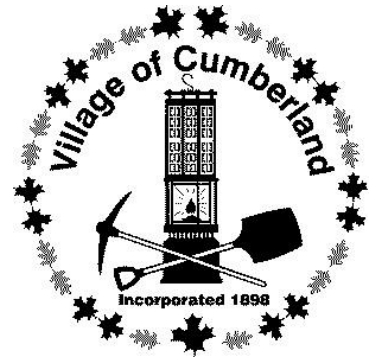


C.O.T.W. AGENDA

06/2021/COTW



The Corporation of the Village of Cumberland

Committee of the Whole Meeting October 25, 2021 at 5:30 p.m.

*We are honoured to gather on the unceded traditional territory
of the K'ómoks First Nation.*

This meeting to be held in the Council Chambers. The public may attend in person or view live on the [Village of Cumberland YouTube Channel](#).

Masks must be worn to attend; however, vaccine cards are not required.

1. Approval of Agenda

1.1 Agenda for Committee of the Whole meeting, October 25, 2021

Recommendation:

THAT the Committee approve the agenda for the October 25, 2021 Committee of the Whole meeting.

2. Delegation

2.1 Lindsay McGinn, Facilitator Comox Valley Community Health Network (CVCHN) and Evan Jolicoeur, Project Consultant from the Community Substance Use Strategy Committee and Sharon Karsten from the "Walk with Me" project to present (excerpts attached):

2.1.2 [CV Community Substance Use Strategy Report](#) Phase 1;

2.1.3 ["Walk with Me" Policy Report \(2021\)](#) findings.

Recommendation:

THAT the Committee receive the delegation of Lindsay McGinn, Facilitator Comox Valley Community Health Network (CVCHN) and Evan Jolicoeur, Project Consultant from the Community Substance Use Strategy Committee and Sharon Karsten from the "Walk with Me" project and their two reports.

3

3. Reports

- 3.1 Village of Cumberland Communication Snapshot Report 26
Prepared by Kaelin Chambers, Economic Development Officer

Recommendation:

- i. THAT the Committee receive the Village of Cumberland Village of Cumberland Communication Snapshot Report.
- ii. THAT the Committee of the Whole recommend that Council direct staff to report to Council with an implementation plan as it relates to the Communications Snapshot Report.

- 3.2 Council Procedure Amendment Bylaw 45
Prepared by Rachel Parker, Corporate Officer

Recommendation:

- i. THAT the Committee receive the Council Procedure Amendment Bylaw report.
- ii. THAT the Committee of the Whole recommend that Council give first reading of Council Procedure Amendment Bylaw No. 1153, 2021 and direct staff to give public notice.

- 3.3 Association of Vancouver Island and Coastal Communities 2022 69
Resolutions Prepared by Rachel Parker, Corporate Officer

Recommendation:

THAT the Committee receive the Association of Vancouver Island and Coastal Communities 2022 Resolutions report.

- 3.4 Quarterly Report to Council, July – September 2021 77

Recommendation:

THAT the Committee receive the Quarterly Report to Council, July – September 2021.

4. 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.

5. Adjournment

To: Lindsay McGinn
Subject: RE: FW: Delegation to Mayor and Council

From: Lindsay McGinn <info@cvchn.ca>
Sent: October 20, 2021 8:35 PM
To: Ashley Hawker <AHawker@cumberland.ca>
Subject: Re: FW: Delegation to Mayor and Council

Hi Ashley,

Just following up on our presentation to the Village Council on Monday.

To answer your questions below:

Summary: The Community Substance Use Strategy Committee and Walk with Me are presenting the council with our two recently released reports (attached) and asking for their participation in Phase Two of the strategy development.

Name and Title of Presenters:

Lindsay McGinn - Community Health Network
Evan Jolicoeur - Project Consultant

Outline of any specific asks of Council

- Participate in a Walk
- Staff Support: liaison on with working group
- Financial support for Phase Two
- Continued municipal leadership and advocacy to other levels of government
- Elected official delegation to Collaborative

I have also attached our powerpoint presentation.

I understand we will be presenting via zoom?

Many thanks, and please let me know if you have any questions,

Lindsay McGinn
250-650-5819

COMMUNITY SUBSTANCE USE STRATEGY

PHASE ONE REPORT



CONNECT EDUCATE GROW RESPOND

PREPARED BY:
COMOX VALLEY COMMUNITY SUBSTANCE
USE STRATEGY COMMITTEE

FUNDED BY:



COMOX VALLEY
COMMUNITY
HEALTH
NETWORK

SUMMARY

This report provides a foundation and direction to move towards a comprehensive Comox Valley Substance Use Strategy, with recommendations and actions developed collaboratively with peers, service providers and decision-makers. It is a living document, and it will continue to grow as the work of the community moves forward.

A multi-sectoral group of people from across the region was brought together to form the [Comox Valley Community Substance Use Strategy Committee](#) (Committee) to develop recommendations and actions for a fair and equitable plan to reduce substance related harms in the Comox Valley, British Columbia.

DURING PHASE ONE OF STRATEGY DEVELOPMENT, THE COMMITTEE:

- participated in a [dialogue](#) facilitated by the Canadian Drug Policy Coalition to explore current drug policy landscape in BC and Canada
- developed a vision, mission, belief statements, and guiding principles for the strategy
- hired consultants to support
 - research of best practices,
 - review of current relevant data on substance use in the Comox Valley
 - collection of information on substance use services in the Comox Valley,
 - facilitation of a community engagement process
 - an environmental scan of potential funding sources and alignment with provincial and federal priorities to further work towards a complete strategy

The term substance use refers to the use of drugs or alcohol, and includes substances such as tobacco, cannabis, illicit drugs, prescription drugs, inhalants and solvents. Substance use exists on a spectrum from beneficial use to chronic dependence or substance use disorder. There are many social determinants that can contribute to substance use (eg. poverty, lack of affordable housing, history of trauma, racism, colonization, etc.) and these determinants can create additional barriers to individual and community health.

In addition to the above, there are also social inequities and gender differences in the experience of substance use and the provision of substance use services. The Comox Valley Substance Use Strategy will acknowledge the wisdom held by people who are impacted by substance use and groups that experience inequity first-hand. It will use this information to develop a strategy that addresses the inequities within our current system and underlying social determinants that impact substance use. It will also work to increase access to policy development to create a more equitable system of care within our community.

Core to this work is ensuring cultural safety, cultural humility, and trauma-informed practice are embedded within all components of strategy development and the substance use strategy itself. Both Indigenous and colonial frameworks for addressing substance use will guide strategy development; various models that are being used by the Committee are introduced in this report.

Understanding substance use within the region and creating local solutions can only happen with people at the center of this work. Through research on local-level substance use and health system data (where available), a scan of existing supports and services, and thoughtful engagement with peers (people with lived experience using substances and their friends and family), key community organizations and stakeholders in the Comox Valley, critical information was gathered and will inform Phase Two of this important strategy.

BELOW OUTLINES A BRIEF OVERVIEW OF SOME IMPORTANT KEY FINDINGS:

Quantitative Data

- More people in British Columbia died from a toxic drug supply than from COVID-19 in the first 8 months of 2020 (Mathew, 2021). In the Comox Valley, 13 died from toxic drugs in 2020. In the first 5 months of 2021, 14 people died of toxic drugs (British Columbia Coroners Service, 2021).
- In North Vancouver Island (Comox Valley north to Port Hardy), 2018, most substance use related hospitalizations for all ages and genders (attributed both wholly and partially) were due to tobacco and alcohol (CISUR, 2018).
- In the Comox Valley, the number of people diagnosed with a substance use disorder increased from 804 in 2014/15 (1.3 per 100 people) to 1120 (1.6 per 100 people) in 2018/19 (CISUR, 2018)
- North Vancouver Island (which includes the Comox Valley) had one of the highest rates of illicit drug toxicity deaths by Health Service Delivery Area (BC Coroners Service, 2021).
- Tobacco-related deaths have been steadily increasing in the Comox Valley since 2012, with the potential years of life lost from respiratory illnesses at about 3.6 years. In 2017 the deaths caused by tobacco in the Comox Valley were 136 per 100,000 people as compared to 126 per 100,000 as an average across BC (both partial and whole causes). (VIHA Local Health Area Profile, 2019).
- A longitudinal study for the Courtenay Local Health Area showed that as youth move into higher grades in secondary school, tobacco and nicotine use increase. (VIHA Local Area Profile, 2019).
- In 2017 there were 57 reported alcohol deaths in the Comox Valley compared to 48 deaths on average across BC. This is an increase from 37 deaths in 2014 in Comox Valley.

Findings from Community Engagement

- There are many existing substance use supports and services within the Comox Valley, however there is often a discrepancy between the perspective of services offered by the providers, and the experience people have in accessing and using those services.
- Stigma is a significant issue experienced by people who use substances and often impacts access to services.
- The work of peers is critical but often goes unrecognized and unfunded.
- The youth population is under-served and there is a perception that services and providers are 'out of touch' with how best to access, support and influence youth
- Housing was identified as an important first step to address substance use – stable housing aids and facilitates access to prevention, harm reduction and treatment.
- Several assets were identified and include increased collaboration between acute, medical and community supports, increased peer involvement and a commitment by services providers to meet people where they are at (including local outreach services).
- Several gaps were identified and are largely themed around: a lack of coordinated system of care that is rooted in trauma-informed practice and cultural safety, weaves Indigenous and Western approaches and includes primary care physicians; a lack of specific managed and locally available programs (managed alcohol, detox) and programs appropriate for specific populations (non-binary genders & 2SLGBTQIA+); and lack of safe supply providers and advocacy for decriminalization.
- Identified barriers to accessing substance use services included long wait times for supportive recovery (insufficient number of locally-based treatment beds) and outpatient supports.

With positive political will, more data and funding, and improved engagement and collaboration across multiple populations and sectors, the Comox Valley can make meaningful action towards a comprehensive peer-centered substance use strategy. This work began with a small amount of funding from the City of Courtenay, however more funding will be required from a variety of sources to create a comprehensive substance use strategy in Phase Two.

IMMEDIATE PROPOSED STEPS TOWARDS PHASE TWO:

- Present Phase One Report to all local government councils and introduce Phase Two engagement plan which is:
 - Support the recommendations in the Walk With Me Report.
 - Support the provincial governments intervention into the toxic drug poisoning by encouraging participation of all local stakeholders in the Comox Valley Community Action Team.
 - Partner with the Walk with Me project on a joint initiative that includes a launch event for this Phase One Report and Walk With Me's Research Report followed by a series of facilitated conversations and cultural mapping that will help inform Phase Two of the Substance Use Strategy and the Recommendations in the Walk With Me Report.

These conversations will help to identify actions the community could take to change policies and practices locally and identify key recommendations for the final strategy.

- Build on the Comox Valley Substance Use Committee to form a Comox Valley Substance Use Collaborative of people with lived and living experience, community agencies and teams, K'ómoks First Nation, local MPs and MLAs, local municipalities, Comox Valley Regional District, School District #71, Island Health, Division of Family Practice/Primary Care Network, Community Action Team and RCMP to coordinate the next phase and implementation of the strategy.
- When formed the Comox Valley Substance Use Collaborative become a partner of the Comox Valley Community Health Network with the Network's other community partners.
- Align the work of the Comox Valley Substance Use Collaborative as appropriate with the work outlined in the Regional Poverty Assessment and Reduction Plan to work with local governments and other community groups on intersecting community issues (e.g. Game Changer #1; Game Changer #2; Game Changer #3; Game Changer #4; Game Changer #8; Game Changer #10; Game Changer #14).
- Request all local governments (municipalities, Comox Valley Regional District and School District #71) collaborate to fund the coordination and implementation of Phase Two of a Substance Use Strategy.
- Request Comox Valley local governments (municipalities, Comox Valley Regional District and School District #71) and Island Health include the work towards a substance use strategy in their strategic planning and priorities and support the monitoring and evaluation of actions.
- Collaborate to monitor and apply for federal and provincial funding opportunities to support the implementation of the strategy.
- Collaborate to secure funds to enable good, in person, relationship building with First Nation, and other priority partners in the development of the strategy.
- Collaborate to secure funding to support ongoing involvement and leadership from peers and elders/traditional knowledge keepers.

A PATH FORWARD: KEY NEXT STEPS

With positive political will, more data and funding, and improved engagement and collaboration across multiple populations and sectors, the Comox Valley can make meaningful action towards a comprehensive peer-centered substance use strategy. Three core areas of focus for Phase Two of this strategy are identified below, along with proposed immediate and ongoing actions.

PHASE TWO CORE AREAS OF FOCUS

Funding & Staffing

This work began with a small amount of funding from the City of Courtenay, however more funding will be required from a variety of sources to create a comprehensive substance use strategy in Phase Two.

Community & Stakeholder Engagement

Phase Two of the development of a strategy requires inclusion of people with lived/living experience of substance use, Elders/ Knowledge Keepers, all levels of government, service providers, businesses and community members. This work will require coordination, planning and, commitment to working together that builds on the relationships and work established to date. Engagement in potentially challenging conversations on what is working, what and where gaps are and what requires change will be necessary to address issues, explore solutions and create recommendations for action.

Data

Throughout Phase One key gaps to be able to access, collate, analyze and report on relevant local or regional data were identified. A key to successful and appropriate planning, coordination, funding and delivery of programs and services is up-to-date data. Therefore, the need to enhance data collection and analysis will be important in Phase Two and ongoing as the strategy is implemented and updated.

PHASE TWO ACTIONS

Immediately/As Soon As Possible

Present Phase One Report to all local government councils and introduce Phase Two engagement plan which is to:

- Support the recommendations in the Walk With Me Report.
- Support the provincial governments intervention into the toxic drug poisoning by encouraging participation of all local stakeholders in the Comox Valley Community Action Team.
- Partner with the Walk with Me project on a joint initiative that includes a launch event for this Phase One Report and Walk With Me's Research Report followed by a series of facilitated conversations and cultural mapping that will help inform Phase Two of the Substance Use Strategy and the Recommendations in the Walk With Me Report.

These conversations will help to identify actions the community could take to change policies and practices locally and identify key recommendations for the final strategy.

- Build on the Comox Valley Substance Use Committee to form a Comox Valley Substance Use Collaborative of local municipalities, Comox Valley Regional District, School District #71, Island Health, Division of Family Practice/ Primary Care Network, Community Action Team and RCMP to coordinate the next phase and implementation of the strategy.
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- Request Comox Valley local governments (municipalities, Comox Valley Regional District and School District #71) and Island Health include the work towards a substance use strategy in their strategic planning and priorities and support the monitoring and evaluation of actions.
- Collaborate to monitor and apply for federal and provincial funding opportunities to support the implementation of the strategy.
- Collaborate to secure funds to enable good, in person, relationship building with First Nation, and other priority partners in the development of the strategy.
- Collaborate to secure funding to support ongoing involvement and leadership from peers and elders/traditional knowledge keepers.

Ongoing

- Act on lived experience of people who use substances, their families and the people who support them in the design and implementation of policies, services, changes to existing services, and as qualitative evidence that supports action in our community response to substance use.
- Engage more intensively with members and organizations from key priority groups such as youth, Indigenous, spiritual and religious, community organizations (e.g., Rotary, Indigenous, and 2SLGBTQIA).
- Leverage existing political will in the community to advocate for organizational commitment (e.g., coordination, funding and staffing) from service providers (e.g., VIHA, AVI, John Howard Society etc.) and stakeholders (e.g., RCMP, SD71) for ongoing implementation of the strategy actions.
- Advocate for peer delivered services and paid positions within all organization for people with lived/living experience.
- Secure commitment of key partners & regional stakeholders to apply for provincial and national funding when available.
- Seek endorsement letters from key partners.
- Establish ongoing Data Sharing Agreements between the Comox Valley Substance Use Collaborative and local data collectors.
- Establish ongoing Data Sharing Agreement between the Collaborative and service providers to share program and service evaluation data (e.g., number of individuals who access service, number of naloxone kits distributed, demographic data).
- Advocate for ongoing provincial and regional collection of data on social determinants about substance use (e.g., why people use substances, social determinants and how they contributed to death or drug poisoning, etc.).
- Increase collection and reporting of data around access to services & service impact and data on the benefits of substance use.
- Innovate ways to collaborate across government, academia and community agencies on collection of data.
- Strengthen reporting, charting and resources provided on discharge diagnosis for the emergency departments.

WALK WITH ME

UNCOVERING THE HUMAN DIMENSIONS
OF THE DRUG POISONING CRISIS
IN SMALL B.C. COMMUNITIES

POLICY REPORT - COMOX VALLEY

Sharon Karsten, PhD.

2021

ABSTRACT

Since labelled a provincial emergency in 2016, the toxic drug poisoning crisis in B.C. has claimed over 7,000 lives. Government, health and community service providers alike have struggled to find solutions to the crisis, developing numerous interventions aimed to reduce deaths, harm and stigma. Despite these efforts, toxic drug poisoning deaths have continued to climb, with 2020 enacting the most fatalities ever. 'Walk With Me' is a research and community action project, developed in the Comox Valley and Kamloops, B.C. as a partnership between Comox Valley Art Gallery, Thompson Rivers University and AVI Health & Community Services, that aims to develop humanistic, and systems-based solutions to this crisis. The project brings people impacted by the crisis together for story- and insight-sharing, and disseminates key findings outward – to policy-makers, systems leaders and community members at-large. The project foregrounds the wisdom of people experiencing the crisis (people with lived experience, their family members and front-line workers). In centering lived experience, the project illuminates ways forward for community and systems transformation.

4 RECOMMENDATIONS

Having travelled along a series of pathways examining the toxic drug crisis as it has unfolded in this country, province and region, and having explored the contributions and insights of people in the Comox Valley impacted first-hand, we now take a step back to ask:

- How might the Comox Valley community better-support people at the heart of this crisis?
- How might we reduce deaths, harm and stigma?
- How might we improve social cohesion and create progressive forms of systems change leading to better health and wellness outcomes for people who use, and have used, drugs?

In asking these questions, we also ask: who is responsible for making this change? Clearly the toxic drug poisoning crisis is complex and multi-faceted, necessitating a multi-faceted response. Given this fact, any meaningful solution will almost certainly require multiple leaders, organizations, community groups and individuals to work together towards this common

goal.

The most obvious of these includes: federal, provincial and local governments, health authorities, health workers, criminal justice authorities, community downstream and upstream service providers, local businesses (especially in the downtown core), educators and educational leaders and, perhaps less formalized, groups of peers, family members and their allies. We believe that many more actors exist, however, who may self-identify as having change-making agency when reading this report.

In what follows, we outline a series of recommendations stemming from our research. While responsibility for change is suggested, we acknowledge the limits of our knowledge as related to the jurisdiction and potential of local, provincial and national systems and agencies. We ask those with power within these systems to engage as creative partners– imagining ways in which their agency can be applied towards the development of solutions.

Our hope is that readers consider these

recommendations as a concept sketch by which various actions are, in broad terms, defined. It is our collective work to ‘fill in the gaps’... to imagine and

create meaningful and sustainable solutions so as to end this crisis – by creating pathways leading to a significant shift.

1

Advocate the Federal Government for decriminalization of simple possession

Change Agent: Local Government

Acknowledging:

- The damage enacted nationally (and beyond) through criminalization of drug use, including the ties between criminalization and colonization, racism, and inequitable population control through over-incarceration of BIPOC (Black, Indigenous, People of Colour) populations;
- The growing movement (in B.C., and across Canada) spurred by health and community leaders, including provincial health officers, RCMP, and various levels of government, to recognize decriminalization as a viable ‘way forward’ in addressing the toxic drug crisis;
- The precedent set by the City of Vancouver, which, in 2020, passed a motion to formally approach Health Canada in pursuit of a plan to municipally decriminalize simple possession of drugs (while at the same time acknowledging the need expressed by many within Vancouver’s PWLLE community for greater consultation as related to this advocacy);

We recommend local governments, working with local harm reduction leaders and Island Health, and in meaningful partnership with PWLLE, lobby the federal government for the legal power to decriminalize simple possession of illicit drugs. This recommendation involves asking the federal government for an exemption from the Controlled Substances Act to allow the possession of small amounts of illegal substances within municipal boundaries.

2 Re-commit to the operationalization of safe supply.

Change Agent: Provincial Government, Island Health, Harm Reduction Service Providers, College of Physicians and Surgeons British Columbia.

Acknowledging on one hand:

- The extreme toxicity at-play within the street drug market given the onslaught of fentanyl and its derivatives, as well as the toxicity now occurring through the mixing of street substances;
- The role safe supply can play in saving lives through the provision of clean drugs, while also stabilizing the life situations of people who use drugs;

And on the other:

- The limits surrounding safe supply, including its current lack of accessibility to casual and stimulant users;
- The hesitancy of some physicians to prescribe safe supply given the dangers of unmonitored opioid prescription;
- The propensity for safe supply to do harm if accompanied by a lack of monitoring and oversight;

We recommend Provincial Government, Island Health and Harm Reduction Service Providers urgently pursue the roll-out of safe supply. This includes making safe supply available (as medically/scientifically approved) to people in a streamlined, non-barriered fashion, enabling safe supply for people who use a range of substances (including opioids, but also stimulants); and developing and enacting systems of

monitoring (for instance, through static and mobile OPS sites) as well as physician monitoring (through oversight protocols enacted by the College of Physicians and Surgeons of British Columbia). In small communities located at a distance from large urban centres, work is needed to enact safe supply monitoring protocols in such a way as to eliminate travel barriers for people who use drugs – for example, through the provision of a 24/7 mobile OPS service.

3

Invest in full-spectrum drug testing.

Change Agent: Island Health, Harm Reduction Service Providers, Local Government

Acknowledging:

- The increased toxicity of the street drug supply

We recommend funds be allocated towards a full-spectrum drug testing system within the Comox Valley.

4 Reduce/eliminate stigma and racism within the health and criminal justice systems.

Change Agent: Provincial Government, Island Health, RCMP, Community Leaders.

Acknowledging:

- The stigmatization and racism experienced by participants in their interactions with the health and criminal justice systems – especially in relation to the hospital;
- The under-incorporation, within our current biomedical health system, of holistic frameworks of healing involving mind, body, spirit and emotion as well as collective notions of health found in the terms ‘community’ and ‘belonging’;
- The need expressed by participants for holistic, culturally-sensitive approaches to health and wellness;

We recommend Provincial Government, Island Health, RCMP, Community Leaders – take concrete steps towards the reduction/elimination of stigma and racism within the health and criminal justice systems, as well as a pursuit of holistic approaches to health. Such initiatives may include:

- **Inviting PWLLE into leadership roles within the health and criminal justice systems... creating leadership roles for PWLLE in Emergency departments of hospitals; and in policing;**
- **Embracing ongoing cultural safety and anti-sigma training for staff of health and criminal justice institutions;**

- Developing hospital discharge protocols that enable patients without transportation, especially those released in the middle of the night, to stay safe;
- Implementing patient advocacy positions and programs in hospital that foster anti-racism and anti-stigmatization principles;
- Receiving and analyzing the feedback of PWLLE in relation to the health care they have received, and hospital care in particular – with an aim to reduce stigma and racism, and to provide high-quality care from a humanistic framework;
- Developing hiring practices that actively encourage/preference people committed to an anti-stigma, and anti-racism, stance;
- Seeking ongoing guidance and leadership from Elders/Traditional Knowledge Keepers and Cultural Leaders; regarding ways in which to bring Indigenous health and wellness paradigms into hospitals, health care and criminal justice systems;
- Investing in strong relationships between health sites (especially hospitals) and community health service providers, both harm reduction and recovery-based, and in commitments to coordinate patient care across these platforms;
- Exploring a role for police for in responding to toxic drug poisoning events;
- Equipping police with ongoing anti-stigma and anti-racism training;
- Developing and funding restorative justice paradigms.

5

Reduce/Eliminate stigma and racism within the community at-large

Change Agent: Community Leaders

Acknowledging:

- The race and stigma-based injustices suffered by numerous participants at the hands of the general public;
- The principles of equity, diversity and inclusion as core within the pursuit of healthy communities;
- The need to enable understanding and relationship between people who use drugs and the wider community – and to provide opportunities for this group to have value and purpose within - to 'matter to' - the wider community;

We recommend the enactment of anti-stigma and anti-racism learning and development initiatives on all levels of our community – to be championed by community agencies, businesses, schools, governments, health authorities, police, criminal justice systems, 'opinion leaders', etc. S may include:

- **The development of anti-stigma and anti-racism workshops, events, courses, community gatherings, etc;**
- **The inclusion of anti-stigma and anti-racism training in professional development and staff skills enhancement contexts;**

6

Increase the accessibility and connectivity of OPS Services

Change Agent: Island Health, Harm Reduction Service Providers, Local Government

Acknowledging:

- The need expressed by participants for geographically-accessible OPS services that operate 24/7 and facilitate additional forms of drug consumption than those currently available;
- The importance of linking OPS services to a wide range of 'wrap-around services';
- The resistance many participants express to clinical environments;

We recommend Island Health and Harm Reduction Service Providers such as AVI Health and Community Services activate a meaningful and fulsome dialogue with the using community with an aim to develop a comprehensive OPS and Harm Reduction Services paradigm. Solutions may include:

Creating a 24/7 mobile service;

Activating several OPS sites throughout the Valley;

Integrating OPS services with a wide range of wrap-around services;

Housing OPS services within community-focused, rather than clinical, environments;

Enabling OPS witnessed consumption of additional methods of drug consumption, including inhalation.

7

Increase the accessibility and connectivity of Recovery Services

Change Agent: Island Health, Recovery Service Providers, Local Government

Acknowledging:

- The difficulties (expressed in wait times) of participants in gaining access to medical detox platforms, and the frequent need for participants to access these services from out of town;
- The lack of 'streamlined' connectivity apparent between the different facets of the recovery system;
- The lack of long-term sober living rehabilitation support systems, and the importance of such systems, expressed by participants, in enabling people in recovery to maintain sobriety;
- The need for a range of aftercare supports for people in recovery;

We recommend Island Health and Recovery Service Providers activate a meaningful and fulsome dialogue with the PWLLE community, with an aim to develop a comprehensive, immediately accessible and streamlined system. Solutions may include:

- **Development of a medical detox centre in the Comox Valley -one that holds capacity for rapid access;**
- **Development of long-term sober living housing solutions;**
- **Development of aftercare programs that 'meet people where they are', including programs that include cultural safety and support.**

8

Develop a 'Hub'

Change Agent: Island Health, Harm Reduction and Recovery Service Providers, Local Government

Acknowledging:

- The fragmentation and 'siloing' of Comox Valley addiction services as identified by participants;

We recommend the development of a coordination hub – a place that carries in-depth knowledge of, and relationship with, the organizations/entities delivering medical, harm reduction, mental health and recovery- based care in the Comox Valley. This hub works to better-coordinate and dovetail services – leading to more coherent systems of care.

9

Create a PWLLE Leadership Group

Change Agent: Local Government

Acknowledging:

- The difficulties expressed by participants in accessing such fundamental services as water, power, public washrooms and a place to camp;
- The experiences participants shared of being perpetually 'moved along' and/or hassled by bylaw and/or law enforcement officers, leading to a perpetual state of displacement and the inability to stabilize their living situations;
- The links made by participants between the achievement of stabilized living scenarios and the reduction in harm;

We recommend the development of leadership teams of PWLLE, connected with municipal staff, whose wages are compensated by Local Government, and whose key task is to recommend changes to civic services, infrastructure and bylaw so as to enable the human rights for PWLLE in the enactment of changes to civic services and infrastructure.

10

Pursue ongoing improvements in housing, mental health, education

Change Agent: Local Government, Mental Health Service Providers, Island Health, Education Institutions.

Acknowledging:

- The role played by 'upstream' services in creating the conditions for, and/or helping to solve the toxic drug crisis;
- The 'housing first' sentiment expressed by numerous participants, which shows housing as a necessary first step towards stabilizing living situations, allowing PWLLE to then pursue harm reduction and recovery;
- The need expressed by participants, especially parents, for more comprehensive mental health services, including for mental health providers who hold long-term relationships with people who use drugs, and who are able to provide ongoing, knowledgeable guidance;
- The importance placed on education, especially education of young children, in the plight to equip people with the skills they require to communicate, develop resilience, and to belong within a larger social context;

We recommend that continued emphasis and engagement occur between Local Government, Mental Health Service Providers, Island Health and Education Institutions, with an aim to improve and coordinate services, and create the foundations for a reduction in harm.

11

Conduct Gaps and Opportunities Analysis

Change Agent: Island Health, Service Providers

Acknowledging:

- The needed for more research related to the service ecology at-play in the Valley, including an analysis of its strengths, weaknesses and opportunities;

We recommend the activation of a research project designed to map this ecology. Such a map may include:

- **In-depth documentation of the service provided by harm reduction and recovery agencies, soliciting data surrounding their availability, immediacy, statistical uptake, principles, etc., through in-depth interviews with program, service and organizational leaders;**
- **Identification of key gaps, successes, growth potentials, and comparison/contrast with other community service ecologies.**

12

Invest in PWLLE as Change Leaders

Change Agent: Island Health, Service Providers, Local Government, Community at large

Acknowledging:

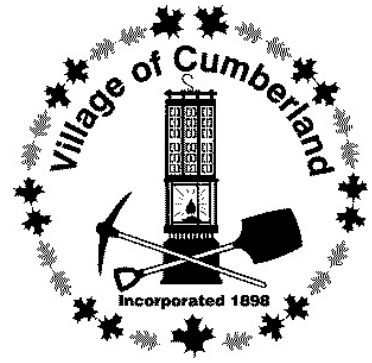
- The importance of PWLLE in developing solutions to the crisis;
- The need for equitable, human-centred policy development created by those most impacted;

We recommend the inclusion of PWLLE in leadership roles throughout the spectrum of care addressed in this report. The success of policy changes designed to address the toxic drug poisoning crisis depends, we believe, on the development of a radically unique, grassroots approach to policy development, one that places PWLLE and their allies in leadership roles.

4.1 Summary

These recommendations sketch various pathways forward, and together create a 'potentials framework' intended to be used by community and institutional leaders to make progress in reducing harm, deaths and stigma attached to the toxic drug crisis.

COMMITTEE OF THE WHOLE REPORT



REPORT DATE: 10/20/2021
 MEETING DATE: 10/25/2021

File No.

TO: Mayor and Councillors
 FROM: Kaelin Chambers, Economic Development Officer
 SUBJECT: Cumberland Communications Snapshot Report

RECOMMENDATION

THAT the Committee recommend that Council receive the Cumberland Communications Snapshot Report.

THAT the Committee recommend to Council that Staff are directed to report back to Council with an implementation plan as it relates to the Communications Snapshot report.

PURPOSE

The purpose of this report is to present Council with the Cumberland Communications Snapshot Report for information and discussion.

PREVIOUS COUNCIL DIRECTION

Date	Resolution
May 10, 2021	Motion 21-161 THAT Council allocates \$25,000 in Restart Funding towards the development of a corporate communication plan and activities; AND THAT Council direct staff to apply for funding to the Island Coastal Economic Trust (ICET) Economic Development Readiness Program to support/supplement the development of a corporate communication plan;
September 7, 2021	Motion 21-294 THAT Council receives the Corporate Communications Planning Update Report.

BACKGROUND

In May 2021, Council allocated Restart funding and directed staff to undertake the development of a corporate communication plan. The goal of this initiative was to review the Village’s current communication processes/practices and make recommendations on how the Village can improve internal and external communications.

In June staff engaged Zinc Communication Strategies to support and guide the corporate communication initiative. To-date, the Zinc team has undertaken a review of Village communication tools and practices and has initiated a internal and public engagement process.

Through the Summer/Fall of 2021 the Village completed an internal and external communications review, to look at what works, what doesn't and what initiatives could benefit from improved outreach.

This included engagement with Village staff, residents, businesses, and community organizations to find out what the community has to say about Village communications. The feedback collected is summarized in the attached Snapshot Report, along with short and long-term recommendations that will guide the Village's communications efforts.

ALTERNATIVES

1. Not proceed with any action at this time.

STRATEGIC OBJECTIVE

- Healthy Community
- Quality Infrastructure Planning and Development
- Comprehensive Community Planning
- Economic Development

FINANCIAL IMPLICATIONS

There are no financial implications with respect to receiving the report, however a financial commitment will be required to implement the provided recommendations. Staff will review the report and provide Council with an implementation plan which will include financial implications.

OPERATIONAL IMPLICATIONS

There will be operational impacts in implementing the recommendations made within the Report that will require input and/or capacity across Village operations/departments.

ATTACHMENTS

1. Cumberland Communications Snapshot Report

CONCURRENCE

Rachel Parker, Corporate Officer **RP**

Respectfully submitted,

K. Chambers

Kaelin Chambers
Economic Development Officer

C. Postings

Clayton Postings

Chief Administrative Officer

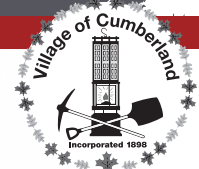
CUMBERLAND COMMUNICATIONS

SNAPSHOT REPORT

OCTOBER 2021



Prepared by ZINC Strategies



OVERVIEW

THE PROCESS

ENGAGEMENT "SNAPSHOT"

INTERNAL COMMUNICATIONS

Today

Opportunities

Goals

Short-Term Recommendations

Long-Term Recommendations

EXTERNAL COMMUNICATIONS

Today

Opportunities

Goals

Short-Term Recommendations

Long-Term Recommendations

FINAL THOUGHTS

THE PROCESS



01 REVIEW

IN THE SUMMER/FALL OF 2021, THE VILLAGE OF CUMBERLAND COMPLETED AN INTERNAL AND EXTERNAL COMMUNICATIONS REVIEW, TO LOOK AT WHAT WORKS, WHAT DOESN'T, AND WHAT INITIATIVES COULD BENEFIT FROM IMPROVED OUTREACH.



02 ENGAGE

WE HAVE ENGAGED WITH STAFF, RESIDENTS, BUSINESSES AND ORGANIZATIONS TO FIND OUT WHAT THE COMMUNITY HAS TO SAY ABOUT HOW WE'RE DOING IN OUR COMMUNICATIONS AND HOW WE CAN DO BETTER.

03 REPORT

THE FEEDBACK WE'VE COLLECTED HAS BEEN SUMMARIZED IN THE FOLLOWING SNAPSHOT REPORT ALONG WITH SHORT AND LONG-TERM RECOMMENDATIONS THAT WILL HELP GUIDE THE VILLAGE'S COMMUNICATIONS NOW, AS WELL AS DOWN THE ROAD.



ENGAGEMENT "SNAPSHOT"

ONLINE SURVEYS & BRAINSTORMING SESSIONS

The Village collected input from three surveys which were shared on the website long with background information about the review process. There was one survey for each audience group. Posters, social media posts, website news bulletins and email invitations helped promote the engagement window of August 29 to September 17, 2021.



2

STAFF BRAINSTORMING
SESSIONS



6

MANAGERS, COUNCIL
AND MAYOR INTERVIEWS



28

STAFF SURVEY
RESPONSES



12

COMMUNITY
PARTNER SURVEY
RESPONSES



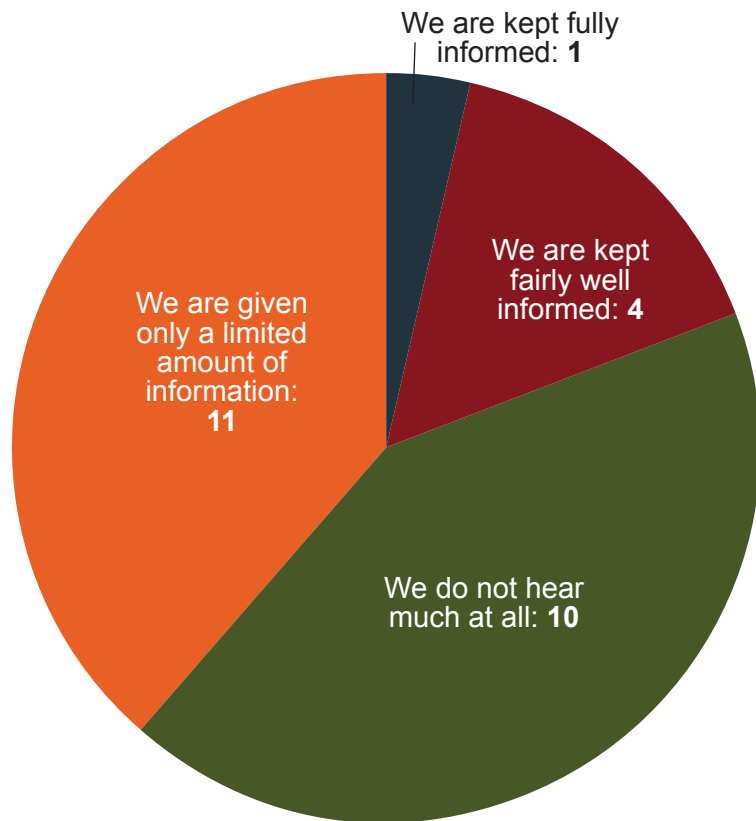
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RESIDENT SURVEY
RESPONSES

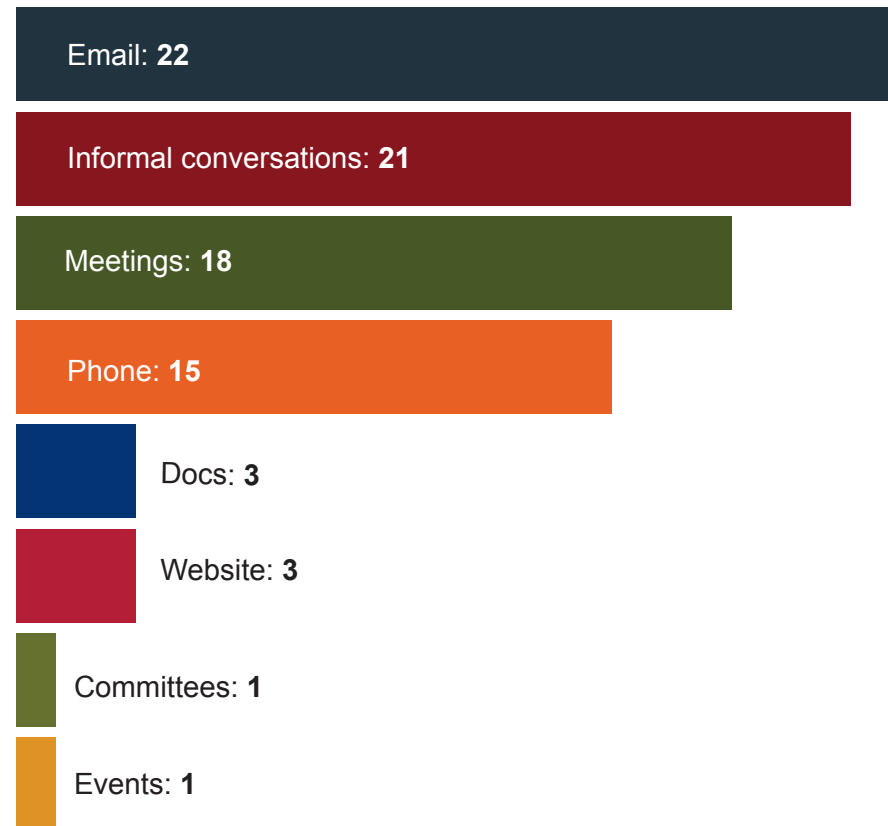
TODAY

In the staff survey, we asked about existing communications inside departments and between other departments within the Village.

Q How informed do you feel about information and activities from areas of the organization other than your own?



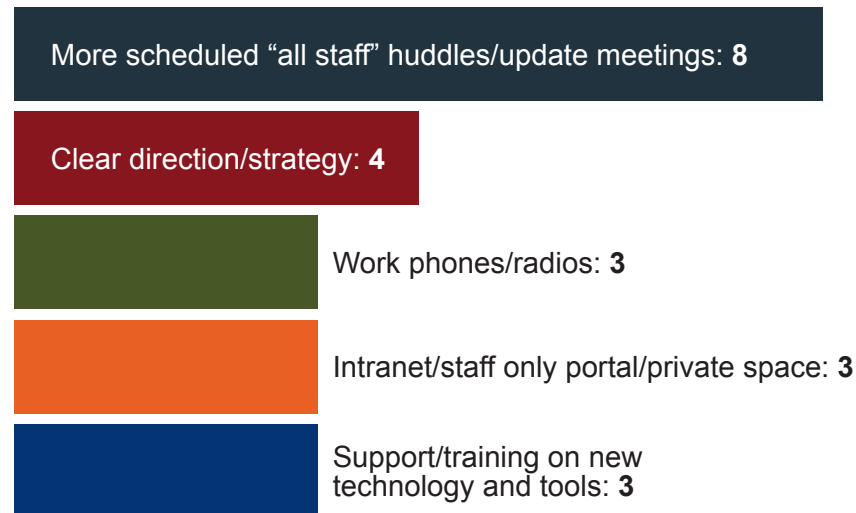
Q What are the main tools you use to share information with others in your department?



OPPORTUNITIES

We wanted to know what other communication tools staff are interested in using, and what else could improve internal communications.

Q What other tools would help you or your team or manager communicate better, and what else could improve communication in your department?



IN THEIR OWN WORDS

The following feedback on the above themes emerged from both the survey and our brainstorming sessions with staff:

- “Having each employee set up with a work phone and personal work email so the communication is properly logged.”
- “Informative meetings at the beginning of each week- what’s going on, what everyone is working on, what deadlines are coming up.”
- “Half-day training sessions on different department concepts or tasks, software, mental health, self-development etc. Investing in the education of staff.”
- “Internal website (intranet) where information can be posted for all to read, so it doesn’t impact emails.”
- “Could be more info about project completion - no emphasis on the good job that was done.”
- “Have a main spokesperson for communications.”
- “Clearly defined direction on tasks including due dates submitted via email so that things can be tracked.”

GOALS

From the survey feedback, along with insights from two staff brainstorming sessions and a desktop review, three key topics were identified as opportunities for improvement that could affect change.



**MEETING
EFFICIENCIES**



**ROLES &
RESPONSIBILITIES
DEVELOPMENT**



**WEBSITE
IMPROVEMENTS**

SPEEDBUMPS TO GOALS

RESOURCES & TOOLS

- Lack of capacity
- Confusing website
- Too many meetings
- Forgetting priorities
- Info always changes

VISION

- Want a plan
- Need training and direction
- No clear vision/focus
- Lack of framework

SHORT-TERM RECOMMENDATIONS

In gathering the data from staff surveys, in-person staff sessions, and phone interviews with senior management, mayor and council, some clear options for short-term and long term next steps emerged. (Full data is available as appendices to this report.)



MEETING EFFICIENCIES

Agendas/Topics

Agendas or even brief “topics to be covered” summaries for meetings can help invitees know whether they need to attend

Meetings/Huddles

Priority on weekly meetings, which are considered valuable and should be considered per department as well as between departments



ROLES & RESPONSIBILITIES DEVELOPMENT

Roles

Make it clear who is the point person for communications strategies, and for the point person to share information to supporting team(s) or department(s)

Responsibilities

Provide discussion guides and messages that staff can use to respond to questions per project/initiative

Goal-specific plans

Define communications goals for village projects/initiatives to help determine what communications tools are a priority, and which add value



WEBSITE IMPROVEMENTS

Email newsletter

Fix bugs and glitches of automated newsletter

Visibility & Review

Ensure every single village staffer is on the subscription list and remind staff to read their automated newsletters

LONG-TERM RECOMMENDATIONS



MEETING EFFICIENCIES

Calendars

Look at incorporating an internal meetings calendar for staff on the website, or create a shared calendar offline that can also hold brief agendas or topics for discussion



ROLES & PROCESSES DEVELOPMENT

Primary outreach

Work toward the creation of a dedicated communications staff role knowing that the front desk at the Village office is the place to start for training, key messages, strategies and planning

Broad communications strategy

Create a communications strategy for the organization so that people understand the goals, roles, tools and methods applied by the village for ALL public-facing communications initiatives



WEBSITE IMPROVEMENTS

Menu-based structure

Move the website from a search-first site to a navigation-first site. Ensure defined and easy to find space for projects/depts, ongoing projects, news, meetings and events

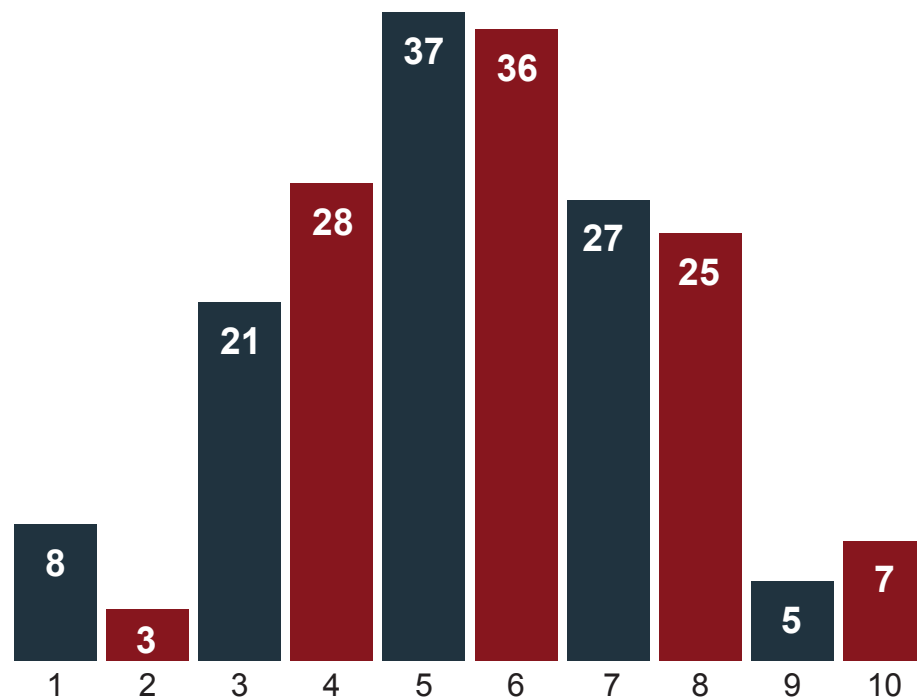
Internal Portal/intranet

Look to incorporate a staff-only portal on the site or Intranet to share, post, and notify staff of important meetings, activities and events internally

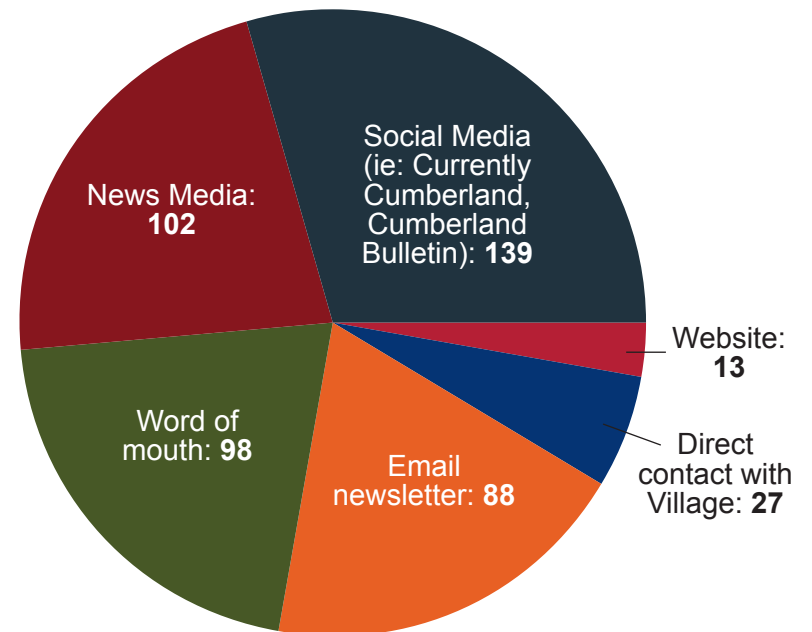
TODAY

When looking at external communications, we started by asking how informed the community feels about the village's projects/initiatives and where they go to get what they need (residents and business partners).

Q On a scale of 1-10 (with 10 being excellent) how informed do you feel about the Village's activities?



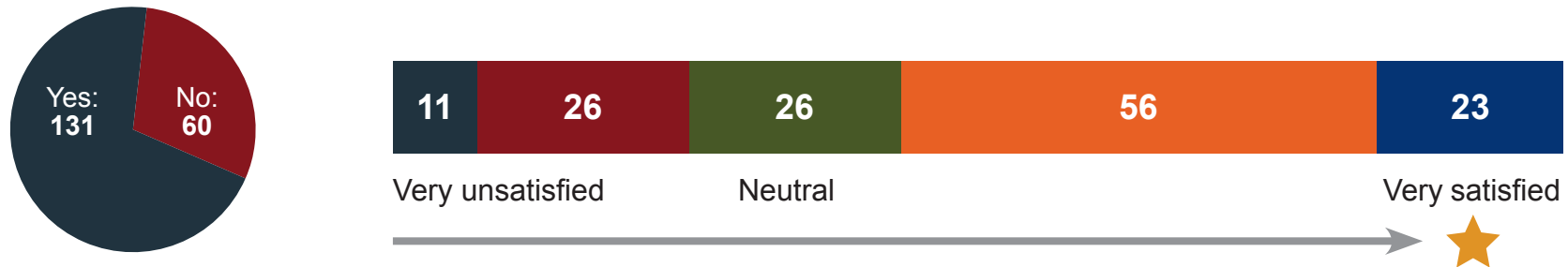
Q What are your primary sources of information about the Village's operations?



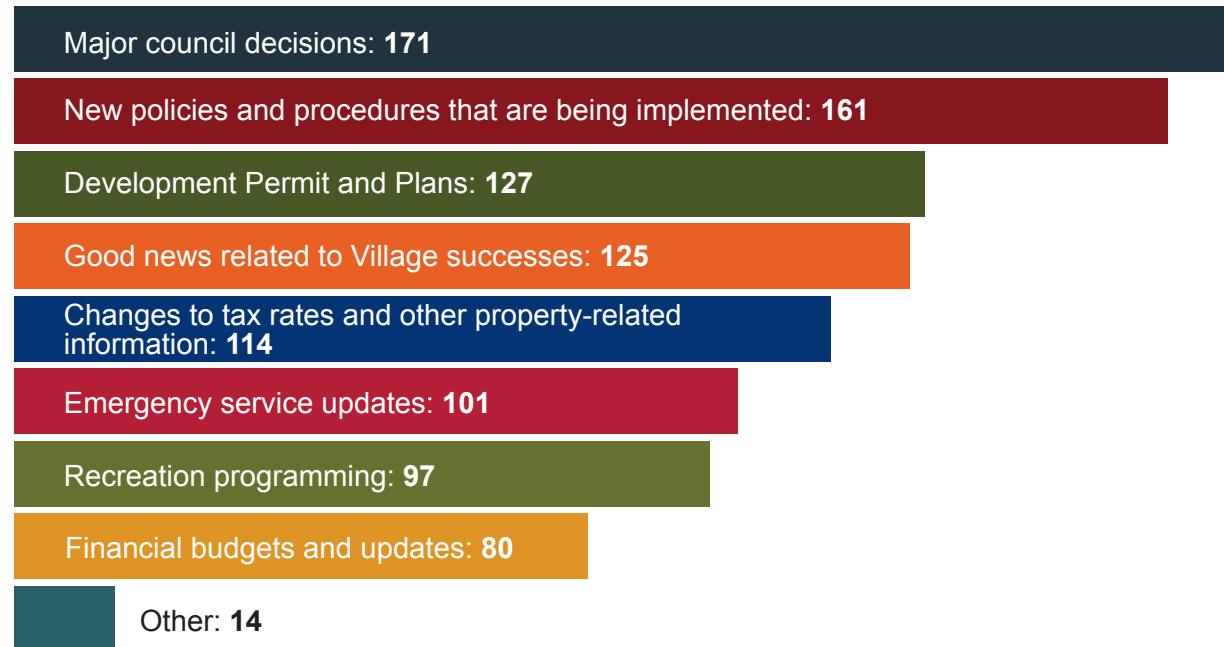
OPPORTUNITIES

We assessed what information is most important to the community, and where improvements can be made to more easily get that info into their hands. Feedback from residents and stakeholder partner groups, and staff, followed the same trends:

Q In the past year, have you actively sought information from the Village, and if so were you satisfied?



TOP AREAS OF INTEREST:



OPPORTUNITIES

The following comments are sample quotes from the community and partner groups, submitted via the written survey.



IN THEIR OWN WORDS

- “Village staff should reach out to community partners directly when appropriate. For example, if staff are working on a project and the partner has expertise in that area. Or if the project will directly affect the organizations' work in the community. Information received from Mayor and Council sometimes contradicts information received from Village staff. This can be confusing.”
- “Highlighting decisions made by council that might affect us through emails?”
- “Village employees need to be on the same page. Different and conflicting things communicated.”
- “The website search function seems to not work very well so it's hard to find information. There is no link to council members or info on how to contact them.”
- “Would like more background info/rationale for various decisions and about various projects. For example, I never felt like i received enough detailed info about the fire hall. Lots of things the village does have great rationale behind them, but doesn't get shared to citizens so misinformation gets shared instead.”
- “Improve social media?”
- “Put the LED info road sign to inform Citizens of emergencies and when the Lake is full at the entrance of Cumberland not by the Recreation Parking Lot. Poor planning. In future mailouts: Inform Tax Payers that they can drop off questions or concerns for Mayor Baird and Council prior to the meeting, or you can email in the final minute of the meeting. Why can't you ask any questions or concerns you may have? Only topics of the meeting. Most Seniors do not have access to emails.”
- “Return phone calls & inquiries from village tax payers.”

GOALS

We heard consistent feedback from the public, in conjunction with insights from staff, on three key themes for communications improvements that could help the community stay in the loop.



1. SOCIAL MEDIA PRESENCE



2. WEBSITE IMPROVEMENTS



3. EMAIL NEWSLETTER GROWTH & OPTIMIZATION

SPEEDBUMPS TO GOALS

- Forget to share with public
- Don't know what public needs to know
- No time/resources
- No direction
- Not sure the best way to respond
- Conflicting information
- No social media
- No response or follow ups

SHORT-TERM RECOMMENDATIONS

The next steps outlined are developed from categorized data that's come out of the staff, community partners, and resident surveys, in-person staff sessions, and phone interviews with senior management, mayor and council. Data is available in full as an appendices to this report.



SOCIAL MEDIA PRESENCE

Strategy

Develop a brief social media strategy for a Village Office Facebook page that includes a plan for admin roles, photos and graphics to be used, topics of posts (focused on top info identified as of interest, see slide 8), response and tone guidelines and how to repurpose existing content into posts so the work of sharing to the page is minimal and mostly scheduled ahead of time



WEBSITE IMPROVEMENTS

Staff and Council visibility

Create a staff directory and organizational chart for the website, and make the council directory more visible for residents

Build short cut links or add to existing menu

Make revisions to website that will help visitors on the website find areas of interest (see slide 8) by creating highly visible destinations from the home page



EMAIL NEWSLETTER GROWTH & OPTIMIZATION

Promote

Continue to build on engagement with subscriber growth by promoting this feature to residents

Monitor and manage

Make sure newsletters are going out when they should and glitches are fixed/resolved in a timely manner

Format and design

Ensure the newsletter is readable and responsive across all mobile devices and platforms (ie: Chrome, Safari)

LONG-TERM RECOMMENDATIONS



SOCIAL MEDIA PRESENCE

Facebook page

Develop and manage this page as the “real time” source for Cumberland info, add links to the website as well as other related Facebook pages (ie: emergency, recreation, Mayor Baird)



WEBSITE IMPROVEMENTS

Projects/Initiatives

Present clear pathways to important website sections (ie bylaws, policies, planning, council, etc.)

Meetings & Events Section

Build a public meetings calendar of events into the website

Categories for News

Categorize the regularly updated Village News section, on the home page, with filters for easy sorting/reading (ie: waste collection, council, projects)

Digital/online forms

Optimize building, application, and other popular forms on the website by making them fillable online, and revise for readability and comprehension (ie: add hints in text fields to help users fill in blanks)



EMAIL NEWSLETTER GROWTH & OPTIMIZATION

Optimize

Look at ways that the newsletter can be broken down into topic, so that subscribers can choose what specific information they’d like to receive

Categorize

Incorporate category tags for items, to better organize and filter info for visitors

FINAL THOUGHTS

While not measurable via data, there were a few clear takeaways that stood out when reflecting on the review of ongoing communications. Those comments are shared as a wrap up here.

1 CONSISTENT AND CLEAR FEEDBACK

There was significant consistency in the feedback received by all three audiences. Public, businesses, and staff all voiced similar requests for actionable items that can improve external communications.

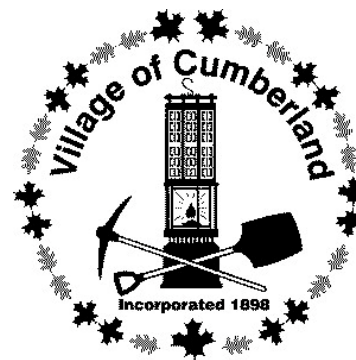
2 REALISTIC AND ACHIEVABLE SUGGESTIONS

The suggestions presented by the three audiences also reflected an understanding of what is realistic for the Village of Cumberland. Most of the ideas presented are realistic and achievable.

3 WILLINGNESS TO WORK TOGETHER TO IMPROVE

The response and engagement from the village staff during this process shows a commitment to positive progress. There is clear interest and desire to improve communications both individually and as a whole.

COMMITTEE OF THE WHOLE REPORT



REPORT DATE: 10/19/2021

MEETING DATE: 10/25/2021

File No. 0530-09

TO: Mayor and Councillors

FROM: Rachel Parker, Corporate Officer

SUBJECT: Council Procedure Amendment Bylaw No. 1153, 2021

RECOMMENDATION

THAT the Committee receive the Council Procedure Bylaw Amendment report.

THAT the Committee of Whole recommend that Council give first reading of Council Procedure Amendment Bylaw No. 1153, 2021 and direct staff to give public notice of the proposed amendments to the Council Procedure Bylaw.

PURPOSE

The purpose of this report is to present options on electronic meetings to Council and to give Council the opportunity to give feedback and direction to staff.

PREVIOUS COUNCIL DIRECTION

Date	Resolution
Sep 7 2021	<p>THAT Council direct staff to prepare amendments to the Council Procedure Bylaw to permit electronic meetings</p> <ul style="list-style-type: none"> • Under a Provincial state of emergency that directly affects the Village of Cumberland • Under a local (including regional) state of emergency that directly affects the Village of Cumberland • During a weather event where the health and safety of council members and public attendance may be at risk; and <p>to receive questions for Question Period by email, and to permit the closed portion of regular meetings to be held before the portion no earlier than 4 p.m.</p>
April 6, 2020	<p>Procedure Bylaw amended to allow Mayor to call a COTW, cancel a meeting, and other minor updates</p>
March 26, 2018	<p>Council Procedure Bylaw amended to permit one member to participate by electronic means</p>

BACKGROUND

On September 7, 2021 Council directed staff to bring forward amendments to its Council Procedure Bylaw to provide for electronic meetings and other updates. A bylaw is attached for Council’s consideration of first reading along with Council’s current procedure bylaw.

The proposed amendments are summarized in the table below:

Subject	Section	Proposed Amendment	Considerations
Electronic meetings	2, 7.2	To permit electronic meetings in an emergency, special circumstance, or public health event as determined by the Corporate Officer, and By resolution of Council.	Notification in agenda.
Members attend electronically	7.1	One member of council may attend electronically – no change proposed. Two members of a committee may attend electronically. First come, first served basis.	May be challenging to have two members of a committee to regularly attend electronically.
Notices and agendas	6, 7(1)	Notice and agendas to council members by email. Paper notification no longer required unless requested.	
Closed portion	5	May begin at 4 p.m. for a regular Council meeting.	Notice by 4 p.m. on the Thursday before the meeting
Late items	15	A public submission will only be considered as a late item if time sensitive AND received before 2 p.m. on meeting day.	
Delegation	18	Delegation may be through electronic facilities is requested in advance.	As determined by the Corporate Officer
Consent calendar	19	Housekeeping: no longer used	
Question Period	20.1	Questions may be received by email	Limit to two questions per person.

Public Notice

In order to amend the Council Procedure Bylaw, Council must give notice in publication in a newspaper describing the proposed changes in general terms.

STRATEGIC OBJECTIVE

- Healthy Community
- Quality Infrastructure Planning and Development
- Comprehensive Community Planning
- Economic Development

FINANCIAL IMPLICATIONS

None.

OPERATIONAL IMPLICATIONS

None.

ATTACHMENTS

1. Proposed Council Procedure Amendment Bylaw No. 1153, 2021.
2. Council Procedure Bylaw 964, 2012

CONCURRENCE

None

Respectfully submitted,

R. Parker

Rachel Parker
Corporate Officer

C. Postings

Clayton Postings
Chief Administrative Officer

THE CORPORATION OF THE VILLAGE OF CUMBERLAND

BYLAW NO. 1153

A Bylaw to amend Council Procedure Bylaw.

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

1. This Bylaw shall be cited as “Council Procedure Amendment Bylaw No. 1153, 2021”.
2. “The Corporation of the Village of Cumberland Council Procedure Bylaw No. 964, 2012 is amended as follows:
 - (a) in section 2 by adding the following definition:

"emergency" means a present or imminent event, including a local or provincial state of emergency, that

 - (i) is caused by accident, fire, explosion, technical failure, public health advisory, or by the forces of nature, and
 - (ii) requires prompt coordination of action or special regulation of persons or property, to protect the health, safety or welfare of people or to limit damage to property.
 - (x) in section 5 by adding the following subsection:

(2.1) Despite section (2), the closed portion of a regular council meeting may commence at 4 p.m. provided that notice has been provided to members of council by 4 p.m. on the Thursday prior to the meeting.
 - (x) in section 6 by adding the following subsection:

(4) Each member of council will be provided notices required by this bylaw and meeting agendas to each member’s Village email address, unless a council member provides the Corporate Officer, in writing, an alternative method to be notified and provided agendas.
 - (x) in subsection 7(1) by
 - (a) repealing section (c), and
 - (b) repealing paragraph (a) and substituting the following

- (a) providing a copy to each member of council in the manner set out in section 6(4) of this bylaw, and
- (x) in section 7.1 as follows:
 - (1) in subsection (1) adding the words “or a committee” after every instance of the word “council”.
 - (2) in subsection (2) by adding the words “of council” after the word “member”,
 - (3) by adding the following subsections:
 - (2.1) Not more than two members of a committee may participate by means of electronic or other communication facilities at a meeting.
 - (2.2) Where more than the permitted number of members request to attend a meeting through electronic or other communication facilities, attendance by that means will be determined in order of the date of written or email notification received by the Corporate Officer or staff member coordinating the meeting.
- (x) By adding a new section as follows:

7.2 Electronic Meetings During an Emergency or Special Circumstances

- (1) A regular council meeting, a special council meeting, a committee of the whole meeting other than a Village Hall meeting, and a committee meeting may be held using electronic or other communication facilities
 - (a) in an emergency, special circumstance, or public health event that prevents or restricts members from being able to physically meet in one location as determined by the Corporate Officer, and
 - (b) as resolved by Council.
- (2) A meeting held under subsection (1) must:
 - (a) enable the meeting’s participants to hear, or watch and hear, each other; and,
 - (b) except for a meeting that is closed to the public, enable the public to hear, or watch and hear, the members and persons participating by electronic or other communication facilities.

- (3) The agenda of an electronic meeting must include the way in which the meeting is to be conducted electronically and how the public may participate in order to hear and watch the proceedings that are open to the public.

- (x) in section 15 by adding the following subsection:
 - (1.1) A public submission will not be considered as a late item under subsection (1) if received after 2 p.m. on the day of the meeting.

- (x) in section 18 by adding the following subsection:
 - (6) The Corporate Officer may permit a delegation to attend a meeting by electronic or other communication facilities upon advance request provided facilities are available to enable the public to hear, or watch and hear, the delegation.

- (x) By rescinding section 19 in its entirety.

- (x) By adding the following subsection:
 - 20.1 Where facilities are available to live stream a council meeting on the internet, a member of the public may submit no more than two questions by email to the designated email set out in the meeting agenda.

READ A FIRST TIME THIS	DAY OF	2021.
READ A SECOND TIME THIS	DAY OF	2021.
READ A THIRD TIME THIS	DAY OF	2021.
ADOPTED THIS	DAY OF	2021.

Mayor

Corporate Officer

THE CORPORATION OF THE VILLAGE OF CUMBERLAND
BYLAW NO. 964
COUNCIL PROCEDURE BYLAW

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THE CORPORATION OF THE VILLAGE OF CUMBERLAND

BYLAW NO. 964

A bylaw to establish the general procedures to be followed by Council and Council Committees in conducting their business.

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

PART 1 – INTRODUCTION

1. This Bylaw may be cited as “The Corporation of the Village of Cumberland Council Procedure Bylaw No. 964, 2012”.

Definitions

2. In this Bylaw,
 - “CAO” means a person designed by Council as chief administrative officer for the Village;
 - “Commission” means a municipal commission established under s.143 of the *Community Charter*;
 - “Committee” means a standing, select or other committee of Council, but does not include the Committee of the Whole;
 - “Corporate Officer” means a person designated by Council as corporate officer for the Village;
 - “COTW” means the Committee of the Whole Council;
 - “Council” means the Council of the Village of Cumberland;
 - “Mayor” means the Mayor of the Village;
 - “Municipal Office” means the offices of the Corporation of the Village of Cumberland located at 2673 and 2675 Dunsmuir Avenue, Cumberland, BC;
[Bylaw 976]
 - “Municipal Web Site” means the information resource found at an internet address provided by the Village;
 - “Presiding Member” means the Mayor or member of Council that has been designated as the member responsible for acting in the place of the Mayor under section 8;
 - “Public Notice Posting Places” means the notice board at the Municipal Office and the Municipal Web Site;
 - “Village” means the Corporation of the Village of Cumberland.

Application of rules of procedure

3. (1) The provisions of this Bylaw govern the proceedings of Council, COTW, Commissions and all standing and select committees of Council, including public meetings and public hearings, as applicable.
- (2) In cases not provided for under this Bylaw, the current edition of Robert's Rules of Order Newly Revised apply to the proceedings of Council, COTW and Council committees to the extent that those Rules are:
 - (a) applicable in the circumstances, and
 - (b) not inconsistent with provisions of this Bylaw or the *Community Charter*.
- (3) The rules of order set out in this Bylaw are intended to assist the Presiding Member to conduct Council business in an efficient and orderly manner, and may be relaxed or waived at the discretion of the Presiding Member, when deemed appropriate.

PART 2 – COUNCIL MEETINGS

Inaugural meeting

4. (1) Following a general local election, the first Council meeting must be held on the first Monday in November in the year of the election.

[Bylaw 1078]
- (2) If a quorum of council members elected at the general local election has not taken office by the date of the meeting referred to in subsection (1), the first Council meeting must be called by the Corporate Officer and held as soon as reasonably possible after a quorum has taken office.

Time and location of meetings

5. (1) All Council meetings must take place within the Municipal Office except when Council resolves to hold meetings elsewhere.
- (2) Regular Council meetings must:
 - (a) be held a minimum of once per month on designated Mondays in accordance with section 6(1);
 - (b) begin at 5:30 p.m.;
 - (c) be adjourned at 9:00 p.m. on the day scheduled for the meeting unless Council resolves to proceed beyond that time in accordance with s. 22; and

- (d) when such meeting falls on a statutory holiday, be held on the next day the Municipal Office is open which is not a statutory holiday.
- (3) Despite subsection (2), Regular Council meetings may:
 - (a) be cancelled by the Mayor, provided that two consecutive meetings are not cancelled; or [Bylaw 1132]
 - (b) be postponed to a different day, time and place by the Mayor, provided the Corporate Officer is given at least 2 days written notice.

Notice of Council meetings

- 6. (1) In accordance with section 127 of the *Community Charter*, Council must prepare annually on or before December 18th, a schedule of the dates, times and places of regular Council meetings and must make the schedule available to the public by posting it at the Public Notice Posting Places.
- (2) In accordance with section 127 of the *Community Charter*, Council must give notice annually on or before December 31st of the availability of the schedule of regular Council meetings in accordance with section 94 of the *Community Charter*.
- (3) Where revisions are necessary to the annual schedule of regular Council meetings, the Corporate Officer must, as soon as possible, post a notice at the Public Notice Posting Places which indicates any revisions to the date, time and place or cancellation of a regular Council meeting.

Notice of Special meetings and Special *In Camera* meetings

- 7. (1) Except where notice of a Special Meeting or a Special *In Camera* Meeting is waived by unanimous vote of all council members under section 127(4) of the *Community Charter*, a notice of the date, time, and place of a Special Council meeting or Special *In Camera* Council meeting must be given at least 24 hours before the time of meeting, by:
 - (a) emailing a copy to each member of council if an email address has been provided,
 - (b) posting a copy of the notice at the Public Notice Posting Places, and
 - (c) leaving one copy of the notice for each Council member in the Council member's mailbox at the Municipal Office.
- (2) The notice under subsection (1) must describe in general terms the purpose of the meeting and be signed by the Mayor or the Corporate Officer.

Participation in Meetings Electronically

- 7.1 (1) A member of council, other than the member presiding, who is unable to attend a council meeting may participate in the meeting by means of electronic or other communication facilities.
- (2) Not more than one member may participate by means of electronic or other communication facilities at a meeting.
- (3) If the member of council participating at a meeting by means of electronic or other communication facilities is the presiding member, that presiding member is considered unable to act under section 8(1) of this bylaw.

PART 3 - DESIGNATION OF PRESIDING MEMBER

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.
- [Bylaw 1078]
- (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.

PART 4 – COUNCIL PROCEEDINGS

Attendance of public at meetings

9. (1) Except where the provisions of section 90 of the *Community Charter* apply, all Council meetings must be open to the public and no person shall be excluded except for improper conduct.
- (2) Before closing a Council meeting or part of a Council meeting to the public, Council must pass a resolution in a public meeting in accordance with section 92 of the *Community Charter*.

- (3) This section applies to all meetings of the bodies referred to in section 93 of the *Community Charter*, including without limitation:
 - (a) COTW,
 - (b) standing and select committees,
 - (c) parcel tax review panel,
 - (d) board of variance,
 - (e) advisory bodies such as advisory planning commission,
 - (f) Commissions such as parks and recreation commission.
- (4) Despite subsection (1), if the Presiding Member considers that any person at the meeting is acting improperly, the Presiding Member may order that the person is expelled from the meeting. Examples of improper conduct include, but are not limited to, speaking out of turn, interrupting others who are speaking, using foul, disrespectful or inappropriate language or gestures, being disruptive, failing to be called to order when requested to do so by the Presiding Member, or otherwise unreasonably interfering with the ability of Council to conduct its business.
- (5) If a person who is ordered expelled from the meeting does not leave the meeting, a peace officer may enforce the order under subsection (4) as if it were a court order.

Minutes of meetings

10. (1) Minutes of the proceedings of Council must be:
 - (a) legibly and accurately recorded,
 - (b) certified as correct by the Corporate Officer, and
 - (c) signed by the Mayor or the Presiding Member at the meeting or at the next meeting at which the minutes are adopted.
- (2) Subject to subsection (3), and in accordance with section 97(1)(b) of the *Community Charter*, minutes of the proceedings of Council must be maintained and open for public inspection at the Municipal Office during its regular office hours.
- (3) Subsection (2) does not apply to minutes of a Council meeting or that part of a Council meeting from which persons were excluded under section 90 of the *Community Charter*.

Calling meeting to order

11. (1) As soon after the time specified for a Council meeting as there is a quorum present, the Mayor, if present, must take the Chair and call the Council meeting to order; however, where the Mayor is absent, the Presiding Member must take the Chair and call such meeting to order.
- (2) If a quorum of Council is present but the Mayor or the Presiding Member do not attend within 15 minutes of the scheduled time for a Council meeting:
 - (a) the Corporate Officer must call to order the members present, and
 - (b) the members present must choose a member to preside at the meeting.

Adjourning meeting where no quorum

12. If there is no quorum of Council present within 15 minutes of the scheduled time for a Council meeting, the Corporate Officer must:
 - (a) record the names of the members present, and those absent, and
 - (b) adjourn the meeting until the next scheduled meeting.

Agenda

13. (1) Prior to each Council meeting, the Corporate Officer must prepare an agenda setting out all the items for consideration at that meeting, noting in short form a summary for each item on the agenda.
- (2) The deadline for Staff and Council reports to the Corporate Officer for inclusion on the Council meeting agenda is 4:30 p.m. on the Tuesday prior to the meeting. Reports and correspondence from committees and/or the Public will be submitted to the CO or CAO, and the CAO or Mayor will determine appropriateness and timing of the item for agenda inclusion.
- (3) The Corporate Officer may refuse to include any item from the public that in his or her opinion is offensive or makes derogatory comments about a member of staff, Council or a municipal officer. Such items may, where deemed appropriate by the Corporate Officer, be included in the agenda for the *in camera* portion of the Council meeting.
- (4) The Corporate Officer must make the agenda available to the members of Council and the public by 4:00 p.m. on the Thursday prior to the meeting.
- (5) Council must not consider any matters not listed on the agenda unless a new matter for consideration is properly introduced as a late item pursuant to section 15.

Order of proceedings and business

14. (1) The agenda for all regular Council meetings contains the following matters in the order in which they are listed below, as applicable:
- (a) Approval of Agenda;
 - (b) Adoption of Minutes;
 - (c) Delegations;
 - (d) Unfinished Business;
 - (e) Correspondence;
 - (f) Reports (including Committees, COTW, Staff and Councillors);
 - (g) Bylaws;
 - (h) [deleted Bylaw 1132]
 - (i) New Business;
 - (j) Notices, Motions and Announcements;
 - (k) Question Period;
 - (l) Closed Portion;
 - (l.1) Release of Closed Portion Resolutions; [Bylaw 1132]
 - (m) Adjournment.
- (2) Particular business at a Council meeting must in all cases be taken up in the order in which it is listed on the agenda unless otherwise resolved by Council.

Late items

15. (1) An item of business not included on the agenda must not be considered at a Council meeting for inclusion as a late item unless introduction of the late item:
- (a) is deemed by the Mayor or Corporate Officer to be time sensitive; and
 - (b) is approved by Council at the time allocated on the agenda for such matters.
- (2) If the Council makes a resolution under subsection (1), information pertaining to late items must be distributed to the members.

Resolutions

16. A resolution may be introduced at a Council meeting only if notice of it has been included in the agenda, or Council resolves to waive this requirement.

Notices, Motions and Announcements

17. Matters considered under Notices, Motions and Announcements may include
- (a) notices or motions to hold a meeting of the COTW, a Village Hall meeting, and a public hearing, as required, and
 - (b) a notice of motion introduced by a council member.

Delegations

18. (1) The Council may allow an individual or a delegation to address Council at the meeting on the subject of an agenda item provided written application has been received by the Corporate Officer by 4:30 p.m. on the Tuesday prior to the meeting. Each address must be limited to 15 minutes unless a longer period is agreed to by Council.
- (2) Where written application has not been received by the Corporate Officer as prescribed in subsection (1), an individual or delegation may address the meeting if approved by the unanimous vote of the members present.
- (3) Council must not permit a delegation to address a meeting of the Council regarding a bylaw in respect of which a public hearing has been held, where the public hearing is required under an enactment as a pre-requisite to the adoption of the bylaw.
- (4) The Corporate Officer may schedule delegations to another Council, committee or advisory body meeting as deemed appropriate according to the subject matter of the delegation.
- (5) The Corporate Officer may refuse to place a delegation on the agenda if the issue is not considered to fall within the jurisdiction of Council. If the delegation wishes to appeal the Corporate Officer's decision, the information must be distributed under separate cover to Council for their consideration.

Consent Calendar

19. (1) A consent calendar shall be comprised of routine and non-controversial matters to be received for information by Council by a single motion.
- (2) There shall be no discussion on the items included in a consent calendar unless a member so requests and that matter may be considered
- (a) separately under another heading of the regular agenda, or
 - (b) immediately after the receipt of the consent calendar.

Question period

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

Voting at meetings

21. (1) The following procedures apply to voting at Council meetings:
- (a) when debate on a matter is closed the Presiding Member must put the matter to a vote of Council members;
 - (b) when the Council is ready to vote, the Presiding Member must put the matter to a vote by stating:

"Those in favour raise your hands" and then "Those opposed raise your hands".
 - (c) when the Presiding Member is putting the matter to a vote under paragraphs (a) and (b) a member must not:
 - (i) cross or leave the room,
 - (ii) make a noise or other disturbance, or
 - (iii) interrupt the voting procedure under paragraph (b) unless the interrupting member is raising a point of order;
 - (d) after the Presiding Member finally puts the question to a vote under paragraph (b), a member must not speak to the question or make a motion concerning it;
 - (e) the Presiding Member's decision about whether a question has been finally put is conclusive;
 - (f) whenever a vote of Council on a matter is taken, each member present shall signify their vote by raising their hand; and
 - (g) the Presiding Member must declare the result of the voting by stating that the question is decided in either the affirmative or the negative.
- (2) How each member of Council votes on a particular matter will be recorded in the minutes.

Conduct and debate

22. (1) Members speaking at a Council meeting:

- (a) must use respectful language,
 - (b) must not use offensive gestures or signs,
 - (c) must speak only in connection with the matter being debated,
 - (d) may speak about a vote of Council only for the purpose of making a motion that the vote be rescinded, and
 - (e) must adhere to the rules of procedure established under this Bylaw and to the decisions of the Presiding Member and Council in connection with the rules and points of order.
- (2) If a member does not adhere to subsection (1), the Presiding Member may order the member to leave the member's seat, and
- (a) if the member refuses to leave, the Presiding Member may cause the member to be removed by a peace officer from the member's seat, and
 - (b) if the member apologizes to the Council, Council may, by resolution, allow the member to retake the member's seat.

Reconsideration

23. (1) In addition to the authority of the Mayor pursuant to section 131 of the *Community Charter* to require the Council to reconsider and vote again on any matter, a Council member may, subject to subsection (4), at the next Council meeting:
- (a) move to reconsider a matter on which a vote, other than to postpone indefinitely, has been taken, and
 - (b) move to reconsider an adopted bylaw after an interval of at least 24 hours following its adoption.
- (2) A Council member who voted affirmatively for a resolution adopted by Council may at any time move to rescind that resolution.
- (3) Council must not discuss the main matter referred to in subsection (1) unless a motion to reconsider that matter is adopted in the affirmative.
- (4) Council may only reconsider a matter that has not:
- (a) had the approval or assent of the electors and been adopted,
 - (b) been reconsidered under subsection (1) or section 131 of the *Community Charter*,
 - (c) been acted on by an officer, employee or agent of the Village.

Adjournment

24. The Council may continue a Council meeting after 9:00 p.m. by resolution.

PART 5 – BYLAWS

Copies of proposed bylaws

25. A proposed bylaw may be considered at a Council meeting only if a copy of it has been delivered to each Council member at least 24 hours before the Council meeting, or all Council members unanimously agree to waive this requirement.

Form of bylaws

26. A bylaw introduced at a Council meeting must:
- (a) be printed;
 - (b) have a distinguishing name;
 - (c) have a distinguishing number;
 - (d) contain an introductory statement of purpose;
 - (e) be divided into sections.

Bylaws to be considered separately or jointly

27. Council must consider a proposed bylaw at a Council meeting either:
- (a) separately when directed by the Presiding Member or requested by another Council member, or
 - (b) jointly with other proposed bylaws in the sequence determined by the Presiding Member.

Reading and adopting bylaws

29. (1) The Presiding Member of a Council meeting may:
- (a) have the Corporate Officer read a synopsis of each proposed bylaw or group of proposed bylaws, and then
 - (b) request a motion that the proposed bylaw or group of bylaws be read.
- (2) The readings of the bylaw may be given by stating its title and object.
- (3) A proposed bylaw may be debated and amended at any time during the first three readings unless prohibited by the *Community Charter*.
- (4) Subject to section 882 of the *Local Government Act*, each reading of a proposed bylaw must receive the affirmative vote of a majority of the Council members present.

- (5) In accordance with section 135 of the *Community Charter*, Council may give two or three readings to a proposed bylaw at the same Council meeting.
- (6) Despite section 135(3) of the *Community Charter*, and in accordance with section 890(9) of the *Local Government Act*, Council may adopt a proposed official community plan or zoning bylaw at the same meeting at which the plan or bylaw passed third reading.

Bylaws must be signed

30. After a bylaw is adopted, and signed by the Corporate Officer and the Presiding Member of the Council meeting at which it was adopted, the Corporate Officer must have it placed in the Village's records for safekeeping and endorse upon it:
 - (a) the Village's corporate seal,
 - (b) the dates of its readings and adoption; and
 - (c) the date of Ministerial approval or approval of the electorate if applicable.

PART 6 - COMMITTEE OF THE WHOLE

Committee of the Whole meetings

31. (1) Meetings of Committee of the Whole shall be established in the annual schedule of regular meetings, determined by Council resolution, or called by the Mayor. [Bylaw 1132]
- (2) At any time during a regular Council meeting, Council may by resolution go into COTW.
- (3) A meeting, other than a standing or select committee meeting, to which all members of Council are invited to consider, but not to decide on, matters of the Village's business is a meeting of COTW.

Notice for COTW meetings

32. (1) The Corporate Officer must make an agenda for a COTW available to the members of Council and the public at least 72 hours before the meeting. [Bylaw 1132]
- (2) Subsection (1) does not apply to a COTW meeting that is called, in accordance with this bylaw, during a Council meeting for which public notice has been given under this bylaw.

Minutes of COTW meetings

33. (1) Minutes of the proceedings of COTW must be:
- (a) legibly and accurately recorded,
 - (b) certified by the Corporate Officer,
 - (c) signed by the member presiding at the meeting, and
 - (d) maintained and open for public inspection at the Municipal Office during its regular office hours.

Calling a meeting to order

34. (1) As soon after the time specified for a COTW meeting as there is a quorum present, the Mayor, if present, must take the Chair and call the Council meeting to order; however, where the Mayor is absent, the Presiding Member must take the Chair and call such meeting to order.
- (3) If a quorum of the COTW is present but the Mayor or the Presiding Member do not attend within 15 minutes of the scheduled time for a Council meeting:
- (e) the Corporate Officer must call to order the members present, and
 - (f) the members present must choose a member to preside at the meeting.

Order of proceedings and business

35. (1) The agenda for all regular COTW meetings shall contain the following matters in the order in which they are listed below:
- (a) Approval of agenda;
 - (b) Approval of minutes;
 - (c) Delegations and Question Period;
 - (e) Committees – Minutes, Reports and Recommendations;
 - (f) Reports – Staff, Councillors
 - (g) Correspondence
 - (h) New Business
 - (j) COTW Recommendations to Council
 - (i) Question Period
 - (k) Adjournment.

PART 7 – COMMITTEES AND COMMISSIONS

Duties of standing committees

36. (1) Standing committees must be appointed by the Mayor in accordance with the Community Charter, Section 414; and must consider, inquire into, report and make recommendations to Council about all of the following:
- (a) matters that are related to the general subject indicated by the name of the committee;
 - (b) matters that are assigned by Council;
 - (c) matters that are assigned by the Mayor;
- (2) Standing committees must report and make recommendations to Council at all of the following times:
- (a) in accordance with the schedule of the committee's meetings;
 - (b) on matters that are assigned by Council or the Mayor,
 - (i) as required by Council or the Mayor, or
 - (ii) at the next Council meeting if the Council or Mayor does not specify a time.

Duties of select committees

37. (1) Select committees must be appointed by Council in accordance with the Community Charter, Section 142; and must consider, inquire into, report and make recommendations to Council about the matters referred to the committee by the Council.
- (2) Select committees must report and make recommendations to Council at the next Council meeting unless Council specifies a different date and time.

Schedule of meetings

38. (1) At its first meeting after its establishment a standing committee, select committee or commission must establish a regular schedule of meetings.
- (2) The chair may call a meeting of the committee or commission in addition to the scheduled meetings or may cancel a meeting.

Notice of meetings

39. (1) Subject to subsection (2), after the committee or commission has established the regular schedule of meetings, including the times, dates and places of the meetings, notice of the schedule must be given by:

- (a) posting a copy of the schedule at the Public Notice Posting Places; and
 - (b) providing a copy of the schedule to each member of the committee or commission.
- (2) Where revisions are necessary to the annual schedule of meetings, the Corporate Officer must, as soon as possible, post a notice at the Public Notice posting places which indicates any revisions to the date, time and place or cancellation of a meeting.
- (3) The chair must cause a notice of the day, time and place of a meeting called under section 38(2) to be given to all members at least 12 hours before the time of the meeting.

Attendance at meetings

40. Council members who are not members of a committee or commission may attend the meetings of the committee or commission.

Minutes of meetings

41. Minutes of the proceedings of a committee and commission must be:
- (a) legibly and accurately recorded,
 - (b) certified by the Corporate Officer,
 - (c) signed by the chair or member presiding at the meeting, and
 - (d) maintained and open for public inspection at the Municipal Office during its regular office hours.

Quorum

42. The quorum for a committee or commission is a majority of all of its members.

Conduct and debate

43. (1) The rules of the Council procedure must be observed during committee and commission meetings, so far as is possible and unless as otherwise provided in this Bylaw.
- (2) Council members attending a meeting of a committee or commission, of which they are not a member, may participate in the discussion only with the permission of a majority of the committee members present.

Voting at meetings

44. Council members attending a meeting of a committee or commission of which they are not a member must not vote on a question.

PART 8 – GENERAL

45. If any section, subsection or clause of this bylaw is for any reason held to be invalid by the decision of a court of competent jurisdiction, such decision does not affect the validity of the remaining portions of this bylaw.
46. This bylaw may not be amended or repealed and substituted unless Council first gives notice in accordance with section 94 of the *Community Charter*.
47. “The Corporation of the Village of Cumberland Council Procedure Bylaw No. 859, 2007” as amended is repealed.

READ A FIRST TIME THIS	11 TH	DAY OF JUNE	2012.
READ A SECOND TIME THIS	11 TH	DAY OF JUNE	2012.
READ A THIRD TIME THIS	11 TH	DAY OF JUNE	2012.
ADOPTED THIS	25 TH	DAY OF JUNE	2012.

Mayor

Corporate Officer

COMMITTEE OF THE WHOLE REPORT



REPORT DATE: 10/20/2021

MEETING DATE: 10/25/2021

File No. 0390-20

TO: Mayor and Councillors

FROM: Rachel Parker, Corporate Officer

SUBJECT: Association of Vancouver Island and Coast Communities Resolutions

RECOMMENDATION

- i. THAT the Committee receive the Association of Vancouver Island and Coast Communities Resolutions report.

PURPOSE

The purpose of this report is to notify Council of the opportunity to submit resolutions to the 2022 Association of Vancouver Island and Coast Communities (AVICC) conference taking place in April 2022 and to give an opportunity for members to discuss potential submissions.

BACKGROUND

The 2022 AVICC convention is planned to take place in person from April 1-3, 2022 in Victoria. AVICC is an opportunity for member local governments to submit resolutions that, if endorsed, would be considered at the fall Union of BC Municipalities conference. As noted on the UBCM website:

The UBCM was formed to provide a common voice for local government...Convention continues to be the main forum for UBCM policy-making. It provides an opportunity for local governments of all sizes and from all areas of the province to come together, share their experiences and take a united position.

Positions developed by members are carried to other orders of government and other organizations involved in local affairs. Policy implementation activities have expanded from annual presentations to Cabinet to UBCM involvement in intergovernmental committees, regular meetings with Ministers and contact on a daily basis with senior government.

Council has the opportunity at this meeting to discuss what resolution topics, if any, it might like to submit to AVICC, and to prepare resolutions for Council approval before the submission deadline of January 28, 2022.

Resolutions of a regional nature endorsed by AVICC are submitted to the appropriate government office for response. Resolutions of provincial interest endorsed by AVICC are submitted to UBCM Resolution Committee for review for submission to the UBCM convention. The AVICC resolution guidelines recommend focus on issues that are province-wide and to avoid repeat resolutions. Background information must accompany each resolution submitted.

Cumberland has submitted the following resolutions since 2019:

Year	Topic	AVICC Disposition	UBCM Disposition
2021	Clean and Renewable Energy Regulatory Framework	Endorsed	Endorsed
2021	Farmers' Markets as Essential Services During Local Emergencies	Endorsed	Endorsed
2021	Drinking Water Protection and Private Managed Forest Land	Endorsed	Endorsed
2020	Funding for Clean Renewable Energy Projects	n/a	No recommendation-Refer to UBCM Executive
2020	Private Managed Forest Land Program Environment Values	n/a	Endorsed
2019	Protective Services DCCs	Endorsed	Not admitted for debate

ALTERNATIVES

1. Council may discuss resolutions for submission to the 2022 AVICC convention. It is not required that Council submit resolutions.
2. Any other action deemed appropriate by Council.

STRATEGIC OBJECTIVE

- Healthy Community
- Quality Infrastructure Planning and Development
- Comprehensive Community Planning
- Economic Development

FINANCIAL IMPLICATIONS

Other than costs for members to attend the AVICC and UBCM conferences, there are no financial implications to submitting resolutions.

OPERATIONAL IMPLICATIONS

Corporate Services typically provides the required background information for resolutions.

ATTACHMENTS

None

CONCURRENCE

None

Respectfully submitted,

R. Parker

Rachel Parker
Corporate Officer

C. Postings

Clayton Postings
Chief Administrative Officer



2022 AGM & CONVENTION

RESOLUTIONS NOTICE REQUEST FOR SUBMISSIONS

The AVICC Executive is calling for resolutions to be considered at the 2022 AGM and Convention that, subject to public health order restrictions, will be held at the Victoria Conference Centre as an in-person event from April 1-3, 2022.

Members are now asked to submit resolutions for consideration at the 2022 Convention. The requirements for the resolutions are outlined below and in the following pages.

DEADLINE FOR RESOLUTIONS

AVICC must receive all resolutions by: **noon, Friday, January 28, 2022**

IMPORTANT SUBMISSION REQUIREMENTS

To submit a resolution to the AVICC for consideration please send:

1. One copy as a **word document** by email to avicc@ubcm.ca by the deadline; AND
2. One copy of the resolution by regular mail that may be received after the deadline to:
AVICC, 525 Government Street, Victoria, BC V8V 0A8

AVICC's goal is to have resolutions that can be clearly understood, and that have specific actions. If a resolution is endorsed, its "therefore clause" will form the basis for advocacy work with other levels of government and agencies. Detailed guidelines for preparing a resolution are on the next pages, but the basic requirements are:

- Resolutions are only accepted from AVICC member local governments, and must have been endorsed by the board or council.
- Members are responsible for submitting accurate resolutions. AVICC recommends that local government staff assist in drafting the resolutions, check the accuracy of legislative references, and be able to answer questions from AVICC & UBCM about each resolution. Please contact AVICC & UBCM for assistance in drafting the resolution.
- Each resolution **must include a separate backgrounder** that is a maximum of 3 pages and specific to a **single** resolution. Do not submit backgrounders for multiple resolutions. The backgrounder may include links to other information sources and reports.
- Sponsors should be prepared to speak to their resolutions.
- Resolutions must be relevant to other local governments within AVICC rather than specific to a single member government.
- The resolution must have at least one "whereas" clause and should not contain more than two "whereas" clauses. Each whereas clause must only have **one sentence**.

LATE AND OFF THE FLOOR RESOLUTIONS

- a. A resolution submitted after the regular deadline is treated as a "Late Resolution". Late Resolutions need to be received by AVICC by noon on **Wednesday, March 30th**.
- b. Late resolutions are not included in the resolutions package sent out to members before the Convention. They are included in the Report on Late Resolutions that is distributed on-site.
- c. The Resolutions Committee only recommends late resolutions for debate if the topic was not known prior to the regular deadline date or if it is emergency in nature. Late resolutions require a special motion at the convention to admit for debate.
- d. Late resolutions are considered after all resolutions printed in the Resolutions Book have been debated. The time is set out in the program, and is normally on Sunday morning.
- e. Off the Floor resolutions must be submitted in writing to the Chair of the Resolutions Session, and copies must be made available to all delegates no later than Sunday morning.

UBCM RESOLUTION PROCEDURES

UBCM urges members to submit resolutions to Area Associations for consideration. Resolutions endorsed at Area Association annual meetings are submitted automatically to UBCM for consideration and do not need to be re-submitted to UBCM by the sponsor.

UBCM and its member local governments have observed that submitting resolutions first to Area Associations results in better quality resolutions overall. If absolutely necessary, however, local governments may submit council or board endorsed resolutions directly to UBCM by June 30. Should this be necessary, detailed instructions are available on the UBCM website.

UBCM RESOLUTIONS PROCESS

1. Members submit resolutions to their Area Association for debate.
2. The Area Association submits resolutions endorsed at its Convention to UBCM.
3. The UBCM Resolutions Committee reviews the resolutions for submission to its Convention.
4. Resolutions endorsed at the UBCM Convention are submitted to the appropriate level of government for response.
5. UBCM will forward the response to the resolution sponsor for review.

UBCM RESOLUTIONS GUIDELINES

The Construction of a Resolution:

All resolutions contain a preamble – the whereas clause(s) – and an enactment clause. The preamble describes **the issue** and the enactment clause outlines **the action being** requested of AVICC and/or UBCM. A resolution should answer the following three questions:

- a) **What is the problem?**
- b) **What is causing the problem?**
- c) **What is the best way to solve the problem?**

Preamble:

The preamble begins with "WHEREAS", and is a concise paragraph about the nature of the problem or the reason for the request. It answers questions (a) and (b) above, stating the problem and its cause, and should explain, clearly and briefly, the reasons for the resolution.

The preamble should contain no more than two "WHEREAS" clauses. Supporting background documents can describe the problem more fully if necessary. Do not add extra clauses.

Only one sentence per WHEREAS clause.

Enactment Clause:

The enactment clause begins with the phrase "Therefore be it resolved", and is a concise sentence that answers question (c) above, suggesting the best way to solve the problem. **The enactment should propose a specific action by AVICC and/or UBCM.**

Keep the enactment clause as short as possible, and clearly describe the action being requested. The wording should leave no doubt about the proposed action.

HOW TO DRAFT A RESOLUTION

1. Address one specific subject in the text of the resolution.

Since your community seeks to influence attitudes and inspire action, limit the scope of a resolution to one specific subject or issue. Delegates will not support a resolution if it is unclear or too complex for them to understand quickly. If there are multiple topics in a resolution, the resolution may be sent back to the sponsor to rework and resubmit, and may end up as a Late Resolution not admitted for debate.

2. For resolutions to be debated at UBCM, focus on issues that are province-wide.

The issue identified in the resolution should be relevant to other local governments across BC. This will support productive debate and assist UBCM to represent your concern effectively to the provincial or federal government on behalf of all BC municipalities and regional districts. Regionally specific resolutions may be referred back to the AVICC, and may not be entered for debate during the UBCM Convention.

3. Use simple, action-oriented language and avoid ambiguous terms.

Explain the background briefly and state the desired action clearly. Delegates can then debate the resolution without having to try to interpret complicated text or vague concepts.

4. Check legislative references for accuracy.

Research the legislation on the subject so the resolution is accurate. Where necessary, identify:

- the correct jurisdictional responsibility (responsible ministry or department, and whether provincial or federal government); and
- the correct legislation, including the title of the act or regulation.

5. Provide factual background information.

Even a carefully written resolution may not be able to convey the full scope of the problem or the action being requested. Provide factual background information to ensure that the resolution is understood fully so that members understand what they are debating and UBCM can advocate effectively with other levels of government and agencies.

Each resolution **must include a separate backgrounder** that is a maximum of 3 pages and specific to a single resolution. Do not submit backgrounders that relate to multiple resolutions. The backgrounder may include links to other information sources and reports.

The backgrounder should outline what led to the presentation and adoption of the resolution by the local government, and can link to the report presented to the council or board along with the resolution. Resolutions submitted without background information **will not be considered** until the sponsor has provided adequate background information. This could result in the resolution being returned and having to be resubmitted as a late resolution.

6. Construct a brief, descriptive title.

A title identifies the intent of the resolution and helps eliminate the possibility of misinterpretation. It is usually drawn from the "enactment clause" of the resolution. For ease of printing in the Annual Report and Resolutions Book and for clarity, a title should be no more than three or four words.

TEMPLATE FOR A RESOLUTION

Whereas << *this is the area to include an issue statement that outlines the nature of the problem or the reason for the request* >> ;

And whereas << *if more information is useful to answer the questions - what is the problem? what is causing the problem?>> :*

Therefore be it resolved that AVICC & UBCM << *specify here the action(s) that AVICC & UBCM are being asked to take on, and what government agency the associations should be contacting to solve the problem identified in the whereas clauses* >>.

If absolutely necessary, there can be a second enactment clause (the “therefore” clause that specifies the action requested) with the following format:

And be it further resolved that << *specify any additional actions needed to address the problem identified in the whereas clauses* >>.



QUARTERLY REPORT TO COUNCIL

July to September 2021



THE VILLAGE OF
CUMBERLAND

250.336.2291
info@cumberland.ca
cumberland.ca

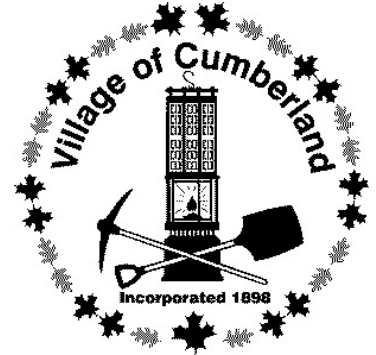
2673 Dunsmuir Avenue
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STRATEGIC PRIORITIES QUARTERLY REPORT



MEETING DATE: October 25, 2021
REPORT PERIOD: July to September 2021
FROM: Clayton Postings, Chief Administrative Officer

The attached report is for the period of April to June 2021 and summarizes activities relating to the Village's Strategic Priorities and major projects and initiatives. As well the report includes the following department quarterly updates.

- Financial Services
- Fire Services and Bylaw Services
- RCMP
- Development Services
- Legislative Services (Council Resolution list)

QUARTERLY SUMMARY

During the past quarter the Village continued to respond to the lifting of the various public health orders, as the province moved through their Restart Plan. Further into the summer unfortunately additional restrictions from the Provincial Health Officer were introduced, resulting in requirements for the Village to implement new policies. These new orders did require adjustment to Village operations and have required additional staff time to implement, which did impact some project timelines.

The quarter also included unprecedented weather events, with little to no precipitation during the entire summer resulting in the Village moving to Stage 2 of water restrictions. While also experience Heat Dome and extreme heat on a few occasions, which included the activation of cooling centres across the region. The Village worked with regional partners and local community groups in responding to both weather related events. Plans are being planned and developed for future response to extreme weather conditions.

This quarter did see a number of important major projects commence planning, underway includes the Waste Water Treatment facility and Childcare Space creation, both in the early planning phases.

The Village received a couple of grants, including a Develop Services Modernization project grants for \$250k, as well as, Active Transportation Planning grant for \$14k. Both of the grants are very important and will help the Village respond to the growing demands within the community and create strategies to address the increased demand.

ATTACHMENTS

1. Village of Cumberland Strategic Priorities 2021 third quarter report



115
GOALS

51%
GOAL COMPLETION

STRATEGIC PRIORITIES 2020-2023 PLAN

QUALITY INFRASTRUCTURE PLANNING AND DEVELOPMENT

Initiative	Description	2... 2021 2022 2023 20... 2025	Updates	Tasks	Status
Asset Management	Maintain a high-level, systematic approach that supports the Village in moving toward service, asset and financial sustainability.				On Track
→ Construct new Fire Hall	Construct a new Village fire hall building which replaces the existing fire hall.		NEW Project complete grand opening occurred in September 2021.		Complete
→ Inventory Natural Assets	Identify environmentally sensitive areas to ensure an appropriate balance between future growth of community and preservation of key natural assets.		NEW Natural Asset policy development is underway, expected to provide Council Draft Asset Management policy late 2021, this policy will include various aspects and criteria for Natural Asset, allowing policy direction for future projects and initiatives.	Village Asset Management Policy - Natural Asset included <input type="checkbox"/> Regional Municipal Natural Asset Initiative (MNAI) project <input type="checkbox"/> Perseverance Watershed Initiative <input type="checkbox"/>	On Track
			The Village commence a review of the Village water shed, with the focus to identify key priorities areas for protection and management. This project is in partnership with the landowners and Cumberland Community Forest Society. The project objectives and actions are in development and will be reported on in early 2022.		
→ Civic facilities and properties review	Conduct a review of existing and future civic facilities and properties including partnership opportunities, space requirements, and service levels.		NEW The Village's consultant commenced the project in September scheduling staff and Council workshops to occur in October and November with the final report being presented before the end of 2021.	Focus on Union Rd. and Dunsmuir Village owned properties and facilities <input type="checkbox"/> Off Street parking lot improvements reviewed independent of facilities and properties <input type="checkbox"/>	On Track

↳ Asset Management Policy	Policy that outlines the principles and mandated requirements for undertaking asset management across the organization in a systematic and coordinated way, consistent with the organization's plans.		NEW Staff have been working with the Asset management consultant in the development of a policy. The consultant will provide Council with a workshop in November and discuss policy and plan options. The intent is to complete the work by the end of 2021	On Track
Liquid Waste Management	Develop an environmentally sustainable method of treating the Village's liquid waste.			On Track
↳ High performance waste water treatment project	Satisfy conditions of existing operating permit through upgrades to existing Liquid Waste Treatment system. Project part of ICIP grant funding.		NEW Design process has been delayed. Conceptual design that was finalized in October was planned to have been completed in mid-summer.	On Track
↳ Future Waste Water Treatment Approval	Proceed toward registration under the MWR or LWMP operational certificate. Completion by 2025.			Not started
Drinking Water	Maintain high quality safe drinking water supply and service that meets the all regulatory requirements.			On Track
↳ Dam #2 reconstruction funding confirmation	Based on the preliminary design the Village will seek funding to complete detailed design, construction, and creek restoration.		NEW No update relating to the funding application as of September 1st, 2021.	Behind
↳ Watershed Management Plan	2016 Village watershed management plan actions, including: stakeholder engagement, infrastructure and water monitoring, mitigation strategies, education and reporting.		Recommendations from the WMP are starting to be included in annual budgeting and for 2021 we are looking to install monitoring equipment at Stevens Lake.	On Track
Transportation Assessment	Review risk and opportunities relating to active transportation, parking, walkability, connection/paths, accessibility, sidewalks, transit.			On Track
↳ Traffic and Pedestrian data collection	Collect data to inform updated transportation master plan. Including: vehicle, bicycle, pedestrian and parking.		NEW Data types and locations have been determined and looking to engage a consultant to assist with the data collection.	Behind
↳ Transportation Master plan	Plan and inform corridors and standards relating to roads and pathways.		NEW Consultant engaged to prepare foundation information about active transportation to inform the Transportation Master Plan. To include mapping, community survey, and policy review and complete December 2021.	<p>Active Transportation Planning project <input type="checkbox"/></p> <p>Community wide speed limit reduction option reviewed <input type="checkbox"/></p> <p>Not started</p>

COMPREHENSIVE COMMUNITY PLANNING

Initiative	Description	2020	2021	2022	2023	Updates	Tasks	Status
Community Climate Change Assessment	As per the OCP, consider climate change impacts and risk and provide options to enable adaptation.							Not started
→ Climate assessment, mitigation and adaption	Based on principles in the Comox Valley Sustainability Strategy target in the Regional Growth Strategy of 2011, Develop Village assessment for measures to undertake to deal with climate change impacts.					Staff are developing a process which ensures strategic priorities and other Village projects and initiatives include key review and considerations relating to climate change response. This process will be a tool which allows the Village to respond as well as plan for climate change as part of regular operational activitie.		Not started
Zoning Bylaw Update	Updates to Zoning Bylaw No. 1027, 2016					Zoning Amendment Bylaw No. 1133, 2020 adopted on March 8, 2021		Complete
→ Zoning bylaw review	First major update to the Bylaw since adoption. Updates are to address areas within the language of the bylaw that enables it to be more workable when applying the regulations and provisions of the bylaw					Complete with bylaw adoption March 8, 2021		Complete
Official Community Plan Updates	OCP to receive various section updates relating to Heritage, Housing, Regional Growth which will precede the next OCP review							On Track
→ Enhance Heritage protection tools	Develop the necessary heritage protection tools, special requirements related to heritage situations can be enabled either through Heritage Alteration Permits or other heritage protection tools.					Implementing website updates and other ongoing initiatives presented in June 14 2021 report.		On Track
→ Housing Needs Assessment report	Housing needs reports are a way for communities to better understand their current and future housing needs. These reports can help identify existing and projected gaps in housing supply by collecting and analyzing quantitative and qualitative information about local demographics, economics, housing stock, and other factors. A housing needs report is critical to developing a housing strategy or action plan.					CVRD submitted the required documentation to UBCM for the Regional Housing Needs Assessment. We have met all of the requirements and can now consider the project complete.		Complete

Urban Forest	Urban forest management program will occur through education, with a primary focus of clearly illustrating the environmental, economic and social benefits of trees to the public, land owners and developers.		NEW Implementation of UFMP recommendations underway by Parks Operations; e.g. Recommendations #22 (Implement methods to reduce further decline of lost risk Douglas firs in Village Park) and #32/33 (Pruning policy/methodology).	On Track
→ Urban Forest Management Consultation	Final development of an urban forest management plan includes the requirement to seek public input on the recommendations, the priorities for implementation and the canopy cover target for the Village.		NEW Project complete. Further public engagement and canopy tree cover target moved to future bylaw and policy development project.	Complete
→ Urban Forest Bylaw and Policy Development	Trees are a collective community resource; the benefits of trees can extend far beyond property lines. As such, there is a need to protect trees on both public and private land in order to ensure the long-term sustainability of the urban forest.		NEW Adoption of tree protection bylaw proposed for the 2022-2026 Financial Plan.	Not started

HEALTHY COMMUNITY

Initiative	Description	2020	2021	2022	2023	Updates	Tasks	Status
Food Security	Food security efforts to support that all people have sufficient, safe and nutritious food for an active and healthy life. Healthy food needs to be available and accessible so people can make healthy food choices.							On Track
→ Regional Food Policy Council participation	As per the OCP, Consider new and innovative approaches to urban food production that increase food security, in partnership with citizens, community groups, and other stakeholders.					NEW Staff working with community group proposing a permaculture food forest project adjacent to Rotary Orchard Park.	Vancouver Island Food Charter Council direction to consider the Vancouver Island Food Charter during future OCP updates. <input type="checkbox"/>	On Track
Child Care Space Creation	The Village of Cumberland has developed a child care inventory and child care space creation plan to help support the healthy development of our children as well as the economic development of the community. The Village is utilizing this Plan along with the creation/update of Village policy towards the development/creation of new childcare space.							On Track

→ BC Child Care New Spaces Fund Application	Apply for Provincial funding through the Community Child Care Space Creation Program to create new child care spaces within the Village.		The Village was awarded on May 26th, \$3M in funding toward the creation of 85 new childcare spaces for the Village of Cumberland. Village staff will commence the project and begin engaging with partners. The project will be moved to the emerging project category.	Complete
→ Child Care Policy and Bylaw Development	Implement Policy and Bylaw recommendations identified in Child care Action Plan		Updates to zoning bylaw included increased flexibility relating to childcare development. Future OCP and zoning bylaw updates will consider added options.	Complete
→ Childcare Space Creation project	The Village was awarded \$3M toward the development of 85 new childcare spaces.		NEW Village staff recently engaged SD71 to perform the role of Project Manager in the design/build of the childcare facility	On Track
Arts and Culture	Arts and culture in Cumberland make up an important aspect of the Village's identity and quality of life. .			Not started
→ Arts and Culture Master plan	Development of an Arts and Culture Action Plan to provide a more comprehensive and strategic approach to strengthen and support the arts and culture sector in Cumberland.		NEW In September 2021, council directed staff to utilize Restart Grant Funding to complete the Recreation, Arts and Culture Master Plan The work towards the Arts and Culture Plan as identified within the Economic Development Strategy will be completed under the Recreation, Arts and Culture Master Plan. this process is to be led by the Village Parks/Rec, with the support of the Economic Development department.	On Track

ECONOMIC DEVELOPMENT

Initiative	Description	2020	2021	2022	2023	Updates	Tasks	Status
COVID- 19 Recovery	Village activities relating to COVID-19 emergency response and recovery.							On Track
→ Village Administrative Functions	Develop and implement response and adaptation plan for Village Service delivery, including Council activities and Village office.					NEW Due to ongoing provincial and regional changes to COVID-19 response, the Village has moved this activity from response into an operational item. Continued actions will be based on existing situation reports and any public health orders and will be managed by staff. If conditions change or added measures are directed by Public health, staff will at that time provide a report and recommendations to Council.		On Track

<p>→ Local/Regional Economic Development recovery initiatives</p>	<p>COVID-19 Regional Economic Task group created with Village participation. Identify economic recovery efforts for the Village and region.</p>		<p>COVID related regional economic development initiatives are currently active, while the CVRD reviews/revises its approach to economic development services.</p> <p>Village staff continue to plan/work in support of regional initiatives and will continue to engage staff/colleagues in other regional jurisdictions in support of these efforts.</p>	<p>Complete</p>
<p>Economic Development Strategy</p>	<p>Economic Development Strategy and Implementation Plan will guide economic development initiatives and decision-making. It provides a long-term vision and implementation framework for economic development work.</p>			<p>On Track</p>
<p>→ Bevan Industrial Area Development</p>	<p>The Bevan Industrial Lands contain approximately 500 ha of land zoned for industrial use, which represents approximately 84% of the remaining industrial lands within the entire Comox Valley. Explore options to diversify its non-residential tax base by attracting new investment, business, and development in this area</p>		<p>NEW</p> <p>In 2020, the Village developed the Bevan Industrial Lands Master Concept Plan as an opportunity to attract new investment, business, and development for the area.</p> <p>Building on the Bevan Industrial Lands Master Concept Plan, staff are in the process of identifying further operational needs and/or planning tools to support future growth of the Bevan Lands, such as a master servicing plan and/or policy updates to improve the Village's ability to guide industrial development.</p>	<p>On Track</p>
<p>→ Investment Attraction Action Plan</p>	<p>Strategy identifies competitive advantages and opportunities within the Village, with recommendations to achieve investment attraction.</p> <p>The Cumberland Investment Attraction Action Plan was finalized and adopted by Council in February 2021. The implementation of the plan will take place through the work/operations of the Economic Development Officer.</p>		<p>The Cumberland Investment Attraction Plan was completed in January 2021</p>	<p>Complete</p>
<p>→ Economic Development webportal</p>	<p>The web-portal provides information relating to business, investment and/or development opportunities within the Village.</p>		<p>Launched 2021. Moving forward, staff will be providing maintenance and regular updates to the web-portal.</p>	<p>Complete</p>

<p>→ Village Business Association</p>	<p>Organized business group to which would be eligible to partner and promote Village business opportunities.</p>		<p>NEW Currently working with the CBA in the development a Memorandum of Understanding (MOU). Report will be presented in October 2021.</p>	<p>On Track</p>
<p>→ Conduct Investment Attraction</p>	<p>This strategy would involve a set of promotional and outreach activities guided by an Investment Attraction Plan. Through the investment attraction plan, the work will prioritize shaping development of key properties (i.e. interchange lands) sectors (e.g. health care, light industrial), and gaps in the economy (e.g. accommodations).</p>		<p>The strategy was adopted by Council in Feb. 2021, the recommendations will now become operational with Ec. Dev. Service.</p>	<p>Complete</p>

SUPPORT COMMUNITY-LED RECONCILIATION AND RELATIONSHIP BUILDING.

Initiative	Description	Q...Q...Q...Q...Q...Q...Q...Q...Q...Q...	Updates	Tasks	Status
<p>Commitment to reconciliation with Indigenous peoples and the United Nations Declaration of Rights of Indigenous Peoples</p>			<p>NEW Village Staff have engaged KFN in arranging training/education relating to the KFN Cultural Heritage Policy. The Village has also submitted a permit request through the Cultural Heritage Policy for the Lake Park water front improvements. Community to Community forum is scheduled in November, 2021.</p>		<p>On Track</p>

OPERATIONAL ACTIVITIES

Initiative	Description	... Q...Q...Q...Q...Q...Q...Q...Q...Q...Q...	Updates	Tasks	Status
<p>Village Forest Land Management Strategy</p>	<p>Develop a Management Direction Statement for Village Forest Lands</p>		<p>Land Management Direction Statement adopted by Council February 2021.</p>		<p>Complete</p>
<p>Animal Control Bylaw Amendments</p>	<p>Update Animal Control Bylaw to allow greater flexibility and authority.</p>		<p>Bylaw adopted in October 2020. Staff will now work through ticketing program.</p>		<p>Complete</p>
<p>Organizational Service Delivery update</p>	<p>Review all service delivery process and areas requiring clarification and additional support.</p>		<p>The review of Villages service delivery and organizational model is complete and implementation of action items is underway. Departments are now working through their own action plan items and implementing recommendations. Project complete.</p>		<p>Complete</p>
<p>Cumberland Trail Network Agreement</p>	<p>Work with UROC, Mosaic and Hancock to revise and update the model for collaborative management of the Cumberland Trail Network.</p>		<p>Draft Cumberland Trail Network MOU under review; meanwhile, existing License Agreement has been extended to 2022.</p>		<p>On Track</p>

Cumberland Lake Park: Operations and Improvement Agreement	Develop 10 year Operating and Improvement agreement with CLWS.						NEW Long term operating agreement proposal scheduled to be presented to Council in late fall 2022.	On Track
Regional Solid Waste Collection	Existing solid waste collection contract for entire region expires in 2022, regional partners plan to collaborate of developing and releasing a joint RFP						Due to the delay in having the regional organics facility up and running by April of 2022, now planned for fall of 2022, there is less urgency to have a new collection contract in place. Most muni contracts right now with Emterra have an extension clause to allow for a delay as we're seeing with the regional facility.	On Track
Procedure Bylaw updated	Due to recent COVID related legislation there is a requirement to complete a update to the Villages Procedure Bylaw.						NEW Council provided direction on September 7. Bylaw to be presented to Council in October 2021.	On Track
DCC Bylaw review and update	Review of DCC projects and update to costing. Review of exception policies.						NEW Council provided additional funding to complete project, staff have engaged the consultant and held initial meeting in October. The revised project plan and schedule is being developed, it will include Council, Staff and community engagement with a final report expected to be received in early spring 2022.	Behind
Solport Park Design	Design and development of Solport Park						NEW Neighbourhood Engagement took place in Fall, 2020. Next steps to report on input received, create conceptual design and plan for implementation.	Behind

EMERGING ITEMS

Initiative	Description	2020	2021	2022	2023	Updates	Tasks	Status
COVID-19 Restart Funding	The Village received \$1.3M in COVID-19 restart funding directed toward supporting the Village through the pandemic recovery.					NEW As of September 2021, Council has allocated approximately \$862,825 in Restart Funding, leaving a remaining balance of \$449,175.		On Track
→ IT service improvements	Investigate alternatives relating to IT service support.					The IT infrastructure improvements are now complete.		Complete
→ Phase 2 Village Office Upgrades	Phase 2 includes relocation of Public Works staff to Old Fire Hall, creation of Community Policing Office in Old Fire Hall, upgrades to planning and recreation work places.					NEW As of the middle of October this project is complete.		Complete

→ Community Group Support	Restart funding provided by Council to community organizations.		NEW Staff are to report back to Council on opportunities to utilize Restart Funding to support the Village's 2022 Community Grant in aid program.	On Track
→ Downtown Improvements	Council directed Restart Funding towards the purchase/installation of temporary picnic tables, an event tent and safety barriers for sidewalk patios. Funding was also directed towards the purchase of wayfinding and pedestrian safety signage in the Village.		NEW Village and the CBA have agreed to leave the tents located in Village Square and Cumberland Museum in place through the fall as they continue to get good use. Staff and the CBA will revisit this decision in January to determine if/when they should be taken down.	On Track
→ Phase 1 Village Office Upgrades	Phase 1 Village Hall upgrades includes front reception and administration area improvements, along with accessibility upgrades.		The Village office phase 1 upgrades have been completed early March, 2021 and the office is now open for in person service.	Complete
→ Back-up Generator New Fire Hall	Back-up power supply for new fire hall.		NEW Delay in delivery of generator, delivery date unknown at this point.	Behind
→ Communications Strategy	Develop a corporate communications strategy with priority actions.		NEW A draft Cumberland Communications Snapshot Report was submitted to the Village on October 13, 2021. The report provides detail into the data/information received via surveys/interviews with staff, council, the public and community organizations. The report also puts forward recommendations on initiatives/activities Village staff can take in improving internal and external communications. A staff report on the report will be brought forward to council at the COTW on October 25, 2021.	On Track
→ Community Policing Office	Develop a Community Policing office in Cumberland located within the Old Fire Hall. A location the RCMP can utilize to engage with the community.		NEW The RCMP office located in the old fire hall is now complete, Village staff and the RCMP will be meeting to discuss move in and a report will be provided to Council relating to the community service and schedule planned.	On Track
→ Bylaw service level increases	Hire additional bylaw staff to support evening and weekend coverage, with a focus on education.		NEW The Village added additional bylaw patrols from June to the end of September, these patrols covered evenings and weekends. There was a very positive response from this added service and a number of reports concluded the need to explore added bylaw patrols seasonally during high volume periods.	Complete

Cumberland Community Forest Park Initiatives					
					On Track
→ Cumberland Community Forest Park Interim Trail Management Strategy	Interim plan to guide trail management in park in 2021 and 2022.			Strategy adopted May 31 2021.	Complete
→ Cumberland Community Forest Park Management Plan	Complete comprehensive management plan for 200 hectare park per covenant requirements.			NEW Interim Trail Management Strategy for park completed in spring 2021. Staff working with CCFS to develop Outdoor Education Policy and Etiquette Curriculum for park usage by local school groups in fall-winter 2021-22.	Not started
→ Cumberland Community Forest Society MOU	Pursue MOU agreement with Cumberland Community Forest Society to guide strategic partnership work.				Not started
→ Community Forest acquisition	Land acquisition in partnership with Cumberland Community Forest Society.			90 hectare acquisition completed September 2020; press release and public acknowledgment event followed in October.	Complete
Cultural Centre - Buchanan Hall Future Use	Report to Council on future use of the Buchanan Hall (main floor room, formerly leased to OAP)			NEW The museum has moved back into their facility as of August, the hall has now undergone a few updates to prepare for use in the Fall. The official use of the space commenced September 7. Project complete.	Complete
Age Friendly Community status	Apply for Age-Friendly BC designation			Age-Friendly Assessment and Action Plan accepted by Council. Next step to apply for Age-Friendly BC designation.	Behind
Affordable Housing				Initiatives to address housing affordability and availability in the community including regulatory and addressing vacation rentals.	On Track
→ Cumberland Community Housing Society memorandum of understanding	Village of Cumberland and Cumberland Community Housing Society to development a memorandum of understanding.			Village staff are waiting for an update from the Society.	Behind
→ Vacation rental regulations review	Review vacation rental regulations after completion of the 2019/2020 Housing Needs Assessment.			Public engagement to begin in Fall 2021.	On Track
→ Residential rental tenure zoning	Prepare a report to Council with options for residential rental tenure zoning.			Rezoning for 2782 Ulverston Avenue included first rental tenure zone for the Village.	Behind

→ Co-operative Housing	Prepare a list of possible publicly-owned sites within the Village of Cumberland that could be further evaluated to Co-operative Housing Federation of BC, for the feasibility of a Co-op Housing project.			To be considered within Civic Facilities and Properties Review	Not started
→ Village Core Commercial Mixed Use (VCMU-1) Zone Review	Consider options to add a density bonus and/or community amenity contribution provision to promote heritage conservation and affordable housing.				Not started
Green New Deal	Investigate ways Cumberland as a community can promote new ways of economic growth, social responsibility and environmental sustainability.			NEW Staff have reviewed the Green New Deal as presented to Council earlier in 2021. Since that point all other regional partners have had similar presentations. Staff regionally determined that a meeting to discuss a cohesive approach to the concept would be the best option. This meeting will be occurring in October, with the plan to provide Council with a report and recommendations.	On Track
Regional Activities	Regional projects and initiatives which the Village is participating with regional partners.				On Track
→ Regional Recreation Low Income Pass (FAIR Program)	In coordination with Comox Valley Regional District's member municipalities, implement low income recreation access program.			Program implemented and now accepting applications	Complete
→ Regional Parks Service Review	CVRD is completing a Background Study to inform the potential establishment of a Regional Parks Service. All regional local government partners are participating in this project.			NEW Next report to Council scheduled for late November or December 2021, which will include presentation of the Background Report.	On Track
→ Regional Active Transportation Network Plan	CVRD Active Transportation Plan will identify priority areas and routes for investment in active transportation infrastructure.			NEW The Regional Active Transportation Plan was adopted by the CVRD Board in September. CVRD and Village staff will now work on implementation of the actions identified.	Complete
→ Regional Airshed Roundtable	CVRD initiative to develop and implement a Regional Airshed Protection Strategy.			Staff participating in Roundtable and Woodstove Emission Reduction Working Group.	On Track
→ Regional Transit Facilities Plan	Facilities Plan for improvement to exchanges and priority lanes.			Staff participating in stakeholder consultation. Note that this focuses only on key transit infrastructure. The 2014 Transit Network Plan is scheduled for review and update in 2022.	Complete

↳ Strengthening Community Services Project	CVRD led initiative to provide supports for those experiencing homelessness. Grant received from UBCM in partnership with CVRD and municipalities.					NEW Staff to participate in new training opportunities through this project and support with bylaw enforcement resources as needed.	Not started
Bylaw Offence Notice system	A new system under the Local Government Bylaw Notice Enforcement Act that enables local governments to establish a bylaw notice adjudication system, an alternative to the provincial court for resolving minor bylaw contraventions such as parking tickets.					NEW BON system establishment to be considered following completion of Transportation and parking plan, and update to Streets and Traffic Bylaw in 2023.	Not started
Nuisance Property Bylaw development	Village explore repealing its PPN Bylaw in its entirety, and replacing it with an updated style of "good neighbour bylaw. Which would address Repeat Nuisance Service Calls or Excess Nuisance Service Calls.					NEW The Good neighbour bylaw is currently underdevelopment. The objective is to have a report with a draft bylaw to Council before the end of 2021.	On Track

OPERATING AND CAPITAL PROJECTS

Initiative	Description	2020	2021	2022	2023	Updates	Tasks	Status	
Administration Projects									On Track
↳ Records Management Classification System	Develop records management plan.					NEW Currently work priorities have not permitted this project to move forward. The Village does continue to meet existing legislative requirements. The project is recommended to move to 2023, timelines have been updated.		Not started	
↳ Electronic utility billing	Utility billing process to streamline utility billing system.					NEW Implementation has been initiated and financial system consultant will implement and train in November. Once set up and training is complete, communication to the utility customers will be initiated and e-mail addresses will be collected. The expectation would be for the 2022 billings to use e-send.		On Track	
↳ Recreation Software Conversion	Transition from existing web based recreation registration and booking system to new system.					Software conversion complete, March 2021.		Complete	
↳ Cumberland Cemetery Central Area Preliminary Design	Design plan to identify and plan long term objectives for the cemetery.					The project has been moved to 2022, as additional work scope is part of the project and the need to have the Parks department participate.		On Track	
Protective Services Capital									On Track

→ Fire Boat replacement		The fire boat project is now complete and the boat is in service on the Lake. Staff are now working on disposing of the old fire boat. Project complete.	Complete
→ Breathing Apparatus replacement		Equipment arrived June 2020, firefighters have been training and equipment is now in service.	Complete
→ Fire Truck replacement		The new Fire Engine arrived in October 2020 and went into service in November 2020.	Complete
→ Electric Cutting Tool		Tool arrived December 2020. Project complete.	Complete
→ Spill Kit Emergency Trailer			Not started
→ Bylaw vehicle replacement		NEW The Village has retained a purchasing consultant to assist with this specialty purchase. The project has commenced and tender is expected to be issued late 2021. The vehicle would be expected to be in service in early 2022.	On Track
Operations Capital			Behind
→ Electric vehicle charging station		NEW Staff participated in a Mid-Island EV Charging Network Advisory Committee meeting on May 5, 2021. A draft Participant Agreement has been circulated for staff will signature. Cumberland has signed the participants agreement. The Request for Proposal process is now underway for the project.	Behind
→ 2020 Roadway and Utility improvements		All projects part of the 2020 roads and utilities improvements are now complete.	Complete
→ 2020 Water projects		2020 water related projects are now complete.	Complete
→ Public Works mini dump truck		Truck received and in service.	Complete
→ 2021 Roadway and Utility improvements		NEW Projects have been delayed due to work loads. But this will allow us to bundle a few more projects together for design in 2022 and construction in 2023 and hopefully see competitive bid pricing.	Behind

<p>↳ 2021 Water projects</p>		<p>NEW Hydrant replacement behind schedule due to staff resource challenges but will be completed by year end. Level monitoring equipment is delayed due to shortage of solar panels related to COVID. Still waiting to know the outcome and whether we'll complete this project by year end.</p>	Behind
Parks and Facilities Capital			
<p>↳ Orchard Trail improvements (Rotary partnership)</p>		<p>Project complete spring 2020.</p>	Complete
<p>↳ Chinatown Parking Apron Improvements</p>		<p>Change in road paving plans (move to chipseal) means project has been delayed until Village undertakes suitable hot mix asphalt project</p>	Complete
<p>↳ Village Park Boundary Bridge replacement</p>		<p>Bridge constructed in September 2020, the Bridge is now operational.</p>	Complete
<p>↳ Campsite improvements</p>		<p>CWS completed campsite improvements to walk in sites, in Spring 2020. Project complete.</p>	Complete
<p>↳ Cumberland Lake Park Waterfront Safety Improvement Projects</p> <p>Waterfront safety improvements to swimming area, boat launch and campsite retaining wall facilities, supported by \$169,000 in provincial COVID response Grant Funding.</p>		<p>NEW Shoreline Restoration and Safety Upgrades Project (construction of a greenshore design to replace the lock block retaining wall) scheduled to proceed in fall-winter 2021-22.</p> <p>Dock replacement project postponed due to supplier issues; however, anticipated to proceed in fall-winter 2021-22.</p>	On Track
<p>↳ Japanese Cemetery fence repair</p> <p>Replace 20 fence posts on existing Japanese Cemetery picket fence.</p>		<p>NEW Project complete in August 2021. Some further repairs will continue in the coming years.</p>	Complete
<p>↳ Parks vehicle (truck) purchase</p>		<p>Truck purchased June 2020, vehicle is now in service.</p>	Complete
<p>↳ Tennis and Basketball court refurbish</p>		<p>Project complete</p>	Complete
<p>↳ Rotary Pathway to Recreation</p> <p>Construction of 700m of pathway adjacent to Comox Lake Road, including bridge crossing of Perseverance Creek.</p>		<p>NEW Due to unsuccessful grant funding application, the Village currently investigating over funding sources for this project.</p>	Behind
<p>↳ Village Park Playground Works</p> <p>Zipline repairs and wood chip safety surfacing top up.</p>		<p>Zipline repair completed May 2021.</p>	Complete

↳ **Museum renovation project**

In partnership with the Cumberland Museum and Archives Society, the museum is receiving extensive facility improvements.

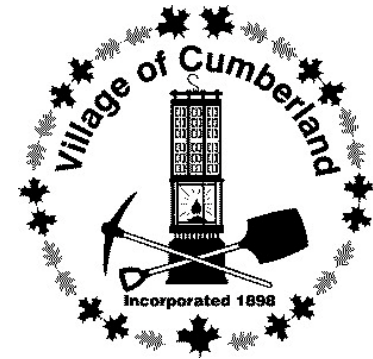


NEW

The renovation of the museum is now complete. The museum is expected to reopen in Fall 2021.

Complete

FINANCIAL SERVICES QUARTERLY REPORT



MEETING DATE: October 25, 2021
REPORT PERIOD: July to September 2021
FROM: Michelle Mason, Chief Financial Officer/Deputy CAO

QUARTERLY SUMMARY

Revenue and expense items are currently within budget and there are no significant concerns to note at this time. There is currently a surplus based on the financial plan of \$1,897,831 which is expected to decrease over the next three months as operations progress and projects are completed.

Attached to this report are financial summaries as at September 30, 2021 with comparisons to the 2021 financial plan and 2020 audited amounts. These financial summaries are not audited and do not meet all accounting standards which would otherwise be applied for final year-end financial statement purposes. Amortization on assets and expense accruals are not booked, prepayments and inventories have not been adjusted. The summaries are intended for internal purposes only.

The following statements as at September 30, 2021 are attached and provide information in financial statement format:

- *Attachment 1: Statement of Financial Position*
- *Attachment 2: Statement of Operations and Accumulated Surplus*
- *Attachment 3: Statement of Change in Net Financial Assets / (Debt)*

Attachment 4: Reconciliation of Financial Statement Surplus to Financial Plan Surplus as at September 30, 2021 is attached and provides a list of adjustments to reconcile surplus for financial statement reporting purposes (as per accounting rules) to surplus for financial plan purposes (ensures we remain within budget).

Based on the fact that 2021 year-end adjustments and some invoices are still outstanding for the period, we can expect an approximate 70-75% use of financial plan for operating expenses at September 30, 2021. Brief variance comments are included on Attachments 2 and 4. The following are more significant variance explanations and other items of note:

Attachment 1: Statement of Financial Position

The balances for financial assets and most of the liabilities (with the exception to cash and deferred revenues) are typical balances for this time of year. The Cash, equivalents and investments balance is higher due to reserves contributions that are saving for future expenditures as well as advances received for provincial grants (also included in the deferred revenue balance). Interest rates are at an all-time low so the year over year difference isn't as high as it should be. Debt is increasing as projects that are using debt for the funding source progress.

Attachment 2: Statement of Operations and Accumulated Surplus

Revenues

100% of property and frontage tax revenues are levied and recognized in May of each year. A budget amendment will come forward to Council which will include financial stabilization reserve fund transfers to cover tax refunds for 2020 assessment changes and lower than expected growth taxes. Other government transfers (grants) and development cost charge (DCC) revenues are expected to reflect similar timing to related project expenses upon completion.

Operating Expenses

Most of the 2021 special operating projects are in progress and we expect to incur costs for these over the next three months. The Volunteer Fire Fighter compensation is not paid until December each year and other year-end adjustments are also outstanding until December. Community grants have been distributed and Village events as well as most travel has not taken place due to COVID. There are budget amendments still outstanding for approved COVID Restart funded projects.

Attachment 3: Statement of Change in Net Financial Assets / (Debt)

The Village is currently in a net financial assets position of \$2,864,274 meaning that the Village's financial assets are currently greater than its liabilities. This is due to the fact that a significant amount of the property taxes have been collected; whereas, there is only 72% use of operating expenditures and 21% of capital expenditures at September 30, 2021. The Village has budgeted to be in a net financial asset position of \$160,881 in 2021 due to an increase in borrowing.

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

The use of financial plan for capital projects is 21% at September 30, 2021. Most capital projects still do not have significant costs associated with them but we expect to incur them over the next three months with the exception of the wastewater treatment upgrades which will not see significant expenditures until 2022. The fire hall construction has been completed. The net capital

project, debt and operating costs for the fire hall are within budget; however the capital costs were over by the equivalent of the development cost charges (\$84k) for the project which is an internal transfer and did not get borrowed for. The fire hall operating costs are expected to be over by about \$15k by the end of the year. Both overages are covered by the lower than expected debt payments in 2021 based on the reduced interest rate and the timing of the principal payment not being due until 2022. The 2022-2026 financial plan includes an increase to the operating costs for the fire hall and a decrease to the debt payments.

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

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

Following is a summary of the commitments that have been made between \$50,000 and \$200,000 from January 1, 2021 to September 30, 2021:

Vendor	Description	Commitment Date	Commitment Total
Urban Systems	Village of Cumberland Properties and Facilities Review	7/11/21	\$ 55,000.00

ATTACHMENTS

1. Statement of Financial Position as at September 30, 2021
2. Statement of Operations and Accumulated Surplus as at September 30, 2021
3. Statement of Change in Net Financial Assets as at September 30, 2021
4. Reconciliation of Financial Statement Surplus to Financial Plan Surplus as at September 30, 2021

THE CORPORATION OF THE VILLAGE OF CUMBERLAND
Statement Of Financial Position As At
September 30, 2021
UNAUDITED

Attachment 1

	2021 <i>(Note 1)</i>	<u>2020</u>
FINANCIAL ASSETS		
Cash, equivalents and investments	21,677,266	18,446,174
Property taxes receivable	181,412	180,066
Accounts receivable	811,043	980,564
	<u>22,669,721</u>	<u>19,606,804</u>
LIABILITIES		
Accounts payable and accrued liabilities	(742,838)	(2,582,277)
Service and other deposits	(806,502)	(851,496)
Deferred revenue	(9,984,017)	(8,204,507)
Debenture and long term-debt	(8,272,090)	(6,192,033)
	<u>(19,805,447)</u>	<u>(17,830,313)</u>
NET FINANCIAL ASSETS / (DEBT)	2,864,274	1,776,491
NON-FINANCIAL ASSETS		
Tangible Capital Assets	66,178,688	63,867,976
Inventories	122,147	122,147
Prepaid expenses	(0)	22,150
	<u>66,300,835</u>	<u>64,012,273</u>
ACCUMULATED SURPLUS	\$ 69,165,109	\$ 65,788,764
MUNICIPAL POSITION		
Operating funds	(4,006,165)	(2,150,292)
Statutory/Bylaw Authorized Reserves	(7,252,346)	(5,962,529)
Equity in capital assets	(57,906,598)	(57,675,943)
	<u>\$ (69,165,109)</u>	<u>\$ (65,788,764)</u>

Note 1:

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

They are intended for internal management purposes only.

THE CORPORATION OF THE VILLAGE OF CUMBERLAND
Statement of Operations and Accumulated Surplus
Interim Statement as at
September 30, 2021
Unaudited

	2021 Amended Financial Plan	Remove Amortization	2021 Adjusted Financial Plan <i>(Note)</i>	2021 Actual-YTD <i>(Note)</i>	% Use Of Financial Plan	Variance	2020 Actual	Comments
Revenue								
Property taxes and P.I.L.	\$ 3,506,060	\$ -	\$ 3,506,060	\$ 3,468,997	99%	\$ 37,063	\$ 3,266,657	Property Taxes levied in May each year
Parcel taxes	674,730	-	674,730	644,718	96%	30,012	518,949	Parcel Taxes levied in May each year
Sale of services & fees	2,101,450	-	2,101,450	1,573,497	75%	527,953	1,948,566	Utility billings, service connections and sales for other municipal services (Recreation/Cemetery)
Sale of services to other governments	470,530	-	470,530	466,499	99%	4,031	409,383	Bulk water/Fire Protection District/Animal Control to Ctny
Transfer from other govts-unconditional	515,000	-	515,000	527,000	102%	(12,000)	508,662	Small Community Grant received in June each year
Transfer from other gov't's-conditional	7,707,000	-	7,707,000	807,198	10%	6,899,802	2,012,856	Grants relate to timing of projects plus Host Amenity & Community Works Funds
Other revenue	672,760	-	672,760	530,317	79%	142,443	2,968,899	Permits & Licensing/donations/interest & miscellaneous
Development cost charges	-	-	-	-		-	1,835	
	<u>15,647,530</u>	<u>-</u>	<u>15,647,530</u>	<u>8,018,226</u>	<u>51%</u>	<u>7,629,304</u>	<u>11,635,807</u>	
Operating Expenses								
General government services	1,074,480	(16,700)	1,057,780	1,064,977	101%	(7,197)	824,999	Projects in progress/large carry forward & COVID projects completed requiring budget amd
Transportation services	1,676,330	(798,200)	878,130	616,276	70%	261,854	1,488,729	
Protective services	987,210	(62,000)	925,210	523,479	57%	401,730	692,373	Projects in progress/fire fighter remuneration paid in December each year
Environmental health services	2,136,890	(449,020)	1,687,870	1,169,323	69%	518,547	2,222,913	Projects in progress/invoice timing
Cemetery Services	44,350	(3,100)	41,250	19,170	46%	22,080	32,890	Projects outstanding/reduced maintenance
Planning, development & environment	557,660	-	557,660	339,537	61%	218,123	477,349	Projects in progress
Recreation services	780,130	(33,250)	746,880	532,576	71%	214,304	665,612	
Cultural and community events	164,990	-	164,990	130,012	79%	34,978	78,583	Community Grant paid in June each year/events didn't take place
Parks Services	509,620	(107,000)	402,620	246,531	61%	156,089	528,710	Projects in progress/vacancy timing
	<u>7,931,660</u>	<u>(1,469,270)</u>	<u>6,462,390</u>	<u>4,641,881</u>	<u>72%</u>	<u>1,820,509</u>	<u>7,012,158</u>	
Annual Surplus	7,715,870	1,469,270	9,185,140	3,376,345	37%	5,808,795	4,623,649	
Accumulated Surplus, Beginning of Year	65,788,764	-	65,788,764	65,788,764			61,165,115	
Accumulated Surplus, End of Year	<u>\$ 73,504,634</u>	<u>\$ 1,469,270</u>	<u>\$ 74,973,904</u>	<u>\$ 69,165,109</u>	<u>92%</u>	<u>\$ 5,808,795</u>	<u>\$ 65,788,764</u>	

Note:

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

THE CORPORATION OF THE VILLAGE OF CUMBERLAND
Statement of Change in Net Financial Assets
Interim Statement as at
September 30, 2021
Unaudited

	2021 Amended Financial Plan	Remove Amortization	2021 Adjusted Financial Plan <i>(Note)</i>	2021 Actual-YTD <i>(Note)</i>	% Use Of Financial Plan	Variance	2020 Actual
Annual Surplus	7,715,870	1,469,270	9,185,140	3,376,345	37%	5,808,795	4,623,649
Amortization	1,469,270	(1,469,270)	-	-		-	1,544,032
Change in supplies inventories	-	-	-	-		-	(6,632)
Change in prepaid expenses	-	-	-	22,150		(22,150)	131,460
Proceeds on disposal of tangible capital assets	-	-	-	-		-	-
Loss on sale of tangible capital assets	-	-	-	-		-	40,312
Acquisition of tangible capital assets	(10,800,750)	-	(10,800,750)	(2,310,712)	21%	(8,490,038)	(7,323,038)
Change in Net Financial Assets / (Debt)	(1,615,610)	-	(1,615,610)	1,087,783	(67%)	(2,703,393)	(990,217)
Net Financial Assets, Beginning of the Year	1,776,491	-	1,776,491	1,776,491		-	2,766,708
Net Financial Assets / (Debt), End of the Year	\$ 160,881	\$ -	\$ 160,881	\$ 2,864,274	1780%	\$ (2,703,394)	\$ 1,776,491

Note:

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

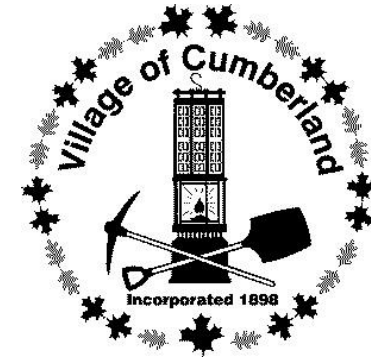
THE CORPORATION OF THE VILLAGE OF CUMBERLAND
Reconciliation of Financial Statement Surplus to Financial Plan Surplus
Interim Statement as at
September 30, 2021
Unaudited

	2021		2021		% Use Of		2020	
	Amended	Remove	Adjusted	2021	Financial	Variance	Actual	Comments
	Financial Plan	Amortization	Financial Plan	Actual-YTD	Plan			
Annual Surplus	7,715,870	1,469,270	9,185,140	3,376,345	37%	5,808,795	4,623,649	
Adjustments as per Financial Plan								
Acquisition of tangible capital assets	(10,800,750)	-	(10,800,750)	(2,310,712)	21%	(8,490,038)	(7,323,038)	<i>Projects in progress</i>
Add back amortization expenses	1,469,270	(1,469,270)	-	-		-	1,544,032	
Proceeds on borrowing	2,684,000	-	2,684,000	2,515,511	94%	168,489	2,076,609	
Principal payments on debt	(526,830)	-	(526,830)	(435,455)	83%	(91,375)	(458,470)	
Add Non-cash adjustments	-	-	-	-		-	40,312	
Change in Consolidated Balances	<u>541,560</u>	<u>-</u>	<u>541,560</u>	<u>3,145,689</u>	<u>581%</u>	<u>(2,604,130)</u>	<u>503,094</u>	
Transfer (To) / From Reserves								
To reserves	(2,242,790)	-	(2,242,790)	(2,173,927)	97%	(68,863)	(3,858,046)	
From reserves	1,701,230	-	1,701,230	926,069	54%	775,161	3,904,737	
Transfer (To) / From Reserves	<u>(541,560)</u>	<u>-</u>	<u>(541,560)</u>	<u>(1,247,858)</u>	<u>230%</u>	<u>706,297</u>	<u>46,691</u>	
Surplus / (Deficit) Per Financial Plan	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,897,831</u>		<u>\$ (1,897,832)</u>	<u>\$ 549,785</u>	

Note:

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

PROTECTIVE SERVICES QUARTERLY REPORT



MEETING DATE: October 29, 2021

REPORT PERIOD: July - September 2021

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

Fire Rescue Service Quarterly Summary

The department is working well with the new hall. The Open House went well with residents I talked to speaking highly of the building and loved the museum, many of whom never knew we had such old equipment. A grant application for the museum amounting 15,000 dollars has been submitted to EMBC. Other departments that came to view the new hall thought it was a very good lay out and nice amount of room in the operation Bay. A sign out front is still needed, and we are waiting on the generator to arrive for installation. The new hall is being used often for public works meetings, first aid training and of course our village fire crew training. The new Fire Department boat has been pulled out of the lake. Vandalism had occurred affecting the exterior lights resulting in a few hundred dollars in repairs. The crew has also expressed other modifications for the boat that will increase safety and operation functionality of the vessel.

Members of the fire crew have completed the Auto X evaluations as part of their 1001 Firefighter program. We have kept up our training and we have 27 active members with two new recruits pending. I thought the new hall would bring on more recruits but we don't see this happening. We could use 6 to 8 more recruits; we need to work on finding more members in the next few years.

Call volume is up mostly with Duty Officer calls and investigations. The Village has had a very good year so far with minimal fire calls. Medical/overdose calls have all increased this year.

Fire Services Response

2021

Response Type	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2021
Fire	6	3	3	2	7	5	8	2	7				
Rescue		2	1	1	2	1	2	2	1				
First Responder	5	10	7	11	11	8	12	10	11				
MV Incident	2	2	3	2	0	2	2	4	3				
Duty Officer	2	1	6	4	4	5	12	14	5				
Total Monthly	15	18	20	20	24	21	39	32	27				216

2020

Response Type	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2020
Fire	4	4	3	7	3	3	6	7	2	5	3	6	40
Rescue	1	1	0	1	1	1	4	1	0	2	0	0	10
First Responder	16	7	10	1	3	1	6	3	4	8	4	11	51
MV Incident	4	3	3	2	1	1	6	2	3	2	0	2	25
Duty Officer	5	2	6	9	5	5	7	3	2	3	5	5	34
Total Monthly	30	17	22	20	13	12	29	16	11	20	12	24	206

Membership Status

Regular Members	27
Junior Members	0
Probationary Members	2
Pending Applications	2

Bylaw Enforcement Services

Bylaw continues to work on a couple major files among many other smaller ones. One file in particular is responsible for most of the tickets served, multiple dog complaints and other issues. Other complaints have trailed off this quarter regarding this property for various reasons. Between these aspects and meetings with staff and lawyers, this property has taken many hours of Bylaws time. Bylaw also had additional roles such as operating, organising, and delivering a Village Wildlife Education program based upon and with permission/collaboration with WildSafeBC. Bylaw was also the Supervisor for the new Community Patrol summer position.

Bylaw Response Type	Q1 2020	Q2 2020	Q3 2020	Q4 2020	Total Apr – Dec 2020	Q1 2021	Q2 2021	Q3 2021
Animal Control								
Dog calls		55	11	3	69	11	6	8
Dog warnings		49	8	5	62	25	8	6
Dog at large			1	9	10	11	3	10
Dog attack			3	3	6	5	3	3
Other animal complaints		13	3	3	19	9	7	4
Wildlife complaints		7	0	2	9	0	3	0
Zoning/Building/Business								
Illegal suites/vacation rentals		7	0	2	9	2	2	2
Illegal BNB/vacation rental		5	0	5	10	2	0	0
Property inspections		19	16	12	47	12	8	9
Business complaints		9	0	2	11	3	1	4
Do not occupy orders				1	1	0	1	1

Stop work orders served			4	1	5	1	1	0
Noise, Vandalism and Parks								
Vandalism		5	0	not monitored	5	not tracked	Not tracked	
Illegal camp			4	1	5	5	4	8
Closed Park warnings		12	0	0	12	n/a	N/A	N/A
Illegal dumping		7	5	5	17	6	7	5
Noise complaints		15	6	2	23	5	6	8
Parking								
parking/traffic calls		34	7	5	46	6	5	8
Parking tickets		37	0	8	45	6	0	5
Parking Notices		175	20	10	205	18	10	26
Vehicles towed				2	2	0	2	5
Administrative								
Covid-19 complaints		6	3	1	10	1	0	0
RCMP calls/assists court calls		15	5	2	22	2	2	4
Tickets served		42	16	5	63	11	8	21
Ticket calls/ disputed		25	3	2	30	3	3	4
General Customer service request			12	2	14	27	7	8
Total All Files					757			



Royal Canadian
Mounted Police

Gendarmerie royale
du Canada

Mayor Leslie Baird
2673 Dunsmuir Avenue
Cumberland, B.C. V0R 1S0

OIC RCMP
Comox Valley Detachment
800 Ryan Road
Cumberland, B.C. V9N 7T1

Dear Mayor Baird

Re: Village of Cumberland Quarterly Report

July 1, 2021 to September 30, 2021

The Comox Valley Royal Canadian Mounted Police (RCMP) will be providing quarterly updates on policing in the community. This will include Calls for Service (CFS), crime types and traffic statistics. Quarterly reporting reports will coincide with the Comox Valley RCMP Annual Performance reporting time lines in conjunction with Community priorities.

First Quarter: April 1st to June 30th
 Second Quarter: July 1st to September 30th
 Third Quarter: October 1st to December 31st
 Fourth Quarter: January 1st to March 31st

2021-2022 2ND QUARTER COMMUNITY REPORT - CUMBERLAND

CALLS FOR SERVICE

Relative to last quarter, there was a 4.5% increase of Calls for Service in Cumberland.

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2019	64	47	50	67	85	89	75	83	59	63	37	47
2020	47	38	59	58	67	70	90	71	58	66	37	49
2021	32	46	59	52	61	88	69	82	59			



TRAFFIC

Relative to last quarter, there were 10 more traffic files in Cumberland.

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2019	0	9	6	5	7	14	7	9	10	7	3	6
2020	3	8	9	10	5	3	12	11	11	5	3	6
2021	3	4	3	8	4	7	6	13	10			

BREAK AND ENTERS

Relative to last quarter, there was 1 more break and enter file in Cumberland.

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2019	4	1	0	1	1	1	3	6	1	1	1	0
2020	0	1	2	1	0	2	4	1	2	3	0	4
2021	1	0	1	1	1	0	1	0	2			

THEFT FROM VEHICLE

Relative to last quarter, there was 1 more theft from vehicle file in Cumberland.

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2019	4	1	0	1	5	7	1	7	1	1	1	1
2020	4	2	0	0	1	2	3	0	0	1	0	0
2021	0	1	2	2	0	1	0	3	1			

ASSAULT

Relative to last quarter, there were 6 fewer assault files in Cumberland.

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2019	4	1	3	3	3	1	1	0	2	3	1	0
2020	0	1	2	1	1	1	2	2	0	2	1	0
2021	0	1	3	3	3	3	1	2	0			

SEX OFFENCES

Relative to last quarter, there were the same number of sex offence files in Cumberland.

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2019	0	1	0	0	1	0	1	0	0	1	0	1
2020	0	1	1	2	1	1	0	0	1	0	0	0
2021	2	1	0	1	1	0	2	0	0			

DOMESTIC (PARTNER/SPOUSAL) VIOLENCE

Relative to last quarter, there 1 fewer domestic violence file in Cumberland.

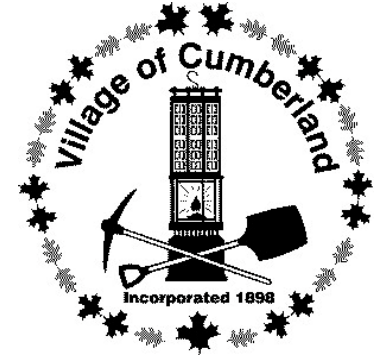
Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2019	2	2	5	1	3	1	2	1	0	2	2	2
2020	1	0	2	1	0	2	1	4	1	0	0	2
2021	0	0	0	1	1	1	0	1	1			

Yours truly,

Insp. M.J. Kurvers
 OIC Comox Valley Detachment



DEVELOPMENT SERVICES QUARTERLY REPORT



MEETING DATE: October 25, 2021
 REPORT PERIOD: July to September 2021
 FROM: Courtney Simpson, Manager of Development Services

QUARTERLY SUMMARY

In the third quarter of 2021 the Village received 5 new development applications including permits and subdivision. Fifteen applications were closed (completed) and 33 are ongoing. The 24-lot residential subdivision at Maple Street and the 6-lot industrial subdivision at new Beck Avenue off of Bevan Road began construction. This year is projected to have the highest number of development applications of any previous year. In addition, there were 14 new building permit applications. The total number of building permits is projected to be less than in 2020.

Also in this quarter, Development Services met with new owners of the Illo Illo (2691 Dunsmuir Avenue) and the Big Store (2712 Dunsmuir Avenue) to discuss revitalization plans. A request for proposals for consulting services for the Development Approvals Process Modernization project was prepared and will be issued early in the next quarter.

Development Application Summary

Application Type	New	Ongoing	Closed / Issued	Total
Amendments (OCP and Zoning)	1	2	1	3
Temporary Use Permits (TUP)	0	2	0	2
Heritage Alteration Permits (HAP)	0	3	0	3
Development Variance Permits (DV)	1	4	10	15
Development Permits (DP)	2	6	3	11
Subdivision	1	16	1	18
Total	5	33	15	52

ATTACHMENTS

1. Amendment Applications List to September 30, 2021
2. Permit Applications List to September 30, 2021
3. Subdivision Applications List to September 30, 2021
4. Building Permit Applications List to September 30, 2021

Attachment 1

Amendment Applications List to September 30, 2021

File Number	Address	Purpose	Recent Activity
2021-02-OCP	3699 Bevan Road	Zoning Amendment to expand landfill lechate equalization pond to adjacent, CVRD-owned property.	Reviewing application.
2021-01-OCP	2782 Ulverston Ave	OCP and Zoning Amendment for a rental tenure zone with a base density of 8 units and a bonus density of 6 units.	Bylaw amendments adopted, file closed.
2020-02-OCP	3345, 3341, 3339 Second St	OCP and Zoning Amendment for a 22 unit affordable rental apartment building	Third Reading Dec 14 2020. Working on completion of conditions (lot consolidation, access agreement with Island Health, housing agreement). Project did not receive provincial funding. Proponent exploring other funding options.
2019-02-OCP	Horbury Road (Comox Lake)	OCP and Zoning Amendment	Preparing early referral to agencies and K'omoks First Nation.

Attachment 2**Permit Applications List to September 30, 2021*****Temporary Use Permits***

File Number	Address	Street Name	Purpose	Status	Recent Activity
2021-01-TUP	4693	Cumberland Road	Automotive Shop	Open	Initial report presented at September 27, 2021 Council meeting and referred to APC.
2020-01-TUP	4640	Cumberland Road	Yoga, fitness and dance studio	Open	Permit approved Oct 14 2020 pending completion of conditions (accessible parking space).

Heritage Alteration Permits

File Number	Address	Street Name	Purpose	Status	Recent Activity
2021-02-HAP	2714	Dunsmuir Avenue	Mixed use building	Open	Initial report presented at August 9, 2021 meeting and referred to committees.
2019-01-HAP	2700	Dunsmuir Avenue	Mixed use building	Open	Permit approved Nov 26 2019 pending conditions. (Applicant to submit new mural proposal for side wall. Waiting for security deposit to issue HAP.)
2015-01-HAP	2692	Dunsmuir Avenue	Renovation	Open	Outstanding issues with HAP. Final inspection ready to be scheduled.

Development Variance Permits

File Number	Address	Street Name	Purpose	Status	Recent Activity
2021-19-DV	2779	Ulverston Ave	Side and rear setback variance for ADU conversion	Open	Reviewing application
2021-18-DV	3388	Bolton St	Retaining Wall Height	Issued	
2021-17-DV	2710	Kendal Ave	Retaining wall height	Closed	Application denied
2021-16-DV	2415	Beaumont Cres	Retaining wall height	Closed	Application denied
2021-15-DV	2411	Beaumont Cres	Retaining wall height	Closed	Application denied
2021-14-DV	2486	Beaumont Cres	Retaining wall height	Closed	Application denied
2021-13-DV	3396	Bolton St	Retaining wall height	Issued	
2021-12-DV	2719	Maryport Avenue	Side setback variance	Issued	
2021-11-DV	2714	Dunsmuir Avenue	Mixed use building. Request to vary parking.	Open	To be considered with concurrent HAP application
2021-09-DV	3392	Bolton St	Retaining wall height	Issued	
2021-08-DV	2814	Sixth Street	Setback variance for proposed house on proposed lot	Issued	
2021-07-DV	3400	Bolton St	Retaining wall height	Issued	
2020-08-DV	3339	Second Street	To vary setback and parking requirement for multifamily affordable housing	Open	Referred to APC (Dec 10 2020) and HAH (Jan 20 2021). On hold pending adoption of OCP and Zoning amendments.
2020-03-DV	3284	Second Street	ADU conversion	Open	Reviewing application. See also 2020-06-DP
2016-04-DV	2613	Dunsmuir Avenue	To vary setback, height and lot coverage for existing dwelling and proposed ADU	Open	Reviewing application

Development Permits

File Number	Address	Street Name	Purpose	Status	Recent Activity
2021-12-DP	2779	Ulverston Avenue	ADU conversion	Open	Reviewing application
2021-10-DP	3025	Royston Road	Manufactured Home Park	Open	Reviewing application
2021-09-DP	2872	Ulverston Avenue	New ADU	Open	Referred to APC (Oct 14 2021)

2021-08-DP	2607	Maryport Avenue	New ADU	Intake	Waiting for information
2021-06-DP	4723	Cumberland Road	New ADU	Issued	
2021-05-DP	2601	Dunsmuir Avenue	New ADU	Issued	
2021-04-DP	2694	Penrith Avenue	New ADU	Issued	
2020-11-DP	3339	Second Street	To vary setback and parking requirement	Open	Referred to APC (Dec 10 2020) and HAH Committee (Jan 20 2021). On hold pending adoption of OCP and Zoning amendments.
2020-08-DP	4135	Cumberland Road	Portable asphalt plant	Open	Referred to APC Dec 10 2020. Waiting on further information from applicant on stormwater management.
2020-06-DP	3284	Second Street	ADU conversion	Open	Reviewing Application. See also 2020-03-DVP. Had been put on hold by applicant recently re-started.
2019-15-DP			Environmental DP for Coal Valley Estates Phase 11subdivision	Open	Put on hold during CDA amendment discussions. Report to Council Dec 14, 2020 – to be processed in conjunction with subdivision application.

Attachment 3

Subdivision Applications List to September 30, 2021

File number	Address	Street Name	Purpose	Status	Recent Activity
2021-04-SV	3400	Mill Street	2 lots	PLR	
2021-03-SV		Bevan Road	Lot line adjustment	Complete	
2021-02-SV		Coal Valley Estates	Coal Valley Estates Phase 10/11, 69 residential lots plus multi-family, seniors housing and mixed use	On Hold	Waiting for information from applicant
2021-01-SV		Beck Road (new road)	6-lot industrial	DSA	Construction underway
2020-10-SV	3132	Grant Road	3 lot bare land strata industrial with building conversion	PLR	
2020-09-SV	2631	Derwent Avenue	4 lot residential	PLR	
2020-08-SV	3268	Fifth Street	2 lot residential	Maintenance	
2020-07-SV	2798	Ulverston Avenue	4 lot residential (revised application)	Review	
2020-06-SV		Second Street	Consolidation for VIHA Housing Project	Complete	
2020-05-SV	4703	Cumberland Road	3 lot residential	PLR	
2020-04-SV	2814	Dunsmuir Avenue	2 lot residential	PLR	
2019-08-SV		Maple Street	24 lot residential	DSA	Construction underway
2019-05-SV	2828	Maryport Avenue	2 lot residential	Maintenance	
2019-03-SV	4700	Cumberland Road	2 lot residential	Maintenance	
2019-02-SV	2640	Derwent Avenue	3 lot residential	Maintenance	
2017-04-SV		Carlisle Lane	8 lot residential	Maintenance	
2017-02-SV		Coal Valley Estates	Phase 8 – 22 lot residential	Maintenance	
2015-03-SV	3216	Sutton Road	3 lot residential	PLR	

Attachment 4

Building Permit Applications to September 30, 2021

	2020 Totals	Q1 2021	Q2 2021	Q3 2021	2021 to date
Single Family Dwellings	36	6	2	4	12
Secondary Suite Conversions	14	2	0	0	2
Duplex	0	0	0	0	0
SFD Addtns & Reno's	19	1	4	2	7
Accessory Dwelling Units	4	3	4	2	9
Residential Accessory	7	10	2	0	12
Multi-family	2	1	0	1	2
Industrial & Utility	1	2	1	1	4
Commercial	2	0	0	1	1
Institutional	1	0	0	1	1
Demolition	2	0	0	2	1
TOTALS	88	25	13	14	52

Council Resolutions - Outstanding Action Items

Last Updated: October 18, 2021
File No. 0550-01

Res #	Date	Resolution	Assigned To	Status	Strategic Priority	Objective
	2020-09-28	THAT Council approve the use of 3000K LED street lights for local residential streets, collector/arterial streets, and all street intersections; and further that staff request BC Hydro use yellow, green or amber lights if at all possible.	OP	Complete	Corporate Project	
21-37	2021-02-08	THAT Council support the Cumberland Community School Parent Advisory Committee Cumberland Outdoor Learning and Gathering Space concept in principle and seek further information including information on funding.	LS	Complete		
21-217	2021-06-28	THAT Council refer the application (2021-07-DV) for the property legally described as Lot 4, DL 24, Plan EPP95109 (3400 Bolton Street), along with any other current applications for retaining wall variances, to the Advisory Planning Commission for a recommendation.	DS	Complete		
21-236	2021-07-26	THAT Council implement Stage 2 water restrictions effective August 3, 2021.	OP IS	Complete		
21-251	2021-08-09	THAT Council direct staff to prepare a report on the request from K. Wiseman, Wiser Projects, regarding 3339, 3341, 3345 Second Street	DS	Complete		
21-253	2021-08-09	THAT Council approve the development permit (2021-04-DP) for the property described as Lot 3, Block 4, DL 21, Plan VIP522 (2694 Penrith Avenue).	DS	Complete		
21-254	2021-08-09	THAT Council approve the application (2021-05-DP) for a development permit on property legally described as Lot 40, DL 24, Plan VIP13640 (2601 Dunsmuir Avenue).	DS	Complete		
21-257	2021-08-09	THAT Council approve the application (2021-06-DP) for a development permit on the property described as Lot A, DL 24, Plan EPP80219 (4723 Cumberland Road).	DS	Complete		
21-259	2021-08-09	THAT Council refer the application (2021-08-DV) for a Development Variance Permit on the property described as Lot 1, Block 27, DL 21, Plan VIP522C (2814 Dunsmuir Avenue) to the Advisory Planning Commission.	DS	Complete		
21-264	2021-08-09	THAT Council refer the Heritage Alteration and Development Variance applications for 2714 Dunsmuir Avenue to the Heritage Committee, Advisory Planning Commission, Accessibility and Inclusion Committee for comment.	DS	Complete		
21-269	2021-08-09	THAT Council write to the Province of BC in support of the District of Squamish's letter regarding the Province of British Columbia's decision to end the BC Climate Action Revenue Incentive Program.	LS	Complete		
21-271	2021-08-09	THAT Council give notice of the meeting on September 7, 2021 at which Council will consider the 2020 annual report and submissions and questions from the public.	LS	Complete		
21-276	2021-08-09	THAT Council adopt "Official Community Plan Amendment Bylaw No. 1149, 2021"; and THAT Council adopt "Zoning Amendment Bylaw No. 1150, 2021".	DS	Complete		
21-280	2021-09-07	THAT Council endorse the transit exchange and priority concepts in principle as set out in the Comox Valley Transit Infrastructure Study of May 2021.	LS	Complete		
21-282	2021-09-07	THAT Council provides a letter of support for the Cumberland Business Association's (CBA) application to the THRIVE Beautification Grant, the Comox Valley Community Enrichment Grant, and THAT Council direct staff to bring back further details on the Cumberland Business Association grant application and/or project plans for Council review and/or input.	ED	Complete	Strategic Priority	Economic Development
21-284	2021-09-07	THAT Council refer the application (2021-18-DV) for the property legally described as Lot 1, DL 24, Plan EPP95109 (3388 Bolton Street) to the Advisory Planning Commission for a recommendation.	DS	Complete		
21-286	2021-09-07	THAT Council refer the application (2021-09-DV) for the property legally described as Lot 2, DL 24, Plan EPP95109 (3392 Bolton Street) to the Advisory Planning Commission for a recommendation.	DS	Complete		
21-288	2021-09-07	THAT Council refer the application (2021-13-DV) for the property legally described as Lot 3, DL 24, Plan EPP95109 (3396 Bolton Street) to the Advisory Planning Commission for a recommendation.	DS	Complete		
21-290	2021-09-07	THAT Council refer the application (2021-12-DV) for a Development Variance Permit on the property described as Lot 10, Block 5, DL 21, Plan VIP522 (2719 Maryport Avenue) to the Advisory Planning Commission for comment.	DS	Complete		

Council Resolutions - Outstanding Action Items

Last Updated: October 18, 2021
File No. 0550-01

21-300	2021-09-07	THAT Council consider first reading of the "Permissive Tax Exemption 2022 Bylaw No. 1151, 2021"; and THAT Council direct staff to give notice of the proposed bylaw as required by section 227 of the Community Charter.	LS/FS	Complete		
21-306	2021-09-27	THAT Council approve the application (2021-12-DV) for a Development Variance Permit on the property described as Lot 10, Block 5, DL 21, Plan VIP522 (2719 Maryport Avenue).	DS	Complete		
21-308	2021-09-27	THAT Council approve the application (2021-08-DV) for a Development Variance Permit on the property described as Lot 1, Block 27, DL 21, Plan VIP522C (2814 Dunsmuir Avenue).	DS	Complete		
21-310	2021-09-27	THAT Council approve the application (2021-18-DV) for the property legally described as Lot 1, DL 24, Plan EPP95109 (3388 Bolton Street).	DS	Complete		
21-312	2021-09-27	THAT Council approve the application (2021-09-DV) for the property legally described as Lot 2, DL 24, Plan EPP95109 (3392 Bolton Street).	DS	Complete		
21-314	2021-09-27	THAT Council approve the application (2021-13-DV) for the property legally described as Lot 3, DL 24, Plan EPP95109 (3396 Bolton Street).	DS	Complete		
21-316	2021-09-27	THAT Council approve the application (2021-07-DV) for the property legally described as Lot 4, DL 24, Plan EPP95109 (3400 Bolton Street).	DS	Complete		
21-318	2021-09-27	THAT Council deny the application for the 2.3 metre wall on the north property line (2021-15-DV) for the property legally described as Lot 26, DL 24, Plan EPP95109 (2415 Beaumont Avenue); and THAT Council approve the application for the 1.5 metre wall on the east property line (2021-15-DV) for the property legally described as Lot 26, DL 24, Plan EPP95109 (2415 Beaumont Avenue).	DS	Complete		
21-320	2021-09-27	THAT Council deny the application (2021-15-DV) for the property legally described as Lot 25, DL 24, Plan EPP95109 (2411 Beaumont Avenue).	DS	Complete		
21-322	2021-09-27	THAT Council deny the application (2021-14-DV) for the property legally described as Lot 19, DL 24, Plan EPP95109 (2486 Beaumont Avenue).	DS	Complete		
21-324	2021-09-27	THAT Council deny the application (2021-17-DV) for the property legally described as Lot 27, DL 24, Plan EPP95109 (2510 Kendal Avenue.)	DS	Complete		
21-326	2021-09-27	THAT Council refer the application (2021-09-DP) for a Development Permit on property described as Lot 15, DL 24, Plan VIP77088 (2872 Ulverston Avenue) to the Advisory Planning Commission for a recommendation.	DS	Complete		
21-328	2021-09-27	THAT Council refer the application for a Temporary Use Permit (2021-01-TUP) to permit an automotive facility at 4693 Cumberland Road, property legally described as Lot A, District Lot 24, Plan VIP56393, to the Advisory Planning Commission for comment.	DS	Complete		
21-333	2021-09-27	THAT Council terminate Stage 2 water restrictions effective September 28, 2021.	LS	Complete		
21-240	2021-10-12	THAT Council direct staff to meet with the Cumberland Business Association and come back with next steps on the Cumberland Business Association's application to the Island Coastal Economic Trust THRIVE small capital program grant.	ED	Complete	Strategic Priority	Economic Development
21-244	2021-10-12	THAT Council authorize the annual closure of the Village office commencing at noon on December 24th with the reopening of the office occurring on the first business day following January 1st statutory holiday.	CAO	Complete		
21-246	2021-10-12	THAT Council change the October 28, 2021 Budget Committee of the Whole meeting to October 26, 2021 from 9 a.m. to 2 p.m.	LS	Complete		
21-249	2021-10-12	THAT Council approve the temporary street closure of First Street from Penrith Avenue to Beaufort Avenue on October 30, 2021 from 10 am to 6 pm for the Weird Church Chili Cook Off event.	LS	Complete		

Council Resolutions - Outstanding Action Items

Last Updated: October 18, 2021
File No. 0550-01

21-247	2021-08-09	That Council endorse the efforts of the BC Coalition for Healthy School Food to advocate for a universal, cost-shared healthy school food program through the form provided by the Food Policy Council; THAT Council work with Cumberland Community School Society and the Food Policy Council to write a letter to the Prime Minister to request that the Government of Canada implement a universal, cost-shared, healthy school food program for all K-12 students in the country; THAT Council write to the Premier and the Minister of Education requesting that the Province of BC commit to increasing investment in a universal, cost-shared, healthy school food program for all K-12 students in the province; and, THAT Council continue to support the Cumberland community School Society in their efforts to continue to offer a healthy lunch program at Cumberland Community School.	LS	Complete		
21-249	2021-08-09	THAT Council, on behalf of the Village of Cumberland the Mayor and Council endorse MP Peter Julian's private members motion, Motion M-84 Anti-Hate Crimes and Incidents and his private members Bill C 313 Banning Symbols of Hate Act.	LS	Complete		
	2016-01-26	THAT Council endorse the Rotary Club of Cumberland Centennial "Path to Recreation" trail proposal to partner to develop a trail from the Village core to Comox Lake in principle, direct staff to proceed with further investigations into the feasibility of the project, and report back to Council; and THAT Council direct staff to draft a Partnership Agreement with the Rotary Club of Cumberland Centennial to clarify the roles of each organization in the project, and to report back to Council.	PR	In Process	O & C Project	
	2018-12-10	THAT Council allocate the \$41,300 from 2018 growth taxes to the Cumberland Museum and Archives in equal payments over five years through an agreement to be negotiated with the Cumberland and District Historical Society that includes a clause that the funding be contingent on the Museum receiving funding from the Heung Foundation for the expansion of the Museum.	CAO FS	In Process	No	
	2019-01-28	THAT Council agree to participate in the Municipal Natural Assets Initiative project with the Comox Valley Regional District, City of Courtenay, Town of Comox and K'omoks First Nation; AND THAT Council approve the expenditure of \$10,500 over the 2019 and 2020 fiscal years, with funding to come from the Water Financial Stabilization Reserve Fund and THAT Council direct staff to amend the 2019-2023 Financial Plan bylaw to reflect the expenditure	OP FS	Complete In Process	Quality Infrastructure	Asset Management
	2019-10-28	THAT Council direct staff to prepare a list of possible publicly-owned sites within the Village of Cumberland that could be further evaluated by Co-operative Housing Federation of BC, for the feasibility of a Co-op Housing project.	DS	In Process	Emerging	
	2019-11-25	THAT Council direct staff to use the existing concrete slabs onsite and look at options of incorporating a concrete bench from design 2 into design 3 for the No. 5 Mine Fan House design concept.	DS	In Process	No	
	2019-11-25	THAT Council direct staff to develop a letter of agreement with the owner of the land known as Coal Valley Estates for the development of the No. 5 Mine Fan House Park.	DS	In Process	No	
	2020-01-13	THAT Council direct staff to consider the Vancouver Island Food Charter during the Official Community Plan update in 2021.	DS	In Process	Community	OCP Update/
	2020-04-27	THAT the Committee of the Whole recommend that Council consider making Camp Road neighbourhood a heritage conservation area when Council considers the 2021 official community plan review.	DS	In Process	Community Planning	OCP Updates
	2020-04-27	THAT the Committee of the Whole recommend that Council consider cash in lieu parking requirements for Camp Road neighbourhood during a comprehensive Village parking study.	DS	In Process	Comp Comm Planning	Zoning Bylaw Update
	2020-09-14	THAT Council direct staff to include a speed limit reduction review as part of the Traffic and Pedestrian Study and Transportation Master Plan identified in Council's Strategic Priorities, 2020 – 2023.	DS	In Process	Quality Infrastructure Planning and	Transportatio n assessment
	2020-11-09	THAT Council approve the revised Heritage Alteration Permit (2019-01-HAP REV) to collect a security for a mural or other decorative treatment of the east-facing wall of 2700 Dunsmuir Avenue and direct staff to prepare a report with mural options and process to complete the project for Council's consideration.	DS ED	In Process	No	
	2020-11-09	THAT Council direct staff to provide report to Council with recommendations to the Village's Business Licence Bylaw (No. 896, 2009), Inter-Community Business Licence Bylaw (No. 995, 2013) and/or other policy needs such as vacation rental and/or mobile vending regulations.	ED	In Process	No	
	2020-11-23	THAT Council direct staff to enter into formal deliberations with Cumberland Lake Wilderness Society on a 10-year Park Operations and Improvements Agreement (2022-2031), and report back to Council with an agreement proposal.	PR	In Process	Op Activity	

Council Resolutions - Outstanding Action Items

Last Updated: October 18, 2021
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	2020-12-14	THAT Council request that staff provide the information requested by Council on the Coal Valley Estates development proposal before considering referral of the Environmental Protection (DPA #1) and Wildfire Urban Interface Development Permit (DPA #4) to the APC.	DS	In Process	No	
	2020-12-14	That Council direct COVID-19 Safe Restart Grant for Local Governments funds to fund the 2021 capital projects identified within the 2021-2025 Financial plan for \$35,700; That Council direct COVID-19 Safe Restart Grant for Local Governments funds to fund the Phase 1 office renovations and Council Chambers Video system, for an amount of \$145,000, and that these funds be directed to replenish the reserves originally used for these projects; That Council direct the use of COVID-19 Safe Restart Grant for Local Governments funds to fund the following priority projects: Fibre Optic connection, Server and Communication upgrades, and Village facility upgrades for an amount of \$199,300.	FS	In Process	Emerging Item	
	2020-12-14	THAT Council confirm that, pursuant to its Development Procedures and Fees Bylaw No. 1073, 2018 and statutory requirements, early and on-going consultation was undertaken, including but not limited to a notice sign on the property, delivery of flyers and mailed notifications to neighbours within a 75 metre radius, public information meetings and a public hearing; THAT Council amend "Official Community Plan Amendment Bylaw No. 1136, 2020" in section 3 by striking out "3329" and substituting "3339"; THAT Council give third reading to "Official Community Plan Amendment Bylaw No. 1136, 2020" as amended; THAT Council give third reading to "Zoning Amendment Bylaw No. 1137, 2020"; and THAT final consideration of Bylaw No. 1136 and Bylaw No. 1137 be subject to: a) Registration of a section 219 Land Title Act covenant and housing agreement on title of 3345, 3341 and 3339 Second Street, legally described as Lots 3, 4, and 5, Block 32, District Lot 24, Nelson District, Plan 3268 with terms as outlined generally by the Senior Planner at the Public Hearing held on November 18, 2020. b) An access agreement, or assurance thereof, in a form satisfactory to the Village to permit the applicant to access their proposed on-site parking spaces off the Island Health rear driveway. c) Registration of a section 219 Land Title Act covenant requiring the consolidation of the three lots prior to any development, further subdivision (consolidation) or use.	DS	In Process	No	
21-21	2021-01-11	*See Remedial Action Resolution - 2721 Derwent Avenue	PS	In Process	No	
21-33	2021-02-08	THAT Council request the Comox Valley Regional District complete the Background Study prior to the Regional Parks Service establishment, and not to expedite service establishment; and THAT Council direct staff to participate in the development of the Background Study to inform Council's future decision to participate in a Regional Parks Service.	PR	In Process	Emerging Item	
21-43	2021-02-08	THAT Council approve the Community Grant Program Guidelines dated January 29, 2021; and THAT Council direct staff to explore contributing \$1,000 each year to the Comox Valley Community Foundation during the 2022-2026 financial plan process.	LS	Complete In Process	No	
21-45	2021-02-08	THAT Council allocate \$1,000 to each Councillor and \$1,500 to the Mayor from any conference savings in 2021 for that member to use at their discretion for professional development, conferences or forums in 2021; and THAT Council amend the Council Conference Policy to remove subsection (1) and add maximum expenditures in section (3) of \$500 for the mayor plus \$1,000 for each Council member, and to direct staff to bring forward an increase in the Council Travel and Conferences budget for 2022;	LS	Complete In Process	No	
21-45	2021-02-08	THAT Council direct staff to work with the Cumberland Business Association towards a Memorandum of Understanding (MOU) between the Village of Cumberland and the CBA, and to bring a draft agreement to council for review/recommendation;	ED	In Process	Strategic Priority	Economic Development
21-45	2021-02-08	THAT Council direct Staff to develop a Village of Cumberland Complaint Handling Policy and staff to report back to Council with the draft policy and procedures for Council's consideration;	CAO	In Process	No	
21-45	2021-02-08	THAT Council direct staff to bring forward a report on implementing a 30km/h speed zone in the Village.	OP	In Process	Strategic Priority	Transportatio n assessment

Council Resolutions - Outstanding Action Items

Last Updated: October 18, 2021
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21-47	2021-02-08	<p>THAT Council approve the following activities:</p> <ul style="list-style-type: none"> • Hire a temporary full time Engineer Technician for a term of 22 months, ending December 2022 to be funded from the infrastructure asset renewal reserve. • Increase Development Service consulting services budget by \$20,000 in 2021 and 2022 to be funded from the general financial stabilization reserve. • Direct staff to bring forward an amendment to the adopted 2021-2025 Financial plan bylaw to reflect these expenditures, and THAT Council not transfer from the infrastructure asset renewal reserve the amount over the optimum balance as per the reserve and surplus policy until 2023. 	OP FS	In Process	No	
21-53	2021-02-08	THAT Council refer other possible parking regulation updates to Zoning Bylaw No. 1027, 2016 to the Advisory Planning Commission, the Heritage Committee and the Homelessness and Affordable Housing Committee for comment.	DS	In Process	Emerging Item	
21-73	2021-02-22	THAT Council refer the “Camp Road Statement of Significance and Zoning Bylaw Setbacks” report, dated February 22, 2021, to the Heritage Committee, the Affordable Housing Committee, and the Advisory Planning Commission for comment.	DS	In Process	Strategic Priority	
21-80	2021-02-22	<p>THAT Council direct staff to apply for a grant opportunity from the Federation of Canadian Municipalities’ Asset Management Program for Village of Cumberland Asset Management project. Be it therefore resolved that the Village of Cumberland commits to conducting the following activities in its proposed project submitted to the Federation of Canadian Municipalities’ Municipal Asset Management Program to advance our asset management program:</p> <ul style="list-style-type: none"> • Development of Village asset management policy and plan, • Training and organizational development. <p>Be it resolved that the Village of Cumberland commit \$4,000 from its budget toward the costs of this initiative; and THAT Council approve the expenditure of up to \$20,000 for an asset management policy and strategy, training and development with:</p> <p>a) \$16,000 to be funded through an FCM grant and b) \$4,000 to be funded through the general financial stabilization reserve; and AND THAT Council direct staff to bring forward an amendment to the adopted 2021-2025 Financial Plan Bylaw to reflect this expenditure.</p>	CAO FS	Complete In Process	Quality Infrastructure	Asset Management
21-88	2021-03-08	THAT Council continue to support and participate in the regional active transportation project lead by the CVRD, also that Council commits to including cycling infrastructure considerations as part of the future Village Transportation Master Plan, and that Council direct staff to monitor and report on any potential cycling infrastructure funding opportunities.	OP DS	In Process	No	
21-98	2021-03-08	THAT Council approve \$223,500 for the Information Technology and Fire Hall generator expenditures to be funded through the general financial stabilization reserve – COVID-19 Restart Funds and direct staff to amend the adopted 2021-2026 Financial Plan bylaw to reflect this expenditure.	FS	Complete In process	No	
21-111	2021-03-22	THAT Council refer the final version of the Cumberland Green New Deal to staff for a report on how the Village can move the Green New Deal forward.	LS	In Process	Emerging	
21-112	2021-03-22	THAT Council refer the request from Steve Morgan, Cumberland Wetlands Working Group, to commit to protecting the natural areas, and to engaging qualified professionals in evaluating the effect of the proposed development on all of the existing natural systems inside and outside the development area, to staff as part of the Environmental and Wildfire development permit area application for Phase 10 of the Coal Valley Estates development.	DS	In Process	No	
21-116	2021-03-22	<p>THAT Council accept the proposal from Colliers Project Leaders to be the Project Manager for the Wastewater Upgrade Project and authorize staff to enter into negotiations for a contract with an initial value not to exceed \$235,000 (excluding GST); and THAT Council accept the proposal from Integrated Sustainability Consultants Ltd to be the Project Engineer for the Wastewater Upgrade Project, and authorize staff and the Project Manager to enter into negotiations for a contract with initial value not to exceed \$1,026,467.69 (excluding GST); and THAT Council accept the proposal from Maple Reinders Constructors Ltd to be the Construction Manager for the Wastewater Upgrade Project, and authorize staff and the Project Manager to enter into negotiations for a contract with an initial value not to exceed \$1,500,000.00 (excluding GST).</p>	OP	In Process	Strategic Priority	Liquid Waste Management

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21-146	2021-04-12	THAT Council approve a licence of occupation of the BMX track area in Village Park to the Coal Hills BMX Association for a five year period.	LS	In Process	No	
21-161	2021-05-10	THAT Council allocates \$25,000 in Restart Funding towards the development of a corporate communication plan and activities; AND THAT Council direct staff to apply for funding to the Island Coastal Economic Trust (ICET) Economic Development Readiness Program to support/supplement the development of a corporate communication plan THAT Council allocates \$2,500 in Restart Funding towards additional janitorial services; THAT Council allocates \$20,000 in Restart Funding towards increased COVID-19 related bylaw services; THAT Council allocates \$20,000 in Restart Funding to support downtown improvements, including the expansion of public walkways and/or safety barriers for patio areas; THAT Council allocates \$20,000 in Restart Funding towards the installation of Village wayfinding signage; AND THAT Council direct staff to apply for funding to the Island Coastal Economic Trust (ICET) Economic Development Readiness Program to support/supplement the development of wayfinding signage; THAT Council allocates \$5,000 in Restart Funding towards the installation pedestrian safety signage and/or speed signs/indicators; THAT Council recommend staff work with the Cumberland Business Association in addressing the requests/recommendations outlined in their letter to Council on April 15, 2021, as well as those overlapping interests identified within the COVID-19 Restart Funding report; THAT Council waive all 2021 permit application fees for a Sidewalk Café Permit and/or refund those permitting fees already paid for a 2021 Sidewalk Café Permit as a special 2021 COVID recovery initiatives in support of all local businesses.	FS	In Process	Strategic Priority	COVID-19 Recovery
21-172	2021-05-31	THAT Council write in support of allowing Taiwan to fully participate in the World Health Organization and the global health network.	LS	In Process	No	
21-186	2021-05-31	THAT Council direct staff to include funding in the 2022-2026 Financial plan bylaw towards a sponsorship agreement between the Village and the Comox Valley Chamber of Commerce in support of Village business and economic development interests.	ED	In Process	No	
21-203	2021-06-14	THAT Council add the King George Hotel, documented with a Statement of Significance, to the Cumberland Community Heritage Register and notify the owners and the Minister responsible for the Heritage Conservation Act. AND THAT Council direct staff to present options to add a density bonus and/or community amenity contribution provision in the VCMU-1 Village Core Commercial Mixed-Use Zone to promote heritage conservation and affordable housing; and that the timing and priority of this work be reviewed at the next Council strategic planning session.	DS	In Process	Strategic Priority	OCP Update
21-215	2021-06-28	THAT Council refer the Hearth, Patio & Barbecue Association of Canada request for an Industry Proposal to Improve Air Quality to the Comox Valley Regional District Air Quality Roundtable with the recommendation to support the Association's three pillars of sustainable, dry and seasoned wood supply for clean burning, general and targeted wood stove exchange program, and comprehensive public education.	LS	In Process	No	
21-221	2021-06-28	THAT Council endorse the Vacation Rental Regulations Review Resident and Stakeholder Engagement Plan; THAT Council approve the expenditure of up to \$10,000, to be funded by the general financial stabilization reserve, for the Vacation Rental Regulations Review project and amend the adopted 2021-2025 Financial Plan bylaw to reflect this expenditure; and further that Council investigate an agreement with AirBnB to recoup the hotel tax that is currently being collected by the company.	FS DS	In Process	No	
21-232	2021-07-12	THAT Council write a letter of support endorsing the Comox Valley Division of Family Medicine request for funding for the Comox Valley Urgent Care Clinic to the Ministry of Health.	LS	In Process	No	

Council Resolutions - Outstanding Action Items

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21-238	2021-07-26	<p>THAT Council approve additional funding to be included in the 2021-2024 budget for the following items:</p> <p>a.Wastewater administrative penalty and wastewater quality data review cost in the amount of \$11,745 to be funded through sewer financial stabilization reserve.</p> <p>b.Alternative building code solution to negate the requirement for a mid-block fire hydrant which would result in the loss of two parking stalls on Dunsmuir Avenue in the amount of \$6,500 to be funded from general financial stabilization reserve.</p> <p>c. Development Cost bylaw completion estimated to cost an additional \$25,000 to be funded from the Development Cost Charge reserves.</p> <p>d.Wastewater Treatment Upgrades – ineligible grant costs estimated at this time to be \$25,000 to be funded through the sewer and water infrastructure asset replacement reserve; and</p> <p>THAT Council direct staff to reflect these changes in the next financial plan bylaw amendment.</p>	OP FS	Complete In Process	Strategic Priority	
COTW	2021-07-26	THAT the Committee recommend that Council allocate \$8,000 from the COVID-19 Restart Fund to support minor facility improvements, building signage, and new program delivery in the Cultural Centre.	PR FS	In Process	Strategic Priority	Economic Development
COTW	2021-07-26	THAT the Committee direct staff to investigate and implement a sponsorship program to cover operational costs for the Cumberland Recreation Centre Parking Lot bike wash station.	PR	In Process		
COTW	2021-07-26	THAT the Committee direct staff to investigate and implement a sponsorship program to cover the operational costs for the Village-operated sani-dump.	PR	In Process		
COTW	2021-07-26	THAT the Committee direct staff to consider options for re-locating the sani dump outside the downtown core in future facility planning projects.	PR	In Process		
21-261	2021-08-09	THAT Council direct staff to engage the K'ómoks First Nation and key agencies in early discussions on the application for an OCP amendment and rezoning of recreational cabin property at Comox Lake.	DS	In Process	Strategic Priority	Reconciliation
21-262	2021-08-09	THAT Council direct staff to draft a watershed protection zone for that the area of Comox Lake that falls within the jurisdiction of the Village of Cumberland and present it for discussion at an upcoming meeting.	DS	In Process		
21-266	2021-08-09	THAT Council deny the modification of Covenant CA4570302 & CA4570304, known as the 'Fan House covenant,' to change the covenant area to that area shown in the McElhanney "Conceptual Design of Penrith Avenue Extension Design Memo" dated June 25, 2021; and,	DS	In Process		
21-268	2021-08-09	THAT Council direct staff to bring unspent carbon offset funds of \$7,500 for 2021 and \$2,700 for the following years into the 2022 five year budget process.	FS	In Process		
21-274	2021-08-09	THAT Council approve the incorporation of the above tasks into the scope of work of the Accessibility and Inclusion Committee; THAT Council allocate \$2500 in the 2022 budget for a public event to promote social equity and inclusion; THAT Council direct staff to include an amount in the 2022 budget discussions for the development of an accessibility and inclusiveness community strategy; and THAT Council recruit new members to the Accessibility and Inclusion Committee with a specific invitation to youth, BIPOC and 2SLGBTQ+ residents.	LS FS	In Process		
21-293	2021-09-07	THAT Council directs staff to provide a report and recommendations on any needed steps required by the province to enact Single-Use Item Regulation Bylaw No 1098, 2019.	ED	In Process		
21-297	2021-09-07	<p>THAT Council direct staff to prepare amendments to the Council Procedure Bylaw to permit electronic meetings</p> <ul style="list-style-type: none"> •Under a Provincial state of emergency that directly affects the Village of Cumberland •Under a local (including regional) state of emergency that directly affects the Village of Cumberland •During a weather event where the health and safety of council members and public attendance may be at risk; and <p>to receive questions for Question Period by email, and to permit the closed portion of regular meetings to be held before the portion no earlier than 4 p.m.</p>	LS	In Process		
21-330	2021-09-27	THAT Council allocate \$70,000 in COVID-19 Safe Restart Grant for Local Government funds to fund the development of a Recreation, Arts and Culture Master Plan.	FS PR	In Process	Strategic Priority	Healthy Community

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21-332	2021-09-27	<p>THAT Council allocates \$5,425 in Restart Funding towards the installation of automated/timed door locks on public washroom doors at the Cumberland Recreation Centre parking lot.</p> <p>THAT Council allocates \$30,000 in Restart Funding towards the Village's 2022 annual fees related to the IT infrastructure upgrades completed (fibre optic and IT upgrade related licensing fees).</p> <p>THAT Council direct staff to report back to Council on options to utilize Restart Funding in support of the Village's 2022 Community Grant in Aid Program.</p>	ED FS	In Process	Strategic Priority	Economic Development
21-242	2021-10-12	<p>THAT staff be directed to formalize a final draft Memorandum of Understanding with the Cumberland Business Association and report back to Council.</p>	ED	In Process	Strategic Priority	Economic Development