or issuance of a Building Permit, as the case may be.

PART 4 – Exemptions

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

in the population of residents;

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

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

PART 5 – Calculation of Applicable Charges

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

PART 6 – Effective Date

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

PART 7 – Severability

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

READ A FIRST TIME THIS	09TH	DAY OF	MARCH	2026.
READ A SECOND TIME THIS	09TH	DAY OF	MARCH	2026.
READ A THIRD TIME THIS	09TH	DAY OF	MARCH	2026.
ADOPTED THIS		DAY OF		2026.

Mayor

Corporate Officer

SCHEDULE "A"

ATTACHED TO THE VILLAGE OF CUMBERLAND

AMENITY COST CHARGES BYLAW NO. 1257, 2026

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

*GFA = Gross Floor Area

SCHEDULE "B"

ATTACHED TO THE VILLAGE OF CUMBERLAND

AMENITY COST CHARGES BYLAW NO. 1257, 2026

List of Amenities:

1. Recreation Centre Expansion
2. Daycare Facility