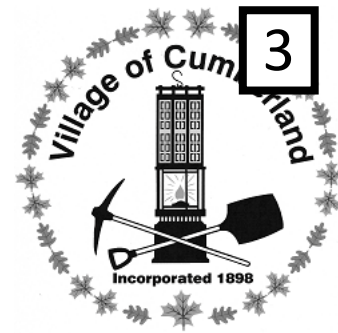


The Corporation of the Village of Cumberland
Regular Council Meeting Agenda

Monday, September 9, 2024, 5:30 p.m.
Council Chamber, 2675 Dunsmuir Avenue



We are honoured to gather on the unceded traditional territory of the K'ómoks First Nation.
The public may view the meeting live on the [Village of Cumberland YouTube channel](#)

Pages

1. Call To Order at 5:30 p.m.

2. Agenda

2.1 Agenda for Regular Council Meeting, September 9, 2024

Recommendation:

THAT Council approve the agenda for the September 9, 2024 Regular Council Meeting.

3. Minutes

3.1 Adoption of Minutes

4

Recommendation:

THAT Council adopt the following minutes:

- Regular Council Meeting, July 22, 2024

and receive the following minutes:

- Advisory Planning Commission, August 8, 2024

4. Delegations

4.1 Comox Valley Regional District Housing Needs Report
Delegation of Alana Mullaly, General Manager, Planning and Development Services, Comox Valley Regional District; and Andrew Scalan-Dickie, Manager of Planning Division, Turner Drake and Partners Ltd.

Recommendation:

THAT Council receive the delegation regarding the Comox Valley Regional District Housing Needs Report, Final Draft for Information.

5. Correspondence

6. Unfinished Business

7. Reports

7.1 Bylaw Service Review Update

15

Prepared by Courtney Simpson, Director of Development & Bylaw Services

Recommendation:

THAT Council reallocate \$9,000 from the WildsafeBC Coordinator budget, \$5,000 from the Bylaw Offence Notice System budget, and \$1,100 from the Use of Force recertification budget to creation an improved data collection and reporting system for the Bylaw Service.

- 7.2 CMHC Housing Accelerator Fund Application 21
Prepared by Courtney Simpson, Director of Development and Bylaw Services

Recommendation:

THAT Council support the Village’s Housing Accelerator Fund action plan that includes the initiatives as generally, outlined in the staff report dated September 9, 2024, with additional required documentation to the Canada Mortgage and Housing Corporation as the Village’s application under the Housing Accelerator Fund Program (Round 2); and

THAT Council authorize the Chief Administrative Officer to enter into any contribution agreements or amending agreements that may be required should the Village be approved for funding under the program.

- 7.3 3345 Second Street Housing Update 27
Prepared by Michelle Mason, Chief Administrative Officer

Recommendation:

THAT Council direct staff to bring back a zoning amendment bylaw to allow for a fourth floor in the zone for the 3345 Second Street affordable housing development.

- 7.4 Council Member Monthly Reports 39

Recommendation:

THAT Council receive the member monthly reports for July and August 2024.

8. Bylaws

- 8.1 Permissive Tax Exemption 2025 Bylaw No. 1213, 2024 47

Recommendation:

THAT Council adopt the “Permissive Tax Exemption 2025 Bylaw No. 1213, 2024”.

- 8.2 2024 – 2028 Financial Plan Amendment Bylaw 49
Annie Bérard, Director of Corporate Services

Recommendation:

THAT Council give first, second and third reading to the “2024-2028 Financial Plan Amendment Bylaw No. 1214, 2024”.

9. New Business

10. Notices, Motions and Announcements

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

- Heritage Committee, date still to be confirmed.

11. Question Period

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

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

12. Closed Portion

Recommendation:

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;

13. Adjournment

Recommendation:

THAT Council adjourn the meeting.

**The Corporation of the Village of Cumberland
Regular Council Meeting Minutes**



**July 22, 4:00 p.m.
Council Chamber, 2675 Dunsmuir Avenue**

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

Staff Present: Michelle Mason, Chief Administrative Officer
Annie Berard, Director of Corporate Services
Courtney Simpson, Director of Development and Bylaw Services
Kevin McPhedran, Director of Community Service
Rachel Parker, Corporate Officer
Erik Morden, Planning Technician
Mike Williamson, Manager of Protective Services

1. Call To Order at 4:00 p.m.

Mayor Brown called the meeting to order at 4 p.m.

2. Closed Session

Motion 24-208

Moved by: Therrien

Seconded by: Sullivan

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. Recess

A short recess was taken at 5:26 p.m.

4. Call To Order at 5:30 p.m.

5. Agenda

5.1 Agenda for Regular Council Meeting, July 22, 2024

Motion 24-209

Moved by: Therrien

Seconded by: Sullivan

THAT Council approve the agenda for the July 22, 2024 Regular Council Meeting.

Carried Unanimously

6. Minutes

6.1 Adoption of Minutes

Motion 24-210

Moved by: Borecky

Seconded by: Sullivan

THAT Council adopt the following minutes:

- Regular Council Meeting, July 8, 2024

Carried Unanimously

7. Delegations

None

8. Correspondence

None

9. Unfinished Business

None

10. Reports

10.1 Local Government Climate Action Program

Motion 24-211

Moved by: Sullivan

Seconded by: Borecky

THAT Council direct staff to post on the Village website the Local Government Climate Action Program completed and signed attestation form to confirm all

funds were, or will be, used towards climate action; and a completed PDF version of the required program survey.

Carried Unanimously

10.2 Liquor Primary New Outdoor Patio Application at 2770 Dunsmuir Ave (Royal Canadian Legion Cumberland Branch No. 28)

Motion 24-212

Moved by: Borecky

Seconded by: Sullivan

THAT Council recommends to the Liquor and Cannabis Regulation Branch that regarding the Liquor Primary New Outdoor Patio Application at 2770 Dunsmuir Ave (Royal Canadian Legion Cumberland Branch No. 28), the following be considered based on the information provided:

a) The impact of noise on nearby residents

It is possible that use of the front patio could result in increased noise; however, any noise complaints involving the Legion patio would be dealt with under general prohibitions within the Noise Bylaw No. 950, 2012.

b) The impact on the community if the application is approved

Outdoor patios contribute to making more vibrant neighbourhoods and communities. Approving the application would support the Legion in creating a welcoming and comfortable environment for its members and their guests, and in-turn help the Legion in their commitment to supporting the broader community as a local non-profit organization.

c) The view of residents and a description of the method used to gather views.

Staff mailed a total of 37 notices to property owners within 75m of the subject property on June 26, 2024, advising that the Village was seeking comment on the application. No comments have been received.

d) The local government recommendations and the reasons on which they are based

The Village has considered:

- i) The Legion's current permanent liquor license already includes an outdoor patio at the rear of the property, which is the side of the property closest to residential use. Consistent with the conditions included in the approval for the rear patio, the Village wishes that emissions of amplified entertainment from within the building be minimized to the greatest extent possible and that live entertainment be confined to the interior of the building.
- ii) Since the beginning of the TESA program, the Village is not aware of any notable noise concerns due to the use of the front area at the Legion property.
- iii) In consideration of the types of events held at the Legion, it is not expected that the proposed change would lead to any notable increase in occupants on site. The primary goal of the applicant is not to increase the number of patrons,

but rather provide Legion members and their guests with a variety of seating/gathering places, including outdoors.

iv) The patio service area has sufficient bounding for the monitoring and control of patrons and is visually and physically defined by the Archway and chained fencing.

v) At the time of Council consideration, no comments from the public have been received in opposition to the application.

And recommends that the application be approved.

Carried Unanimously

10.3 CMHC Housing Accelerator Fund Application

Motion 24-213

Moved by: Sullivan

Seconded by: Therrien

THAT Council direct staff to draft an application for the second intake of the CMHC Housing Accelerator Fund generally based on the 2023 grant application and updated to align with current grant requirements and the Village work program.

Carried Unanimously

10.4 Rescue/Pump Emergency Vehicle Replacement

Motion 24-214

Moved by: Therrien

Seconded by: Borecky

THAT Council approve the commitment of up to \$380,300 for the purchase of the Rescue/Pump Emergency Vehicle with:

- \$120,000 to be funded through Growing Community Funds,
- \$260,300 to be funded through short-term borrowing from the Municipal Finance Authority through the Equipment Financing Program; and

THAT Council approve the award of the purchase of the Rescue/Pump Emergency Vehicle to Rocky Mountain Phoenix; and

THAT Council authorize the Chief Administrative Officer to execute the contract between the Village of Cumberland and Rocky Mountain Phoenix for the purchase of the Rescue/Pump Emergency Vehicle for an amount of \$380,268.37, inclusive of PST;

Carried Unanimously

10.5 Coal Creek Historic Park – Wellington Colliery Trail Perseverance Creek Bridge Project Partnership Agreement

Motion 24-215

Moved by: Borecky

Seconded by: Therrien

THAT Council enter into a project partnership agreement with the Cumberland Community Forest Society for the construction of a pedestrian bridge over Perseverance Creek on the Wellington Colliery Trail in Coal Creek Historic Park; and authorize the Mayor and Chief Administrative Officer to execute the agreement; and

THAT Council approve an expenditure of \$20,000 to the Cumberland Community Forest Society, conditional on the completion of construction and installation of the bridge per the terms of the project partnership agreement with:

- \$9,900 funded from the Parks Development Cost Charges reserve and
- \$10,100 funded from the General Asset Renewal Reserve; and

THAT Council direct staff to bring forward an amendment to the adopted 2024-2028 Financial Plan Bylaw to reflect this expenditure.

Carried Unanimously

10.6 2024-2034 Canada Community Building Fund Agreement

Motion 24-216

Moved by: Sullivan

Seconded by: Therrien

THAT the Corporation of the Village of Cumberland enter into the 2024-2034 Canada Community Building Fund Agreement; and

THAT Council authorize the Mayor and Chief Administrative Officer to execute the 2024-2034 Canada Community Building Fund Agreement between the Corporation of the Village of Cumberland and the Union of British Columbia Municipalities.

Carried Unanimously

10.7 Consideration for Further Water Restrictions

Motion 24-217

Moved by: Therrien

Seconded by: Borecky

THAT Council authorize the Chief Administrative Officer to bring into effect Stage 2 or Stage 3 Water Restrictions at a future date only upon the recommendation

of the Director of Engineering and Public Works based on water system demand, water supply availability, and long-term weather forecasts.

Carried Unanimously

10.8 Strategic Priorities, Second Quarter Report, April - June 2024

Motion 24-218

Moved by: Sullivan

Seconded by: Therrien

THAT Council receive the Strategic Priorities, Second Quarter Report, April - June 2024.

Carried Unanimously

11. Bylaws

11.1 2025 Permissive Tax Exemptions Bylaw

Motion 24-219

Moved by: Borecky

Seconded by: Sullivan

THAT Council give first, second and third reading of the "Permissive Tax Exemption 2025 Bylaw No. 1213, 2024".

Carried Unanimously

12. New Business

13. Notices, Motions and Announcements

- Advisory Planning Commission on August 8 at 4:00 p.m. in Council Chamber
- Heritage Committee on August 15 at 4:00 p.m. in Council Chamber
- Homelessness and Affordable Housing Committee on August 21 at 9:00 a.m. in Council Chamber

14. Question Period

Questions were received on the following questions:

- climate action programs

15. Closed Portion

Motion 24-220

Moved by: Sullivan

Seconded by: Borecky

THAT Council close the meeting at 6:32 p.m. to the public pursuant to Section 90 of the *Community Charter* to consider:

- (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

16. Adjournment

The meeting was adjourned at 7:50 p.m.

Mayor

Certified Correct by Corporate Officer

**The Corporation of the Village of Cumberland
Advisory Planning Commission Meeting Minutes**



**August 8, 2024 at 4:00 p.m.
Council Chamber, 2675 Dunsmuir Avenue**

Members Present: Genevieve Burdett (chair)

Jaye Mathieu
Ryan Camp
Jason Ross
Nick Ward (via Zoom)

Staff Present: Karin Albert, Senior Planner
Courtney Simpson, Director of Development and Bylaw Services (secretary)

Applicant: Daniel Martinez, representative for Dreger Holdings, applicant

The chair called the meeting to order at 4:10 pm.

1. Approval of Agenda

Moved by: Mathieu
Seconded by: Ross
THAT the APC approve the Agenda for August 8, 2024
Carried Unanimously

2. Minutes

Moved by: Camp
Seconded by: Ross
THAT the APC adopt the minutes of June 27, 2024
Carried Unanimously

3. Unfinished Business

None

4. New Business

4.1 Rezoning Application for Lot A Ulverston

Ms Albert introduced the application.

A Committee member asked if a new ladder truck would be required for this 5-storey building. Staff responded that the Village fire department has a reciprocal agreement with the Courtenay fire department to employ their ladder truck. The Village is also putting funds into a reserve every year to fund their own ladder truck in the future.

Daniel Martinez, representative for Dreger Holdings, provided an overview of the proposed development.

Questions and comments from Committee members and responses:

- How is the cost of paving Ulverston shared between developer and Village?
 - At subdivision, developer has to pave to centre line. Village will pave other half. Funded through Development Cost Charges.
- The riparian setbacks need to be assessed consistently between applications, following Develop With Care.
 - Biologists report was completed to identify the Streamside Protection Enhancement Area. The updated concept plan includes that entire area within the proposed park.
- What is the timeline for build out?
 - Two years for the first building.
- What portion would be owned vs rental?
 - Planning 50% of apartments as rental; all townhouses would be for sale.
- Don't think one parking space per unit is enough. Where will extra cars park?
 - A parking needs assessment was completed by the WATT Consulting Group to arrive at the current parking ratio.
- How many accessible units are being proposed?
 - New building code requires all units to be universal design.
- Are these buildings the same size as the new buildings beside Superstore?
 - Likely smaller. Example was given of similar style building with about 80 units near the bridge in Courtenay.
- Increased density and rental zoning are supported.
- Comfortable with one parking space per unit.
- Concerned about losing a vegetated buffer on the west side for parking.
 - Setback to private property line to West is about 28 m. Two rows of vegetation are proposed.
- Question about the meaning of the different riparian setbacks shown on the site plan.
 - No dig zone is for the trees that are along the 15m setback line – to protect root zones.
- How will the rental be portioned? Will 50% of the first building built be rental, or will the entire first building be condos?
 - Developer commented that it's not decided but typically one building would be rental and the other owned as that is easier to manage.

- Committee member suggested mix within one building would be better to have assurance that rentals are in fact built.
- Would like to see affordability for longer than 10 years.
- Prefer 4 stories instead of 5.
- There are large Douglas-firs on the west side of the property that would be removed in this concept plan.
- What are the EV charging requirements? Would like to see the entire development pre-serviced for 100% EV charging.
- Comparison was made to Stoneleigh Station and how this density compares.
- The two large apartment blocks are out of character for community, do not support this at this time. Would like to see 12-unit townhouse-style buildings. Example of Hawthorne Place in Nanaimo and Stoneleigh Station.
- Multi-Family DP needs to include wellness and liveability guidelines.
 - Multi-family DP is strong and includes related guidelines.
- Would like to see rentals built first.
- Consider tree retention covenant.
- Consider noise and odour covenant.
- Want to make sure the frontage works are done before the development
- 5 Stories is too high.
- Doesn't fit with our community.
- Creation of this much housing is something the community is familiar with (ie Coal Valley).
- Would rather go up than out.
- Impact on immediate neighbours would be small.
- Could there be a viewshed analysis on the height? Developer response – the existing buffer trees are 6-8 metres taller than the proposed buildings.

Moved by: Camp

That the Advisory Planning Commission recommend rezoning of Lot A, District Lot 24, Nelson District, Plan VIP72022 on Ulverston Avenue, as recommended with consideration for form and character to reduce the visual and massing impact.

- Would like to see mix of 3 and 4 stories and buildings broke into smaller blocks.
- Would prefer smaller buildings.
- Like 4 stories instead of 5.
- Danger that we turn down a pretty good plan and end up with nothing.
- We are defining a new part of town, want to start right.
- Would like to try to move ahead with something with this developer.

Moved by: Ward

Seconded by: Camp

That the Advisory Planning Commission recommends to Council to request the following changes to the development concept prior to proceeding with a zoning bylaw amendment for Lot A, District Lot 24, Nelson District, Plan VIP72022 on Ulverston Avenue:

- a) maximum of 4 stories
- b) that the 50% rental proportion is maintained at all stages of development
- c) appropriate EV charging requirements
- d) commitment to no fossil fuel connection

Amendment proposed by: Burdett

add "e) reduced units per building so that individual buildings are smaller than shown in the concept plan"

Seconded by: Ross

Carried Unanimously

Vote on main motion:

That the Advisory Planning Commission recommends to Council to request the following changes to the development concept prior to proceeding with a zoning bylaw amendment for Lot A, District Lot 24, Nelson District, Plan VIP72022 on Ulverston Avenue:

- a) maximum of 4 stories
- b) that the 50% rental proportion is maintained at all stages of development
- c) appropriate EV charging requirements
- d) commitment to no fossil fuel connection
- e) reduced units per building so that individual buildings are smaller than shown on the concept plan

Carried Unanimously

Discussion on agenda item 4.2 OCP review deferred to a separate meeting to be scheduled for late August.

5. Next Meeting

The next regular meeting of the Advisory Planning Commission is September 12, 2024, 4 pm

6. Adjournment

Moved by: Camp

That the APC adjourn the meeting at 6:10 pm

Carried Unanimously

COUNCIL REPORT



REPORT DATE: August 19, 2024
MEETING DATE: September 9, 2024

File No. 4000 – Bylaw Enforcement

TO: Mayor and Councillors
FROM: Courtney Simpson, Director of Development and Bylaw Services
SUBJECT: Bylaw Services Review

RECOMMENDATION

THAT Council reallocate \$9,000 from the WildsafeBC Coordinator budget, \$5,000 from the Bylaw Offence Notice System budget, and \$1,100 from the Use of Force recertification budget to creation an improved data collection and reporting system for the Bylaw Service.

PURPOSE

The purpose of this report is to provide a summary of the Bylaw Services Review.

PREVIOUS COUNCIL DIRECTION

Date	Resolution
June 10, 2024	THAT Council adopt the “Community Nuisance Abatement Bylaw No. 1210, 2024”.
May 13, 2024	THAT Council rescind Policy 9.1 Bylaw Enforcement Policy adopted on November 13, 2012 and adopt new Policy 9.1 Bylaw Compliance Policy.

BACKGROUND

Development of a Bylaw Enforcement Strategy is a priority of Council in the 2024-2027 Strategic Plan. As part of this strategic priority, Council allocated funds for a Bylaw Service Review in the 2024 budget. The Village contracted with Curiositas Consulting to undertake the project. The contract is now concluded, and there remain several implementation steps for staff to complete the project.

The Bylaw Services Review Project aims to enhance enforcement activities in Cumberland in alignment with community standards and Council direction. Through a comprehensive review of existing policies and procedures, as well as contributor consultations, several key opportunities emerged to optimize Bylaw Services and promote a culture of respect, inclusion, and collaboration within the Village.

Curiositas began the Bylaw Services Review with a Council workshop and interviews with staff from several departments who interact with Bylaw Services. The scope of the project was refined based on these contributor comments and to fit within the available budget. The Bylaw Services Review includes the following five parts:

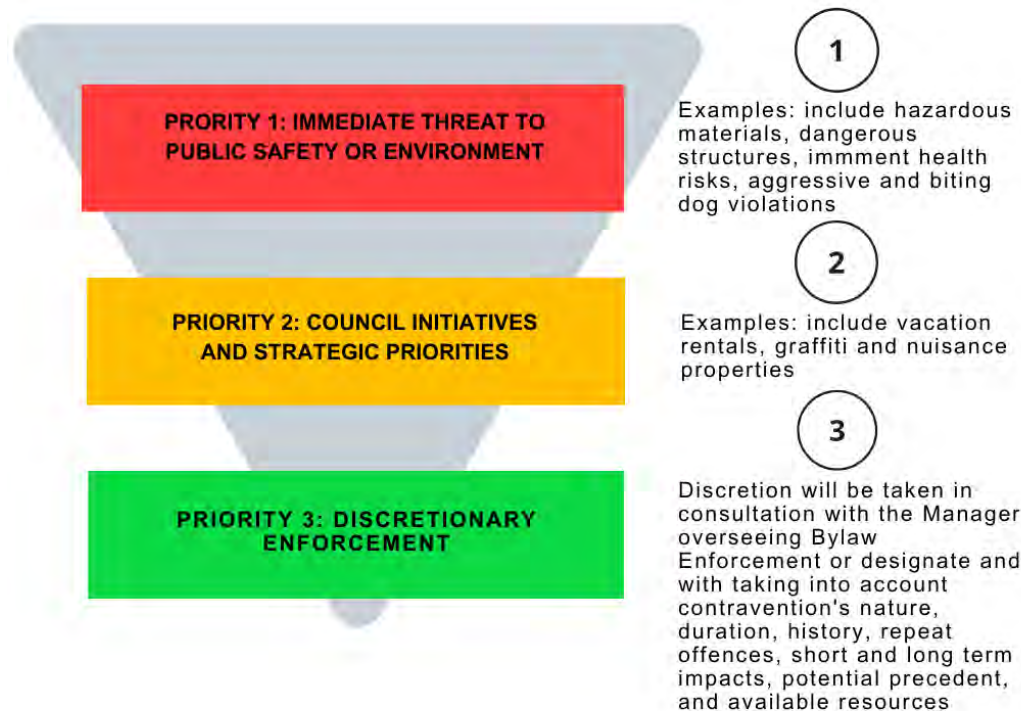
1. Community Nuisance Abatement Bylaw (formerly Good Neighbour Bylaw)
2. Bylaw Compliance Policy
3. Bylaw Services Efficiency Review
4. Bylaw Dispute Adjudication System
5. Recommendations for community engagement and education

Community Nuisance Abatement Bylaw No. 1210

The Community Nuisance Abatement Bylaw No. 1210 was adopted in June 2024 and represents the conclusion of a process started two years previously. This was an important step to improve the tools available to the Village to address properties creating a significant nuisance with multiple calls for service from neighbours.

Bylaw Compliance Policy

The new Bylaw Compliance Policy was adopted by Council in May 2024. It is grounded in trauma-informed principles and intended to foster a culture of respect, inclusion, collaboration and leadership within the Village, guiding compliance and enforcement activities with sensitivity, understanding and effective community engagement and communication. The new Policy includes priorities for enforcement based on impacts and Council priorities as shown below:



The new Policy also emphasizes education. It is expected that through a re-direction of enforcement effort to the highest priority issues and a streamlined complaint and tracking procedure, there will be more time available for community outreach and education.

Bylaw Services Efficiency Review

As a result of contributor comments, Curiositas noted that efficiencies in time and reporting as well as greater successes with compliance could be achieved by improving systems. A standard operating procedure (SOP) for processing calls for service was created. The SOP outlines the process from receiving a call for service, to documenting the investigation, to closing out the file. It represents a modernization of the Village's procedures to align with best practices. It will also enable better reporting to Council on file volumes and status.

The final step to implement the new procedure is creation of a digital system to automate and streamline the bylaw call for service (also known as "complaint") process. The Village is currently managing its Bylaw calls for service through a manual and paper-based process. This method involves citizens or internal staff submitting complaints in person or via email, with information being logged on paper or in an Excel spreadsheet. This system presents several challenges, including inefficiencies in tracking complaints, potential for lost or misplaced information, and lack of transparency and accessibility.

Curiositas met with the Village information technology (IT) contractor to scope the project. The proposed system would be created using Microsoft 365 tools, specifically SharePoint and Microsoft Forms. This is a system already in use by the Village for much of our work. It is also the platform being used for the online development application system currently underway in Development Services, and there is an opportunity in the future to integrate the data. The new system would include an online form for the public and internal staff to submit a call for service, and the automated creation of a new file. There would be standardized templates created for record keeping, and automated notifications for follow up by Bylaw Officers. Additionally, the new system will facilitate easier generation of reports and analysis. The quote for creation of the system and staff training is \$15,000 and is not currently funded.

A Personal Protective Equipment and Safety Standard SOP was also created. This was identified as an important foundational document that did not previously exist for the Village. It is part of the Village's responsibility to meet Work Safe BC Occupational Health and Safety Regulations.

Bylaw Dispute Adjudication System

Annual expenses for the Bylaw Dispute Adjudication (BDA) System were budgeted for in the 2024-2028 Financial Plan, but Council has not yet been presented with the necessary bylaw and screening policy for adoption. Curiositas provided the Village with a draft report to Council, bylaw, screening policy and ticket template.

The Village of Cumberland currently uses the Municipal Ticket Information (MTI) system for issuing tickets related to violations of regulatory bylaws, with fines that vary in amount. Under the MTI system, tickets must be served in person, and any disputes over tickets can only be resolved in Provincial Court. This process requires staff to coordinate court dates, manage disputants, witnesses, evidence, and legal documents, and present cases in court.

Provincial courts are often busy, and bylaw matters are not always prioritized. The MTI system is further complicated by individuals' reluctance to provide evidence due to fear of retaliation, frequent delays that increase costs, and the significant time commitments required from all participants, making it an impractical dispute system.

The BDA offers a more efficient and cost-effective alternative for bylaw enforcement compared to the current MTI system. The BDA is already in use by over 125 jurisdictions in BC, including the Comox Valley Regional District and the Town of Comox.

Recommendations for Community Engagement and Education

Contributor feedback emphasized the importance of balancing enforcement with trust building, signaling a move towards a more community-focused approach. Curiositas advises that through investing in community engagement and education initiatives and empowering residents with regulatory knowledge, the Village can enhance voluntary compliance, fostering community collaboration and accountability. Curiositas recommended expanding outreach efforts beyond traditional methods such as website and council meetings, and using digital platforms, social media, and community newsletters to reach a broader audience. Curiositas recommends the following next steps:

- Targeted Educational Campaigns: Tailor educational materials to address specific bylaws or issues within the community.
- Interactive Workshops and Events: Organize workshops or interactive events, pop up booths where residents can learn about bylaws.
- Feedback Mechanisms: Establish clear channels for residents to provide feedback, ask questions, or raise concerns regarding bylaw enforcement. Implement user-friendly feedback forms or online portals to encourage community input and engagement.
- Training for Bylaw Enforcement Staff: Provide continuous training and resources for bylaw enforcement staff on effective community engagement techniques, cultural sensitivity, and conflict resolution to enhance positive interactions with residents.
- Evaluation and Adaptation: Continuously evaluate the effectiveness of community engagement efforts through surveys, focus groups, or performance metrics. Use feedback to refine strategies and adapt approaches based on evolving community needs and preferences.

Bylaw Services Review Deliverables Summary Table:

Deliverable	Status / Next Steps
Community Nuisance Abatement Bylaw No. 1210	<i>Adopted</i>
Bylaw Compliance Policy	<i>Adopted</i>
Bylaw Services Efficiency Review	Processing a Call for Service SOP – <i>complete</i> Officer Notes document template - <i>complete</i> Personal Protective Equipment and Safety Standard SOP - <i>complete</i> Improved data collection and reporting – consultant met with Village IT contractor to prepare scope of work for submission of online calls for service. <i>Awaiting budget.</i>

Bylaw Dispute Adjudication System	<i>Implementation Plan prepared including:</i> <ul style="list-style-type: none"> • Draft staff report • Draft ticket template • Draft Council screening policy • Draft Bylaw
Recommendations for community engagement and education	<i>Complete</i>

Curiositas provided the Village with the tools, templates and information to complete the following:

- Improved data collection and reporting – budget and staff time required
- Adopt Bylaw Dispute Adjudication System – staff time required

Additionally, the recommendations for community engagement and education will inform budget and work planning for the Bylaw Services department.

ALTERNATIVES

1. Do not proceed with creation of an improved data collection and reporting system for the Bylaw Service.

STRATEGIC OBJECTIVE

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

FINANCIAL IMPLICATIONS

The budget for the Bylaw Services Review was \$20,000 from the General Stabilization Reserve. The funds have fully been spent.

Creation of the recommended improved data collection and reporting system is quoted at \$15,000 from the Village IT contractor. This work could be funded from other budget areas in the Bylaw Services budget that will be unspent in 2024 as follows:

- \$9,000 for Wildsafe BC Coordinator
- \$5,000 for the Bylaw Offence Notice System (called the BDA in this report)
- \$1,100 for Use of Force recertification

Those budget items are funded from taxes.

OPERATIONAL IMPLICATIONS

Adopting the BON and working with the contractor on the improved data collection and reporting system will require staff resources in the Bylaw Services department. Staffing levels in this department currently includes one Bylaw Officer at 21 hours per week and the Director of

Development and Bylaw Services. A small amount of administration support is provided by the Development Services Coordinator on an as-needed basis.

The Bylaw Officer position is currently vacant. Bylaw investigations are being handled by a contractor during this vacancy, but the BON and improved data collection and reporting systems require dedicated time by Village staff. With these constraints in mind, it is recommended that the data collection and reporting system proceed first, should the budget be approved, and that next steps on the BON wait until the Bylaw Officer position is filled.

CLIMATE CHANGE IMPLICATIONS

Improving the Bylaw Service is expected to have positive improvements on any Bylaw issue related to climate change.

ATTACHMENTS

None

CONCURRENCE

Annie Bérard, Director of Corporate Services **AB**

Respectfully submitted,

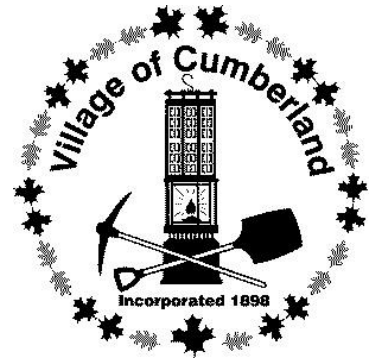
C. Simpson

Courtney Simpson
Director of Development and Bylaw Services

M. Mason

Michelle Mason
Chief Administrative Officer

COUNCIL REPORT



REPORT DATE: 8/28/2024
MEETING DATE: 9/9/2024

File No. 1855 - HAF

TO: Mayor and Councillors
FROM: Courtney Simpson, Director of Development Services
SUBJECT: CMHC Housing Accelerator Fund Application

RECOMMENDATION

- i. THAT Council support the Village's Housing Accelerator Fund action plan that includes the initiatives as generally, outlined in the staff report dated September 9, 2024, with additional required documentation to the Canada Mortgage and Housing Corporation as the Village's application under the Housing Accelerator Fund Program (Round 2); and
- ii. THAT Council authorize the Chief Administrative Officer to enter into any contribution agreements or amending agreements that may be required should the Village be approved for funding under the program.

PURPOSE

The purpose of this report is to provide information on and seek Council endorsement of the Village's application to the Housing Accelerator Fund (HAF) (Round 2), administered by the Canada Mortgage and Housing Corporation (CMHC).

The application includes five initiatives to accelerate new housing supply (referred to as the "Action Plan"). In the 2023 intake, the Village applied but did not receive any funding. The new Action Plan is based on the 2023 application but updated to reflect new program criteria, new best practices provided by CMHC, and the current Village work program. Funding from the second round is available only to previous applicants who were not approved in the 2023 application intake.

The funding would be used to accelerate the housing supply to meet the current housing need as identified in the Village's Housing Needs Report; if new housing units continue to be built at the same pace as the last five years, at 45 units per year, the Village will fall short of the 1,055 units that will be needed by 2043.

PREVIOUS COUNCIL DIRECTION

Date	Resolution
July 22, 2024	THAT the Committee recommend that Council direct staff to draft an application for the second intake of the CMHC Housing Accelerator Fund generally based on the 2023 grant application and updated to align with current grant requirements and the Village work program.
July 24, 2023	THAT Council direct staff to submit a Housing Accelerator Fund Action Plan that includes the initiatives as generally outlined in the staff report dated July 14, 2023, along with all additional required documentation to the Canada Mortgage and Housing Corporation as the Village’s application under the Housing Accelerator Fund program; and THAT Council authorize the Chief Administrative Officer to enter into any contribution agreements or amending agreements that may be required should the Village be approved for funding under the program.

BACKGROUND

The proposed HAF Action Plan aligns with several of Council’s strategic priorities and contributes to the Village’s commitment to increase affordable housing and housing choice. If successful, the contribution the Village receives from the HAF will be used to support initiatives to achieve the Village’s goal of providing improved housing diversity and affordability. In addition to the completion of the five proposed actions, HAF’s incentive-based funding can be used to upgrade infrastructure to facilitate housing, support affordable housing, acquire land and/or construct amenities to support growth.

The proposed HAF actions are aligned with the Village’s current OCP policy which aims to diversify the housing stock across the housing spectrum, provincial initiatives aimed at increasing housing supply, and recent efforts to modernize the development approval process. If the application is successful, the Village would be eligible to receive several millions of dollars to be used to both implement the Action Plan and invest in several future projects aimed at supporting the costs of growth and increasing housing supply.

Housing Accelerator Fund

The HAF provides incentive funding to local governments to increase housing supply across Canada. The first intake for the HAF program closed on August 18th, 2023. The second intake to the HAF program is now open to previous applicants who weren’t approved in the first intake, starting from July 15, 2024, to September 13, 2024.

The program budget for the HAF (Round 2) is \$400 million and is intended to drive transformational change in land use planning and development approvals. The HAF program aims to see the creation of 112,000 new housing units across the country over a four-year period.

The HAF is unique from other National Housing Strategy initiatives given that it incents municipalities to apply transformational changes, provides funding to municipalities showing progress on transformational changes, and offers municipalities the flexibility on how to use funding to support housing growth. The HAF program has already assisted numerous communities across B.C. and Canada to remove barriers to increasing housing supply and improving

affordability. Should the Village of Cumberland be successful in its application to the HAF (Round 2), the funding provided to the Village is expected to be approximately \$3.5 million.

Potential Funding

No changes have been made to the incentive funding framework for the HAF program since the first intake. There are three components of the HAF funding framework: (1) base funding, (2) top-up funding, and (3) an affordable housing bonus. Base funding is designed to incent all types of supply across the housing spectrum. Top-up funding is designed to incent certain types of housing supply. An affordable housing bonus is designed to incentivize communities that can increase their share of affordable housing units relative to the total projected permitted units with the support afforded by the HAF.

Cumberland HAF Action Plan

As with the previous application intake, applications to the HAF (Round 2) must include an action plan with housing supply growth targets and initiatives to grow housing supply and speed up housing approvals. Housing action plans must align with the "[Top 10 Best Practices](#)" from successful HAF applications. Action plans will also be included in the contribution agreement and the Village will be required to submit period reports on the activities during the four-year program.

Local governments with a population under 10,000 are required to identify five initiatives to form the HAF action plan. While the type of initiatives supported by the HAF program vary, initiatives should generally be long-lasting, anticipated to continue to incent housing units long-term, impact a large portion of developable land, improve development predictability and stability, or otherwise present the potential of increasing housing supply across the housing spectrum. Scoring associated with the application evaluation is heavily weighted towards actions that will result in additional housing supply early in the funding program.

Based on the above, the following five actions are proposed to form the Village's application to the second round of the HAF:

1. **Development Approval Process Modernization:** This initiative builds on Phases 1 and 2 of the Village's Development Approval Process Review work. Phase 1 focused on completing a thorough review of the development approvals process, documents, and staff responsibilities to identify gaps and opportunities. Phase 2 focused on change management engaging with staff to ensure effective implementation of recommendations. Phase 3 will continue this important implementation work and focuses on software updates, e-permitting, and staff training.

Initiative type (Top 10):

No. 3 – Increase process efficiency

No. 4 – Prioritized/enhanced development approval process

2. **Affordable Housing Program:** HAF funding will support the development of an Affordable Housing Program that will guide incentive programs in support of priority housing developments. A portion of HAF incentive funding is also proposed to be used as "seed funding" for targeted financial incentives for affordable housing projects during the term of HAF.

Initiative type (Top 10):

No. 8 – Develop affordable housing strategies/plans

- 3. Four Units As-of-Right Zoning Bylaw Update:** This initiative will pre-zone for up to four dwelling units per residential lot as-of-right to support infill development in low-density neighbourhoods Village-wide. With a population of less than 5,000, the Village was not required to provide 4 units as-of-right under the new Provincial rules. However, the Village has long supported the development of accessory dwelling units (ADUs).

Ongoing Complete Communities work has identified that there is a high likelihood of development for houseplexes based on the existing single-family housing stock. Recognizing these conditions, the Village will update the Zoning Bylaw to reflect the demand for ADUs and fourplexes.

Initiative type (Top 10):

No. 1 – End exclusionary zoning

No. 6 – Reduce or eliminate parking standards

No. 7 – Eliminate restrictions and add flexibility

- 4. Missing Middle Fast-Track Incentive Program:** The Village will update the public-facing ADU Guide to highlight regulatory changes and develop a new Missing Middle Guide. Legalization of un-permitted ADUs and secondary suites will be incented. The Village will also consider adopting standardized designs and pre-reviewed building plans from the provincial design catalogue to be released soon, and fast track building permits using these designs.

Initiative type (Top 10):

No. 1 – End exclusionary zoning

No. 6 – Reduce or eliminate parking standards

No. 7 – Eliminate restrictions and add flexibility

- 5. Village Lands Housing Strategy:** The Village will establish a framework for the acquisition and disposition of Village lands to support the development of priority housing projects such as non-market and affordable housing. We will continue to engage the private sector and non-profit housing providers and explore opportunities to utilize Affordable Housing Reserve funds to pre-service priority Village sites to support future development of priority housing projects including non-market and affordable housing. We will develop a framework for co-locating community facilities and housing on Village-owned lands.

Initiative type (Top 10):

No. 2 – Make municipally owned lands available for housing

FINANCIAL IMPLICATIONS

The HAF program allows funding to be used in broad ways, including investments to support the implementation of the action plan and support investments in affordable housing, and housing-related infrastructure provided that these initiatives all lead to facilitating residential growth.

The amount of the funding application is in development as it relates directly to the number and housing type of the projected additional units that would come on stream as a result of the

proposed actions over the course of the three-year funding program, ending December 31, 2027. CMHC recommends that municipalities look to the funding amounts of similarly sized local governments awarded in round one for guidance on funding requests, based on this the Village's application should be in the range of \$3.5 million, allocated over 4 years.

The grant application is being prepared with the assistance of Urban Systems Ltd. and is funded from the Official Community Plan Review budget.

OPERATIONAL IMPLICATIONS

Some of the HAF funding would be used for a consultant or a contract position to manage the implementation of the HAF actions, and/or to assist with current staff responsibilities to free up staff time to manage the project. The services of consultants will also be required to assist in completing the identified initiatives. Both term positions and consultant services are fully fundable by the program and would enable the Village to complete tasks earlier in the program resulting in a higher probability of application success.

CLIMATE CHANGE IMPLICATIONS

The funding program includes evaluation criteria on how the proposed actions will foster the development of a complete and climate resilient community that is walkable, consisting of appropriate residential density and a diverse mix of land uses, providing access to a wide variety of amenities and services by way of public and active transportation.

ALTERNATIVES

1. That Council direct staff to not submit the application to the Housing Accelerator Fund.

STRATEGIC OBJECTIVE

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

ATTACHMENTS

None

CONCURRENCE

Annie Bérard, Director of Corporate Services **AB**

Respectfully submitted,

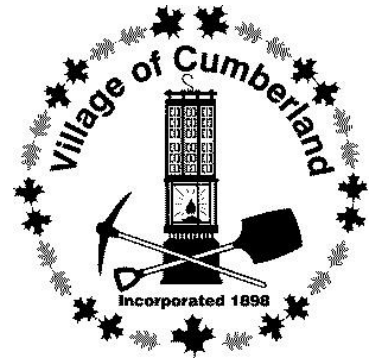
C. Simpson

Courtney Simpson
Director of Development and Bylaw Services

M. Mason

Michelle Mason
Chief Administrative Officer

COUNCIL REPORT



REPORT DATE: August 28, 2024
MEETING DATE: September 9, 2024

File No. 0890-20 3345 Second St

TO: Mayor and Councillors
FROM: Michelle Mason, Chief Administrative Officer
SUBJECT: 3345 Second Street Housing Update

RECOMMENDATION

THAT Council direct staff to bring back a zoning amendment bylaw to allow for a fourth floor in the zone for the 3345 Second Street affordable housing development.

PURPOSE

The purpose of this report is to provide an update to Council for the 3345 Second Street affordable housing development and to seek Council direction to staff to bring back a zoning amendment bylaw to add a fourth floor to the building design.

PREVIOUS COUNCIL DIRECTION

There has been significant previous Council direction for this affordable housing development between 2020 and present.

BACKGROUND

The Village has a lease with Vancouver Island Health Authority (VIHA) for land located at 3345 Second Street for affordable housing purposes. The lease is subject to construction beginning within two years of registration of the lease which is June 28, 2025. Zoning is in place and the development permit is issued for the building. The development permit expires September 11, 2025. A new development permit application would be required if construction does not substantially begin before the permit lapses. A density bonus was given for the development because it provides affordable housing. The Zoning Bylaw defines affordable housing as being subject to a housing agreement and doesn't specify the level of affordability. Comox Valley Transition Society (CVTS) was the proponent on this affordable housing development; however, following two unsuccessful Community Housing Fund (BC Housing) application submissions and significant investment, they gave notice that they will not proceed as the proponent of this affordable development.

As the Village of Cumberland is the only organization at this point to formally have a lease with VIHA and there are no other partnership agreements in place with any other organization other

than CVTS being named on the housing agreement with VIHA, staff engaged Wisser Projects to explore options for the land, owned by VIHA and leased by the Village. Wisser Projects had been working with CVTS on this development from the beginning. Following the analysis provided by Wisser Projects, staff has explored the possibility of adding a fourth storey to the building design to increase the likelihood of a successful BC Housing grant application, has explored what would be needed to establish a new proponent and operator, has had discussions with BC Housing regarding the Community Housing Funding call for applications that is expected in the new year, and has had discussions with BC Builds. Staff is confident that an extension of the lease with VIHA can be worked out with future development processes if the Village is successful in recruiting a proponent and operator.

Given the sensitive information related to the selection and contract negotiations with a third party organization to obtain funding, build, and operate the development, as well as terms of the extension of a lease, information will be provided to Council in a closed sessions

Following is a summary of what would be needed to add a fourth storey to the building design at 3345 Second Street.

The subject property is zoned RM-4 – Residential Multi-Family Zone and the zone was created to support the original development proposal. Adding a fourth floor to the proposed development at 3345 Second Street would require amendments and/or variances to the Zoning Bylaw. The specific regulations that would be affected include density, building height, parking, as well as the rear yard setback. Some of the details of adding a fourth floor, for example, exact height and numbers/size of units have yet to be confirmed but the following discussion describes how these regulations may be affected and it provides Council possible options for moving forward. Based on Council's direction, once the details have been confirmed, staff will report back.

Density

The permitted density in the RM-4 zone is based on units per hectare, specifically 85 units per hectare plus a density bonus of an additional 25 units per hectare when 20% of the units are affordable units, totaling 110 units per hectare. This translates to 22 units for this property that is 2,000 square metres (m²). The original development proposed a mix of two, three and four bedroom units, totaling 22 units. The addition of a fourth floor could result in an increase in between 10 and 15 units, depending on the size of the units. The size of the units and therefore the total number has yet to be confirmed. A zoning amendment is therefore necessary to increase the density. A development variance permit is not an option as the *Local Government Act* does not permit Councils to vary density.

For a comparison, the VCMU-1 zone permits a density of 2.0 gross floor area. This is a different measure of density than the RM-4 zone but based on size of the subject property at 2000 m², 4000 m² of floor area would be permitted. The gross floor area of the original development totaled 2517 SM. Adding another floor would increase the floor area by an additional 850 m². This is still below the density that would be permitted on a similar sized lot in the VCMU-1 zone.

Should Council choose to proceed with the zoning amendment, Council could establish the density based upon units per hectare or alternatively base density upon gross floor area ratio. Basing the density using the gross floor area ratio provides more flexibility given that the type/size of unit for the fourth floor is unknown.

Height

The permitted maximum height in the RM-4 zone is 12.5 m (41.0 feet). The original three storey development was proposed to be 11.3 m in height. Adding a fourth floor would require an additional 3.0 m (approximately) in height resulting in a building that is approximately 14.3 m in height.

For comparison, at least two other zones permit a maximum building height of 15.0, MU-1 Mixed Use Residential Zone and VCMU-1 Village Core Commercial Mixed Use Zone. An alternative to amending the zone to permit a taller building is that Council could consider a variance to the maximum height. This would, however, require another process and creates less certainty for any grant funding application.

Parking

Part 6 of the Zoning Bylaw requires one parking space for each residential unit plus visitor parking spaces. Increasing the number of residential units will increase the number of required parking spaces.

The original development required 22 spaces: 20 spaces for residents and two for visitors. Eight spaces, three of them accessible, were to be provided along the VIHA access road and VIHA has signed an access agreement to provide access via its driveway to those parking spaces. The applicant agreed to construct 15 other spaces within the Second Avenue right-of-way. Because the applicant could not provide all the parking spaces on the property, they requested a variance to reduce the number of required parking spaces and to be exempt from providing cash in lieu for these parking spaces. Council granted a Development Variance (2020-08-DV) to these parking requirements at its regular meeting on September 11, 2023.

Because the number of additional parking stalls will depend on the number of additional residential units a variance will be required. However, the exact number of units on the proposed fourth floor has not been confirmed. This will be confirmed prior to the application moving forward.

There are two alternatives for Council to consider regarding reducing the number of parking spaces and exempting the applicant from providing the cash in lieu of the parking stalls. Council may consider an amendment to the original Development Variance Permit as a separate action. As was previously approved. Alternatively, the zoning amendment bylaw could include a provision to reduce the number of required parking spaces for this development specifically.

Rear Yard Setback

The rear yard setback in the RM-4 zone is 7.5 m. The applicants requested, and Council granted a Development Variance (2020-08-DV) to reduce the setback to 2.0 m for the original development at its regular meeting on September 11, 2023.

The variance request was made due to the size of the property, the desire to maximize the separation from the two single family homes on the north side and to retain the large Douglas-fir in the front yard. The rear yard abuts a Village lane and the parking lot for Cumberland Lodge so impacts are minimal. A taller building necessitates consideration of the setback variance because the original variance was granted for the 11.3 m building.

As above there are two options for Council. Council could consider amending the original Development Variance Permit as a separate action. Alternatively, the zoning amendment bylaw could include a provision to reduce the rear yard setback for this development specifically.

FINANCIAL IMPLICATIONS

A planning consultant will manage the zoning amendment process at a cost of \$3,100 plus travel which will be covered through existing budgets.

OPERATIONAL IMPLICATIONS

Currently this development spans development and facility service areas for the Village and staff in those service areas are at capacity; therefore, in the interim, the CAO will lead this affordable housing development with support from those areas. The consultant’s timelines indicate that the zoning amendment can be completed by year-end. The website for BC Housing states that BC Housing intends to issue another Community Housing Fund RFP in late 2024/early 2025.

The Village would need to confirm a new proponent and move quickly towards being able to prove that construction could start as soon as funding is awarded in time to submit this third application. The building permit can be applied for with three stories to the building to move the permit forward towards being shovel ready and once the zoning amendment is adopted, the building permit can be amended to add the fourth floor.

CLIMATE CHANGE IMPLICATIONS

Housing density within walking distance of the services provided in the downtown core and transit is one of the key actions municipalities can take to reduce transportation-related greenhouse gas emissions.

ALTERNATIVES

1. Not proceed with any action at this time.

STRATEGIC OBJECTIVE

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

ATTACHMENTS

1. G_wax’dzi dsas Family Housing Renderings provided through previous proponent processes

CONCURRENCE

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

Respectfully submitted,

M. Mason

Michelle Mason
Chief Administrative Officer



gwax'dzi dsas - Family Housing

2ND STREET CUMBERLAND BC
20-09-17 Issued for Development Permit



**MacDonald Hagarty Architects
Ltd.**
1822 Unit E, Comox Ave
Comox BC
V9M 3M7

CONTACT INFORMATION

Owner + Operator
Down to Dawn +
Comox Valley Transition Society

Survey
Bruce Lewis
Land Surveying Inc.
811 Highridge court
Comox BC

Prime Consultant + Architect
MacDonald Hagarty Architects Ltd
Project Architect: Maria MacDonald
Maria@MHArchitects.ca
T - 604.345.9733

SHEET LIST


DP sheet list

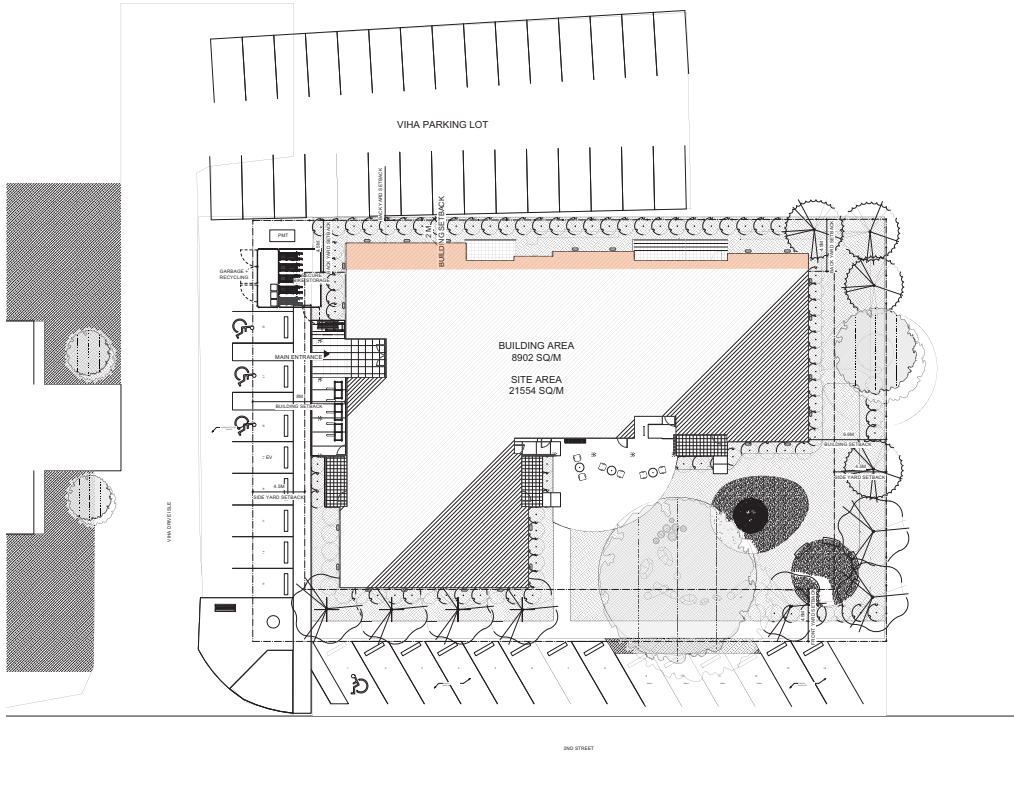
A0.01	Project Information
A0.02	Building program + schedules
A0.04	Shadow Analysis
A1.01	Main floor plan
A1.02	2nd + 3rd floor typical
A1.04	Typical unit layouts
A2.01	Elevations
A3.01	Sections



VILLAGE CONTEXT 



NEIGHBOURHOOD CONTEXT 



1 - PROPOSED SITE PLAN
Scale: 1:200

PROJECT INFORMATION

Authority Village of Cumberland
Street Address 3330, 3341, 3345 2nd street
Legal Description PROPOSED LOT A, DISTRICT LOT 24, NELSON DISTRICT, PROPOSED PLAN EPP103460 (SEE SURVEY FOR FURTHER DETAIL)

PID TBD Once lots have been consolidated

Project Description This project is a three storey wood frame building with 22 two, three- and four-bedroom family apartments and 1 one-bedroom for a caretaker/senior. The building is organized in an 'L' along the south and west property lines to provide maximum usable open space with a large sheltered courtyard and play area. The siting also retains existing trees and keeps the mass of the building back from the main street of small houses. The three storey massing provides a transition between the taller, institutional buildings of the adjacent Cumberland Lodge and the smaller scale residential character of the rest of the street. The building also is set to the south side of the lot to provide a generous separation from the single-family home on the north side. The building form is a series of volumes that reference the simple window layouts, wood cladding, steep gables, and proportions of Cumberland's early industrial buildings. Indigenous art and design will be incorporated throughout and featured on the exterior facade.

LOT SUMMARY/FSR

Total Lot Area 2,000 SM
 Total gross floor area 2469 SM

ZONING SUMMARY

LOT COVERAGE	REQUIRED	PROPOSED
SETBACKS	RM-3	
FRONT	4.5 METERS	4.5 METERS
BACK	4.5 METERS	2.2 METERS
NORTH SIDE	4.5 METERS	6.7 METERS
SOUTH SIDE	4.5 METERS	4.5 METERS

BUILDING HEIGHT RM-3
 Max 15 Meters 11.34 Meters
 * SEE ELEVATIONS FOR BUILDING HEIGHTS

BUILDING STATISTICS

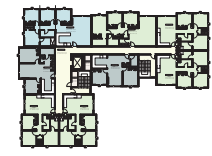
Description	Unit Count	Area (GROSS)
Main Floor	6	825.32 SQ/M
2nd Floor Residential	8	838.92 SQ/M
3rd Floor Residential	8	838.92 SQ/M
Total	22	2,503.16 SQ/M

OFF STREET PARKING

REQUIRED	PROPOSED
23 Dwelling Units	RM-3
Total	22 STALLS
	8 STALLS ON SITE
	15 STALLS (PROVIDED ON CITY PROPERTY)
	23 STALLS PROVIDED TOTAL



2 - Main floor program
Scale: 1:500



3 - 2nd + 3rd floor program
Scale: 1:500

Total residential units:

4	28
15	36
3	48

MATERIAL BOARD



- Material Legend**
- ① 6" Mini flush metal panel - colour Charcoal
 - ② Metal panel with wood pattern
 - ③ Charcoal Vinyl window
 - ④ 5X10 hardie sheet. Artwork tbd.
 - ⑤ Hardie Board - Smooth finish - Colour Charcoal
 - ⑥ 7/8 Corrugated steel cladding - Colour Burgundy



Family Housing
 339,3341,3345 2ND
 STREET CUMBERLAND
 BC

B 2020-09-17 ISSUED FOR DEVELOPMENT PERMIT
 A 2020-08-28 ISSUED FOR RE-ZONING APPLICATION
 REV: Y W S FILE

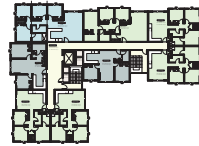
PROJECT INFORMATION

A0.01

Building Program



7 Main floor program
Scale: 1:500

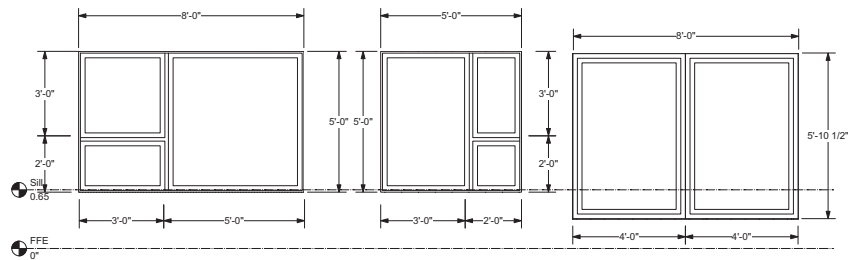


8 2nd + 3rd floor program
Scale: 1:500

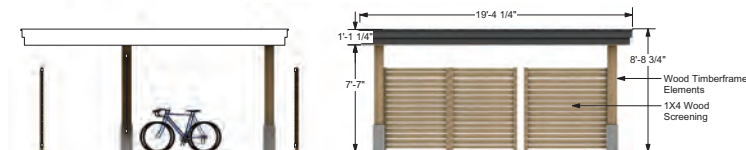
FUNCTIONAL PROGRAM				
PROJECT NAME:	gwa'xdzi dsaas FAMILY HOUSING			
ADDRESS:	2ND STREET, CUMBERLAND BC			
BUILDING TYPE:	MODULAR WOOD FRAME ON CRAWLSPACE SURFACE			
PARKING TYPE:				
FUNCTIONAL RESIDENTIAL UNITS	DESCRIPTION OF UNITS/SPACE	# OF UNITS	UNIT SQ/FT	TOTAL SQ/FT
	TWO BEDROOM	2	738.341	1,477
	TWO BEDROOM - ACC	2	815.442	1,631
	THREE BEDROOM - A	12	913.332	10,960
	THREE BEDROOM - ACC	3	1072.962	3,219
	FOUR BEDROOMS	3	1221.329	3,664
TOTAL		22	20,950	20,950
RESIDENTS AMENITY	OFFICE	1	241.035	241.0
	COMMUNITY STORAGE	1	512.777	512.8
		1	308.103	308.1
TOTAL			1,061.915	1,061.9
CIRCULATION	CIRCULATION			4,349.5
TOTAL				4,349.5
SERVICE ROOMS	JANITORS ROOM	3	58.2	357
	ELECTRICAL/MECHANICAL	1	233.5	360
	SERVICE ROOM	2	60.7	60.7
TOTAL				777.7
SUMMARY				20,950.4
TOTAL RESIDENTIAL AREA				1,061.9
TOTAL RESIDENTIAL AMENITY				4,349.5
TOTAL CIRCULATION				777.7
TOTAL SERVICE ROOMS				27,091.5
GROSS FLOOR AREA				77%
OVERALL BUILDING EFFICIENCY				

Room Number	Room Name	Room Area	Floor
100	CIRCULATION	1534.9 sq ft	Floor 1
101	4 bed	1221.3 sq ft	Floor 1
102	3 BED ACC	1072.7 sq ft	Floor 1
103	3 BED	913.3 sq ft	Floor 1
104	3 BED	913.3 sq ft	Floor 1
105	COMMUNITY	512.8 sq ft	Floor 1
106	STORAGE	308.1 sq ft	Floor 1
107	3 BED	913.3 sq ft	Floor 1
108	3 BED	913.3 sq ft	Floor 1
109	MECH/ELEC	233.5 sq ft	Floor 1
110	OFFICE	241 sq ft	Floor 1
112	JAN	58.2 sq ft	Floor 1
200	CIRCULATION	1407.3 sq ft	Floor 2
201	4 bed	1221.3 sq ft	Floor 2
202	3 BED ACC	1072.7 sq ft	Floor 2
203	3 BED	913.3 sq ft	Floor 2
204	3 BED	913.3 sq ft	Floor 2
205	2 BED - A	749.4 sq ft	Floor 2
207	3 BED	913.3 sq ft	Floor 2
208	3 BED	913.3 sq ft	Floor 2
209	2 BED - ACC	815 sq ft	Floor 2
210	JAN	58.2 sq ft	Floor 2
211	SERVICE	60.7 sq ft	Floor 2
300	CIRCULATION	1407.3 sq ft	Floor 3
301	4 bed	1221.3 sq ft	Floor 3
302	3 BED ACC	1073.4 sq ft	Floor 3
303	3 BED	913.3 sq ft	Floor 3
304	3 BED	913.3 sq ft	Floor 3
305	2 BED - A	727.2 sq ft	Floor 3
306	3 BED	913.3 sq ft	Floor 3
307	3 BED	913.3 sq ft	Floor 3
308	2 BED - ACC	815.9 sq ft	Floor 3
309	JAN	58.2 sq ft	Floor 3
310	SERVICE	60.7 sq ft	Floor 3
G1	gross area	6897 sq ft	Floor 1
G2	gross area	9096.8 sq ft	Floor 2
G3	gross area	9097.7 sq ft	Floor 3

WINDOW SCHEDULE



GARBAGE ENCLOSURE



4 GARBAGE ENCLOSURE
Scale: 1:50

WALL + FLOOR/CEILING + ROOF SCHEDULE			
EXTERIOR WALL TYPES	INTERIOR WALL TYPES	INTERIOR WALL TYPES	FLOOR/CEILING + ROOF TYPES
<p>TYP. EXTERIOR A</p> <p>20MM STEEL CLADDING 13MM AIR GAP - PT STRAPPING PEEL AND STICK VAPOUR PERMEABLE MEMBRANE 38X140 SPF STUDS C/W R22 BATT 6MM VAPOUR BARRIER 38X38 FURRING WALL C/W ROXUL 15MM TYPE X GWB</p>	<p>TYP. SUITE INTERIOR</p> <p>13MM TYPE X GWB 15MM X 60MM 13MM TYPE X GWB</p>	<p>HALLWAY- 45 MIN FRR</p> <p>18MM TYPE X GWB 38MM X 150MM BATT INSULATION FILL 18MM TYPE X GWB</p>	<p>MODULAR ROOF</p> <p>585 ROOF MEMBRANE CAP SHEET 585 ROOF MEMBRANE BASE SHEET PROTECTION BOARD 127MM R50 BLOKES TO MIN 2% 6MM POLY VAPOUR BARRIER 18MM ROOF SHEATHING 38X235 ROOF JOISTS @ 400 OC 18MM GWB TYPE X</p>
<p>TYP. EXTERIOR B</p> <p>CEMENTITIOUS BOARD 13MM AIR GAP - PT STRAPPING PEEL AND STICK VAPOUR PERMEABLE MEMBRANE 15MM PLY 38X140 SPF STUDS C/W R22 BATT 6MM VAPOUR BARRIER 38X38 FURRING WALL C/W ROXUL 15MM TYPE X GWB</p>	<p>2X4 SHAFT WALL - 45 MIN FRR</p> <p>18MM TYPE X GWB 38MM X 60MM C/W BATT INSULATION 18MM TYPE X GWB</p>	<p>HALLWAY- 45 MIN FRR</p> <p>18MM TYPE X GWB 38MM X 60MM T&B PLATE 38MM X 60MM STAGGERED BATT INSULATION 18MM TYPE X GWB</p>	<p>MODULAR FLOOR</p> <p>38MM FINISHED FLOOR 18MM DOUGLAS FIR PLY 38X235 @400OC FLOOR JOISTS</p>
<p>TYP. EXTERIOR C</p> <p>CORRUGATED METAL SIDING 13MM AIR GAP - PT STRAPPING PEEL AND STICK VAPOUR PERMEABLE MEMBRANE 15MM PLY 38X140 SPF STUDS C/W R22 BATT 6MM VAPOUR BARRIER 38X38 FURRING WALL C/W ROXUL 15MM TYPE X GWB</p>	<p>CRAWL SPACE WALL - 20 MIN FRR</p> <p>18MM TYPE X GWB 38MM X 60MM STUD 15MM PLY</p>	<p>HALLWAY-</p> <p>18MM TYPE X GWB 38MM X 150MM BATT INSULATION FILL 18MM TYPE X GWB</p>	<p>MODULAR CEILING</p> <p>38 MM AIR GAP 11MM OSB SHEATHING 18MM DOUGLAS FIR PLY 38X235 @400OC CEILING JOISTS R20 BATT INSULATION 18MM GWB TYPE X</p>
<p>2X4 EXTERIOR</p> <p>CLADDING VARIES 13MM AIR GAP - PT STRAPPING PEEL AND STICK VAPOUR PERMEABLE MEMBRANE 15MM PLY 38X140 SPF STUDS C/W R22 BATT 6MM VAPOUR BARRIER 38X38 FURRING WALL C/W ROXUL 15MM TYPE X GWB</p>	<p>MOD TO MOD - 45 MIN FRR</p> <p>18MM TYPE X GWB 38MM X 60MM BATT INSULATION FILL CAVITY 13MM OSB SHEATHING 38MM AIR GAP 13MM OSB SHEATHING 38MM X 60MM BATT INSULATION FILL CAVITY 18MM TYPE X GWB</p>		



gwa'xdzi dsaas
Family Housing
339,3341,3345 2ND STREET CUMBERLAND BC

B 2020-09-17 ISSUED FOR DEVELOPMENT PERMIT
A 2020-08-28 ISSUED FOR RE-ZONING APPLICATION
REV 1 Y W S FILE

Building program + schedules



VHA DRIVE/ISLE

1 Main floor Plan
 Scale: 1:100

C	2020-10-28	Issued for Development Permit (General Parking Control)
B	2020-09-17	Issued for Development Permit
A	2020-08-26	Issued for Rezoning Application
REV	Y W S	DATE

Sheet 101
 Main floor plan

A1.01



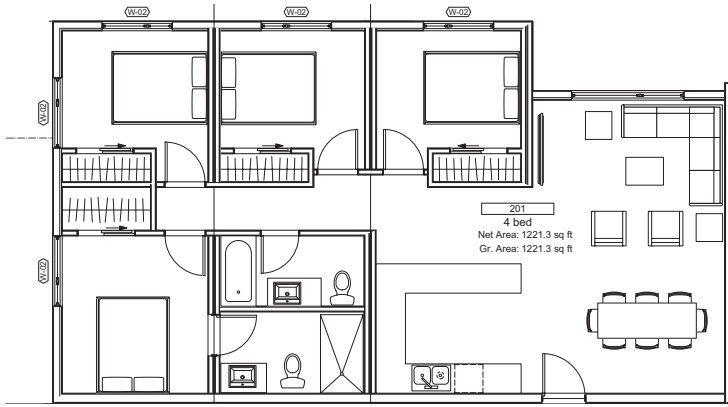
VIA DRIVE ISLE

2 - 2nd and 3rd Floor Plan
Scale: 1:100

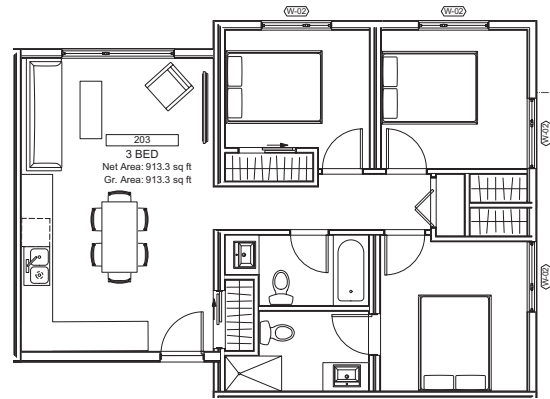
B 2020-09-17 ISSUED FOR DEVELOPMENT PERMIT
A 2020-08-26 ISSUED FOR RE-ZONING APPLICATION
REV: Y W S FILE

2nd + 3rd floor typical

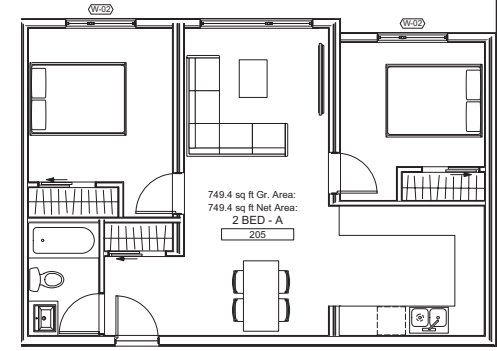
A1.02



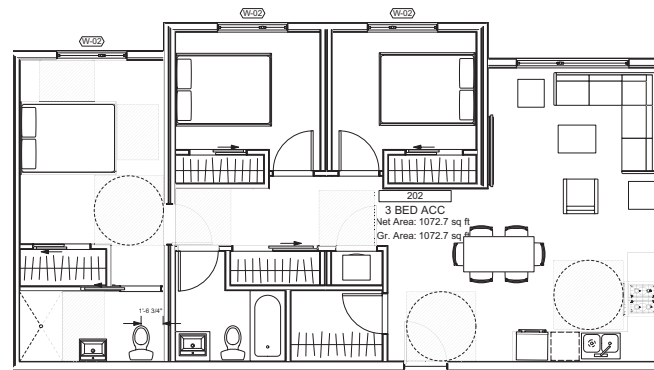
1 Typical 4 bedroom layout
Scale: 1:50



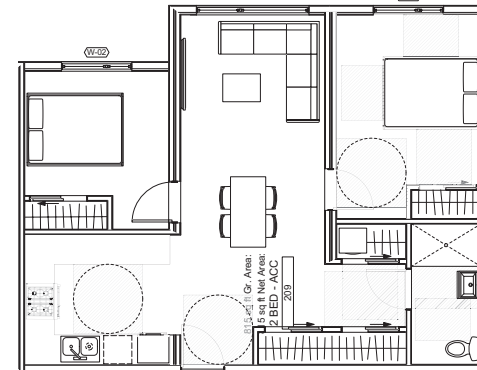
4 Typical 3 bedroom layout
Scale: 1:50



5 Typical 2 bedroom layout
Scale: 1:50



2 3 bedroom accessible layout
Scale: 1:50

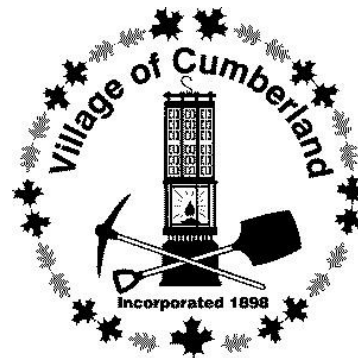


3 2 bedroom accessible layout
Scale: 1:50



4 2nd STREET ELEVATION
Scale: 1:100

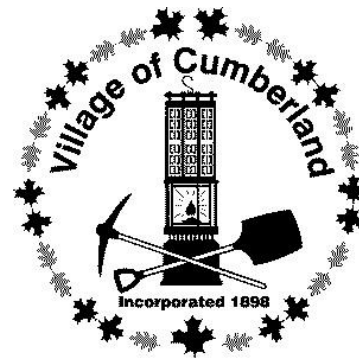
COUNCIL MEMBER REPORT



DATE: Sept 9, 2024
 TO: Mayor and Councillors
 FROM: Troy Therrien
 SUBJECT: Monthly Report for July/August 2024

Date	Event	Details
Aug 13	CVRD board	In the open portion of the board meeting the main item was the appointment of Will Cole-Hamilton as our representative on the Island Corridor Foundation
Aug 15	Meeting with Kip Keylock and Dave Atkinson	Attended a requested meeting with Councillor Sullivan to look at some development ideas for the stagecoach lands on Bevan rd. Pointed out that they didn't really fit with direction the OCP process seems to be going.
Aug 15	Meeting with Jeff West from Habitat for Humanity	Attended an informal meeting with Jeff West and Mayor Brown. Jeff explained the Habitat business model, and described a few current projects. We expressed our support, and hope for a future Cumberland project.
Aug 22	Library event	Helped hand out a few medals for Summer reading club participation at the library.
Aug 25	Rib Fest	Helped with judging of rib fest along with other local Mayors.
Aug 30	Meeting with Dave Atkinson	Mayor Brown and I met with Mr. Atkinson to reiterate our concerns regarding the Coal Valley development. Ie. Traffic, park space , park buffers, and the need to develop the seniors housing area.

COUNCIL MEMBER REPORT



DATE: Sept 04, 2024
 TO: Mayor and Councillors
 FROM: Mayor Brown
 SUBJECT: July/August 2024 Monthly Report

Date	Event	Comments
July 3	Miners Memorial follow up	Meeting regarding request for renewal of Ginger Goodwins gravestone and information sign at cemetery with the museum and Labour Union folks.
	Village	Agenda Review for July 8 th Council Meeting
July 4	Developer	Meeting with Councillor Boreky, Kip Keylock and Dave Atkinson regarding proposal for housing development on Bevan rd.
July 8	Council	Regular Council Meeting https://cumberland.ca/meetings/16-2024-r/
July 9	Emergency Housing	Meeting with Coalition members and local leaders to plan for Emergency shelter solutions.
	Director/CAO	Regular meeting with CAO for CVRD
July 12	ICET	Board Meeting Island Coastal Economic Trust Agenda items included: Audit findings, financial statements, Impact Report, Review approach to First Nations Engagement on co-governance, government relations updates, briefing on BC gov annual report on DRIPA, reviewed Board Charter, standards of ethical conduct, update on regional advisory committee director appointments, update on CABRO Director appointments (Meaghan Cursons has been appointed and Roger Kishi has resigned), Approved updated guidelines for Investment Readiness Program and approved funding for 4 capital and innovation program projects, and one sponsorship
	LLU Network	Local Leaders United Meeting facilitated by the Canadian Action Initiative (Collaboration to address mental health and substance use) July's network topic was "Unregulated Drugs & Community Health": Unregulated drug poisonings are the leading cause of death for people age 10-59 in BC. Unregulated drugs also drive criminal activity, cause a series of other negative health outcomes, and create barriers for people in accessing health care and participating in our society. The costs of unregulated drugs in terms of resourcing and the health of our communities are immense. This session examined what it means for a drug to be unregulated, how we end up with unregulated drugs in our communities, and how we can protect our communities from the devastating impact they are currently having.

		Participants will be invited to reflect on how unregulated and regulated drugs show up in their lives and leave with tangible steps we can take to move towards greater safety for our communities.
July 15	Mayors Gathering	Online meeting with several BC Mayors – to connect and discuss items of concern or successes.
July 16	Announcement Event	Electric garbage truck fleet announcement and celebration Gathering at marina park with the new trucks
	Village	Agenda Review for July 22 nd Council Meeting
	Tour	Tour of Emterra including upgrades for charging with MLA, Emterra owner and staff and Mack Trucks who built the garbage trucks
	CVRD	<p>Regular Board Meeting</p> <p>MID-ISLAND AIR SEARCH AND RESCUE SUPPORT - FUNCTION 265 Carried: THAT the 2024-2028 financial plan for function 265, Search and Rescue – Comox Valley Service, be amended to include a \$2,400 grant to Mid-Island Air Search and Rescue Society with funding coming, as a reduction in the 2024 reserve contribution</p> <p>APPOINTMENT TO THE VANCOUVER ISLAND REGIONAL LIBRARY BOARD Carried: THAT Director Hardy be appointed to the Vancouver Island Regional Library Board for the remainder of 2024</p> <p>ELECTORAL AREAS SERVICES COMMITTEE - JULY 15, 2024 Find minutes here: Minutes EAC July 15</p> <p>BYLAWS AND RESOLUTIONS: Carried: THAT Bylaw No. 832 being "Graham Lake Water Service Establishment Bylaw No. 732, 2022, Amendment No. 1" be given first and second readings concurrently. Carried: THAT Bylaw No. 832 being "Graham Lake Water Service Establishment Bylaw No. 732, 2022, Amendment No. 1" be read a third time. Carried: THAT Bylaw No. 826 being "Graham Lake Water Local Service Water Tolls Bylaw No. 826" be adopted.</p>
July 17	Resident/Business Meeting	Meeting with developer of the King George Hotel to check in on progress and challenges
July 18	Province/EMCR	Online Meeting for Mayors/Chairs with Minister Ma (Emergency Readiness and Climate Readiness) Briefings on the drought and wildfire seasons in the Province and to hear from municipal leaders on the challenges our communities are facing and how we can work together to address them.
	City of Courtenay	Open house hosted by BC Housing for new supportive housing and shelter at Braidwood
July 22	K'omoks	K'omoks Nation invitation to witness the initialing of their Treaty – 30 years of work with the Province, multiple Councils and the Federal Government. Attended by both CV MLAs, local electeds and Nation members.
	Council	<p>Closed Council Meeting</p> <p>Closed Session Recommendation: THAT Council close the meeting to the public pursuant to Section 90 of the Community Charter to consider: • Recess (e) the acquisition, disposition or expropriation of land or improvements, if</p>

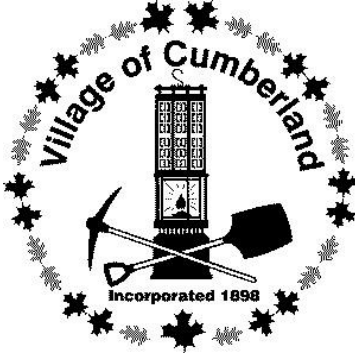
		the council considers that disclosure could reasonably be expected to harm the interests of the municipality
	Council	Regular Council Meeting more info: https://cumberland.ca/meetings/17-2024-r/
July 23	19 Wing	Wing command turnover Saying good retirement to Colonel JP Gagnon and welcoming Colonel Chris Shapka as new Wing Commander
	VIHA	Regular meeting with Max Jajszczok ED for VIHA
July 24	Village	CAO/Mayor regular check in
July 25	CVRD	Meeting with Chair Cole-Hamilton, Vice Chair Kerr, CAO Warren and both MLAs to discuss UBCM meeting strategy/planning. In particular we spoke about meeting with MOTI staff regarding a safe route along the connector, and a longer term active travel route off of the connector between Cumberland and Courtenay.
July 30	CVRD	Recreation Commission Meeting 2024 RECREATION GRANT APPLICATIONS Carried: THAT the 2024 Recreation Grants, function 600, be approved for the amounts to the organizations as follows: Blazing Paddles Dragon Boat Society - \$1,500 Hornby Island Athletic Association - \$25,000 Mt. Washington Freestyle Club - \$3,500 ARENA 3 FEASIBILITY STUDY NEXT STEPS Carried: THAT the report dated July 26, 2024 regarding conceptual design options and cost estimates for a third arena as identified in the Recreation Strategic Plan be received Carried: THAT staff proceed with the development of a business case that examines and compares the opportunities, benefits and costs of constructing and operating a spectator arena or a community rink Carried: THAT the Arena 3 feasibility study be shared with Comox Valley Schools to seek feedback on the potential footprint of a third arena and the opportunities or impacts to G.P. Vanier Secondary School, traffic flow, parking and adjacent shared recreation amenities.
	CVRD	Regular Board Meeting MT. WASHINGTON RESORT ASSOCIATION MRDT RENEWAL SUPPORT LETTER Carried: THAT the report dated July 24, 2024 regarding Mount Washington Resort Association's (MWRA) Municipal Regional District Tax (MRDT) renewal application and request for a letter of support be received. Carried: THAT a letter of support be provided for the five-year renewal of the Mount Washington Municipal Regional District Tax as evidence that the Comox Valley Regional District has been consulted and agrees with a three per cent tax on purchases of taxable accommodation within the Mount Washington Designated Accommodation Area. 2024-2034 COMMUNITY WORKS FUND AGREEMENT Carried: THAT the report dated July 23, 2024 regarding seeking authorization to sign the 2024-2034 Community Works Fund Agreement (CWF) on behalf of the Comox Valley Regional District be received

		<p>Carried: THAT the Chair and the Corporate Officer be authorized to sign the 2024-2034 Community Works Fund agreement.</p> <p>JUNE 2024 CASH AND INVESTMENT REPORT</p> <p>L. Wiwcharuk, Chief Financial Officer, with T. He, Manager of Asset Management, presented an overview of the report regarding the cash and investment report including a summary of investment holdings, associate earnings, and alignment to policy.</p> <p>BYLAWS AND RESOLUTIONS:</p> <p>Carried: THAT Bylaw No. 835 being "Comox Valley Regional District Bylaw Compliance Delegation of Authority Bylaw No. 108, 2010, Amendment No. 2" be given first and second readings concurrently</p> <p>Carried: THAT Bylaw No. 835 being "Comox Valley Regional District Bylaw Compliance Delegation of Authority Bylaw No. 108, 2010, Amendment No. 2" be read a third time</p>
July 31	LGPMR	Local Government Police Modernization Roundtable Meeting Continuing review of recommendations to change the Police Act
Aug 1	Province	Seasonal Hazard Update with Minister Ma – Emergency Management and Climate Readiness and BC Mayors and Chairs Briefings on the drought and wildfire seasons in the Province and to hear from you on the challenges your communities are facing and how we can work together to address them.
Aug 4	Nautical Days	Attended the opening ceremony of Nautical Days
Aug 5	Nautical Days	Attended the Mayors luncheon along with other Comox Valley leaders
Aug 7	Province	Mayors and Chairs update on the Chilcotin slide
Aug 8	LGPMR	Welcoming newly appointed members and continuing review of recommendations to change the Police Act
Aug 9	Resident/Business	Meeting with 2 women attempting to create new childcare facility in the Village to discuss challenges.
Aug 12	Village	Mayor/CAO regular check in
Aug 13	Business	Meeting with local business to discuss challenges
	Obon Tour and dinner	Attended Obon Ceremony at the Japanese Cemetery with Councillors Boreky and Sullivan. The Obon Tour stops at various locations on the island (and possibly beyond) to honour the spirit of ancestors Cumberland is on the tour because of our once large Japanese communities. Dinner was held at the Cultural Centre.
Aug 15	CVRD	Regular meeting with CVRD CAO
	BCMCLC	BC Municipal Climate Leadership Council organized a two-way dialogue between Minister Cullen and BC communities to share thoughts on climate action and resiliency and the opportunities they can bring.
Aug 15	EWR	Emergency Shelter Meeting Continuing planning around winter needs for emergency shelter
	Habitat	Councillor Therrien and I met with Habitat for Humanity ED to understand how Habitat might find an opportunity to build in the Village and how it all works.

Aug 19	Mayors	Semi – regular online mayors gathering to discuss opportunities and challenges in our role
Aug 26	CJC	<p>Community Justice Centre’s Building Bridges to Combat Hate Presentation</p> <p>A presentation to local leaders, RCMP, school district and social services sector strengthen our community’s ability to identify and respond to hate crimes (as defined by the criminal code) and discrimination. At a time when hate crimes are on the rise nationally, this is an opportunity to build our collective knowledge in order to address hate and support victims.</p> <p>The Community Justice Centre had the opportunity to attend this presentation in Victoria as part of the Federal Race Relations gathering and are thankful that Warren Silver, from the Canadian Centre for Justice and Community Safety, Statistics Canada and Elvis Musinovic, RCMP Media Relations Officer BC Hate Crimes, were able to come to the Comox Valley to offer a condensed version of their presentation.</p>
Aug 27	CVRD	Special in camera Board Meeting
Aug 28	BCSPI	1 st Quarterly meeting of the new BCSPI Executive Committee Reviewed TOR, update on membership and membership survey planning
	CVFPC	<p>Food Supply and Municipal Policy Subcommittee</p> <p>Submitted recommendations to Town of Comox on development adjacent to ALR land, provided feedback on Comox Parks and Trails Master Plan, provided feedback on development at Hector Rd at Aspen.</p> <p>Worked with Village of Cumberland on Plan H grant application to support Developing local food procurement policy and Integrating food security into emergency planning</p> <p>Working on generalizing feedback to Village’s OCP to support Town of Comox’s OCP review coming up</p>
Aug 29	JCLS	Meeting with Japanese Canadian Legacies Society regarding our BC Heritage Site project to discuss their commitment to the project and connect with the Regional district as well.
	CVFPC	<p>CV Food Policy Committee Regular Meeting</p> <p>Food Flows Mapping project set to begin in September, scope is still under development but exploring expanding to Nanaimo RD as our food flows come via Nanaimo.</p> <p>Organizing question for Provincial Election all candidates meeting that Social Planning Council is hosting</p> <p>Discussion around food gardens in future rental developments</p> <p>Updates from school food Subcommittee include Coordinator is hired! Thea Cockerton is now in SD71 onboarding, we are working on a package for her regarding the work of the Food Policy Council</p> <p>Annual Report is compiled and now in editing to be presented via delegation to muni’s and CVRD and SD71</p>
	CCS	<p>Open House for Early Years Culture Kits from Qualicum First Nation</p> <p>Had the opportunity to look at all of the kits that get distributed through the district for kids K-2. Amazing collection of indigenous learning products!</p>

Aug 30	Touchdown Pacific	Accepted an invitation from Mayor Alto to join in a VIP Reception at the Canadian Forces Base in Esquimalt and at Royal Athletic Park for Touchdown Pacific to see the BC Lions host the Ottawa REDBLACKS in a regular season game. The first ever regular season game on the island!
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COUNCIL MONTHLY REPORT



DATE: September 4th, 2024
 TO: Mayor and Councillors
 FROM: Councillor Borecky
 SUBJECT: August 2024 Monthly Report

Please accept this monthly report for information.

August 13th	Obon ceremony at the Japanese Cemetery	<ul style="list-style-type: none"> • Attended the Obon ceremony. Well attended by guests and locals alike.
August 15th	Heritage Committee	<ul style="list-style-type: none"> • New Heritage Conservation Areas to potentially include new residential areas with common form and character. • Discussed incentives (not restrictions) to preserve character of buildings (eg. Facade restoration). • Provided input to the OCP guidelines.

THE CORPORATION OF THE VILLAGE OF CUMBERLAND

BYLAW NO. 1213

A bylaw to exempt from taxation certain lands and improvements for the 2025 taxation year.

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

- 1 This Bylaw may be cited as "Permissive Tax Exemption 2025 Bylaw No. 1213, 2024".
- 2 The following land or improvements, or both, are exempted from taxation for the 2025 taxation year as follows:
 - (a) the following land or improvements, or both, held by a charitable, philanthropic or other not for profit corporation and meeting the provisions under section 224(2)(a) of the *Community Charter*:
 - (i) that portion of Lot 3, Block H, Plan 522E, District Lot 21, Nelson Land District, PID 008-932-212, occupied by the Cumberland and District Historical Society; and
 - (b) the following land and improvements used for the purposes of a church hall or the area of land surrounding a church as permitted under section 224(2)(f) of the *Community Charter*:
 - (i) that portion of Lot 1, Block 4, Plan 522, District Lot 21, Nelson Land District, PID 008-970-513, held BC Conference Property Development Council United Church Of Canada; and
 - (ii) that portion of Lot B, Plan 43397, District Lot 21 Nelson Land District, PID 003-382-281, held by the Cumberland Community Church.

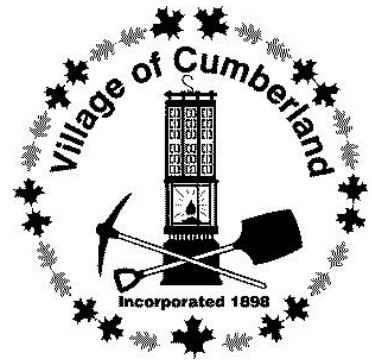
3 This Bylaw shall come into full force and effect and is binding on all persons during the 2025 taxation year.

READ A FIRST TIME THIS	22ND	DAY OF	JULY	2024.
READ A SECOND TIME THIS	22ND	DAY OF	JULY	2024.
READ A THIRD TIME THIS	22ND	DAY OF	JULY	2024.
ADOPTED THIS		DAY OF	SEPTEMBER	2024.

Mayor

Corporate Officer

COUNCIL REPORT



REPORT DATE: 8/9/2024
MEETING DATE: 9/9/2024

File No. 1700

TO: Mayor and Councillors
FROM: Annie Bérard, Director of Corporate Services
SUBJECT: 2024 – 2028 Financial Plan Amendment Bylaw

RECOMMENDATION

THAT Council give first, second and third reading to the “2024-2028 Financial Plan Amendment Bylaw No. 1214, 2024”.

PURPOSE

The purpose of this report is to present amendments to the 2024-2028 financial plan and to request that Council consider the first three readings of the amendment bylaw.

The proposed amendments include:

- Projects carried forward to 2024
- 2024 Council motions with financial impacts for the year 2024
- Staff recommended amendments to the 2024 budget

PREVIOUS COUNCIL DIRECTION

Date	Resolution
January 8, 2024	THAT Council adopt the 2024-2028 Financial Plan Bylaw No. 1200, 2023.

BACKGROUND

Staff prepared the “2024-2028 Financial Plan Amendment Bylaw No. 1214, 2024” to include the projects carried forward to 2024, 2024 Council motions with financial impacts for the year 2024 and staff recommended amendments.

Attachment 1 reconciles the Financial Plan Bylaw no. 1200 adopted on January 8, 2024 to the Amendment Bylaw no. 1214 being considered at this time. Those amounts match the 2024 year in Schedule A of the Bylaw no. 1200 being considered.

Attachment 2 includes a list of projects approved and started in previous years and not completed, which staff are requesting to carry forward to 2024 for completion. The amendments are summarized in column 2 of Attachment 1.

Attachment 3 is a list of budget amendments approved by Council during the year up to the end of July, summarized in column 3 of Attachment 1.

Attachment 3 includes a change recommended by Staff for the funding for the additional work approved by Council on April 8, 2024 for the 2023 Roads and Utilities Capital Works to include the sidewalks on First Street. At the time, Council approved Staff recommendation to fund this work with \$87,946 funded from the Local Government Climate Action Program funds (LGCAP) as this source of funding is suitable for active transportation initiatives. Since then, the federal government has confirmed the renewal of the Canada Community Building Funds (previously Gas Tax, Community Works Funds) for a 10 year period. As this source of funding represents more money and is less restricted than LGCAP, Staff recommend using \$87,946 of Community Building Funds toward the First Street sidewalk and keep the LGCAP funding available for new initiatives that may support the Climate Action Plan.

Attachment 4 is a list of budget amendments recommended by Staff, summarized in column 4 of Attachment 1 and detailed below:

Budget amendments recommended by Staff:

- Allocate 2020-2024 carbon offset budget (\$12,900) to reserve to supplement LGCAP funding (2020-2022: \$2,500 per year; 2023-2024: \$2,700 per year; funds kept in surplus, no impact).
- Allocate additional budget approved for IT services transition if change in service provider (not required) to increased IT costs for new employees and virtual servers maintenance (\$11,890, already funded, no impact).
- Include amortization for new Firehall (\$154,000, accounting entry – no impact).
- Include budget for Asset Retirement Obligations accretion expense (new ARO accounting standard effective 2023, estimate based on 2023 assumptions: \$12,390).
- Include budget for Asset Retirement Obligations amortization expense (new ARO accounting standard effective 2023, estimate based on 2023 assumptions: \$19,690, accounting entry – no impact).

Allocation of contingency funds funded by general financial stabilization reserve (no impact):

- Village Office cladding repair (\$5,000)
- Funding for 2 EV Charging Stations (\$4,160 – budget was 100% grant funded)

Grants approved up to August 8, 2024:

- BC Housing Funding Capacity (\$171,270)
- Local Government Climate Action Program – 3 year funding (\$211,205 to reserve)
- UBCM Development Approval Program - Phase 2 (\$122,900)
- ICBC grant for First Street capital works (\$24,600)
- ICBC grant for Silecroft capital works (\$18,800)
- BC Japanese Canadian Legacies (\$397,525)
- Canada Community Building Funds (previously Gas Tax, Community Works Funds) (\$132,950 to reserve)
- BC Hydro EV Charging Station (\$4,163 – already included in budget)
- PlanH Healthy Communities for food policy development, project led by LUSH Valley (\$15,000)

Staff will bring another financial plan bylaw amendment in December to consider the budget amendments approved by Council between September and December and recommend final adjustments to the budget, as needed.

FINANCIAL IMPLICATIONS

There are no additional financial implications other than those outlined in this report.

OPERATIONAL IMPLICATIONS

Budget amendments are brought to Council at least once per year and are part of the regular operational tasks of the finance department. Many required budget amendments are from emerging initiatives and those initiatives can impact work plans that were set with the original financial plan. Staff will bring another report to Council to consider budget amendments for the period of September to December 2024.

CLIMATE CHANGE IMPLICATIONS

The financial plan addresses some climate change mitigation and adaptation measures and some budget amendments are likely attributable to climate change.

ALTERNATIVES

1. Council can approve some amendments and not others and/or can request further information to be brought back.
2. Not proceed with any action at this time.

STRATEGIC OBJECTIVE

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

ATTACHMENTS

1. Financial Plan Amendment Reconciliation – 2024 Year
2. Projects Carried Forward to the 2024 Budget Year
3. Council Resolution with Financial Impacts on the 2024 Budget Year
4. 2024 Budget Amendments Staff Recommended
5. 2024-2028 Financial Plan Amendment Bylaw No. 1214, 2024

CONCURRENCE

None

Respectfully submitted,

A. Bérard

Annie Bérard
Director of Corporate Services

M. Mason

Michelle Mason
Chief Administrative Officer

**The Corporation of the Village of Cumberland
2024 - 2028 Financial Plan Amended**

	<u>2024</u>	<u>2023 Carry</u>	<u>2024 Council</u>	<u>Staff</u>	<u>2024</u>
	<u>Budget</u>	<u>Forwards</u>	<u>Resolutions</u>	<u>Recommended</u>	<u>Amended</u>
				<u>Amendments</u>	<u>Budget</u>
REVENUES					
Property taxes & payments in lieu	\$ (4,319,480)	\$ -	\$ (147,700)	\$ -	\$ (4,467,180)
Parcel taxes	(757,420)	-	-	-	(757,420)
Sale of services & fees	(2,801,930)	-	-	-	(2,801,930)
Sale of services to other government	(577,470)	-	-	-	(577,470)
Transfers from other government	(2,183,490)	(5,738,340)	-	(692,565)	(8,614,395)
Other revenue	(850,980)	-	-	(397,525)	(1,248,505)
	\$ (11,490,770)	\$ (5,738,340)	\$ (147,700)	\$ (1,090,090)	\$ (18,466,900)
EXPENSES					
Other municipal purposes	\$ 8,754,560	\$ 213,600	\$ 499,180	\$ 314,700	\$ 9,782,040
Debt interest	316,990	-	-	-	316,990
Amortization	1,596,320	-	-	173,690	1,770,010
	\$ 10,667,870	\$ 213,600	\$ 499,180	\$ 488,390	\$ 11,869,040
NET (REVENUES) EXPENSES	\$ (822,900)	\$ (5,524,740)	\$ 351,480	\$ (601,700)	\$ (6,597,860)
ADJUSTMENTS					
Acquisition of capital assets	\$ 1,612,800	\$ 15,466,430	\$ 1,663,530	\$ 440,925	\$ 19,183,685
Add back amortization	(1,596,320)	-	-	(173,690)	(1,770,010)
Proceeds from borrowing	(94,000)	(2,713,140)	(1,520,000)	-	(4,327,140)
Principal payments on debt	499,060	-	-	-	499,060
TOTAL ADJUSTMENTS	\$ 421,540	\$ 12,753,290	\$ 143,530	\$ 267,235	\$ 13,585,595
CHANGE IN CONSOLIDATED FUNDS	\$ (401,360)	\$ 7,228,550	\$ 495,010	\$ (334,465)	\$ 6,987,735
TRANSFER FROM RESERVES					
Reserves	\$ (1,934,080)	\$ (6,773,990)	\$ (607,810)	\$ (22,590)	\$ (9,338,470)
Development Cost charges	(148,500)	(431,740)	(9,900)	-	(590,140)
TRANSFER TO RESERVES					
Reserves	2,483,940	(22,820)	122,700	357,055	2,940,875
TRANSFER TO / (FROM) RESERVES	\$ 401,360	\$ (7,228,550)	\$ (495,010)	\$ 334,465	\$ (6,987,735)
TRANSFER TO/(FROM) ACCUMULATED SURPLUS					
	\$ -	\$ -	\$ -	\$ -	\$ -

**The Village of Cumberland
2024 Budget Amendments for Projects Carried Forward**

APPROVED PROJECT DESCRIPTION	2023 Budget Carried Forward to 2024	Funding Source
COUNCIL		
Newly Elected Official Expenses (conference/photos/orientation facilitation)	\$2,080	Host Amenity Funds
CAO & LEGISLATIVE SERVICES		
Investment and Development Readiness Project	\$42,500	2023 REDIP grant
FINANCIAL SERVICES		
Financial System Upgrade Project Module	\$13,200	General Village Assets Reserve
PLANNING & DEVELOPMENT		
Statement of Significance	\$9,260	Host Amenity Funds (\$4,260) 2023 Heritage Legacy Grant (\$5,000)
Collation of Heritage inventories and data	\$2,000	Host Amenity Funds
Official Community Plan (OCP) review & amendment	\$16,540	Host Amenity funds
Union Road Village-owned property development analysis	\$25,070	2023 REDIP Grant (\$22,090) General Financial Stabilization Reserve (\$2,980)
Climate Action Plan to be undertaken with OCP review	\$13,860	LGCAP funds
BC Energy Step Code Adoption	\$10,000	LGCAP funds
Implement recommendations of Urban Forest Management Plan including a Tree Retention Bylaw	\$5,140	Host Amenity Funds
Development Approvals Process Modernization IT upgrades	\$30,180	General Financial Stabilization Reserve (was COVID funding)
FIRE SERVICES		
Training Facility for Exterior Firefighting	\$16,830	Fire Capital Reserve
RECREATION SERVICES		
CCTV system installation in Recreation Facilities	\$15,000	General Facility Assets Reserve
PARKS SERVICES		
Cumberland Community Forest Park Management Plan	\$4,530	General Financial Stabilization Reserve
Lower Perseverance Creek Park Acquisition - Wellington Colliery Trail	\$110,000	Parkland Reserve
TRANSPORTATION SERVICES		
Parking Study	\$20,000	Parking in lieu
Transportation Master Plan	\$7,420	Linear Assets Reserve (\$5,780) Active Transportation Grant (\$1,640)
Pickup Truck replacement (delivered in January 2024)	\$80,000	Equipment Loan
Combined Projects for Roads, Water, Sewer & Storm		
2023 Capital Works Project (Ambleside, First Street, Maryport, Silecroft)	\$1,749,710	Community Works Funds (\$360,620) Linear Asset Reserve (\$1,389,090) Roads DCC (\$431,740)
Bevan Road Paving	\$1,186,240	CFW (\$560,000) CVRD contribution (\$194,500)
Water		
Drinking Water Analysis	\$11,820	Host Amenity funds
Hydrant replacement	\$5,190	Utility Fees
Water Meter Replacement	\$22,820	Water Meter Reserve
Sewer		
<u>New Wastewater Treatment Phase 1</u>	\$8,362,610	ICIP Grant (\$2,596,130) Sewer Infrastructure Reserve (\$1,822,280) Borrowing (\$1,614,200) GMF Grant (\$490,000) Growing Community Funds (\$1,840,000) SPF Grant (\$2,234,530)
<u>New Wastewater Treatment Phase 2</u>	\$3,897,030	GMF Grant (\$151,950) Sewer Infrastructure Reserve (\$491,600) Borrowing (\$1,018,950)
Storm		
Willard Ave Storm Installation	\$21,000	Utility Fees
Total Budget Amendments for Projects Carried Forward	\$15,680,030	

**The Village of Cumberland
2024 Budget Amendments Approved by Council**

Motion #	Date	Motion	Amount	Funding Source
23-255	2023-11-27	<p>THAT Council allocate \$12,500 from the Local Government Climate Action Program funding to participate in the Home Energy Navigator Program in collaboration with the Comox Valley Regional District, K'ómoks First Nation and City of Courtenay.</p> <p>I. THAT Council receive the presentation from Paul Nash with an update to the Wastewater Project.</p> <p>II. THAT Council approve the additional expenditure of \$1,520,000 to increase the budget for the "Wastewater Upgrade Project Phase 1" from \$14,550,000 to \$16,070,000, with:</p> <p>a. \$791,700 to be funded through Community Works Funds; and</p> <p>b. \$406,000 to be funded through the Sewer and Water Infrastructure Asset Replacement Reserve; and</p> <p>c. \$187,300 to be funded through the Sewer Stabilization Reserve; and</p> <p>d. \$135,000 to be funded through Host Amenity Funds.</p> <p>III. THAT Council direct staff to bring forward an amendment to the adopted 2024-2028 Financial Plan Bylaw to reflect this expenditure.</p>	\$12,500	LGCAP
24-032	2024-02-12	<p>IV. THAT Council direct staff to bring forward an amendment to the adopted 2023-2027 Financial Plan Bylaw to reflect a change in funding for the Bevan Road Project with \$560,000 coming from the Linear Asset Renewal Reserve.</p> <p>V. THAT Council direct staff to bring forward an amendment to the adopted 2024-2028 Financial Plan Bylaw to:</p> <p>a. Update the funding for the Sewer and Storm Master Plan with \$151,500 coming from the Linear Asset Renewal Reserve.</p> <p>b. Remove the \$135,000 contribution from the Host Amenity Funds towards the General Municipal Facility Asset Renewal Reserve.</p> <p>VI. THAT Council direct staff to prepare a loan authorization bylaw for the borrowing of an amount of \$2,500,000 for the proposed budget increase to the "Wastewater Upgrade Project Phase 1" through the Municipal Financial Authority of British Columbia, with a term of 20 years</p>	\$1,520,000	Borrowing (no budget amendment required for contributions from reserves, since borrowing was approved)
24-192	2024-06-24	THAT Council adopt "Wastewater Upgrade Project Loan Authorization No. 2 Bylaw No. 1207, 2024".		included above
24-052	2024-03-18	<p>THAT Council approve the repair to the vactor truck in the amount of \$35,580 (not including GST) to be performed by Vimar Equipment.</p> <p>THAT Council authorize staff to reallocate the \$25,000 intended to bolster the fleet replacement reserve in the 2024 approved budget for the vactor truck repair, with the remaining balance of \$10,580 to be funded from the water and sewer stabilization reserve.</p> <p>THAT Council direct staff to bring forward an amendment to the adopted 2024-2028 Financial Plan Bylaw to reflect this expenditure.</p>	\$35,580	\$10,580 Water and Sewer Stabilization Reserve \$25,000 reallocated from new Fleet Replacement contribution to reserve
	2024-03-18	<p>THAT Council approve a 3.34% cost of living increase to Exempt employee 2023 salaries retroactively to January 1, 2024.</p> <p>THAT Council direct staff to amend the 2024-2028 financial plan for an expenditure up to an additional \$15,000 for salary increases to be funded through the general financial stabilization reserve.</p> <p>THAT Council approve the Director Model with the changes that need to take place and direct staff to amend the 2024 – 2028 financial plan bylaw to reflect the increases and use of stabilization reserves for the year 2024.</p> <p>THAT Council approve in principle the funding sources (including tax increases) for the years 2025 through 2029 for the Director Model, which includes the addition of a permanent Capital Works Project Manager and the addition of a permanent Manager of Recreation & Facilities.</p>	\$283,980	\$202,810 General Financial Stabilization Reserve \$81,170 Water Stabilization Reserve
24-065	2024-03-25	That Council approve the additional expenditure of \$3,000.00 in the Legislative Services advertising budget, to be funded through General Financial Stabilization Reserve, and THAT Council direct staff to bring forward an amendment to the adopted 2024-2028 Financial Plan Bylaw to reflect this expenditure.	\$3,000	General Financial Stabilization Reserve
24-067	2024-03-25	<p>THAT Council approve a settlement with the Department of Justice and Environment Canada & Climate Change for the disposal of 400 square meters of ecological gift land as part of a right of way negotiation with BC Hydro in support of servicing the new water treatment plant in the amount of up to \$90,000 to be funded through the Water Stabilization Reserve; and to inquire with Member of Parliament for Courtenay-Alberni for assistance in this matter.</p> <p>THAT Council direct staff to bring forward an amendment to the adopted 2024-2028 Financial Plan to reflect the expenditure of up to \$90,000 for the settlement for the disposal of ecological gift land.</p> <p>THAT Council authorise the Chief Administrative Officer to execute the waiver agreement related to the settlement offer with the department of Justice.</p>	\$90,000	Water Stabilization Reserve

2024 Budget Amendments Approved by Council

Motion #	Date	Motion	Amount	Funding Source
24-078	2024-04-08	<p>THAT Council increase the scope of work to include the lane up to cost of \$15,000.</p> <p>THAT Council approve the additional work and proposed design for First Street between Penrith and Dunsmuir as shown in the First Street Design Drawing.</p> <p>THAT Council approve the expenditure of \$87,946.00 to complete the optional contract work on First Street (Penrith to Dunsmuir) as part of the ongoing 2023 Roads and Utilities Capital Works project to be funded from the Local Government Climate Action Program funds; and</p> <p>THAT Council direct staff to bring forward an amendment to the adopted 2024-2028 Financial Plan to reflect this expenditure.</p>	\$87,950	<p>LGCAP</p> <p><i>*Staff recommend using Community Building Funds instead</i></p>
24-099	2024-04-22	<p>THAT Council approve a financial contribution in the amount of \$1,000 to K'ómoks First Nation to support the community celebration of National Indigenous Peoples' Day to be funded through the host community funds;</p> <p>THAT Council direct staff to bring forward an amendment to the adopted 2024-2028 Financial Plan Bylaw to reflect this expenditure; and</p> <p>THAT Council direct staff to review operational resources and work plans and work with K'ómoks First Nation staff to provide in-kind support that is available through that review.</p>	\$1,000	<p>Already included in the annual Grant Seed Program funded from Host Community Funds (no impact)</p>
24-101	2024-04-22	<p>THAT Council give first, second and third reading to "2024 Property Tax Rates Bylaw No. 1209, 2024".</p>	\$147,700	<p>Resolution involves contributing 2024 \$73,800 new growth taxes from residential properties to the Emergency and Public Safety Reserve and \$73,900 new growth taxes from other property classes to the General Financial Stabilization Reserve</p>
24-123	2024-05-27	<p>THAT Council approve an additional expenditure of \$47,200 funded from the General Financial Stabilization Reserve for the Souther House deconstruction and restoration project for a total project budget of \$157,200.</p> <p>THAT Council direct staff to bring forward an amendment to the adopted 2024-2028 Financial Plan Bylaw to reflect this additional expenditure.</p>	\$47,200	<p>General Financial Stabilization Reserve</p>
24-178	2024-06-10	<p>THAT Council re-allocate the \$10,200 in the 2024 budget for the Community Patrol part-time seasonal position as follows: \$5,500 to the Cumberland Lake Park contracted services operating budget for the purpose of uniformed foot patrols, and \$4,700 to the Bylaw Services Review.</p>	\$10,200	<p>no impact (already tax funded- budget reallocation)</p>
24-190	2024-06-24	<p>THAT Council approve the award of the solid waste collection service contract to Emterra Environmental for the period starting July 1, 2024, and ending December 31, 2025; and,</p> <p>THAT Council authorize the Chief Administrative Officer to execute the contract; and,</p> <p>THAT Council allocate an additional \$42,500 from the General Financial Stabilization Reserve for the 2024 solid waste collection services; and,</p> <p>THAT Council direct staff to bring forward an amendment to the adopted 2024-2028 Financial Plan Bylaw to reflect this funding reallocation.</p>	\$42,500	<p>General Financial Stabilization Reserve (Solid Waste Stabilization)</p>
24-202	2024-07-08	<p>THAT Council appoint Rachel Parker, Corporate Officer, as chief election officer and appoint Michelle Mason, Chief Administrative Officer, as deputy chief election officer.</p> <p>THAT Council approve the expenditure of \$20,000 for the 2024 by-election from the general financial stabilization fund; and direct staff to bring forward an amendment to the adopted 2024-2028 Financial Plan Bylaw to reflect this expenditure.</p>	\$20,000	<p>General Financial Stabilization Reserve</p>
24-215	2024-07-22	<p>THAT Council enter into a project partnership agreement with the Cumberland Community Forest Society for the construction of a pedestrian bridge over Perseverance Creek on the Wellington Colliery Trail in Coal Creek Historic Park; and authorize the Mayor and Chief Administrative Officer to execute the agreement; and</p> <p>THAT Council approve an expenditure of \$20,000 to the Cumberland Community Forest Society, conditional on the completion of construction and installation of the bridge per the terms of the project partnership agreement with:</p> <ul style="list-style-type: none"> \$9,900 funded from the Parks Development Cost Charges reserve and \$10,100 funded from the General Asset Renewal Reserve; and <p>THAT Council direct staff to bring forward an amendment to the adopted 2024-2028 Financial Plan Bylaw to reflect this expenditure.</p>	\$20,000	<p>\$9,900 funded from the Parks Development Cost Charges reserve, \$10,100 funded from the General Asset Renewal Reserve</p>
Total budget amendments approved by Council Resolutions			\$2,321,610	

**The Village of Cumberland
2024 Budget Amendments Recommended by Staff**

Date	Budget Item	Budget Amendment Amount (additional cost / revenue)	Funding Source
Staff Recommended Budget Amendments:			
01-Jan-24	Allocate 2024 carbon offset budget to reserve to supplement LGCAP funds	\$2,700	No impact (already tax funded - reallocation)
01-Jan-24	Allocate 2020-2023 carbon offset to reserve to supplement LGCAP funds (2020-22: \$2,500 per year; 2023: \$2,700; funds kept in surplus)	\$10,200	No impact (included in surplus)
01-Jan-24	Allocate additional budget approved for IT services transition (not required) to increased costs due to additional employees (\$7,500) and virtual servers maintenance (\$4,500)	\$11,890	No impact (already funded by General Financial Stabilization reserve - reallocation)
01-Jan-24	New Fire Hall Amortization	\$154,000	Accounting entry, no impact
01-Jan-24	Asset Retirement Obligations Accretion (new ARO accounting standard - effective 2023, based on 2023 assumptions)	\$12,390	General Financial Stabilization Reserve
01-Jan-24	Asset Retirement Obligations Amortization (new ARO accounting standard - effective 2023, based on 2023 assumptions)	\$19,690	Accounting entry, no impact
Total Staff Recommended Budget Amendments		\$210,870	
Use of Contingency:			
27-Feb-24	Village Office cladding repair related to roof leak above the vault (not covered by insurance)	\$5,000	No impact (contingency funds reallocation)
19-Jul-24	Funding for 2 EV Charging Stations for CRI and Public Works - included in the 2024 budget 100% grant funded, only 50% covered by BC Hydro grant.	\$4,160	No impact (contingency funds reallocation)
Total Use of Contingency		\$9,160	
New Grants Received in 2024:			
01-Jan-24	Housing Funding Capacity	\$171,270	
20-Mar-24	LGCAP 3 years	\$211,205	Moved to reserve
28-May-24	UBCM Development Approval Program - Phase 2	\$122,900	
03-Jun-24	ICBC grant for First Street	\$24,600	2023 Capital Works
03-Jun-24	ICBC grant for Silecroft	\$18,800	2023 Capital Works
04-Jun-24	BC Japanese Canadian Legacies	\$397,525	
21-Jun-24	Canada Community Building Funds 2024-2034 (previously Gas Tax, Community Works Funds)	\$132,950	Moved to reserve
23-Jul-24	BC Hydro EV charging stations	\$4,163	Already included in 2024 budget
08-Aug-24	PlanH Healthy Communities for food policy development (led by LUSH Valley)	\$15,000	
Total Grants		\$1,098,413	
Total Budget Amendments Recommended by Staff		\$1,318,443	

THE CORPORATION OF THE VILLAGE OF CUMBERLAND

BYLAW NO. 1214

A Bylaw to amend the 2024 – 2028 Financial Plan.

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

1. This Bylaw may be cited as “2024 - 2028 Financial Plan Amendment Bylaw No. 1214, 2024”.
2. “2024 – 2028 Financial Plan Bylaw No. 1200, 2023” is amended by:
 - (a) repealing Schedule A and substituting Schedule A to this bylaw, and
 - (b) repealing Schedule B and substituting Schedule B to this bylaw.

READ A FIRST TIME THIS	DAY OF	SEPTEMBER	2024.
READ A SECOND TIME THIS	DAY OF	SEPTEMBER	2024.
READ A THIRD TIME THIS	DAY OF	SEPTEMBER	2024.
ADOPTED THIS	DAY OF	OCTOBER	2024.

Mayor

Corporate Officer

Schedule A
2024 – 2028 Amended Financial Plan

The Corporation of the Village of Cumberland					
2024 - 2028 Financial Plan Amended					
	<u>2024</u>				
	<u>Amended</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>	<u>2028</u>
	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
REVENUES					
Property taxes & payments in lieu	\$ (4,467,180)	\$ (4,573,310)	\$ (4,862,330)	\$ (5,210,587)	\$ (5,407,232)
Parcel taxes	(757,420)	(806,810)	(1,275,870)	(1,318,510)	(1,361,240)
Sale of services & fees	(2,801,930)	(2,984,830)	(3,206,420)	(3,381,080)	(3,542,380)
Sale of services to other government	(577,470)	(552,990)	(277,010)	(282,100)	(287,090)
Transfers from other government	(8,614,395)	(3,917,140)	(2,477,750)	(1,489,790)	(2,928,830)
Other revenue	(1,248,505)	(1,020,450)	(960,520)	(717,600)	(719,700)
	<u>\$ (18,466,900)</u>	<u>\$ (13,855,530)</u>	<u>\$ (13,059,900)</u>	<u>\$ (12,399,667)</u>	<u>\$ (14,246,472)</u>
EXPENSES					
Other municipal purposes	\$ 9,782,040	\$ 8,529,840	\$ 8,702,430	\$ 8,632,400	\$ 8,786,150
Debt interest	316,990	390,790	527,760	679,910	684,540
Amortization	1,770,010	1,596,320	1,596,320	1,596,320	1,596,320
	<u>\$ 11,869,040</u>	<u>\$ 10,516,950</u>	<u>\$ 10,826,510</u>	<u>\$ 10,908,630</u>	<u>\$ 11,067,010</u>
NET (REVENUES) EXPENSES	<u>\$ (6,597,860)</u>	<u>\$ (3,338,580)</u>	<u>\$ (2,233,390)</u>	<u>\$ (1,491,037)</u>	<u>\$ (3,179,462)</u>
ADJUSTMENTS					
Acquisition of capital assets	\$ 19,183,685	\$ 3,567,970	\$ 2,926,310	\$ 2,256,040	\$ 2,242,060
Add back amortization	(1,770,010)	(1,596,320)	(1,596,320)	(1,596,320)	(1,596,320)
Proceeds from borrowing	(4,327,140)	(320,000)	(150,000)	(1,000,000)	(94,000)
Principal payments on debt	499,060	518,470	619,870	777,010	804,060
TOTAL ADJUSTMENTS	<u>\$ 13,585,595</u>	<u>\$ 2,170,120</u>	<u>\$ 1,799,860</u>	<u>\$ 436,730</u>	<u>\$ 1,355,800</u>
CHANGE IN CONSOLIDATED FUNDS	<u>\$ 6,987,735</u>	<u>\$ (1,168,460)</u>	<u>\$ (433,530)</u>	<u>\$ (1,054,307)</u>	<u>\$ (1,823,662)</u>
TRANSFER FROM RESERVES					
Reserves	\$ (9,338,470)	\$ (1,200,330)	\$ (1,820,230)	\$ (1,211,000)	\$ (568,320)
Development Cost charges	(590,140)	(61,250)	-	(24,500)	-
TRANSFER TO RESERVES					
Reserves	2,940,875	2,430,040	2,253,760	2,289,807	2,391,982
TRANSFER TO / (FROM) RESERVES	<u>\$ (6,987,735)</u>	<u>\$ 1,168,460</u>	<u>\$ 433,530</u>	<u>\$ 1,054,307</u>	<u>\$ 1,823,662</u>
TRANSFER TO/(FROM) ACCUMULATED SURPLUS	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

Schedule B

Policies and Objectives

Pursuant to section 165 (3.1) of the *Community Charter*

Part A: Proportion of Total Revenue Proposed to Come From Each Funding Source

Table 1: The proportion of total revenue proposed to be raised from each funding source in 2024 (based on 2023 Revised Assessment Roll).

Revenue Source	% Total Revenue	Dollar Value
Property Value Taxes & Payments in Lieu	19.60%	4,467,180
Government Grants	40.33%	9,191,865
Sale of Services and Fees	12.29%	2,801,930
Parcel Taxes	3.32%	757,420
Other Revenue	5.48%	1,248,505
Proceeds from Borrowing	18.98%	4,327,140
Total	100.00%	\$22,794,040

1. Property value tax is typically the primary source for operating funds for general municipal purposes. Property taxation is simple to administer, and offers a stable and reliable source of revenue for services that are difficult or undesirable to fund on a user-pay basis.
2. Sale of services and fees form another significant portion of planned revenue. Many municipal services, such as utilities and recreation, lend well to a fee for service basis. Costs can be associated to a level of service provided, particularly where services are optional. In addition, the municipality sells water, fire protection and animal control services to other municipalities.
3. The Village seeks out all grant opportunities that become available. The Comox Valley Regional District as part of a landfill host agreement provides amenity funds to the Village and this funding will continue until 2032. The municipality also receives funds under the Strategic Community Initiative (Small Community grant) which provides a significant source of funds for operations and capital maintenance programs. Funding from Government Grant includes part of the grant funding approved for Dam #2 project **and the Wastewater Treatment Plant upgrade project.**
4. Parcel taxes fund the capital costs of providing water, sewer and storm water infrastructure. The intention is to use these taxes toward the replacement of water, sewer and storm water infrastructure as well as reducing the Village’s wet weather flows through storm and sewer inflow and infiltration.

5. Other revenue includes sources of funds which do not fit in another category and include donations, developer amenity funds, grants from non-government sources, investment revenue, permits and licensing.
6. The municipality finances vehicles and equipment and secures debenture financing for portions of large committed projects not funded by grants or development cost charges. The municipality reviews all other funding options prior to financing recognizing that borrowing constitutes a long-term commitment and because borrowing authority is limited for an organization of this size. There is a commitment to borrow \$4.4 million for the wastewater treatment upgrades expected in 2026 which will be funded through a parcel tax.

Objective and Policies

Over the next five years, the municipality has the following objectives and policies:

- to actively seek grants for major infrastructure repair and replacement;
- to annually review utility rates to ensure water, sewer and storm water operating and delivery costs are fully funded; and
- to review all other services to determine optimal proportions of cost recovery from fees versus general revenues and taxation.

Part B: Distribution of Property Taxes among Property Classes

Table 2: The distribution of property tax revenue among the property classes (based on 2023 Revised Assessment Roll)

Property Class	% Total Property Tax	Dollar Value
1. Residential	76.6%	3,263,275
2. Utilities	1.9%	80,943
3. Supportive Housing		
4. Major Industry		
5. Light Industry	2.5%	106,504
6. Business and Other	15.8%	673,104
7. Managed forest	3.1%	132,065
8. Recreation & Non Profit	0.1%	4,260
9. Farm		
Total	100%	4,260,151

Tax rates are set in order to maintain tax stability. Annual tax increases are apportioned over the classes to ensure stability.

There are no class 3 or 4 or 9 properties located within the Village.

The municipality recognizes the need to attract and retain businesses and industry for economic development and not to rely heavily on any one industry as a tax source. Council believes that the non-residential rates based on these ratios reflect that philosophy.

Part C: The Use of Permissive Tax Exemptions

Council does not generally support exemptions. Taxpayers within the various property classes are treated equitably and policies are established for each class and not for individual property owners. There are three exceptions to this policy:

1. *Grounds surrounding places of worship*

Parcels that qualify for partial statutory exemption, such as the grounds surrounding places of worship, are granted an exemption from taxes. These exemptions represent a very small dollar value which would not recover the associated costs of administering the taxes.

2. *Municipal properties occupied by a community group or partner agency where the group or agency has been granted a reduced or zero lease rate*

Permissive tax exemptions will also be provided for municipal properties occupied by a community group or partner agency where the group or agency has been granted a reduced or zero lease rate but may be subject to property tax under section 229 of the *Community Charter*. This exemption recognizes that municipal buildings are not subject to property taxes when used for municipal purposes; the groups or agencies are deemed by Council to be providing a valuable community benefit or municipal service; that the group or agency may not be granted exclusive use of the building and/or that the space may be reclaimed by the municipality as and when needed.

3. *Properties offering affordable rental housing*

Permissive property tax exemptions will be considered on assessed improvement value of properties offering affordable rental housing when the organization owning or leasing and managing the property meet the following qualifying criteria:

1. Have a signed current housing agreement with the Village
2. Be the registered owner of the property, or a tenant under a lease requiring it to pay taxes directly to the Village
3. Be a British Columbia registered charity or not for profit society
4. Qualifies for an exemption under the provisions of the Community Charter Part 7, Division 7, Section 224 2 (a):
 - (a) land or improvements that
 - (i) are owned or held by a charitable, philanthropic or other not for profit corporation, and

- (ii) the council considers are used for a purpose that is directly related to the purposes of the corporation;
- 5. Principal use meets Council's objective of offering affordable rental housing to the residents of the Village
- 6. Follows municipal policies, plans, bylaws, and regulations (i.e. zoning, permits, etc.)

Applicant are required to provide annually:

- a. Copy of financial statements for last 3 years for first time applicants and for the last year for current tax exemption recipients
- b. Copy of current and next year operating budget
- c. Copy of registered charity or not for profit society information
- d. Copy of title certificate or lease agreement, as applicable
- e. In the case of a lease agreement, documents are required which indicate that the applicant will benefit from the exemption. Documents should demonstrate that the lease is currently, or will, on approval of the exemption, be reduced by the amount of the exemption, or that other considerations will be provided by the landlord equivalent to the value of the exemption.
- f. Scale drawing of property (buildings, parking lots, landscaping, etc.)
- g. Description of any third-party use of the subject land/improvements including user group names, fees charged, space used, terms of use.

The organization applying for a permissive property tax exemption for affordable rental housing will provide the required documentation by July 15, in order to be considered for an exemption the next year.