The Corporation of the Village of Cumberland
Inaugural Council Meeting

November 2, 2026 at 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 meeting may be viewed live on the Village of Cumberland Youtube channel.

1. Call to Order by the Chief Administrative Officer

2. Oaths of Office Administered by Ben Kingstone, Lawyer, Swift Datoo, Commissioner for Taking Oaths for British Columbia

   Vickey Brown, Mayor
   Ellian Bell, Councillor
   Sean Sullivan, Councillor
   Troy Therrien, Councillor
   Nick Ward, Councillor

3. Approval of Agenda
   Recommendation:
   THAT Council approve the agenda for the Inaugural Meeting, November 2, 2026.

4. Mayor's Inaugural Address

5. Code of Responsible Conduct **3**
   Recommendation:
   THAT Council receive the Code of Responsible Conduct for information.

   Acting Mayors **6**
   Recommendation:
   THAT Council designate the following members as Acting Mayor for the period indicated:
   November 2026 to January 2027:
   February to April 2027:
   May to July 2027:
   August to October 2027:

7. Council Members Appointments **8**
   Recommendation:
   THAT Council make appointments to the Comox Valley Regional District Board, Parks and Trails Committee, Vancouver Island Regional Library Board, Community Justice Centre, Heritage Committee, and Municipal Insurance Association of BC.

8. Financial Signing Authorities **28**

Recommendation:
THAT Council delegate financial signing authority for the Village of Cumberland to Mayor Vickey Brown and, when designated as Acting Mayor, Councillor Ellian Bell, Councillor Sean Sullivan, Councillor Troy Therrien, and Councillor Nick Ward.

9. Parcel Tax Roll Review Panel **34**

Recommendation:
THAT Council appoint Mayor Vickey Brown, Councillor Ellian Bell, Councillor Sean Sullivan, Councillor Troy Therrien, and Councillor Nick Ward to the Parcel Tax Roll Review Panel; and

THAT Council establish the annual Parcel Tax Roll Review Panel meeting at 4:30 pm on the day of the first Council Meeting scheduled in April each year for the term of Council, to be held in council meeting designated place.

10. 2027 Council Meeting Schedule **36**

Recommendation:
THAT Council approve the 2027 Council meeting calendar and direct staff to give public notice of the availability of the calendar; and

THAT Council continue to hold meetings of Council and committees at the Cultural Centre and Fire Hall meeting room, and hold committee meetings at the Cumberland Museum and Archives when other facilities are not available.

11. Adjournment

Reception to follow.

Corporation of the
Village of Cumberland

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

File No. 0530-05
January 28, 2019

Code of Responsible Conduct

As local elected representatives, we recognize that responsible conduct is essential to providing good governance for the Village of Cumberland.

We further recognize that responsible conduct is based on the foundational principles of integrity, accountability, respect, and leadership and collaboration.

In order to fulfill our obligations and discharge our duties, we are required to conduct ourselves to the highest ethical standards by being an active participant in ensuring that these foundational principles, and the standards of conduct set out below, are followed in all of our dealings with every person, including those with other members, staff, and the public.

1. How to Apply and Interpret this Code of Conduct

This Code of Conduct applies to the members of Council of the Village of Cumberland. It is each member's individual responsibility to uphold both the letter and the spirit of this Code of Conduct in their dealings with other members, staff, and the public.

Elected officials must conduct themselves in accordance with the law. This Code of Conduct is intended to be developed, interpreted and applied by members in a manner that is consistent with all applicable Federal and Provincial Laws, as well as the bylaws and policies of the local government, the common law and any other legal obligations which apply to members individually or as a collective council or board.

2. Foundational Principles and Standards of Responsible Conduct

These four principles, in conjunction with the key standards of conduct, can be used as a guide for elected officials against which to assess their own conduct.

2.1 **Integrity** means being honest and demonstrating strong ethical principles. Conduct under this principle upholds the public interest, is truthful and honourable.

Integrity is demonstrated by the following conduct:

- Members will be truthful, honest, and open in all dealings, including those with other members, staff and the public.
- Members will ensure that their actions are consistent with the shared principles and values collectively agreed to by the council.

- Members will follow through on their commitments, correct errors in a timely and transparent manner, and engage in positive communication with the community.
- Members will direct their minds to the merits of the decisions before them, ensuring that they act on the basis of relevant information and principles and in consideration of the consequences of those decisions.
- Members will behave in a manner that promotes public confidence in all of their dealings.

2.2 **Respect** means having due regard for others' perspectives, wishes and rights; it also means displaying deference to the offices of local government, and the role of local government in community decision making. Conduct under this principle is demonstrated when a member fosters an environment of trust by demonstrating due regard for the perspectives, wishes and rights of others and an understanding of the role of the local government.

Respect is demonstrated through the following conduct:

- Members will treat every person with dignity, understanding, and respect.
- Members will show consideration for every person's values, beliefs, and contributions to discussions.
- Members will demonstrate awareness of their own conduct, and consider how their words or actions may be perceived as offensive or demeaning.
- Members will not engage in behaviour that is indecent, insulting or abusive. This behaviour includes unwanted physical contact, or other aggressive actions that may cause any person harm or makes them feel threatened.

2.3 **Accountability** means an obligation and willingness to accept responsibility or to account for ones actions. Conduct under this principle is demonstrated when council members, individually and collectively, accept responsibility for their actions and decisions.

Accountability is demonstrated through the following conduct:

- Members will be responsible for the decisions that they make and be accountable for their own actions and the actions of the collective council.
- Members will listen to and consider the opinions and needs of the community in all decision making, and allow for appropriate opportunities for discourse and feedback.
- Members will carry out their duties in an open and transparent manner so that the public can understand the process and rationale used to reach decisions and the reasons for taking certain actions.

2.4 **Leadership and Collaboration** means an ability to lead, listen to, and positively influence others; it also means coming together to create or meet a common goal through collective efforts. Conduct under this principle is demonstrated when a council member encourages individuals to work together in pursuit of collective objectives by leading, listening to, and positively influencing others.

Leadership and collaboration is demonstrated through the following conduct:

- Members will behave in a manner that builds public trust and confidence in the local government.
- Members will consider the issues before them and make decisions as a collective body. As such, members will actively participate in debate about the merits of a decision, but once a decision has been made, all members will recognize the democratic majority, ideally acknowledging its rationale, when articulating their opinions on a decision.
- Members will recognize that debate is an essential part of the democratic process and encourage constructive discourse while empowering other members and staff to provide their perspectives on relevant issues.
- As leaders of their communities, members will calmly face challenges, and provide considered direction on issues they face as part of their roles and responsibilities while empowering their colleagues and staff to do the same.
- Members will recognize, respect and value the distinct roles and responsibilities others play in providing good governance and commit to fostering a positive working relationship with and among other members, staff, and the public.
- Members will recognize the importance of the role of the chair of meetings, and treat that person with respect at all times.

3. Recognition and Distribution

To support a culture of responsible conduct, this Code of Conduct will be included in Council's annual report, and will be provided to new members of Council and new members of working and advisory committees and commissions. This Code of Conduct will also be published on the municipal website.

COUNCIL REPORT

REPORT DATE: October 26, 2026
MEETING DATE: November 2, 2026

File No. 0530-03

TO: Mayor and Councillors

FROM: Rachel Parker, Corporate Officer

SUBJECT: Acting Mayors

RECOMMENDATION

THAT Council designate acting mayors for the time periods below:

November 2026 to January 2027:
February to April 2027:
May to July 2027:
August to October 2027:

PURPOSE

The purpose of this report is to bring forward acting mayor appointments for the period of November 2026 to October 2027 for Council's consideration.

BACKGROUND

Council is required by the Community Charter to establish procedures for designating a person to act in the place of the mayor in its procedure bylaw. An excerpt from Council's Procedure Bylaw:

8. (1) Annually in November, Council must from amongst its members:

(a) designate a Councillor, or

(b) designate Councillors on a rotating basis,

to serve as the member responsible for acting in the place of the Mayor when the Mayor is absent or otherwise unable to act or when the office of the Mayor is vacant.

(2) Each Councillor designated under subsection (1) must fulfill the responsibilities of the Mayor in his or her absence.

(3) If both the Mayor and the member designated under subsection (1) are absent from the Council meeting, the Council members present must choose a Councillor to preside at the Council meeting.

(4) The member designated under subsection (1) or chosen under subsection (3) has the same powers and duties as the Mayor in relation to the applicable matter.

It has been Council's practice to designate on a rotating basis through the year.

Respectfully submitted,

R. Parker

_____
Rachel Parker
Corporate Officer

M. Mason

_____
Michelle Mason
Chief Administrative Officer

COUNCIL REPORT

DATE:	November 2, 2026	
TO:	Mayor and Councillors	File No. 0530-06
FROM:	Rachel Parker, Corporate Officer	
SUBJECT:	Council Member Appointments	

RECOMMENDATION:
THAT Council make appointments to the Comox Valley Regional District Board, Parks and Trails Committee, Vancouver Island Regional Library Board, Community Justice Centre, Heritage Committee, and Municipal Insurance Association of BC.

PURPOSE
At Council's inaugural meeting, Council must make the appointments set out in this report. For convenience the required appointments are listed in a table at the end of this report.

Comox Valley Regional District

The Local Government Act and the CVRD Procedure Bylaw required the Council to appoint a Director and Alternate Director to the CVRD Board. The Village typically appoints

- a Council member as Director who is primary representative on the CVRD Board and Comox Valley Recreation Commission, and
- an Alternate Director who is primary representative on the Comox Strathcona Regional Hospital District Board and Comox Strathcona Waste Management Board.

If a specific time period is not indicated for an appointment, the appointment would be for the term of Council.

The Council must also appoint a member and alternate member to the Regional Parks and Trails Committee.

Vancouver Island Library Board

The Council must appoint a trustee and alternate trustee and the Vancouver Island Regional Library Board. The term of these appointments is the 2027 calendar year.

Comox Valley Justice Society

The Village is a member of the Community Justice Society, which is funded as a CVRD service through tax requisition. The Society's bylaw requires the Village to appoint a Council member to the board. Council may also appoint an alternate.

Heritage Committee

Council is asked to appoint a Council member and alternate to the Village's Heritage Committee to ensure the continuation of this advisory committee. The Council member sits as a voting member of the committee.

Municipal Insurance Association of BC

The Village is a member of the Municipal Insurance Association of BC (MIABC) from which it obtains both its liability and property insurance coverages. As a member of the Association, the Village must appoint a voting delegate and an alternate to the MIABC annual general meeting that is held during the Union of BC Municipalities convention each fall.

Non-Voting Liaisons to Regional and Community Boards

There are a number of regional community organizations are requesting that the Council appoint non-voting liaisons to their organizations. These requests will come forward at an upcoming meeting.

Attachments

1. Comox Valley Regional District, Notice of Inaugural Meeting
2. Vancouver Island Regional Library
3. Community Justice Centre – Board member to the Community Justice Centre
4. Heritage Committee Terms of Reference Policy

Requested Motion

THAT Council make the following appointments:

Comox Valley Regional District Board	Director: Alternate: For the term of Council with • the Director as primary representative on the Comox Valley Recreation Commission • the Alternate Director as primary representative on the Comox Strathcona Regional Hospital District Board and Comox Strathcona Waste Management Board

Comox Valley Regional District Parks and Trails Committee	Member: Alternate:
Comox Valley Community Justice Society Board	Director: Alternate:
Vancouver Island Regional Library Board	Trustee: Alternate:
Heritage Committee	Member: Alternate:
Municipal insurance Association of BC	AGM Voting Delegate: Alternate:

Respectfully submitted,

R. Parker

Rachel Parker
Corporate Officer

M. Mason

Michelle Mason
Chief Administrative Officer

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

Comox Valley REGIONAL DISTRICT

File: 530.01

October 23, 2026

Sent via email only: rparker@cumberland.ca

Rachel Parker, Corporate Officer
Village of Cumberland
2673 Dunsmuir Avenue
Cumberland, BC V0R 1S0

Dear Ms. Parker:

Re: Notice of Inaugural Meeting

Please note that the Comox Valley Regional District (CVRD) inaugural board meeting will take place as follows:

Date: Tuesday, November 17, 2026
Time: 4:00 pm
Location: CVRD Civic Room, 770 Harmston Avenue, Courtenay, BC

This correspondence serves as a reminder that the Village of Cumberland Council must make the following appointments:

- One director and at least one alternate director from its mayor and council to the CVRD Board;
- One member and at least one alternate member to the Regional Parks and Trails Committee.

Please bring this matter forward to your council in advance of the inaugural meeting with an effective date for such appointments being November 17, 2026.

As a director to the CVRD Board, the Village of Cumberland appointment is automatically a member of the Comox Strathcona Waste Management Board, the Comox Strathcona Regional Hospital District Board and the Comox Valley Recreation Commission (note: the Regional Parks and Trails Committee appointment is made separately as identified above). Further, the council appointment to the board may also be named to any standing or select committees, such as the Committee of the Whole.

Weighted Voting

Under the *Local Government Act*, regional districts follow Part 6 - Regional Districts: Governance and Procedures to determine voting entitlements and procedures for most matters at board meetings. The voting unit in the Comox Valley Regional District is 1500 and based on the 2021 census, the Village of Cumberland director has three votes (see Appendix A).

A sample resolution is attached as Appendix B for your Council's consideration. I would appreciate a response by November 10, 2026 in order for us to prepare for our inaugural meeting.

Please note that once your appointments have been made, we will send your designated CVRD Director further correspondence regarding the inaugural meeting, upcoming meetings and orientation sessions, and other logistical and policy matters. A summary of the upcoming meetings and orientation sessions is included as Appendix C.

Regards,

L. Dennis
Lisa Dennis
Manager of Legislative Services

Encl. Appendix A – 2021 Census figures for voting strength
Appendix B – Sample resolution
Appendix C – Upcoming meeting and orientation sessions

cc: M. Mason, Chief Administrative Officer, Cumberland
J. Warren, Chief Administrative Officer, CVRD

APPENDIX A – 2021 CENSUS FIGURES FOR VOTING STRENGTH

Comox Valley Regional District
(incorporated February 15, 2008)
Voting Unit: 1,500 population

	2021 Census including subsequent population changes certified by the Minister [1]	Number of Directors (voting strength/5)	Voting Strength (population/ voting unit)
City:			
Courtenay	28,420	4	19
Town:			
Comox	14,806	2	10
Village:			
Cumberland	4,447	1	3
Electoral Areas:			
A (Baynes Sound / Denman Island)	7,926	1	6
B (Lazo North)	7,683	1	6
C (Puntledge-Black Creek)	9,163	1	7
Totals:	72,445	10	51

Populations certified as necessary by the Minister of Municipal Affairs under sections 196 and 197 of the *Local Government Act* as per the definition in the Schedule to the *Community Charter*.

Effective November 1, 2022.

These population figures are to be used only in the determination of voting strength and Director representation.

1. Population includes people residing on Indian Reserves and boundary extensions to December 31, 2021.

APPENDIX B

SAMPLE Resolution

THAT the following appointments be made to the Comox Valley Regional District effective November 17, 2026:

Comox Valley Regional District Board of Directors:
Councillor _____

Alternate Regional District Directors:
Councillor(s) _____

Regional Parks and Trails Committee:
Councillor _____;

Alternate(s): _____.

APPENDIX C

Upcoming Meetings and Orientation Sessions

Please note the upcoming CVRD meeting and orientation dates below. Meeting times are subject to change or to be determined. All meetings are held in the CVRD Civic Room at 770 Harmston Avenue, Courtenay, BC, unless otherwise noted. The full calendar of meetings for 2027 will be available following the inaugural meeting.

November 17, 2026 at 4:00 pm
Inaugural Comox Valley Regional District Board Meeting

November 24, 2026 at 12:00 pm
Comox Valley Regional District Board Orientation meeting; tour of Water Treatment Plant.

November 26, 2026 at 9:30 am
Comox Strathcona Waste Management (CSWM) Board Orientation and Governance

December 1, 2026 at TBD
Comox Valley Regional District Board Orientation Workshop; Board photos.

December 3, 2026 at 9:30 am
Comox Strathcona Regional Hospital District Board Orientation and Governance

December 8, 2026, at TBD
Sewage Commission, Regional Parks and Trails Committee, Water Committee, Recreation Commission

December 8, 2026 at TBD
Comox Valley Regional District Board Elected Official Legal Orientation

December 10, 2026 at 9:30 am
Comox Strathcona Waste Management Board Orientation - Solid Waste Management Plan

December 15, 2026 at 9:00 am
Comox Valley Regional District Board including a facilities tour – Wastewater Treatment Plant, Sports and Aquatic Centres

January 12 and 26, 2027 at 4:00 pm
Comox Valley Regional District Board meetings and orientation – Financial Planning and Indigenous Relations

January 19, 2027 at TBD
Comox Valley Regional District Board Strategic Planning Session

Administration
Box 3333 | 6250 Hammond Bay Road
Nanaimo, BC Canada V9R 5N3
t: 250.758.4697
e: info@virl.bc.ca **w:** www.virl.bc.ca

October 21, 2026

Mayor Vickey Brown
Village of Cumberland
PO Box 340
Cumberland, BC V0R 1S0

Dear Mayor Brown and Council,

As you consider appointments to external boards and organizations for 2027, I want to introduce you to Vancouver Island Regional Library, the communities we serve, and the important role your representative plays on our Board of Trustees.

We encourage you to consider continuity when making appointments, as returning Trustees bring valuable experience, knowledge of Vancouver Island Regional Library, and an understanding of our regional governance model.

Please use the following link to complete the *Vancouver Island Regional Library (VIRL) Board Appointments 2027 form*. The appointment form is due Friday, December 4. If you require assistance, please contact VIRL's Executive Assistant at mpatterson@virl.bc.ca.

About Vancouver Island Regional Library (VIRL)

This year, VIRL celebrates 90 years of public library service. With 39 branches, a significant digital collection, and remote service delivery, we connect people in more than 240 rural, remote, and urban coastal communities across approximately 42,000 km², 10 regional districts, 28 municipalities, and the traditional territories of 54 First Nations.

VIRL is one of three regional library systems in British Columbia. Our 38 member-local governments pool resources to support shared collections, technology, infrastructure, and professional expertise. This regional model helps us use resources efficiently, bridge geographic and service gaps, and respond to communities of different sizes, circumstances, and needs.

Public libraries support affordability and livability, literacy and lifelong learning, skills and workforce development, innovation, digital inclusion, and equitable access to services. As trusted community infrastructure, libraries connect people to information, resources, opportunities, technology, and one another, while extending the reach and value of public investment.

Board Structure and the Role of a VIRL Trustee

The VIRL Board is made up of 38 Trustees, one representative from each member-local government.

This is an important governance appointment. VIRL Trustees bring their community's perspective to the Board, while sharing responsibility for governing the regional library system as a whole. Once appointed, Trustees have fiduciary responsibility to act in the best interests of VIRL and all residents it serves. In short, VIRL Trustees are appointed locally and govern regionally.

Your appointment helps ensure your leadership informs collective decisions affecting library services, facilities, investment, and long-term planning across the region.

The Board is responsible for strategic direction, financial stewardship, governance policy, risk, long-term sustainability, general organizational oversight, and oversight of the Executive Director. The Executive Director is the Board's one employee, who is responsible for leading VIRL's administration and more than 400 employees.

The Board is supported by an Executive Committee and an Audit & Finance Special Committee (AFSC). The AFSC provides detailed financial oversight and supports the annual budget process, working with the Executive Committee and Board. The Board approves VIRL's Financial Plan in September.

How are Trustees appointed?

Each member-local government appoints a Trustee and an alternate in accordance with the *Library Act* *17 (2) All subsequent regular appointments must be made each November at the first meeting of the municipal council or regional district board*.

Trustees are appointed annually and may be reappointed for up to eight consecutive years. Continuity can be valuable, allowing Trustees to deepen their understanding of a complex regional organization and contribute to priorities and decisions that extend over several years.

What makes an effective VIRL Trustee?

A strong regional Board benefits from different professional backgrounds, lived experiences, community knowledge, perspectives, skills, and interests.

Experience in local government, finance, governance, community development, infrastructure and asset management, technology, human resources, communications, risk, public policy, or strategic planning all bring value.

Most importantly, effective Trustees are curious, prepared, and collaborative. They listen, ask good questions, consider different perspectives, think strategically and long term, and balance knowledge of their own community with responsibility for the regional system as a whole.

What is the time commitment?

The VIRL Board is scheduled to meet four times in 2027, including the Annual General Meeting. Regular Board meetings are generally held on Saturdays in a hybrid format and typically run for approximately two to three hours. The Annual General Meeting is held in person in Nanaimo.

Trustees' service on the Executive Committee or Audit & Finance Special Committee attend additional meetings through the year. Committee meetings are held on Fridays in a hybrid format.

Trustees should allow time to review Board materials and prepare in advance of meetings.

Trustees are also invited to branch openings, celebrations, conferences, advocacy opportunities, and other VIRL events throughout the year.

2027 Board Dates

Saturday, February 20
Trustee Orientation, Annual General Meeting, and Board Meeting
Location: In-person (Vancouver Island Conference Centre, Nanaimo)

Saturday, May 29
Board Meeting
Location: Online or in-person (Nanaimo North Library)

Saturday, September 11
Board Meeting
Location: Online or in-person (Nanaimo North Library)

Saturday, November 20
Board Meeting
Location: Online or in-person (Nanaimo North Library)

Trustee Orientation and Annual General Meeting

At the Annual General Meeting, the Board elects its Chair, Vice Chair, and members of the Executive Committee. The Chair leads the Board and serves as its official spokesperson.

Trustees receive a comprehensive orientation prior to the Annual General Meeting, along with governance materials and resources they can take home or access online. Our goal is to ensure Trustees have the information, context, and ongoing support they need to understand VIRL and contribute effectively at the Board table.

Remuneration and Expenses

VIRL Trustees are not paid by VIRL for their service on the Board. Trustees may be reimbursed for reasonable travel and other eligible out-of-pocket expenses incurred while carrying out Board duties, in accordance with the *Library Act* and VIRL procedural bylaw.

Individual member-local governments may have their own policies regarding remuneration for elected officials serving on external boards.

A Meaningful Opportunity to Serve

Serving as a VIRL Trustee is an opportunity to help steward a significant regional public institution, work alongside elected representatives from across Vancouver Island and coastal British Columbia, and help shape the future of an organization that has served our communities for 90 years.

It is difficult to express how many ways our library system contributes to strong, healthy communities. Sometimes, a picture is worth a thousand words. I have enclosed a copy of *Libraries Light the Way*, a bold and compelling illustration of who we are, what we uniquely offer, and why we matter.

Below, you will also find answers to some common questions about VIRL, along with key strategic and governance documents that provide additional context for the appointment.

I would be delighted to continue this conversation in person. I am always happy to answer questions, meet with your Council or Board, or provide a presentation about VIRL, our regional model, and the role of your Trustee.

I look forward to working with you and welcoming your representative to the VIRL Board table in 2027.

Sincerely,



Eileen Gillette
Executive Director

cc: Michelle Mason, CAO, Village of Cumberland
Melissa Roeske, Legislative Services Coordinator, Village of Cumberland

Questions and Answers

Q: How is VIRL funded and how are costs shared?

A: Approximately 95% of VIRL's revenue comes from local government levies.

Under section 24 of the *Library Act*, member contributions are apportioned using a provincially legislated formula based equally on:

- 50% population
- 50% converted assessment values

The VIRL Board approves the overall Financial Plan and levy requirement. The Province applies the legislated formula to determine each member community's requisition amount.

The regional model recognizes that residents use library services across community boundaries. Pooling resources allows communities to collectively support collections, technology, infrastructure, expertise, and services, while strengthening sustainability of the system as a whole.

Q: How is VIRL's budget developed?

A: Budget development is an approximately eight-month process involving management, the Executive Leadership Team, the Audit & Finance Special Committee (AFSC), the Executive Committee, and the Board of Trustees.

Management develops budget assumptions, financial forecasts, operating and capital requirements, and service priorities. The AFSC provides detailed financial review and oversight, while the Executive Committee provides strategic oversight and governance guidance.

Ultimately, the Board of Trustees reviews and approves the Financial Plan, annual levy requirement, and long-term financial priorities for the regional library system.

For 2027, VIRL's budget is $39.4 million, including an operating budget of $35.2 million and a capital budget of $4.2 million. The overall levy increase is 4.33%, the lowest percentage increase in five years.

VIRL's budget, along with a short video explaining our regional system and how our budget works, is available here: Reports and Plans - Vancouver Island Regional Library.

Q: What is the *Library Act*?

A: VIRL is one of three regional library systems in British Columbia and operates under the provincial *Library Act*.

The *Library Act* provides the legislative framework for how public libraries are established, governed, funded, and operated throughout the province. It establishes public library systems and their governing boards, defines Trustee responsibilities and accountability, and establishes regional library funding requirements and levy apportionment.

The Act also requires library borrowing to be free of charge to residents within a library service area and supports equitable access to public library service regardless of community size or geography.

Just as municipalities operate under the *Community Charter*, and regional districts operate under the *Local Government Act*, VIRL is established and governed through the *Library Act*.

Why this matters: Public library service is not simply a local program or facility. It is a provincially legislated public service delivered through locally appointed boards and strengthened through regional collaboration.

Q: What support do new Trustees receive?

A: We do not expect a new Trustee to arrive knowing the *Library Act*, VIRL's financial model, or details about how a regional library system operates.

New Trustees receive orientation on VIRL, our regional model, governance responsibilities, financial structure, strategic priorities, and Board procedures. Trustees also receive a portfolio of governance information and resources, and our team is available throughout the year to answer questions and provide support.

Q: Where can I learn more?

A: Additional information about VIRL and the role of the Board is available through:

- BC *Library Act*
- VIRL Procedural Bylaw
- VIRL Board Policies
- Strategic Plan
- 2027-2031 Financial Plan
- 2027 Budget Infographic and Budget Video
- Annual Report / Impact Report
- Libraries Light the Way (attached)

Subject: FW: Council member - Delegate Board member to the Community Justice Centre

From: Karen Milstein-McKinnon
Sent: Thursday, 15 October 2026 12:29:53
To: Mayor Vickey Brown
Subject: Council member - Delegate Board member to the Community Justice Centre

Thanks for the chat – for our board:

Hello, along with the many tasks undoubtedly on your plate, could you include an item as part of your new council orientation about the CJC Board of Directors Council Delegate (previously called Appointed member). Let me know if I can support in any way, or if there is any other helpful info I can provide.

Our AGM is Dec 7 at 3 pm. We would be keen to welcome them then, but realize that January may be more realistic on your end.

Some information below:

- The delegate is a full voting member of our Board of Directors. They are delegated by Council for nomination to the Board of the CJC, and then at the CJC we must vote them in (this step is a requirement of the BC Gaming Grant, from who we receive some funding.)
- We will be doing new board member orientation at our January Board meeting, with all Board members in attendance. Of course, if someone can't come, we can make other arrangements.
- Board meetings are currently the third Monday of the month, from 2 to 4 pm in person at the CJC. Hybrid options available when needed, in person attendance preferred. Once we have our new delegates, we will, if needed, evaluate the time and dates of the meeting. We understand there may occasionally be a conflict between our meetings and Cumberlands Community of the Whole meetings.
- Typically, we have 10 meetings a year.
- In addition to the normal responsibilities of a board members, but excluding any committee week (which they are welcome to participate in, but is not expected of them) a delegated director takes part in:
    - Reporting of the work of the Centre to the body to which they are a delegate
    - Promotion of, and advocacy for, the interests, programmers, services, and work of the Centre among the members of the Director's appointing constituency.
    - Bringing to the attention of the Centre the issues and concerns raised by their constituency and the body to which they are a delegate

We have a fabulous board of directors, which includes various community members, and the Officer in Charge at the RCMP., and it is an exciting time at the Community Justice Centre. The relationship we have with our delegates, is extremelly valuable to being of service to community and meeitng community needs. We are looking fowrard to welcoming your delegage.

Warmly, Karen

Karen Milstein-McKinnon
Managing Director
Pronouns - She / Her / Hers

manager@communityjusticecentre.ca

Community Justice Centre
Suite C2 - 450 Eighth Street
Courtenay BC V9N 1N5
Phone: 250-334-8101
Fax: 250-334-8102
website: www.communityjusticecentre.ca
social media: facebook & Instagram
support the CJC: Canada Helps

G_ilakas'la / čɛčɛhaθɛč c - With gratitude, we acknowledge that for thousands of years the Pentlatch, E'iksan, Sasitla, and Sahtloot people, now collectively known as the K'omoks First Nation, have walked gently on these unceded traditional territories where we now live, work and play. We thank them for their grace, tolerance and hospitality. We recognize that a land acknowledgement represents only a small piece in the pursuit of reconciliation and are committed to ongoing learning and action to be good allies and neighbours.

Confidentiality - This message, together with any attachments, is intended only for the use of the individual or entity to which it is addressed. It may contain information that is confidential and prohibited from disclosure. If you are not the intended recipient, you are hereby notified that any dissemination or copying of this message or any attachment is strictly prohibited. If you have received this message in error, please notify the original sender immediately and delete this message along with any attachments, from your computer.

COUNCIL POLICY

5

Title: **Heritage Committee Terms of Reference**	No. 1.6
Authority: Community Charter, section 142 Adopted Date: November 25, 2013 Amended Date: July 8, 2019 Amended Date: Mar 9, 2026	Section: Administration Motion No. 2013-561 Motion No. 2019-330 Motion No. 2026-071

Policy Framework

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

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

Purpose of the Committee

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

Scope Of Work

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

   The Committee will

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

b) maintain and update the heritage registry in consultation with Village staff and consultants;

c) advise Council on any of the following matters referred to it by Council or the Director of Development and Bylaw Services:

   i. development applications within any Heritage Conservation Area (HCA) or Heritage Revitalization Development Permit Areas;

   ii. applications for the heritage designation of buildings, structures, and landscapes; and the demolition, preservation, alteration, or renovation of heritage designated buildings, structures and landscapes; or review of potential heritage designations;

d) undertake and support activities of a heritage nature, including fundraising, education, heritage research, and the organization of or participation in heritage events, provided Council has first authorized any such activities of the Committee;

e) submit to Council for its approval on an annual basis a work program report which summarizes the activities of the Committee in the year past and outlines the work priorities proposed for the upcoming year.

Reporting

2. The Committee reports to the Council typically through the following:

   a) meeting minutes, which may include recommendations to Council, and

   b) recommendations included in staff reports.

3. The secretary of the Committee must provide to the Village a copy of draft minutes for receipt by Council within ten days of a Committee meeting.

Membership

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

   (a) one member of Council who may not sit as chair or vice-chair;

   (b) up to nine community-at-large members.

4.1 The Cumberland Museum and Archives may assign one non-voting representative as a liaison to attend Committee meetings.

5. The members must select a chair, vice-chair and secretary from amongst the members.

6. The Committee membership should broadly represent the various interests of the community, including but not limited to heritage conservation, history, business, development, environment, tourism, architecture, and design.

7. Committee members' terms will end on February 28 of the year following a general local election. Terms can be renewed by the new Council after the election.

8. In event of a vacancy occurring among the appointed members of the Committee, Council may appoint a new member to fill such vacancy for the unexpired portion of the term.

9. Any appointed member who is absent from three consecutive regularly scheduled meetings, without having provided a satisfactory reason to the Committee chair, shall be deemed to have resigned from the Committee.

10. If a member of the Committee receives Council permission for a leave of absence, Council shall then appoint a replacement member for the period of the approved absence. Such a leave of absence shall be for a time greater than two consecutive months but not exceeding six consecutive months in any given 12-month period.

11. Employees and the approving officer of the Village of Cumberland may not be appointed as members of the Committee.

Procedures and Administration

12. The Committee is subject to the open meeting, conflict of interest, and procedural rules and other applicable rules under the *Community Charter* and the Council Procedure Bylaw.

13. The Committee will meet within 21 days of referral from Council or staff. In November or December each year, the Committee must set out a preferred day of the week and time for its meetings for the following year.

14. The Committee will have the following staff resources:

(a) Administrative support for:

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

(b) Planning support for

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

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

COUNCIL REPORT

REPORT DATE: October 26, 2026
MEETING DATE: November 2, 2026

File No. 0530-03

TO: Mayor and Councillors

FROM: Annie Bérard-Ball, Director of Corporate Services

SUBJECT: Appointment of Financial Signing Authorities

RECOMMENDATION

THAT Council delegate financial signing authority for the Village of Cumberland to Mayor Vickey Brown and, when designated as Acting Mayor, Councillor Ellian Bell, Councillor Sean Sullivan, Councillor Troy Therrien, and Councillor Nick Ward.

PURPOSE

The purpose of this report is to appoint members of Council as financial signing authorities for the Village.

BACKGROUND

The approval for payments of money is delegated by Council to staff for certain amounts in Council's Delegation of Financial Signing Authority Policy. Schedule A of the policy also sets out how payments must be made for certain thresholds. The policy delegates signing authority for financial payments to the Mayor or Acting Mayor and to the Chief Administrative Officer, Financial Officer and their deputy.

The purpose of this report is to delegate the financial signing authority to the Mayor and Acting Mayors by name.

ATTACHMENTS

1. Delegation of Financial Signing Authority Policy 3.4

Respectfully submitted,

A. Bérard-Ball

_____
Annie Bérard-Ball
Director of Corporate Services
Chief Financial Officer

M. Mason

_____
Michelle Mason
Chief Administrative Officer

COUNCIL POLICY

Title: **Delegation of Financial Signing Authority** Authority: Adopted Date: February 14, 2017 Amended Date:	No. 3.4 Section: Administrative Policies, Equipment and Supplies Motion No: 17-79

1.0 PURPOSE AND SCOPE OF THE DELEGATION OF FINANCIAL SIGNING AUTHORITY:

1.1. The purpose of the Delegation of Financial Signing Authority Policy is to outline the signing authority and responsibilities for employees who have the authority to approve payment of money in all forms including cheques, drafts or orders for payment of money, and electronic payments. This policy applies to all council members and officers of the Village as defined in section 3.2 of this policy.

2.0 POLICY STATEMENT:

2.1. The Council has the authority to delegate financial signing authority for the Corporation of the Village of Cumberland ("Village") subject to Schedule of Signing Authority matrix in Schedule A, to:

1. the Mayor, or in absence of the Mayor, the Acting Mayor
2. an officer of the municipality:
    - The chief administrative officer
    - The financial officer, and
    - The deputy financial officer.

3.0 DEFINITIONS:

3.1. In this policy:

1. Mayor means the elected head of the Corporation of the Village of Cumberland Council, who is assigned mayor responsibility under section 116 of Community Charter.
2. Councillor means a member of the Corporation of the Village of Cumberland Council, who is assigned council member responsibility under section 115 of Community Charter.
3. Chief Administrative Officer (CAO) means the senior officer of the Village, who is assigned chief administrative officer responsibility under section 147 of Community Charter.
4. Financial Officer (FO) means the senior officer of the Village, who is assigned financial officer responsibility under section 149 of Community Charter.
5. Officer means any person holding the officer positions of the Village as established by section 3.2 of this policy.

3.2. Officer positions:

The following positions are established as officers of the Corporation of the Village of Cumberland in this policy:

(a) The chief administrative officer

(b) The financial officer, and

(c) The deputy financial officer.

3.3. Electronic transfer means the disbursement of funds from the Village account using internet or other electronic means including the following:

(a) Automated Clearing House (ACH)

(b) Electronic File Transfer (EFT)

(c) Online Bill Payment

(d) Pre-authorized Payment (PAP), and

(e) Wire Transfer (WT).

4.0 ROLES AND RESPONSIBILITIES:

4.1. All Village staff and elected officials shall comply with the letter and spirit of this policy which governs the approval of payments on behalf of the Village.

4.2. Delegated financial signing officers shall be responsible for ensuring that all invoices are properly reviewed and approved in accordance with the Purchasing Management Services Policy and Social Procurement Framework.

4.3. Delegated financial signing officers have the obligation to understand the extent and limits of their authority, if any, and understand and comply with the Village's policies, regulations, procedures and processes.

4.4. Delegated financial signing officers have the obligation to ensure that payment of the Village funds to settle obligations are properly reviewed and approved in a manner that protects the assets of the Village and is operationally efficient.

4.5. Delegated financial signing officers cannot sign a cheque made payable to themselves, or a blank cheque. All details on the cheque form must be filled in before signature.

5.0 POLICY:

Subject to Schedule of Signing Authority matrix in Schedule A:

5.1. All payments in all forms, cheques or orders for the payment of money ("money order" or "voucher") or electronic payments will be signed by two authorized signatories.

5.2. Two electronic signatures may be used for payments less than $500 provided each payment is reviewed by the Financial Officer or designated financial signing officer.

5.3. For payments of $500 up to and including $10,000, one electronic signature and one manual signature are required.

5.4. For payments of more than $10,000, two manual signatures are required.

The first financial signature would be the Chief Administrative Officer (CAO) or the Financial Officer (FO) with the second signature being the CAO, the FO, the Mayor or the Acting Mayor, or the Deputy Financial Officer (DFO).

5.5. Electronic payments may be used for payments including payroll, of less than the set limit of the bank. The designated financial signing officers shall be the same as that used for the endorsement of cheques and payment orders except that the approvals and signatures are manually done in the supporting documents. Further, use of a secure electronic access and identity verification system of the CAO, FO or DFO is required.

Schedule A

Schedule of Signing Authority

Payment Mode	Payment Value	Signing Authority
Cheques and Payment Orders (voucher, money order):		
	Less than $500	Two electronic signatures, the Chief Administrative Officer (CAO) and the Financial Officer (FO).
	Up to and including $10,000	One electronic signature of the CAO and a manual signature of the FO. In absence of the FO, the manual signature can be the Mayor or the Acting Mayor, or the Deputy Financial Officer (DFO).
	Up to and including $75,000	Two manual signatures, the first financial signature would be the CAO or the FO with the second signature being the CAO, the FO, the Mayor or the Acting Mayor, or the DFO.
	Over $75,000	Two manual signatures, the first financial signature would be the CAO or the FO with the second signature being the CAO, the FO, or the Mayor or the Acting Mayor.
All Electronic Payments (see section 3.3)		The designated signing officers shall be the same as that used for the endorsement of cheques and payment orders except that the approvals and signatures are manually done in the supporting documents. Further, use of a secure electronic access and identity verification system of the CAO, FO or DFO is required.

COUNCIL REPORT

REPORT DATE: October 26, 2026
MEETING DATE: November 2, 2026

File No. 0530-03

TO: Mayor and Councillors

FROM: Annie Bérard-Ball, Director of Corporate Services

SUBJECT: Parcel Tax Roll Review Panel

RECOMMENDATION

THAT Council appoint Mayor Vickey Brown, Councillor Ellian Bell, Councillor Sean Sullivan, Councillor Troy Therrien, and Councillor Nick Ward to the Parcel Tax Roll Review Panel; and

THAT Council establish the annual Parcel Tax Roll Review Panel meeting at 4:30 pm on the day of the first Council Meeting scheduled in April each year for the term of Council, to be held in council meeting designated place.

PURPOSE

The purpose of this report is to appoint members of Council as the parcel tax roll review panel and establish the time and place for the sitting of the panel for the term of Council.

BACKGROUND

The Community Charter requires that before a parcel tax is imposed for the first time, a parcel tax roll review panel must consider any complaints respecting the parcel tax roll and must authenticate the roll. The Council is required to appoint at least three persons as the members of the parcel tax roll review panel. The Village's practice has been to appoint all members of Council to the review panel for the purpose of hearing complaints respecting parcel tax rolls. The Council must also establish the time and place for the sitting of the panel and publish notice of the sitting. The meeting must be held before tax notices are issued, usually mid-May. The parcel tax roll review meeting is cancelled when no complaints are received by the deadline.

The parcel tax roll review panel is scheduled when a new parcel tax is imposed by bylaw or when parcels are added to an existing parcel tax roll.

The Village currently collects annual parcel taxes for the following services:

- Water Service
- Sewer System
- Storm Water System
- Water supply capital improvements

ATTACHMENTS

None

Respectfully submitted,

A. Bérard-Ball

_____
Annie Bérard-Ball
Director of Corporate Services
Chief Financial Officer

M. Mason

_____
Michelle Mason
Chief Administrative Officer

COUNCIL REPORT

REPORT DATE: October 27, 2026
MEETING DATE: November 2, 2026

File No. 550-01

TO: Mayor and Councillors

FROM: Rachel Parker, Corporate Officer

SUBJECT: 2027 Council Meeting Calendar

RECOMMENDATION

THAT Council approve the 2027 Council meeting calendar and direct staff to give public notice of the availability of the calendar; and

THAT Council continue to hold meetings of Council and committees at the Cultural Centre and Fire Hall meeting room, and hold committee meetings at the Cumberland Museum and Archives when other facilities are not available.

PURPOSE

The purpose of this report is to present a proposed Council meeting schedule for the 2027 year for Council's approval.

BACKGROUND

Council's Procedure Bylaw requires that Council prepare and make available to the public an annual schedule of regular Council meetings. The *Community Charter* requires Council to give notice of the availability of the schedule.

Attached to this report is a proposed schedule for Council's discussion and consideration for approval. Council may also request staff to revise the schedule and bring back to the November 14 or 28 regular Council meeting.

Regular Council meetings:

Typically held on the second and fourth Monday of the month at 5:30 p.m. Occasionally these meetings are moved to alternate Mondays where there is holiday Monday, or where Council members are away at conference. A regular Council meeting may begin at 4 p.m. for a closed portion of the meeting.

Committee of the Whole meetings:
The calendar includes regular Committee of the Whole (COTW) meetings at 3 p.m. before the second regular Council meeting of the month. The COTW is a committee of Council members

and allows the Council to meet less formally to discuss matters at length or receive updates. The Committee of the Whole may provide direction to staff through a motion, make preliminary decisions that are finalized through budget or other means, and make recommendations to Council. Additional Committee of the Whole meetings may be scheduled throughout the year by the Mayor as required.

Village Hall Meetings:

Unique to Cumberland, these are informal community meetings with Council members held 3-4 times a year. Typically there are no specific matters on the agenda, and residents who attend lead the discussion. Council may select special topics if it wishes. The proposed Financial Plan is usually presented at a Village Hall meeting each year and followed by an open house the same evening.

Summer Schedule:

Staff is proposing that one regular meeting takes place in early July and one at the end of August in 2027. Having no meetings in August with adjustments to the September calendar for UBCM has made for full agendas in the past few years.

If a particular matter arises that requires more timely response, the Mayor may call a special meeting to address that particular matter. While 24 hour notice is required for a special Council meeting, staff would provide as much advance notice as possible.

Financial Plan workshops:

Financial Plan development usually takes place in late fall for the following year, however due to the election it has been scheduled on January 18, 26 and February 1, 2027. The three all-day workshops are Committee of the Whole meetings. At these meetings, staff will present a draft detailed budget for discussion and preliminary decision. The third workshop day is scheduled to provide New Council more time to discuss the budget and may be cancelled if not required. A Financial Plan Village Hall and open house will follow on March 1, 2027.

The calendar also includes all-day financial planning workshops for the 2028 financial plan on October 12 and 18, 2027.

Conferences:

The dates of the conventions and conferences that members typically attend are also included in the schedule for information. A report will be present at the November 9, 2026 council meeting for members to discuss attendance.

Public Notice

The *Community Charter* and Council Procedure Bylaw requires that Council give public notice of the annual calendar of regular meetings by December 31.

ALTERNATIVES

Council may change the meeting calendar and approve that calendar by resolution.

ATTACHMENTS

1. Proposed 2027 meeting calendar.

CONCURRENCE

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

Respectfully submitted,

R. Parker

_____
Rachel Parker
Corporate Officer

M. Mason

_____
Michelle Mason
Chief Administrative Officer

2027

Village of Cumberland
Council Meeting Calendar

January

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March

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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April

S	M	T	W	T	F	S
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May

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						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July

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18	19	20	21	22	23	24
25	26	27	28	29	30	31

August

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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September

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19	20	21	22	23	24	25
26	27	28	29	30		

October

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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November

S	M	T	W	T	F	S
	1	2	3	4	5	6
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December

S	M	T	W	T	F	S
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

530pm Regular Council Meeting

3pm COTW followed by Regular Council at 530pm

9am Committee of the Whole (Fin Planning)

7pm Village Hall

FCM, AVICC, LGLA, UBCM

Holidays