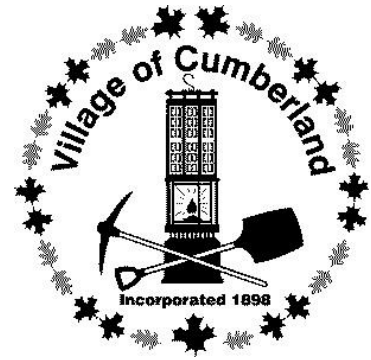


REGULAR AGENDA

17/2021/R



**The Corporation of the Village of Cumberland
Regular Council Meeting
November 8, 2021 at 5:30 p.m.
Village Council Chambers**

*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 regular Council meeting, November 8, 2021

Recommendation:

THAT Council approve the agenda for the November 8, 2021
Regular Council meeting.

2. Minutes

2.1 Adoption of Minutes

Recommendation:

THAT Council adopt the following meeting minutes:

- | | |
|---|----|
| • Committee of the Whole, October 12, 2021 | 7 |
| • Regular Council, October 12, 2021 | 8 |
| • Committee of the Whole, October 25, 2021 | 12 |
| • Regular Council October 25, 2021 | 15 |
| • Committee of the Whole, October 21 & 26, 2021 | 17 |
| • Committee of the Whole, October 29, 2021 | 21 |

- 2.2 Receipt of Committee Minutes
Recommendation:
THAT Council adopt the following meeting minutes:
• Advisory Planning Commission, October 14, 2021 22
3. **Delegations**
None
4. **Unfinished Business**
4.1 Comox Valley Substance Use Strategy – Lindsay McGinn, Comox Valley Community Health Network 25
Recommendation:
THAT Council refer the Comox Valley Substance Abuse Strategy, Phase Two of strategy development to staff to report to Council on financial support of phase two of the Strategy and elected official delegation to the collaborative.
5. **Correspondence**
5.1 Cumberland Community School Society (CCSS) requesting letter of support for Community Gaming Grant application to fund the operation of the Lunch Program, After-School Activities, Youth Centre and Food Share programs. 26
Recommendation:
THAT Council provide a letter of support for the Cumberland Community School Society's (CCSS) Community Gaming Grant application to fund the operation of the Lunch Program, After-School Activities, Youth Centre and Food Share programs.
6. **Reports**
6.1 Cumberland Lake Park: 2021 Park Operator Annual Report Prepared by Kevin McPhedran, Manager of Parks and Recreation 27
Recommendation:
i. THAT Council receive the *Cumberland Lake Park: 2020 Park Operator Annual Report*.
ii. THAT Council receive the Cumberland Lake Park Annual Report presentation from Genevieve Burdett, Executive Director, Cumberland Lake Wilderness Society.

- 6.2 Heritage Alteration Permit and Development Variance Permit Application – 46
2714 Dunsmuir Ave
Prepared by Karin Albert, Senior Planner
Recommendation:
- i. THAT Council receive the “Heritage Alteration Permit and Development Variance Application – 2714 Dunsmuir Avenue” report.
 - ii. THAT Council approve heritage alteration permit (2021-02-HAP) for 2714 Dunsmuir Avenue, properties legally described as Lot 1, Block 6, District Lot 21, Nelson District, Plan 522 and The West 1/2 of Lot 2, Block 6, District Lot 21, Nelson District, Plan 522.
 - iii. THAT Council approve development variance permit (2021-11-DV) to vary Zoning Bylaw No. 1027, 2014 to:
 - waive the special parking stall designation requirements for recreational vehicle or tour bus and for pregnant women or persons with young children; and
 - waive the requirement for two commercial loading stalls.
 - iv. THAT Council deny the request to vary Zoning Bylaw No. 1027, 2014 to:
 - reduce the regular parking stall requirement by 8 stalls; and
 - waive the special parking stall designation requirements for electric vehicles and for persons with a disability.
- 6.3 Temporary Use Permit Application, 4693 Cumberland Road
Prepared by Karin Albert, Senior Planner
Recommendation: 88
- i. THAT Council receive the “Temporary Use Permit Application, 4693 Cumberland Road” report.
 - ii. THAT Council approve the Temporary Use Permit (2021-01-TUP) to permit an automobile service and repair shop at 4693 Cumberland Road, property legally described as Lot A, District Lot 24, Plan VIP56393.
- 6.4 Development Variance Permit, 2552 Kendal Avenue 95
Prepared by Meleana Searle, Planner
Recommendation:
- i. THAT Council receive “Development Variance Permit, 2552 Kendal Avenue.”
 - ii. THAT Council approve the application (2021-20-DV) for a Development Variance Permit on the property described as

Lot 15, DL 24, Nelson District, Plan EPP53358 (2552 Kendal Avenue).

- 6.5 Development Permit, 2872 Ulverston Avenue 104
Prepared by Meleana Searle, Planner
Recommendation:
i. THAT Council receive “Development Permit – 2872 Ulverston Avenue”
ii. THAT Council approve the application (2021-09-DP) for a Development Permit on property described as Lot 15, DL 24, Plan VIP77088 (2872 Ulverston Avenue).
- 6.6 Amendments to Local Government Legislation Proposed in Bill 26 123
Prepared by Courtney Simpson, Manager of Development Services
Recommendation:
THAT Council receive the Amendments to Local Government Legislation Proposed in Bill 26 report for information.
- 6.7 Committee of the Whole Report: 2022-2026 Financial Plan 133
Recommendation:
i. THAT Council receive the Committee of the Whole Report: 2022-2026 Financial Plan.
ii. THAT Council direct staff to add a 2% increase to the volunteer firefighter call out wage in each year between 2022-2026 of the financial plan.
iii. THAT Council direct staff to prepare the public meeting package and the Financial Plan bylaw for the November 15, 2021 Village Hall/Budget Open House.
- 6.8 COVID-19 Restart Funding 137
Prepared by Kaelin Chambers, Economic Development Officer
Recommendation:
i. THAT Council receives the COVID-19 Restart Funding report.
ii. THAT Council allocates Restart Funding towards the following initiatives
 - \$60,000 towards the Office Phase 3 Renovations.
 - \$34,000 towards the construction of the Fire Hall Emergency Generator Pad.
 - \$25,000 towards increased bylaw services for 2022.
 - \$7,000 towards Council Meeting Software.

- \$6,500 towards Recreation Facilities Water/Filling Stations.
 - \$3,000 towards the 2022 Summer Series in the Park.
 - \$2,500 to the Inclusion and Accessibility Committee to undertake a public event to promote social equity and inclusion in the Village.
 - iii. THAT Council consider establishing a one-time (2022) Restart Grant Program, and direct staff to present a program framework for Council's consideration; AND THAT Council allocates \$40,000 in Restart Funding for use within the 2022 Restart Grant Program.
- 6.9 BC Hydro Street Light Retrofit Project Update 152
Prepared by Rob Crisfield, Manager of Operations
Recommendation:
THAT Council receive the BC Hydro Street Light Retrofit Project Update report for information.
- 6.10 2022 Council Meeting Schedule 155
Prepared by Rachel Parker, Corporate Officer
Recommendation:
i. THAT Council receive the 2022 Council Meeting Schedule report.
ii. THAT Council approve the 2022 Council Meeting Schedule and direct staff to give public notice of the availability of the annual schedule
- 6.11 Council Member Appointments 159
Prepared by Rachel Parker, Corporate Officer
Recommendation:
i) THAT Council receive the Council Member Appointments report.
ii) THAT Council appoint acting mayors as follows:
November 2021 to January 2022: Councillor Ketler
February to April 2022: Councillor Brown
May to July 2022: Councillor Sullivan
August to October 2022: Councillor Sproule
iii) THAT Council appoint Councillor Vickey Brown as trustee and Councillor Gwyn Sproule as alternate trustee to the Vancouver Island Regional Library Board.
iv) THAT Council direct staff to bring forward a policy on Council appointments to external agencies.

6.12	Council Reports	
6.12.1	Mayor Leslie Baird	169
6.12.2	Councillor Jesse Ketler	173
6.12.3	Councillor Sean Sullivan	175
6.12.4	Councillor Vickey Brown	177
6.12.5	Councillor Gwyn Sproule	

Recommendation:

THAT the Council Member Monthly reports be received.

7. Bylaws

8. New Business

9. Notices, Motions and Announcements

Matters considered here may include notices or motions to hold a meeting of the Committee of the Whole, a Village Hall meeting, a public hearing, and notices of motion introduced by a council member.

10. 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.

11. Close the Meeting to the Public

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

- labour relations or other employee relations;
- the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality;
- negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public;

12. Adjournment

C.O.T.W. MINUTES

06/2021/COTW



The Corporation of the Village of Cumberland

Committee of the Whole Meeting

October 12, 2021 at 4:45 p.m.

Council Chambers

Council Present:

Mayor Leslie Baird
Councillor Vickey Brown
Councillor Jesse Ketler
Councillor Gwyn Sproule
Councillor Sean Sullivan

Staff Present:

Clayton Postings, Chief Administrative Officer
Courtney Simpson, Manager of Development Services
Rachel Parker, Corporate Officer

Mayor Baird called the meeting to order at 4:45 p.m.

1. Approval of Agenda

1.1 Agenda for Committee of the Whole meeting, October 12, 2021

Brown/Sullivan

THAT the Committee approve the agenda for the October 12, 2021 Committee of the Whole meeting.

Carried Unanimously

2. Closed Portion

Brown/Sullivan

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

- (a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality.

Carried Unanimously

3. Adjournment

The meeting was adjourned at 5:11 p.m.

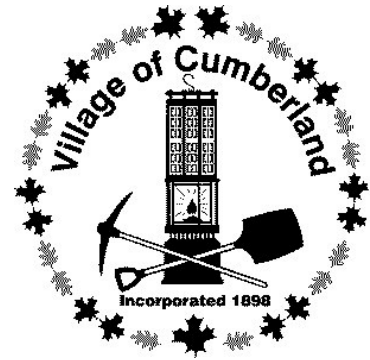
Certified Correct:

Mayor

Corporate Officer

REGULAR MINUTES

16/2021/R



**The Corporation of the Village of Cumberland
Regular Council Meeting
October 12, 2021 at 5:30 p.m.
Village Council Chambers**

Council Present:

Mayor Leslie Baird
Councillor Vickey Brown
Councillor Jesse Ketler
Councillor Gwyn Sproule
Councillor Sean Sullivan

Staff Present:

Clayton Postings, Chief Administrative Officer
Kaelin Chambers, Economic Development Officer
Rachel Parker, Corporate Officer

Mayor Baird called the meeting to order at 5:30 p.m.

1. Approval of Agenda

1.1 Agenda for regular Council meeting, October 12, 2021

Motion 21-336

Sullivan/Ketler

THAT Council approve the agenda for the October 12, 2021 Regular Council meeting with additional items

Carried Unanimously

2. Minutes

2.1 Adoption of Minutes

Motion 21-337

Sproule/Brown

THAT Council adopt the following meeting minutes:

- Regular Council, September 27, 2021
- Village Hall, October 4, 2021

Carried Unanimously

2.2 Receipt of Committee Minutes

Motion 21-338

Ketler/Brown

- Heritage Committee, August 16, 2021
- Advisory Planning Commission, August 19, 2021
- Accessibility and Inclusion Committee, September 20, 2021

Carried Unanimously

3. Delegations

- 3.1 Kathryn West, Cumberland Business Association (CBA) Secretary, Holly Penner, CBA Executive Director, and Kirsten Werner, CBA Chair regarding THRIVE Grant Application

Motion 21-339

Brown/Sullivan

THAT Council receive the delegation Kathryn West, Cumberland Business Association (CBA) Secretary, Holly Penner, CBA Executive Director, and Kirsten Werner, CBA Chair regarding THRIVE Grant Application.

Carried Unanimously

Motion 21-240

Brown/Sullivan

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.

Carried Unanimously

4. Unfinished Business

None

5. Correspondence

None

6. Reports

- 6.1 Village and Cumberland Business Association Memorandum of Understanding Report

Motion 21-241

Ketler/Sullivan

THAT Council receives Village and Cumberland Business Association Memorandum of Understanding Report.

Carried Unanimously

Motion 21-242

Sullivan/Brown

THAT staff be directed to formalize a final draft Memorandum of Understanding with the Cumberland Business Association and report back to Council.

Carried Unanimously

- 6.2 Christmas Break Village Office Closure

Motion 21-243

Ketler/Sproule

THAT Council receive the Christmas Break Village Office Closure report.

Carried Unanimously

Motion 21-244

Brown/Sproule

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.

Carried Unanimously

6.3 October 28, 2021 Budget Session Scheduling

Motion 21-245

Sullivan/Ketler

THAT Council receive the October 28, 2021 Budget Session Scheduling report.

Carried Unanimously

Motion 21-246

Brown/Sullivan

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.

Carried Unanimously

6.4 Council Reports

Motion 21-247

Sproule/Ketler

THAT the Council Member Monthly reports be received.

Carried Unanimously

6.5 Temporary Street Closure – October 30, 2021

Motion 21-248

Sullivan/Ketler-

THAT Council receive the Temporary Street Closure – October 30, 2021 report.

Carried Unanimously

Motion 21-249

Brown/Sproule

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.

Carried Unanimously

7. Bylaws

7.1 2022 Permissive Tax Exemption Bylaw No. 1151

Motion 21-250

Sullivan/Ketler

THAT Council adopt “Permissive Tax Exemption 2022 Bylaw No. 1151, 2021”.

Carried Unanimously

8. New Business

None

9. Notices, Motions and Announcements

Matters considered here may include notices or motions to hold a meeting of the Committee of the Whole, a Village Hall meeting, a public hearing, and notices of motion introduced by a council member.

- Budget Committee of the Whole, October 21, 2021 at 10:00 a.m.
- Advisory Planning Commission, October 14, 2021 at 4:00 p.m.

10. Question Period

No questions were received.

11. Close the Meeting to the Public

Motion 21-251

Sullivan/Brown

THAT Council close the meeting at 6:43 p.m. to the public pursuant to Section 90 of the *Community Charter* to consider:

- (a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality.
- (e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality.

Carried Unanimously

12. Adjournment

The meeting was adjourned at 7:23 p.m.

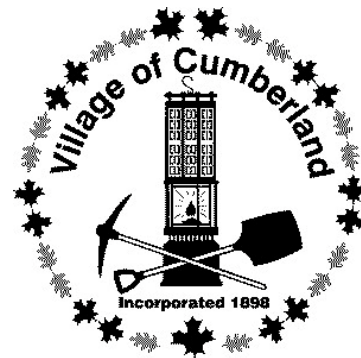
Certified Correct:

Mayor

Corporate Officer

C.O.T.W. MINUTES

06/2021/COTW



The Corporation of the Village of Cumberland

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

Council Present:

Mayor Leslie Baird
Councillor Vickey Brown
Councillor Jesse Ketler
Councillor Gwyn Sproule
Councillor Sean Sullivan

Staff Present:

Clayton Postings, Chief Administrative Officer
Michelle Mason, Chief Financial Officer/Deputy CAO
Rachel Parker, Corporate Officer
Kaelin Chambers, Economic Development Office

Mayor Baird called the meeting to order at 5:30 p.m.

1. Approval of Agenda

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

Brown/Sullivan

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

Carried Unanimously

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.

Brown/Ketler

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.

Carried Unanimously

The delegation invitation to the Village to continue to work with Substance Use Strategy Committee in Phase 2 of the strategy through a collaborative to move towards solutions.

Discussion took place on the value of strategy recommendations, decriminalization within municipal boundaries, Island Health participation and relationships, and ongoing funding from local governments within the region.

3. Reports

3.1 Village of Cumberland Communication Snapshot Report

Sullivan/Ketler

THAT the Committee receive the Village of Cumberland Village of Cumberland Communication Snapshot Report.

Carried Unanimously

Discussion took place on Facebook presence for a coordinated message for the community feel more connected, staff capacity, opportunities with the development approvals review, and to retain engagement of those not online.

Brown/Sproule

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.

Carried Unanimously

3.2 Council Procedure Amendment Bylaw

Ketler/Sullivan

THAT the Committee receive the Council Procedure Amendment Bylaw report.

Carried Unanimously

Discussion took place on holding electronic meetings on short notice if necessary, providing more notice for closed portion of regular meetings starting at 4 p.m., and options for up to two individual Council members attending meetings electronically with priority or limitation for health reasons and for those travelling.

Ketler/Brown

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.

Carried Unanimously

3.3 Association of Vancouver Island and Coastal Communities 2022
Resolutions

Sullivan/Ketler

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

Carried Unanimously

Discussion took place on drafting resolutions on the following topics:

- Amending the Private Managed Forest Land Act for the protection of drinking watersheds in regard to the use of chemical use of herbicides and fire retardant; as well as funding for watershed hydrology mapping
- Power for local governments to decriminalize controlled substances as a means of harm reduction within municipal boundaries
- Renewable energy options
- Climate change mitigation as mechanism for residents

3.4 Quarterly Report to Council, July – September 2021

Brown/Sproule

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

Carried Unanimously

4. **Question Period**

No questions were received.

5. **Adjournment**

Brown/Sullivan

THAT the Committee adjourn the meeting at 7: 16 p.m.

Carried Unanimously

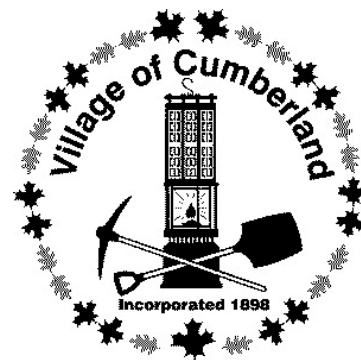
Certified Correct:

Mayor

Corporate Officer

REGULAR MINUTES

17/2021/R



The Corporation of the Village of Cumberland Regular Council Meeting

October 25, 2021 at 5:30 p.m.

Village Council Chambers

Following the Committee of the Whole Meeting

Council Present:

Mayor Leslie Baird
Councillor Vickey Brown
Councillor Jesse Ketler
Councillor Gwyn Sproule
Councillor Sean Sullivan

Staff Present:

Clayton Postings, Chief Administrative Officer
Michelle Mason, Chief Financial Officer/Deputy CAO
Rachel Parker, Corporate Officer
Courtney Simpson, Manager of Development Services
Kevin McPhedran, Manager of Parks and Recreation
Karin Albert, Senior Planner

Mayor Baird called the meeting to order at 7:18 p.m.

1. Approval of Agenda

1.1 Agenda for regular Council meeting, October 25, 2021

Sullivan/Ketler

THAT Council approve the agenda for the October 25, 2021 Regular Council meeting.

Carried Unanimously

2. Close the Meeting to the Public

Sullivan/Sproule

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

- (a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;
- (c) labour relations or other employee relations;
- (e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality.

Carried Unanimously

3. Adjournment

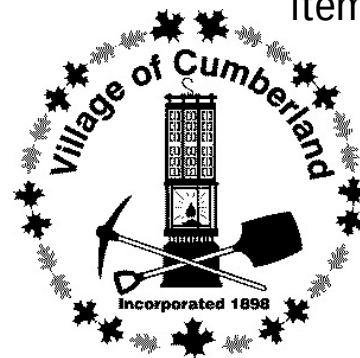
The meeting was adjourned at 8:24 p.m.

Certified Correct:

Mayor

Corporate Officer

C.O.T.W. MINUTES



The Corporation of the Village of Cumberland
Committee of the Whole Meeting
October 21, 2021 at 10 a.m. and October 26, 2021 at 9 a.m.
Council Chambers, 2673 Dunsmuir Avenue

2022-2026 Financial Plan Workshop

Council Present:

Mayor Leslie Baird
Councillor Vickey Brown
Councillor Jesse Ketler
Councillor Gwyn Sproule
Councillor Sean Sullivan

Staff Present:

Clayton Postings, Chief Administrative Officer
Michelle Mason, Chief Financial Officer/ Deputy CAO
Rob Crisfield, Manager of Operations
Rachel Parker, Corporate Officer
Kaelin Chambers, Economic Development Officer
Courtney Simpson, Manager of Development Services
Kevin McPhedran, Manager of Parks and Recreation
Mike Williamson, Manager of Protective Services

Mayor Baird called the meeting to order at 10:09 a.m.

1. Approval of Agenda

- 1.1 Agenda for the Committee of the Whole meeting, October 21, 2021.

Sproule/Sullivan

THAT the Committee of the Whole approve the agenda for the Committee of the Whole meeting, October 21, 2021.

Carried Unanimously

2. Reports

- 2.1 Proposed 2022-2026 Financial Plan

Brown/Ketler

THAT the Committee receive the Proposed 2022-2026 Financial Plan report.

Carried Unanimously

Staff reviewed a summary of current status of priorities, reserve funds, and asset management.

Discussion took place on the Emergency and Public Safety reserve to transition to fund 70% of policing costs when the Village reaches 5000 population and that it could occur after the 2021 census, the new RCMP policing contract with the Province, and allocation of police members.

Discussion also took place on general asset renewal fund, funding of new fire apparatus vehicles, fire hall debt stabilization, water treatment debt costs and wastewater treatment debt, water meter replacement, and the proposed tax increase at 3.79% with the proposed budget presented and the impact on a single family household at \$139, the timing of use of property tax from growth, and the tax rate for Class 7 properties.

Department managers reviewed departmental 2021 summaries and challenges and discussed

- Egremont sidewalk adjacent to the school
- Water and sewer operations increases
- Consider funding the business association once a proposal is received
- Status of Bevan industrial land development
- Development approvals review
- Bylaw enforcement service level, summer patrol funded by COVID Re-start funds, unauthorized campers and camping in the Village
- Costs to develop new parks, and maintain additional facilities parks and janitorial, managing volume of park use for protection of parks, regional parks planning, and the upcoming recreation, arts and culture master plan

Ketler/Sullivan

THAT the Committee receive the proposed 2022-2026 Financial Plan report.

Carried Unanimously

Ketler/Brown

THAT Council adjourn the meeting at 3:46 p.m. until October 26, 2021 at 9 a.m.

Carried Unanimously

Mayor Baird reconvened the meeting on October 26, 2021 at 9:06 a.m.

Council reviewed “projects currently not in the financial plan requiring further Council consideration” and made preliminary approvals and discussed:

- review firefighter remuneration with a summary and analysis
- Remove dangerous dog pound service retainer and explore contract and potentially use financial stabilization
- Deputy chief increase - CAO will come back with model, succession plan, can explore using financial stabilization for 2022 and use taxes in 2023
- Firefighting training officer hours – no longer required

Sullivan/Ketler

THAT the Committee determine that Council remuneration be part of the 2022 budget deliberations.

Carried Unanimously

The Committee reviewed “Projects Removed from the Financial Plan. Ms. Mason noted that the highway message board for Lake Park, Village parking lot design review, and Corporate Communication plan implementation were also removed from the plan awaiting the completion of the plans before coming back to Council in a future COVID Restart funding report.

Committee members noted that these items were not included for consideration:

- food share funding, substance use strategy request, Cumberland Business Association funding

A report on COVID Restart funds is expected at the November 8, 2021 Council meeting.

The Committee took a refreshment break at 11:20 a.m.

The Committee began review of the Proposed Five Year Capital Projects and discussion took place on:

- update on Egremont sidewalk project design
- No. 2 dam senior government funding application and alternative funding
- Timing of Cumberland Road works and traffic closures – expected late spring or summer
- Sidewalk projects through new school safe travel route plan
- Need for new storm catch basin on First at Maryport
- Electric charging stations
- Perseverance Creek crossing safety rail

The Committee adjourned for lunch at 12:20 p.m. and reconvened at 12:50 p.m.

The Committee returned to discuss projects not included in the budget as followings:

- Lake Park dividends – include in budget \$8,000 from expected 2022 increase and increase the reserve transfer by \$4,000 each year until the total \$32,000 in dividend revenues are being saved towards upgrading the Cumberland Campground
- Accessibility and Inclusion Committee public event – consider funding through COVID Restart
- Accessibility and Inclusion Committee community strategy – move to 2023
- Council Annual Travel and Conference: increase by \$4000 in 2022, increase by \$1000 in 2023, increase of \$1000 in 2024
- Include increase for committees training
- Cyber attack insurance – use stabilization reserve in 2022
- fire fleet vehicle modification – use \$5000 from stabilization reserve then investigate switching to emergency fund.
- Bylaw offence notice – defer until 2023
- 2022 bylaw patrol – use COVID Restart funds and combine with fire patrol funding

The Committee discussed a 5.39% increase in 2022 for municipal purposes with a \$219 tax increase to a single family dwelling. It was noted that the increase in bylaw enforcement services, council remuneration and deputy fire chief has not been included.

Discussion took place on the need to increase property taxes to provide adequate services to residents, and to present a higher tax increase with options to reduce at the open house on November 15, 2021.

Discussion took place on likely increase to regional property taxes as regional taxes were reduced in 2021 due to COVID-19.

4. Summary and Direction to Staff

Brown/Sullivan

THAT the Committee of the Whole direct staff to prepare the public meeting package and the Financial Plan bylaw for the November 15, 2021 Village Hall/Budget Open House.

Carried Unanimously

5. Question Period

There were no questions.

6. Adjournment

The meeting was adjourned at 1:30 p.m.

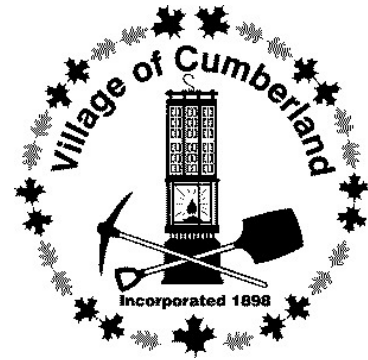
Certified Correct:

Mayor

Corporate Officer

C.O.T.W. MINUTES

07/2021/COTW



The Corporation of the Village of Cumberland

Committee of the Whole Meeting

October 29, 2021 at 10:30 a.m.

Council Chambers

Council Present:

Mayor Leslie Baird
Councillor Vickey Brown
Councillor Jesse Ketler
Councillor Gwyn Sproule
Councillor Sean Sullivan

Staff Present:

Clayton Postings, Chief Administrative Officer
Michelle Mason, Chief Financial Officer/Deputy CAO
Rachel Parker, Corporate Officer
Kaelin Chambers, Economic Development Officer
Rob Crisfield, Manager of Operations
Courtney Simpson, Manager of Development Services
Kevin McPhedran, Manager of Parks and Recreation

Mayor Baird called the meeting to order at 10:30 a.m.

1. Approval of Agenda

1.1 Agenda for Committee of the Whole meeting, October 29, 2021

Sullivan/Ketler

THAT the Committee approve the agenda for the October 29, 2021 Committee of the Whole meeting.

Carried Unanimously

2. Closed Portion

Ketler/Brown

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

- (e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality.

Carried Unanimously

3. Adjournment

The meeting was adjourned at 12:25 p.m.

Certified Correct:

Mayor

Corporate Officer



Village of Cumberland

Advisory Planning Commission

Minutes

The meeting of the APC was held on Thursday October 14, 2021 at the Council Chambers at 2675 Dunsmuir Avenue, Cumberland, BC, commencing at 4:05pm.

PRESENT: Nick Ward, Chair Neil Borecky
 Roger Kishi Shannon Levett, Secretary
ABSENT: Jaye Mathieu Janet Bonaguro
GUESTS \ STAFF: Karin Albert, Senior Planner
 Meleana Searle, Planner
 Courtney Simpson, Manager of Development Services
OBSERVERS: Tom Brown – Item b) 4693 Cumberland Road

1. CALL TO ORDER

2. APPROVAL OF AGENDA

Borecky / Kishi: THAT the agenda be approved as presented.

CARRIED UNANIMOUSLY

3. APPROVAL OF MINUTES

Borecky / Levett: THAT the minutes of the meeting held September 16, 2021 be approved as presented.

CARRIED UNANIMOUSLY

4. REFERRALS FROM COUNCIL

a. Development Permit Application – 2872 Ulverston Avenue

Borecky / Levett: THAT the Advisory Planning Commission receive the staff report “Development Permit Application - 2872 Ulverston Avenue”

CARRIED UNANIMOUSLY

DISCUSSION

- Staff Comments
 - 6ft fences for privacy
 - ADU does not peer into neighbouring property
- APC Discussion
 - Meets all requirements

Kishi / Borecky: THAT the Advisory Planning Commission recommend approval for the “Development Permit Application for an accessory dwelling unit at 2872 Ulverston Avenue”.

CARRIED UNANIMOUSLY

b. Temporary Use Permit Application – 4693 Cumberland Road

Borecky / Levett: THAT the Advisory Planning Commission receive the staff report “Temporary Use Permit Application – 4693 Cumberland Road”.

CARRIED UNANIMOUSLY

DISCUSSION

- Owner’s Comments
 - Owner advised that neighbours and community members are in support of this application.
- Staff Comments
 - In 2019 the property owner applied to amend the Official Community Plan (OCP) to change the land use designation to Commercial and rezone the property to Commercial General (C1).
 - That application was denied by council, however, council suggested that the applicant could apply for a Temporary Use Permit.
 - The 2019 application for OCP and Zoning Bylaw amendment to permit a commercial use on the property was referred to the APC. The APC was not in support of the rezoning to commercial but supported a spot rezoning for the property.
- APC Discussion
 - Th Temporary Use Permit is for three years. After the three years, the property owner may apply for another three years.
 - After that time, the OCP could have changed, making a rezoning application easier.
 - During the next OCP review, the area should be considered for other uses such as commercial, light industrial or urban agriculture.

Borecky/Levett: THAT the Advisory Planning Commission recommend approval of the Temporary Use Permit (2021-01-TUP) for the automotive service and repair shop at 4693 Cumberland Road property legally described as Lot A, District lot A, District Lot 24, Plan VIP56393.

CARRIED UNANIMOUSLY

Borecky/Kishi: THAT the Advisory Planning Commission recommend that during the next Official Community Plan (OCP) update, special consideration be given to a review of the land use designations at the Bevan- Cumberland Road intersection. .

CARRIED UNANIMOUSLY

5. NEXT REGULAR MEETING

November 18, 2021 4pm

6. TERMINATION:

Borecky: THAT the meeting terminate.

Time: 4:25pm

Certified Correct: _____	Confirmed: _____
Chair	Deputy Corporate Officer

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

Ashley Hawker

Subject: FW: Request for letter of support for CCSS

From: CumberlandCommunity SchoolsSociety <ccss.coordinator@gmail.com>

Sent: Wednesday, October 20, 2021 1:39 PM

To: Rachel Parker <rparker@cumberland.ca>

Subject: Request for letter of support for CCSS

Dear Mayor and Councillors,

The Cumberland Community Schools Society (CCSS) is in the process of applying for a Community Gaming Grant and would like to include letters of support from our community. The funding will be used for general operating expenses for our Lunch Program, After-School Activities, Youth Centre and Food Share.

Would we be able to get a letter of support from the Village? The letter could note the positive contribution CCSS makes to the overall health of the community, particularly that of children and families. And what an excellent partner organization the Society is, always ready to participate in and support initiatives that benefit a wide demographic of residents. It would be helpful to mention the Food Share, and how our Healthy Food Box deliveries are strengthening food security in our community by ensuring all Cumberland residents have access to nutritious food.

We would like to submit our application no later than November 26, 2020. Please let me know if you have any questions or concerns.

I look forward to hearing from you.

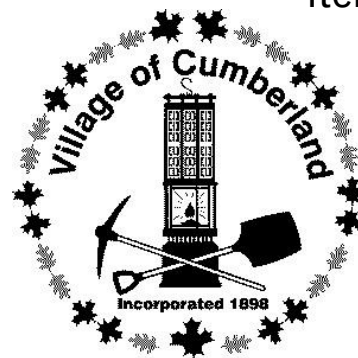
Sincerely,

Sue Loveless

Executive Director, CCSS

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COUNCIL REPORT



REPORT DATE: 11/1/2021

MEETING DATE: 11/8/2021

TO: Mayor and Councillors

FROM: Kevin McPhedran, Manager of Parks & Recreation

SUBJECT: Cumberland Lake Park: 2021 Park Operator Annual Report

RECOMMENDATION

- i. THAT Council receive the *Cumberland Lake Park: 2020 Park Operator Annual Report*.
- ii. THAT Council receive the Cumberland Lake Park Annual Report presentation from Genevieve Burdett, Executive Director, Cumberland Lake Wilderness Society.

PURPOSE

For Council to receive the 2021 Cumberland Lake Park Annual Report from the Park Operator, Cumberland Lake Wilderness Society (CLWS).

PREVIOUS COUNCIL DIRECTION

Date	Resolution
November 23, 2020	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.

BACKGROUND

Cumberland Lake Wilderness Society (CLWS) is approaching the end of their final year of a five year Park Operating Agreement with the Village, and is nearing the completion of their seventh year overall as the Cumberland Lake Park Operator.

Per the terms of the Operating Agreement, CLWS has submitted an Annual Report, which is attached to this report for Council's receipt and consideration.

CLWS continues to show strong leadership, creativity, and success in managing Cumberland Lake Park, while the partnership demonstrates the significant benefits of the Village collaborating with the non-profit CLWS to advance the implementation the [2014 Cumberland Lake Park Master Plan](#). In light of this, and per Council's fall 2020 direction, staff continue to work with CLWS on amending the existing Operating Agreement for renewal on a 10 year term. We anticipate this agreement will come forward for Council's consideration later this fall.

ALTERNATIVES

1. That Council direct staff to investigate alternative options for the operation of Cumberland Lake Park.
2. Not proceed with any action at this time.

STRATEGIC OBJECTIVE

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

FINANCIAL IMPLICATIONS

Dividend revenues from Cumberland Lake Park continue to grow, and per Council direction in previous budgeting processes, are proposed to begin to be allocated to a Cumberland Lake Park reserve in the Village's Financial Plan Bylaw for future park infrastructure projects.

CLWS has demonstrated an interest in partnering with the Village in support of park improvements, including investment of staff and financial resources in park infrastructure projects. Pursuing a long term operating agreement with a non-profit committed to also implementing the Park Master Plan will also assist the Village in implementing the 2014 Cumberland Lake Park Master Plan.

OPERATIONAL IMPLICATIONS

Management of the Cumberland Lake Park Operating Agreement is the responsibility of the Parks and Recreation Department, with support from Village Operations crews for water, septic and roads in the park. A long term agreement with CLWS would have operational benefits to the Village by creating new efficiencies and may empower CLWS to take on additional park management and maintenance responsibilities.

ATTACHMENTS

2021 Cumberland Lake Park Annual Report

CONCURRENCE

Michelle Mason, Chief Financial Officer/Deputy CAO MM
Rob Crisfield, Manager of Operations RC

Respectfully submitted,
Kevin McPhedran

Kevin McPhedran
Manager of Parks and Recreation

Clayton Postings

Clayton Postings
Chief Administrative Officer



Cumberland Lake Park Contractor Annual Report



Operating Year:	2021
Date of Report Submission:	Oct 29, 2021
Submitted by (Name and Position):	Genevieve Burdett, Executive Director

As per the Cumberland Lake Park Operations Agreement between the Village of Cumberland and the Cumberland Lake Wilderness Society, the Society is to submit a detailed annual report to Village Council by November 15th. This report is to be the primary communicative tool with the Village and shall address park maintenance issues and operations, procedures and policies, discuss possible improvements, upgrades and suggested capital projects to enhance the park, along with any other information deemed necessary by CLWS to communicate to the Village.

A. PROVISION OF GENERAL PARK SERVICES

Section 1: Introduction and General Overview of the Operating Season

Provide a general overview of park services and operations in this operating season. Include such things as weather, visitation patterns, occupancy rates, and major issues, challenges and successes. Low level of detail- one to two paragraphs.

Similar to previous years, 2021 was characterized by growth in all areas and strong financial returns. Cumberland Lake Wilderness Society has now held the contract to operate Cumberland Lake Park for seven years. During this time, CLWS has worked to advance the four park goals set out by the Cumberland Lake Park Master Plan (CLPMP): economic sustainability, low impact recreation, ecological health and outdoor education and literacy.

In 2021, the campground had an 85% average occupancy rate with no vacancy in July and August. This is a 22% increase from 2019 (the most recent comparable year without COVID-19 closures). The campground increasingly offers strong economic sustainability with \$38,600 paid to the Village in dividends this season. This represents a 41% increase from 2020, which was previously the most successful year to date.

Lake Park continues to grow as a popular day use destination. On hot summer weekends, the day use area is often over-capacity. Village staff and CLWS completed a number of initiatives in 2021 to assist with mitigating this issue. Recognizing the growing demand on our parks as well as the public health benefits of parks, CLWS believes that it is important to advocate for more sanctioned freshwater recreation areas elsewhere in the Comox Valley (through mechanisms such as the proposed regional parks service).

CLWS offered numerous opportunities for outdoor education through our park interpreter program, now in its second year, and our subsidized school programs. Watershed tours in big canoes were added to these programs this year. CLWS programs are based on the principles of decolonization and reconciliation, place-based learning, personal connection, stewardship and experiential learning. In total, CLWS invested over \$29,000 in programming in 2021. CLWS also welcomed two early years and two afterschool programs from September through to June, creating an additional 52 part-time and 22 full-time childcare spaces in Cumberland for 2021-22.

CLWS invested over \$24,000 in capital projects this year including initiatives such as replacing the roof on the picnic shelter, designing the playground, building new trails, adapting the office for COVID-19, completing erosion control and revegetation work and installing a car counter on Comox Lake road.

The Village of Cumberland, with support from CLWS, has taken the lead on addressing all major safety issues that have been identified. This includes spearheading a Lifesaving Society Safety Audit following a drowning incident and initiating a number of projects to assist with parking issues that block emergency access.

Section 2: Campground Services

Describe and discuss issues, challenges and successes in regards to campground operations, including un-serviced sites, serviced sites, and group sites; reservation and registration practices; fees and policy; showers and firewood sales.

Interest and frequency of camping has been on the rise in North America for many years and the 2021 North American Camping report (KOA) found that COVID-19 was a key driver behind the influx of even more campers this year. Camping is clearly an affordable and safe way to vacation, in the face of COVID-19 restrictions. This national trend was reflected in the numbers at Cumberland Campground, with an 85% average occupancy rate. Once again, the campground was full in both July and August, with many potential campers being turned away. While various COVID travel restrictions were in place throughout the season, there was adequate local demand to replace any losses.

The campground currently offers 17 serviced RV sites, 37 unserviced sites, 5 walk-in sites and one group site for a total of 60 campsites. The addition of the walk-in sites broadened the target market and created a low cost camping option (\$18/night).

CLWS received a Canada Summer Jobs grant for 6 positions and is proud to employ local Cumberland youth including two SD71 students and three recent SD71 grads. The park interpreter position was filled by a recent VIU grad from Nanaimo.

Section 3: Boat Launch Services

Describe and discuss issues, challenges and successes in regards to the provision of boat launch services, including season pass and single launch fees and policy, trailer parking, boat moorage issues, and other considerations as they relate to the boat launch.

The boat launch at Lake Park is the only publicly accessible freshwater boat launch in the Comox Valley. In 2021, CLWS sold 673 day boat launch passes and 117 annual passes, compared to 600 day passes and 93 annual passes in 2020. Of the annual passes, 43% were from Courtenay, 24% from Cumberland, 16% from Comox, 15% from the rest of the Comox Valley and the remaining 2% were from elsewhere.

The primary challenge with the boat launch is high demand combined with lack of parking and congestion during peak use periods. Once the parking lot is full, users park on Comox Lake road, creating congestion and one-way traffic which blocks emergency access. This section of Comox Lake road is outside of the Village's jurisdiction as it is owned by the Ministry of Transport and Infrastructure with enforcement provided by the RCMP.

Village staff, with support from CLWS, have taken the following actions to mitigate the issue:

- 1 The dock infrastructure should be upgraded by the 2022 season which will assist with congestion at the ramp.
- 2 Regular visits from the Village's new Community Patrol position were incredibly helpful to demonstrate an official presence and to assist with educating users. CLWS sincerely hopes this program will continue in 2022.

3 Village staff and CLWS requested that the Ministry of Transport and Infrastructure install no parking signs for several hundred metres along the south side of Comox Lake Road, beyond the Lake Park gate. The request was made to ensure emergency vehicle access is maintained to the park during peak times.

4 Village staff rented a digital sign board that was located at the intersection of Sutton Road and Dunsmuir Ave. The board communicated when parking lots were full. CLWS is investigating pricing and logistics for the installation of a webcam (when budgets allow), in order to provide real time information.

5 CLWS staff issued courtesy tickets that educated users about appropriate parking behaviours

Section 4: Food Services

Describe and discuss issues, challenges and successes in regards to the provision of food services in the park.

Thanks to a large investment by the Village in the concession building in 2019, the concession continues to grow as a viable business enterprise. The concession operator returned for a second year and again offered a full menu of concession favorites at affordable prices, to great success. The operator plans to return next season and expand into breakfast offerings.

Section 5: Day Use Services

Describe and discuss issues, challenges and successes in regards to park day use services including parking areas, beaches, playgrounds, washrooms, picnic sites and shelters and other amenities catering to day-users.

Cumberland Lake Park is the only sanctioned *and* easily accessible public access point to Comox Lake. It continues to be a very popular day use destination for both residents and visitors, looking to cool off on hot summer days.

A growing community, climate change (heat dome) and increased tourism have increased day use to the point where the park is over-capacity around 18 days a summer. Village leadership has responded in a timely manner by prioritizing issues of carrying capacity of parks along with mitigation and adaptation to climate change in 2022. To date, Village staff and CLWS have worked together to introduce the following mitigation measures:

1 As previously mentioned, regular visits from the Village's Cumberland Patrol position were very helpful.

2 As previously mentioned, Village staff rented a digital sign board that communicated when parking lots were full.

3 As previously mentioned, CLWS staff patrolled the parking areas and issued courtesy tickets.

4 This spring, the rear parking lot was rearranged and delineated according to the Wedler Parking Lot Optimization plan created in 2017 to create additional parking spaces.

While these strategies will assist with mitigating the problem, advocating for more sanctioned freshwater recreation areas elsewhere in the Comox Valley is an important part of a larger scale solution (through mechanisms such as the proposed regional parks service). This approach has the added benefit of distributing the costs across the region rather than having the Village of Cumberland bear the entire cost. Afterall, based on the boating and camping statistics in Appendix A, Cumberland Lake Park appears to be more highly frequented by Courtenay citizens than those from Cumberland.

Section 6: Other Subcontracts

Describe and discuss all subcontracts with other park service provider, including successes and challenges. For example, provide a brief overview of the provision of water sport rentals; etc.

West Coast Water Sports offered non-motorized paddle sport rentals and summer camps again in 2021. Moving forward, CLWS has chosen not to continue their subcontract with West Coast Water Sports. CLWS now has the capacity to offer watersport rentals and summer camps themselves. This change means that prices can be adjusted to ensure affordability and the equipment can be incorporated into community and school programming. In addition, this means that CLWS can have direct control over program content, safety and quality to ensure it fits our expectations and overall vision.

Section 7: Recreation Programming

Describe and discuss all recreation programming in this operating season, including partnerships with community groups, recreation contractors or other organizations.

For a second summer, a CLWS park interpreter offered free programs to campers and day users, 5 days a week. Programs included watershed canoe tours, guest speakers, movie nights, interpretive hikes and kids programming. In total, 105 free program hours were offered to almost 800 participants (modified to ensure COVID-19 protocols were followed).

CLWS also offered subsidized school programs to 34 classes this spring and fall (over 800 students). School programs were offered to grades 2 to 5 students and classes were given the option between the “Forest Explorers” program or the “Water Keepers” program, which takes place in the big canoes. Both programs contain curriculum links to the BC curriculum. In total, CLWS invested over \$29,000 into programming this year.

CLWS programs are based on the principles of decolonization and reconciliation, place-based learning, personal connection, stewardship, and experiential learning. Indigenous content is shared with permission from K’ómoks First Nations. Thank you to hereditary chief Wedlidi Speck for an initial consultation, ongoing support and feedback from SD71 Indigenous Curriculum Support Teachers, continuing education from K’ómoks First Nations anthropologist Jesse Morin and the NIC Intro to Kwak’wala language courses. Building meaningful connections and incorporating indigenous content into our programs in a respectful and appropriate manner is an ongoing process.

The following businesses and organizations offered programming at Cumberland Lake Park in 2021:

Cumberland Recreation

Cumberland Recreation visited Lake Park once a week with summer camps and participated in watershed canoe tours offered through CLWS.

Hand-In-Hand Early Years Nature Education Program

In addition to their Coal Creek location, Hand-in-Hand has started a second early years and afterschool program at Lake Park as of September 2021. They have installed a temporary canvas tent as an 'indoor' space.

Adventure Forest School

This program also operates an early years and an afterschool program out of Lake Park (group site) between November to April.

Together, these two businesses create 52 new part-time childcare spaces and 22 new full-time childcare spaces (3 of which were already existing) for 2021-22.

West Coast Water Sports

WCWS ran nine weeks of children's summer camps.

VI Paddling

VI paddling members store boats and paddle on Comox Lake, launching from Lake Park.

Comox Valley Paddlers Club

The club occasionally does club paddles on Comox Lake, launching from Lake Park.

Island Alpine Guides

IAG offers rock climbing courses at the park.

Cumberland Strong Start

Cumberland Strong Start meets on the beach from time to time.

Section 8: Special Events and Attractions

Describe and discuss all special events and park uses (e.g. Snow to Surf, MOMAR, Dodge City X); also discuss emerging recreation opportunities (e.g. mountain bike, rock climbing), where applicable.

Snow to Surf was cancelled due to COVID-19 restrictions. MOMAR and Dodge City X took place successfully in September, following all COVID-19 requirements.

B. CAPITAL PROJECTS AND OPERATIONS

Section 9: Capital Projects Overview

List and describe all capital and major maintenance projects completed by CLWS in 2020.

CLWS invested over \$24,000 in capital infrastructure projects this year.

Main beach picnic shelter upgrade (\$9272)

With the support of a CLWS volunteer, the main picnic shelter was power washed, stained and given a brand new cedar shake roof this year. This will ensure the structure will be protected from water damage and will last for many years to come.

Playground design (\$7802)

CLWS worked with a landscape designer, engineer and playground inspector to create detailed plans and estimates for a nature playground at Lake Park to serve community members as well as childcare programs. CLWS is working with Village staff on potential COVID-19 restart funding to match CLWS's contribution and support this project.

Additional trails (\$2150)

With permission from the Village, CLWS contracted Cumberland Earthworks to build two short trails that add connectivity through the campground. In the absence of clearly defined trails, users create a multitude of unsanctioned trails that braid together destroying vegetation and creating erosion.

Campground office upgrade and adaption to COVID-19 (\$1830)

As a result of COVID-19, CLWS installed a wood slab counter in order to serve customers through the window and created an outdoor lunch area for staff behind the office.

Revegetation and erosion control work (\$1500+)

CLWS has invested in machine time, topsoil and native plants in order to restore eroded and trampled areas around campsites. In addition, hundreds of volunteer hours have been invested in this project over the last year. The Village of Cumberland has assisted with the placement of large rocks in some of these areas.

Animal proof garbage and recycling bins (CLWS contribution of \$1000)

In collaboration with the Village of Cumberland and the CVRD, new garbage and recycling bins were purchased and installed at the boat launch and along the group site road.

Trfx car counter (\$822)

CLWS purchased and installed a car counter for Comox Lake road in order to better capture visitation statistics. The installation of car counters to determine the number of users accessing the watershed, timing and trends is recommended in the CVRD's updated draft watershed risk assessment.

Section 10: Water System and Septic System

Identify any issues or concerns in regards to CLWS's roles in water supply and treatment and septic system maintenance.

None. CLWS and Village of Cumberland Public Works have a strong working relationship.

Section 11: Security, Compliance and Enforcement

Provide an overview of park security duties, including key themes and reoccurring issues relating to park violations. Also discuss relations and reporting with other enforcement agencies (RCMP, Village Bylaw Enforcement, etc.)

CLWS has someone on duty 24 hours a day during the operating season. Staff are on-site during the day and a camp host is on call after-hours. CLWS has 3 camp hosts during the operating season and 1 during the off season.

After hours noise complaints: Strict and consistent enforcement of quiet time combined with engaged and visible camp hosts has reduced after hours noise complaints over the last few years.

Disputes (domestic or otherwise): There were five moderate to severe incidents this summer. Without any mobile mental health support teams in the Comox Valley, one situation sadly escalated to physical violence and RCMP involvement. All other situations were deescalated without police involvement, although RCMP were called but did not show up to one of the other incidents.

Illegal camping on Comox Lake Road: CLWS worked successfully with the Village of Cumberland, CVRD and Ministry of Transport and Infrastructure to have "no camping or overnight parking signs" installed in the three pull-outs nearest Comox Lake. These were installed because campers were leaving human waste in the riparian areas near the lake and having illegal campfires in the forest. These signs seem to have helped reduce camping, and associated impact, in these areas.

Vandalism:

Lake Park was hit by a string of vandalism events at the end of October including: damage to coin operated shower devices, doors and an ATM. A report was filed with the RCMP.

Enforcement:

The regular and consistent presence of the Village's Community Patrol helped to ensure the safety and enjoyment of all users on busy summer days. It was greatly appreciated and helped CLWS staff and volunteers feel safe and supported.

Section 12: Off Season Security and Maintenance

Describe off-season security check routines, including frequency of checks and reporting mechanisms

A camp host lives on site over the off-season and completes the following tasks:

- Monitor all activities (septic alarm, tree fall, parties) in the park and report anything of note
- Pick up garbage, clean outhouses, empty garbages weekly
- Revegetation and erosion control work

Section 13: Marketing and Advertising

Describe all marketing and advertising initiatives to promote the park and campground, e.g. website, social media, advertisements, listings in tourism publications, maps, brochures etc.

CLWS maintains and updates a Facebook page and a website and sends out a press release to local media at the start of every season. Cumberland Lake Park Campground is also listed in the BC Lodging and Camping Association magazine and website as well as the goRVing website. CLWS is investing in a new website and registration software this winter that will go live in February 2022.

C. CAPITAL INFRASTRUCTURE AND FACILITIES INVENTORY

**Note: information collected by the Village will be used to assist with capital project prioritizing, planning and budgeting over both the short and long term.*

Section 14: Infrastructure and Facilities Inventory and Priority Improvements

From the perspective of the Park Operator, please list the top ten capital projects that you would like to see to the park in a priority ranking. For the purposes of this question, consider any project with an estimated value to be greater than \$5,000 to be a capital project

- 1 Boat launch dock improvement repair (in progress)
- 2 Shoreline restoration work (in progress)
- 3 Boat launch parking area delineation, signage and webcam
- 4 New playground (working with Village on potential COVID-19 restart funding to support project)
- 5 Update 2017 LANARC front area plan to accommodate some parking and to integrate watersports rental and playground locations. Ensure design is as accessible as possible and consider how to include accessible beach mats.
- 6 Construct purpose-built structure for watersports equipment storage and rental operation with large covered outdoor area for programming and outdoor events

- 7 Design and implement water system upgrade and add additional electrical capacity for upper RV sites at same time
- 8 Front entrance beautification (updates to sheds, office, landscaping)
- 9 Rear parking lot capacity expansion
- 10 Addition of more walk-in campsites or alternative accommodation on road to the group site (and related outhouses and water) for revenue diversification

D. FINANCIAL AND DIVIDENDS

Section 15: Financial Reporting

Please attach a brief year-end overview summarizing Village dividend payments. If available, compare trends to previous year(s).

Month	2021 Dividend Value	2020 Dividend Value	2019 Dividend Value
May	\$4,279	\$357	\$2,699
June	\$9,407	\$4,204	\$4,457
July	\$10,646	\$8,286	\$8,215
August	\$8,416	\$9,022	\$8,361
September	\$5,864	\$5,496	\$2,063
Total	\$38,612	\$27,365	\$25,797

CLWS's dividend payment increased by 41% from 2020.

E. OTHER

Section 16: Other Important Information to Communicate to the Village

Use this section to share any other relevant information or requests.

CLWS is exploring ways to bring integrity and action to our acknowledgement that we operate on the unceded traditional territory of the K'ómoks First Nation. Starting in 2022, CLWS will pay a small percentage of our revenues to the K'ómoks First Nation Guardian Program as part of our acknowledgement. The self-funded K'ómoks Guardian Watchmen protect and preserve the environment within K'ómoks Traditional Territory. They work on numerous initiatives to ensure its ecological protection including co-cultural restoration, habitat restoration and fish and wildlife surveys. K'ómoks First Nation Chief and Council are supportive of this plan and note that it will assist in the ongoing great work the Guardians do.

Section 17: Visitor Statistics

Please attach the following park visitation statistics as collected by CLWS. If available summarize trends in park usage versus previous years below.

Day use/Parking Lot

Parking lot was over capacity 18 days this season. While the number of days is the same as 2020, the overall number of visitors on these days was greater in 2021.

Table 1: Dates that the parking lot was at or over capacity

May	June	July	August	September
Sat May 22	Fri June 25	Thu July 1	6 days: dates unknown	none
Sun May 23	Sat June 26	Fri July 2		
	Sun June 27	Sat July 10		
		Sun July 11		
		Sat July 24		
		Fri July 30		
		Sat July 31		

Boat Launch

Private Annual Motorized Boat Launch Passes

117 annual boat launch passes were sold in 2021, a 26% increase compared to 2020. Of these, 43% were from Courtenay, 24% from Cumberland, 16% from Comox, 15% from the rest of the Comox Valley and the remaining 2% were from elsewhere.

Table 2: Private Annual Motorized Passes by Residence

Residence	Total Boat Launch Passes Sold in 2021	Total Boat Launch Passes Sold in 2020	Total Boat Launch Passes Sold in 2019
Courtenay	50	36	37

Cumberland	28	27	37
Comox	19	15	9
CVRD Electoral Areas	18	12	12
Other	2	3	12
Total	117	93	107

Commercial Annual Passes

1 commercial annual pass was sold.

Single Day Boat Motorized Launch Passes

Table 3: Single Day Boat Launch Passes by year

	2021	2020	2019
Total day passes sold	673	600	721

Table 4: Single Day Boat Launch Passes Sold by Month

Year	May	June	July	August	September
2021	70	110	230	210	53
2020	0 *	94 *	192 *	197	106
2019	127	146	158	235	55

* Campground closed in May, campground opened at 72% capacity in June and at 100% capacity as of July 20, 2020.

Campground

The average occupancy rate for the campground in 2021 was 85%. This is up from 63% in 2019, the most recent comparable year (with no COVID-19 closures).

Table 5: Monthly percentage occupancy rates

Year	May	June	July	August	September
2021	63%	85%	99%	99%	81%
2020	0% *	74% *	100% *	100%	76%

2019	35%	62%	88%	94%	36%
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* In 2020, the campground was closed in May, open at 72% capacity in June and at 100% capacity as of July 20, 2020.

Table 6: Monthly percentage occupancy rates per site

Sites 2021	Avg	May	June	July	Aug	Sep
Group Site	84%	58%	93%	100%	100%	67%
1	86%	71%	80%	100%	100%	80%
2	91%	68%	100%	100%	100%	87%
3	93%	100%	93%	81%	100%	90%
4	83%	55%	80%	100%	100%	80%
5	83%	55%	87%	100%	100%	73%
6	91%	74%	97%	100%	100%	83%
7	80%	48%	70%	100%	100%	83%
8	90%	65%	100%	100%	100%	87%
9	91%	74%	93%	100%	100%	87%
10	97%	84%	100%	100%	100%	100%
11	97%	87%	100%	100%	100%	100%
12	91%	71%	97%	100%	100%	87%
13	91%	74%	100%	100%	100%	80%
14	94%	74%	100%	100%	100%	97%
15	92%	74%	97%	100%	90%	100%
16	98%	90%	100%	100%	100%	100%
17	88%	55%	87%	100%	100%	97%
101	79%	55%	67%	100%	100%	73%
102	88%	58%	97%	100%	100%	87%

103	95%	94%	100%	100%	100%	83%
104	81%	58%	60%	100%	100%	87%
105	77%	42%	80%	100%	100%	63%
106	96%	97%	97%	100%	100%	87%
107	92%	87%	80%	100%	100%	93%
108	85%	55%	93%	94%	100%	83%
201	87%	52%	90%	100%	100%	93%
202	87%	65%	93%	100%	100%	77%
203	81%	58%	97%	100%	100%	50%
204	91%	84%	100%	90%	100%	83%
205	84%	48%	97%	100%	100%	73%
206	68%	42%	63%	100%	87%	50%
301	79%	45%	77%	100%	100%	73%
302	85%	48%	93%	100%	100%	83%
303	78%	35%	73%	100%	100%	83%
304	77%	35%	77%	100%	100%	73%
305	84%	65%	80%	100%	100%	77%
306	90%	84%	90%	100%	100%	77%
401	88%	58%	97%	100%	100%	87%
402	95%	84%	100%	100%	100%	93%
403	96%	81%	100%	100%	100%	100%
404	83%	55%	80%	100%	100%	80%
405	82%	55%	70%	100%	100%	87%
406	84%	71%	87%	100%	100%	63%
407	84%	52%	93%	100%	100%	73%
408	81%	45%	77%	100%	100%	83%

409	80%	48%	67%	100%	100%	83%
410	84%	55%	80%	100%	100%	87%
411	80%	48%	70%	100%	100%	80%
412	82%	55%	77%	100%	100%	77%
413	82%	65%	77%	100%	100%	67%
414	92%	68%	93%	100%	100%	97%
415	83%	58%	77%	100%	100%	80%
207 & 208	70%	58%	53%	97%	87%	53%
501 & 502	70%	42%	53%	100%	100%	57%
503	83%	61%	73%	84%	100%	97%
504 & 505	74%	52%	53%	100%	100%	63%

- denotes sites closed to allow for social distancing and to reduce overall capacity due to COVID-19

* Occupancy once site opened July 20th

Table 6: Place of residence of campground registrants

Location	# of camping groups (2020)	# of camping groups (2020)	# of camping groups (2019)
Courtenay	352	196	240
Cumberland	120	73	120
Comox	110	74	77
CVRD Electoral Areas	51	19	37
Elsewhere - Vancouver Island	1307	793	1135
Canada	431 (elsewhere - BC) 124 (outside BC)	323 (BC only)	178
USA	15	0	78
Outside Canada & USA	2	0	116
Total	2512	1478	1981

Average length of camper stays was 2.7 days.

Village of Cumberland Dividend reconciliation

Year-to-date 2021

Total camping revenues	306,722.48	
10% to Village		30,672.25

Concession income	89,087.00	
5% to Village		4,454.35

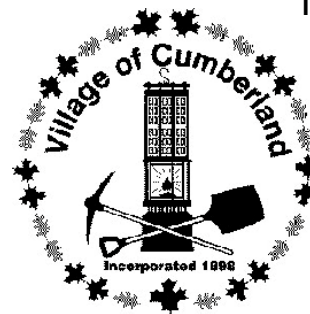
WCW income	69,713.67	
5% to Village		3,485.68

Total owing	38,612.28	
Paid to date	32,748.51	

Balance owing	5,863.77	
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Total dividends - 2021 year-to-date	38,612.28	
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COUNCIL REPORT



REPORT DATE: 10/28/2021

MEETING DATE: 11/8/2021

File No. 3220 – Dunsmuir Ave 2714

TO: Mayor and Councillors

FROM: Karin Albert, Senior Planner

SUBJECT: Heritage Alteration Permit and Development Variance Permit Application –
2714 Dunsmuir Ave

FILE	2021-02-HAP and 2021-11-DV		
PID's	002-422-239	FOLIO No.:	516-00059.000
	002-422-255		516-00060.000
LEGAL DESCRIPTION	Lot 1, Block 6, District Lot 21, Nelson District, Plan 522		
	The West ½ of Lot 2, Block 6, District Lot 21, Nelson District, Plan 522		
CIVIC ADDRESSES	2714 Dunsmuir Avenue		
OCP DESIGNATION	Commercial Mixed Use		
ZONE	VCMU-1 Village Core Commercial Mixed use		
VARIANCE REQUEST	REQUIRED	VARIANCE REQUESTED	
Parking	22	Reduce by 8	
Commercial Loading	2	Reduce to 0	
Special Parking Stall Designations	4	1 - persons with a disability	Reduce to 0
		1 - pregnant women/persons with young children	
		1 - electric vehicle	
		1 – recreational vehicle or tour bus	
PERMIT AREA	Heritage Conservation Area		

RECOMMENDATION

1. THAT Council receive the "Heritage Alteration Permit and Development Variance Application – 2714 Dunsmuir Avenue" report.
2. THAT Council approve heritage alteration permit (2021-02-HAP) for 2714 Dunsmuir Avenue, properties legally described as Lot 1, Block 6, District Lot 21, Nelson District, Plan 522 and The West 1/2 of Lot 2, Block 6, District Lot 21, Nelson District, Plan 522.
3. THAT Council approve development variance permit (2021-11-DV) to vary Zoning Bylaw No. 1027, 2014 to:



- waive the special parking stall designation requirements for recreational vehicle or tour bus and for pregnant women or persons with young children; and
 - waive the requirement for two commercial loading stalls.
4. THAT Council deny the request to vary Zoning Bylaw No. 1027, 2014 to:
- reduce the regular parking stall requirement by 8 stalls; and
 - waive the special parking stall designation requirements for electric vehicles and for persons with a disability.

PURPOSE

The purpose of this report is to seek Council decisions on a Heritage Alteration Permit (HAP) application for 2714 Dunsmuir Avenue and on proposed variances to the parking requirements in the Zoning Bylaw.

The HAP is for a new four storey mixed-use development at 2714 Dunsmuir Avenue, on the current Cumberland Hotel site.

The requested variances are to reduce the parking requirement by eight spaces, waive the required commercial loading spaces and waive the special parking stall designation requirements for disabled persons, pregnant women and persons with young children, electric vehicles, and recreational vehicle/tour bus.

PREVIOUS COUNCIL DECISIONS

Date	Resolution
August 9, 2021	THAT Council refer the “Heritage Alteration Permit and Development Variance applications for 2714 Dunsmuir Avenue to the Heritage Committee, Advisory Planning Commission and Accessibility and Inclusion Committee for comment.

BACKGROUND

As outlined in the [August 9, 2021](#) report to Council, the applicant is proposing to demolish the Cumberland Hotel and replace it with a four-storey mixed-use development (see Schedule A of the HAP in Attachment 3). The proposed development will have three medium sized commercial units on the ground floor and 15 apartment units on floors two to four. Each floor will have two 1-bedroom units and three 2-bedroom units for a total of six 1-bedroom units and nine 2-bedroom units. The building is equipped with an elevator. The entrance to the apartment units opens up to Second Street.

The basement includes secure bicycle storage, bike repair stations, a bike wash station and a dog washroom.

The building includes a Klaus multi-parking system for 14 vehicles. The system stacks vehicles in stalls within a semi-automatic parking system to save space. The parking will be accessible from the lane and is intended for the residential units.

One of the commercial units will be accessible from Second Street, one from the corner at Dunsmuir and Second Street and the third unit from Dunsmuir Avenue. The unit opening onto Dunsmuir Avenue includes a 1.84 m wide covered outdoor patio area, permitting for small bistro tables or sales racks. There is also an atrium/open space at the rear of that unit.

The architect has provided full drawings for the building and a streetscape (see Schedule B of the HAP in attachment 3).

Official Community Plan - Heritage Conservation Area Guidelines

The Official Community Plan (OCP) designates Cumberland's downtown commercial core as a heritage conservation area. The historic form and scale of the commercial buildings is integral to the Village's appearance and ambience. The objective of the Heritage Conservation Area designation of the commercial core is to ensure that "revitalization or new development in the downtown area is compatible with the scale and character of the existing downtown heritage character." (OCP, p. 157).

Demolishing an existing building and constructing a new building in the Village's Heritage Conservation Area requires a HAP. For the HAP to be issued, the applicant must meet the Heritage Conservation Area guidelines.

The applicant provided a design rationale and completed the Heritage Design Guideline checklist demonstrating how the development meets the Guidelines. Both the design rationale and the checklist were provided as part of the [August 9, 2021 staff report](#).

It is important to note that while form and scale are considered as part of the Heritage Conservation Area Guidelines, this does not enable the Village to restrict the building height below the four storeys permitted in the downtown core by the Zoning Bylaw.

A review of how the proposed development meets the Heritage Conservation Area Guidelines is provided in Attachment 1. Based on that review, the recommendation is to issue the HAP, 2021-02-HAP, presented in Attachment 3. The HAP includes a number of conditions to be fulfilled by the applicant as part of the building permit application.

Zoning Bylaw Requirements and Requested Variances

The Zoning Bylaw permits up to four storeys in the VCMU-1 Village Core Commercial Mixed-Use zone in the downtown core. The development proposal meets the Bylaw's regulations for the VCMU-1 zone, apart from some of the parking requirements.

The parking requirement is 15 spaces for the residential units (0.9 per unit and 0.1 per unit for visitors), and 7 spaces for the commercial uses for a total parking requirement of 22 spaces. The applicant is providing 14 residential parking spaces on the property.

The Zoning Bylaw also requires the provision of two commercial loading spaces and one special parking stall designation each for disabled persons, pregnant women and persons with young children, electric vehicle, and recreational vehicle/tour bus.

If the applicant does not provide the parking requirements on site, they have the option, as per the Village's Zoning Bylaw, to provide cash-in-lieu for the regular stalls and for two of the special designations. Without a variance, the cash in lieu amount payable is \$98,420. With the variance recommended by staff, the cash in lieu amount payable would be \$96,660 (see Attachment 4 – Parking Requirements and Cash-in-lieu). If the variances requested by the applicant are approved, no cash in lieu would be payable.

Public Notification and Consultation

The applicant hosted a public information meeting on Wednesday, August 4 from 4 p.m. to 6 p.m. at the Masonic Hall on Dunsmuir Ave. The meeting was advertised in the Comox Valley Record and the Village mailed the required notice to owners of properties within a 75.0m radius of the proposed development. The applicant has also posted the required public notice sign on the property.

The Village received 13 comment sheets through the public information meeting and 27 emails and letters for a total of 40 submissions. Twenty-four of the submissions commented on the parking variance, all in opposition of granting the variance. A further two expressed concern about parking but didn't specifically address the variance.

Twenty-nine commented on the character of the building. Of those, three were positive about the building design while 26 did not feel that it fit into the Village. Comments included: "too modern", "monolithic", "not in line with Village character", "too massive", "not sensitive to historic commercial core", "lacking character", "ugly", "erodes Village character", "doesn't match quaint feel of Village", and "no heritage merit". The word "boxy" came up the most with five mentions.

Public comments received were provided at the August 9 Council meeting. Comments received after that meeting are attached to this report.

Committee Referrals

The application was referred to the Heritage Committee, the Advisory Planning Commission and the Accessibility and Inclusion Committee for comment. All three Committees opposed any variances to the parking requirements.

The Heritage Committee recommendations included requests for more detail to review the design and a commemoration plan for the old Cumberland Hotel.

The full Committee recommendations are attached (Attachment 1) and are referenced in the analysis of how the development meets the Heritage Conservation Area Guidelines (Attachment 2).

ISSUES AND OPPORTUNITIES

Building Form and Character

An analysis of how the development meets the Heritage Conservation Area Guidelines is provided in Attachment 2. The analysis concludes that, overall, the building design considers and seeks to meet the guidelines.

As per the summary above, many of the members of the public who commented on the development are not supportive of the height of the building and don't feel the building fits with the Village's character.

The Zoning Bylaw permits four storeys, as proposed by the development, in the VCMU-1 zone. However, views regarding architectural design and how a building fits into a given streetscape can differ. If Council believes that the form and character guidelines in the OCP have not been met by the development, Council may identify design interventions to change how the building fits into the Dunsmuir Avenue streetscape. This could include, for example, setting back the fourth storey, changing the pitch of the roof or moving the building mass away from the Second and Dunsmuir Avenue corner. All of these would require a re-design of the building by the applicant.

Commemoration Plan

One condition included in the HAP is that the applicant hire a heritage professional to develop a commemoration plan of the Cumberland Hotel with input from the previous owner, Cumberland Museum and Archives and the Heritage Committee. The plan would outline how the Cumberland Hotel will be commemorated within the new building.

The applicant has stated that they will try and incorporate the existing bar into the interior design of the new building. There are two items of historical significance that they plan to display in the building lobby – a brass commemorative plate that was passed on to the Postmark Group as part of the sale of the building and a saw blade that needs to be cut out of the rafters in the basement of the building.

The Permit requires completion of the commemoration plan prior to issuance of a building permit.

Regular Parking Stall Requirements

The applicant is providing 14 parking spaces. The regular parking requirement is 22 spaces. The applicant has the option to pay cash in lieu for the 8 spaces that they cannot provide on-site. The applicant is requesting that Council vary the Zoning Bylaw to reduce the requirement by those 8 spaces. If the variance request is granted, the effect would be that no cash in lieu is payable by the applicant.

The recommendation is to deny this request. Cash in lieu of parking is contributed to the municipal cash in lieu fund and will help fund needed future improvements to parking in the downtown core.

See Attachment 4 for a summary of all parking requirements and cash-in-lieu amounts.

Special Parking Stall Designation: Accessible Parking

Based on the total number of parking stalls required, one stall must be designated for the use of persons with a disability and must be wider than a regular stall. The [Klaus multi-parking system](#) does not accommodate the wider stall.

The Accessibility Committee recommended denial of the variance to the designation of one parking stall for persons with a disability. If Council denies the variance, the applicant will have to pay an additional \$1,760 above the regular parking cash in lieu amount of \$10,000 for that stall for a total of \$11,760.

The recommendation is to deny the variance to the accessible parking stall designation.

Special Parking Stall Designation: Courtesy Parking for Pregnant Women and Persons with Young Children

Based on the total number of parking stalls required, one stall must be designated for the use of pregnant women, and persons with young children. This parking stall does not have any special size requirements but a sign would be installed to indicate this use.

Courtesy parking for pregnant women and person with young children works best on parking lots associated with retail or services where customers are coming and going, and where these spaces can be close to the building entrance and is not well suited to residential use. There is no specific place on Dunsmuir Avenue that pregnant women or persons with young children would frequent

more than any other, hence this type of designation is difficult to implement in the context of the downtown core.

The recommendation is not to require including a space for pregnant women and persons with young children and grant this variance request.

Special Parking Stall Designation: Electric Vehicle Parking

Based on the total number of parking stalls required, one stall must include an electric vehicle charging station. The proposed Klaus Multi-system does not accommodate electric vehicle charging.

The Heritage Committee recommended that the variance for an electric vehicle charging station be denied but that the applicant be encouraged to add one or two electric vehicle charging stations on Second Street.

The applicant provided the following information in follow-up to the Heritage Committee meeting:

We are willing to contribute \$2,500 toward two electric plug-ins on Second Street. After some research we have learned that it is complicated for the developer to actually install EV stations on municipal property as we encounter the issue of ownership/ maintenance, etc. EV charge stations produce revenue and require electricity so there are some complications that would need to be worked through that we feel is in the best interest of the municipality to handle as part of their overall parking plan. The EV parking stations will more than pay for themselves within a few years of use. The Klauss parking system comes ready for EV charging stations to be installed should the residents desire to add this later on. We would leave this for the condo association to set up as again, there is a revenue component to this which would allow them to recoup costs for use.

If the requirement for the special parking stall designation for electric vehicles is waived, the cash-in-lieu amount for the stalls would be reduced to that of a regular stall, i.e. to \$10,000 rather than \$24,900.

Staff do not support the variance to the electric vehicle stall designation since the Village wishes to support the transition to more electric vehicles to reduce the carbon footprint of the transportation sector. Without the variance, the applicant has the option of paying cash in lieu or providing the electric vehicle charging stations, which may require outfitting the entire Klaus multi-park system with electric vehicle charging capability.

Commercial Loading Stalls

To accommodate the commercial loading space requirement, the applicant would have to reduce the footprint of the building to provide two commercial loading stalls at the rear, off the lane.

Many of the downtown businesses have to rely on loading from the lane or a side street, temporarily blocking a lane of traffic. While not ideal, there is no practical solution to accommodate loading stalls on site without a significant redesign of the building and reduction in footprint. The Zoning Bylaw makes provisions for this by stating that time limited on-street stalls can be designated, “not adversely affecting parking, if there are no practical solutions to accommodate loading stalls on-site”.

The recommendation is to grant this variance.

ALTERNATIVES

1. THAT Council request further information before making a decision (please specify).
2. THAT Council deny Heritage Alteration Permit (2021-01-HAP) for 3274 Third Street and provide reasons that identify where a guideline is not complied with in the proposal.
3. THAT Council request the building design is changed by _____ to comply with the Village's Heritage Conservation Area guideline_____ (*please identify requested changes to meet the guidelines*).
4. THAT Council direct staff to amend the development variance permit (2021-11-DV) to vary Zoning Bylaw No. 1027, 2014 with respect to the parking requirement for 2714 Dunsmuir Avenue by striking/inserting/replacing _____ with _____. Council may:
 - require (not waive) the special parking stall designation requirements for recreational vehicle or tour bus and for pregnant women or persons with young children; or
 - require (not waive) the two commercial loading stalls.
 - reduce the regular parking stall requirement by 8 stalls;
 - waive the special parking stall designation requirements for electric vehicles and for persons with a disability;

STRATEGIC OBJECTIVE

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

FINANCIAL IMPLICATIONS

None.

OPERATIONAL IMPLICATIONS

Processing of Heritage Alteration and Development Variance Permits are part of the regular services provided by the Development Services Department.

ATTACHMENTS

1. Committee recommendations
2. Analysis of How Proposed Development Meets Heritage Conservation Area Guidelines
3. Public comments received after the August 9, 2021 Council meeting
4. Parking requirements and cash-in-lieu
5. Heritage Alteration Permit and Schedules
6. Development Variance Permit

CONCURRENCE

Courtney Simpson, Manager of Development Services **CS**

Respectfully submitted,

Karin Albert

Karin Albert
Senior Planner

Clayton Postings

Clayton Postings
Chief Administrative Officer

ATTACHMENT 1: COMMITTEE RECOMMENDATIONS

At their August 9, 2021 meeting, Council referred the application and variances to the following Committees for comment:

- Heritage Committee - form and character, as per the Heritage Conservation Area guidelines, and parking variance.
- Accessibility Committee - accessibility, as per the Heritage Conservation Area guidelines, and variance of special parking designations.
- Advisory Planning Commission - parking variance and rear setback variance (*the latter was withdrawn*).

The **Heritage Committee** passed the following resolutions at their August 16, 2021 meeting:

- i. THAT the Heritage Committee recommend to Council to request that the applicant revise the design of the proposed building at 2714 Dunsmuir Avenue (2021-02-HAP) to meet the Village's Heritage Conservation Area guidelines:
 - a. Use brises-soleil, other architectural features, or redesign the façade with the large south-west facing windows in order to reduce heat gain of the corner units in the summer.
 - b. Show a 1.5 metre setback to the lane that is free of any structures.
 - c. Provide a landscape plan (close-up view and plant list) for the planters proposed.
 - d. Provide a window and door schedule for all elevations.
 - e. Show a close-up of the tile features proposed for the entry areas to the commercial units and residential lobby.
- ii. Identify what materials, elements or stories from the old Cumberland Hotel may be used on the interior of the new building.
- iii. THAT the Heritage Committee recommend to Council to request updated photographic renderings of the proposed development at 2714 Dunsmuir Avenue (2021-02-HAP) with views from all four sides, including of the interior courtyard, to be able to better assess how the building's architecture, materials and colours complement and fit within the streetscape.
- iv. THAT the updated renderings for 2714 Dunsmuir Avenue (2021-02-HAP) be referred back to the Heritage Committee for comment prior to issuing the Heritage Alteration Permit.
- v. The Heritage Committee regrets the loss of the Cumberland Hotel and recommends THAT Council request that the applicant develop a commemoration plan of the old Cumberland Hotel outlining how the hotel will be commemorated within the new building.
- vi. THAT the Heritage Committee recommend to Council to deny the development variance (2021-11-DV) to vary Zoning Bylaw No. 1027 to reduce the on-site parking requirement to 14 spaces.
- vii. THAT the Heritage Committee recommend to Council to approve the development variance (2021-11-DV) to vary Zoning Bylaw No. 1027 to not require any special parking designations on the property, pending a discussion with the developer to provide one or two electric vehicle plug-ins on Second Street fronting the building.

The **Advisory Planning Commission** passed the following resolutions at their September 16, 2021 meeting:

- i. THAT the Advisory Planning Commission recommend to Council to approve the variance to remove parking requirements for 2 loading stalls and 1 recreational vehicle/tour bus per Table 3 in the APC agenda package.
- ii. THAT the Advisory Planning Commission recommend that Council deny the development variance request (2021-11-DV) to vary Zoning Bylaw No. 1027 to reduce the remaining residential and commercial parking requirement for 2714 Dunsmuir Avenue to 14 stalls for the following reason(s): believe that the parking requirements will be needed and the cash in lieu fund will be needed.
- iii. THAT the Advisory Planning Commission recommend to Council that the applicant be encouraged to provide angle parking on Second Street to increase available street parking and to provide two electric vehicle plug-ins.

The **Accessibility and Inclusion Committee** reviewed the application at their September 20, 2021 meeting and passed the following resolutions:

- i. THAT the Committee recommend that Council deny the development variance to vary the Zoning Bylaw No. 1027 to waive the special parking designation requirement for pregnant women and persons with young children and for disabled persons on the property so that the cash in lieu could support improvements done by the Village to provide accessible parking spaces.
- ii. THAT the ACIC recommend that Council approve the Heritage Alteration Permit with the following revisions to improve accessibility:
 - To provide barrier-free level access to all exterior commercial and residential areas.
 - To provide automated doorways for all exterior doors.
- iii. THAT the ACIC recommend that Council request that the applicant:
 - Engage an accessibility consultant to review the internal building plans at the time of building permit application; and
 - Provide internal building plans to the Accessibility and Inclusion Committee for review and attend an Accessibility and Inclusion Committee at that time to present the plans in regard to accessibility.
- iv. THAT the Committee recommend that Council explore the parking cash in lieu provisions for special parking designations and the special designated parking spaces percent requirement as part of the next review of Zoning Bylaw No. 1027.

In response to the above recommendations, the project architect confirmed that the building is barrier free including each commercial unit as per BC Building Code requirements.

Attachment 2: Analysis of How the Proposed Development Meets the Heritage Conservation Area Guidelines

1. General

Guidelines 1(a) through (d) are not applicable to new buildings.

With respect to (e), the building seeks to conform to the design objectives of the Heritage Conservation Area (HCA-1):

- The building carries through horizontal lines from the adjacent building to the East.
- The roof is pitched downward toward Second Street, mirroring the pitched roof of the Big Store across the street.
- While modern materials are used, they resemble the wood shingles found on some of the historic buildings along Dunsmuir Avenue.
- The colour scheme fits with similar colour schemes of existing buildings.

With respect to (f), the applicant has confirmed that the two lots will be consolidated.

2. Site Design

A parking variance is requested for the visitor parking space associated with the residential units and for the parking for the three commercial units. This is discussed under Village Zoning Bylaw Regulations and Requested Development Variances below.

A 1.5 m statutory right-of-way to the lane is required and shown on the drawing attached as a schedule to the variance in Attachment 5.

The development provides an inner courtyard and a seating area fronting Dunsmuir Avenue.

The draft permit attached to this Council report includes the requirement for a lighting plan to be provided as part of the building permit application.

The development incorporates some natural features by providing planters fronting Dunsmuir and Second Street.

The building has variations in height and massing and which helps preserve view corridors to the extent feasible for a four storey building.

Crime Prevention through Environmental Design (CPTED) principles are met.

The Heritage Committee recommended to see photographic renderings for a more realistic and easier to interpret representation of the building. The applicant responded that this is not a requirement of the Heritage Alteration Permit application and elevation drawings (attached as a schedule to the HAP have been provided).

3. Landscaping

A landscape plan, showing soft and hardscaping, is required as part of Heritage Alteration Permit applications. Since, initially, no planters were contemplated, the applicant did not prepare a landscape plan for presentation to Council. They wish to have the flexibility to source materials when they work on their construction drawings and detailed designs and propose to present a landscape plan as part of the building permit. The attached HAP identifies that a landscape plan is to be provided at building permit.

The drawings show the planter box locations at the entrance to the building, along Second Street and along Dunsmuir Avenue. The applicant has confirmed that they seek to find a durable product that mimics the wood material on the building for the planter boxes. The garbage enclosure in the lane would be of the same durable wood look. The planters will contain drought resistant plants, however, an automatic watering system is to be provided as per guideline 11.2.2 (d).

A landscape plan is required at time of building permit.

4. Accessibility

The building provides an elevator which allows for access to the units for persons with physical or mobility impairments. Hard, slip-resistant surfaces are used and the development will comply with width requirements for the BC Building Code.

The Accessibility Committee recommended accessible automated doorways to the lobby and commercial storefronts that common spaces such as hallways and the elevator are spacious enough to accommodate people with electric wheelchairs. The project architect has confirmed that the building is barrier free and that these are requirements of the Building Code.

5. Building Form and Character

The building seeks to fit into the streetscape by carrying over cornice lines from the adjacent building to the East. The window patterns echoes similar window patterns in other buildings on Dunsmuir Avenue. Windows fronting the street are large and provide interest to pedestrians. There are no solid unbroken walls.

Tile features identified in the HAP checklist provided at the August 9, 2021 Council meeting are no longer planned. They were intended for an original podium design which used flared entrances.

The private residences on the other side of the lane retain their visual privacy since unit balconies and large windows are oriented toward Second Street and Dunsmuir Avenue.

Roof top mechanical equipment, elevator shaft and stairs projecting above the fourth floor are located in the centre of the building and likely not visible from street level. No equipment projects beyond the building.

Many of the public comments received express concern about the prominence of the southwest corner, the height of the building and, generally, how the building fits into the streetscape (see Attachment 2 for the public comments received *after* the August 9, 2021 Council meeting and the [August 9, 2021](#) meeting for submissions up to that date).

The Zoning Bylaw permits four storeys in the downtown core. The Zoning Bylaw also permits a floor area ratio of 2.0. The proposed development has a floor area ratio of 1.8, below the maximum permitted in the Zoning Bylaw.

Architects have a number of ways to reduce a higher building's impact on adjacent lower buildings through massing, including roof pitch, pulling back the façade, pulling back top floor(s), having balconies recessed into the building, and the way the building plays with colour, windows and light. The architect for this project utilized a number of these design interventions.

The applicant provided a design report at the August 9, 2021 meeting which shows the building massing ([p. 155 of the agenda package](#)). Massing is varied adding interest to the building. The commercial unit fronting Dunsmuir Avenue provides a recessed public seating area that activates the street.

The residential units on the second to fourth floors fronting Dunsmuir Avenue are set back from the road where the new building abuts the existing two storey building. The balconies are recessed into the building further reducing the mass of the building.

The corner at Dunsmuir Avenue and Second Street intersection is prominent. However, the large windows reduce the impact of the building mass. The narrow red-orange coloured multi-storey recess on Dunsmuir Avenue adds interest to that tall wall.

One additional architectural design approach that could reduce the massing of a building would be to set back the fourth storey so that it is less visible from the street level. This kind of intervention would require a major re-design of the building with the possible result of more massing toward the lane but not necessarily a better design overall. In staff's view, the prominent corner with the large windows adds interest to the streetscape and pulls the mass away from adjacent buildings.

6. Additions and Projections

Not applicable.

7. Sustainable Buildings – Existing

Not applicable.

8. Sustainable Buildings – New

The building allows for natural lighting of the units. Staff and the Heritage Committee have expressed concern that the large south and west facing windows at the corner of the building mean that those units will heat up considerably in the summer requiring cooling and, therefore, increased energy consumption.

The project architect has clarified that the windows are high efficiency windows with low E-coatings to minimize the amount of ultraviolet and infrared light that can pass through the glass. At the same time, light will pass through to provide natural lighting of the units. Window mounted air conditioners will be prohibited in the entire building, and particularly at this corner where the installation would result in an illegal encroachment. The prohibition on air conditioners is also needed to maximize the life of the mass timber structure and avoid adverse impacts.

The development will be required to provide a conduit to the roof for possible future solar power.

The required bicycle parking for the residential units is provided in the basement of the building.

Both sheltered bicycle parking for business owners or employees and public bicycle parking are to be provided and detailed on the drawings submitted for building permit.

9. Architectural Detailing

The building is a modern interpretation of the historic character of Dunsmuir Avenue. The design does not include imitation elements or architectural details that are out of character.

Architectural details such as the tall orange coloured recess on the side of the buildings are expressive and bold.

The design includes covered entries to the residential lobby and the commercial units. Awnings are not planned but the applicant has indicated that they can be provided if requested by the Village with an encroachment agreement over the sidewalk.

10. Materials

The project uses modern materials that replicate some of the recommended exterior materials – synthetic low profile horizontal drop or bevel siding and synthetic wood shingles. Those materials are easier to maintain, have a longer life span than wood siding, and are non-combustible, meeting Building Code requirements.

In their initial application, the applicant stated that the entry areas to the commercial units and residential lobby will include tile features. The tiles were planned with an earlier podium design with flared entrances at the ground floor. This has been replaced with a stepback at podium level.

11. Windows and Doors

The development replicates window patterns used in some of the historic buildings on Dunsmuir Avenue. All windows will be metal frame windows. As per 11.2.2. 11(b) of the Guidelines, metal frame windows are acceptable “if there is clear demonstration of scale, material, colour and pattern sensitively integrating with the surrounding context”. The Heritage Committee recommended that the applicant present a window and door schedule to provide additional detail. The applicant responded that the details will be provided at the time of Building Permit. The attached Heritage Alteration Permit (2021-02-HAP) reflects this requirement.

12. Colour

The project uses colours prevalent among existing buildings in the downtown core.

13. Interior Features

In follow-up to the Heritage Committee meeting, the applicant explained that they will try to incorporate the existing bar into the interior design of the new building. The applicant has confirmed that they will also display the following two items of historical significance in the building lobby: a brass commemorative plate and a saw blade in the rafters of the basement of the building. The Committee recommended that the applicant be asked to prepare a commemoration plan to show how the new building will reference and celebrate the Cumberland Hotel. The applicant has agreed to work with the Cumberland Museum and Archives on a commemoration plan and present it to the Heritage Committee for input.

14. Lighting

As per the guidelines, all lights will be fully shielded and face downward and lighting will not shine into the adjacent residential property. A lighting plan is required as part of the building permit application.

15. Signage

The building name sign on Second Street fits the style of the entrance and reminds of older apartment buildings in larger urban centres. It does not seem immediately relevant to the Cumberland context. However, it is respectfully set into the entrance of the building rather than on the wall fronting the street.

The Heritage Committee asked that the name of the building be changed to one that references a well known historic figure. One proposal was to name it after Diana Piket, one of the early owners

of the original Cumberland Hotel. The applicant is suggesting to re-name it to “The Cumberland,” the name commonly used by local residents for the Cumberland Hotel.

Signage of the commercial units is shown to project from the building as is the case on other buildings on Dunsmuir Street. Since commercial tenants have not yet been confirmed, their signs will be reviewed at a later time. The design proposed by the architect will inform that review.

All signs will need to meet the sign regulations in the Village’s Zoning Bylaw.

16. Access, Parking and Amenity Areas

In addition to the parking requirements discussed elsewhere in this report, the Zoning Bylaw requires 25 secure bicycle parking spaces for residential and commercial tenants. These will be provided in the basement of the building. In addition covered unsecured bicycle parking is provided. A further 12 are required for visitors. These are to be shown on the drawings submitted with the building permit application.

On-site parking uses space efficiently by use of the Klaus multi-park system which stacks cars three levels high.

Building entrances are prominent and clearly visible from Dunsmuir Avenue and Second Street.

The building includes an outdoor area for the business fronting Dunsmuir Avenue as well as an interior courtyard which can be used for seating.

17. Stormwater

The design includes a detention facility to accept the first flush of rain to avoid overloading the Village’s stormwater system during heavy rainfall. The final stormwater management plan is required at building permit.

18. Soil Erosion and Sediment Control

Soil erosion and sediment control measures are part of the Stormwater Management Plan.

Attachment 3: Public comments received after August 9, 2021 Council meeting

Comments Received after 2 pm August 9, 2021

HAP-02-2021

Please could we make sure that major developments like the Eddie don't come to council in mid summer?

Thanks

Ulverston Avenue

My biggest concern is the height of the Eddie Bldg. I feel it sets a dangerous precedent. The new bldg. down the block next to Seeds already creates a huge blank face that blocks off the view of the mountains and its only 3 stories.

Some of the design features of Eddie seem to make an attempt to be less imposing, i.e., the setbacks etc.

The diagrams showed some of it to go right to the edge of the alleyway. Is this correct? There should be a little more easement.

Much as I know 3 stories will affect their financial success. I believe that 4 stories is not a good thing for Cumberland.

Re: The Eddie- 2714 Dunsmuir Ave

First off, I would like to thank you all for your time and consideration on the contentious matter of The Eddie and the Cumberland Hotel site. Over the last 5 years that I have lived in the village I have seen the incremental change and outside influence as it has slowly eroded its character and feel.

One of the main reasons that I fell in love with Cumberland, a village in the mountains, was that it was exactly that, a small village unobtrusively integrated into the mountains. The proposed plan for The Eddie is the most intrusive, out-of-touch proposal I have seen to date.

The size and prominence of the building are completely out of character for our village. I understand the need for more affordable housing in the Comox Valley and for Cumberland in particular, however I do not agree that it should come at the cost of the village losing the charm and character that everyone loves it for. The proposed plan seems to tug at the heartstrings of the village promising a restaurant, a clinic, a bike shop, and affordable housing- at the cost of ruining the aesthetics of the main street, overloading the already overtaxed parking situation, and neutering the heritage and culture that makes Cumberland so wonderful. The proposed height and mass of the building are the Cumberland equivalent of an aseptic downtown skyscraper.

I hope that the Council and Mayor consider the effect that opening the door to out-of-touch outside development will do to the Village. I do not have the answers but would be happy to see a reduction in the height and footprint of the building- one less floor means 5 less parking spaces to get a variance for.

Thank you for your consideration.

[REDACTED]

Homeowner, business owner.

Hello Mayor Baird and Council,

Please accept the following concerns regarding The Eddie development:

11.2.2

A. Parking as proposed by the developer only meets the minimum residential requirement. I am very concerned about the requested variance for commercial requirements. Parking is already an issue for residents and visitors. From an economic development perspective, having appropriate parking available for people looking to access the shops, services and restaurants of our downtown core is very important.

F. Scale of new construction does not respect nor complement the adjacent structures. The proposed 4-story structure is not consistent with surrounding buildings or the original structure on the property. The height, mass and aesthetic of the proposed building does not compliment or fit with the downtown core.

G. The original proportions shall be retained. The proposed structure is not comparable at all to the existing building in design nor in the sheer mass/size. Also, there is nothing 'Tudor' about the style as the developer suggests.

The terms 'historic' and 'vibrant' is used through our OCP. However, from the visual renderings and the wording in The Eddie development proposal there is nothing vibrant or historic about the aesthetic of the new building.

I am concerned that if historic variances and parking variances are again permitted in this development, as they were for the condos at Dunsmuir/3rd, future developments will all be granted the variances as well.

What do we want for our downtown core in the longer term? What is authentic for Cumberland? I feel that our current economic development strategy and OCP do not support the requested variances.

Thank you for your time.

Regards,

[REDACTED]

Planning and development,

In regards to the new building slated for the location where the Cumberland Hotel is located.

I believe keeping the building to the height of two stories, off street parking to be provided for each unit and attractive or interesting architecture is important for the well being of Cumberland and Cumberlands future.

Thank you, [REDACTED]

Attachment 4: Parking Requirements and Cash in Lieu

Parking requirements are calculated based on the proposed uses in the new building.

At the time of the first report to Council, the applicant indicated that the commercial uses would be professional service (health and wellness), retail (bike shop or rental) and restaurant. This would have resulted in a parking requirement of 13 commercial spaces. The applicant has requested to change the restaurant use to Artisan Commercial, reducing the commercial parking requirement to seven spaces.

Table 1 summarizes the parking requirement and variances requested by the applicant.

Table 1: Requested parking variances

	REQUIRED	VARIANCE REQUESTED
Number of Parking Stalls	15 for residential units	1
	7 for commercial units	7
	2 for commercial loading	2
Total:	24	10

The Zoning Bylaw provides the option to the developer to pay cash-in-lieu of on-site parking stalls for up to 30% of residential parking requirements and 100% of commercial parking requirements. Parking cash-in-lieu for regular stalls is \$10,000 per stall. There is no cash-in-lieu option for commercial loading stalls.

Parking cash-in-lieu is due at the building permit stage. If a different business moves in after construction that has a higher parking requirement, the business owner would be required to pay for the difference in cash-in-lieu. Alternatively, they may seek to vary the parking requirement.

Table 2 shows the special parking stall designations that are required. Note that the special parking stall designations apply to some of the 24 stalls required. They are not additional to the total number of required stalls.

Table 2: Special parking stall designations

	REQUIRED	VARIANCE REQUESTED
Special Parking Stall Designations	1 persons with a disability	Reduce to 0
	1 pregnant women/persons with young children	
	1 electric vehicles	
	1 recreational vehicle	
Total	4	

Applicants can pay cash-in-lieu for some of the special parking stall designation requirements. Parking cash-in-lieu rates and the total amount due, based on the current assumptions of the commercial uses, are provided in Table 3 below.

Table 3: Cash-In-Lieu Provisions

PARKING STALL DESIGNATION	CASH-IN-LIEU PER STALL	NO. OF STALLS REQUIRED	CASH-IN-LIEU TOTAL
Regular parking stalls - provided	-	14	0
Regular parking stalls - cash-in-lieu option	\$10,000	8	\$80,000
Commercial loading stalls	n/a	2	0
Total stalls:		24	
Special parking stall designations*:			
Electric Vehicle	\$14,900	1	\$14,900
Disabled	\$1,760	1	\$1,760
Pregnant Women and Persons with Young Children	\$1,760	1	\$1,760
Recreational vehicle/tour bus	n/a*	1	0
Total special parking stall designations:		4	
Total cash-in-lieu amount			\$98,420

* For the special parking stall designations, the increment above the cash-in-lieu amount for regular parking stalls is shown

The proposed development variance permit waives the commercial loading stall requirement and the special parking stall designations for recreational vehicle/tour bus and or Pregnant Women and Persons with Young Children. Note that waiving the special designation does not automatically reduce the number of regular stalls required. It just means that one of those regular stalls does not have to have a special designation, and the cash in lieu amount is reduced to that of a regular stall.

Table 4: Cash-In-Lieu Provisions under Proposed Development Variance Permit

PARKING STALL DESIGNATION	CASH-IN-LIEU PER STALL	NO. OF STALLS WITH VARIANCE	CASH-IN-LIEU TOTAL
Regular parking stalls provided	-	14	0
Regular parking stall	\$10,000	8	\$80,000
Commercial loading stall (variance)	n/a	0	0
Total stalls:		22	
Special parking stall designations*:			
Electric Vehicle	\$14,900	1	\$14,900
Disabled	\$1,760	1	\$1,760
Pregnant Women and Persons with Young Children (variance)	\$1,760	0	0
Recreational vehicle/tour bus (variance)	n/a	0	0
Total special parking stall designations:		2	
Total cash-in-lieu amount			\$96,660



Corporation of the Village of Cumberland

HERITAGE ALTERATION PERMIT

2021-02-HAP

TO: Postmark Group

AGENT: Roddy Handa

OF: 8337 – 165 Street NW, Edmonton, Alberta, T5R 2R5

This Heritage Alteration Permit 2021-02-HAP is issued subject to compliance with all of the bylaws of the Village of Cumberland applicable thereto, except as supplemented by this Heritage Alteration Permit, for the purposes of constructing a four-storey mixed use building with commercial units on the ground floor and residential units above.

1. This Heritage Alteration Permit applies to and only to those lands within the Village of Cumberland described below, and any and all buildings, structures and other development thereon:

Legal Description: Lot 1, Block 6, District Lot 21, Nelson District, Plan 522

PID: 002-422-239

Civic Address: 2714 Dunsmuir Avenue, Cumberland, BC

and

Legal Description: The West ½ of Lot 2, Block 6, District Lot 21, Nelson District Plan 522

PID: 002-422-255

Civic Address: 2714 Dunsmuir Avenue, Cumberland, BC

2. The property be developed substantially in accordance with the following terms and conditions and provisions of this Permit:
 - a. The siting and design of the buildings will be as per the site plan and drawings attached to this Permit as Schedule A - Architectural Drawings.
 - b. The colours and materials of the buildings will be as per Schedule B – Colours and Materials.
 - c. Landscaping will be as per the landscape plan, attached as Schedule C.
 - d. Commemoration of the old Cumberland Hotel will be as per the commemoration plan, attached as Schedule D.
 - e. Stormwater management on the site shall maintain post-development flows equivalent to those of pre-development flow patterns and volumes over the entire wet weather season as per Schedule E.

Required before Building Permit is approved:

- f. A commemoration plan of the old Cumberland Hotel developed with the previous owner and the Cumberland Museum and Archives and with input from the Heritage Committee, outlining how the old Cumberland Hotel will be commemorated within the new building (Schedule D).
- g. A landscape plan showing the planter boxes which are to be constructed or clad with a durable product that mimics the wood material on the building for the planter boxes. The garbage enclosure off the lane is to be of the same durable wood look. The planters are to contain drought resistant plants and an automatic watering system is to be provided (Schedule C).
- h. Details on how the buildings will be made solar-ready.
- i. The windows are to be high efficiency windows with low E-coatings to minimize the amount of ultraviolet and infrared light that can pass through the glass.
- j. Lighting detail showing all lighting to be fully-shielded (full cut-off) and providing sufficient illumination for pedestrian and vehicle safety.
- k. Details of any signage (if the tenants have been confirmed) including dimensions and any projection.
- l. Registration of a 1.5metre wide Statutory-Right-of-Way (SRW) along the rear lane for the purposes of enabling the Village, in the future, to construct and maintain a lane of sufficient width to provide improved rear access, travel, and snow removal.
- m. Provision of one electric vehicle plug-in or payment of cash in lieu.
- n. Payment of cash-in-lieu of parking provisions as per the Zoning Bylaw requirements or reference of variance granted.
- o. Payment of applicable Development Cost Charges.
- p. Final Stormwater Management Plan (to be attached as Schedule E).

3. Security

- a. A security in the amount of _____ which represents 125% of the cost estimate for the approved landscape plan shall be received before the Permit is granted.
- b. When the plan has been completely implemented the Owner shall request an inspection. If found to be compliant, a refund of 75% shall be made.
- c. The remaining 25% will be held back for one year at which time the Owner will request an inspection. If the plantings are to the satisfaction of the Village, the holdback will be returned to the person who paid it. If any of the plants have not survived, they shall be replaced by the Owner per the approved landscape plan, or failing this, the Village may use the holdback to replace the plants. Any amount of the security not used for the purpose it was intended will be returned to person who paid it.

4. **Expiry**

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

5. **Timing and Sequencing of Development**

None.

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

- a) Schedule A – Architectural Drawings
- b) Schedule B – Colours and Materials
- c) Schedule C – Landscape Plan
- d) Schedule D – Commemoration Plan
- e) Schedule E – Stormwater Management Plan

7. **Contaminated Sites Regulation** (*choose one of the following as applicable*)

☒ This Permit is issued pursuant to the requirements of the *Environmental Management Act*, whereby the Applicant has completed a “Site Declaration” for the subject property.

OR

☐ This Permit is issued pursuant to the requirements of the *Environmental Management Act*, whereby the Regional Manager of the applicable Ministry has received a “Site Profile” for the subject property and has issued a clearance to proceed to the Village on (*insert date*).

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

CERTIFIED as the **HERITAGE ALTERATION PERMIT** approved for issuance by resolution of the Council of the Corporation of the Village of Cumberland on _____ 2021.

Corporate Officer

Schedule A: Architectural Drawings

Notes:

- Do not scale drawings.
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Zoning Bylaw Review

Municipal Address: - 2714 Dunsmuir Avenue
Legal Address: - Lot 1, Block 6, DL 21, Plan VPS22
Site Area: = 1005 m²

MAIN FLOOR GROSS FLOOR AREA: = 489 m²
SECOND FLOOR GROSS FLOOR AREA: = 443 m²
THIRD FLOOR GROSS FLOOR AREA: = 443 m²
FOURTH FLOOR GROSS FLOOR AREA: = 443 m²

TOTAL GROSS FLOOR AREA: = 1818 m²

Zone: - VCMU-1 Village Commercial Mixed Use

6.3 Required Number of Vehicular Parking Stalls

Apartment - 15 dwelling units
Min Vehicular 0.5/Dwelling Unit = 13.5 stalls
Min Visitor 0.1/Dwelling Unit = 1.5 stalls

PROPOSED NUMBER OF PARKING STALLS: = 14 STALLS

6.4 Required Number of Bicycle Parking Stalls

Secured/Controlled - 1.5/Dwelling Unit = 23 Stalls

Unsecured/Uncontrolled - 0.5/Dwelling Unit = 8 Stalls

PROPOSED NUMBER OF SECURED PARKING STALLS: = 40 STALLS

PROPOSED NUMBER OF UNSECURED PARKING STALLS: = 8 STALLS

9.4 VCMU-1—Village Core Commercial Mixed-Use Zone

1. Principal Uses: - Mixed use building

4. Density: - Floor area ratio 2.0

FAR CALCULATIONS:

3.7 Calculation of Gross Floor Area and Floor Area Ratio

a) Without limiting the generality of the definition of GFA, the following are excluded from the calculation of GFA:

- i) underground parking garages;
 - ii) unenclosed balconies, decks, porches, and verandas;
 - iii) carports;
 - iv) staircases and stairwells; and
 - v) elevator shafts.
- c) For the purpose of computing floor area ratio in the RM-1, RM-2, RM-3, C-1, VCMU-1, MU-1, IGR, I-1, I-2, I-3, I-4, FSG and PA-1 Zones the following shall not be included as floor area:
- i) any portion of a basement or cellar containing accessory heating, laundry, recreational, storage or end-of-trip cyclist facilities, but excluding areas used for habitable accommodation, and necessary access to habitable accommodation;
 - ii) any portion of an area assigned exclusively to mechanical or electrical use within the building.

GFA CALCULATIONS:

BASEMENT: = 0 m²

MAIN: = 489.52 m²

SECOND: = 444.46 m²

THIRD: = 444.46 m²

FOURTH: = 444.46 m²

TOTAL GFA: = 1821.90 m²

TOTAL SITE AREA: = 1005 m²

PROPOSED FLOOR AREA RATIO: = 1822 m² / 1005 m²

F.A.R.: = 1.81

6. Lot Coverage - Maximum 75%

PROPOSED LOT COVERAGE:

684 m² = 68%

7. Principal Buildings and Structures

Minimum Front Setback: - 0m
Maximum Front Setback: - 1m for a minimum of 75% of the building facade
Minimum Rear Setback: - 4.5m
Minimum Side Setback: - 0m
Minimum Side Exterior Setback: - 0m
Maximum Side Exterior Setback: - 1.0m for a minimum of 75% of the building facade
Maximum Height: - 15.0m

d) Despite the above, the maximum height may be exceeded for the following, provided that portions of, or projections from, buildings must not exceed:
18.0metres (59.0feet);
vi) apartment elevator shafts; and
vii) stair and hose towers

PROPOSED FRONT SETBACK: = 2.150m FOR 60% OF THE BUILDING FACADE

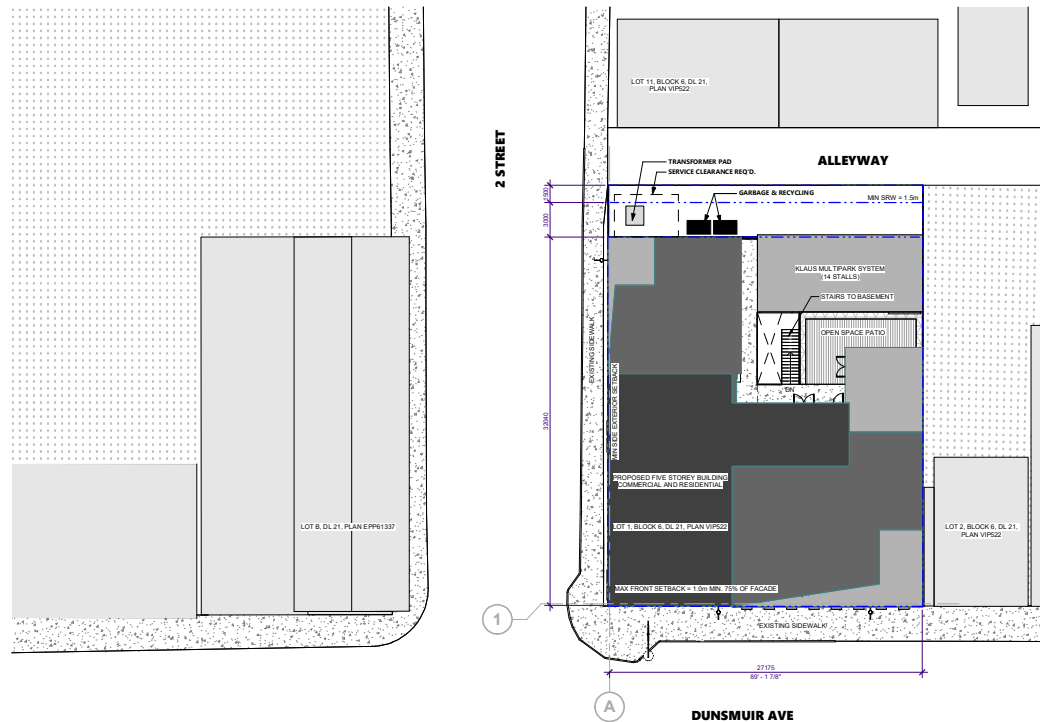
PROPOSED SIDE SETBACK: = 0m

PROPOSED REAR SETBACK: = 4.5m

PROPOSED BUILDING HEIGHT:

HEIGHT TO T.O. LEVEL 4 PARAPET: = 15.0m

HEIGHT TO STAIR/ELEVATOR SHAFT PARAPET: = 16.4m



DUNSMUIR AVE

DUNSMUIR AVE

2 STREET

1 OVERALL SITE PLAN
A3.1 SCALE: 1:200



Client



Project

THE EDDIE

Scale	As Indicated	Designed By	EL
Project No.	1111	Drawn By	BL/JD
Date	2021-05-21	Checked By	RH

Drawing Title

SITE PLAN - OVERALL

Drawing No.

A1.1

Notes:

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1 Issued for Development Permit 2021-07-19



Client



Project

THE EDDIE

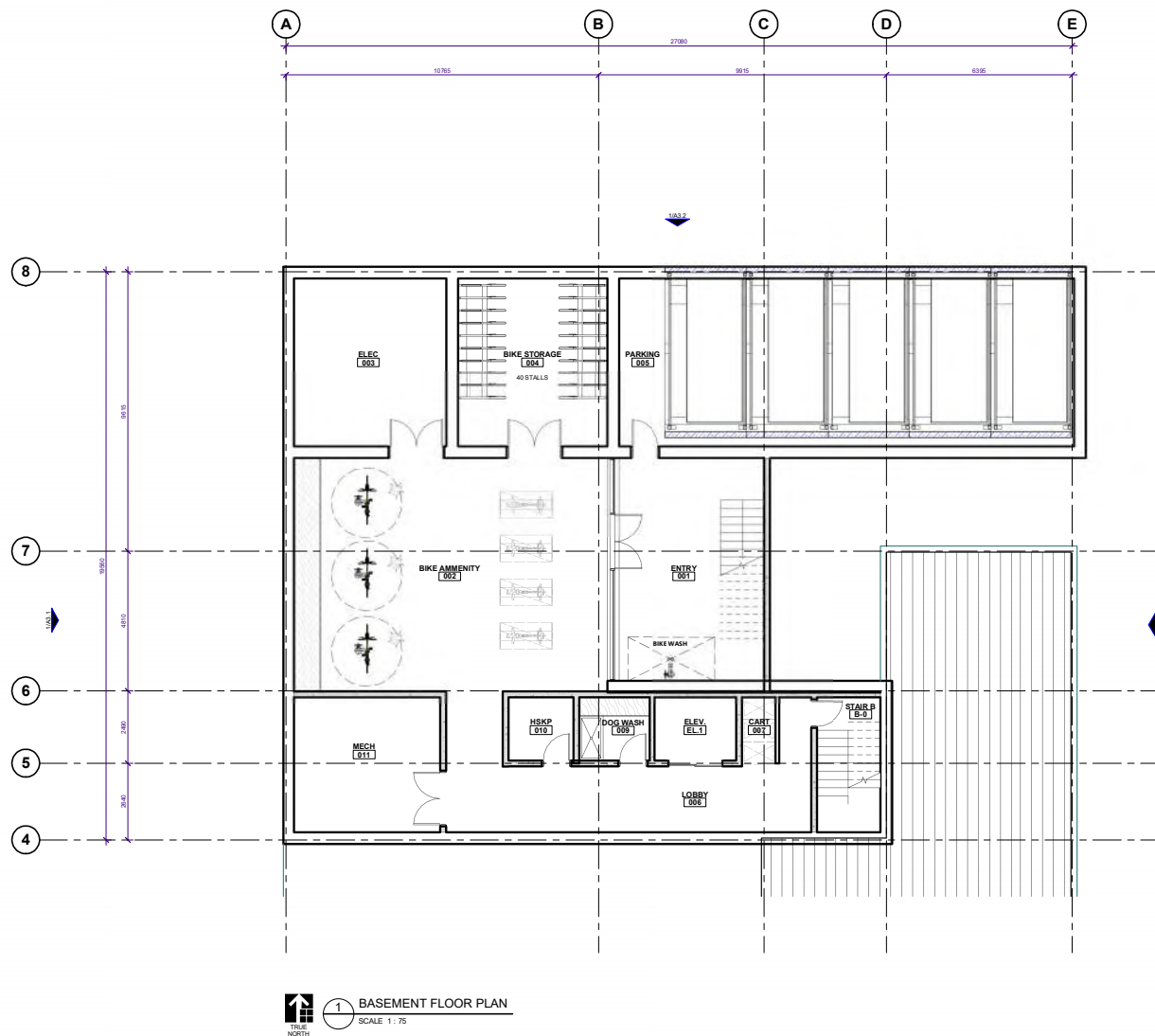
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Project No. 1111	Drawn By BLJD
Date 2021-05-21	Checked By RH

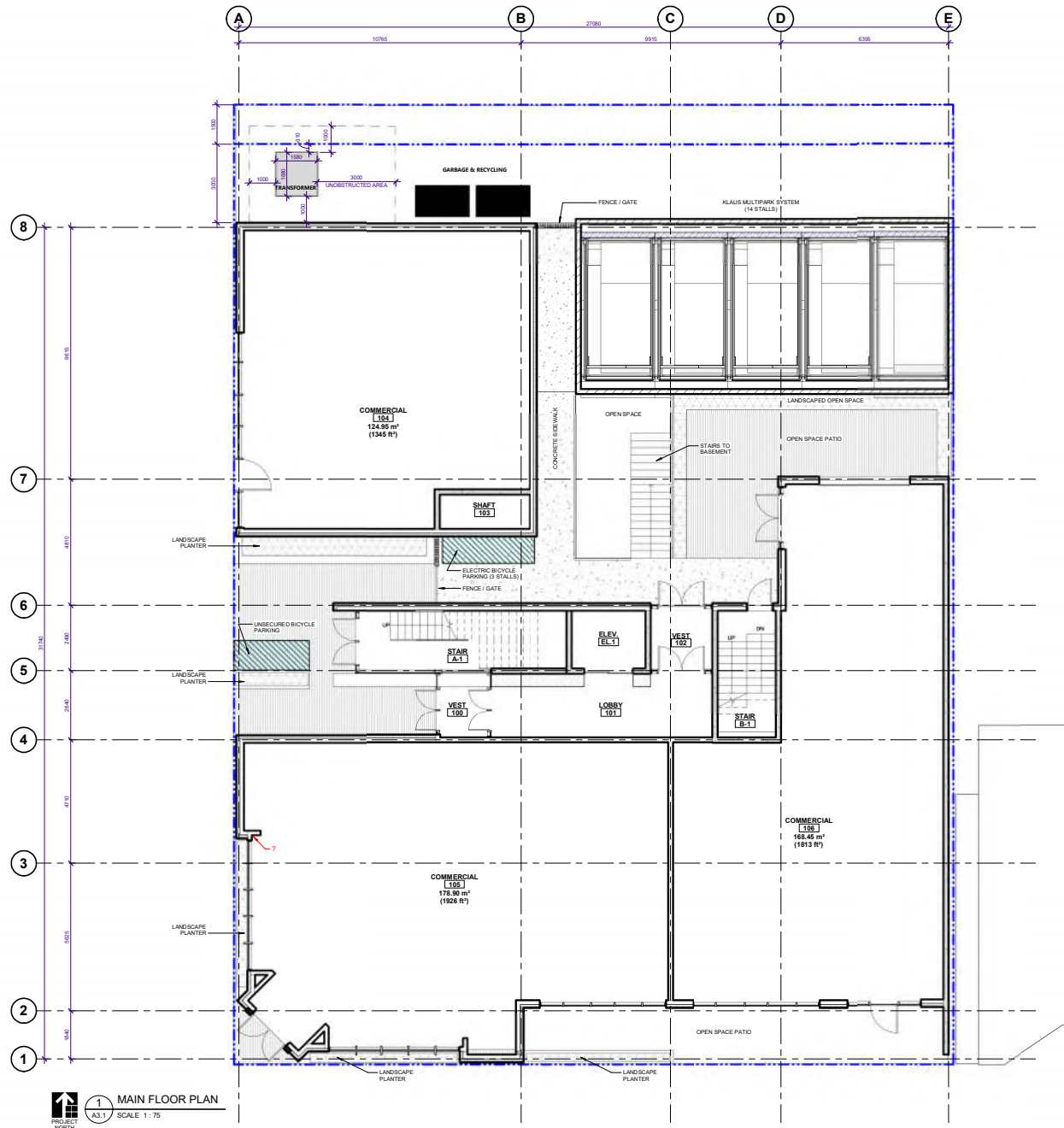
Drawing Title

**BASEMENT -
OVERALL PLAN**

Drawing No.

A2.0







1 SECOND FLOOR PLAN
A3.1 SCALE: 1:75
PROJECT NORTH

Notes:

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Client



Project

THE EDDIE

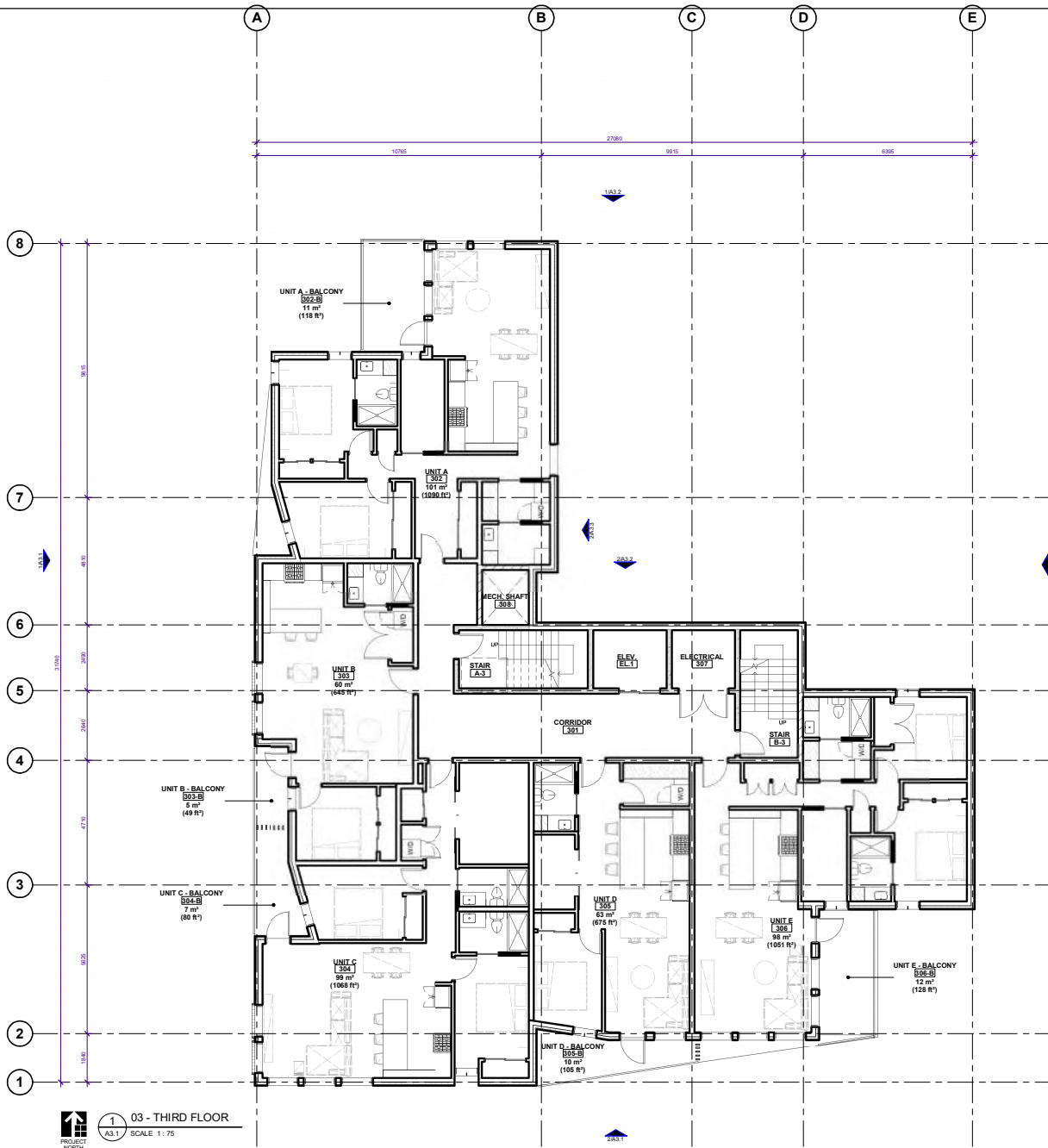
Scale 1:75	Designed By EL
Project No. 1111	Drawn By BLJD
Date 2021-05-21	Checked By RH

Drawing Title

SECOND FLOOR - OVERALL PLAN

Drawing No.

A2.2



1 03 - THIRD FLOOR
A3.1 SCALE 1: 75

Notes:

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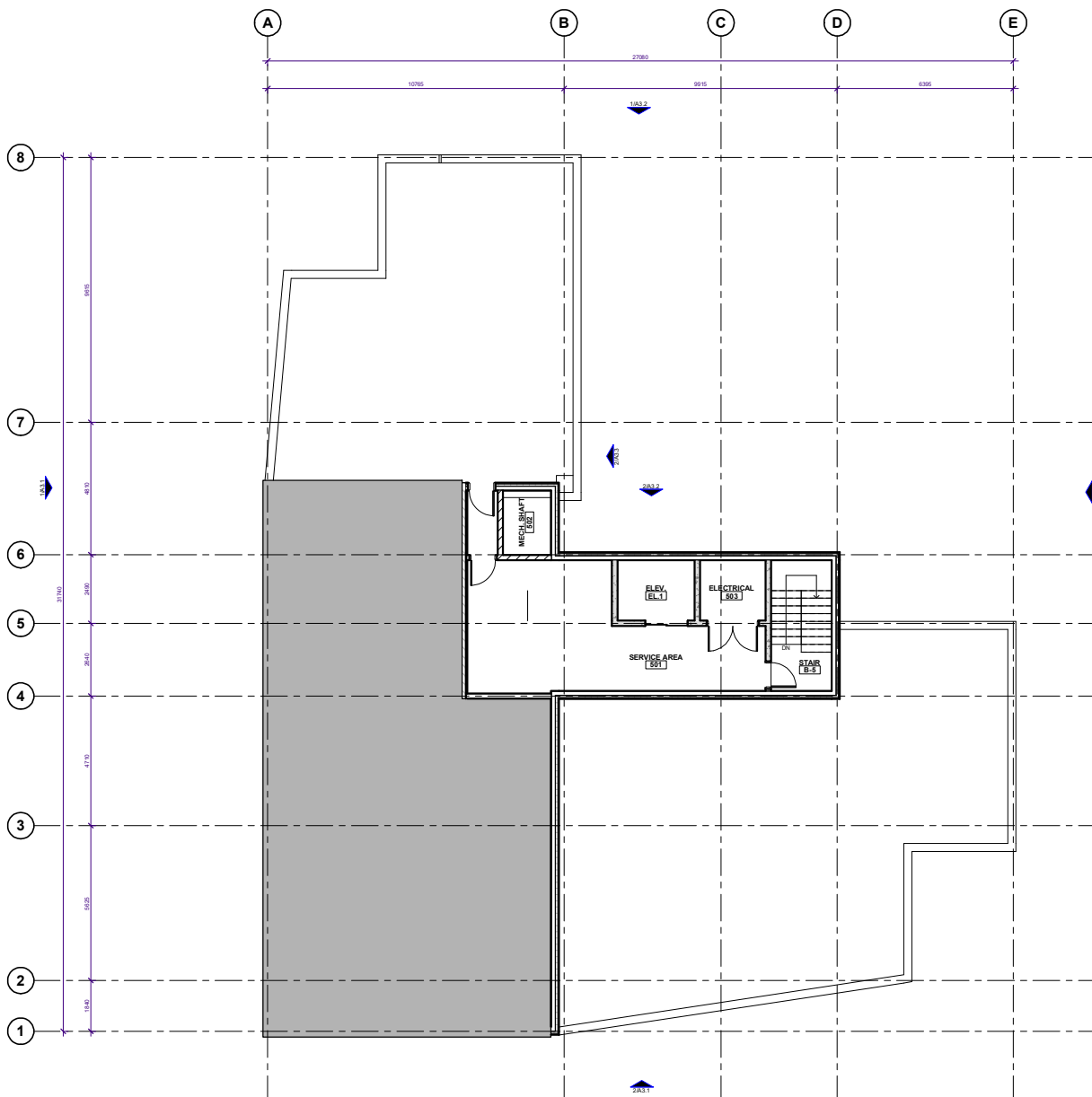
Project
THE EDDIE

Scale 1: 75	Designed By EL
Project No. 1111	Drawn By BLJD
Date 2021-05-21	Checked By RH

Drawing Title
THIRD FLOOR - OVERALL PLAN

Drawing No.

A2.3



1 PENTHOUSE FLOOR PLAN
A3.1 SCALE 1 : 75
PROJECT NORTH

Notes:

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1 Issued for Development Permit 2021-07-19



Client



Project

THE EDDIE

Scale 1: 75	Designed By EL
Project No. 1111	Drawn By BLJD
Date 2021-05-21	Checked By RH

Drawing Title

**PENTHOUSE -
OVERALL PLAN**

Drawing No.

A2.5

Notes:

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1 Issued for Development Permit 2021-07-19



Client



Project

THE EDDIE

Scale 1: 100	Designed By EL
Project No. 1111	Drawn By EL
Date 2021-05-21	Checked By RH

Drawing Title
EXTERIOR ELEVATIONS

Drawing No.

A3.1

EXTERIOR FINISH SCHEDULE		
MARK	DESCRIPTION	Material: Area
	CROSS LAMINATED TIMBER STRUCTURE (EXPOSED)	335 m ²
		335 m ²
1.1	TEXTURED CEMENTITIOUS PANEL	380 m ²
		380 m ²
1.2	CHARRED WOOD PLANKS (SYNTHETIC NON-COMBUSTIBLE)	614 m ²
		614 m ²
1.3	WOOD SHINGLE (SYNTHETIC NON-COMBUSTIBLE)	379 m ²
		379 m ²
1.4	VERTICAL WOOD SIDING (SYNTHETIC NON-COMBUSTIBLE)	830 m ²
		830 m ²
1.5	FIBRE CEMENT PANEL	31 m ²
		31 m ²
1.6	FIBRE CEMENT PANEL	13 m ²
		13 m ²
1.7	BLACK ANODIZED ALUMINUM FRAMES	654 m ²
		654 m ²
1.8	CROSS LAMINATED TIMBER STRUCTURE (EXPOSED)	3948 m ²
		3948 m ²
2.1	INSULATED GLASS - CLEAR	681 m ²
		681 m ²
2.3	TRANSLUCENT KALWALL CLADDING	62 m ²
		62 m ²
		7929 m ²



2 SOUTH ELEVATION
SCALE 1: 100



1 WEST ELEVATION
SCALE 1: 100

Notes:

- Do not scale drawings.
- It is the responsibility of the Contractor to check and verify all dimensions on site and report all errors and/or omissions to the Architect or Engineers.
- It is the responsibility of the appropriate Contractor to comply with all Codes and Regulations applicable to the performance of their work.
- All Drawings and Specifications are instruments of service and are the property of the Architect or Engineer. This Drawing is the Copyright of ACI ARCHITECTS INC or the Consultant named on this Drawing as at the date shown and may not be used or reproduced in whole or in part without the express written consent of the Architect or Engineer.

1 Issued for Development Permit 2021-07-19



Client



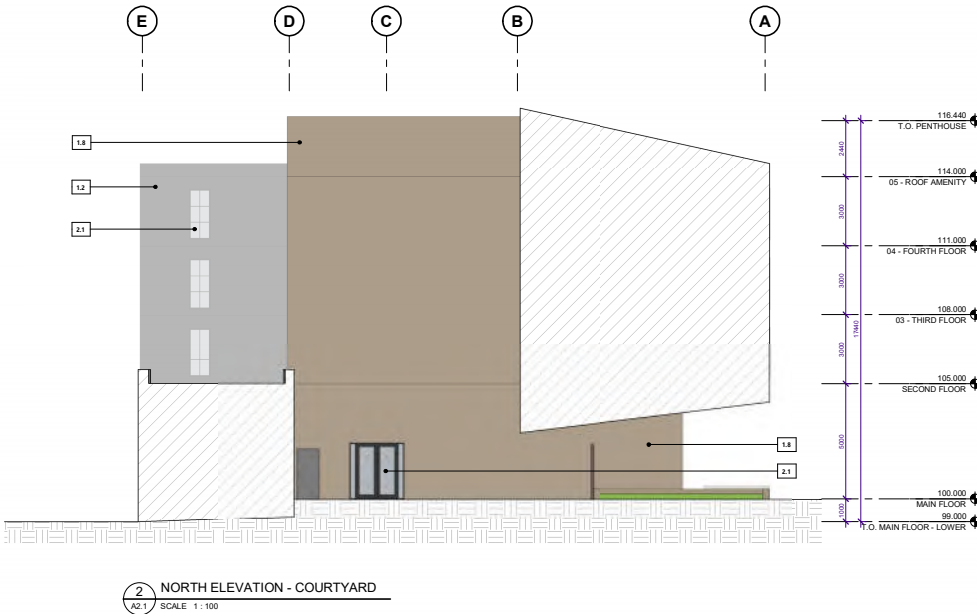
Project
THE EDDIE

Scale 1: 100	Designed By EL
Project No. 1111	Drawn By EL
Date 2021-05-21	Checked By RH

Drawing Title
EXTERIOR ELEVATIONS

Drawing No.

A3.2



EXTERIOR FINISH SCHEDULE		
MARK	DESCRIPTION	Material: Area
	CROSS LAMINATED TIMBER STRUCTURE (EXPOSED)	335 m ²
1.1	TEXTURED CEMENTITIOUS PANEL	380 m ²
1.2	CHARRED WOOD PLANKS (SYNTHETIC NON-COMBUSTIBLE)	614 m ²
1.3	WOOD SHINGLE (SYNTHETIC NON-COMBUSTIBLE)	379 m ²
1.4	VERTICAL WOOD SIDING (SYNTHETIC NON-COMBUSTIBLE)	830 m ²
1.5	FIBRE CEMENT PANEL	31 m ²
1.6	FIBRE CEMENT PANEL	13 m ²
1.7	BLACK ANODIZED ALUMINUM FRAMES	654 m ²
1.8	CROSS LAMINATED TIMBER STRUCTURE (EXPOSED)	3948 m ²
2.1	INSULATED GLASS - CLEAR	681 m ²
2.3	TRANSLUCENT KALWALL CLADDING	62 m ²
		7929 m ²

Notes:

- Do not scale drawings.
- It is the responsibility of the Contractor to check and verify all dimensions on site and report all errors and/or omissions to the Architect or Engineers.
- It is the responsibility of the appropriate Contractor to comply with all Codes and Regulations applicable to the performance of their work.
- All Drawings and Specifications are instruments of service and are the property of the Architect or Engineer. This Drawing is the Copyright of ACI ARCHITECTS INC or the Consultant named on this Drawing as at the date shown and may not be used or reproduced in whole or in part without the express written consent of the Architect or Engineer.

1 Issued for Development Permit 2021-07-19



Client



Project
THE EDDIE

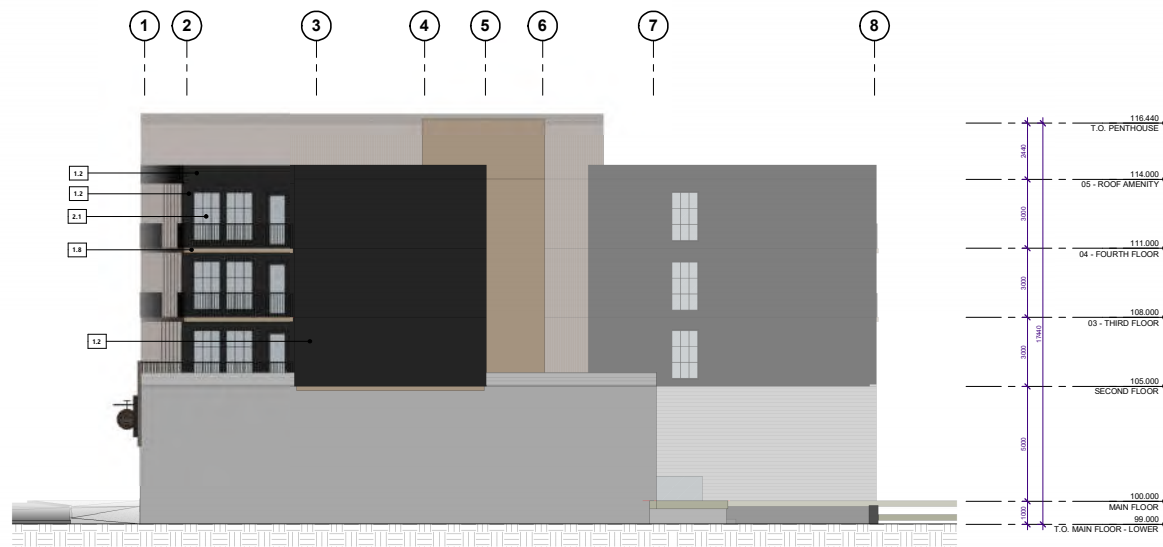
Scale 1 : 100	Designed By EL
Project No. 1111	Drawn By EL
Date 2021-05-21	Checked By RH

Drawing Title
EXTERIOR ELEVATIONS

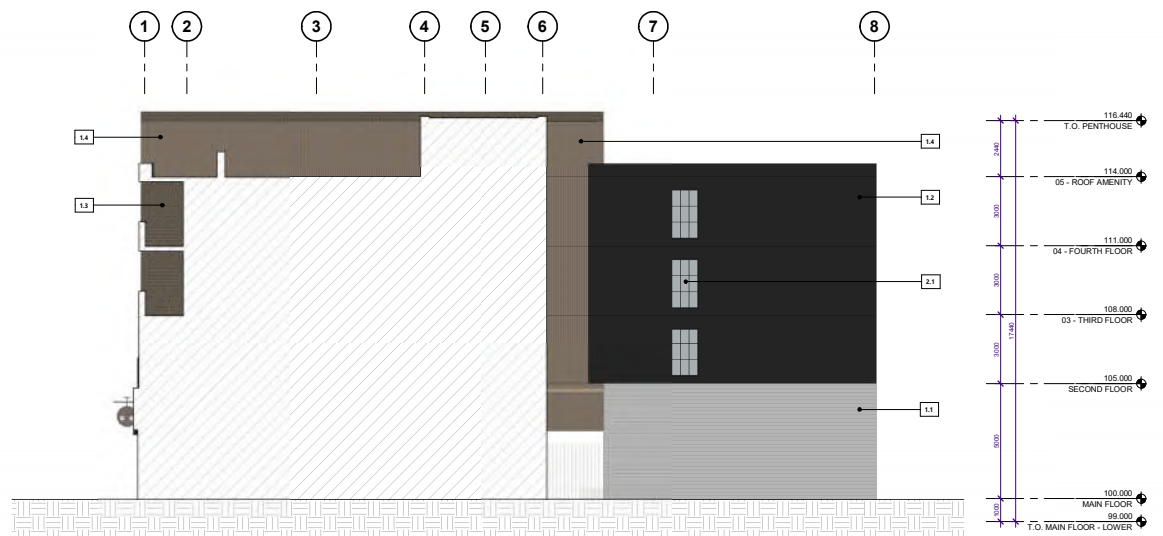
Drawing No.

A3.3

2021-05-21 10:10:01 - 201 504



1 EAST ELEVATION
SCALE 1 : 100



2 EAST ELEVATION - COURTYARD
SCALE 1 : 100

EXTERIOR FINISH SCHEDULE		
MARK	DESCRIPTION	Material Area
	CROSS LAMINATED TIMBER STRUCTURE (EXPOSED)	335 m²
1.1	TEXTURED CEMENTITIOUS PANEL	380 m²
1.2	CHARRED WOOD PLANKS (SYNTHETIC NON-COMBUSTIBLE)	614 m²
1.3	WOOD SHINGLE (SYNTHETIC NON-COMBUSTIBLE)	379 m²
1.4	VERTICAL WOOD SIDING (SYNTHETIC NON-COMBUSTIBLE)	830 m²
1.5	FIBRE CEMENT PANEL	31 m²
1.6	FIBRE CEMENT PANEL	13 m²
1.7	BLACK ANODIZED ALUMINUM FRAMES	654 m²
1.8	CROSS LAMINATED TIMBER STRUCTURE (EXPOSED)	3948 m²
2.1	INSULATED GLASS - CLEAR	681 m²
2.3	TRANSLUCENT KALWALL CLADDING	62 m²

Schedule B: Colours and Materials



Schedule C: Landscape Plan

To be submitted prior to Building Permit and attached to permit

Schedule D: Commemoration Plan

Final plan to be attached at time of building permit

Schedule E: Stormwater Management Plan

Final plan to be attached at time of building permit



2021-11 DV

TO: Postmark Group

AGENT: Roddy Handa

OF: 8337 – 165 Street NW, Edmonton, Alberta, T5R 2R5

This Development Variance Permit (2021-11-DV) is issued subject to compliance with all of the bylaws of the Village of Cumberland applicable thereto, except as specifically varied or supplemented by this Permit for the purposes of varying the rear setback of the building and reducing the parking requirement.

1. This Development Variance Permit applies to and only to those lands within the Village of Cumberland described below, and the proposed four storey building thereon:

Legal Description: Lot 1, Block 6, District Lot 21, Nelson District, Plan 522

PID: 002-422-239

Civic Address: 2714 Dunsmuir Avenue, Cumberland, BC

and

Legal Description: The West ½ of Lot 2, Block 6, District Lot 21, Nelson District Plan 522

PID: 002-422-255

Civic Address: 2714 Dunsmuir Avenue, Cumberland, BC

2. The land described herein shall be developed substantially in accordance with the following terms and conditions of this Permit.

Section 6.6 RV/Bus parking is not required.

Section 6.9 Courtesy parking for pregnant women and persons with young children is not required.

Section 6.13 The off-street loading stalls are not required.

3. **Security**

None.

4. **Expiry**

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

5. **Timing and Sequencing of Development**

None.

6. List of Reports or Plans attached as Schedules

Schedule A: Site Plan

7. Contaminated Sites Regulation (*choose one of the following as applicable*)

☒ This Permit is issued pursuant to the requirements of the *Environmental Management Act*, whereby the Applicant has completed a "Site Disclosure Statement" for the subject property.

OR

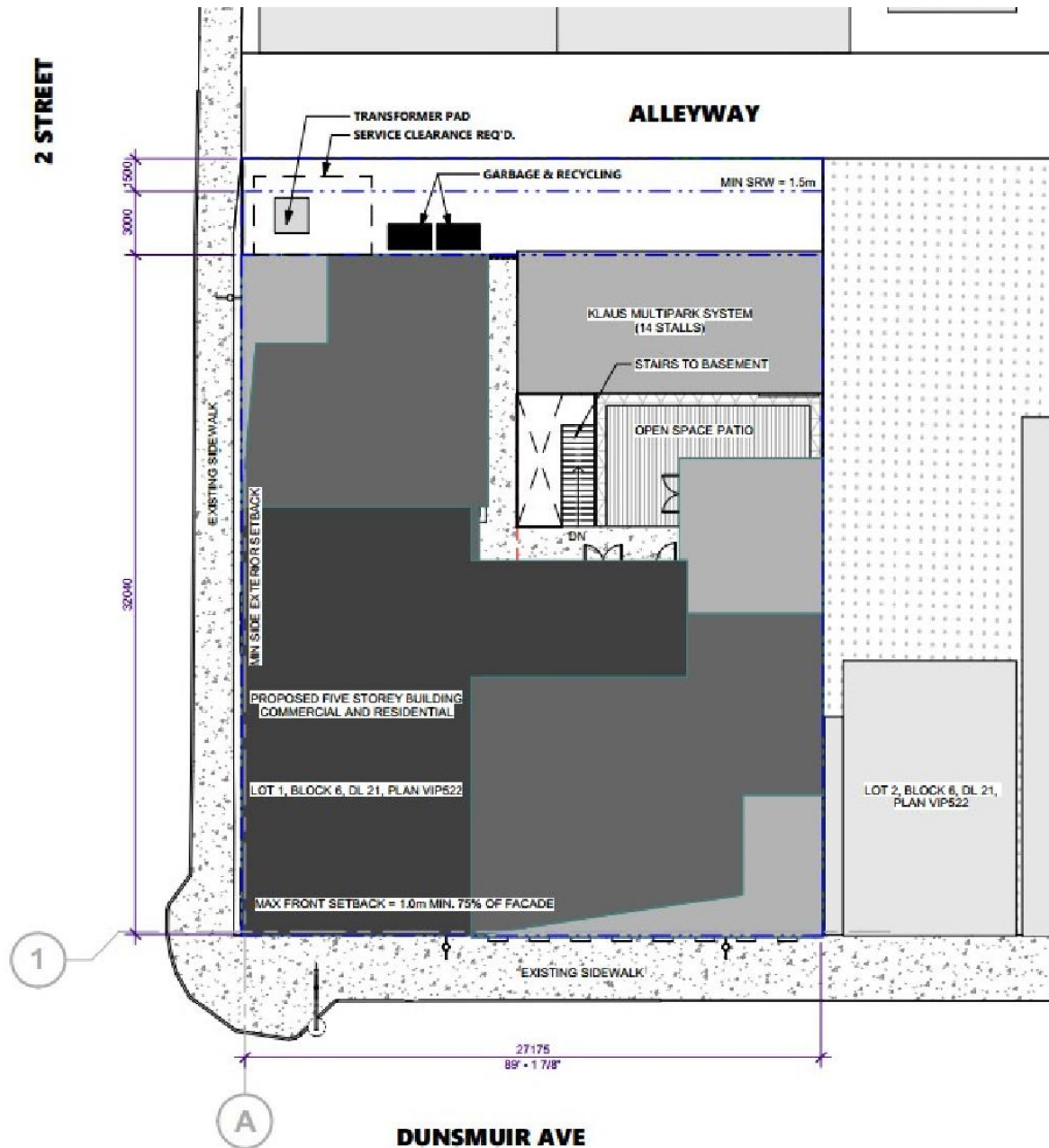
☐ This Permit is issued pursuant to the requirements of the *Environmental Management Act*, whereby the Regional Manager of the applicable Ministry has received a "Site Profile" for the subject property and has issued a clearance to proceed to the Village on (*insert date*).

8. This Permit is not a Building Permit.

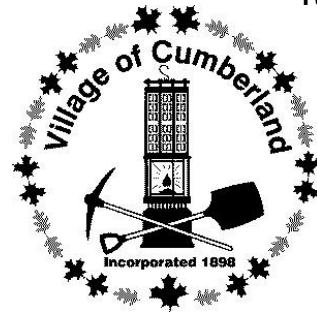
CERTIFIED as the DEVELOPMENT VARIANCE PERMIT approved by resolution of the Council of the Corporation of the Village of Cumberland on _____, 2021, subject to conditions noted in paragraph 2, and issued on _____, 20__ by senior staff on satisfaction of those conditions.

Corporate Officer

Schedule A: Site Plan



COUNCIL REPORT



REPORT DATE: 10/28/2021

MEETING DATE: 11/8/2021

File No. 3220 Cumberland Road 4693

TO: Mayor and Councillors

FROM: Karin Albert, Senior Planner

SUBJECT: Temporary Use Permit Application, 4693 Cumberland Road

FILE:	2021-01-TUP - 4693 Cumberland Road		
PID:	018-258-794	Folio No.:	516 00820.550
LEGAL DESCRIPTION:	Lot A, District Lot 24, Plan VIP56393		
CIVIC ADDRESS:	4693 Cumberland Road		
	EXISTING BYLAW		
OCP DESIGNATION:	Residential		
ZONE:	R-3 Large Lot Residential		

RECOMMENDATION

- i) THAT Council receive the "Temporary Use Permit Application, 4693 Cumberland Road" report.
- ii) THAT Council approve the Temporary Use Permit (2021-01-TUP) to permit an automobile service and repair shop at 4693 Cumberland Road, property legally described as Lot A, District Lot 24, Plan VIP56393.

PURPOSE

At their August 27, 2021 meeting, Council referred an application for a Temporary Use Permit to allow for the existing auto repair shop at 4693 Cumberland Road to the Advisory Planning Commission for comment.

This report provides the Commission's recommendations and the Temporary Use Permit (2021-01-TUP) for a Council decision.



Figure 1: Subject Property

PREVIOUS COUNCIL DIRECTION

Date	Resolution
Sep. 27, 2021	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.
Dec. 9, 2019	THAT Council deny an Amendment Bylaw to the Official Community Plan Bylaw No. 990 to change the land use designation of the property legally described as Lot A, District Lot 24, Plan VIP56393 from Residential to Commercial. THAT Council deny an Amendment Bylaw to the Zoning Bylaw No. 1027 to amend the zone of the property legally described as Lot A, District Lot 24, Plan VIP56393 from R-3 Large Lot Residential to C-1 Commercial General. THAT Council direct staff to suggest a temporary use permit application to the owner of 4693 Cumberland Road.

BACKGROUND

As per the Village's Zoning Bylaw, the existing automotive repair shop at 4693 Cumberland Road is not a permitted use within the property's residential zone.

In late 2019, Council denied an Official Community Plan and Zoning Bylaw Amendment application to rezone the property to C-1 Commercial General. This would have permitted automobile service facility and a number of other possible commercial uses on the property.

If approved by Council, the attached Temporary Use Permit would permit the existing automotive repair shop for a period of three years with the option to renew for a further three years.

The [September 27, 2021 staff report](#) (item 6.13, p. 227) to Council provides additional background information, an analysis of the application and a draft temporary use permit.

Public Notification

The Temporary Use Permit application was advertised in the Comox Valley Record as required by the *Local Government Act*. No comments were received.

Referrals

At their October 14, 2021 meeting, the Advisory Planning Commission passed the following resolution:

THAT the Advisory Planning Commission recommend approval of the Temporary Use Permit (2021-01-TUP) for the automotive service and repair shop at 4693 Cumberland Road property legally described as Lot A, District lot A, District Lot 24, Plan VIP56393.

In addition, the Commission provided the following resolution:

THAT the Advisory Planning Commission recommend that during the next Official Community Plan (OCP) update, special consideration be given to a review of the land use designations at the Bevan- Cumberland Road intersection.

The draft minutes from the Commission meeting are included in the November 8, 2021 agenda package.

ALTERNATIVES

- i. THAT Council approve the Temporary Use Permit (2021-01-TUP) to permit an automobile service and repair shop at 4693 Cumberland Road, property legally described as Lot A, District Lot 24, Plan VIP56393.
- ii. That Council approve the temporary use permit (2021-01-TUP) to permit an automobile service and repair shop at 4693 Cumberland Road with the following *additional conditions/changes* to the 2021-01-TUP: _____

FINANCIAL IMPLICATIONS

The attached TUP includes collection of outstanding municipal tickets as a condition that has to be met by the applicant prior to issuing the TUP. This will reduce bylaw enforcement staff time and costs that may otherwise have to be incurred if collection is turned over to a collection agency.

OPERATIONAL IMPLICATIONS

Processing of Temporary Use Permit applications is part of the regular services provided by the Development Services Department.

STRATEGIC OBJECTIVE

None

ATTACHMENTS

1. Temporary Use Permit 2021-01-TUP

CONCURRENCE

Courtney Simpson, Manager of Development Services **CS**

Respectfully submitted,

Karin Albert

Karin Albert
Senior Planner

Clayton Postings

Clayton Postings
Chief Administrative Officer



2021-01-TUP

TO: Thomas Brown

OF: 9424 Brackendale Road, Black Creek, V9J 1E3

This Temporary Use Permit (2021-01-TUP) is issued subject to compliance with all of the bylaws of the Village of Cumberland applicable thereto, supplemented by this Permit for the purposes of permitting an automobile service and repair shop within the existing building on the property described below.

1. This Temporary Use Permit applies to and only to those lands within the Village of Cumberland described below and only to the existing building thereon used for automobile service and repair at time of application for the permit:

Legal Description: Lot A, District Lot 24, Nelson District, Plan VIP56393

Folio: 516 00820.550 **PID:** 018-258-794

Civic Address: 4693 Cumberland Road, Cumberland, BC

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

With respect to the use and operation of the auto service and repair shop, the following shall apply:

- a. The temporary use is limited to automobile service and repair shop which means the use of land, buildings and structures for the servicing and repair of motor vehicles within buildings. For clarity, it does not include selling and dispensing of vehicular fuels or selling of automotive parts and accessories, other than fuels and parts required as part of the repairs. It also does not include washing or painting of vehicles.
- b. The sheltered portion of the use cannot be expanded beyond the building identified on the site plan attached as Schedule A to the Permit.
- c. Minor outside work on vehicles and the temporary storage of automobiles and equipment is limited to the front yard.
- d. There shall be no shipping containers.
- e. Persons employed in the business, including owners, are limited to four.
- f. Business hours are restricted to 8 a.m. – 5 p.m., Monday to Friday; outside of those hours no commercial automobile services or repairs are permitted on the property.
- g. The owner shall hold a valid business license from the Village.

Prior to issuance of the permit, the applicant is required to:

- a. pay all outstanding municipal tickets.

3. **Security**

None.

4. **Expiry**

The Applicant of land in respect of which a Temporary Use Permit has been issued has the right to put the land to the use described in the Permit until November 8, 2024.

5. **Timing and Sequencing of Development**

None.

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

Schedule A: Site and Building Plan

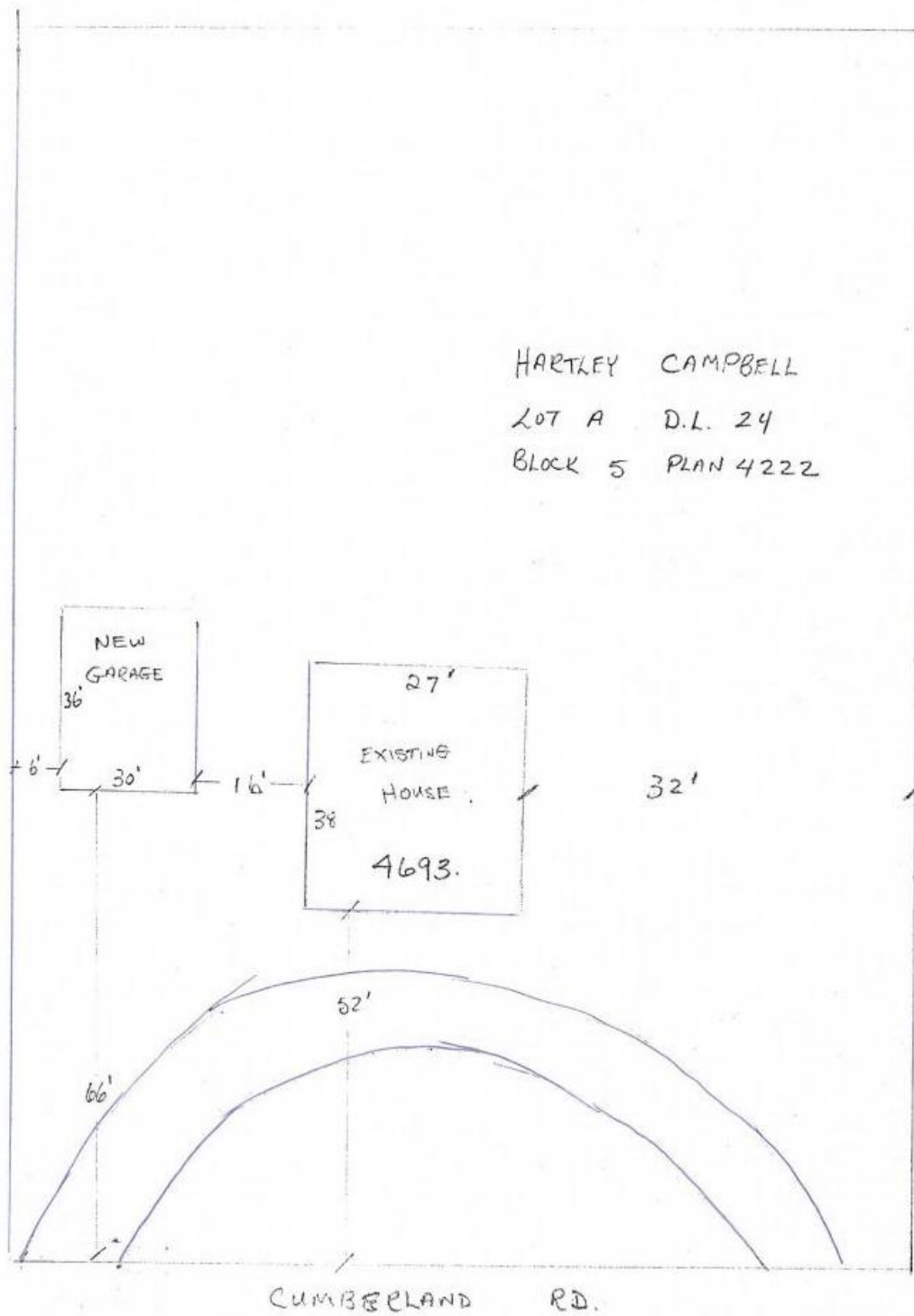
7. This Permit is **not** a Building Permit.

Certification of Permit

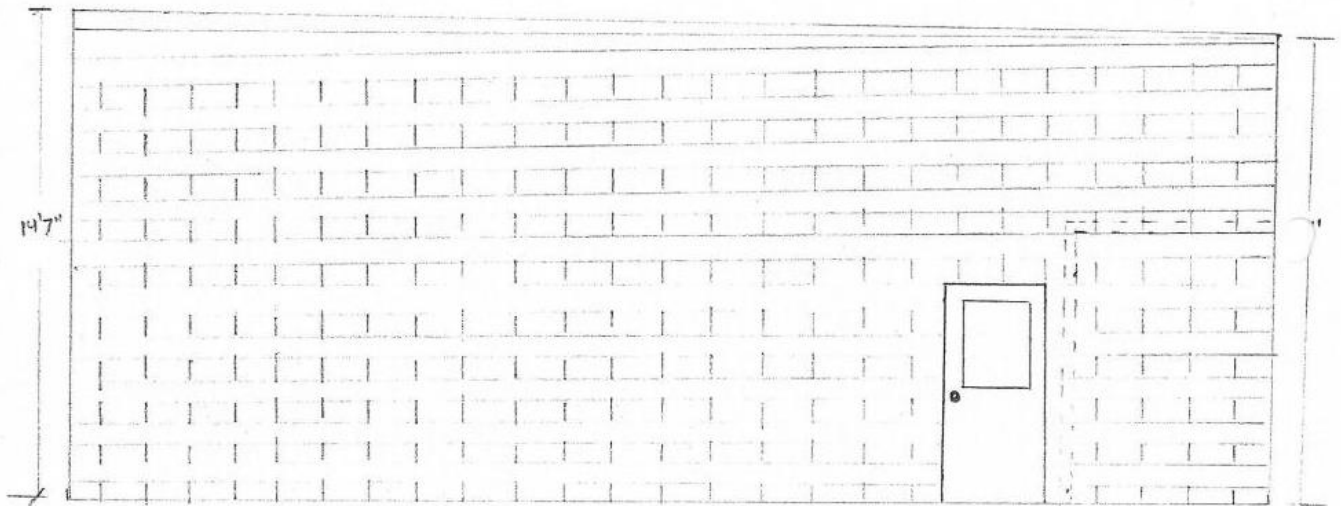
CERTIFIED as the TEMPORARY USE PERMIT approved for issuance by resolution of the Council of the Corporation of the Village of Cumberland on _____ 2021, subject to the conditions noted in paragraph 2, and issued on _____, 2021 by senior staff on satisfaction of those conditions.

Corporate Officer

Schedule A: Site and Building Elevations

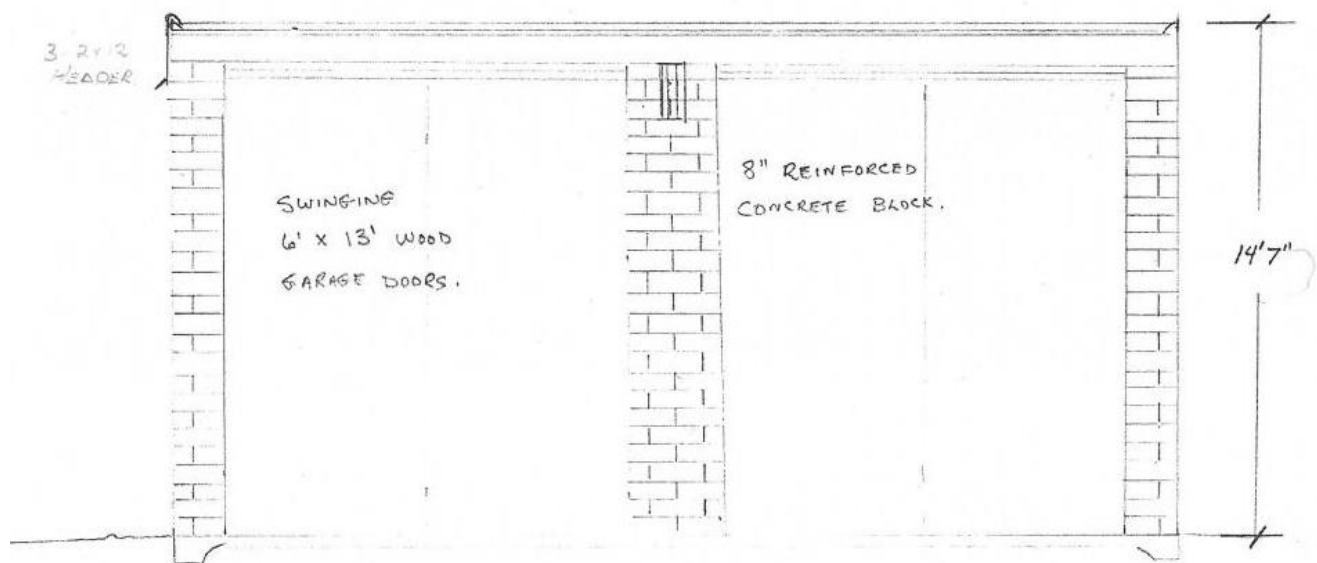


ROOF SLOPED 6" IN 36'



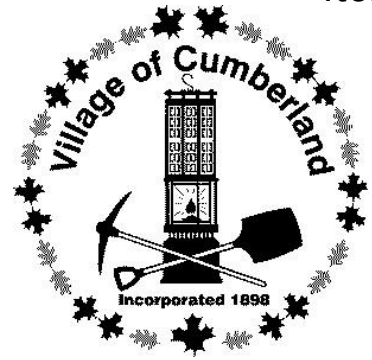
SIDE VIEW.

ALUM. FLASHING & FASCIA
 3X3 CANT STRIP
 ONE PLY TORCH ON ROOFING
 5/8 T&G PLYWOOD
 2X4 STRAPPING 16" O.C.
 2X12 JOIST 16" O.C.
 2X6 TREATED PLATE ANCHOR BOLTS 4' O.C.



FRONT VIEW

COUNCIL REPORT



REPORT DATE: 9/29/2021
MEETING DATE: 10/12/2021

TO: Mayor and Councillors
FROM: Meleana Searle, Planner
SUBJECT: Development Variance Permit, 2552 Kendal Avenue

FILE No.:	2021-20-DV		
PID:	029-671-817	Folio No.:	516 00820.388
LEGAL DESCRIPTION:	Lot 15, DL 24, Nelson District, Plan EPP53358		
CIVIC ADDRESSES:	2552 Kendal Avenue		
OCP DESIGNATION:	DPA 6 - Residential Infill		
ZONE:	MU-1 Mixed Use Residential		
	Zoning Regulation	Requested Variance	
LOT COVERAGE, SINGLE FAMILY RESIDENTIAL	35%	37.3%	

RECOMMENDATION

- i. THAT Council receive "Development Variance Permit, 2552 Kendal Avenue."
- ii. THAT Council approve the application (2021-20-DV) for a Development Variance Permit on the property described as Lot 15, DL 24, Nelson District, Plan EPP53358 (2552 Kendal Avenue).

PURPOSE

The Village has received an application for a development variance permit to vary the maximum lot coverage to allow for the addition of a sunroom at the rear of the existing single-family dwelling. The addition is compliant with Zoning Bylaw 1027, 2016 for setbacks and height. The purpose of this report is to seek Council approval.

COUNCIL DIRECTION

None.

BACKGROUND

The existing principal dwelling on the property was built in 2016 at the maximum permitted lot coverage of 35%. There is approximately 1000sqft of living space. Located at the rear of the dwelling is a 1.2 metre (4.2ft) by 3.0 metre (10ft) covered, at-grade, patio. The applicant wishes to enclose the patio and increase the dimensions to 3.0 metres (10ft) by 3.7 metres (12ft). This increase in area results in the lot coverage exceeding the maximum permitted by 2.3%.

The roof slope of the addition will match existing dwelling. The siding will be fiber cement (Hardieplank) that matches the existing siding.

Discussion

Land use justification

Best practices for evaluating development variance permit applications typically look for an acceptable land use justification such as:

- i. the ability to use or develop the property is unreasonably constrained or hindered by having to comply with the bylaw requirement;
- ii. there is a net benefit to the community or immediate area that would be achieved through the variance approval; or,
- iii. the proposed variance would allow for more efficient and effective use and development of the subject property.

Enclosing the existing 1.2 metre (4.2ft) by 3.0 metre (10ft) at-grade patio to remain within the permitted lot coverage would create a narrow sunroom. The proposed increase in lot coverage would allow for a more practical space for the applicant.

Impacts of the Variance

Where a land use justification for a proposed variance has been demonstrated, the application should then be evaluated based upon the impact(s) (positive or negative) of the variance.

Impact(s) may be classified into the following three general categories:

- i. Aesthetic impact. This includes the impact of the proposed variance on the streetscape, the views from adjacent properties, compatibility with neighbourhood design standards, etc.
- ii. Functional impact. This includes the impact of the proposed variance on the function of the property for the permitted uses and the potential impact of the variance on the function of adjacent properties, or road right-of-ways.
- iii. Environmental impact. This includes the impact of the proposed variance on the long term sustainability of the natural environment or the direct impact on a specific feature of the natural environment.

The function of the dwelling will be improved as the indoor living space will be increased. Negative impacts on privacy for the adjacent properties is expected to be minimal as there is no neighbour directly to the rear of the property.

An increase in lot coverage increases the impervious surfaces, however a lot coverage increase of 2.3% is unlikely to have a measurable impact.

If the variance is denied, the applicant may still enclose the patio on the existing footprint, without an increase to the floor area.

Referrals

Council may refer the application to the Advisory Planning Commission for a recommendation.

Citizen/Public Consultation

Pursuant to the requirements of the Village of Cumberland Development Procedures and Fees Bylaw No. 1073, 2018:

1. The applicant has placed the required sign on site.
2. Village staff prepared a notice of Council consideration of a Development Variance Permit which was mailed to owners and occupants of properties within 75.0 metres on October 8, 2021, meeting the Bylaw minimum of 10 days before Council considers the application.

At the time of this report staff have received one letter of support from a neighbouring property owner.

ALTERNATIVES

1. THAT Council refer the application (2021-20-DV) for a Development Variance Permit on the property described as Lot 15, DL 24, Nelson District, Plan EPP53358 (2552 Kendal Avenue) to the Advisory Planning Commission for a recommendation.
2. THAT Council deny the application (2021-20-DV) for a Development Variance Permit on the property described as Lot 15, DL 24, Nelson District, Plan EPP53358 (2552 Kendal Avenue).

STRATEGIC OBJECTIVE

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

FINANCIAL IMPLICATIONS

None.

OPERATIONAL IMPLICATIONS

The review of development variance permit applications is part of the services provided by the Planning Department.

ATTACHMENTS

1. Draft Development Variance Permit
2. Elevations
3. Public Feedback

CONCURRENCE

Courtney Simpson, Manager of Development Services **CS**

Respectfully submitted,

Meleana Searle

Meleana Searle
Planner

Clayton Postings

Clayton Postings
Chief Administrative Officer



**Corporation of the
Village of Cumberland**

***DRAFT DEVELOPMENT
VARIANCE PERMIT***

TO: Keith Sexstone & Michelle Wilkins

OF: 2552 Kendal Avenue, Cumberland, BC V0R 1S0

This Development Variance Permit (2021-20-DV) is issued subject to compliance with all of the bylaws of the Village of Cumberland applicable thereto, except as specifically varied or supplemented by this Permit for the purposes of varying the rear setback on a new lot to be subdivided.

1. This Development Variance Permit applies to and only to those lands within the Village of Cumberland described below, and any and all buildings, structures and other development thereon:

Legal Description: Lot 15, DL 24, Nelson District, Plan EPP53358

Folio: 516 00820.388 **PID:** 029-671-817

Civic Address: 2552 Kendal Avenue, Cumberland BC V0R 1S0

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

Section 7.11 5) The lot coverage is varied to a maximum of 37.3% to accommodate an addition to the house as shown on the site drawing attached as Schedule A to this Permit.

The lot coverage is to be confirmed by a BC Land Surveyor at the time of Building Permit.

3. **Security**

None

4. **Expiry**

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

5. **Timing and Sequencing of Development**

None

6. List of Reports or Plans attached as Schedules

1. Schedule A – Site plan

7. Contaminated Sites Regulation (*choose one of the following as applicable*)

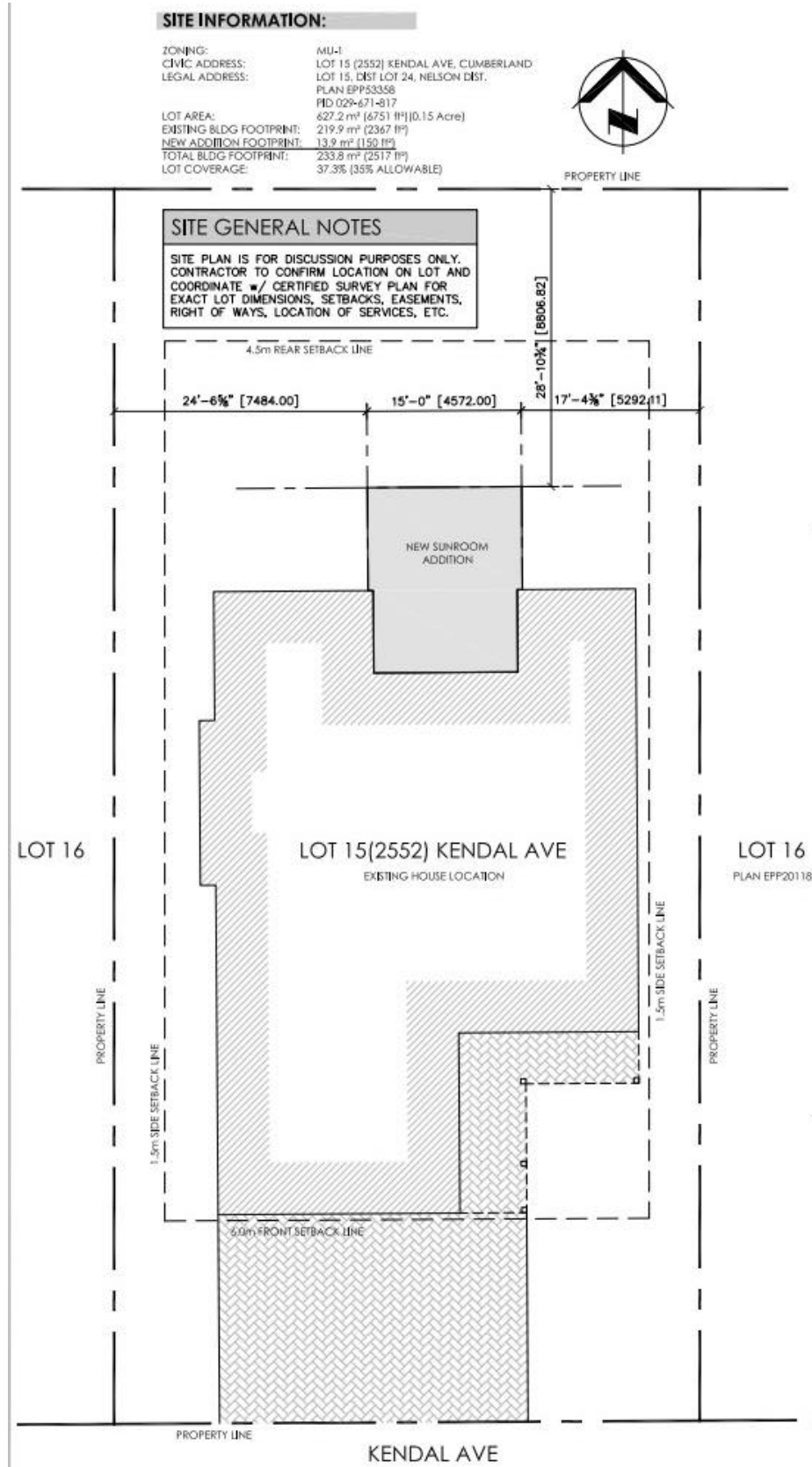
This Permit is issued pursuant to the requirements of the *Environmental Management Act*, whereby the Applicant has completed a “Site Declaration” for the subject property.

8. This Permit is not a Building Permit.

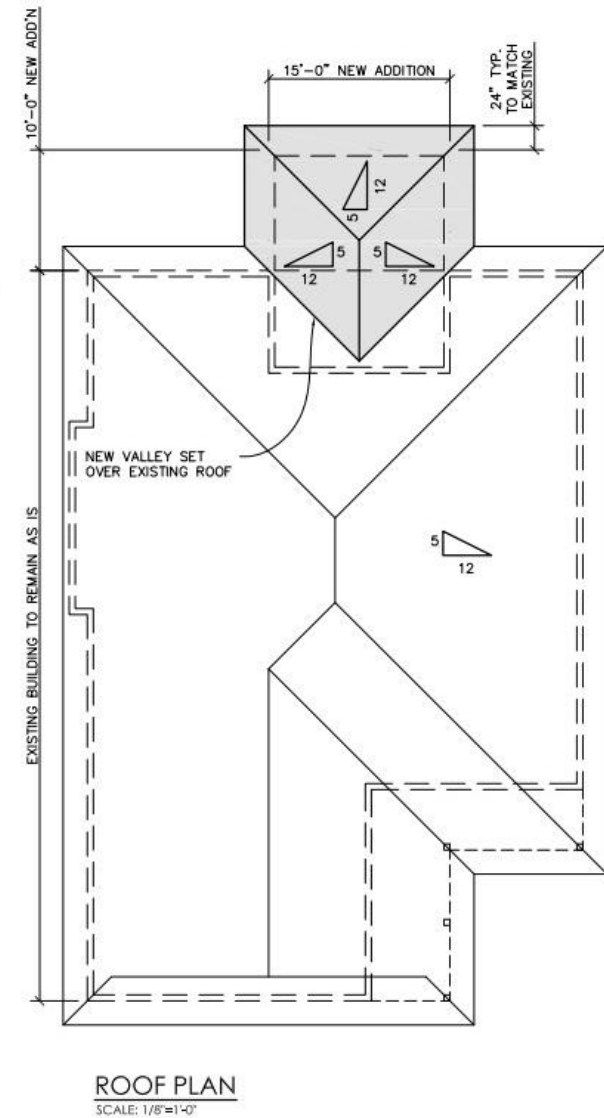
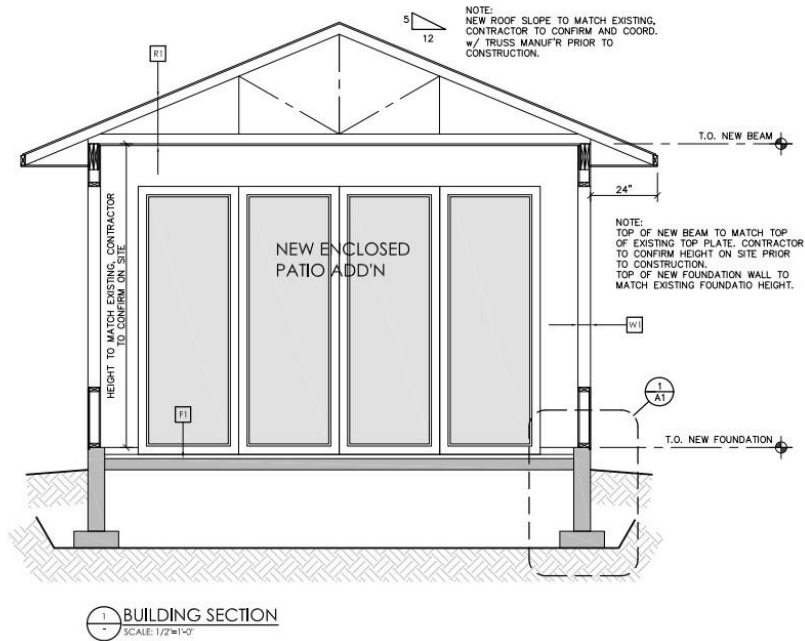
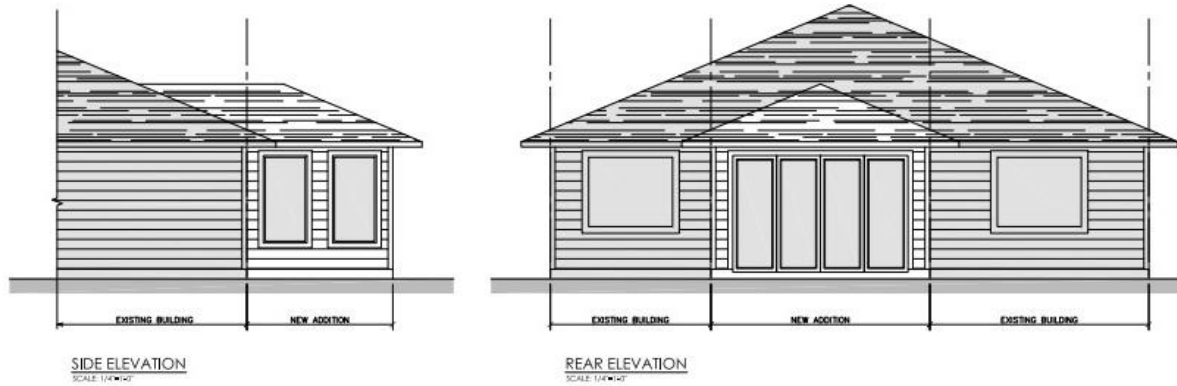
CERTIFIED as the DEVELOPMENT VARIANCE PERMIT approved and issued by resolution of the Council of the Corporation of the Village of Cumberland on **DATE TO BE ADDED**, 2021.

Corporate Officer

Schedule A – Site Plan



Attachment 2 – Elevations



Meleana Searle

From: [REDACTED]
Sent: October 18, 2021 2:22 PM
To: Planning
Cc: [REDACTED]
Subject: Support for variance application for 2552 Kendal Ave

Hello,

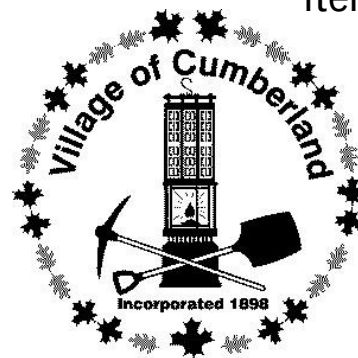
As next door neighbours, we would like to extend our wholehearted support for the variance permit application for 2552 Kendal Ave.

The proposed extension would have zero negative impact on either our enjoyment and use of our own property. We fully support our neighbours in their proposed development, to increase both their enjoyment and investment in their home.

Thank you,

[REDACTED]
[REDACTED] Kendal Ave
[REDACTED]

COUNCIL REPORT



REPORT DATE: 10/20/2021

MEETING DATE: 11/8/2021

File No. 3320 – Ulverston Ave 2872

TO: Mayor and Councillors

FROM: Meleana Searle, Planner

SUBJECT: Development Permit, 2872 Ulverston Avenue

Folio No.:	516 00394.830	PID:	025-971-247	File No.	2021-09-DP
Legal Description:	Lot 15, DL 24, Plan VIP77088				
Zone:	Residential One A (R-1A)				
DP Purpose:	Residential Infill Development Permit				

RECOMMENDATION

- i. THAT Council receive “Development Permit – 2872 Ulverston Avenue”
- ii. THAT Council approve the application (2021-09-DP) for a Development Permit on property described as Lot 15, DL 24, Plan VIP77088 (2872 Ulverston Avenue).

PURPOSE

The Village has received an application for a Residential Infill Development Permit to allow the construction of a new Accessory Dwelling Unit (ADU) at 2872 Ulverston Avenue. The purpose of this report is to seek Council approval for the application.

PREVIOUS COUNCIL DIRECTION

September 27, 2021 - 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.

BACKGROUND

The subject property is within Development Permit Area No. 6 - Residential Infill.

Residential infill development is intended to build density in mature residential areas located within a short walk of the downtown core. The creation of additional density may impact the privacy of adjacent landowners and the established neighbourhood character of these areas. Generally, residential neighbourhoods in the Village enjoy the privacy and aesthetic benefits of modestly scaled character homes surrounded by well-established tree cover and landscaping. New infill developments are encouraged to maintain and enhance these intrinsic characteristics.

The objective of a Residential Infill Development Permit is to guide the integration of new housing into established residential neighbourhoods and to promote quality residential environments that maintain desirable relationships to their surrounding context. Through the development permit, the Village encourages new development that incorporates energy and water conservation principles as well as designs that work towards reducing greenhouse gas emissions.

The property owners of 2872 Ulverston Avenue wish to construct a 48.8m² (525ft²) ADU at the rear of the property. The gross floor area (GFA) of the proposed ADU is less than 75% of the GFA of the single family dwelling (51%) as required by the Zoning Bylaw 1027, 2016 Section 4.2, a), iii).

The application and supporting documents comply with the Development Permit Area guidelines and Zoning Bylaw 1027, 2016 requirements.

Referrals

The Advisory Planning Commission (APC) reviewed the application at their regular meeting on October 14, 2021 and recommend approval for the development permit (2021-09-DP) to Council.

Public Consultation

Pursuant to the requirements of the *Village of Cumberland Development Procedures and Fees Bylaw No. 1073, 2018*:

1. The applicants have placed the required sign on-site.
2. Village staff prepared a notice of Council consideration of a Development Permit which was mailed to owners of adjacent properties on August 11, 2021, meeting the Bylaw minimum of 10 days before Council considers the application.
3. Council may require that the applicant hold a neighbourhood public meeting, which includes:
 - a) Advertising once in a local paper, at least 10 days prior to the meeting
 - b) Sending an invitation to adjacent neighbours (within 75metres) at least 10 days prior to the meeting; and
 - c) Provide a summary of the meeting, how many attended, if any comments were received.

Staff recommends that Council does not require a neighbourhood public meeting. Although the *Village of Cumberland Procedures and Fees Bylaw No. 1073, 2018* states that Council may require that the applicant hold a neighbourhood public meeting, because Council has limited discretion when approving development permits, public meetings for development permit applications are generally not recommended.

At the time of this report, no feedback has been received from the public regarding this application.

ALTERNATIVES

1. THAT Council deny the application for the development permit.

STRATEGIC OBJECTIVE

- ☐ Healthy Community

- ☐ Quality Infrastructure Planning and Development
- ☒ Comprehensive Community Planning
- ☐ Economic Development

FINANCIAL IMPLICATIONS

None.

OPERATIONAL IMPLICATIONS

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

ATTACHMENTS

1. Development permit 2021-09-DP
 - a. Schedule A - Site Plan
 - b. Schedule B - Landscape Plan
 - c. Schedule C - Elevations
 - d. Schedule D - Stormwater Management Plan

CONCURRENCE

Courtney Simpson, Manager of Development Services **CS**

Respectfully submitted,

Meleana Searle

Meleana Searle
Planner

Clayton Postings

Clayton Postings
Chief Administrative Officer



Corporation of the Village of Cumberland

DEVELOPMENT PERMIT

TO: Maire Lily Angela Halinen & Ben Joseph Pardy

OF: 2872 Ulverston Avenue, Cumberland, BC V0R 1S0

This Development Permit (2021-09-DP) is issued subject to compliance with all of the bylaws of the Village of Cumberland applicable thereto, except as supplemented by this Permit for the purposes of constructing an accessory dwelling unit.

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

Legal Description: Lot 15, DL 24, Plan VIP77088

Folio: 516 00394.830 **PID:** 025-971-247

Civic Address: 2872 Ulverston Avenue

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

a) Site Design

- i) The siting shall be substantially in conformance with the attached Schedule A.

Required prior to Final Inspection of the Building Permit:

b) Landscaping

- i) The landscape plan shall be implemented substantially in conformance with the attached Schedule B.

c) Building Form and Character

- i) Civic addressing shall be visible from the street frontage on Dunsmuir Avenue.

d) Lighting

- i) All site lighting installations shall be fully shielded (full cutoff).
- ii) Security and other lighting should be placed so as not to shine directly into residential properties or to reduce the separation effectiveness of any landscaped buffer.

e) Access, Parking, & Amenity Areas

- i) One of the parking spaces shown on the attached Schedule A shall be for the exclusive use of the ADU resident. The parking space shall be surfaced with a paving treatment (including: pervious paving, cellular paving and concrete unit pavers).
- ii) Access from the parking space to the ADU shall be a hard travel surface and at least 1.2metres wide, however the clearance shall be maintained for 1.5metres for emergency services.
- iii) The amenity area shall be substantially in conformance with the drawing in Schedule B.

f) Energy Conservation & Reduction of Greenhouse Gas Emissions

- i) The ADU shall be designed and engineered to be solar ready.
- ii) A 240 electric vehicle plug-in shall be required.

h) Stormwater

A stormwater management plan prepared by Wedler Engineering dated June 1, 2021 is attached as Schedule D and forms part of this permit.

3. Security

- a) A security in the amount of **\$996.25** which represents 125% of the cost estimate for the approved landscape plan shall be received before the Permit is granted.
- b) When the plan has been completely implemented the Owner shall request an inspection. If found to be compliant, a refund of 75% shall be made.
- c) The remaining 25% will be held back for one year at which time the Owner will request an inspection. If the plantings are to the satisfaction of the Village, the holdback will be returned to the person who paid it. If any of the plants have not survived, they shall be replaced by the Owner per the approved landscape plan, or failing this, the Village may use the holdback to replace the plants. Any amount of the security not used for the purpose it was intended will be returned to person who paid it.

4. Expiry

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

5. Timing and Sequencing of Development

None.

6. List of Reports or Plans attached as Schedules

- a) Schedule A – Site Plan
- b) Schedule B – landscape Plan

- c) Schedule C - Elevations
- d) Schedule D - Stormwater Management Plan

7. Contaminated Sites Regulation

This Permit is issued pursuant to the requirements of the *Environmental Management Act*, whereby the Owner has completed a "Site Declaration" for the subject property.

- 8.** This Permit is not a Building Permit.

CERTIFIED as the **DEVELOPMENT PERMIT** granted and issued by resolution of the Council of the Corporation of the Village of Cumberland on **DATE TO BE ADDED**, 2021.

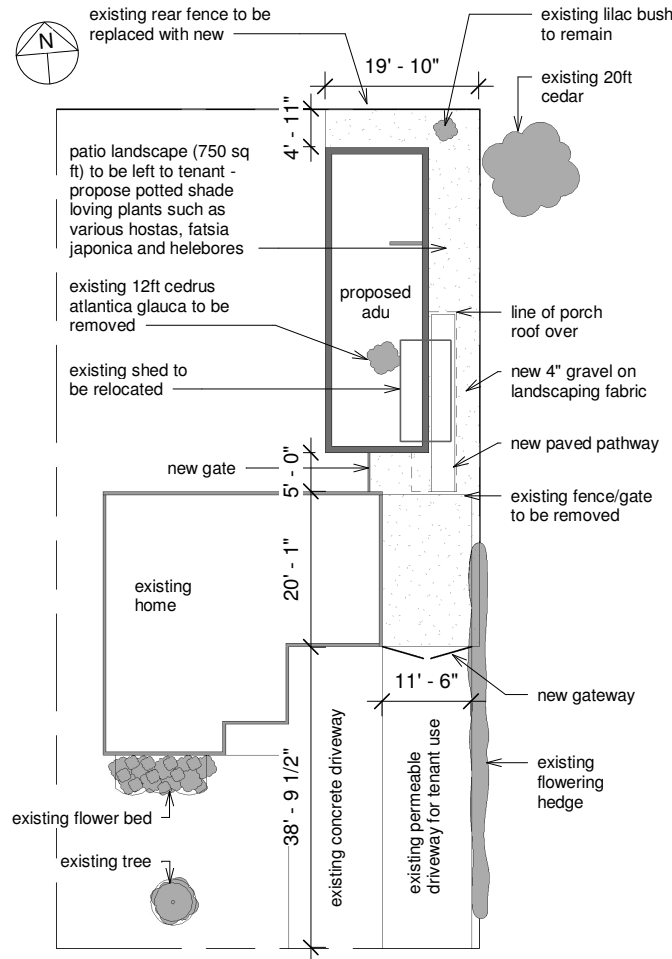
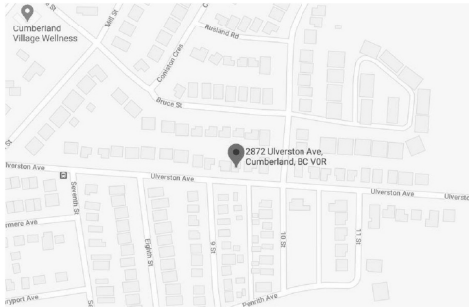
Corporate Officer

ZONING R1-A

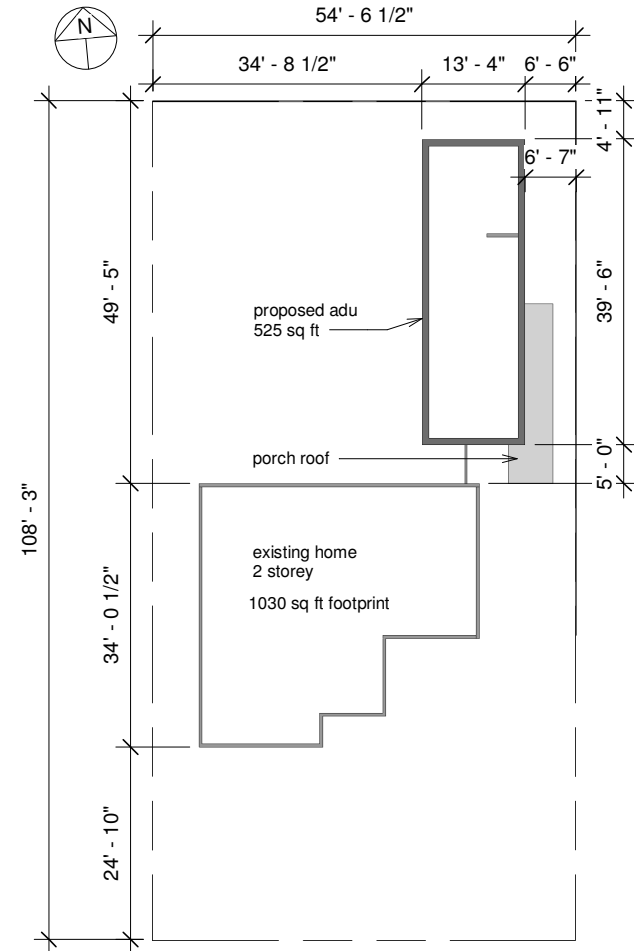
SETBACKS:
 FRONT REQUIRED 3.0m PROPOSED 26.5 m
 REAR REQUIRED 1.5m PROPOSED 1.5 m
 SIDE REQUIRED 1.5m PROPOSED 1.5 m

SITE COVERAGE MAX ALLOWED 40% PROPOSED 27%
 5920 sq ft

HEIGHT MAX ALLOWED 6.5 m PROPOSED 5.5 m



2 Site Landscape Proposed
 1/16" = 1'-0"



1 Site Proposed
 1/16" = 1'-0"

DP application

Lily Halinen

2872 Ulverston Ave

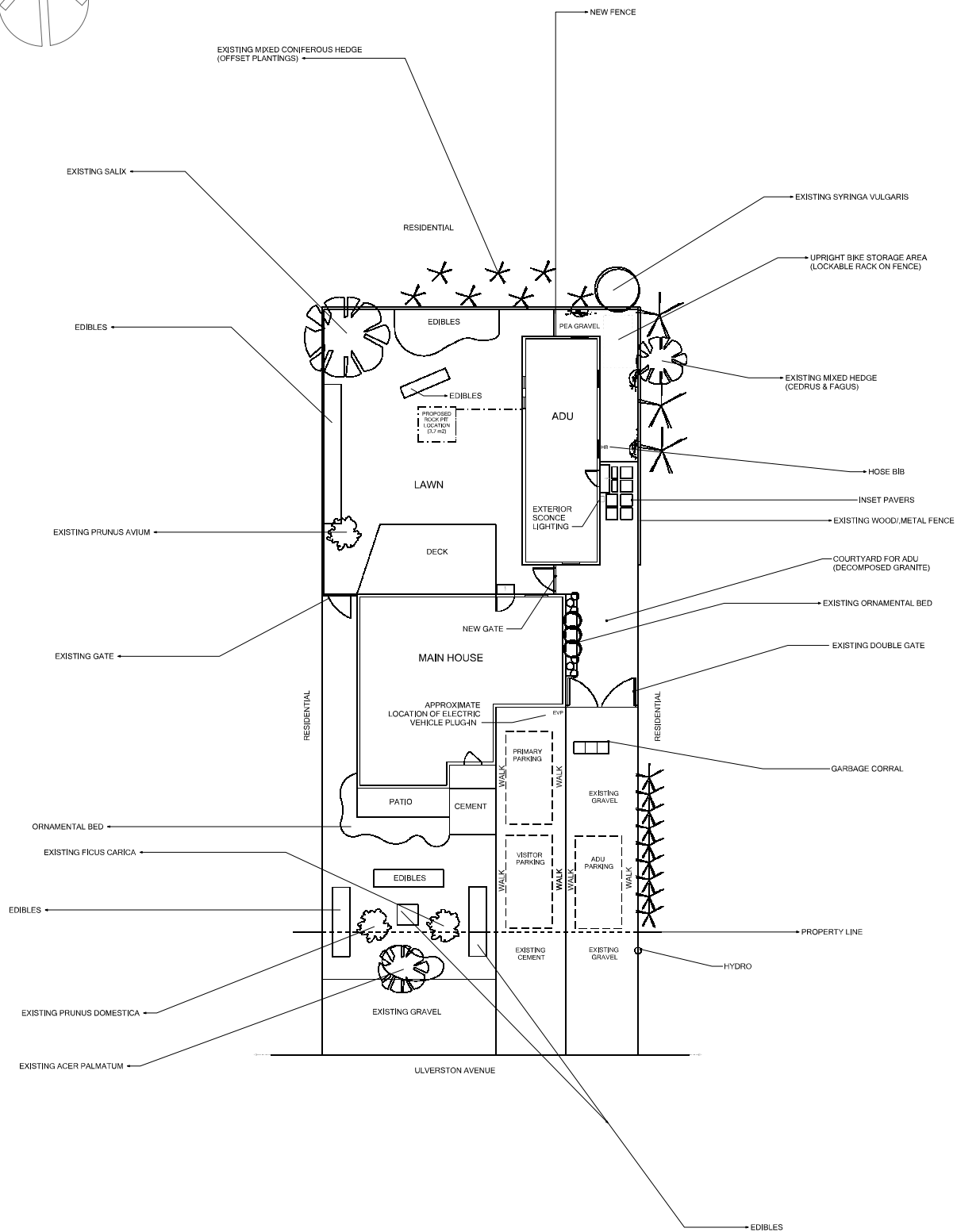
No.	Description	Date

Site plan

Project number 0001
 Date 26 Mar 2021
 Drawn by AST
 Checked by Client

A100

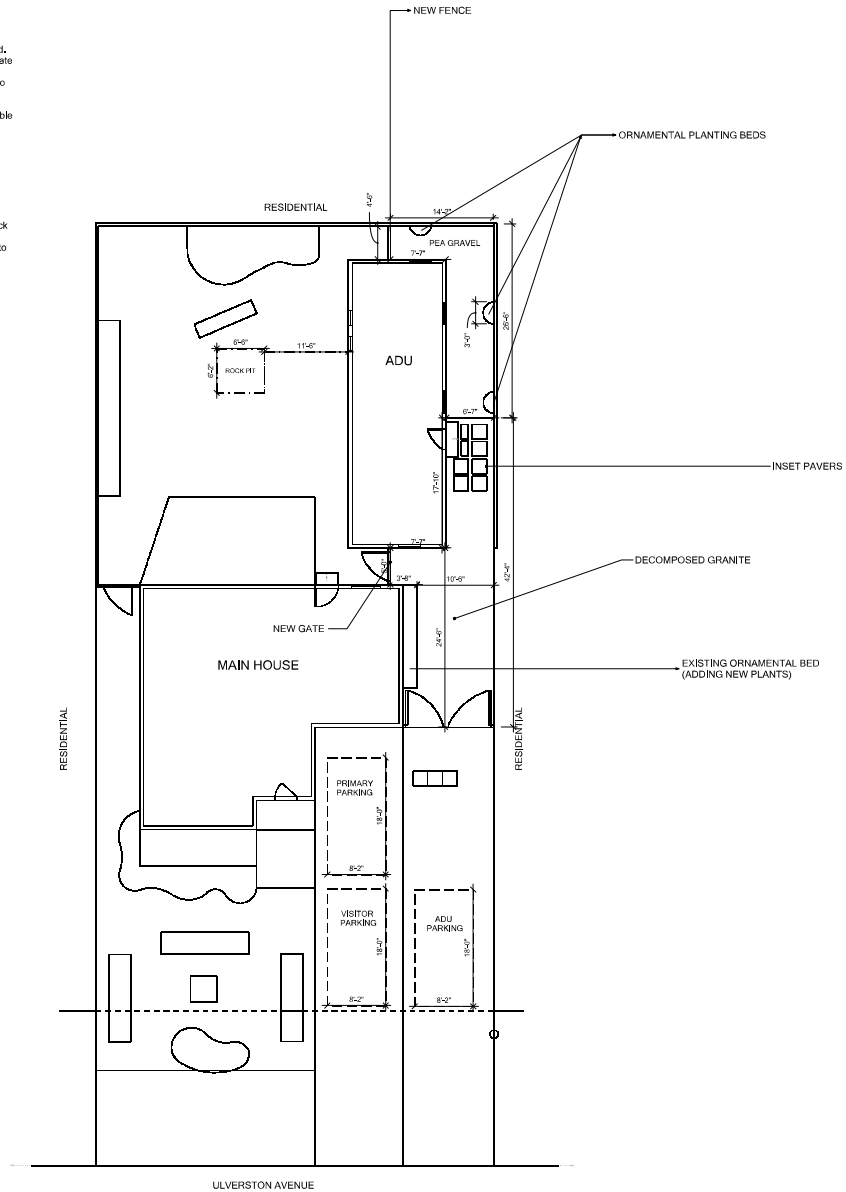
Scale 1/16" = 1'-0"





BUILDING NOTES

- This is not a construction drawing
- All measurements are approximate
- As a general rule 1 cubic yard of 3/8" or 1/4" of crushed stone or decomposed granite material will cover 150 square feet in a 2-1/2" inch layer; stabilizers required.
- Patio pavers, gravel, decomposed granite surfaces to be flush & level with adequate drainage away from house
- Matching slab pavers in combination of sizes: 24x24x1.77", 12x24x1.77"; colour to pull tones from house/ADU exterior (Ex. Abbotsford Concrete Products Cortez or New York Stone series); set in modern stacked bond pattern with minimum of 2" between slabs; choose sealed options when possible; preference for semi-permeable applications; riven or shot blasted for anti-slip precautions necessary for any areas exposed to wet conditions
- Use bender board or similar edging at interface between all dissimilar materials
- Use professional grade landscape material under all planting beds & add heavy layer of mulch over top to retain moisture and mitigate weeds
- New fence panels and gates to match existing metal/wood panelling
- For external lighting, low wattage LED lights in warm/amber tones will provide sufficient safety for occupants/visitors while lowering impact on nocturnal wildlife; direct lights downward to further minimize impact on wildlife.
- See storm water management plan (Wedler Engineering) for further details re: rock pit construction and placement
- No significant watercourses and/or wetlands; no sensitive ecosystem information to report.



214

02

Hanlinen Property
2872 Ulverston Avenue
ADU Landscape Materials & Measurements
Scale 1/8" = 1'-0" (1:96)
Note: This is not a construction drawing



-112-

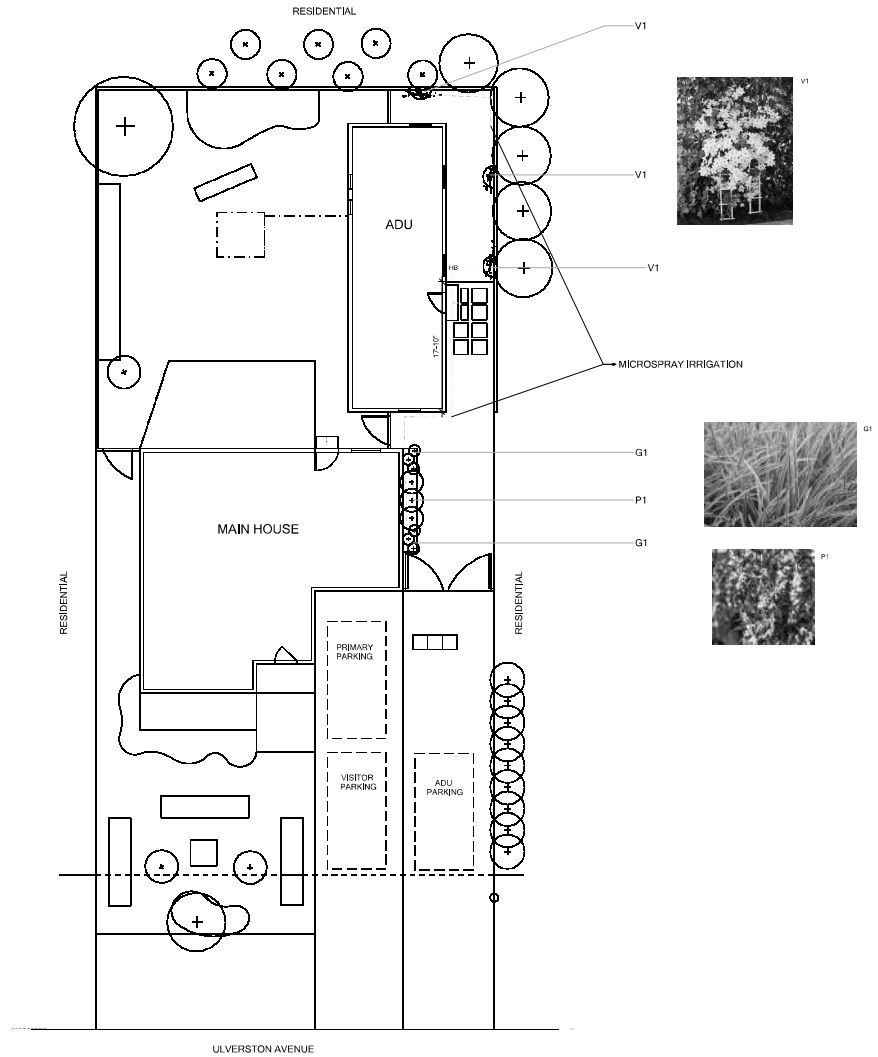
Designer: Nancy Silverstein

REVISIONS

NO.	DATE	REVISIONS
1	10/1/2024	Initial Design
2	10/1/2024	Revised Design
3	10/1/2024	Final Design
4	10/1/2024	Final Design
5	10/1/2024	Final Design



Notes:
-All images sourced from
www.gardenia.net unless otherwise
stated
- Plants specifically selected to meet
natural daylight and seasonal shade
needs; low to moderate water
requirements only; evergreens for year-
round interest



Landscape Plan Cost Estimate for ADU

211 Halinen Property @ 2872 Ulverston Ave.

Item	Qty	Units	Unit Price	Total	
Top soil	0.5	yards ³	\$18.00	\$9.00	
Mulch	0.5	yards ³	\$12.00	\$6.00	
Gravel (Road crush)	3	yards ³	\$35.00	\$105.00	
Gravel (Pea Gravel)	2	yards ³	\$45.00	\$90.00	
Gravel (DG)	2.5	yards ³	\$40.00	\$100.00	
River rock	0	yards ³	\$35.00	\$0.00	
Bedding sand	0	yards ³	\$15.00	\$0.00	
Sod	0	m ²	\$0.00	\$0.00	
Grass Seed	0	2.2 lb	\$10.00	\$0.00	
Hydroseed	0	ft ²	\$0.15	\$0.00	
Rocks/Boulders	0	n/a	\$0.00	\$0.00	
Fencing/Screening	10	ft	\$12.00	\$120.00	
Machine Work	0	hr	\$75.00	\$0.00	
Labour	0	hr	\$25.00	\$0.00	Owner doing labour
Irrigation System	N/A	N/A	N/A	\$125.00	Owner doing irrigation
Miscellaneous installation items: fertilizers, landscape fabric, stakes, pots, edging, etc.				\$75.00	
Maintenance & watering (two growing seasons of newly constructed bed(s))				\$50.00	
Plant material				\$117.00	
Subtotal				\$797.00	
25% of Subtotal				\$199.25	
Total Amount of Security				\$996.25	

Plant List Details

Legend	Scientific Name	Common Name	Suggested Variety	Qty	Size	Price per unit	Total
P1	<i>Sarcococca confusa</i>	Sweetbox	N/A	3	1 Gal	\$9.00	\$27.00
G1	<i>Carex</i>	Japanese Sedge	Ice Dance	6	1 Gal	\$8.00	\$48.00
V1	<i>Clematis x carmanii</i>	Evergreen Clematis	Avalanche	3	2 Gal	\$14.00	\$42.00
						TOTAL	\$117.00

Note: Planting costs listed at wholesaler prices

Compiled by: Nancy Silverstein (The Silver & Or Design Co.) on June 16, 2021

211

03

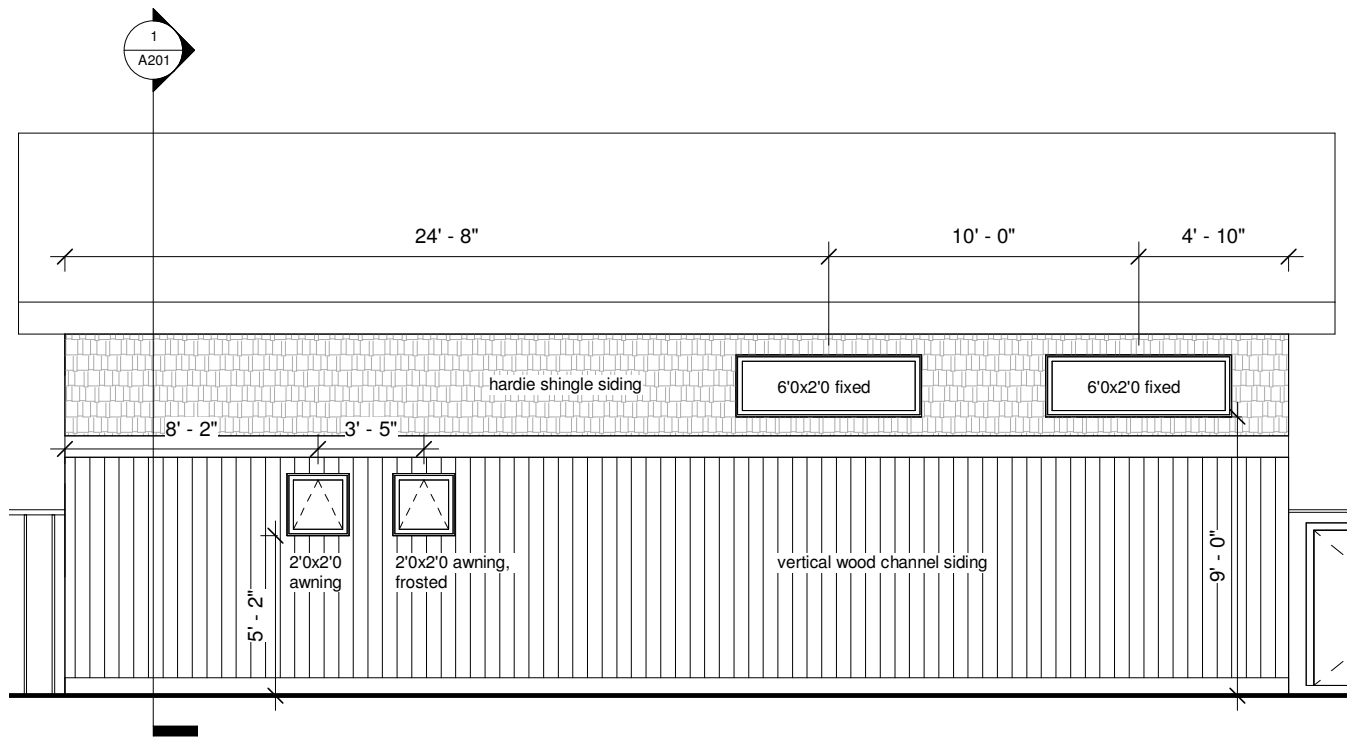
Haninen Property
2872 Ulverston Avenue
ADU Landscape Plantings & Cost Estimate
Scale 1/8" = 1'-0" (1:96)

-113-

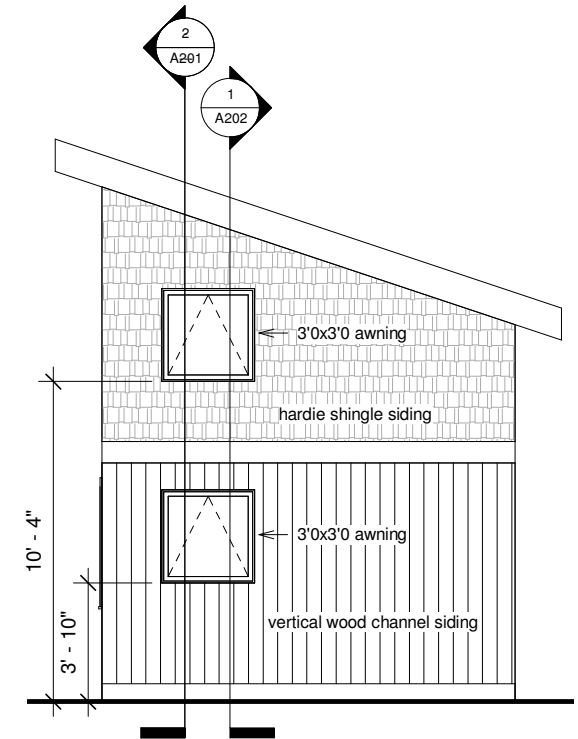
Designer: Nancy Silverstein

REVISIONS

NO.	DATE	REVISIONS
1		
2		
3		
4		
5		



1 Elevation 1 - a
1/4" = 1'-0"



2 Elevation 2 - a
1/4" = 1'-0"



Goldfinch
SMALL HOME DESIGN

Lily Halinen
2872 Ulverston Ave

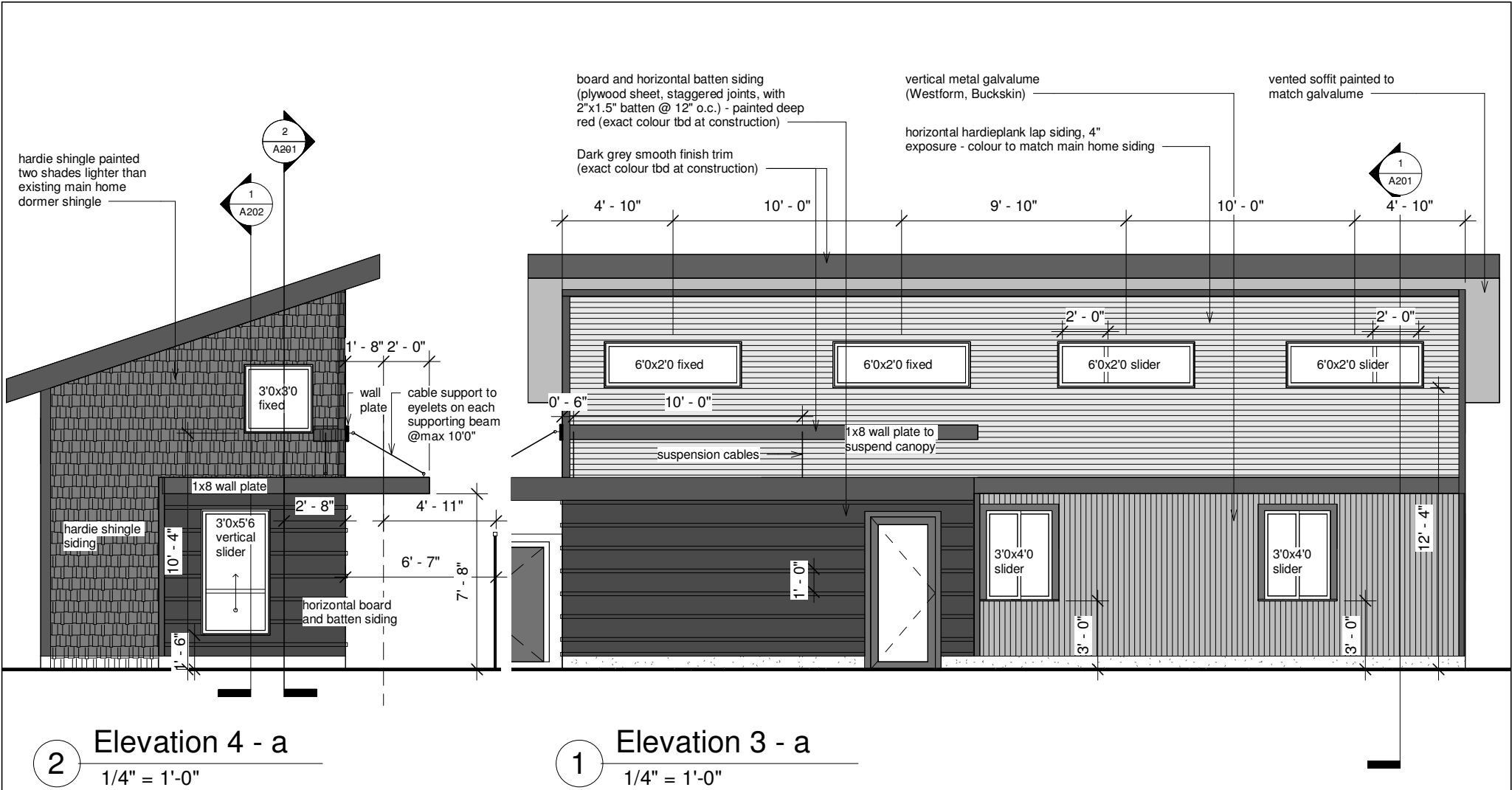
No.	Description	Date

Elevations 1

Project number 0001
Date 26 Mar 2021
Drawn by AST
Checked by Client

A301

Scale 1/4" = 1'-0"



Goldfinch
 SMALL HOME DESIGN

Lily Halinen

2872 Ulverston Ave

No.	Description	Date

Elevations 2

Project number	0001	A302
Date	21 June 2021	
Drawn by	AST	Scale 1/4" = 1'-0"
Checked by	Client	



June 1, 2021

File Ref: V21-0505/A

Via email: lillehammer99@hotmail.com

Attention: Lily Halinen-Pardy

**Reference: Proposed New ADU – 2872 Ulverston Ave, Cumberland, BC
Hydrology and Stormwater Management Report**

As requested by the Village of Cumberland this letter is intended to fulfill the requirement for a stormwater management report to address the proposed ADU at the subject property.

In order to maintain flow rates at pre-development levels, some form of stormwater detention and retention will be required. On other Village projects, and in directions provided by the Village, the “Water Balance Model” is referenced as the design guideline to follow. The “Water Balance Model” is an online tool for determining the impacts of certain stormwater management practices on the stormwater performance of a proposed development. From the Water Balance Model Website:

The web-based “Water Balance Model powered by QUALHYMO” integrates the site with the watershed and the stream. This scenario comparison tool underpins Beyond the Guidebook, a provincial initiative to advance implementation of green infrastructure policies and practices throughout British Columbia.

As such, the “Water Balance Model” does not, in itself, present any best management practices, being simply a tool for assessing the impact of said practices. Therefore, the “Beyond the Guidebook” publication is referenced in the preparation of this letter.

“Beyond the Guidebook 2010: Implementing a New Culture for Urban Watershed Protection and Restoration in British Columbia” does not include individual project site solutions or guidelines. Rather, it details how a greater policy shift can be achieved to greener infrastructure and better stream health in the receiving waters of urban centres. This publication does reference Department of Fisheries and Oceans Guidelines for stream health and environmental protection. Furthermore, it references a 2008 publication “Beyond the Guidebook: The New Business as Usual – Create Liveable Communities and Protect Stream Health – Establish Watershed-Specific Runoff Capture Performance Targets”. This publication, per its title, focuses on watershed level targets, and provides little guidance as to site specific goals, beyond reducing runoff, and limiting post-development flows to pre-development flows.

Finally, the “Beyond the Guidebook” publication references a June 2008 publication “Beyond the Guidebook: The New Business as Usual – Create Liveable Communities and Protect Stream Health – Rainwater Management: An Introduction to the Guidebook for British Columbia”. This publication does list performance targets that are applicable to a site specific design.

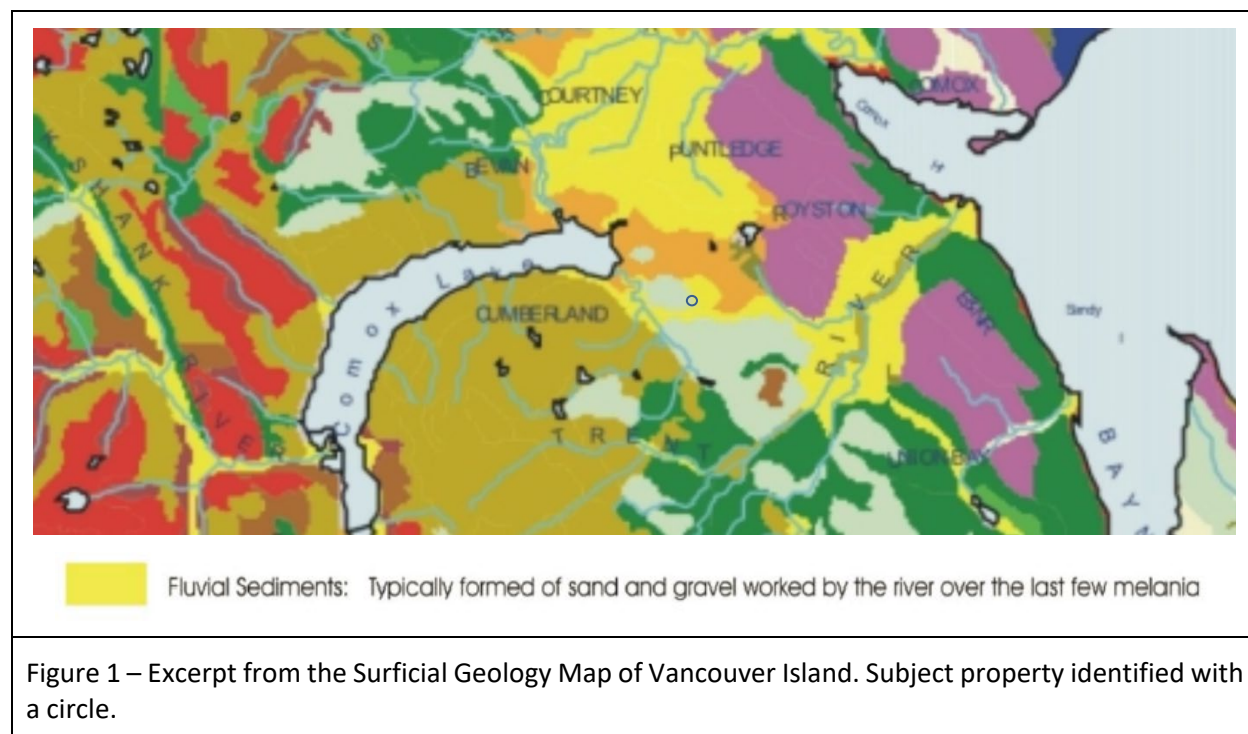
The following measures are recommended in the June 2008 publication:

- *Rainfall Capture* - keep rain on site by means of 'rainfall capture' measures such as rain gardens and infiltration soakaways
- *Runoff Control* - delay overflow runoff by means of detention storage ponds which provide 'runoff control'
- *Flood Mitigation* – reduce flooding by providing sufficient hydraulic capacity to 'contain and convey'

As such, this report will address on-site rainfall capture and some run-off control for the subject property in order to minimize the impacts from the proposed ADU.

Pre-Development Site Condition and Hydrology

The parcel area is approximately 0.14 ac (0.05 Ha) in size and contains an existing house and shed. Rain falling on the site will be absorbed to the capacity of the in-situ soils. At this point any additional rainfall will become runoff and will flow overland into Ulverston Ave where it will be intercepted by the minor system (catch basins) and conveyed towards Maple Lake Creek. Runoff is then conveyed to the Georgia Strait via the Trent River¹. Surficial geology consists of fluvial sediments (sand and gravel) which is typical of this area. Figure 1 is an excerpt from the Vancouver Island Surficial Map produced by the Ministry of Environment.



¹ Per the 2010 "Stormwater Drainage Master Plan", McElhanney Consulting Services Ltd., July 13, 2010

Figure 2 shows the subject parcel relative to the larger sub-catchments of the Village and surrounding area. The total area of the Maple Lake Creek catchment is +/- 350 ha.

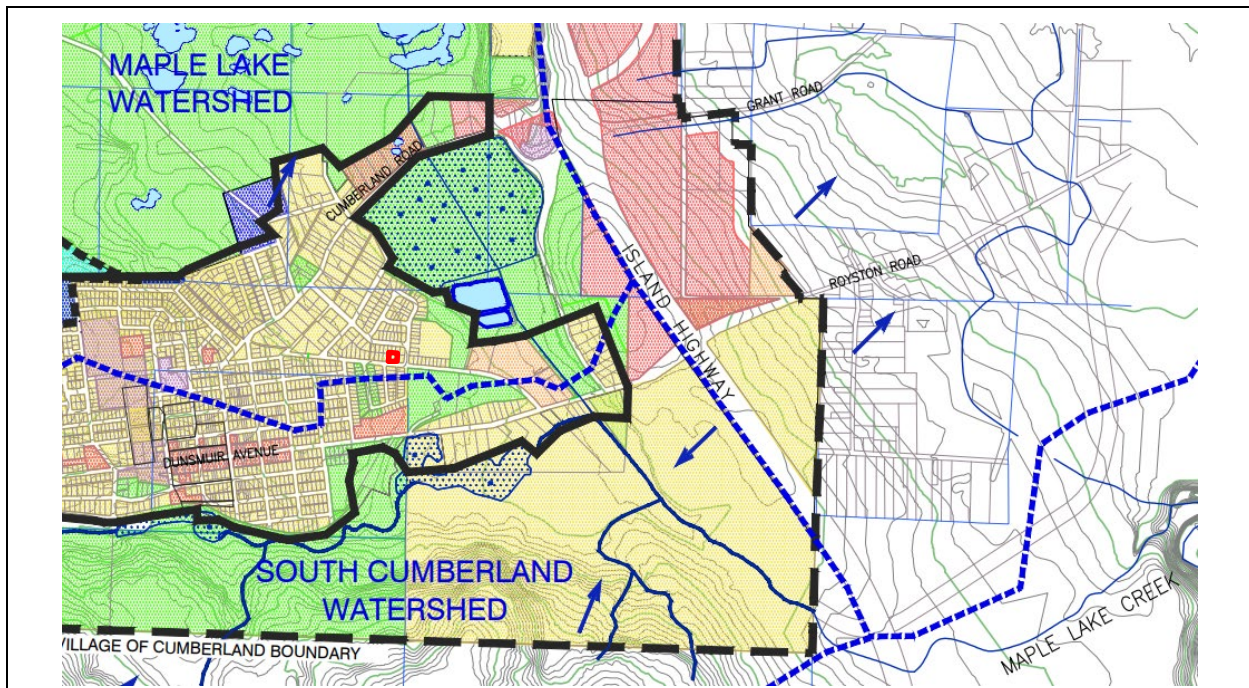


Figure 2 – Excerpt from Stormwater Management Plan – subject parcel outlined in red.

Figure 3 shows the subject parcel in relation to the smaller sub-catchments in the Village.

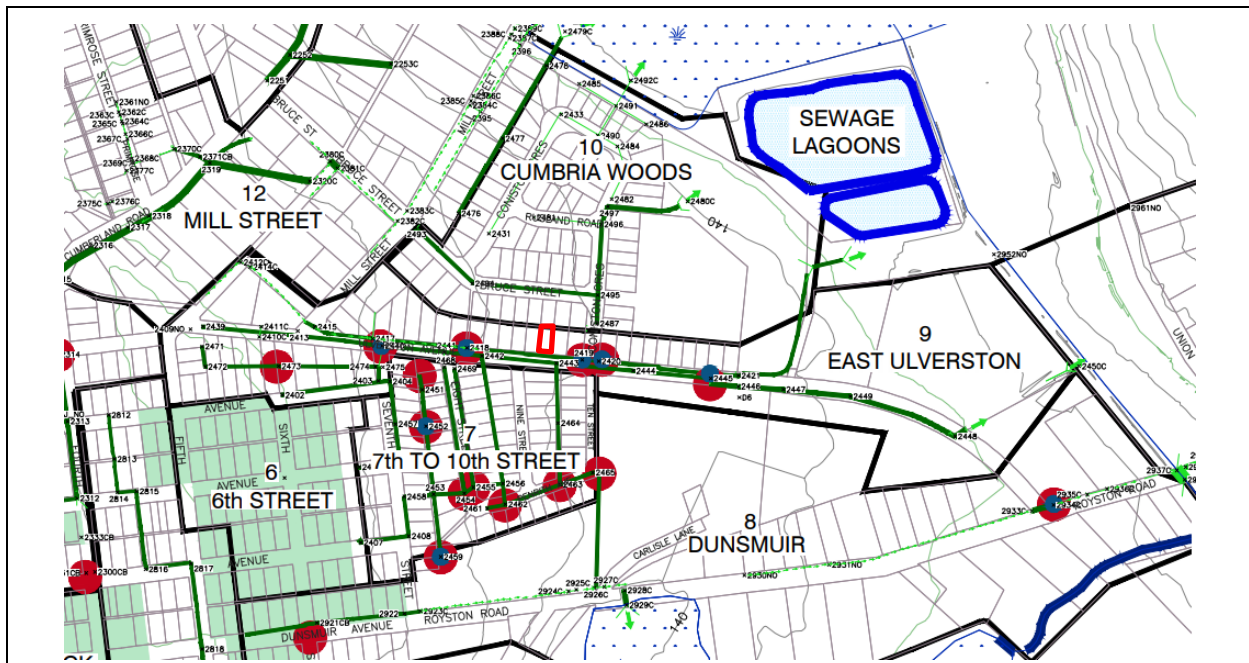


Figure 3 – Excerpt from Stormwater Management Plan – subject parcel outlined in red.

Historical aerial photos were reviewed to determine when the site was initially developed. Figure 4 presents four historical aerial photos demonstrating the development work over time.



The subject parcel was undeveloped in 1999 and cleared by 2004. By 2005 a house was constructed on the property and the remaining homes in that phase of the subdivision were constructed by 2007. Considering that the site has been developed in its current state for over 14 years, only the impact of the new structure will be analyzed. Downstream receiving waters will have adjusted to the current flow regime from the property.

Figure 5 shows a sketch of the proposed ADU on the subject parcel. The proposed ADU and porch will add an additional impervious area of 54.5 m². If 50% of the Mean Annual Rainfall (MAR) is retained or detained on site, this will mitigate flows from the ADU for 90% of rainfall events throughout the year. It has been shown that 72% of the 2-year 24-hour event volume is roughly equivalent to 50% of the MAR. This equals 52.5 mm of rainfall using rainfall data from the Courtenay/Puntledge IDF curve.

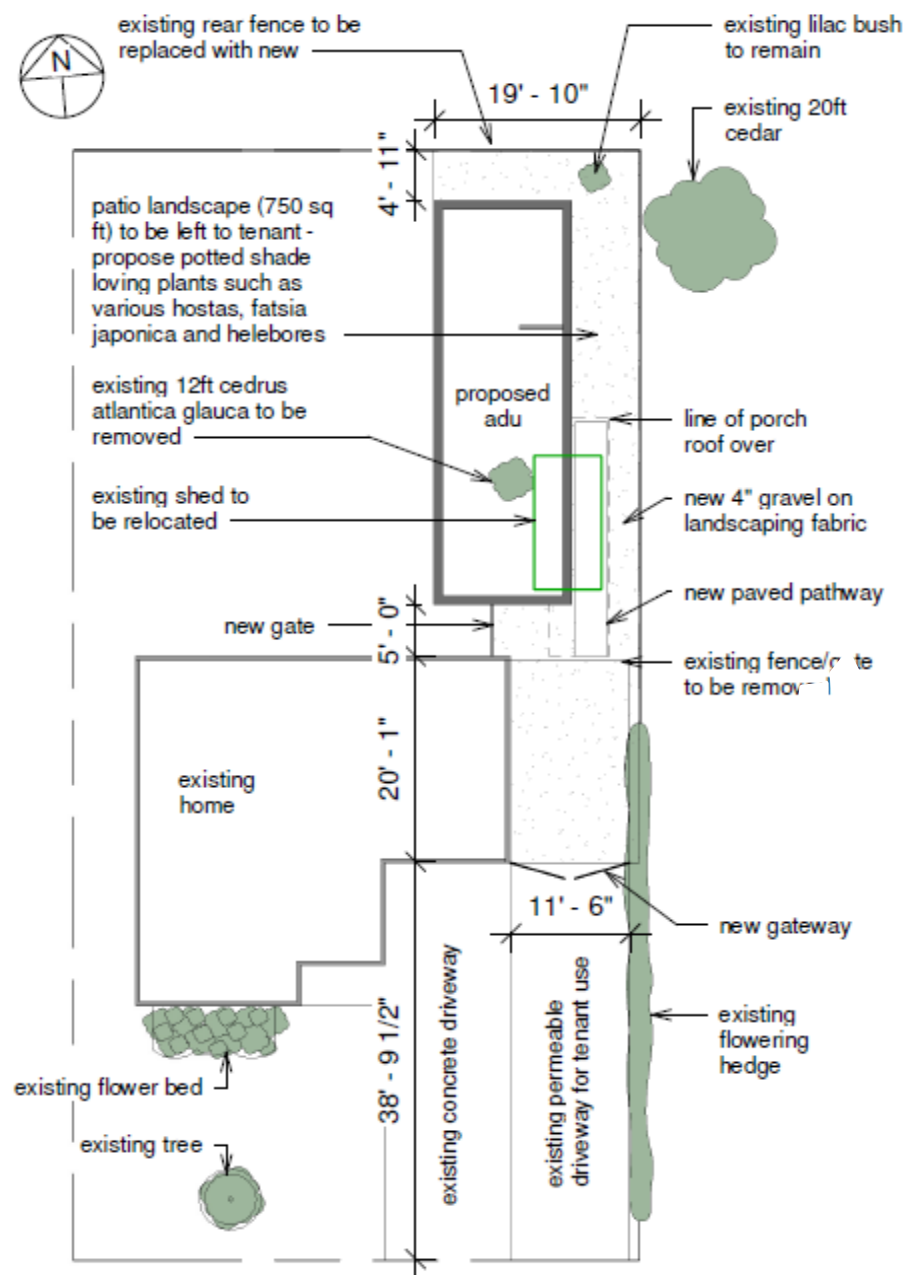


Figure 5 – Proposed Siteplan

Proposed Runoff Mitigation Strategies

The following strategies are recommended for mitigating the increase in runoff from this site after the proposed carriage house is completed:

- All rain water leaders from the proposed ADU shall be drained to an in ground soak-away or “rockpit”.
- Landscaping be pervious in nature.

The new ADU will require that 2.86 m³ of rainfall be attenuated. By applying a conservative infiltration rate of 20 mm/hr and assuming a rock void ratio of 0.3, this can be accomplished with a rock pit that is 1 m deep with a base area of 3.7 m². The rock pit is limited to 1 m deep to maximize infiltration potential.

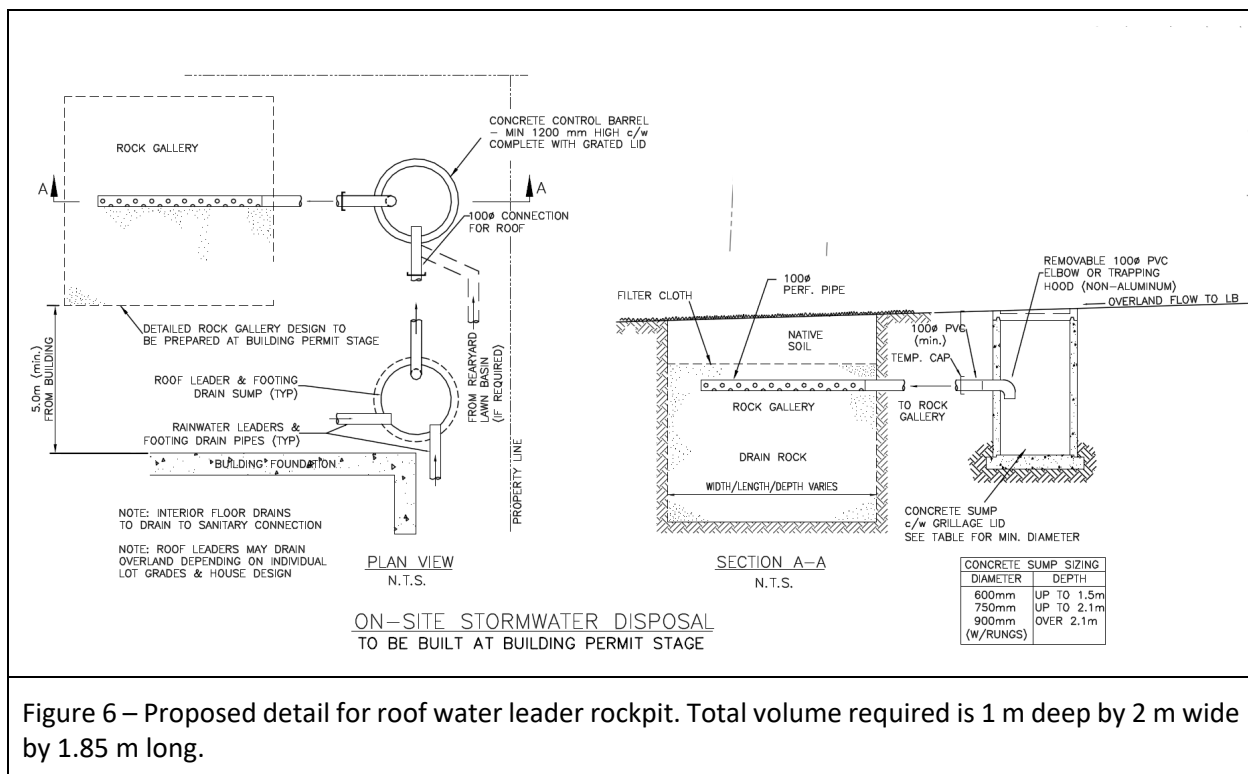


Figure 6 – Proposed detail for roof water leader rockpit. Total volume required is 1 m deep by 2 m wide by 1.85 m long.

Figure 6 lays out the proposed details for this rock pit. Final location and details should be determined in the field, with the following requirements maintained:

- 3.5 m horizontal separation to any house/ADU foundation, with a minimum of 1.5 m of undisturbed native soil retained between the rock pit and the foundation. This separation will provide sufficient limitation to rock pit influence on the perimeter drain.
- 0.3 m vertical separation between the floor slab and the lawn basin / overflow. This will not result in increased risk of surcharging if the storm service is connected per the BC Plumbing Code.
- Outside the dripline of any trees.
- Ensure that the building perimeter drains do not get connected to soak-away(s).

All onsite facilities should be designed with a suitable overflow and site grading that will convey excess flows safely offsite without causing property damage or other unwanted effects.

Proposed erosion and sediment control measures for during construction

The following measures are recommended for the construction stage of the proposed carriage house:

- Construct permanent or temporary fencing around sensitive features and their buffers.
- Retain as much natural vegetation as possible. Minimise the size of the cleared area required for construction.
- Prevent any disturbance within the root zone (drip line) of established trees.
- Retain the natural soils and put them back onsite during landscaping.
- Reduce soil compaction by avoiding machinery use except where necessary.
- Cut-off potentially sediment laden surface water with interception ditches or compost filled geotextile tubes.
- Build and maintain a sedimentation pond that captures all run-off from cleared areas.
- Cover any areas that will be left unplanted with straw to reduce soil stripping.
- Stage construction and stripping to avoid having large areas of the site excavated.

The staging will depend on day-to-day activities on site, and overall erosion and sediment control is the responsibility of the Contractor.

Conclusion

The construction of a rock pit 1 m deep with a base area of 3.7 m² per the details in this report will attenuate 90% of rain events from the proposed ADU. This will mitigate the impacts on water quality and quantity resulting from the proposed ADU on the subject property.

Should any revisions be made to the proposed development plans (such as ADU roof size, additional gravel or hard surface areas proposed on the lot, etc) this report will need to be revised accordingly to ensure the rock pit is sized appropriately.

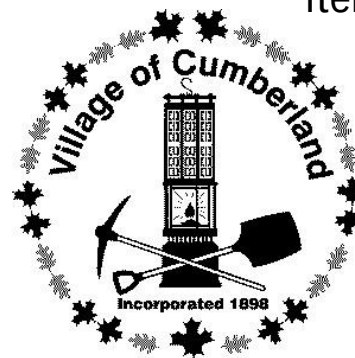
Yours truly,
Wedler Engineering LLP

Per:

Eric Galt, P.Eng.
Civil Engineer
EGalt@wedler.com



COUNCIL REPORT



REPORT DATE: 11/2/2021

MEETING DATE: 11/8/2021

File No. 3700 – Legislation and Regulation

TO: Mayor and Councillors

FROM: Courtney Simpson, Manager of Development Services

SUBJECT: Amendments to Local Government Legislation Proposed in Bill 26

RECOMMENDATION

THAT Council receive the Amendments to Local Government Legislation Proposed in Bill 26 report for information.

PURPOSE

The purpose of this report is to provide information about significant amendments to local government legislation proposed in Bill 26.

BACKGROUND

On October 26, 2021, [Bill 26](#) was introduced in the Legislature. Of relevance to the Village of Cumberland, the Bill proposes amendments to various sections in the *Community Charter* and *Local Government Act* including:

- Requirements for local government to consider developing or updating codes of conduct;
- Removal of the default requirement to hold public hearings for zoning bylaw amendments that are consistent with the official community plan;
- Allowing for delegation of decisions on “minor” development variance permits;
- Enabling local governments to determine specific notice methods for public notice requirements;

The Ministry of Municipal Affairs provided additional information and FAQ’s to local governments (Attachment 1 - Ministry of Municipal Affairs Circular, October 29, 2021).

The Village will monitor progress of Bill 26 through the legislature. Changes regarding public hearings, delegation of development variance permits, and public notice as applicable to development applications will be reviewed as part of the Development Approvals Process Modernization Project. Adoption of a public notice bylaw will be optional under the proposed legislation and includes notice relating to a variety of financial and procedural bylaws.

Council endorsed a code of conduct in January 2019, and the proposed legislation requires that Council consider revising it or establishing a new one within six months of the next local government election.

ATTACHMENTS

1. Ministry of Municipal Affairs Circular, October 29, 2021

CONCURRENCE

Rachel Parker, Corporate Officer **RP**

Respectfully submitted,

Courtney Simpson

Courtney Simpson
Manager of Development Services

Clayton Postings

Clayton Postings
Chief Administrative Officer

ATTACHMENT 1



Ministry of Municipal
Affairs

Local Government Division
PO Box 9838 Stn Prov Govt
800 Johnson St, 6th Floor
Victoria BC V8W 9T1

CIRCULAR

October 29, 2021

To: All local government chief administrative officers and corporate officers

Re: [Bill 26](#)

As you may be aware, on October 26, 2021 [Bill 26](#) was introduced in the Legislature. The Bill proposes amendments to various sections in the *Community Charter*, *Local Government Act*, *Islands Trust Act*, *Vancouver Charter*, *Municipal Replotting Act*, *Powell River Incorporation Act*, *Cultus Lake Park Act*, *University Endowment Land Act*, and the *Municipalities Enabling and Validating Act (No.4)*.

The purpose of this circular is to provide an overview of some of the more significant changes in the Bill, including changes to public notice requirements, public hearing requirements, and a new requirement to consider a code of conduct.

If passed, some of the proposed changes will come into effect immediately (public hearings), while others (public notice and codes of conduct) will not come into force until a regulation is passed, likely in early 2022. For more information about the other proposed changes in the Bill please view the [Information Bulletin](#).

We encourage local governments to begin thinking about how they might incorporate the proposed changes into local government business.

Public Notice

Proposed changes to section 94 of the *Community Charter* would add an option for local governments to adopt a bylaw to provide for alternative means of publication. This change recognizes that local governments are in the best position to determine how to notify and engage community members and provide greater flexibility for them to reach a wider audience.

Where the existing rules are working well for communities there will be no need to change – they can continue to use newspapers for notice. This method of publication will remain the default.

Local governments that want to create their own public notice scheme will need to adopt a public notice bylaw. Prior to adopting a bylaw, local governments must first consider principles of effective public notice which will be defined through regulation which include considerations like accessibility, suitability and reliability.

These changes will be brought into force by regulation in 2022. Once the legislation is in force and the principles of effective public notice have been considered, councils and boards will be able to choose two or more ways (e.g., local government website and newspaper) to meet their statutory public notice obligations.

Additional guidance material will be provided to local governments when the changes are brought into force. There are also several consequential amendments – including changes to regional district and Islands Trust public notice requirements that are summarized in Attachment 2.

Code of Conduct

The legislation would establish a new requirement for all local governments to publicly consider the development of a code of conduct. The change seeks to create a regular process for elected officials to engage in conversations about shared expectations for conduct as they carry out their responsibilities and govern together. This is a next step in ongoing work that the province, the Union of BC Municipalities and the Local Government Management Association have committed to doing together, and the approach was supported by a special resolution endorsed at the Union of BC Municipalities Convention in September 2021.

Within six months of a general local election all municipal councils and regional district boards will have to consider, at an open meeting, whether to establish a new code of conduct or revise an existing one. Principles to guide these discussions will be established by regulation.

If a local government decides not to establish or revise a code of conduct, they will need to make their reasons for this decision publicly available upon request. They will also have to reconsider their decision before January 1 of the year of the next general local election.

These changes will not take effect until a regulation to bring them into force is passed – likely in spring 2022. Additional guidance material will be provided when the changes are brought into force.

Public Hearings

The proposed changes to section 464 of the *Local Government Act* remove the default requirement for local governments to hold public hearings for zoning bylaw amendments that are consistent with the official community plan (OCP). Instead, approval of such zoning bylaws would proceed by default without public hearings, thereby removing the need for local governments to go through the process of waiving these hearings (as currently is required).

In order to maintain transparency in such cases, the amendments will require that a local government provide public notice of the zoning bylaw before the bylaw is considered at first reading by a municipal council or regional district board.

Under the proposed changes, local governments will still have the option to hold a public hearing on a zoning bylaw that is consistent with the OCP, if they so choose.

These proposed amendments are some of the first changes stemming from the [Development Approvals Process Review](#) (DAPR), which aims to improve the efficiency and effectiveness of development approvals to increase housing supply. For more information about these changes see the [News Release](#).

Delegation of Authority for Development Variance Permits

Proposed changes to sections 489 and 499 of the *Local Government Act* would enable local governments to delegate development variance permit (DVP) decisions to staff, if the proposed variance is minor and pertains to matters specified in legislation, including:

- zoning bylaws respecting siting, size and dimensions of buildings, structures and permitted uses;
- off-street parking and loading space requirements;
- regulation of signs; and
- screening and landscaping to mask or separate uses or to preserve, protect, restore and enhance natural environment.

These legislative changes respond to feedback received during the DAPR consultations that many technical DVP decisions made by local government councils and boards could be reasonably considered by staff. These changes are designed to support increased efficiency of decision making in development approval processes. The enabling nature of this amendment provides local governments with autonomy in deciding whether to delegate DVP decisions to staff.

Local governments that delegate the power to issue a DVP to staff will be required to include in their delegation bylaw:

- a. Criteria for determining whether a proposed variance is minor
- b. Guidelines that the delegate must consider in deciding whether to issue a DVP

These requirements provide local governments with flexibility in determining what constitutes a minor variance and guiding a delegate that is exercising the power to issue a DVP. This approach helps retain council and board oversight of delegated decisions and establishes a fair application process for all applicants. The proposed legislative changes maintain consistency with the approach the *Local Government Act* takes for other delegated land use permits by providing that an applicant who is subject to a decision of the delegate is entitled to have the local government reconsider the matter. However, delegates that exercise the power to issue a DVP will not be required to provide notice under section 499 of the *Local Government Act*.

If you have any questions regarding the proposed amendments to public notice provisions or the new requirement to consider a code of conduct, please contact our Governance and Structure Branch. You can reach the Governance and Structure Branch by phone or email at: 250 387-4020 or LGGovernance@gov.bc.ca.

If you have any questions about the proposed changes to public hearings and delegation of development variance permits, please contact our Planning and Land Use Management Branch. You can reach the Planning and Land Use Management Branch by phone or email at: 250 387-3394 or PLUM@gov.bc.ca.

Sincerely,

A handwritten signature in black ink, appearing to read 'T Faganello', with a large, stylized flourish at the end.

Tara Faganello
Assistant Deputy Minister and Inspector of Municipalities
Local Government Division, Ministry of Municipal Affairs

Attachment 1: FAQs

Public Notice

Are local governments required to adopt a public notice bylaw?

No. Under the new local choice framework, local governments may choose to adopt a public notice bylaw *or* if they don't adopt a bylaw, the default notice provisions in section 94.1 of the *Community Charter* apply – these are the same publishing requirements that applied to public notice before amendments were made.

If a local government adopts a public notice bylaw, can one of the means be publishing in the local newspaper?

Yes. In some communities, local newspapers are still a regularly published resource. In those communities, local governments may choose to continue to use the default public notice requirements *or* choose to adopt a public notice bylaw that includes newspaper publication as one of the two required means of providing notice.

When can local governments start thinking about adopting a public notice bylaw?

It is anticipated that the amendments to the legislation will not come into force until sometime in 2022. Before deciding on the means of public notice to be included in a bylaw, the local government must consider the principles of effective public notice. These will be outlined in a regulation and are likely to include considerations such as: are the means easy to access; can information be easily retrieved in the future; is the source well-established and reliable.

Will guidance material be available for the new public notice options?

Yes. Detailed guidance material will be made available to inform local governments of the changes and the public notice options available. Ministry staff will be engaging with local government staff in the development of these materials, which will be available in early 2022 when the amendments are anticipated to be brought into force.

Code of Conduct

Are local governments required to adopt a code of conduct?

There is no requirement for municipal councils or regional districts to adopt a code of conduct, but they must publicly consider and decide whether or not to adopt one or review an existing one. If they choose not to create or review a code of conduct, they must be prepared to make available their reasons for this decision.

What do local governments need to consider before deciding whether to establish or review

a code of conduct?

Municipal councils and regional district boards must consider the prescribed principles of codes of conduct and any other prescribed matters before making their decision. The prescribed principles will be outlined in a regulation and it is anticipated they will be similar to the [foundational principles of responsible conduct](#). Further information and guidance on consideration for codes of conduct will be made available when the new sections come into force.

When would the consideration of a code of conduct need to occur?

The first-time local governments would be required to consider and make a decision about adopting a code of conduct or reviewing an existing one, would be within six months of its first council meeting following the 2022 general local election. If a local government decides to adopt or review a code of conduct, they would not be required to reconsider their code of conduct again until after the next general local election.

However, if a local government decides not to adopt or review a code of conduct, they will be required to revisit this decision sometime before January 1 of the year of the next general local election.

Public Hearings

Would the public still have the opportunity to provide input on a rezoning where a public hearing is not required?

Under the proposed amendments, local governments will, by default, proceed without a public hearing process when the rezoning (zoning bylaw amendment) is consistent with the OCP. There would already have been a public hearing for the OCP itself during the course of its approval. However, to further maintain transparency, local governments will be required to provide notice to affected property owners that the zoning bylaw is proceeding to first reading.

While the proposed amendments do not require the local government to provide an opportunity for the public to be heard or to consider written submissions in such cases, as with other proposed bylaws, members of the public are always able to contact their council on any matter through, for example, writing a letter or attending a council meeting. These avenues will remain. When local governments make rezoning decisions without public hearings, they also have the option to undertake other kinds of early public engagement, such as information sessions early in the rezoning application processing stage.

If a local government does *opt in* to holding a public hearing when it is not required, what are the procedural requirements that it will need to undertake?

If a local government chooses to hold a public hearing on a rezoning for which a hearing is not

required, it will follow the normal public hearing procedures under existing section 465 of the *Local Government Act*, including providing advance public notice that a hearing will take place. Open meeting rules under local government legislation require these types of matters to be considered at meetings open to the public.

Will guidance material be available for the new public hearing amendment?

Yes. Guidance material will be developed on local government processes and notice in situations where public hearings are not required.

Delegation of Authority for Development Variance Permits

Will guidance material be available on the delegation of authority for DVPs?

Yes. Guidance material will be provided after the changes are brought into force.

Attachment 2 – Consequential Amendments Related to Public Notice Changes

Local Government Act

- All references to publication in a newspaper (except s.659(5)) have been removed from the *Local Government Act* and replaced with the requirement to post in accordance with section 94 of the *Community Charter*. This means that all public notices must be posted in the public notice posting places and published in accordance with either section 94.1 or 94.2 of the *Community Charter*.
- Notice for regional district special meetings has changed to twenty-four hours notice (unless waived by unanimous vote). The notice must be posted at the regular meeting place and the public notice posting places and sent to each Director. There is no longer a requirement to mail notice to Directors five days before.
- Before a regional district procedure bylaw can be amended, repealed, or substituted, notice must now be provided in accordance with section 94 of the *Community Charter*. There is no longer a requirement to mail notice to Directors five days before.

Community Charter

- Reference to publication in a newspaper in section 208(3) has been removed and replaced with the requirement to post in accordance with section 94 of the *Community Charter*. This means the notice must be posted in the public notice posting places and published in accordance with either section 94.1 or 94.2 of the *Community Charter*.

Municipal Replotting Act

- Notice of a replotting scheme must now be published in accordance with all of section 94 of the *Community Charter*, not just 94(1)(b).

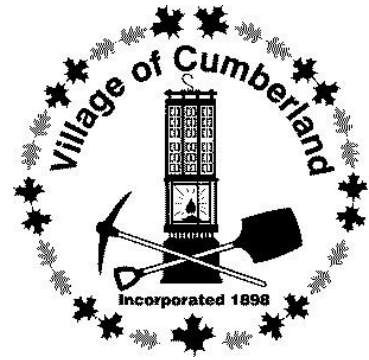
Islands Trust Act

- Trust Council and Local Trust Committees must now include public notice posting places in their procedure bylaws.
- Reference to publication in a newspaper in section 49.6(2) has been removed and replaced with the requirement to post in accordance with section 94 of the *Community Charter*. This means the notice must be posted in the public notice posting places and published in accordance with either section 94.1 or 94.2 of the *Community Charter*.

Vancouver Charter

- Notices under Part 1 [Electors & Elections] & Part 2 [Assent Voting] must now be published in accordance with section 3 [requirements for public notice] of the *Vancouver Charter*.

COUNCIL REPORT



REPORT DATE: November 2, 2021

MEETING DATE: November 8, 2021

File No. 0550

TO: Mayor and Councillors

FROM: Committee of the Whole

SUBJECT: Committee of the Whole Report: 2022-2026 Financial Plan

RECOMMENDATION

- i. THAT Council receive the Committee of the Whole Report: 2022-2026 Financial Plan.
- ii. THAT Council direct staff to add a 2% increase to the volunteer firefighter call out wage in each year between 2022-2026 of the financial plan.
- iii. THAT Council direct staff to prepare the public meeting package and the Financial Plan bylaw for the November 15, 2021 Village Hall/Budget Open House.

PURPOSE

This report presents recommendations made by the Committee of the Whole at its meetings on October 21 and 26, 2021.

BACKGROUND

Council held its annual budget workshop over October 21 and 26, 2021 as the Committee of the Whole. Members reviewed the proposed budget prepared by staff based on Council's strategic priorities, the impact of the plan on property taxes, and considered a number of budget items not included in the proposed budget, as well as projects potentially funded by COVID Restart funds.

Attached to this report is a summary of the discussion at this workshop forming the basis upon which staff is preparing the 2022-2026 financial plan. Council members may review this summary and discuss any matters and direct staff to make any changes at this time.

Staff is recommending that Council include an annual 2% increase to the firefighters hourly remuneration to keep up with other wage increases. Council's policy on firefighter remuneration sets out that increases are approved in the adopted financial plan bylaws as approved by Council resolution.

A budget Village Hall and open house is scheduled for November 15, 2021 at 7 p.m. in the Council Chamber to present the 2022-2026 Financial Plan to the community before consideration of the required bylaw.

If Council approves the 2% annual increase to firefighter remuneration, the financial plan would increase by about \$2k each year and result in a 5.45% increase in 2022 for municipal purposes. Without this increase, the financial plan would result in a 5.39% increase in 2022 for municipal purposes with a \$219 tax increase to a single family dwelling. Council will have the opportunity to consider public feedback from the open house at the November 22, 2021 Council meeting.

ATTACHMENTS

1. Decisions from the October 21 and 26, 2021 Committee of the Whole meeting.

Respectfully submitted,

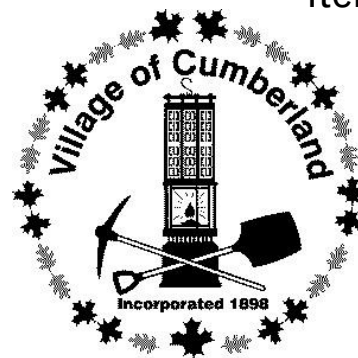
Leslie Baird

Leslie Baird
Mayor

Projects Currently Not in Financial Plan Requiring Further Council Consideration	Council COTW Status	2022	2023	2024	2025	2026
Dangerous Dog pound service retainer	Remove & once more info_add to budget using stabilization reserve in 2022	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200
Staffing and supplies budget increase_Janitorial- costs associated with job description costs	Approve to add to financial plan	\$ 2,240	\$ 2,240	\$ 2,240	\$ 2,240	\$ 2,240
Staffing budget increase_Recreation & Culture-costs associated with job description updates	Approve to add to financial plan	\$ 5,030	\$ 5,030	\$ 5,030	\$ 5,030	\$ 5,030
Increase Fire Volunteer hourly call out wage from \$18 to \$20 per hour	Staff Recommend that a 2% increase to this rate is approved in each year between 2022-2026 of the plan so these rates do not fall behind further. Council Discussion_review with a summary and analysis	\$ 10,560	\$ 10,560	\$ 10,560	\$ 10,560	\$ 10,560
Increase to Park operating budgets to account for new parks & grounds needing to be maintained	Approve to add to financial plan	\$ 3,450	\$ 3,450	\$ 3,450	\$ 3,450	\$ 3,450
Extend Seasonal Parks Position for service level increases for increased tree pruning, fire hall landscaping & new Orchard park addition	Approve to add to financial plan	\$ 6,760	\$ 6,760	\$ 6,760	\$ 6,760	\$ 6,760
Engineer Technologist position_six months in 2021 (annualized in 2022)_request for this to become permanent	Approve to add to financial plan with linear infrastructure reserve funding 2022-2026	\$ -	\$ 97,600	\$ 97,600	\$ 97,600	\$ 97,600
Seasonal public works labourer (6 month terms)	Approve to add to financial plan	\$ 37,940	\$ 37,940	\$ 37,940	\$ 37,940	\$ 37,940
Bylaw Offence Notice _Alternative ticketing system that helps divert appeals from courts and enhances methods of service reducing costs both financially and on staff time.	Remove 2022 but approve 2023 & future years to add to financial plan	\$ 5,250	\$ 5,250	\$ 5,250	\$ 5,250	\$ 5,250
Cyber Attack Insurance_annual premium	Approve to add to financial plan with 2022 stabilization reserve funding	\$ 3,200	\$ 3,200	\$ 3,200	\$ 3,200	\$ 3,200
Increase Fire training officer hours for volunteers	Removed by Fire Chief as no longer needed at this point	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000
Transfer Lake Park Dividends to General Asset Renewal Reserve to use for LP projects, net of dividend increase	Defer increase to reserve transfers by one year to start in 2023 year of the financial plan	\$ 8,000	\$ 12,000	\$ 16,000	\$ 24,000	\$ 24,000
Increase to Fire fleet for vehicle modifications	Approve to add to financial plan with 2022/2023 stabilization reserve funding	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
Staff Engagement Program	Approve to add to financial plan	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500
Totals		\$ 92,130.00	\$ 219,130.00	\$ 225,130.00	\$ 231,130.00	\$ 233,130.00
Tax Increase year over year			\$ 127,000.00	\$ 6,000.00	\$ 6,000.00	\$ 2,000.00
% Tax Increase year over year			6.07%	6.24%	6.40%	6.46%

Projects Currently Not in Financial Plan Requiring Further Council Consideration	Council COTW Status	2022	2023	2024	2025	2026
Council Directed Projects to be Considered during Budget Deliberations:						
Council Annual Travel and Conferences Increase	Approve to add to financial plan 2022-\$4k/2023-\$5k/2024-2026-\$6k	6,100.00	6,100.00	6,100.00	6,100.00	6,100.00
Council participation in EFAP program	Approve to add to financial plan	500.00	500.00	500.00	500.00	500.00
Comox Valley Community Foundation Contribution	Approve to add to financial plan with host amenity funds	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
Committee meeting and training costs Increase (in order to provide training and similar meetings to all committees)	Approve to add to financial plan	2,600.00	2,600.00	2,600.00	2,600.00	2,600.00
Accessibilty Committee public event to promote social equity and inclusion_Council direction to consider	Approve to add to financial plan with COVID Restart funding	2,500.00	-	-	-	-
Accessibility and inclusiveness community strategy_Council direction to consider	Defer to 2023 with COVID Restart funding	2,500.00	-	-	-	-
Cumberland's 125th Anniversary_with 100% grant against it	Add in 2023 financial planning process	-	unknown	-	-	-
Total Council directed projects		15,200.00	10,200.00	10,200.00	10,200.00	10,200.00
Recommendations to use COVID Funds for the Following Projects:						
Council meeting management software	Add to COVID Restart Funding reports	\$ 7,000	-	-	-	-
Bylaw desk replacement with ergonomic desk	Add to COVID Restart Funding reports	\$ 1,600	-	-	-	-
Fitness Studio water station - bottle filler	Add to COVID Restart Funding reports	\$ 3,000	-	-	-	-
Moncrief Hall water station - bottle filler	Add to COVID Restart Funding reports	\$ 3,500	-	-	-	-
Music in the Square_Partner with Elevate the Arts (Village Square)	Add to COVID Restart Funding reports	\$ 3,000	-	-	-	-
NEW REQUEST - CCSS Community Grants for operating_will come back to council as part of the separate report for community grants to use COVID funds	Add to COVID Restart Funding reports	\$ 20,000	-	-	-	-
Lake Park Nature Playground_partner with CLWS_\$70k budget with \$35k being fundraised by CLWS	Add to COVID Restart Funding reports	\$ 35,000	-	-	-	-
Concrete pads for generator and auto ex. At the new fire hall	Add to COVID Restart Funding reports	\$ 40,000	-	-	-	-
Total COVID funds needed		\$ 113,100	-	-	-	-

COUNCIL REPORT



REPORT DATE: 11/3/2021

MEETING DATE: 11/8/2021

File No.

TO: Mayor and Councillors

FROM: Kaelin Chambers, Economic Development Officer

SUBJECT: COVID-19 Restart Funding

RECOMMENDATION

- i. THAT Council receives the COVID-19 Restart Funding report.
- ii. THAT Council allocates Restart Funding towards the following initiatives
 - \$60,000 towards the Office Phase 3 Renovations.
 - \$34,000 towards the construction of the Fire Hall Emergency Generator Pad.
 - \$25,000 towards increased bylaw services for 2022.
 - \$7,000 towards Council Meeting Software.
 - \$6,500 towards Recreation Facilities Water/Filling Stations.
 - \$3,000 towards the 2022 Summer Series in the Park.
 - \$2,500 to the Inclusion and Accessibility Committee to undertake a public event to promote social equity and inclusion in the Village.
- iii. THAT Council consider establishing a one-time (2022) Restart Grant Program, and direct staff to present a program framework for Council's consideration; AND THAT Council allocates \$40,000 in Restart Funding for use within the 2022 Restart Grant Program.

PURPOSE

The purpose of this report is to provide Council with an overview of the use of the Village's restart funding to date and to present further detail on opportunities/initiatives identified by Council and/or staff through previous Restart reports and discussions.

PREVIOUS COUNCIL DIRECTION

Date	Resolution
Dec 14 2020	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.
March 8, 2021	THAT Council approves \$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.
April 12, 2021	THAT Council allocates COVID-19 Restart funding through funding agreements to the following organizations: • \$35,000 to the Cumberland Community School Society for the Food Share Program, • \$5,400 to the Comox Valley Farmers' Market for the Food Coupon Program, • \$10,000 to the Cumberland Business Association for continued start up and 2021 Operating Funding.
May 10, 2021	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.
July 26, 2021	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.

September 27, 2021	THAT Council receive the Proposed Development of a Recreation, Arts and Cultural Master Plan report. 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. 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. 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). 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.
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BACKGROUND

The following provides a short update on those projects and/or initiatives previously identified by staff and presented to Council for consideration as part of the COVID-19 Recovery funding allocation.

Staff continue to assess the Village's operational needs/challenges during the onset of COVID-19, including those works/projects previously identified by Council to receive Restart funding.

Whereas additional funding has been approved to improve office capacity, including new workspace and IT improvements, staff do anticipate further resources will likely be required to manage ongoing operational challenges related to COVID-19. Although not identified in this report, future Restart funding should be considered to ensure the Village's operational continuity in the case additional supports are needed.

As part of the ongoing COVID-19 Recovery funding allocation, staff will continue to report back to Council with further information on the implementation of both current initiatives as well as future needs/opportunities.

A. Village Operations

Office Phase 3 Renovations

In March 2021, Council allocated Restart Funding towards the completion of Phase 2 of the Village office renovations which included a small meeting room at the front of the village hall. The CRI staff offices also received an updated office plan and a window installed. The Old Fire Hall was also repurposed for the Public Works staff offices.

Staff are now recommending a further \$60,000 in Restart Funding be allocated for Phase 3 Renovations which will include the second meeting room and office updates at the front of the village hall that was not able to be completed within the phase 2 budget, an expansion of CRI office space(s) and equipment.

Fire Hall Generator Pad

In March 2021 Council allocated Restart Funding towards the purchase of an emergency generator for the new Fire Hall. Staff are now recommending the use of a further \$34,000 towards the construction of a concrete foundation pad to house the generator unit. The project costs for the

emergency generator have increased above original budget due to generator and installation exceeding original estimates.

Bylaw Service Increase

In May 2021, Council directed staff to allocate Restart Funding in support of a more consistent Village bylaw presence in the community during evenings and weekends.

Based on the positive feedback and results of these efforts, staff recommend that a further \$25,000 in Restart Funding be allocated towards a part time/seasonal bylaw role for the 2022 year.

Council Meeting Software

Staff recommend the allocation of \$7,000 in Restart Funding towards the purchase/implementation of Council Meeting software to optimize the creation of agendas, minutes and action lists. Additional modules are available to provide secure portals for council members access to meeting agendas and materials, allow for more efficient report management/development, and for improved public comment management.

Recreation Facilities Water/Filling Stations

Staff recommend the installation of water bottle filling stations in both Recreation Facilities (ie CRI and Cultural Centre) at a cost of \$6,500.

B. Community Spaces

Summer Series in the Park

Staff have recommended the use of \$3,000 in Restart Funding in support of a partnership with Elevate the Arts and the 2022 Music in the Square Series.

Allocation of this funding now will allow for staff to begin and/or participate in the ongoing planning sessions for the 2022 series.

Social Equity and Inclusion

In August 2021, Council resolved to provide to the Accessibility and Inclusion Committee with \$2,500 towards a public event to promote social equity and inclusion. Staff recommend the use of Restart Funding to facilitate this initiative.

C. Community Restart Grants

In early 2021, Council directed staff to utilize Restart Funding in support of Council's Community Grant in Aid Program. In March 2021, Restart funding totalling \$50,400 was awarded by Council to the Cumberland Community School Society (\$35,000), Cumberland Business Association (\$10,000) and Comox Valley Farmer's Market (\$5,400).

In September 2021, recognizing the ongoing challenges related to COVID, council directed staff to report back on options to utilize Restart Funding in support of the Village's 2022 Community Grant in Aid Program. To-date, staff have received one request for grant in aid support and anticipate further financial requests from community organizations for 2022.

As staff are unable to quantify the total amount of Restart Funding required to support grant-in-aid requests, staff recommend that council establish a 2022 Restart Grant Program in addition to the annual community grant program. Establishing such a program would establish consistent funding

application requirements for all applicants and allow Council to review individual applications on a case-by-case basis.

The Restart Grant Program would be a separate application process than Council's established Community Grant-in-Aid process and would look to address/support COVID related challenges faced by community organizations. Staff recommend the following factors/requirements be applied to those seeking Restart support, including:

- Participation is limited to local non-for-profits and/or organizations that provide defined and established community services within the Village of Cumberland.
- Funding can be utilized for operating and/or project means if they provide the needed support for organizations to address/adapt to COVID related challenges.
- Applicants must be able to show an immediate need for Restart support, including providing financial records and/or project/work plans identifying how/where funding will be utilized to support ongoing service to the community.
- Funding Agreements will be provided to successful applicants based on the scope/budget within their application. Financial reporting will be required to account for how Restart Funding was utilized

As the amount of Restart Funding required to support this program is currently unknown and based on the needs of applicant organizations, staff recommend that Council limit the total amount of individual awards to a maximum of \$20,000. Likewise, as available funding for the Program is limited to the availability of the Village's Restart Funds, it is also recommended that the Program does not exceed \$40,000 in total funding and that the Restart Grant application period be consistent with the Community Grant-in-Aid Program requiring eligible applications to be submitted prior to March 30, 2022.

Based on the criteria above, and in review of their funding request received in September 2021, staff recommend Council \$40,000 in Restart Funding to support the Restart Grant Program. This funding will be allocated to successful applicants once the Program framework has been established.

COVID RESTART REMAINING FUNDS

The Projects described above have been researched/reviewed by staff and the proposed costs are based on current quotes. Should council choose to allocate Restart Funding towards all the initiatives presented, it would result in an allocation of \$178,000.

In addition to the scoped projects listed above, staff have identified other future initiatives that could be supported via Restart Funding. Identified below, and based on council's feedback/direction, staff will report back on the scope and cost of those projects for Council's consideration.

As previously noted, these projects are not currently prioritized in staff's work plans. As such, further refinement is required to identify actual costs and capacity to complete. The following table provides an overview of those proposed projects of interest to Council and/or staff that will be brought forward for consideration at a future date.

Staff are monitoring Recreation revenue and municipal investment interest revenue and may need to come back to Council later to recommend that some COVID restart funds to cover possible deficits in these areas that have been impacted by COVID.

Currently Proposed Projects	Description
Recreation Revenue possible deficit	When COVID first hit, the recreation community estimated that municipal revenues could decrease by 50% in 2021 (\$79,750) and 25% in 2022 (\$39,880). Staff are monitoring this and may return to Council for Restart funding consideration.
Investment Interest Revenue deficit	Staff have been monitoring the investment interest revenue throughout the year because the interest rates are very low due to COVID. It is expected that there will be a deficit in the municipal revenue source. Once the amount is known, staff will provide this to Council for consideration to use Restart funds to cover it.
Community Message Board(s)	Staff are assessing the cost of installing a digital communication sign at the new fire hall. This sign would provide an additional means to share important public information. Staff have also acknowledged the value of implementing a mobile digital message board in the Village this summer. With council's direction, staff can report back on opportunities/cost in purchasing a mobile sign unit for the Village.
Phone System Upgrades	With current upgrades to the Village' IT system, staff recognize a need to for additional improvements to the Village's telephone system.
Communications Implementation	In September 2021, Council directed staff to report back on a corporate communications implementation plan. Staff are currently reviewing the Communications Snapshot Report, prioritizing activities, and establishing implementation costs. Council previously allocated \$25,000 in Restart Funding to initiate the communications planning process, and any unused budget will be applied to communications implementation. An implementation report will be brought forward for Council's consideration in late 2021.
Downtown Enhancement Study Update	Staff recommend undertaking an update to the 2008 Enhancement Study. In addition to being identified within the Economic Development Strategy to facilitate revitalization and/or beautification of the downtown core. With the growth of interest/investment within the Dunsmuir core and acknowledging the work and interests of the Cumberland Business Association in improving the diversity and vibrancy of this area, the Enhancement Plan can provide a foundation for identifying and prioritizing future opportunities/projects for downtown revitalization.
Public Off Street Parking	Improvements to off street parking lots.
Lake Park Playground	Staff are exploring the opportunity to partner with the Cumberland Lake Wilderness Society to cost share (50/50%) on a nature playground at Cumberland Lake Park. Council approved the use of COVID funds for this initiative during budget meetings. Staff are working with CLWS on a playground plan and will bring further information to council later this fall.

ALTERNATIVES

1. Alternate funding options would be to utilize funds from another Village reserve or carry forward funds from 2020.
2. Not proceed with any action at this time.

STRATEGIC OBJECTIVE

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

FINANCIAL IMPLICATIONS

The Village received \$1,312,000 for COVID-19 restart funds and to-date, Council has directed approximately \$859,825 of the Village's COVID-19 Safe Restart funding towards projects and initiatives in response to increased operating costs and lower Village revenues because of COVID-19. The current remaining balance available for these funds is \$452,175.

Staff have also identified eight further projects/initiatives for council's consideration with respect to Restart Funding. The total allocation commitment to complete these projects is \$178,000. Should Council choose to approve these expenditures, the remaining balance of available Restart Funding would be \$274,175. Following is a summary of the projects for which Council has already committed to use the COVID-19 restart funds.

Project	Status	Committed Budget
Village Operations		
Phase 1 of Village office renovations	Complete	\$120,000
Council Chamber Display screen	In process	\$3,500
Fibre connection (internet)	Complete	\$22,200
Council Chamber Video conferencing and Table system	Complete	\$25,000
Phase 2 of renovations - Village Office /CRI/Old Fire Hall/water treatment facility upgrades	Complete	\$150,000
Village Office Server and communication upgrades (for water treatment and new fire hall)	Complete	\$27,100
Server Upgrades	Complete	\$65,000
Microsoft 365 Migration	Complete	\$50,000
Remote Access	Complete	\$15,000

Council Mobile Devices	Complete	\$13,500
Fire Hall Emergency Generator	In process	\$80,000
Corporate Communications Plan	Complete	\$25,000
COVID-19 Janitorial Services	Complete	\$2,500
Bylaw Service Increase / Community Ambassador	Complete	\$20,000
Cultural Centre Facility Improvements	In process	\$8,000
Recreation, Arts and Culture Master Plan	In process	\$70,000
2022 Annual fees related to the IT infrastructure upgrades (fibre optic and IT upgrade related licensing fees).	In process	\$30,000
installation of automated/timed door locks on public washroom doors at the Cumberland Recreation Centre parking lot.	In process	\$5,425
Community Spaces		
Bike racks in Lake Park	Completed	\$2,000
Install new picnic tables in family area - Village Park	Complete	\$10,000
Digital information sign	Complete	\$3,000
Five in-ground garbage receptacles	In process	\$13,000
Accessibility improvements - Install two benches on South Wellington Colliery Trail	In process	\$4,200
Expanded Walkways and Pedestrian Safety	In process	\$20,000
Village Wayfinding Signage	In process	\$20,000
Pedestrian Signage / Speed Indicators	In process	\$5,000
Community Restart Grants		
CCSS Food Share Program	Complete	\$35,000
Comox Valley Farmer's Market	Complete	\$5,400
Cumberland Business Association	Complete	\$10,000
Total Committed COVID Restart Funds		\$859,825 (committed)
Balance remaining from COVID Restart Funds		\$452,175
Recommended use in this report		\$178,000

Balance remaining from COVID Restart Funds if projects in this report approved		\$274,175

OPERATIONAL IMPLICATIONS

Those projects identified above are not included within current work plans and may require additional resources for staff to effectively implement. Further information on project costs, including staff capacity/means to undertake the work will be included in future reporting.

ATTACHMENTS

None

CONCURRENCE

Michelle Mason, Chief Financial Officer MM

Rachel Parker, Corporate Officer RP

Rob Crisfield, Manager of Operations RC

Kevin McPhedran, Manager of Parks and Recreation KM

Respectfully submitted,

Kaelin Chambers

Kaelin Chambers
Economic Development Officer

Clayton Postings

Clayton Postings
Chief Administrative Officer



PO Box 430 Cumberland, BC V0R 1S0 250-336-8511 www.cumberlandcommunityschools.com

September 3, 2021

Dear Mayor and Councillors,

Re: Funding for Cumberland Food Share

The Cumberland Community Schools Society (CCSS) is working to establish the Food Share as a long term project. We are seeking funding for a five year period, in the range of \$10,000 to \$20,000 per annum, to support the operating costs of the project while we work to develop a sustainable funding model.

Background

CCSS is a registered charity that works to strengthen our community by improving access to healthy food, recreation, life-long learning, and a network of support.

For 20 years, the CCSS Healthy Food Program has provided breakfast, lunch & snacks to children at Cumberland School. When schools closed due to COVID-19, 51 students lost access to regular subsidized meals. With many local residents experiencing job loss, the broader community also faced food insecurity. In response, CCSS worked with community partners to establish the Cumberland Food Share.

The Cumberland Food Share has a specific focus on strengthening food security in our Village. It includes a Food Shed and regular deliveries of Healthy Food Boxes. The Food Shed is a permanent, outdoor pantry located at 2688 Penrith Avenue. Built and maintained by Weird Church, community members can drop off donations of non-perishable food, while others can pick up what they need.

CCSS coordinates the bi-weekly delivery of Healthy Food Boxes to Cumberland households. Boxes include fresh produce, dairy, meat, non-perishables and a recipe. Food is ordered wholesale and purchased locally whenever possible. Operating out of the Cumberland United Church, CCSS staff and volunteers sort, pack and deliver boxes directly to client's doors. Clients include individuals living with job loss, disabilities, transportation barriers, mental health issues, substance abuse, recovery after trauma, and those at risk of homelessness.



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Since the Food Share was established in April 2020, CCSS has delivered 1,960 boxes of food, serving 63 households (171 individuals- 63 children/youth, 91 adults, and 17 seniors). Over that 17 month time period, registration in the program has steadily increased from 17 to 50 households. There are currently 137 individuals (68 children/youth, 58 adults and 11 seniors) benefiting from food box deliveries.

While coordinating the Food Share CCSS staff have developed positive relationships with our Village's vulnerable population. On several occasions, staff have referred clients to other services available in the Comox Valley. Regular surveys and direct communication have provided valuable insight on the challenges our clients face, additional services that are needed, and how best we can help. We discovered that many residents find it difficult to access the Comox Valley Food Bank in Courtenay. Transportation barriers, disabilities and anxiety make it challenging for many residents to travel that distance and carry home groceries. We identified a need to provide a permanent Food Bank closer to home.

Community Benefit

The goals of the Food Share align with the Village of Cumberland's Strategic Plan, which highlights a 'Healthy Community' as one of four priority areas. Food security is identified as the first objective in achieving this priority.

In the recent "Beyond Hunger" report published by Community Food Centres Canada, Canadians who experience food insecurity described the effect it has on all aspects of their lives. It has a negative impact on their physical and mental health, affects their relationships with loved ones, isolates them socially, impedes their ability to find meaning and purpose in their lives, and creates barriers to finding and maintaining employment. Having access to good, safe and affordable food is essential to being healthy.

Food Share participants have expressed their gratitude for the support they receive. Feedback from participants indicates that the program provides a sense of security for families who have experienced job loss due to COVID-19. Many participants said the program has helped them to make positive changes in their eating habits, through the provision of fresh produce that they wouldn't otherwise be able to afford. Others mentioned that regular communication with program staff and volunteers helps to reduce their feelings of isolation, and they appreciate knowing that people in the community care about them.



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Whenever possible, food for the program is purchased from local farmers and producers. By facilitating the distribution of local food to low income and marginalized individuals, we are addressing inequalities in our global food system. Local farmers and food producers face economic and other barriers set in place by the global food economy. Healthy, local and unprocessed foods are often more expensive than processed foods, making them less accessible to low income individuals. The Food Share focuses on both supporting the local food industry while simultaneously ensuring equal access to local, nutrient dense food options.

Workplan

CCSS aims to establish the Food Share as the Village's permanent Food Bank.

Over the past 17 months CCSS has put systems in place to ensure the success of the program. We have purchased equipment, developed operational procedures, secured donations and established relationships with wholesale distributors, local farmers and producers. We collaborated with LUSH Valley Food Action Society, who shared their knowledge, expertise and resources. Weirld Church generously stepped up to provide in kind use of space to operate the program. Our dedicated team of volunteers contribute 12 hours per week to sort, pack and deliver food boxes. We are grateful to the Village of Cumberland, who was a partner during the inception of the program, and has since provided \$41,000 in funding.

CCSS is in the process of applying for membership with Food Banks BC, the provincial member association of food banks in British Columbia. As a member, CCSS will have access to resources that support the growth and sustainability of the Food Share. This includes food and financial donations, training and capacity building programs, networking opportunities and the sharing of best practices.

Budget

Appendix 1 details Food Share revenues and expenses for the 2021 calendar year. We were successful in securing funding from a variety of sources including grants, fundraisers and donations. Donations to CCSS increased by \$51,500 over the last 2 fiscal years, which is partially attributed to the creation of the Food Share program.

Based on 2021 figures, the operating budget for 2022 is estimated to be \$98,910 (see Appendix 2). At this time, CCSS has secured funding to continue food box deliveries until December 31, 2021. We are now looking ahead to 2022 and beyond.



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We have connected with other food banks in the province to gather information on their sources of funding. Our research indicates that food banks are supported by a variety of revenue streams including Food Banks BC, Community Gaming Grants, other grant funding, donations, relationships with grocery stores and in kind donations from municipalities. With this information, we've created a budget identifying potential funding sources and amounts to operate the Food Share in 2022 (see Appendix 2).

CCSS is requesting funding from the Village of Cumberland for a five year period, in the range of \$10,000 to \$20,000 per annum. This would help to support the operating costs of the Food Share while we work to develop a sustainable funding model. We are confident we can find a way to fund this program over the longer term but require some assistance in the short term.

Conclusion

We appreciate the Village of Cumberland's support for the Food Share to date. Your contributions over the past 17 months have been integral in ensuring that Food Box deliveries continued throughout the pandemic.

Thank you for your time in considering our proposal. We look forward to continuing to work with the Village to strengthen food security in Cumberland.

Sincerely,

A handwritten signature in cursive script that reads "Sue Loveless".

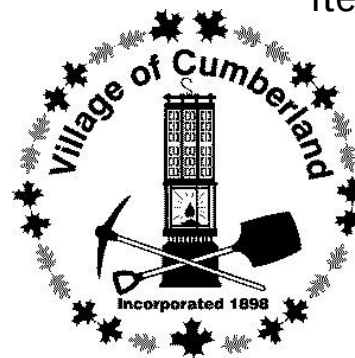
Sue Loveless
Executive Director

On behalf of the Cumberland Community Schools Society

Appendix 1: Food Share Financial Statement			
January - December 2021			
REVENUES			Jan- Dec 2021
Community Gaming Grant			2,500
CVCF Emergency Response Grant			20,000
Community Food Centres Grant			10,000
Village of Cumberland Covid Relief Funding			35,000
CCSS Contribution (bookkeeping, outreach, insurance)			3,200
CCSS Fundraisers			2,200
Donations			26,000
Total Revenue			98,900
EXPENSES	Actuals Jan- July 2021	Budget Aug- Dec 2021	Totals
Food	48,850	34,900	83,750
Non-food supplies	293	210	503
Staff wages	6,403	4,574	10,977
Mileage	280	200	480
Outreach	550	550	1,100
Bookkeeping	980	700	1,680
Insurance	245	175	420
Total Expense	57,601	41,309	98,910
Net Income			(10)
Financial statement does not include in kind donation of space or volunteer hours, both of which help to make this program possible.			

Appendix 2: Food Share Budget	
January - December 2022	
REVENUES	
Food Banks BC	10,000
Village of Cumberland Funding	20,000
Community Gaming Grant	15,000
Other Grants	5,000
CCSS Contribution (bookkeeping, outreach, insurance)	3,200
CCSS Fundraisers	25,000
Donations	30,500
Total Revenue	98,700
EXPENSES	
Food	83,750
Non-food supplies	503
Staff wages	10,977
Mileage	480
Outreach	1,100
Bookkeeping	1,680
Insurance	420
Total Expense	98,910
Net Income	(210)
Notes:	
Revenues listed are not confirmed but rather an estimate of where funding could be sourced.	
Budget assumes current level of service (biweekly deliveries serving 137 individuals). It does not include in kind donation of space or volunteer hours, both of which help to make this program possible.	

COUNCIL REPORT



REPORT DATE: November 8, 2021

MEETING DATE: October 25, 2021

TO: Mayor and Council

FROM: Manager of Operations

SUBJECT: BC Hydro Street Light Retrofit Project Update

RECOMMENDATION

1. THAT Council receive the BC Hydro Street Light Retrofit Project Update report for information.

PURPOSE

The purpose of this report is to:

- Update Council on timing of the BC Hydro Street Light Retrofit Project for Cumberland and to provide details on final lighting selection.

PREVIOUS COUNCIL DIRECTION

Date	Resolution
September 28, 2020	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

BACKGROUND

BC Hydro is currently undertaking retrofits to their pole mounted street lights throughout the province. This work is being driven by compliance with 'environmental PCB regulations' as well as energy efficiency improvement. Work is expected to be completed by mid 2023.

As per the September 28, 2020 Council resolution, staff did communicate back to BC Hydro on the selection of the 3000K LED lights for the entire community. In addition to this, staff also went through a BC Hydro master spreadsheet and noted locations where the LED lights could be a lower wattage on many residential streets except for collector and arterial streets, and crosswalks.

Council had also asked staff to look into the colour selection for new LED street lights. Colour selection is based on the 'Kelvin' rating associated with the light, with the 3000k LED light being

the closest to the current amber colour High Pressure Sodium. The LED streets lights increase change to a whiter colour and increase in brightness with an increase in the 'Kelvin' value.

As reported in the September 28, 2020 Council report, the 3000K are dark sky compliant and it is anticipated that most light spill can be minimized by adjusting light angles. BC Hydro does not anticipate light spill issues whereby light shields are needed but can assess individual circumstances during LED deployment.

BC Hydro Presentation – visual example of streetlights



STRATEGIC OBJECTIVE

- ☐ Quality Infrastructure Planning and Development
- ☐ Comprehensive Community Planning
- ☐ Healthy Community
- ☐ Climate Change
- ☐ Effective communication, administrative, financial and support services

FINANCIAL IMPLICATIONS

As reported previously, BC Hydro has completed an in-depth analysis of the costs associated with the LED street light retrofit project and municipalities will see a temporary bump in rates. However, this should return to normal following the full implementation of the program. This rate increase has been accounted for in the Operations budget.

OPERATIONAL IMPLICATIONS

There may be some staff time required to work with BC Hydro on complaints received from the public.

ATTACHMENTS

None

CONCURRENCE

None

Respectfully submitted,

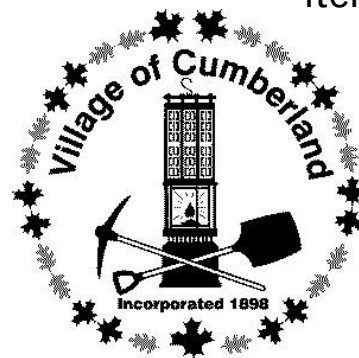
Rob Crisfield

Rob Crisfield
Manager of Operations

Clayton Postings

Clayton Postings
Chief Administrative Officer

COUNCIL REPORT



REPORT DATE: October 28, 2021
MEETING DATE: November 9, 2021

File No. 550-01

TO: Mayor and Councillors
FROM: Rachel Parker, Corporate Officer
SUBJECT: 2022 Council Meeting Schedule

RECOMMENDATION

- i. THAT Council receive the 2022 Council Meeting Schedule report.
- ii. THAT Council approve the 2022 Council Meeting Schedule and direct staff to give public notice of the availability of the annual schedule.

PURPOSE

The purpose of this report is to present a proposed Council meeting schedule for the 2022 year for Council's approval.

BACKGROUND

Council's Procedure Bylaw requires that Council prepare and make available to the public an annual schedule of regular Council meetings. Under the bylaw, regular Council meetings must be held on Mondays at 5:30 pm in the Council Chamber. Under the *Community Charter*, Council must annually give notice of the availability of the schedule.

Attached to this report is a proposed schedule of regular Council meetings, regular Committee of the Whole meetings, and Village Hall meetings for the 2022 calendar year. The general local election will take place on October 15. This Council remains in office until the night before the inaugural meeting on November 7.

Of note in the proposed schedule:

1. Village Hall meetings
 - March 21 at 10 a.m.
 - June 6 at 7 p.m.

Village Hall meetings typically are not held in the summer months and there are no Village Hall meetings proposed for the fall in the lead up to the election.

2. Typically regular Council meetings are held on the second and fourth Monday of the month. The following meetings in the schedule are moved from this pattern to avoid long weekends, UBCM in September, and too long of breaks between meetings:
 - May 30, September 6 and 19, and October 3
3. This year, the second regular meeting in July is not scheduled to allow to provide additional break for Council members. If a particular matter arises that requires more timely response, the Mayor may call a special Council meeting to address those particular matters. Staff would endeavour to provide as much advance notice as possible.
4. In September and October, the meeting schedule is altered to accommodate UBCM. This Council's last regular meeting will be held on October 24, 2022, after the election.

Committee of the Whole meetings

A Committee of the Whole meeting is a committee of Council members that has relaxed procedural rules and at which the committee can discuss policy and other matters and may make recommendations to Council. No Council decisions are made by the Committee of the Whole.

In 2021, regular Committee of the Whole meetings were scheduled every two months at 5:30 p.m. on regular council meeting nights. The frequency of these meetings was not sufficient to bring forward matters for discussion in a timely matter therefore it is proposed for 2022 that Committee of the Whole meetings be scheduled once a month, generally on the fourth Monday at 2 p.m. The regular Council meeting will remain on the same day at 5:30 p.m. If there are no items for these COTW meetings they may be cancelled.

2023-2027 Financial Plan workshops

The Committee of the Whole meetings for the 2023-2027 Financial Plan workshops have not been included in this schedule. The proposed schedule for these meetings will be brought forward for Council consideration in spring 2022.

Council may make changes to the proposed schedule before approval.

STRATEGIC OBJECTIVE

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

FINANCIAL IMPLICATIONS

None.

OPERATIONAL IMPLICATIONS

None.

ATTACHMENTS

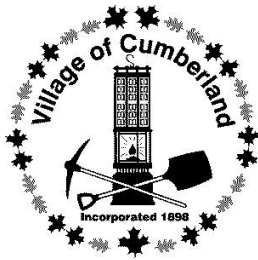
1. Proposed 2022 meeting schedule.

CONCURRENCE

Respectfully submitted,

Rachel Parker

Rachel Parker
Corporate Officer



Corporation of the Village of Cumberland

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

File No. 0550-01

DRAFT Nov. 8, 2021

2022 Council Meeting Schedule

Regular Council Meetings at 5:30 p.m.		Village Hall/Other
January 10		
January 24		Jan 24 at 2pm: COTW
February 14		
February 28		Feb 28 at 2pm: COTW
March 14		
March 28		Mar 21 at 10am: Village Hall Mar 28 at 2pm: COTW
April 11	(AVICC Apr 1-3)	
April 25		Apr 25 at 2pm: COTW
May 9		
May 30		May 30 at 2pm: COTW
June 13	(FCM Jun 2-5)	
June 27		June 6 at 7pm: Village Hall* June 27 at 2pm: COTW
July 11		July 11 at 2pm: COTW
August 8		Aug 8 at 2pm: COTW
September 6 (Tue)	(UBCM Sep 12-16)	
September 19		Sep 19 at 2pm: COTW
October 3	(VIEA Oct 26 and 27)	
October 24		Oct 15: General Local Election Oct 24 at 2pm: COTW
November 14		
November 28		Nov 7 at 530 pm: Inaugural Nov 28 at 2pm: COTW
December 12		

**Meetings will be held at 2675 Dunsmuir Avenue unless determined otherwise by Council.
This schedule is subject to change pursuant to the Council Procedure Bylaw.**

*Weather-dependent: meetings will be held outdoors at location to be determined

VH = Village Hall meeting

OH = Open house

COTW = Committee of the Whole

CS = Closed Session

COUNCIL REPORT



REPORT DATE: November 1, 2021

MEETING DATE: November 8, 2021

File No. 0530-03

TO: Mayor and Councillors
FROM: Rachel Parker, Corporate Officer
SUBJECT: Council Member Appointments

RECOMMENDATION

- i) THAT Council receive the Council Member Appointments report.
- ii) THAT Council appoint acting mayors as follows:

November 2021 to January 2022:	Councillor Ketler
February to April 2022:	Councillor Brown
May to July 2022:	Councillor Sullivan
August to October 2022:	Councillor Sproule
- iii) THAT Council appoint Councillor Vickey Brown as trustee and Councillor Gwyn Sproule as alternate trustee to the Vancouver Island Regional Library Board.
- iv) THAT Council direct staff to bring forward a policy on Council appointments to external agencies.

PURPOSE

The purpose this report is to provide Council with the opportunity to appoint its acting mayors for 2022 and make any necessary appointments for 2022 to external boards and Village committees.

BACKGROUND

Council is required to annually appoint Council members

- As acting mayors
- As trustee and alternate trustee to the Vancouver Island Regional Library Board

The proposed recommendation is for the same acting mayor schedule as 2021. For the library board, Council Brown is standing for re-appointment, as is Councillor Sproule as alternate, for 2022.

In regard to Council member appointments to external agencies, Council's past practice has typically been to appoint a Council member a liaison to boards of community organizations requesting a council appointment, in order to avoid any conflicts of interest.

Examples of Council liaison appointments:

- Firefighter's Society (no longer active)
- Cumberland and District Historical Society
- Comox Valley Coalition to End Homelessness – a Council member is currently an advisory committee participant and not a voting member
- Comox Valley Social Planning Society

Most recently Council considered an invitation to become a member of the Comox Valley Chamber of Commerce and determined that it would provide funding through a sponsorship agreement as an alternative to membership.

Following this past practice, staff is recommending that Council consider a policy on appointments to external agencies. The purpose of the policy would be

- to guide Council in considering the benefits and challenges of appointments to an external agency and to provide alternative options, and
- to set out the roles and relationships of Council members appointed to external agencies to prevent conflicts of interest.

ALTERNATIVES

1. Council may discuss alternate appointments.

STRATEGIC OBJECTIVE

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

FINANCIAL IMPLICATIONS

None

OPERATIONAL IMPLICATIONS

None

ATTACHMENTS

1. List of Council appointments November 2021

CONCURRENCE

None

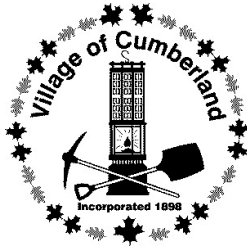
Respectfully submitted,

Rachel Parker

Rachel Parker
Corporate Officer

Clayton Postings

Clayton Postings
Chief Administrative Officer



Corporation of the Village of Cumberland

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

File No. 0530-01
Updated: October 2021

Council Appointments

Acting Mayor

November 2020 to January 2021	Councillor Ketler
February to April 2021	Councillor Brown
May to July 2021	Councillor Sullivan
August to October 2021	Councillor Sproule

Regional Boards and Appointments

Board	Appointee	Date of Appointment
Comox Valley Regional District Board	Councillor Ketler, Director	Oct 28 2019
	Councillor Sullivan, Alternate Director	Oct 28 2019
BC legislation: <i>Local Government Act, s. 198</i> Bylaw/policy: Details: Appointed by Council Term: As appointed by Council or until November 30 in the year of a general local election		
- Comox Valley Sports Centre Commission: Councillor Ketler primary rep. - Comox Strathcona Regional Hospital District Board: Councillor Sullivan primary rep. - Comox Strathcona Waste Management Board: Councillor Sullivan primary rep.		
Comox Valley Regional District Integrated Transportation Regional Select Committee	Councillor Brown, liaison	Oct 28 2019
	Councillor Ketler, alternate	Oct 28 2019
Comox Valley Regional District Emergency Operations Centre Policy Group for COVID-19	Mayor Baird	Dec 14, 2020
Staff liaison: Howie Siemens, CVRD Emergency Program Coordinator		
AVICC Community Benefit Hub Steering Committee for Social Procurement	Mayor Baird	Feb 13 2018
Details:		
AVICC Fire Protection Funding Select Committee	Mayor Baird	Nov 23 2020
Details: ddugas letter Nov 2020		

Comox Valley Coalition to End Homelessness	Councillor Ketler	Oct 28 2019
Details: Advisory participant representative, no voting Term:		
Comox Valley Community Justice Centre Board	Councillor Brown	Oct 28 2019
	Councillor Sullivan, alternate	Oct 28 2019
Bylaw/policy: CVRD service-establishing bylaw Details: No bylaw on procedure or members Term: At Council's leisure		
Comox Valley Regional Food Policy Council	Councillor Brown	July 22, 2019 for a two year term to Sep 30 2021
	Councillor Sullivan, alternate	July 22, 2019 for a two year term to Sep 30 2021
Details: LUSH Valley Food Action Society		
Comox Valley Social Planning Society	Councillor Brown, liaison	Feb 11 2019
	Councillor Ketler, alternate liaison	Feb 11 2019
Details: by invitation		
Cumberland and District Historical Society	Councillor Sproule, liaison	Feb 11 2019
	Mayor Baird, alternate liaison	Feb 11 2019
Details: by invitation		
Municipal Insurance Association of BC, Member voting delegate at UBCM	Mayor Baird	
	Councillor Sullivan, alternate	
Details:		
Island Coastal Economic Trust, North Island-Sunshine Coast Regional Advisory Committee	Mayor Baird	Oct 28 2019
Details: Regional Advisory Committee includes only mayors		
Vancouver Island Regional Library Board	Councillor Brown, Trustee	Nov 9 2020 for 2021 year
	Councillor Sproule, Alternate Trustee	Nov 9 2020 for 2021 year
BC legislation: <i>Library Act s. 16</i> Bylaw/policy: Details: Member and alternate appointed by Council at first meeting in November		

Term: Calendar year, or until the end of the term. No more than eight consecutive years.

Village Committees and Boards

Committee	Appointee	Date of Appointment
Alleyway Sign Project Committee (with Museum)	Mayor Baird, member	Nov 9 2020
Details: Joint Project		
Accessibility and Inclusion Select Committee	Judy Norbury, vice chair Jaye Mathieu Brenda Lenahan Trond Halle Rhianna Walz Councillor Brown Councillor Sullivan, alternate	Jul 25 2016 Jan 23 2017 May 8 2017 Feb 26 2018 Sep 28 2020 Oct 28 2019 Oct 28 2019
BC legislation: <i>Community Charter s. 142</i> Bylaw/policy: Council policy 1.7 Details: Up to seven members, including one Council member Term: None specified -		
Advisory Planning Commission	Jaye Mathieu Neil Borecky Janet Bonaguro Nick Ward Roger Kishi Shannon Levett Troy Therrien	Sep 7 2021 Sep 7 2021 Sep 7 2021 Sep 7 2021 Sep 7 2021 Sep 7 2021 Oct 25 2021
BC legislation: <i>Local Government Act s. 461</i> Bylaw/policy: Advisory Planning Commission Bylaw No. 999 Details: 5-7 members, none being Council members or employees Term: 1 year term, unless filling vacancy (previously 4 yr term)		
Board of Variance	John Jones Regan Jamieson Randi Reid	Nov 13 2012 Nov 13 2012 Nov 13 2012
BC legislation: <i>Local Government Act division 15</i> Bylaw/policy: Board of Variance Bylaw No. 958 Details: 3 members, none being Council members, employees or APC members Term: 3-year term or until successor appointed		
Coal Creek Historic Park Advisory Committee	Marianne Bell May Gee, Chair Steve Morgan Josephine Peyton	Feb 22 2016 Nov 9 2015 Feb 22 2016 Nov 9 2015

	Lillian Tosoff Carol Snaden Florence Bell Imogene Lim	Nov 9 2015 Nov 9 2015 Nov 9 2015 Nov 9 2015
BC legislation: Bylaw/policy: Council Policy 1.9 Details: No more than 10 members; details in policy Term: None specified		

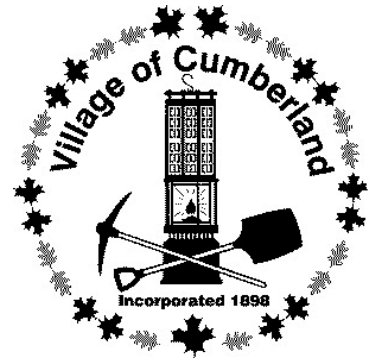
Economic Development Steering Committee	Roger Albert [Darren Adam, alt] Sean Carberry Meaghan Cursons Troy Ellis Chris Higgins Mike Manara Melissa Roeske Nick Ward Councillor Sullivan Councillor Brown, alternate	Sep 4 2018 Sep 4 2018 Sep 4 2018 Sep 4 2018 Sep 4 2018 Sep 4 2018 Sep 4 2018 Sep 4 2018 Oct 28 2019 Oct 28 2019
BC legislation: Select Committee Bylaw/policy: Policy 1.11. Economic Development Steering Committee Terms of Reference Details: 7-9 voting members, including a Council member Term: none specified		

Heritage Committee	Meaghan Cursons Lena McCliesh Hugh McLean Marianne Bell Reo Prendergast Lois Harris Tanis Frame Ocea Hill Councillor Sproule Councillor Ketler, alternate	Jul 8 2019 Sep 30 2019 Jun 22 2020 Sep 28 2020 Jun 28 2021 Jun 28 2021 Oct 12, 2021 Oct 12, 2021 Oct 28 2019 Oct 28 2019
BC legislation: <i>Community Charter s. 143</i> Bylaw/policy: Council policy 1.6 Details: Up to 11 members; including one Council member Term: until next local government election		

Homelessness and Affordable Housing Select Committee	Ian Cooper Kathy Duperron, Vice-chair Mark Fortin Bobby Herron Lindsay Monk Debbie Bowman John Landry	Mar 23 2015 Mar 23 2015 Mar 23 2015 Nov 13 2017 May 14, 2018 Sep 28 2020 Sep 28 2020
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	Councillor Ketler Mayor Baird, alternate	Oct 28 2019 Oct 28 2019
BC legislation: <i>Community Charter s. 142</i> Bylaw/policy: Council policy 1.8 Details: Up to seven members, including one Council member Term: None specified		
Wastewater Advisory Committee (LWMP)	Ken Barth Matthew Ishoy, Chair Vig Schulman Mike Tymchuk Anya Macleod K'ómoks First Nation Councillor Sullivan Councillor Brown, alternate	Apr 25 2016 Apr 25 2016 Apr 25 2016 Apr 25 2016 Jun 13 2016 n/a Oct 28 2019 Oct 28 2019
	Paul Nash, LWMP Coordinator Chief Administrative Officer Rob Crisfield, Manager of Operations Larry Sawchyn, TetraTech, Technical Consultant Troy Vassos, TetraTech, Technical Consultant Dave Cherry, Island Health	
BC legislation: <i>Environmental Management Act s. 27</i> Bylaw/policy: LWMP WAC Terms of Reference, March 29, 2016 Details: 10-15 members including one Council member who is non-voting; details in policy Term: For the duration of the LWMP process		

COUNCIL MEMBER REPORT



DATE: November 2, 2021
TO: Councillors
FROM: Mayor Baird
SUBJECT: October 2021 Monthly Report

5th Serving Thanksgiving Lunch with the Salvation Army at St. Georges Church.

Meeting with Barry Janick to discuss "The BC Rural Centre" they are looking at expanding the area they work with. They will be coming to Council to present their vision and mandate and possible working with the Village and smaller communities on Vancouver Island.

4th Village Hall meeting in Buchanan Hall in person.

7th O.A.P. meeting to dissolve the Society and discuss the monies raised throughout the years.

Day One

Urban Economy Forum in collaboration with UN-Habitat and the Town of Collingwood-Canada hosted the 2nd Collingwood World Summit: Habitat in Towns virtually. I was asked to be a guest panel speaker with a 8 minute speech on Cumberland then open to questions. We were given 4 topics to choose from: "Collaborative Solutions for inclusive housing".

Last year they had over 80 speakers that brought nearly 300 cities across 50 countries to the conference with populations under 300,000.

Panels members in Theme one:

First speaker was myself

Julie Scarcella, Founder for ExoSpex. Inc. (ON, Canada)

Marilyn Struthers, Moderator, Social Finance Learning Group, The South Georgian Bay Institute & Andrea, Executive Director for Social Innovation Canada.

Michaela Kaur, Director Brussels Liaison Office, EURO CITIES (Vienna, Austria)

Anne Marie Shaw, Director, Housing Service Grey County (ON Ontario)

Marg Scheben-Edy, Chair of Regional Housing Committee (Simcoe County ON)

Georrey Payne, International Advisor at the The World Bank (London, UK)

Day two:

Mayoral Roundtable- Town Resilience in the Face of Climate Emergency: Lessons Learned from BC Forest Fires. Speakers Mayor M. Tait, Mayor Karen Elliot, Mayor Sarah Storey, Mayor Ward Stamer.

We broke into smaller groups to review and reflect on last year's Resolutions. These resolutions aid in engaging the communities' governments, and housing providers on approaches to housing needs.

- 12th Elected Officials Forum-Comox Valley Watersheds held by the Comox Valley Regional District (Zoom)
Russell Dyson moderator. Hegus Chief Nicole Rempel opening remarks. Discussion on explaining how watersheds work-human impact on watersheds-Recreation- Regional Growth Strategy-water quality-multi jurisdictions-Municipal Natural Asset Initiative-partnerships-Staff from Regional District of Nanaimo.
Regular Council meeting.
- 13th Minister Josie Osborne and UBCM President Laurey-Anne Roodenburg Each Mayor was given 2 minutes and 2 items to talk to issues we are dealing with in the Community. I spoke to the funding we have received for the new childcare spaces and the Wastewater treatment upgrades. Our concern that we will have to cut back with these projects as the funding will not cover the costs. Many of the Mayors spoke of the same issue, some are already cutting back as the budgets have increased.
Community Justice Centre celebrating 10th Anniversary of the Campagnolo Lectures with guest Terri-Lynn Williams-Davidson diner.
Comox Valley Regional District Tourism meeting. Report will be in camera.
- 14th Community Justice Centre speaker Terri-Lynn Williams-Davidson at the Filberg Center (in person). She is General Counsel to the Haida Nation and has argued highly cited and influential cases before the Supreme Court of Canada.
- 20th Cumberland Forest Society AGM: Agenda held at Weird Church (masks Mandatory) Minutes from the Previous AGM Year-end Financial Report Nomination Report (helped with the election of

- board) CCFS Constitution and Bylaws/reference Thank you to the Society-my comments.
Meeting Agenda Review for Council.
- 21st Committee of the Whole -Day One-2022-2026 Financial Plan Workshop. Presentations from the Managers on their purposed budget requests.
Participated in the Shake Out held in BC. Earthquake training lead by our Fire Chief.
- 24th Perseverance Run at Number Six Mine Park-Volunteered to work in the Barbeque area.
- 25th Committee of the Whole council meeting
- 26th Committee of the Whole -Day Two-Budget-discussion and decision on the budget we would like to take to the public.
Cumberland Business Association Virtual 2021 Annual General Meeting by (ZOOM) Agenda Welcome from Chair Kiersten-Kathryn overview of CBA-Holly Penner Executive Director funding, Facebook page- Vice Chair thanking volunteers-Treasurer Ellian funding challenges, wages, insurance-Bylaw changes-Board elections.
- 27th Vancouver Island Health Board Meeting-Chair Leah Hollins welcome. Staff updates on mandatory vaccination for Health Care Workers. As of this date 48 active hospital on VI-22 of these are in critical care- 100% unvaccinated. Call center 2 hour turn around- changing processes for contacting people that have been in contact. Vaccine centers are open for drop ins. Please register after vaccine they need your contact info.-The fourth wave has been very hard on staff.
Vancouver Island Economic Alliance conference. Day One-opening ceremony-Address from the Premier John Horgan.
Alleyway Sign Committee-updated criteria for naming of alleyways.
Plans in the New Year to interview long time residents and gather information.
- 28th Day Two of conference. Modernizing Our Forest Practices with the following panel members: Shannon Janzen VP & Chief Forester Western Forest Products-Graham Sakaki Regional Institute Research Manager VIU-Robert Dennis Chief Huu ay aht First Nations-Melissa Sanderson Assistant Deputy Minister, Ministry of Forests, Lands Natural Resources Operations-Cindy Stern Sustainable Strategies Ltd.
Science Pub-Night of the Living Dead held in the Masonic Hall fundraiser for the Cumberland Community Forest.
- 29th Village Facility Review in Council Chambers.

30th The Heat is On! Chili Cook off on First street for the Weird Church fundraiser. Over 7 contestants vied for the honor of Best Heat, Best Meat and Best Vegan chili.

31st All Hallows' Eve-Street Spooktacular on Sunday. Costume Parade-Community All Hollow's Eve Photo-Tricks, Treats & Fun Give Ways-Spooky Spectacular Dance. The number of people that came out was amazing. Congratulations to all

**I had numerous meeting during the month about the Medical Clinic and will be able to bring a report to Council soon.

COUNCIL MEMBER REPORT



DATE: Nov 2, 2021
TO: Mayor and Councillors
FROM: Councillor Ketler
SUBJECT: October 2021 Monthly Report

Date	Events	Comments
Date	Event	Comments
Oct 4	Village Hall	Topics included: bylaw enforcement, commercial use of Village property, Vacation rentals, recent cultural events, Maple St development, speeding, Rec Facilities review, new police office, Cumberland Hotel development
Oct 5	CV Recreation Commission	Topics: Ice Allocation Policy change and United Soccer Club presentation on field shortage
Oct 5	CVRD Board	Topics: Poverty Reduction Strategy – to report back on implementation and budget, City of Courtenay – Civic Room Use, Climate Emergency Campaign request – letter to Premier
Oct 6	CV Coalition to End Homelessness	Topics: Connect – extension of hours, Vaccine program for unsheltered, Strengthening Communities Grant for peer engagement and training, new Community Foundation Grant, Wachiay – McPhee affordable housing development, Balmoral – Comox development
Oct 6	CVRD Chair/Vice Chair/CAO agenda meeting	Staff updates
Oct 12	CVRD COTW Elected Officials	Regional Water Forum – Comox Lk, Perseverance Cr, Oyster River, Langley Lk, Tsolum River. FN rights, multijurisdictional challenges, data collection and presentations from Reg District of Nanaimo and Cowichan.
Oct 12	Village COTW	In-camera
Oct 12	Regular Council Meeting	https://cumberland.ca/meeting-info/
Oct 13	Vancouver Island Regional Call with Min Josie Osborne	Each community asked to describe to top issues in their community other than COVID
Oct 13	CVRD Chair/Vice Chair/CAO agenda meeting	Set agenda for following week's CVRD Board meeting

Oct 13	Community Justice Dinner	Volunteer appreciation awards
Oct 15	Special ICET meeting	In-camera
Oct 15	Climate Caucus	3 rd Annual Climate Caucus Summit
Oct 18	KFN Canoe Steaming Ceremony	A technique to widen and shape the canoe
Oct 19	KFN Chief and Council meeting	Monthly CVRD update of action items
Oct 20	CVRD Chair/Vice Chair/CAO agenda meeting	Staff updates
Oct 21	Village COTW Budget	https://cumberland.ca/meeting-info/
Oct 21	The Great BC Shakeout	Practiced covering and holding on in Council Chambers
Oct 22	Island Coastal Economic Trust	Board of Directors meeting
Oct 25	Village COW	https://cumberland.ca/wp-content/uploads/2021/10/20211021-Agenda-Package.pdf
Oct 25	Regular Council Meeting	https://cumberland.ca/meeting-info/
Oct 26	Village COTW Budget #2	https://cumberland.ca/meeting-info/
Oct 26	CVRD Board	Reports: UBID Financials, Indigenous Relations Corporate Assessment, CV Emergency Neighbourhood Emergency Preparedness Program, Strategic Planning Findings and Procedure Bylaw Updates
Oct 27	CVRD Chair/Vice Chair/CAO agenda meeting	Staff updates
Oct 27	Island Health Community Leaders Call	10% increase in covid cases in the North Island region. Delta variant is still the dominant virus they are seeing. 3 rd dose of vaccine to be available to rural FN Communities, Long-term Care residents, and assisted living residents before the end of Dec 2021.
Oct 27-28	Vancouver Island Economic Alliance	State of the Island Economic Summit 2021
Oct 29	Special ICET meeting	In-camera
Oct 29	Village Committee Of the Whole	Facility Review
Oct 29	One on One Directors meeting	Yearly Chair to Directors check in – Dir Hillian

COUNCIL MEMBER MONTHLY REPORT



DATE: November 4, 2021
TO: Mayor and Councillors
FROM: Councillor Sullivan
SUBJECT: October 2021 Monthly Report

Oct. 4th Village Hall

Oct 8th 110th National Day Celebration, ROC Taiwan

- Event at the Vancouver Convention Center
- Fulfilled Acting Mayor duties, speaking at the event with greetings from the Village

Oct 12th Village COTW
-in-camera

Oct 12th Regular Council Meeting

Oct 21st Comox-Strathcona Waste Management Board

- Asset Management Plan report, consultants hired
 - Extended Producer Responsibility 5 year Action Plan
- Newly added products to Recycle BC Regulation and EPR program:
- Hybrid, EV and other types of batteries
 - Mattress and foundations
 - Compressed canisters, single use camping, fire extinguishers, etc
 - Medical sharps from home use
 - Emerging electronics
 - Expanding and clarifying better hazardous waste EPR
 - Researching better policies and opportunities for how packaging and paper can be diverted from industrial, commercial and institutional sectors

Report on Waste Receptacles at popular beaches

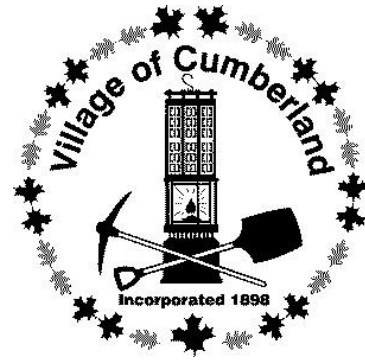
Solid Waste Management Plan Roundtable Summary

- Advocacy for legislation to advance diversion at Provincial and Federal levels
- Advance construction and demolition debris diversion methods
- Improvement to curbside collection
- Role of private depots
- Education for residents and businesses, what can be recycled and effects of contamination
- Organics diversion for multi-family dwellings and small/remote communities

- Enforcement of material bans at the landfill to encourage diversion
- Having ambitious but realistic diversion targets for the new SWMP
- The need for increased source separation, in particular multi-family dwellings and the industrial, commercial and institutional sectors
- Concept of waste stream licensing to ensure private landfills are operating within regulatory framework

Oct 21 st	Village COTW Budget - full day budget meeting
Oct 25 th	Village COW
Oct 25 th	Regular Council Meeting
Oct 26 th	Village COTW Budget Meeting #2
Oct 28 th	Science Pub for CCFS
Oct 29 th	Village COTW – Facility Review
Oct 31 st	Halloween Street Spooktacular

COUNCIL MEMBER REPORT



DATE: October 5, 2021
TO: Mayor and Councillors
FROM: Councillor Brown
SUBJECT: October 2021 Monthly Report

Date	Event	Comments
Oct 1	Climate Caucus	Municipal Fossil Fuel divestment webinar Peter Urbanc from the Municipal Finance Authority of BC. gave an overview of what is possible, a discussion of market trends, and challenges and opportunities. And George Benson from the Vancouver Economic Commission around engaging banks and others financial systems to decarbonize and standardize ESG disclosure across the world.
Oct 2	Meeting	Talked with potential developer about affordable housing project.
Oct 4	Village Hall	Questions from community members (about 8 residents attended) - Can bylaw be proactive, rather than reactive (so neighbors don't have to complain about each other) - Paint Ball request – request for business access to land - Vacation Rentals – please set a bylaw – we need long term rentals - Arts and Culture Events – Encouragement to continue to allow events in small parks, pop up events, street events etc. - Parking – can we get more directional signs for parking locations - Development behind Primrose (behind firehall) – concern over raising the land, retaining wall, and wetland - Speeding on Cumberland Rd - RCMP – Office space has been made available in the old fire hall - Concern about 'big square block' apartment/condo buildings downtown.
Oct 5	CBA AGM Planning	Assisting CBA with planning for AGM
Oct 6	CBA Steering Committee Meeting	- Disruption to traffic flow due to connection of water/sewer etc for new builds downtown - Thrive Grant - AGM
	Coalition to end	Regular Meeting Request for proposals – going to CVRD

	Homelessness	Need to extend Connect Hours Community Foundation Funding (programming) DCBIA – Safety Committee struck 2 Projects funded (Waichay, Seniors/disabled)
	Broken Drug Policies	Broken Drug Policies is a project of the Canadian Drug Policy Coalition at Simon Fraser University. Its purpose is to address outdated policies by exploring options for regulating currently illegal drugs. This is a strategic action committee composed of municipal actors who are committed to the prospect of creating a legal regulatory framework for currently illegal drugs throughout BC. This will be the country's first serious attempt to consider a post-prohibition strategy for managing drugs.
Oct 7	Climate Caucus	Electeds Call – Strategies for Communication
Oct 12	Substance Use Strategy Working Group	• Delegations to Councils/Boards to present first Phase Report and requests for support • Meeting with City of Courtenay Staff
	Regional Water Forum	All local elected invited to discuss: Watershed management – given the challenge of not being owners of the land or decision making on land use. Including Comox Lake, Allen (and others) Lake in Cumberland and Langley Lake in Union Bay Potential models – Cowichan and Nanaimo Impact of expansion of well use on groundwater supply. Impacts of drought. Need for accurate data sharing with Forest Co's, Natural Asset Management
	Council Meeting	In Camera – Committee appointments
	Regular Council Meeting	For more info on meeting package and video: https://cumberland.ca/meetings/16-2021-r/ Highlights: • CBA Delegation – Thrive Grant • Cumberland Business Association Memorandum of Understanding Report • Council Reports
Oct 13	UBCM – Illicit Drug decriminalization Webinar	Webinar by the Ministry of Mental Health and Addictions on decrim' of small amounts of illicit drugs for personal use in BC. • 6 people per day die from toxic drugs in BC (3.9x for indigenous population) • \$132,000,000 funding announced for programs • Request to Health Canada from Province to decriminalize crack/cocaine, opioids, methamphetamines • Decriminalization is NOT legalization • Amounts need to be adjusted between rural and urban areas
	UBCM Policing and Public Safety	In response to events involving police use of force against Black and Indigenous Peoples and growing calls to address systemic racism in policing, the Legislative Assembly appointed the Special Committee on Reforming the Police Act

	Modernization	Action Plan Timeline: 1. Prioritizing Actions (Spring 2021–Spring 2022). Advance efforts of the twenty actions listed, prioritizing work that could be attained in the short to medium term. Engage with partners and stakeholders through a process that respects the work of the Special Committee. Prepare for the Special Committee’s report. 2. Seeking approval on policy priorities (Spring 2022-Winter 2023). Review the Special Committee Report. Seek approval on policy recommendations. 3. Legislative amendments 4. Implementation, evaluation and continuous improvement More info here: Provincial Police Act Review Presentation
	Community Justice Centre	Community Justice Centre Volunteer recognition dinner and introduction to Terry- Lynn Williams-Davidson as the Campagnolo lecturer and artist
Oct 14	CJC Campagnolo Lecture	Terry- Lynn Williams-Davidson is a Haida Lawyer, musician, activist and artist she has dedicated herself to the continuation of Haida language and culture. She spoke to us about Indigenous Law, and her exhibit “Out of Concealment” which conveys the origin and oral traditions from the Haida Nation about Female Supernatural Beings
	SAFER at AVI	Attended a Safer supply workshop put on by Aids Vancouver Island
	CVFPC	Food Policy Council meeting on onboarding strategies and Terms of Reference for the Council
Oct 15	Climate Caucus Summit	Climate Change Summit for municipal leaders. Systems Change in Local Government – Recording: System Change in Local Gov't and Indigenous Climate Futures – Recording here: Indigenous Climate Futures Panel
Oct 18	Substance Use Strategy Committee	Review of next steps – Delegations to Local Gov’t and formation of new Committee to work on the next phase.
Oct 19	CBA AGM	Tech rehearsal for AGM
Oct 20	Climate Caucus	Mayor of Lytton and the Mayor of Iqaluit joined regular electeds meeting to share the impact of climate change on their communities. Lytton was burned to the ground and Iqaluit has poisoned water due to permafrost melt.
	Broken Drug Policies	Bi weekly meeting – learning the history of criminalizing drug use and its racist origins, the move to medicalization of addiction and drug use and the barriers that continue with this approach.
Oct 21	COTW	Committee of the Whole – Budget discussions
Oct 22	Meeting	Met with new owner of Ilo Ilo to discuss their plans
Oct 26	COTW	Agenda Highlights: Comox Valley Community Health Network (CVCHN) delegation Village of Cumberland Communication Strategy Council Procedure Amendment Bylaw AVICC 2022 Resolutions Quarterly Report to Council, July – September 2021

		Link to agenda: Agenda COTW Oct 25 and the video: Oct 25 COTW Video
Oct 26	COTW	Continued Budget discussions
	CBA AGM	Attended CBA AGM – ran the elections for them
Oct 27	VIEA	Vancouver Island Economic Association Summit Attended the following sessions: Keynote: Doughnut Economics: from a radical idea into transformative action. Regional Spotlight - Applying Doughnut Economics: How local government can lead economic development fit for the 21st century The Indigenous Economy The Blue Economy - Vancouver Island's Next Economic Engine Keynote: Premier John Horgan
Oct 28	VIEA	Keynote: IT'S GOOD TO PRODUCE GOODS - It's Getting Complicated Out There, and That's a Good Thing! Modernizing Our Forest Practices - How will we make this happen? KEYNOTE PRESENTATION - 7th annual Economic Report
Oct 28	CDI/BC Housing	Webinar Vancouver Island Local and Regional Gov't Housing demand and supply. 7 Island Communities compared
Oct 29	COTW	Closed Meeting – Land/Improvements
Oct 31	Community Halloween Event	Parade and party – so great to see so many happy people out!