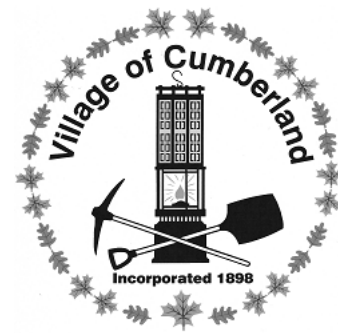


The Corporation of the Village of Cumberland
Regular Council Meeting Agenda



Monday, October 28, 2024, 4:30 p.m. CLOSED Portion
Monday, October 28, 2024, 5:30 p.m. OPEN Portion
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 4:30 p.m.

2. Closed Session

Recommendation:

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

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

3. Recess

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

Mayor Brown called the meeting to order at 5:30 p.m. and recognized the unceded traditional territory of the K'ómoks First Nation and offered gratitude for the care and stewardship of this land since time immemorial.

5. Agenda

5.1 Agenda for Regular Council Meeting, October 28, 2024

Recommendation:

THAT Council approve the agenda for the October 28, 2024 Regular Council Meeting.

6. Minutes

6.1 Adoption and Receipt

Recommendation:

THAT Council adopt the following minutes:

- Regular Council Meeting, October 1, 2024;

Recommendation:

THAT Council receive the following Committee minutes for information:

- Heritage Committee meeting, September 26, 2024
- Liquid Waste Management Plan Committee, October 9, 2024

7. Delegations

- 7.1 Inspector Scott Mercer, Officer in Charge, Comox Valley RCMP
Quarterly report review 21

Recommendation:

THAT Council receive the delegation from the RCMP regarding Quarterly Report review.

8. Correspondence

9. Unfinished Business

10. Reports

- 10.1 Site-specific Floodplain Exemption–Cabin 6, 2100 Horbury Road for Approval 27
Prepared by Seamus McConville, Planner I

Recommendation:

THAT Council approve the site-specific floodplain exemption for Cabin 6, as located on the property described as Fractional Section 28, Township 10, Comox District, Plan 552H together with that portion of the bed of Comox Lake included within the area shown outlined in red on plan deposited under DD 1983 except parts in Plans 21 RW, 788 RW, 26178, VIP57417 And EPP82213 (2100 Horbury Road.)

- 10.2 3345 Second Street Affordable Housing Development - Proponent Memorandum of Understanding 37
Prepared by Michelle Mason, Chief Administrative Officer

Recommendation:

THAT Council approve a memorandum of understanding (MOU) agreement, dated October 28, 2024, between M’akola Housing Society and the Village of Cumberland for the Society to be the proponent for the affordable housing development at 3345 Second Street; and,

THAT Council authorize the Mayor and Chief Administrative Officer to execute the MOU.

Recommendation:

THAT Council commits the Village to working with M’akola Housing Society on the affordable housing development at 3345 Second Street, including establishing a long term mortgageable interest for the Society to lever funding and financing, and support for funding applications.

- 10.3 RideLab Event 2025 48
Prepared by Ryan Parton, Manager of Recreation & Culture

Recommendation:

THAT Council recommend that Staff approve an event permit application

and Noise Control Bylaw exemption request for RideLab 2025; and,

THAT any subsequent application for the same event in a future year be brought to Council for consideration.

10.4 Council Member Appointments
Prepared by Rachel Parker, Corporate Officer

55

Recommendation:

THAT Council appoint acting mayors for the time periods below:

- November 2024 to January 2025: Councillor Borecky
- February to April 2025: Councillor Sullivan
- May to July 2025: Councillor Ward
- August to October 2025: Councillor Therrien

Recommendation:

THAT Council make the following appointments:

- a. Comox Valley Regional District Board Director: To be determined
Alternate Director: To be determined
for the remainder of the Council term with
 - The Director being primary representative on the Comox Valley Recreation Commission, and
 - The alternate director being primate representative on the Comox Strathcona Regional Hospital District Board and Comox Strathcona Waste Management Board
- b. Comox Valley Coalition to End Homelessness: Councillor Ward as alternate liaison
- c. Comox Valley Early Years Collaborative: Councillor Borecky as liaison and Councillor Therrien as alternate liaison
- d. Comox Valley Regional Food Policy Committee: Mayor Brown as liaison
- e. Welcoming Communities Coalition (Immigrant Welcome Centre): To be determined
- f. Buy Social, BC Social Procurement Initiative: To be determined
- g. Homelessness and Affordable Housing Select Committee: Council Ward as alternate representative
- h. Wastewater Advisory Committee for the Liquid Waste Management Plan: To be determined

Recommendation:

3. Appointment of Financial Authorities

THAT Council delegate financial signing authority for the Village of Cumberland to Councillor Ward when designated as Acting Mayor.

- 10.5 Communications Strategy and Social Media 65
Prepared by Rachel Parker, Corporate Officer

Recommendation:

THAT Council accept the revised Communication Strategy, October 2024, with social media presence and website feature pages for Council strategic initiatives and Village projects as medium-term priorities.

- 10.6 Liquid Waste Master Plan Presentation Update 85
Prepared by Rob Crisfield, Director of Engineering and Public Works

Recommendation:

- i. THAT Council receive the Liquid Waste Management Plan Update Presentation from Paul Nash, Liquid Waste Management Plan Coordinator.
- ii. THAT Council approve an additional expenditure for up to an additional \$300,000 to complete both the Stage-3 Liquid Waste Management Plan and other ministry requirements to be reallocated from the Phase-2 wastewater project budget and funding.
- iii. THAT Council authorize the sole source of McElhanney Consulting Services for up to \$60,000 for the Stage 3 LWMP.
- iv. THAT Council authorize the sole source of McElhanney Consulting Services for up to \$50,000 for assistance in developing the Operational Certificate.
- v. THAT Council Authorize the increase in contract value to Ecofish Research Ltd. from \$101,162.42 to \$249,342.90.
- vi. THAT Council authorize staff to execute the contracts and/or change orders with the various stakeholders.

- 10.7 Wastewater Project Update Presentation from Colliers Project Leaders 108
Prepared by Rob Crisfield, Director of Engineering and Public Works

Recommendation:

THAT Council receive the presentation Wastewater Project Update presentation from Hans Seidemann, Senior Project Manager with Colliers Project Leaders; and,

THAT Council authorize construction activities to be resumed without exceeding the current Council approved project budget; and,

THAT Council approve the additional expenditure of \$1,557,400 to increase the budget for the “Wastewater Upgrade Project Phase 1” from \$16,060,000 to \$17,617,400, with:

- \$980,000 to be funded from borrowing approved earlier this year, and
- \$577,400 to be funded through the Linear 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.

- 10.8 Rural Economic Diversification and Infrastructure Program (REDRIP) – Grant Application 120
Prepared by Courtney Simpson, Director of Development and Bylaw Services

Recommendation:

THAT Council approve the application to the Rural Economic Diversification and Infrastructure Program for a grant of \$100,000 for an economic feasibility study of the Village-owned Union Road lands.

- 10.9 Appointment of Officers 123
Prepared by Rachel Parker, Corporate Officer

Recommendation:

THAT Council appoint Michelle Mason, Chief Administrative Officer, as Deputy Financial Officer.

- 10.10 Municipal Auditor Appointment for the 2024 Year-end 133
Prepared by Annie Bérard, Director of Corporate Services

Recommendation:

THAT Council appoints the audit firm of MNP LLP for the 2024 financial year.

- 10.11 Strategic Priorities, Third Quarter Report, July -Sep 2024 151

Recommendation:

THAT Council receive the Strategic Priorities, Third Quarter Report, July - Sep 2024.

- 10.12 Council Member Monthly Reports 202

Recommendation:

THAT Council receive the member monthly reports for September to mid October 2024.

11. Bylaws

12. New Business

13. 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.

- Committee of the Whole, November 4, 2024

14. 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.

15. Closed Session

Recommendation:

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

- (a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;
- (c) labour relations or other employee relations;
- (l) discussions with municipal officers and employees respecting municipal objectives, measures and progress reports for the purposes of preparing an annual report under section 98 [*annual municipal report*];

16. Adjournment

Recommendation:

THAT Council adjourn the meeting.

The Corporation of the Village of Cumberland

Regular Council Meeting Minutes

October 1, 2024, 5:30 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
Rob Crisfield, Director of Engineering and Public Works
Rachel Parker, Corporate Officer
Seamus McConville, Planner 1
Ryan Parton, Manager of Recreation and Culture
Mike Williamson, Manager of Protective Services

1. Call To Order

Mayor Brown called the meeting to order at 5:30 p.m. and recognized the unceded traditional territory of the K'ómoks First Nation and offered gratitude for the care and stewardship of this land since time immemorial.

2. Agenda

2.1 Agenda for Regular Council Meeting, October 1, 2024

Motion 24-232

Moved by: Borecky

Seconded by: Sullivan

THAT Council approve the agenda for the October 1, 2024 Regular Council Meeting.

Carried Unanimously

3. Minutes

3.1 Minutes

Motion 24-233

Moved by: Sullivan

Seconded by: Therrien

THAT Council adopt the following minutes:

- Committee of the Whole, September 9, 2024
- Regular Council Meeting, September 9, 2024

and receive the following draft Committee minutes for information:

- Heritage Committee, August 15, 2024
- Advisory Planning Commission, September 12, 2024

Carried Unanimously

4. Delegations

4.1 The King Charles III Coronation Medal - Meaghan Cursons

Council members recognized the award of the King Charles III Coronation Medal to resident Meaghan Cursons, who was nominated by MLA Josie Osborne. Council members thanked Ms. Cursons for her service and activism for the community

4.2 Adam Speigel Owner of 2815 Maryport Avenue

Motion 24-234

Moved by: Borecky

Seconded by: Therrien

THAT Council receive the delegation of the owners of 2815 Maryport, regarding Easement and Development application for the garage.

Carried Unanimously

5. Correspondence

5.1 Beaufort Family Health Society - Request for Extension to the Bridge Funding Agreement

Motion 24-235

Moved by: Sullivan

Seconded by: Borecky

THAT Council refer the correspondence from the Beaufort Family Health Society requesting an extension to the Bridge Funding Agreement to the Budget

Committee of the Whole meeting scheduled for October 7, 15 and 21, 2024 for consideration in the 2025-2029 Financial Plan.

Carried Unanimously

- 5.2 Cumberland Community Schools Society - Request for Extension to the Bridge Funding Agreement

Motion 24-236

Moved by: Sullivan

Seconded by: Therrien

THAT Council refer the correspondence from the Cumberland Community Schools Society requesting an extension to the Bridge Funding Agreement to the Budget Committee of the Whole meeting scheduled for October 7, 15 and 21, 2024 for consideration in the 2025-2029 Financial Plan.

Carried Unanimously

6. Unfinished Business

None

7. Reports

- 7.1 Accelerating Community Energy Transformation (ACET) Geothermal Project Presentation

Motion 24-237

Moved by: Therrien

Seconded by: Sullivan

THAT Council receive the presentation of Zachary Gould, ACET (Accelerating Community Energy Transformation), regarding research into geothermal energy generation from Cumberland coal mines.

Carried Unanimously

- 7.2 Cumberland Housing Needs Report

Motion 24-238

Moved by: Borecky

Seconded by: Sullivan

THAT Council accept the Village of Cumberland Housing Needs Report, September 2024.

Carried Unanimously

7.3 Traffic Calming Update - Quick Fix Ideas

Motion 24-239

Moved by: Therrien

Seconded by: Borecky

THAT Council direct staff to use the remaining \$18,000 funds from existing 2024 traffic project budgets towards some traffic calming quick fix ideas for Dunsmuir Avenue (Camp Road) gateway treatment, and for Kendal Avenue including four-way stops and traffic calming curbs.

Carried Unanimously

7.4 Purchasing Management Services Policy – Spending Authority Update

Motion 24-240

Moved by: Borecky

Seconded by: Therrien

THAT Council amend the Appendix A ‘Schedule of Signing Authority’ of the Purchasing Management Services Policy number 3.3 as presented.

Carried Unanimously

7.5 Municipal Finance Authority Financing for 2024 Vehicle Purchase

Motion 24-241

Moved by: Sullivan

Seconded by: Therrien

THAT Council approve the short-term borrowing from the Municipal Finance Authority through the Equipment Financing Program for an amount of \$54,000 for the purchase of an electric cargo van for a five year term that must be repaid in five years.

Carried Unanimously

7.6 Parks & Facilities Conduct & Compliance Policy

Motion 24-242

Moved by: Borecky

Seconded by: Therrien

THAT Council approve Policy No. 15.1 Parks & Facilities Conduct & Compliance.

Carried Unanimously

7.7 2024 By-Election Results

Motion 24-243

Moved by: Sullivan

Seconded by: Therrien

THAT Council receive the 2024 By-Election Results report.

Carried Unanimously

7.8 Development Variance Permit Application – 4724 Cumberland Road

Motion 24-244

Moved by: Borecky

Seconded by: Therrien

THAT Council approve the development variance permit (2024-05-DV) for the property described as Lot 1 District Lot 24 Nelson District Plan EPP59401 (4724 Cumberland Road).

Carried Unanimously

7.9 Grant Application for Volunteer and Composite Fire Dept Equipment & Training 2024

Motion 24-245

Moved by: Sullivan

Seconded by: Borecky

THAT Council support an application to the UBCM Community Emergency Preparedness Fund: Volunteer and Composite Fire Department Equipment and Training 2024 program for \$40,000 to fund phase 2 and 3 of the training ground construction; and THAT Council direct staff to bring forward and amendment to the adopted 2024-2028 Financial Plan Bylaw to reflect this expenditure.

Carried Unanimously

7.10 Remembrance Day Flyby Policy

Motion 24-246

Moved by: Therrien
Seconded by: Borecky

THAT Council approve policy 1.11, Remembrance Day Flyby Policy.

Carried Unanimously

7.11 Conference Attendance 2025

Councillors Borecky, Sullivan, and Mayor Brown indicated attendance at AVICC; Councillors Sullivan and Therrien, and Mayor Brown indicated attendance at UBCM; and Councillor Sullivan indicated he would attend FCM Sustainable Communities.

Motion 24-247

Moved by: Therrien
Seconded by: Sullivan

THAT Council receive the Conference Attendance 2025 report.

Carried Unanimously

7.12 Draft Bylaw 1215 – Lot A, Ulverston Avenue Rezoning

Motion 24-248

Moved by: Therrien
Seconded by: Borecky

That Council require the applicant of zoning amendment application for Lot A, Plan VIP72022, Ulverston Avenue to hold a second public information meeting.

THAT Council refer zoning amendment application for (Lot A, Plan VIP72022, Ulverston Avenue) to the Homelessness and Affordable Housing Committee and Advisory Planning Commission.

Carried Unanimously

7.13 BC Hydro Public Electric Vehicle (EV) Fast Charging Program

Motion 24-249

Moved by: Therrien
Seconded by: Sullivan

THAT Council direct staff to undertake preliminary work to determine the feasibility of the Village becoming a host partner in the BC Hydro Public EV Fast Charging Program.

Carried Unanimously

7.14 Public Works Office Roof Replacement

Motion 24-250

Moved by: Sullivan

Seconded by: Borecky

THAT Council authorize staff to move forward with replacement of the Public Works office roof (old fire hall building) immediately after obtaining three quotes; and,

THAT Council approve the expenditure of up to \$55,000 for the Public Works office roof replacement to be funded through the Facility 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

8. Bylaws

8.1 Bylaw 1214, 2024-2028 Financial Plan Amendment Bylaw

Motion 24-251

Moved by: Sullivan

Seconded by: Therrien

THAT Council adopt the “2024-2028 Financial Plan Amendment Bylaw No. 1214, 2024”.

Carried Unanimously

9. New Business

None

10. Notices, Motions and Announcements

- Special Council meeting for Oath of Office and reception on October 7 at 5:00 p.m.
- Committee of the Whole Budget meetings on October 7 and 15 at 5:30 p.m.

11. Question Period

None received

12. Closed Portion

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

- (c) labour relations or other employee relations;

13. Adjournment

Motion 24-252

Moved by: Sullivan

Seconded by: Borecky

THAT Council adjourn the meeting at 7:47 pm.

Carried Unanimously

Mayor

Certified Correct by Corporate Officer

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



**September 26, 2024 at 4:00 p.m.
Operations Meeting Room, 2679 Dunsmuir Avenue**

Members Present: Meaghan Cursons (Chair)
Marianne Bell
Councillor Neil Borecky
Lois Harris
Hugh McLean
Eric Pattison

Regrets: Lulu Kanters

Staff Present: Jasmeen Kaur Sidhu, Planning Technician
Karin Albert, Senior Planner

The meeting was called to order at 4:07pm.

1. Approval of Agenda

Moved by: Borecky
Seconded by: Harris

THAT the Heritage Committee agenda of August 15, 2024 be approved with the change of moving item 4.2, discussion of the SOS of 3276 Second Street/Marocchi building, before the OCP review discussion.

Carried Unanimously

2. Minutes

Moved by: Pattison
Seconded by: Borecky

THAT the Heritage Committee adopt the minutes of August 15, 2024 as presented.

Carried Unanimously

3. Unfinished Business

None.

4. New Business**4.1 Draft Statement of Significance (SOS) – 3272 Second Street/Marocchi building**

Eric presented on his research for the SOS for the Marocchi building. Comments included:

- Mines in Cumberland not open until 1888. Construction of buildings started before 1894.
- Other social values: store sold liquor during prohibition, Marocchi's connection to Albert "Ginger" Goodwin.
- Hugh has some comments, will send to Eric and cc' rest of Committee. Eric will make edits and bring SOS back to Committee for a recommendation to add the Marocchi building to the Cumberland Community Heritage Register.

4.2 OCP Review

Karin presented an overview of previous Committee discussions and key Heritage Conservation Area (HCA) guidelines to seek input and recommendations from the Committee on possible updates.

Discussion:*Heritage Conservation Area Map*

- Response to question from September meeting: 42nd Street is a reference to a movie, houses on Cumberland Road in the "42nd Street neighbourhood were built at same time.

Proposed Future Land Use Map

- Is a mixed-use designation on Penrith and Derwent going to put former miner's houses on those streets at risk? Some of those buildings are older than buildings on Dunsmuir Ave. Houses on Penrith were the first worker-owned homes or were rented, but not owned by the company.
- Mixed-use designation - intent is to permit commercial use as well as mixed commercial and residential use, and encourage professional services, such as doctors and dentist offices to move off Dunsmuir Avenue. Would also open more opportunities for alleyway businesses.
- How do we incentivize retention of heritage homes over redevelopment of properties? Could a broader number of uses be permitted if the original house is retained?
- Could be done through heritage revitalization agreements. A change in use requires a Zoning Bylaw amendment. Don't want to create many different zones. Karin will review what other mechanisms may be possible.

Heritage Conservation Area (HCA) Exemptions

- For new buildings, should be required to keep wood frame windows. Very character defining and can be made very energy-efficient.
- No additional exemptions discussed.

HCA Guidelines

- Guidelines should encourage greater setbacks from front property line for outdoor seating areas. Zoning Bylaw will need to be amended to implement this.
- Downzone properties so Village can provide incentives (more density) if heritage building is retained. Encourages design that integrates the old with the new.
- Under “Notable Features and Characteristics of the HCA”, Committee supports retaining “b. Architectural features such as cubic massing and density site coverage, generally limited to one or two stories.”
- b. New Buildings, clarify that new buildings shall not be set back from the street or side property lines “unless to accommodate a historic use” but front setback not to be used for “onsite” parking.
- Support setting back of top story.

Moved by: McLean

Seconded by: Borecky

THAT the Heritage Committee recommend to Council:

- a. THAT the existing zoning be amended so that new buildings cannot have more than three stories, and
THAT a 4th storey be permitted as an incentive (density bonus) if the historic building on the property is retained.
- b. THAT the 4th storey be set back a minimum of three metres from the street to reduce the visual impact of the building on the streetscape.

Carried unanimously

- Committee supports exempting mezzanines from the FAR calculations. Historically, some buildings on Dunsmuir Ave had a mezzanine. Creates opportunity for diverse commercial spaces.
- Finish discussions on HCA guidelines at October heritage committee meeting. Also discuss possible incentives.

5. Next Meeting

The next regularly scheduled Heritage Committee meeting is on November 21.

6. Adjournment

The meeting adjourned at 5:45 pm



Corporation of the Village of Cumberland

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

File No. 0540-20

Liquid Waste Management Plan
Wastewater Advisory Committee
Minutes of
Meeting #18
Wednesday, October 9, 2024, 2 pm to 4 pm
Council Chambers

Invitees

Name	Representing	Present?
Matt Ishoy	Chair, Public member at Large	Y
Ken Barth	Public member at large	Y
Mike Tymchuk	Public member at large, Alternate	Y
Chris Thomason	Public member at large (new)	Y
Brian Beaudry	Public member at large (new)	Y
Sean Sullivan	Alternate Council Representative	-
Neil Borecky	Alternate Council Representative	-
Troy Therrien	Alternate Council Representative	-
Rob Crisfield	Director of Operations	Y
Paul Nash	LWMP Project Coordinator	Y
Copied on correspondence		
K'omoks First Nation		
BC Ministry of Municipal Affairs		
BC Ministry of Environment and Climate Change		

Item, Time	Description	Owner
18.1	<ul style="list-style-type: none"> Call to Order, Approval of Agenda Meeting called to order at 1pm Agenda approved	Chair
18.2	<ul style="list-style-type: none"> Introductions of new members The two new members – Chris Thomason and Brian Beaudry introduced themselves, followed by a round table of introductions from the returning members	Chair

18.3	<ul style="list-style-type: none"> • Review of LWMP Process and Objectives <p>Paul took the committee through items 18.3 to 18.6 with a powerpoint presentation</p>	Paul
18.4	Review of progress, events since meeting #17 in Sep 2018	Paul
18.5	<p>Review of current Wastewater Project</p> <ul style="list-style-type: none"> • Technical Aspects • Progress • Setbacks 	Paul
18.6	<p>Objectives and process for Stage 3 LWMP</p> <ul style="list-style-type: none"> • Major items • Items where WAC has input • Process from here 	Paul

<p>18.7</p>	<p>Wrap up</p> <ul style="list-style-type: none"> • Round table /any other issues <p>Discussion and Q&A from the members.</p> <p>Questions of note:</p> <p>Q. Is there any opportunity for the WAC to participate in the First Nations Consultation, given some members have experience in this?</p> <p>A. The FN consultation is primarily between the Village of Cumberland and the FN's, and happens at a staff-to staff level and sometimes Council to Council. The WAC is Cumberland's public process which is in parallel with the FN consultation, but not part of it. K'omoks First Nation always has a standing invitation to attend WAC meetings, but that is a case of them participating in the public process.</p> <p>Q. What has been the total cost of the LWMP process to date, and expected for completion– is this something that should be part of the final report?</p> <p>A. The cost to carry out the process is not a part of the final LWMP report. IF the WAC wants to see the final cost of the process, a request can be made to the Village to provide that information. An appropriate time for the information to be presented would be the last WAC meeting of this stage 3 process.</p> <p>Q. Has there been any investigation into the characteristics of the wastewater coming into the system from the hospital laundry? Studies elsewhere have shown they can contribute phosphorus and have unusual contaminants present. Are there any rules to regulate "trade waste" coming into the system</p> <p>A. There has not been a specific study of the water coming in from the laundry. It is known that they switched to phosphate free detergents over a decade ago. A monitoring program for the laundry and other commercial customers would be an option for the future LWMP Plan Monitoring Committee. There are some rules regulating incoming commercial wastewater – The provincial Municipal Wastewater Regulation has some rules regarding non-domestic wastewater Cumberland has a Source Control bylaw and this will be updated as part of the Stage 3 LWMP. A technical report on this topic – source control and the laundry - will be brought back to a future WAC meeting for discussion</p> <ul style="list-style-type: none"> • Next Meeting <p>Discussion that future meetings preferably for Thursdays, and a start time of 1pm. A meeting date was not set, to be advised by the</p> <ul style="list-style-type: none"> • Adjournment <p>Meeting adjourned at 4pm</p>	<p>Chair</p>
	<p>Public Q&A – there were no members of the public present for Q&A</p>	<p>Chair</p>



Comox Valley RCMP Detachment

QUARTERLY REPORT

VILLAGE OF CUMBERLAND

July 1, 2024 – September 30, 2024

Comox Valley RCMP Detachment Quarterly Report

July 1, 2024 to September 30, 2024

The Comox Valley Royal Canadian Mounted Police (RCMP) provides quarterly updates on policing in the community. The quarterly reports coincide with the Comox Valley RCMP Annual Performance reporting time lines in conjunction with Community Priorities.

First Quarter: April 1 to June 30

Second Quarter: July 1 to September 30

Third Quarter: October 1 to December 31

Fourth Quarter: January 1 to March 31

Calls for Service

In the second quarter of the 2024 – 2025 fiscal year, there were 265 Calls for Service in Cumberland. This was a 50 percent (88 file) increase over Calls for Service in the second quarter of the previous fiscal year.

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
2019	64	48	50	68	87	89	74	84	59	63	37	47	770
2020	47	39	59	59	67	70	91	73	58	66	37	49	715
2021	32	46	59	52	61	88	69	83	59	56	41	48	694
2022	41	40	66	45	83	80	65	62	47	79	48	45	701
2023	48	45	99	74	97	67	57	73	47	51	38	33	729
2024	36	62	70	82	67	66	95	95	75				648

Most Common Call Types

In the second quarter of the 2024 – 2025 fiscal year, the most common Calls for Service pertained to Disturbances and Check Wellbeing. Relative to the second quarter of the previous fiscal year, there were notable increases in Calls for Service regarding Disturbances, Check Wellbeing, Theft, and Threats.

	Final Case Type	Second Quarter Data						% Change from 23-24 Q2	Difference from 23-24 Q2
		2019	2020	2021	2022	2023	2024		
1	DISTURBANCE	10	11	6	14	10	23	130%	13
2	CHECK WELLBEING	10	12	16	14	10	21	110%	11
3	SUSPICIOUS CIRCUMSTANCES	6	3	5	5	10	16	60%	6
4	TRAFFIC INCIDENT	22	62	29	8	16	16	0%	0
5	THEFT	18	10	3	7	7	15	114%	8

6	MISCHIEF	13	5	16	9	10	15	50%	5
7	THREATS	1	3	7	1	4	13	225%	9
8	PROPERTY	19	13	14	13	12	13	8%	1
9	BREACH	4	1	2	2	6	12	100%	6
10	ABANDONED 911	5	4	9	9	6	10	67%	4

Most Common Call Locations

In the second quarter of the 2024 – 2025 fiscal year, the locations in Cumberland with the most Calls for Service were private residences.

	Location	Second Quarter Data						% Change from 23-24 Q2	Difference from 23-24 Q2
		2019	2020	2021	2022	2023	2024		
1	Private Residence	1	0	0	0	0	13		13
2	Multi-Unit Private Residence	3	1	0	0	0	10		10
3	Private Residence	0	0	0	0	0	5		5
4	Private Residence	0	0	0	0	0	5		5

Violent Crime

In the second quarter of the 2024 – 2025 fiscal year, there were 26 Violent Crime files in Cumberland. This was a 73 percent (11 file) increase over the 15 Violent Crime files in the second quarter of the previous fiscal year.

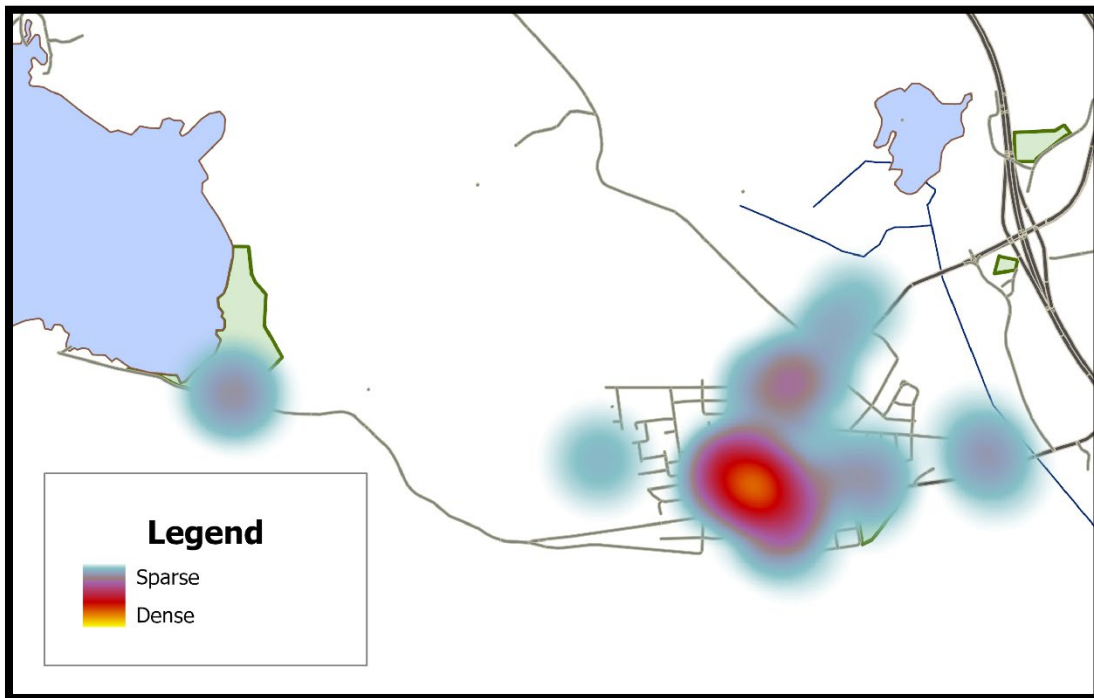
Types of Violent Crime

Relative to the second quarter of the previous fiscal year, there were notable increases in Utter Threats and Harassment files in the second quarter of the 2024 – 2025 fiscal year.

File Type	Second Quarter						% Change from 23-24 Q2	Difference from 23-24 Q2
	2019	2020	2021	2022	2023	2024		
UTTER THREATS	2	3	6	0	4	10	150%	6
ASSAULTS	3	4	3	5	8	8	0%	0
HARASSMENT	3	3	5	3	2	7	250%	5
ROBBERY	0	0	0	0	0	1		1
WEAPONS OFFENCES	1	0	0	0	0	0		0
EXTORTION	0	0	0	0	1	0	-100%	-1
SEX OFFENCES	1	1	2	0	0	0		0
KIDNAPPING	1	0	0	0	0	0		0
Total	11	11	16	8	15	26	73%	11

Map of Violent Crime in Cumberland

In the second quarter of the 2024 – 2025 fiscal year, there were hotspots for Violent Crime files in the area bounded by Silecroft Rd, Windermere Ave, Second St, and Penrith Ave as well as the area bounded by Penrith Ave, Third St, Dunsmuir Ave, and Second St.



Property Crime

In the second quarter of the 2024 – 2025 fiscal year, there were 41 Property Crime files in Cumberland. This was 6 files more than the 35 Property Crime files in the second quarter of the previous year.

Types of Property Crime

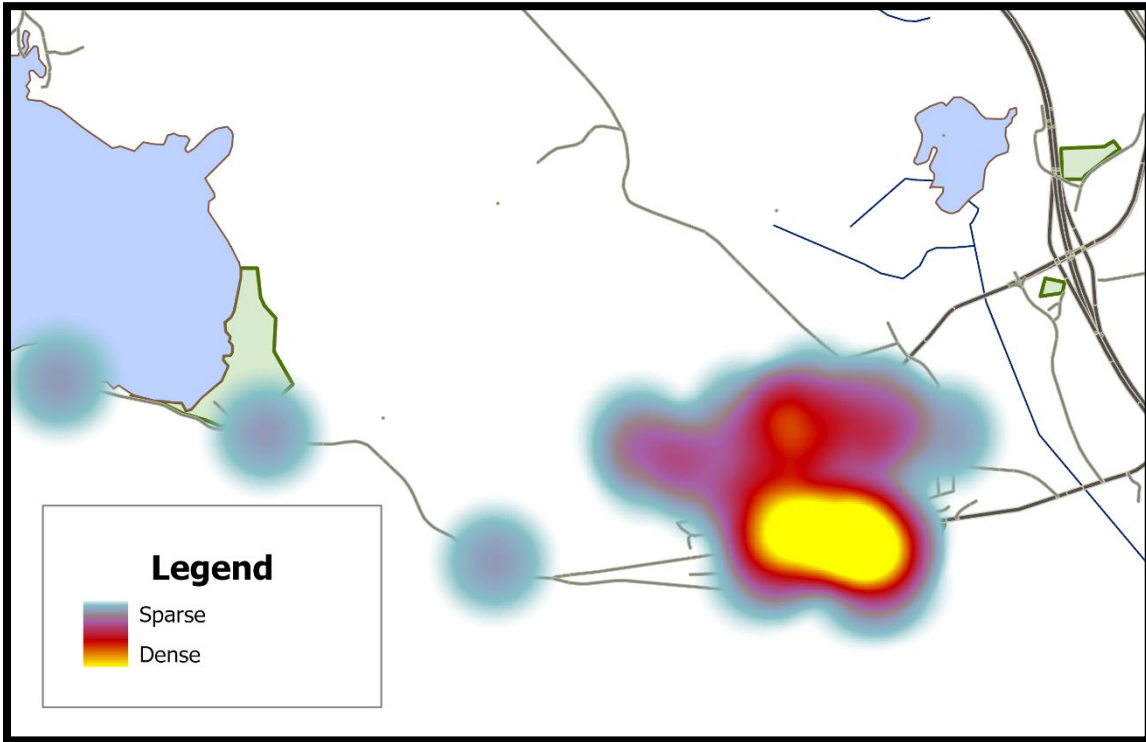
In the second quarter of the 2024 – 2025 fiscal year, the most common type of Property Crime in Cumberland was Mischief to Property. Relative to the second quarter of the previous fiscal year, there was a notable increase in Auto Theft files.

File Type	Second Quarter Data						% Change from 23-24 Q2	Difference from 23-24 Q2
	2019	2020	2021	2022	2023	2024		
MISCHIEF TO PROPERTY	16	5	16	15	15	12	-20%	-3
OTHER THEFT U/5000	5	4	3	3	5	8	60%	3
AUTO THEFT	2	1	2	3	1	6	500%	5
BREAK & ENTER - BUS	1	2	0	0	2	3	50%	1
THEFT FROM VEHICLE	9	3	4	10	3	2	-33%	-1
POSSESS STOLEN PROPERTY	1	0	0	0	0	2		2
BREAK & ENTER - RES	4	3	2	0	1	2	100%	1
BIKE THEFT	1	0	0	0	1	2	100%	1
OTHER GO	1	1	0	0	0	2		2
SHOPLIFTING	2	1	0	0	0	1		1
BREAK & ENTER - OTH	5	2	1	0	3	1	-67%	-2
OTHER THEFT O/5000	0	0	1	0	1	0	-100%	-1
FRAUDS	5	7	5	1	3	0	-100%	-3
Total	52	29	34	32	35	41	17%	6

UNCLASSIFIED

Map of Property Crime by Area of Cumberland

In the second quarter of the 2024 – 2025 fiscal year, the area in Cumberland with the most Property Crimes was between First St, Dunsmuir Ave, Sixth St, and Derwent Ave.



UNCLASSIFIED

Canada Shipping Act Files

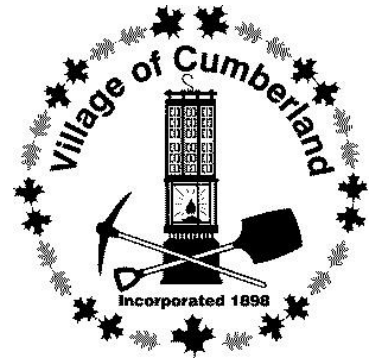
There have been no Canada Shipping Act compliance checks in Cumberland since 2021.

Files at Cumberland Lake Park and Cumberland Campground

In the second quarter of the 2024 – 2025 fiscal year, there were 2 files at the Cumberland Campground and 1 file at Cumberland Lake Park.

Location	Second Quarter Data						% Change from 23-24 Q2	Difference from 2022
	2019	2020	2021	2022	2023	2024		
CXCUMBERLAND CAMPGROUND	4	3	4	5	2	2	0%	0
CXCUMBERLAND LAKE PARK	0	0	0	1	0	1		1

COUNCIL REPORT



REPORT DATE: 10/1/2024
MEETING DATE: 10/28/2024

File No. 3220-2100 Horbury Road

TO: Mayor and Councillors
FROM: Seamus McConville, Planner I
SUBJECT: Site-specific Floodplain Exemption – Cabin 6, 2100 Horbury Road, for Approval

RECOMMENDATION

THAT Council approve the site-specific floodplain exemption for Cabin 6, as located on the property described as Fractional Section 28, Township 10, Comox District, Plan 552H together with that portion of the bed of Comox Lake included within the area shown outlined in red on plan deposited under DD 1983 except parts in Plans 21 RW, 788 RW, 26178, VIP57417 And EPP82213 (2100 Horbury Road.)



**Property with Subject
Cabin Highlighted**

PURPOSE

The purpose of this report is to seek council decision on a site-specific floodplain exemption application for Cabin 6, 2100 Horbury Road. The application is to exempt the subject cabin from the floodplain setback as required by the Village of Cumberland's *Floodplain Management Bylaw No. 962, 2012*.

PREVIOUS COUNCIL DIRECTION

No previous Council direction on renovation of Cabin 6.

BACKGROUND

The subject property at 2100 Horbury Road is a 13.13ha parcel zoned RE-1 – Recreation and Tourism Zone, with 25 cabins present on the property constructed throughout the past 90 years.

The subject cabin, known as "Cabin 6," was constructed in 1936, and requires significant repairs. The applicant wishes to repair and expand the existing 118m² cabin, constructing a 14m² addition at the rear, and a 38m² loft, for a total gross floor area (GFA) of 170m². Please note the existing basement, despite not being considered habitable area and permitted to be below the flood construction level, is included in the GFA total due to the current GFA definition in the Zoning Bylaw.

Zoning Bylaw No. 1027, 2016

The subject property is zoned RE-1 – Recreation and Tourism Zone, which permits one single-family dwelling per lot.

As the 25 cabins were constructed on the lot before Zoning Bylaw regulations limited the number of single-family dwellings per lot to one, their use as dwellings is considered non-conforming. *Local Government Act* section 531 states:

(1) Subject to this section, a structural alteration or addition must not be made in or to a building or other structure while a non-conforming use is continued in all or any part of it.

(2) Subsection (1) does not prohibit a structural alteration or addition that is required by an enactment or is permitted by a board of variance under section 542 (1) [*authority for variance or exemption to relieve hardship*].

(3) Subsection (1) does not apply to alterations or additions in or to a protected heritage property if the alteration or addition is authorized by a heritage alteration permit under section 617.

As a result, the Village cannot issue building permits to renovate or expand cabins, unless there is a Board of Variance order to permit the work. Village Council cannot issue a development variance permit for this work as it is outside the scope of their authority to issue orders to rebuild or expand upon non-conforming structures. The property owner (Comox Lake Land Corporation) has an active rezoning application, which if approved, is anticipated to resolve this issue, therefore avoiding the need for future Board of Variance orders to undertake alterations or repairs.

The Board of Variance made the following order at their October 11, 2023 meeting:

THAT the Board of Variance approve the request to renovate the existing 118m² non-conforming single-family dwelling and construct a 14m² first storey addition and 38m² loft addition, for a total gross floor area of 170m², for the property legally described as Fractional Section 28, Township 10, Comox District, Plan 552H together with that portion of the bed of Comox Lake included within the area shown outlined in red on plan deposited under DD 1983 Except Parts In Plans 21 RW, 788 RW, 26178, VIP57417 AND EPP82213 (2100 Horbury Road.)

The proposal complies with all other zone requirements, including setbacks, building height and lot coverage.

Floodplain Management Bylaw No. 962, 2012

The Village's *Floodplain Management Bylaw* requires habitable area of a building to meet a specific elevation to protect it from flooding. In the area surrounding Comox Lake, this minimum elevation is 137.5m. The *Floodplain Management Bylaw* includes several exemptions from flood construction level, including exemption iii) applicable to Cabin 6:

That portion of a building or structure to be used as a carport, garage or entrance foyer, porches, domestic greenhouses and storage buildings not used for the storage of goods damageable by floodwaters.

The engineer identifies the lowest floor elevation of habitable area in the building as 137.9m, 0.4m higher than the minimum flood construction level.

Additionally, the Village's Floodplain Management Bylaw requires development to be sited 15m away from the natural boundary of a lake; the location of the cabin is 4.35m from this boundary. There is no exemption from the floodplain setback requirement applicable to Cabin 6.

In support of this application, the applicant submitted a Floodplain Exemption Report from Wedler Engineering, dated May 13, 2024 (Schedule 1). Should this site-specific floodplain exemption be approved, a copy of this report will be registered via covenant on the property title.

ANALYSIS

The engineer's report reviewed two high water scenarios; the maximum operating level BC Hydro does not allow the lake to exceed and the record high water height. These levels were determined to be of 134.42m and 136.21m respectively. As such, the lowest habitable elevation of the cabin is 1.69m above the record high water level. The dam that controls Comox Lake's water level has an overflow elevation of 135.33 meters, meaning that water levels above this point would only occur temporarily. As a result of these factors, water levels are not anticipated to reach the building in the event of a flood.

The purpose of the 15m setback is to maintain a floodway and allow for potential land erosion and avulsion, protecting building and structures. The engineer is satisfied with the siting of the structure in relation to water levels and that the slope of the beach will mitigate erosion from wave action. The report states that even when the lake is at its highest, the water elevation will not reach the building and recommends the exemption.

The Board of Variance report noted an existing retaining wall requiring replacement. While the engineer found no issues with the wall in relation to the floodplain exemption request, the applicant plans to replace it during construction. Since the wall will be under 1.2 meters in height, no building permit is required. The applicant has received provincial approval for the retaining wall due to its proximity to the lake.

PUBLIC NOTIFICATION AND CONSULTATION

No public notification is required for a site-specific floodplain exemption application.

FINANCIAL IMPLICATIONS

There are no financial impacts to the Village.

OPERATIONAL IMPLICATIONS

The review of site-specific floodplain exemption applications is part of the services provided by Development Services.

CLIMATE CHANGE IMPLICATIONS

The engineer's report accounts for record high levels in Comox Lake. While climate change will make high water events more common, the levels of such events will not impact the building.

ALTERNATIVES

1. THAT Council deny the site-specific floodplain exemption
2. THAT Council approve the site-specific floodplain exemption with conditions.

STRATEGIC OBJECTIVE

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

ATTACHMENTS

1. Cabin #6, Comox Lake Land Corporation – Floodplain Exemption Report prepared by Wedler Engineering, May 13, 2024.
2. Photos of Existing Cabin

CONCURRENCE

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

Respectfully submitted,

S. McConville

Seamus McConville
Planner I

M. Mason

Michelle Mason
Chief Administrative Officer



May 13, 2024

File Ref: V24-0758A

Sylvia Mossey
Cabin #6, Horbury Rd
Comox-Strathcona C, BC V0R 1S0

Attention: Sylvia Mossey

Reference: Cabin #6, Comox Lake Land Corporation – Floodplain Exemption Report

As requested by the Village of Cumberland this letter is intended to provide justification for an exemption from the Village’s Floodplain Management Bylaw for the proposed development at Cabin #6 within the Comox Lake Land Corporation’s property. The proposed development includes increasing the building footprint and adding a deck along the out outside of the building. See Figure 1 below.

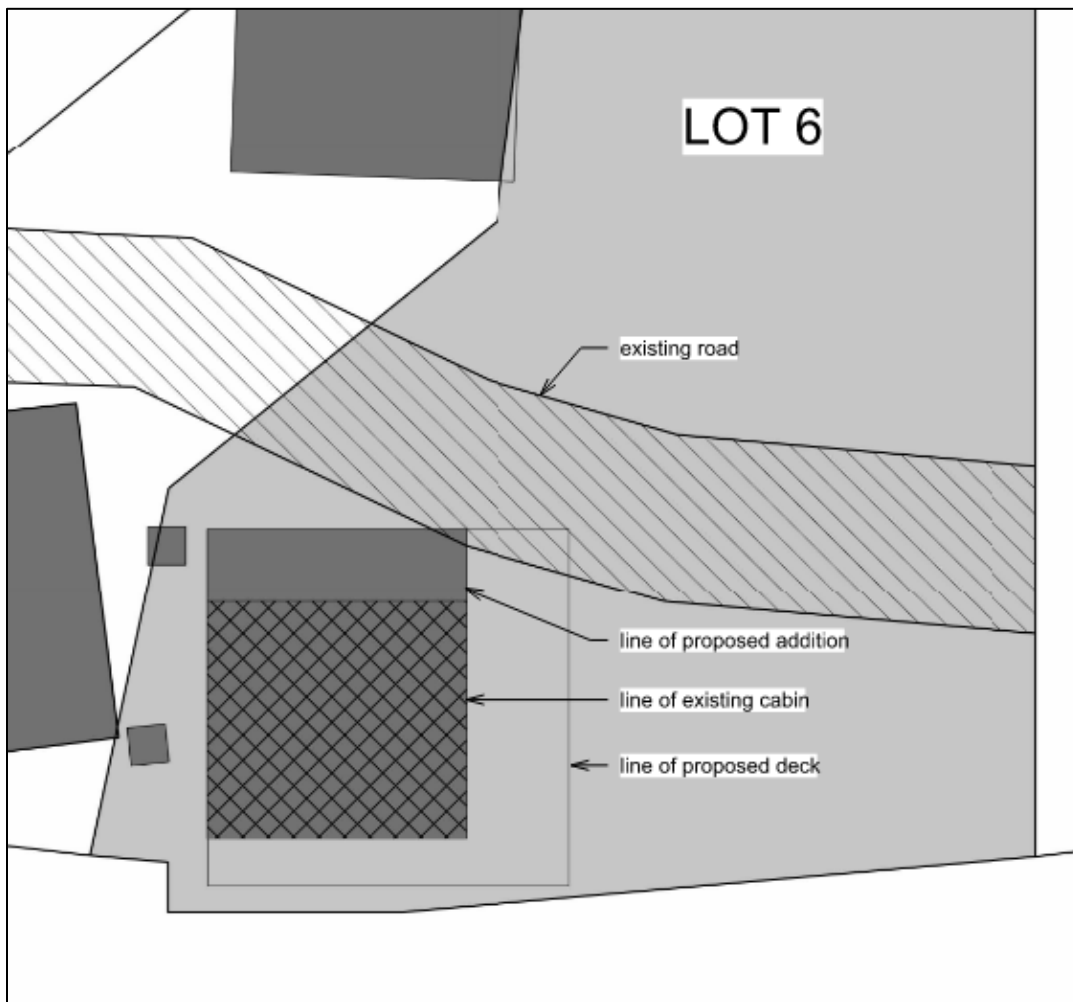


Figure 1 – Excerpt from Goldfinch Drawing showing the proposed work on the property.

1.0 Bylaw and Guidelines Review

The Village of Cumberland’s Floodplain Management Bylaw No. 962, 2012, was reviewed. Three constraints were found. Two were identified as applicable, and one was discarded for the purposes of this report. The applicable constraints are:

1. “15.0metres (49.2feet) from the natural boundary of any lake, wetland, or pond;”
2. “...flood construction levels... 137.5metres (451.1 feet) Geodetic Survey of Canada (GSC) datum surrounding Comox Lake;”

As there is no evidence that Cabin #6 is located on a natural bedrock formation, the setback relaxation to “7.5 metres (24.6 feet) from the natural boundary of Comox Lake where the water frontage is protected from erosion by a natural bedrock formation;” does not apply.

Recent survey data shows Cabin #6 is located closer than 15.0 m to the natural boundary of Comox Lake and the lowest floor elevation is approximately 0.4 m higher than the elevation specified in the Floodplain Management Bylaw. See Figure 2 below for a cross section showing the various elevations.

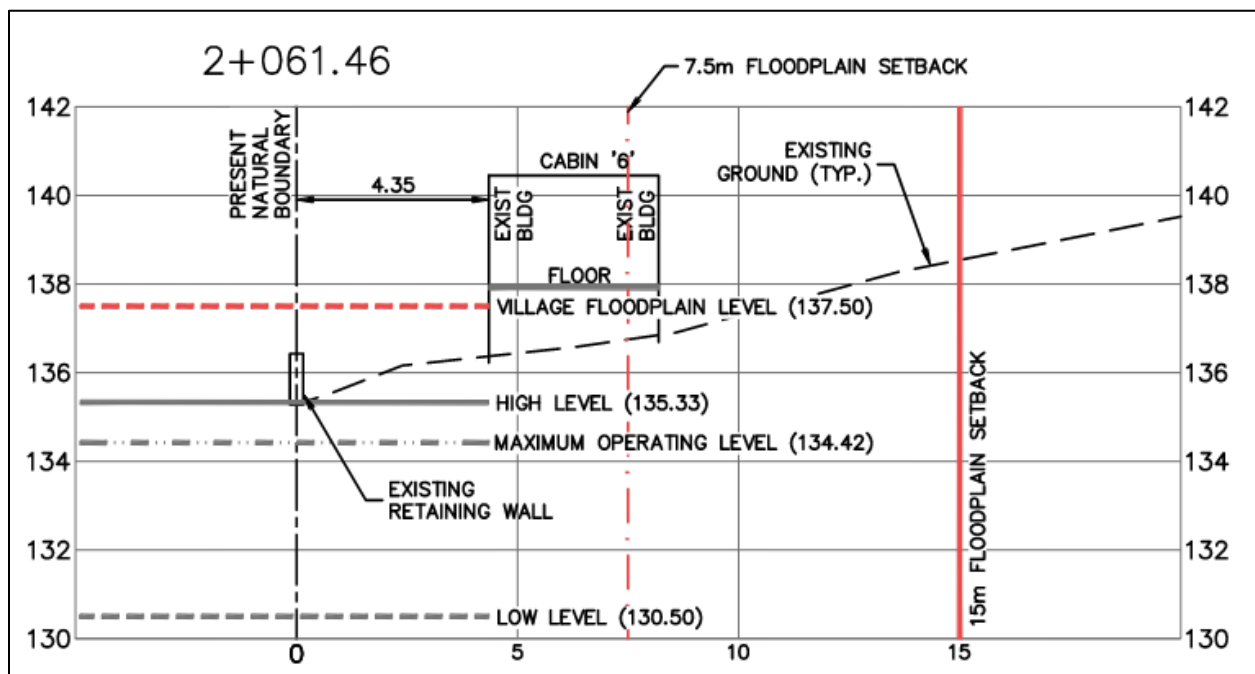


Figure 2 – Drawing Excerpt from Wedler Drawing V20-0427/A-03

2.0 Floodplain Review

The maximum operating level of the Comox Lake Dam is 134.42 m elevation. Meaning BC Hydro, the dam operators, do not allow the water elevation to rise above this elevation. The dam’s overflow elevation is 135.33 m making water levels above 135.33 m only possible for short periods of time. Record data from Environment and Climate Change Canada show that the maximum recorded water elevation to be 136.21 m which is still below the elevation of the top of the existing retaining wall.

Even when the lake is at its highest, the water elevation will not reach the building. The shallow beach slope and dock structures mitigate the affect of wave action.

3.0 Closure

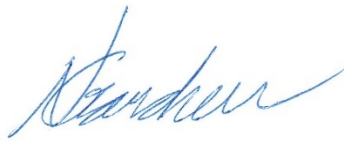
Cabin #6 on the Comox Lake Land Corporation's property should be exempt from the flood construction level and setbacks as laid out in the Village of Cumberland's Floodplain Management Bylaw No. 962, 2012 for the reasons detailed above. The proposed works habitable level will be above the required FCL of 137.50 m. The Village's *Application for Site Specific Exemption to Flood Construction Level and Setbacks* form has been completed and is attached as Appendix A for signature and submission.

Please do not hesitate to contact the undersigned should you have any questions or require further information.

Yours truly,

Wedler Engineering LLP

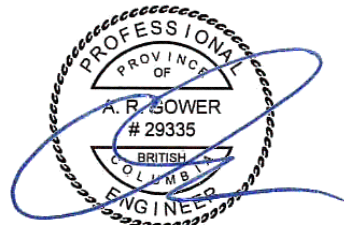
Per:



Nick Gardner, EIT
Civil Design Engineer

#211 – 2459 Cousins Avenue
Courtenay, BC V9N 3N6
ngardner@wedler.com
p. 250-334-3263 f. 250-338-2296

Reviewed by:



EGBC Permit to Practice #1000196
2024-05-13

Andrew Gower, P.Eng.
Project Manager, Partner

agower@wedler.com

List of Appendices

Appendix A - Application for Site Specific Exemption to Flood Construction Level and Setbacks

Appendix A - Application for Site Specific Exemption to Flood Construction Level and Setbacks



Application for Site Specific Exemption to Flood Construction Level and Setbacks

Application Information & Description of Property Affected	
Civic Address: Cabin #6, Horbury Rd Comox-Strathcona C, BC V0R 1S0	
Legal Description as shown on the Certificate of Title:	
Part of Lot A, Section 28, Township 10, Comox District, Plan EPP82213	
PID: 006-687-393	Folio:

Registered Property Owner		
Company Name (if applicable): Comox Lake Land Corporation		
Name: Sylvia Mossey		
Mailing Address: Cabin #6, Horbury Rd Comox-Strathcona C, BC		Postal Code: V0R 1S0
Phone:	Fax:	Cell:
Email: slybear@telus.net		

Applicant if different from Owner <i>(Owner signature required as Agent)</i>		
Company Name (if applicable):		
Contact Name:		
Mailing Address:		Postal Code:
Phone:	Fax:	Cell:
Email:		

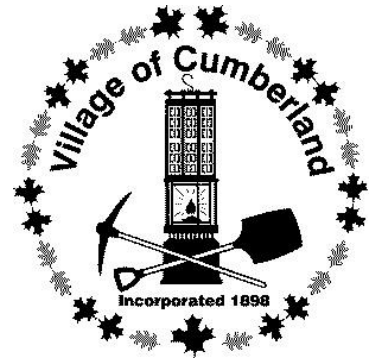
Purpose of Application
<p>The purpose of this application is to exempt the Cabin #6 within the property from the floodplain setback and elevations in the Floodplain Management bylaw to allow for development taking place on Cabin #6.</p>

Plans and Reports Attached to this application		
<input type="checkbox"/> Agent Authorization	<input checked="" type="checkbox"/> Professional Engineer's Report supporting the exemption	<input type="checkbox"/> BCLS confirmation of setback or elevation

Signature of Owner/Authorized Agent	
<div style="border-top: 1px solid black; width: 100%;"></div>	Date of Application
Owner/Applicant	



COUNCIL REPORT



REPORT DATE: October 24, 2024
MEETING DATE: October 28, 2024

File No. 890-20

TO: Mayor and Councillors
FROM: Michelle Mason, Chief Administrative Officer
SUBJECT: 3345 Second Street Affordable Housing Development - Proponent Memorandum of Understanding

RECOMMENDATION

- i. THAT Council approve a memorandum of understanding (MOU) agreement , dated October 28, 2024, between M’akola Housing Society and the Village of Cumberland for the Society to be the proponent for the affordable housing development at 3345 Second Street, and THAT Council authorize the Mayor and Chief Administrative Officer to execute the MOU.
- ii. THAT Council commits the Village to working with M’akola Housing Society on the affordable housing development at 3345 Second Street, including establishing a long term mortgageable interest for the Society to lever funding and financing, and support for funding applications.

PURPOSE

The purpose of this report is to seek Council approval for the Village to enter into a memorandum of understanding (MOU) with M’akola Housing Society to be the proponent for the affordable housing development at 3345 Second Street. The report also provides an opportunity for Council members to address any questions about the proposed services and the MOU to representatives Kaela Schramm, Executive Director M’akola Housing Society, and Jamie Bégin, Project Manager M’akola Housing Society, who will be in attendance at the Council meeting by video conference.

PREVIOUS COUNCIL DIRECTION

Date	Resolution
September 9, 2024	<p>THAT Council direct staff to negotiate the terms of an agreement with M’akola Housing Society to act as a funding applicant and proponent for the affordable housing development at 3345 Second Street.</p> <p>THAT Council release the resolution to the public.</p>

September 9, 2024	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.
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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 Wiser Projects to explore options for the land, owned by VIHA and leased by the Village. Following the options analysis provided by Wiser Projects, staff was directed to proceed with a zoning bylaw amendment so that a fourth storey can be added to the building design to increase the likelihood of a successful BC Housing grant application. Staff is also discussing with VIHA staff additional parking options for the property and extension of the lease with VIHA to allow time for construction to place on a delayed timeline past June 28, 2024. Staff is confident that an extension of the lease with VIHA can be worked out.

Staff was also directed to negotiate the terms of an agreement with M'akola Housing Society to act as a funding applicant and proponent for the affordable housing development at 3345 Second Street. M'akola Housing Society is interested in being the proponent of this affordable housing development and therefore staff are recommending to Council that the MOU that is attached to the report be approved as well as Council committing to working with M'akola Housing Society as the first step. Once the MOU and commitment is approved, the Village will be in a position to provide all of the information for this development and property to M'akola which will then allow the Village and M'akola to work towards M'akola submitting a BC Housing funding application. Staff is hopeful that once M'akola has worked with the Village regarding the processes for this development that M'akola will be able to submit a grant application BC Housing if a third call for this funding becomes available (expected early in 2025); however timelines will be tight.

The MOU includes a commitment that the Village will prioritize permit reviews. Council Policy 13.3 Priority Processing for Affordable Housing Developments provides this direction to staff.

FINANCIAL IMPLICATIONS

Staff are still working to understand whether there are external funds available for the project development stage. Once that information is known, staff will report back to Council regarding next steps for funding the development stage.

A planning consultant will manage the zoning amendment process at a cost of \$3,100 plus travel which will be covered through existing budgets. An architect will provide professional services for the zoning amendment at an initial cost of \$5,000. Both of these expenses are expected to be covered by the OCP budget that has provisions in it for planning consultants to provide extra capacity for other planning processes while staff work through the OCP process.

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 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 M'akola as the 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.

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. Memorandum of Understanding – M'akola Housing Society and Village of Cumberland
2. Council Policy 13.3 Priority Processing for Affordable Housing Developments

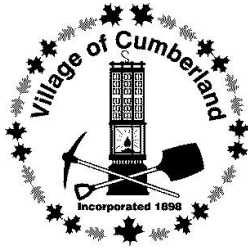
CONCURRENCE

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

Respectfully submitted,

M. Mason

Michelle Mason
Chief Administrative Officer



Corporation of the Village of Cumberland

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

MEMORANDUM OF UNDERSTANDING

Between

M'akola Housing Society ('MHS' or 'M'akola')

and

The Corporation of the Village of Cumberland ('Village')

This Memorandum of Understanding (MOU) sets the terms and understanding between MHS and the Village with respect to the proposed development of 22-45 units of affordable rental housing (the 'Project') at 3345 Second Street, LOT A DISTRICT LOT 24 NELSON DISTRICT PLAN EPP103460, Cumberland BC (the 'Site') and dated for reference October 28, 2024.

BACKGROUND

The Corporation of the Village of Cumberland has been working for several years to advance an affordable housing project in the municipality. Vancouver Island Health Authority (VIHA) owns the Site and has agreed to lease the land to the Village to allow for the development of a rental housing building. The Village would like to maximize the levels of affordability provided by the Project.

M'akola Housing Society is an Indigenous non-profit Society which has 40 years of experience in affordable housing operations and asset management. The Society operates over 1600 units of housing across British Columbia, including approximately 80 units in the Comox Valley.

The Village of Cumberland seeks to partner with M'akola Housing Society who will lead the development, construction and operations of the Project, including submitting a proposal in response to anticipated future funding calls from BC Housing.

PURPOSE

This Memorandum of Understanding (MOU) defines a partnership between the Village of Cumberland and M'akola Housing Society for the Project and defines roles and responsibilities:

- M'akola Housing Society will lead the development of the Project, including applying for funding for the construction of the rental housing project. M'akola will specifically review all agreements to ensure funder requirements and partner requirements are balanced to the satisfaction of all parties, including:
 - o The Village will negotiate with Island Health to amend the existing lease, if required, to ensure alignment with BC Housing requirements, including key terms and the length of the lease
 - o The Village and MHS will enter into an agreement providing M'akola Housing Society with mortgageable interest based on the Village's lease to allow for registration of construction financing for the Project; the final form of agreement is still to be determined.
 - o The head lease and the agreement between the Village and MHS will extend for the duration of a BC Housing Operating Agreement, or the minimum requirement of any project funder.
- M'akola Housing Society will enter into funding and operating agreements with BC Housing (and/or additional project funders) for the project.
- The Village of Cumberland will:
 - o Hold the head lease on the Site and grant some form of mortgageable interest to M'akola to enable funding and financing of the affordable housing project
 - o Lead the rezoning process (with input from M'akola)
 - o Provide support for the project through formal letters and prioritizing permit reviews as the Authority Having Jurisdiction.

ISSUES OF MUTUAL UNDERSTANDING

The following outlines issues of mutual understanding between the Village and MHS as they move forward in the partnership:

- Village of Cumberland has entered into a lease for the Site with the property owner, Vancouver Island Health Authority.
 - o Vancouver Island Health Authority will retain ownership of the Site.
 - o The Village of Cumberland will negotiate amendments to existing lease, if required to meet BC Housing requirements.
- The Village will provide MHS with all relevant background information regarding the Project, including design drawings; previous funding applications and feedback from funders; leases, agreements, legal notations or charges affecting the Site or its use; etc.
- The site has currently been zoned to allow for approximately 22 units of housing. The Village will lead the process of amending zoning to increase the possible density of the site to approximately 40 units.

- The Village will ensure that MHS has the opportunity to review the zoning amendments prior to finalization.
- When exploring design options which increase unit count, the original building footprint and site layout will not be significantly altered without consultation with the Village (as Lessor) and VIHA (as Owner).
- When exploring design options which increase unit count, options will be explored which introduce one-bedroom units, while maintaining the majority of total units as family units (2- to 4-bedroom units).
- In order to achieve the highest level of affordability possible for the Project, it is intended that M’akola Housing Society will submit a proposal to BC Housing in response to their next Request for Proposals for the Community Housing Fund (CHF).
 - If a Request for Proposals is not announced by BC Housing for the Community Housing Fund (or a substantially similar funding program) before the end of 2025, the Village and M’akola Housing Society will discuss alternate funding options for the project.
 - BC Housing’s (and/or other project funders’) funding and operating agreements will govern the affordability of the housing project, and the eligibility requirements for tenants.
- A Housing Agreement has been registered on Site to secure affordability of the rental housing.
 - If required to meet BC Housing requirements, the terms of the Housing Agreement may be modified to ensure compliance with any Funding Agreement or Operating Agreement for the Project.
 - Assuming the project is funded through a program which requires that some units be provided at market rental rates, Vancouver Island Health Authority has requested health care workers be prioritized for those units.
 - As M’akola Housing Society is an Indigenous non-profit housing provider, they will prioritize Indigenous tenanting applications in the tenant selection process.
-
- The Contact Persons from each organization with respect to this MOU are:

For the Village of Cumberland:
 Chief Administrative Officer
 Michelle Mason
mmason@cumberland.ca

For M'akola Housing Society:
Kevin Albers (Chief Executive Officer)
kalbers@makola.bc.ca

TERM OF THE MOU

This agreement begins October 28, 2024 and will continue until an agreement is entered into between The Village and MHS. Either party may terminate this MOU by providing the other party with 30 days written notice.

MODIFICATIONS

Modifications within the scope of the Agreement shall be made by mutual consent of the parties, by issuance of written modification to the Contact Persons, signed and dated by all parties, prior to any changes being performed.

ENTIRE AGREEMENT

This MOU shall constitute the entire agreement between the parties with respect to the subject matter of this agreement.

No amendment or modification to this MOU will be effective unless it is in writing and duly executed by the parties.

EFFECTIVE DATE AND SIGNATURES

The MOU shall be effective upon the signatures of both parties.

Signed in _____, British Columbia on _____ by the following
Authorized Representatives:

M'akola Housing Society

Kevin Albers, Chief Executive Officer

Signature

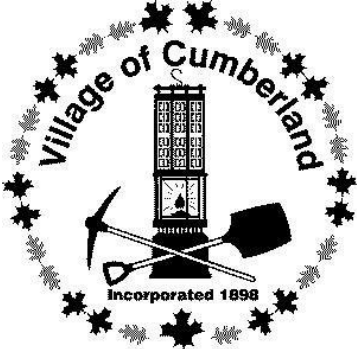
Date

The Corporation of the Village of Cumberland
Michelle Mason, Chief Administrative Officer

Signature

Date

COUNCIL POLICY



Title:	Priority Processing for Affordable Housing Developments	No.	13.3
Authority:	Council	Section:	Planning
Adopted Date:	November 13, 2017	Motion No:	17-637

Purpose

The purpose of this policy is to direct staff to process affordable housing development projects as a priority over other applications without an affordable housing component.

Policy Provisions

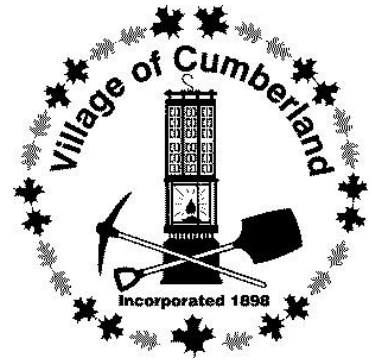
The following guidelines will be considered by Council when dealing with applications with an affordable housing component. All fees and procedures in regards to the Development Procedures and Fees Bylaw No. 1008 remain in effect.

- i) Staff will review development project applications for the presence of an affordable housing component.
- ii) The affordable housing component must meet the affordable housing threshold as set out in the *Summary of Housing Needs and Issues in the Village of Cumberland (Thomson/Krause, 2016)* and outlined below:
The unit must meet the monthly shelter amount that is no more than 30% of 80% of the median income in the Village of Cumberland
- iii) There must be a minimum of one affordable housing unit in a housing development for the projects to be considered for priority processing status.
- iv) The developer will be required to register a housing agreement with the Village of Cumberland.

Priority Processing for Affordable Housing Developments

- i) Residential development applications with an affordable housing component will be moved to the “front of the line” by staff for processing.
- ii) As the application is circulated through departments it will retain its status for priority processing.
- iii) All other applications will be processed in the order in which they were received.
- iv) If other applications with an affordable housing component come forward, they will be processed in the order in which the affordable housing development applications are received.

COUNCIL REPORT



REPORT DATE: September 25, 2024
MEETING DATE: October 28, 2024

File No. 7700-Events

TO: Mayor and Councillors
FROM: Ryan Parton, Manager of Recreation & Culture
SUBJECT: RideLab Event 2025

RECOMMENDATION

THAT Council direct Staff to approve an event permit application and Noise Control Bylaw exemption request for the RideLab event at Village Park June 5-9, 2025; AND that any subsequent application for the same event in a future year be brought to Council for consideration.

PURPOSE

The purpose of this report is to seek Council direction to staff on the permissibility of the proposed RideLab 2025 event at Village Park, June 5-9, 2025.

PREVIOUS COUNCIL DIRECTION

[none]

BACKGROUND

On August 6, 2024, Recreation and Culture staff received a new commercial (for-profit) event application for RideLab 2025, a three-day women's mountain bike festival proposed for Village Park June 5-9, 2025 (three days with event participants plus one day each of set-up and take-down).

This would represent a new major event for Village Park during a summer period that typically sees a lot of community events. In March 2024, staff brought a report on community events to the Committee of the Whole (COTW). The purpose of that report was to inform the Committee on updates that had been made to the Event Application Manual and receive feedback and preliminary direction on the Village policy for event application review and approval, and park use permits in particular. During that meeting, some concerns were voiced about the size and frequency of major events in Village Park between May and September. Staff were directed to return with a draft Community Events Policy based on the updated Event Application Manual and

the Committee’s feedback; that draft policy is currently scheduled to be presented to the COTW in November. This draft policy will include the following clause for Council consideration:

At the discretion of the Chief Administrative Officer, any application for a major event may be brought to Council for assessment and/or determination of permissibility.

Given the scope and timing of this proposed event, and the feedback provided by the COTW, staff deemed it appropriate to bring this application to Council for consideration of whether it is in the interest of the community to permit this event, subject to all other conditions of an event permit application.

The United Riders of Cumberland (UROC) Board of Directors, which acts as a permitting authority for events that take place using UROC-managed trails in the network, has approved this event for 2025 as a one year “trial,” with no guarantee of subsequent approvals. The stated plan is for both parties (i.e. UROC and RideLab Events Inc.) to assess the 2025 event and its impact on other events and discuss whether a subsequent event is something UROC is able to recommend. Village staff’s recommendation is consistent with UROC’s approach.

Event details

According to the event application, the RideLab event will feature three days of guided mountain bike rides, a stage for talks and music, mobile food vendors, camping, a special event liquor license, “vendor village” with sponsor tents, demo bikes, and morning yoga. Maximum attendance for the event, as stated in the application, is 150 participants. The event would be based at Village Park and would include the use of the basketball court (for bike storage), forested area (for camping), and field. Additional space along the Colliery Trail may also be used for “van life” camping, with between 10 and 20 camper vans expected. The plan as submitted would be to shut off music at 11:50 pm and for the beer garden to close at 11:00 pm, with last call at 10:30 pm.

In addition, the applicant has submitted a **Noise Control Bylaw Exemption Request** until midnight each evening from June 6 through 8 to allow movies and music on the stage. (Without an exemption, the Noise Control Bylaw allows amplified sound on Fridays and Saturdays until 10:00 pm and on Sundays until 8:00 pm.) The applicant has noted that they will aim to reduce the impact of sound from the event by aiming speakers away from residences, conducting decibel readings throughout the event, and keeping the output of the PA system below an “acceptable” threshold past 11:00 pm. The applicant also indicated that they are willing to amend their exemption request if required, such as reducing the request to just the Saturday evening.

Schedule context

While the 2025 summer schedule of community events at Village Park has not yet been finalized, it is safe to assume that it will resemble that of this past summer. To help give some context around where this event may fall amidst other community events, a graphic view of major permitted outdoor events in Cumberland held between May and September 2024 is attached as Appendix A. This graphic does not show indoor events, nor does it include “non-major” park use permits such as for sports usage, summer camps, and other small or low-impact events.

The Village, in cooperation with adjacent landowners of the trail network, does not typically approve trail-based events from July 15 to August 31 due to increased fire risk. This explains the gap in the schedule between those dates. It also puts additional pressure on weekends in May, June, early July, and September, as there is a smaller window in which to fit a growing number of events that would like to use the network. If the summer 2025 event schedule were to be a mirror image of summer 2024, the permitting of RideLab would leave five weekends between May and October free from major outdoor events, all within that window of mid-June to late August. In March 2024, the COTW discussed such options as reserving no fewer than five weekends free from major outdoor events between May and September.

One other point of consideration is that the requested date for this women's mountain bike festival would likely fall one week after the Coaltown Throwdown (UROC's women's enduro race) and two weeks after another nonprofit women's enduro in Nanaimo. Though UROC's Board of Directors has approved the RideLab event for 2025, it has expressed concerns over its proximity to these nonprofit events, as well as the volunteer capacity of the community and general congestion of the event schedule.

Potential Benefits of RideLab (in the words of the applicant)

- *The event is for anyone identifying as female and for all levels of riders, which is not the case for all events.*
- *RIDELAB is already working with and is continuing to actively connect with as many local vendors and businesses, including food trucks, guiding companies, transportation services, hotels, etc.*
- *We are proud to have partnered with a variety of groups, which include: Indigenous Women Outdoors (IWO), SORCA in Squamish, UROC in Cumberland, the Adaptive riding community and Ride Like a Girl. We are looking forward to working with similar groups and new groups in the coming year and working with all these groups we endeavor to bring more awareness and opportunities to all these groups through a variety of avenues while supporting these groups to gain greater visibility in the mountain biking industry.*
- *With the Adaptive Riding community, we have been able to double our adaptive participation in year two to seven riders. We are honored to be able to work with this community through awareness, development and inclusion to help bring growth and opportunities for adaptive riders, and having space for them to be a part of the event.*
- *With the two years of the event so far, we have seen a great reach bringing visitors from BC, Alberta and Washington to our event, which supports our goal to be an economic driver in the community. (The demographics of the past two years of RideLab in Squamish, as presented by the applicant, are included as Appendix B.)*

FINANCIAL IMPLICATIONS

If this event is to be permitted, staff expect to receive permit fees of \$3,817 for the five days of park use, broken down as follows:

- Village Park: \$685/day x 5 days = \$3,425

- Cumberland Community Forest trail network: \$114/day x 3 days = \$342
- Noise Control Bylaw exemption request fee: \$50

In addition to fees directly collected by the Village, the applicant has suggested that the proposed event would also bring related economic benefits to local businesses and has provided the following post-event survey responses from a past RideLab event:

- *How many additional days did you spend pre- or post-event in the area?*
 - *1-2 days: 44%*
 - *3 days: 6%*
 - *4+ days: 6%*
- *Did you visit any local businesses?*
 - *Restaurants: 44%*
 - *Pubs and breweries: 35%*
 - *Local bike shops: 41%*
 - *Bakeries and coffee shops: 35%*
 - *Grocery store: 25%*

OPERATIONAL IMPLICATIONS

The permitting process for this event would fall within the regular workplan of Recreation and Culture section staff; it would also involve some additional coordination from Parks staff such as turning off irrigation and coordinating field maintenance. While there is no single significant operational implication of this event when viewed in isolation, it does add incrementally to the workplans of staff, as do all other events at the park over the summer.

CLIMATE CHANGE IMPLICATIONS

Mountain biking is a sport that doesn't contribute to greenhouse gas emissions (GHGs) directly, but it is associated with emissions from transporting participants to the trails and, in the case of "van life" camping, emissions from camp stoves, heating/cooling devices, etc. Transportation GHGs are of particular significance with events like this that would attract participants from beyond the Comox Valley.

ALTERNATIVES

1. That Council recommend the approval of the event permit application and/or Noise Control Bylaw exemption request but NOT recommend that any subsequent application for the same event in a future year be brought to Council for consideration.
2. That Council NOT recommend the approval of the event permit application and/or the Noise Control Bylaw exemption request.
3. That Council recommend the approval of the event permit application but not the Noise Control Bylaw exemption request for the RideLab 2025 event.
4. That Council make any other recommendations and/or take any other actions it deems appropriate.

STRATEGIC OBJECTIVE

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

ATTACHMENTS

[none]

CONCURRENCE

Kevin McPhedran, Director of Community Services ***KM***

Respectfully submitted,

R. Parton

Ryan Parton
Manager of Recreation & Culture

M. Mason

Michelle Mason
Chief Administrative Officer

APPENDIX A

MAJOR OUTDOOR EVENTS IN CUMBERLAND, JUNE TO SEPTEMBER 2024

	non-profit events	for-profit events				RideLab		
MAY	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
Week 1						The Cumby		
Week 2						Grom Enduro, StokeFest		
Week 3						Victoria Day Festivities		
Week 4	Victoria Day							
JUNE	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
Week 1						Coaltown Throwdown Ball Hockey Tournament		
Week 2	Ball Hockey Tournament			RideLab (tentative 2025)				
Week 3	RideLab (tentative 2025)			BMX Provincial Race				
Week 4						12 Hours of Cumberland		
JULY	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
Week 1				BC Bike Race				
Week 2	BC Bike Race					Devil's Ladder		
Week 3								
Week 4								
AUGUST	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
Week 1								
Week 2								
Week 3								
Week 4				RibFest				
Week 5	RibFest					Dodge City Enduro		
SEPTEMBER	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
Week 1						Dodge City X Off-Road Triathlon		
Week 2						Foggy Mtn Fall Fair		
Week 3					Mind Over Mtn Adventure Race			
Week 4							Cyclocross Race	

Note: In coordination with Mosaic and Manulife, the Village does not typically permit trail-based events between July 15 and Aug 31 due to fire risk.

APPENDIX B

DEMOGRAPHICS OF RIDELAB PARTICIPANTS, 2023 & 2024

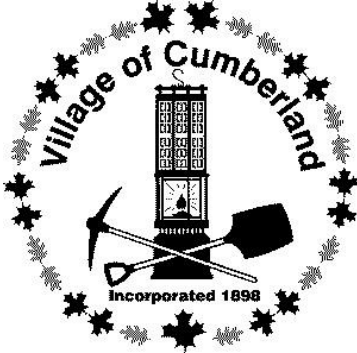
2023

Province/State			Region within BC	
Alberta	10%		Lower Mainland	41%
BC	70%		Northern BC	15%
Ontario	3%		Okanagan	12%
Quebec	1%		Vancouver Island	21%
Arkansas	1%		Sea to Sky	11%
California	2%			
North Carolina	1%			
Oregon	3%			
Pennsylvania	2%			
Washington	7%			

2024

Province/State			Region within BC	
Alberta	11%		Lower Mainland	44%
BC	63%		Northern BC	12%
Ontario	7%		Okanagan	10%
California	1%		Vancouver Island	29%
Hawaii	1%		Sea to Sky	5%
New Hampshire	1%			
Oregon	3%			
Washington	13%			

COUNCIL REPORT



REPORT DATE: October 18, 2024
MEETING DATE: October 28, 2024

File No. 0530-03

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

RECOMMENDATION

1. THAT Council appoint acting mayors for the time periods below:

November 2024 to January 2025:	Councillor Borecky
February to April 2025:	Councillor Sullivan
May to July 2025:	Councillor Ward
August to October 2025:	Councillor Therrien

2. THAT Council make the following appointments:

- (a) Comox Valley Regional District Board Director: To be determined
Alternate Director: To be determined
for the remainder of the Council term with
 - The Director being primary representative on the Comox Valley Recreation Commission, and
 - The alternate director being primate representative on the Comox Strathcona Regional Hospital District Board and Comox Strathcona Waste Management Board
- (b) Comox Valley Coalition to End Homelessness: Councillor Ward as alternate liaison
- (c) Comox Valley Early Years Collaborative: Councillor Borecky as liaison and Councillor Therrien as alternate liaison
- (d) Comox Valley Regional Food Policy Committee: Mayor Brown as liaison
- (e) Welcoming Communities Coalition (Immigrant Welcome Centre): To be determined
- (f) Buy Social, BC Social Procurement Initiative: To be determined
- (g) Homelessness and Affordable Housing Select Committee: Council Ward as alternate

representative

(h) Wastewater Advisory Committee for the Liquid Waste Management Plan: To be determined

3. THAT Council delegate financial signing authority for the Village of Cumberland to Councillor Ward when designated as Acting Mayor.

PURPOSE

The purpose of this report is to provide Council with the opportunity to appoint its acting mayors for November 2024 to October 2025, and to make necessary appointments to external boards and Village committees. There are also a number of vacancies for Council to consider.

BACKGROUND

Council is required to annually appoint members to act in the place of the Mayor when the Mayor is absent or otherwise unable to act. For acting Mayors, it is the Village's practice to be designate on a rotating basis through the year, however Council may appoint one member to hold the position for the year.

For appointments, the Village's practice has been for the Mayor to consult with Council members for interest on particular boards and committees and make recommendations to Council. This year, there are a number of positions open for Council discussion, including the

- Comox Valley Regional District Board
- Welcoming Communities Coalition
- Buy Social, BC Social Procurement Initiative
- Wastewater Advisory Committee

Council must make appointments to the Comox Valley Regional District Board and Commissions as required by the Local Government Act. It is optional for Council to make appointments of liaisons to a number of regional and community boards; and although Council may appoint a liaison there is no restriction to other Council members attending these meetings. Council is also asked to determine an appointee to the Village Wastewater Advisory Committee. There is more information below on each of these opportunities.

For the financial signing authorities, other Council members were appointed as financial signing authorities after the general election in October 2022. Councillor Ward should be appointed accordingly.

Comox Valley Regional District Board and Commissions

The Village's practice is to appoint a member as Director being primary representative to the CVRD Board and the Comox Valley Recreation Commission; and the alternate Director being the

primary representative on the Comox Strathcona Regional Hospital District Board and the Comox Strathcona Waste Management Board.

The term of office for these appointments is

- as appointed by Council or
- until November 30 in the year of a general local election.

The current appointments of Mayor Brown and alternate Councillor Therrien was made in October 2023 for a one year term.

Welcoming Communities Coalition (WCC)

The WCC is a Local Immigration Partnership (LIP) coordinated through the Immigrant Welcome Centre. LIPs collaborate with key people and organizations – including local residents, community groups, businesses, and government agencies – to create more welcoming and inclusive communities. Coalition meetings take place twice a year in April and November in the afternoon and usually in person. The terms of reference are attached to this report.

The Mandate of the WCC:

Often the first few years of a newcomer's life here can be a time of excitement. But, it can also be a time full of frustration and isolation as newcomers navigate through many barriers such as a new language, unrecognized work experience and credentials, housing, and new customs, social rules and expectations. Many newcomers are also dealing with the scars of war and violence as well as grief and worry having left loved ones behind.

Our mission is to help improve the local capacity to foster inclusion and become welcoming communities. The WCC works collaboratively with existing expertise and resources in the region to:

- improve coordination of existing services;
- facilitate public education and awareness;
- provide a coordinated response to meet needs and to engage newcomers;
- enable successful integration of newcomers.

Members of the WCC meet to develop a coordinated and strategic approach to immigration and integration.

How the WCC Works:

Each of the LIPs across the country are tasked with creating a local immigration strategic plan unique to their areas. Coalition members are directly involved in the creation and implementation of both a strategic plan and an annual action plan.

Through connecting, conversation, research, public education, and strategic assessment, we identify gaps and needs, and offer achievable, measurable, and sustainable solutions to

enhance newcomer well-being.

The main points of engagement include:

- An annual Collaboratory among members
- Campbell River and Comox Valley Steering Committees
- An Immigrant Advisory Table
- Community Forums and Community Dialogues

BC Social Procurement Initiative

BCSPI is a public sector initiative governed by a steering committee made up of elected officials and staff at which all local government members are invited to sit. The steering committee meets quarterly online and provides guidance on next steps for the project and the support required based on the challenges and successes member communities are seeing within their own implementation processes. Decisions at the steering committee are made based on the consensus of those present.

Wastewater Advisory Committee

In September 2024, Council appointed a number of Council alternates to the Committee. It is requested that Council appoint primary representative.

Cumberland is now in the Stage 3 process and is required (by the 2019 Consent Order) to complete Stage 3 by the end of 2024. This requires re-forming the WAC for consideration of the Stage 3 plans and Report – there are expected to be two or at most three meetings of the WAC for Stage 3, in October and November of 2024. The first WAC meeting took place on October 9. Upcoming meetings will take place on Thursdays in the early afternoon.

Standing Council Member Appointments

For Council's information, below is a full list of Council member appointments that have not been brought forward for any changes. Appointment to these bodies is at Council's pleasure, meaning that Council may change the appointment at any time, except for where the Mayor is required to be the participant, for example, the Island Coastal Economic Trust, Regional Advisory Committee.

Comox Valley Regional District Parks and Trails Committee	Member: Mayor Brown Alternate: Councillor Therrien
Comox Valley Community Justice Society Board	Director: Councillor Borecky Alternate: Councillor Therrien
Vancouver Island Regional Library	Councillor Borecky, alternate Trustee for 2024
Comox Valley Coalition to End Homelessness	Liaison: Councillor Therrien
Comox Valley Social Planning Society	Liaison: Mayor Brown Alternate: none
Local Government Policing Modernization Roundtable:	Mayor Brown
Municipal Insurance Association of BC	AGM Voting Delegate: Mayor Brown Alternate: Councillor Borecky
Island Coastal Economic Trust, North Island-Sunshine Coast Regional Advisory Committee	Mayor Brown
Island Coastal Economic Trust, Board of Directors	Mayor Brown
BC Municipal Climate Leadership Council (Community Energy Association)	Mayor Brown
Accessibility and Inclusion Select Committee	Member: Councillor Therrien Alternate: Councillor Sullivan
Heritage Committee	Member: Councillor Borecky Alternate: Councillor Therrien
Homelessness and Affordable Housing Committee	Member: Councillor Therrien
LWMP Wastewater Advisory Committee	Alternates: Councillor Borecky, Councillor Sullivan and Councillor Therrien

Vancouver Island Regional Library

For Council's information, the *Library Act* requires municipalities to appoint a Trustee and an alternate Trustee annually at Council's first meeting in November for the following calendar year. Staff will bring forward a report to Council at its meeting on November 12 for Council to consider those appointments.

FINANCIAL IMPLICATIONS

None

OPERATIONAL IMPLICATIONS

None

CLIMATE CHANGE IMPLICATIONS

None

ALTERNATIVES

1. Council may discuss alternate appointments.

STRATEGIC OBJECTIVE

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

ATTACHMENTS

1. Comox Valley Regional District, Notice of Inaugural Meeting

CONCURRENCE

None

Respectfully submitted,

R. Parker

Rachel Parker
Corporate Officer

M. Mason

Michelle Mason
Chief Administrative Officer

File: 530.01

October 1, 2024

Sent via email only: rparker@cumberland.ca

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

Dear Ms. Parker:

Re: Notice of Inaugural Meeting

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

Date: Tuesday, November 5, 2024

Time: 4:00 pm

Location: CVRD Civic Room, 770 Harmston Avenue, Courtenay, BC

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

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

Please bring this matter forward to your council in advance of the inaugural meeting with an effective date for such appointments being November 5, 2024, or please notify me that no changes are to be made.

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

Weighted Voting

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

Please forward this information to your mayor and council as you see fit. I have attached a suggested resolution for your consideration (Appendix B). I would appreciate a response by October 30, 2024 in order for us to prepare for our inaugural meeting.

If you have any questions or concerns, please do not hesitate to contact me.

Regards,

L. Dennis

Lisa Dennis
Manager of Legislative Services

Encl. Appendix A – 2021 Census figures for voting strength
Appendix B – Sample resolution

cc: J. Warren, Acting Chief Administrative Officer
J. Martens, General Manager of Corporate Services

APPENDIX A – 2021 CENSUS FIGURES FOR VOTING STRENGTH

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

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

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

Effective November 1, 2022.

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

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

APPENDIX B

SAMPLE Resolution

THAT the following appointments be made to the Comox Valley Regional District effective November 5, 2024:

Comox Valley Regional District Board of Directors:

Councillor _____

Alternate Regional District Directors:

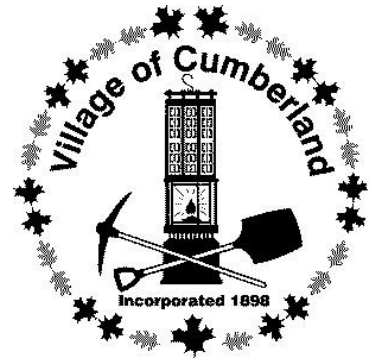
Councillor(s) _____

Regional Parks and Trails Committee:

Councillor _____;

Alternate(s): _____.

COUNCIL REPORT



REPORT DATE: October 16, 2024
MEETING DATE: October 28, 2024

File No. 1485-01

TO: Mayor and Councillors
FROM: Rachel Parker, Corporate Officer
SUBJECT: Communications Strategy and Social Media

RECOMMENDATION

THAT Council accept the revised Communication Strategy, October 2024, with social media presence and website feature pages for Council strategic initiatives and Village projects as medium-term priorities.

PURPOSE

The purpose of this report is to review recommended changes to External Communications action priorities in the draft Communications Strategy, and to provide Council with options for the use of social media and strategic project web pages for external communications as a medium-term priority.

PREVIOUS COUNCIL DIRECTION

Date	Resolution
March 25, 2024	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.
March 18, 2024	The Committee received the draft Communications Strategy and Staff was asked to review staffing resources required for social media and report back to Council.
October 25, 2021	THAT the Committee receive the Village of Cumberland Communications Snapshot Report. THAT the Committee of the Whole recommend that Council direct staff to report to Council with an implementation plan as it relates to the Communications Snapshot report.

BACKGROUND

Snapshot Report Recommendations

The Cumberland Communications Snapshot Report by Zinc Strategies in 2021, identified the top areas of community interest as:

- Major Council decisions
- New policies and procedures that are being implemented
- Development Permit and Plans
- Good news related to Village successes

Effective use of social media was identified as an objective. Through a community survey, the Snapshot Report identified that the community uses community social media sources as the most frequently used source of Village information more than any other source. A social media presence was one of three key themes, the other two being website improvements and email newsletter growth and optimization.

Developing a **social media strategy** was a short-term recommendation:

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

Developing a **Facebook page** was identified as a long-term recommendation:

Develop and manage this page as the “real time” source for Cumberland info, add links to the website as well as other related Facebook page.

The Snapshot Report also noted that residents and businesses understand what is realistic for the Village to achieve in terms of external communication.

Council Strategic Priorities

Effective Community Engagement and Communication was identified by Council as a goal in its 2023-2027 Strategic Plan, with the objectives to *Implement the Communications Strategy* and *encourage stronger community engagement* as objectives.

Draft Communications Strategy

In March 2024, the Committee of the Whole received the draft Communication Strategy report. The Strategy identified three objectives for External Communications:

1. Improve external communications with residents, businesses, and other community stakeholders through strategic and proactive communication.

2. Improve quality of communication through effective use of communication tools and tactics, consistent standards for writing, and adherence to visual identity standards.
3. Support elected officials by distributing timely, relevant, and current information to residents.

In the draft Strategy, increasing the use of social media was outlined as a long-term priority to be completed within four to five years. Discussion amongst Committee members at the March 2024 meeting included the value of social media as a valuable tool to inform residents of Village activities, and concerns with the staff resources necessary to maintain social media for the Village. Members inquired as to implementing social media tools sooner as an information-sharing tool only, and not as an engagement tool and the Committee asked staff to come back to Council with information on the staffing resources required for social media.

Taking into account this Committee discussion and that the Village now has a permanent part-time Communications Coordinator position with 25 hours per week allocated to public communication, staff have reviewed the possibility of initiating a social media presence as a medium-term priority using the limited staff and financial resources available and suggest some changes to the Communication Strategy.

1. Create a social media policy and develop a Village of Cumberland social media presence.

Staff is recommending that the Village work to introduce a limited social media presence as a medium-term priority to be implemented in 2025.

Staff would first develop internal policy and procedures to guide social media use, along with graphic templates. Generally, the information shared on social media would be that which is already being produced and distributed through existing channels, such as website news posts. This limited use of social media would balance the benefits of using social media to reach a wider demographic with the limited staff resources available for a small community.

Staff proposes that commenting on social media channels not be utilized so that staff time would not be required for monitoring and responding. Social media would be used by the Village to share information. The Engage Comox Valley portal would continue to be used by the Village for public engagement opportunities for specific projects and initiatives. Requests for services and communication from the public would continue to be received by email, phone, or in person at the Village office. Local discussion forums already exist on other social media pages.

Staff expect that the Village would use both Facebook and Instagram, and potentially other non-Meta tools in the future, since the information created for one channel is easily duplicated to another channel. Using more than one social media channel would ensure information is provided to a wider range of demographics.

2. Create new website feature pages for Village projects and strategic initiatives at cumberland.ca and share updates through regular communication channels, including social media.

Limited staffing resources for communications in recent years has resulted in minimum information being available to the community about Council’s strategic priorities and other Village projects, except where projects are featured on the Engage Comox Valley site. Existing pages on Council strategic priorities and current land development applications need more staff resources to keep up to date.

In order to achieve the objective to “support elected officials by distributing timely, relevant, and current information to residents” it is recommended that communications staff create new project webpages at cumberland.ca to compile reports and provide current information Council’s strategic priorities and other projects, and implementation.

These project pages would be featured on the home page of the website. Updates to projects would be shared through regular communication channels, leading readers to more information on the web pages.

Along with current information on Council priorities and projects, staff will support maintaining up to date information on land development applications in the community.

In order for communications staff to have available time to focus on the above two medium-term actions, staff is making further recommendations:

3. Focus external communication to these primary channels:

- Cumberland.ca pages
- Website news posts and social media
- Currently Cumberland advertising
- Engage Comox Valley

With other communication channels taking a reduced role:

- Press releases
- Wastewise app
- In person events
- Use of Currently Cumberland Facebook to promote Village information

4. Move these actions in the Communications Strategy to long-term actions:

- (a) Reintroduce utility bill inserts, focused on information priorities identified by the community, with high level overview and details on where to find more information. Can also be used to highlight new projects or initiatives. Utility Bills are sent in: January, April, July, October.

Discussion: Print newsletters and utility bill inserts take significant production time and cost for printing and distribution. Staff recommend continuing to use Currently Cumberland for printed communications and use utility bill/property tax inserts for information directly related to taxes and utilities for the time being.

- (b) Create an e-newsletter to share Village successes and expand on projects that are happening, that is photo focused and is easy for residents to scroll through.

Discussion: With the addition of social media presence, staff are recommending this be changed to a long term priority to be considered as staff resources allow.

- (c) As part of the annual communication plan, have project updates and strategic priority updates at Village events, to bring information to the residents and increase community engagement ex. Market Days, Winterfaire, Foggy Mountain Fall Fair, Farmers Market etc.

Discussion: The recommendation to develop more comprehensive communication on the website and through social media about Council strategic priorities and projects will provide the groundwork for sharing this information. If Council members have a particular interest in participating in the community events identified to have one-on-one discussions with residents, staff would be able to coordinate Council member attendance at these events and this action could remain a medium-term priority. Staff welcomes feedback from Council on this action.

- (d) Utilize the quarterly Village Hall to present updates from each department.

Discussion: Council's current practice has been that residents determine topics at Village Hall meetings. Staff welcomes feedback from Council on this action. This action is currently a medium term priority and if Council wishes to retain could be changed to a long term priority.

FINANCIAL IMPLICATIONS

Print advertising, external graphics work, and photography have the most significant financial cost for external communications. The recommendations in this report will mostly require staff time with little extra budget cost. Council is currently reviewing additional budget for print advertising through 2025 budget development.

Fees associated with operating social media accounts are minimal and would be covered in the existing communication budget. Council has directed staff to explore a policy to not use paid advertising through online media that has removed accredited news content. That policy can be incorporated into a corporate policy guiding the social media program.

OPERATIONAL IMPLICATIONS

Initiating social media presence and building information on Council strategic priorities on the website will take considerable staff focus. However, reducing focus in other areas is expected to give the Communications Coordinator time to effectively focus on these priorities.

Effective use of social media will also require the Communications Coordinator to continue to build relationships with all staff departments to ensure that priority public information is shared in timely way.

CLIMATE CHANGE IMPLICATIONS

None

ALTERNATIVES

1. Maintain social media as a long-term priority to implement at future time.
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. Communications Strategy, revised October 2024
2. Communications Strategy, with track changes showing revisions

CONCURRENCE

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

Respectfully submitted,

R. Parker

Rachel Parker
Corporate Officer

M. Mason

Michelle Mason
Chief Administrative Officer



Communications Strategy

Revised October 2024

File No. 1470-01





INTRODUCTION

In the summer and fall of 2021, the Village of Cumberland completed an internal and external communications review, to look at what works, what doesn't and what could be improved. Staff, residents, businesses, and organizations were surveyed to find out what the community has to say about how the Village of Cumberland is doing in our communications and how we can do better. A Snapshot Report was presented to Council in October 2021 and this Snapshot and the feedback received during the review has been used to create this Communications Strategy.

The purpose of this strategy is to provide a guide on the implementation of communication strategies over the next four to five years, with the short term being within the year, medium term being in the next two to three years, and long-term being within four to five years.

This Strategy completes Council's strategic goal to "implement the communications strategy" as well as moves forward the goal of "encourage stronger community engagement" in the 2023-2027 Strategic Priorities.

The actions are listed in order of implementation with the timeline listed above.

COMMUNICATION STRATEGY VISION

The Village is proactive, transparent, and responsive in its communication and engagement with residents and staff which creates an informed and connected community.



Part 1: INTERNAL COMMUNICATIONS

Effective internal staff communication is vital for enabling employees to respond to customer inquiries efficiently while also fostering a supportive and engaged team environment. This involves providing staff with the information they need to interact with the public, keeping staff updated on organizational developments, and recognizing individual and group successes. To ensure we reach all staff in a timely manner, including those without regular computer access, a variety of communication methods are employed. As the Village continues to expand, encouraging collaboration and communication between departments becomes more crucial.

Objective

1. Have a staff that is informed about the actions of their departments and other departments.

Actions

Short Term Priorities

- a) Send Weekly Update report to all staff through a variety of channels including email, printing and leaving it in staff areas, and posting it on Microsoft Teams.
- b) Have a box on the Weekly Update Report that managers can tick if a particular item should become a Village News website post.
- c) Have informal department meetings or Teams chats at the beginning of each week so employees can share what they are working on and be informed on what others are working on for the week.
- d) Have Communications as a standing agenda item in Managers Meetings – what needs to be shared with staff, with the public, and what avenues will be used.
- e) Have a yearly Communications Plan outlined by month with the main focus for the year e.g. Capital Projects, Bear Aware etc

Medium Term Priorities

- f) Create a Sharepoint folder where staff can easily find important links and documents. This would include:
 - i. HR updates, such as staff changes and new programs or policies
 - ii. Contact information for department staff, including roles and responsibilities
 - iii. Training sessions
 - iv. Staff Benefits Links
 - v. CUPE information
 - vi. Where to submit your timesheet hours
 - vii. Map of Village offices as to who sits where
 - viii. Employee Recognition link



Objective

2. Improve employee morale and service levels by keeping staff members informed and aware of activities and decisions affecting their work and community.

Actions

Short Term Priorities

- a) Continue quarterly all-staff meetings that focus on upcoming priorities, key decisions and directions, and important information.
- b) Ensure each employee is subscribed to the Village of Cumberland automated newsletter so they can stay updated on public information.
- c) Create opportunities for staff to share their feedback and provide input on new initiatives through yearly reviews, department meetings, and quarterly all staff meetings.
- d) Have employees utilize the Microsoft Teams general chat for informal communications such as interesting photos from the Operations staff, reminders about upcoming events, staff polls etc. to create more of a team feel across all departments.
- e) Create an employee recognition program (online and paper) that allows staff to recognize each other for jobs well done and allows staff to record when the public gives them positive feedback.

Objective

3. Have set guidelines for distribution of external communications.

Actions

Short Term Priorities

- a) Have a Communications Flowchart that clearly illustrates the distribution process for each communication channel.
- b) Create a calendar of regular annual public communications. e.g. utility bills, business licences, annual operation items.
- c) Create a press release policy and procedure to determine what information is released and the approval process.
- d) Train customer services staff to post Village News items to ensure they know everything that is going on in the Village and can answer questions from the public.
- e) Include a Communications plan when developing capital and engagement projects.

Medium Term Priorities

- f) Create a social media policy on posting and response guidelines for Village social media.
- g) Post staff roles on Microsoft Teams to clarify the chain of information flow.



Part 2: EXTERNAL COMMUNICATIONS

Regular, proactive, and clear communication with residents, businesses and organizations is vital for building trust within our Village community. When we keep the community informed consistently, it helps them feel secure and confident in the Village's actions. By being transparent and sharing important information promptly, the community knows they can rely on us. This strengthens our connections and ensures that everyone feels involved and informed in the life of our community.

Objective

4. Improve external communications with residents, businesses, and other community stakeholders through strategic and proactive communication.

Actions

Short Term Priorities

- a) Use a variety of print and digital means to inform the community, such as press releases, utility bill inserts, Currently Cumberland, posters, the Waste Wise app, website News Post emails and other applicable social media.
- b) Create a plan to consistently engage with the community using tools such as Engage Comox Valley, surveys, Village Halls and in person events.
- c) Centralize the Village information onto a Village of Cumberland page in the Currently Cumberland community newspaper to make it easier to find information. This page shares updates on Village projects, upcoming important dates, and provides a place to share good news stories where we can increase the community's knowledge of Village services.
- d) Have a website News Post sign up campaign to get an increased number of residents on our email list.

Medium Term Priorities

- e) Increase the Village of Cumberland social media presence.
- f) Brainstorm ways to communicate the Village regulatory bylaws in a lighthearted manner.

Long Term Priorities

- g) Utility Bill inserts – Reintroduce bill inserts, focused on information priorities identified by the community, with high level overview and details on where to find more information. Can also be used to highlight new projects or initiatives. Utility Bills are issued in: January, April, July, October.
- h) Create an e-newsletter to share Village successes and expand on projects that are happening, that is photo focused and is easy for residents to scroll through.
- i) As part of the annual communication plan, have project updates and strategic priority updates at Village events, to bring information to the residents and increase community engagement ex. Market Days, Winterfaire, Foggy Mountain Fall Fair, Farmers Market etc.
- j) Utilize the quarterly Village Hall to present updates from each department.



Objective

5. Improve quality of communication through effective use of communication tools and tactics, consistent standards for writing, and adherence to visual identity standards.

Actions

Short Term Priorities

- a) Create an email signature policy to promote a consistent look and tone in our emails.
- b) Create Facebook templates for consistency in post design.
- c) Have a Communications Channels outline so staff are aware of current channels and the best usage of each channel.
- d) Create a Visual Identity Guideline that includes colours, logos, banners, font, tone, and writing style to reinforce consistency in the Village's messaging and have residents know from a glance that this information comes from the Village.
- e) Ensure the Visual Identity Guidelines are being used in all external communications (documents, News Posts, Currently Cumberland, Statutory Notices, social media posts etc) to create trust that the information originates from the Village of Cumberland.
- f) Have all visual identity elements in one place so that they are easy to find when creating documents.

Medium Term Priorities

- g) Have staff training on using the visual identity elements and writing in the Village of Cumberland tone.

Objective

6. Support elected officials by distributing timely, relevant, and current information to residents.

Actions

Short Term Priorities

- a) Ensure major council decisions are well messaged using a variety of methods – social media, News Post, press releases etc.
- b) Have a Council Corner element in the Currently Cumberland to provide updates on council decisions.
- c) Create a Communications point person in each department to ensure that their department webpages are kept up to date with accurate information.
- d) Create communication options advertising the upcoming meetings with an emphasis on why residents should attend, how this will affect them, and the YouTube link so they can watch from home.
- e) Encourage journalists to attend the Council meetings so they report on Council decisions.



Medium Term Priorities

- f) Create new website feature pages for Village projects and strategic initiatives at cumberland.ca and share updates through regular communication channels, including social media.
- g) Proactively provide detailed background information on potentially controversial topics with speaking points for the Mayor and Council members.
- h) Create an Emergency and Crisis Communication Guide, in cooperation with Comox Valley Emergency Management, and advertise to residents how to find information in an emergency.



File 1390-01

Draft-Communications Strategy
March 2024 Revised October 2024

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File No. 1470-01

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INTRODUCTION

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Medium Term Priorities

- f) Create a Sharepoint Folder where staff can easily find important links and documents. This would include:
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 - iv. Staff Benefits Links
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Objective

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Actions

Short Term Priorities

- a) Continue quarterly all-staff meetings that focus on upcoming priorities, key decisions and directions, and important information.



**THE VILLAGE OF
CUMBERLAND**

- b) Ensure each employee is subscribed to the Village of Cumberland automated newsletter so they can stay updated on public information.
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- d) Have employees utilize the Microsoft Teams general chat for informal communications such as interesting photos from the Operations staff, reminders about upcoming events, staff polls etc. to create more of a team feel across all departments.
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Objective

3. Have set guidelines for distribution of external communications.

Actions

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- a) Have a Communications Flowchart that clearly illustrates the distribution process for each communication channel.
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- c) Create a press release policy and procedure to determine what information is released and the approval process.
- d) Train customer services staff to post Village News items to ensure they know everything that is going on in the Village and can answer questions from the public.
- e) ~~Create a social media policy on posting and response guidelines for Village social media.~~

Medium Term Priorities

- f) Create a social media policy on posting and guidelines for Village social media
- g) Post staff roles on Microsoft Teams to clarify the chain of information flow.

Part 2: EXTERNAL COMMUNICATIONS

Regular, proactive, and clear communication with residents, businesses and organizations is vital for building trust within our Village community. When we keep the community informed consistently, it helps them feel secure and confident in the Village's actions. By being transparent and sharing important information promptly, the community knows they can rely on us. This strengthens our connections and ensures that everyone feels involved and informed in the life of our community.



**THE VILLAGE OF
CUMBERLAND**

Objective

4. Improve external communications with residents, businesses, and other community stakeholders through strategic and proactive communication.

Actions

Short Term Priorities

- a) Use a variety of print and digital means to inform the community, such as press releases, utility bill inserts, Currently Cumberland, posters, the Waste Wise app, website News Post emails and other applicable social media.
- b) Create a plan to consistently engage with the community using tools such as Engage Comox Valley, surveys, Village Halls and in person events.
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- e) Have a website News Post sign up campaign to get an increased number of residents on our email list.

Medium Term Priorities

- ~~f) Increase the Village of Cumberland social media presence.~~
- ~~f)g) Create an e-newsletter to share Village successes and expand on projects that are happening, that is photo focused and is easy for residents to scroll through.~~
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Long Term Priorities

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- ~~m)h) Utilize the quarterly Village Hall to present updates from each department.~~



**THE VILLAGE OF
CUMBERLAND**

Objective

5. Improve quality of communication through effective use of communication tools and tactics, consistent standards for writing, and adherence to visual identity standards.

Actions

Short Term Priorities

- a) Create an email signature policy to promote a consistent look and tone in our emails.
- b) Create Facebook templates for consistency in post design.
- c) Have a Communications Channels outline so staff are aware of current channels and the best usage of each channel.
- d) Create a Visual Identity Guideline that includes colours, logos, banners, font, tone, and writing style to reinforce consistency in the Village's messaging and have residents know from a glance that this information comes from the Village.
- e) Ensure the Visual Identity Guidelines are being used in all external communications (documents, News Posts, Currently Cumberland, Statutory Notices, social media posts etc) to create trust that the information originates from the Village of Cumberland.
- f) Have all visual identity elements in one place so that they are easy to find when creating documents.

Medium Term Priorities

- g) Have staff training on using the visual identity elements and writing in the Village of Cumberland tone.

Objective

6. Support elected officials by distributing timely, relevant, and current information to residents.

Actions

Short Term Priorities

- a) Ensure major council decisions are well messaged using a variety of methods – social media, News Post, press releases etc.
- b) Have a Council Corner element in the Currently Cumberland to provide updates on council decisions.
- c) Create a Communications point person in each department to ensure that their department webpages are kept up to date with accurate information.
- d) Create communication options advertising the upcoming meetings with an emphasis on why residents should attend, how this will affect them, and the YouTube link so they can watch from home.
- e) Encourage journalists to attend the Council meetings so they report on Council decisions.

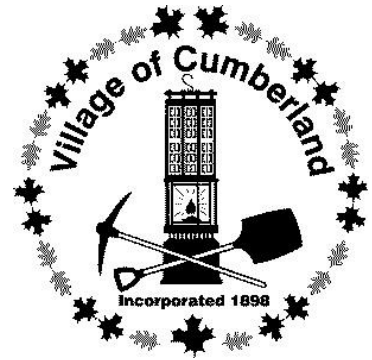
Medium Term Priorities



THE VILLAGE OF
CUMBERLAND

- f) Create new website feature pages for Village projects and strategic initiatives at cumberland.ca and share updates through regular communication channels, including social media.
- f)g) Proactively provide detailed background information on potentially controversial topics with speaking points for the Mayor and Council members.
- f)h) Create an Emergency and Crisis Communication Guide, in cooperation with Comox Valley Emergency Management, and advertise to residents how to find information in an emergency.

COUNCIL REPORT



REPORT DATE: October 17, 2024

MEETING DATE: October 28, 2024

File No. 5340-10

TO: Mayor and Councillors

FROM: Rob Crisfield, Director of Engineering and Public Works

SUBJECT: Liquid Waste Management Plan Update Presentation

RECOMMENDATION

- I. THAT Council receive the Liquid Waste Management Plan Update Presentation from Paul Nash, Liquid Waste Management Plan Coordinator.
- II. THAT Council approve an additional expenditure for up to an additional \$300,000 to complete both the Stage-3 Liquid Waste Management Plan and other ministry requirements to be reallocated from the Phase-2 wastewater project budget and funding.
- III. THAT Council authorize the sole source of McElhanney Consulting Services for up to \$60,000 for the Stage 3 LWMP.
- IV. THAT Council authorize the sole source of McElhanney Consulting Services for up to \$50,000 for assistance in developing the Operational Certificate.
- V. THAT Council Authorize the increase in contract value to Ecofish Research Ltd. from \$101,162.42 to \$249,342.90.
- VI. THAT Council authorize staff to execute the contracts and/or change orders with the various stakeholders.

PURPOSE

To provide Council with an update on the Liquid Waste Management plan (LWMP) progress including an update on the budget and to seek authorization for additional procurement related to the project.

PREVIOUS COUNCIL DIRECTION

Date	Resolution
May 27, 2024	<p>THAT Council provide authorization to sole-source consulting work to Zinc Communications, Integrated Sustainability (Troy Vassos) and EcoFish for the Stage 3 LWMP;</p> <p>THAT Council direct staff to publish a notice of intent to sole-source consulting work to EcoFish for the Stage 3 LWMP for a value of up to \$90,000;</p>

	<p>THAT Council provide authorization to staff to allocate the approved budget of up to \$203,400 amongst the consultants to be hired for the Stage 3 LWMP; and</p> <p>THAT Council provide authorization to Village staff to allocate the budget to, and execute contracts with, the various consultants as appropriate.</p>
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BACKGROUND

The attached memo from Paul Nash explains some of the details and complexities related to the Village’s Liquid Waste Management Planning process. Further to this, there is an update on the work required by the ministry and the costs associated with this work, some of which are more than originally anticipated. Staff is seeking approval to increase both scope of work for existing consultants and to sole source the existing wastewater project engineer to assist with some of these requirements. It is recommended to use some of the anticipated remaining costs from the Phase-2 Wastewater Project budget as much of this LWMP work is related to the discharge and receiving environment.

As reported to Council on May 27th, the Village committed in the 2019 provincial consent order, to the completion of the Stage-3 of the LWMP and to submit it to the Ministry of Environment by the end of 2024. Some confusion around consent order deadlines and possible extension led Village staff to believe the LWMP had to be completed by the end of 2025. Work is in progress to complete the plan but unfortunately is not achievable by the end of the year. As a result, staff have reached out to the Compliance and Enforcement Branch of the Ministry of Environment and Climate Change to seek a resolution to this matter, with a notification of a 3-month delay in submitting the Stage LWMP to March 31, 2025.

The Consent Order does not have specific provision for a delayed submission, but it does have a specific date for the issuance of the LWMP Operational Certificate of Dec 31, 2025. This provided for a twelve-month review period by the Ministry, but the delayed submission will only leave them with nine months, and they might not complete their process within this reduced time. However, the Consent Order states that an extension to this date may be sought if the delay is affected by a material change in circumstances **not caused by or contributed to by the appellant** [Cumberland]; IF a delay is likely, the Village can apply for the extension, but there is a risk that it may not be approved by the Compliance and Enforcement branch. If the extension is not approved, the deadline remains on December 31, 2025, and if the Ministry staff takes longer than nine months (twelve months is typical) to approve Stage 3 of the LWMP, the Village will be out of compliance with the Consent Order and is subject to the \$40,000 penalty payment that was withheld for the duration of the Consent Order.

ALTERNATIVES

1. Due to the requirement to complete the Stage-3 LWMP, and the work involved to achieve this objective, there are no other alternatives for recommendation.

STRATEGIC OBJECTIVE

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

FINANCIAL IMPLICATIONS

Currently \$203,400 is included in the approved 2024 budget for the Stage-3 LWMP. Staff are recommending that the additional \$300,000 estimated budget to complete the EIS work including the expanded scope of work to Ecofish and the proposed work for McElhanney support related to both the LWMP and the Operational Certificate come from the Phase-2 Wastewater Project budget.

OPERATIONAL IMPLICATIONS

While the LWMP is consuming a considerable amount of staff time, it is recognized that this is a Council priority and regulatory mandate, and staff will continue to prioritize this project in conjunction with the wastewater project and masterplan updates over other less critical work priorities.

CLIMATE CHANGE IMPLICATIONS

There is no climate change implications specifically related to this report.

ATTACHMENTS

1. Memorandum from Paul Nash, LWMP Coordinator – Liquid Waste Management Plan Project Memo #3
2. Environmental Appeal Board Consent Order

CONCURRENCE

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

Respectfully submitted,

R. Crisfield

Rob Crisfield
Director of Engineering and Public Works

M. Mason

Michelle Mason
Chief Administrative Officer

Liquid Waste Management Plan Project Memo #3

DATE: 17 Oct 2024
TO: Rob Crisfield, Annie Berard
FROM: Paul Nash, Project Coordinator, Liquid Waste
SUBJECT: Progress, Budget and Procurement Update for Stage 3 Liquid Waste Management Plan

1 Purpose

The third and final Stage of the Liquid Waste Management Plan (LWMP) commenced in May 2024, with Council authorization for a budget of \$203,400 and consulting team procurement plan provided on 27 May.

The purpose of this memo is to:

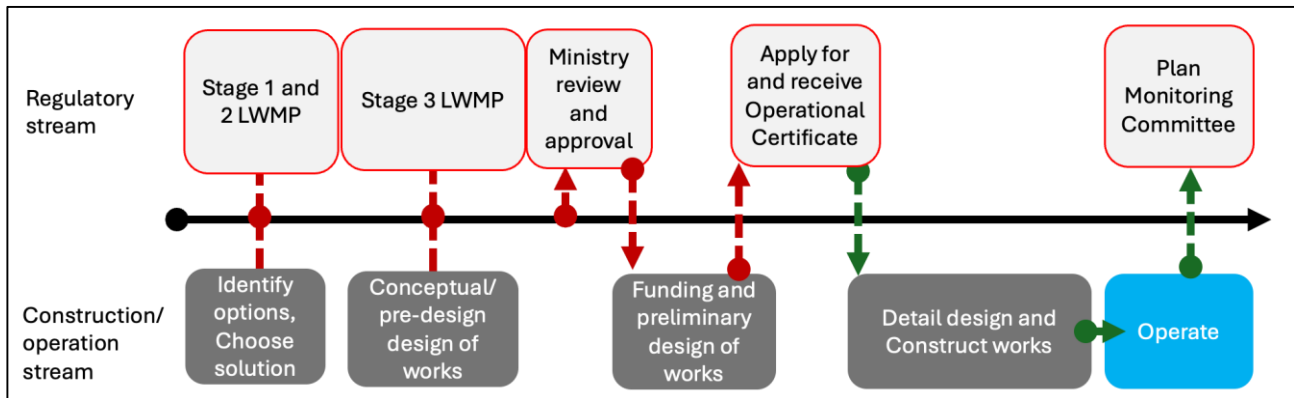
1. Provide an update on progress
2. Provide an update on budget
3. Seek authorization for additional procurement related to the LWMP.

2 LWMP Process, Progress and Delay

The objective of the LWMP is to create a:

- Long term plan for management of wastewater (and other waters)
- Plan for required upgrade works
- A financing plan and borrowing bylaw to funds the upgrade works
- A regulatory authorization – called an Operational Certificate (OC) that governs the operation of the works

It is a three stage process and the normal progression of the LWMP is shown below:



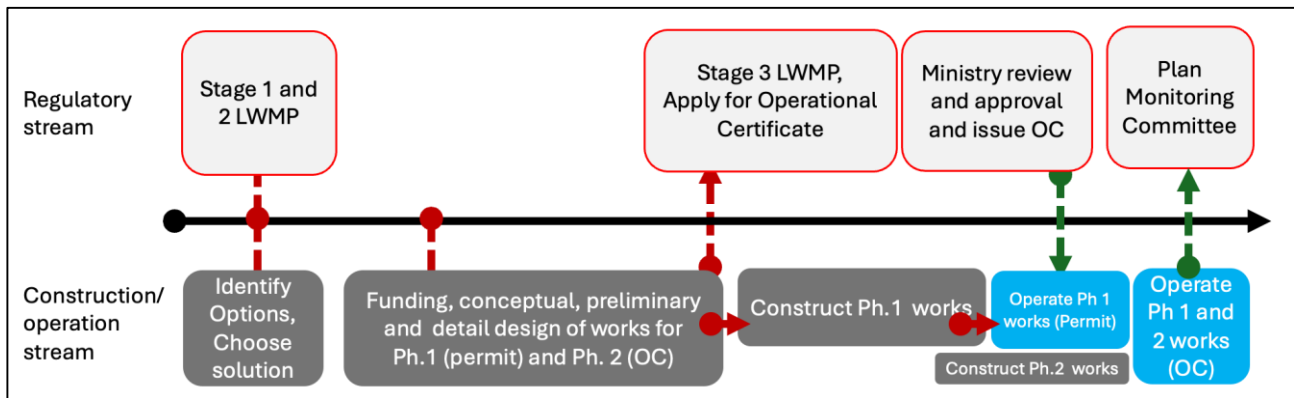
Cumberland’s case is unusual in that the major wastewater treatment works (Phase 1 works) are being constructed now even though Stage 3 LWMP has not been completed. This is because Cumberland is out of compliance with the existing Permit (and has been since 1999) and was assigned an Administrative Penalty in 2019, which led to the Consent Order in 2020.

The Consent Order is attached to this report and the relevant conditions to the LWMP are summarized :

- That Cumberland commits to having the authorized works [for Permit compliance] completed by the end of 2024.
- That Cumberland commits to having the Stage 3 LWMP Report completed and submitted by the end of 2024.
- (Order #3) If an Operational Certificate under an approved LWMP is not complete (i.e. issued) by Dec 31, 2025, (unless the delay is not caused by Cumberland) , then Cumberland shall pay an additional \$40k fine.
- (Order #4) If the OC is not going to be issued by Dec 31, 2025, and the delay was not caused by Cumberland, then Cumberland can ask for an extension of up to one year.

The submission of the Stage 3 LWMP would lead to the issuance of an Operational Certificate that would authorize the Phase 2 treatment works and the new discharge location to the wetlands.

But in Cumberland’s case, in constructing the minimum works necessary for Permit compliance, we are also constructing the works expected to be required for LWMP/OC (operational Certificate) compliance (e.g. tertiary filtration) to avoid doing two separate construction projects and to get the highest quality treatment as fast as possible. So, the Cumberland progression sees construction happening before and in parallel with the LWMP process:



This unusual situation has led to some conflicts:

- The Consent Order requires us to design, construct and operate the Phase 1 works as soon as possible.
- We have to design some of the Ph2 works with the Ph1 works, as they are intimately related.
- We have had significant design challenges, changes and delays relating to both phases.

- We are required to submit the phase 3 LWMP and the OC application at the same time.
- The OC application requires the final design and all the Operating Plans for the works to be completed before submission.
- We are supposed to build the Ph1 works before the LWMP/OC is submitted but are **not** supposed to build the Ph2 works until after the OC is issued (typically at least a year).
- We **cannot** discharge to the wetland (Ph2 discharge location) until the OC is received.

All of this adds up to make the level of detail work required for the enhanced EIS and the technical reports for the OC submission such that we cannot complete them before the end of 2024.

We will not be able to make the Consent Order commitment for the completion of the Stage 3 LWMP by the end of 2024.

Neither will we be able to meet the commitment for the construction of the (Ph 1) upgrade works).

The expected completion for the Stage 3 LWMP is end of March 2025 and construction of the Phase 1 works is now Dec 2025. Cumberland staff have notified the Environmental Appeal Board and the Compliance and Environmental Enforcement Branch of the Ministry of Environment of this.

2.1 Reasons for the delay

The major reasons why the Stage 3 LWMP has and will run behind are as follows:

- Delays in design of the project (for various reasons). This has led to an ever-changing project, with the design still being finalized as of Oct 2024.
- Additional and unexpected study requirements for the enhanced EIS from the Ministry of Environment, particularly relating to the wetlands, nutrient budgeting and streamflow measurements.
- Change in disinfection method from Chlorine Dioxide to UV. While chlorine dioxide was the best choice for a chemical disinfection agent, it became apparent that the lack of familiarity with it by all stakeholders (Min of Env, Health, K'omoks First Nation) meant that there would need to be a lot of additional predictive EIS work to study potential effects of CLO2 and potential disinfection byproducts. The change to UV has avoided doing this work, and simplified the EIS fieldwork, but still this could not be completed until summer/fall 2024, as the change to UV was only made in spring 2024.
- Delay by the Project Coordinator in re-engaging with the Ministry on the restart of Stage 3 LWMP. The intention was to wait until the design was finalized so that it would be known precisely what the EIS was studying for in terms of the discharge location(s) effluent quality and disinfection byproducts. A restart in 2023 instead of 2024 would have provided an earlier start for the EIS, but the 2024 change in disinfection from chlorine dioxide to UV would have required a subsequent change in the EIS and completion would still be occurring in late 2024.

- The level of detail required for the OC application is such that it can't be completed until after the project detail design is completed. The OC requirements include numerous Management Plans (Commissioning Plan, Operating Plan, Contingency Plan, Construction Environmental Plan, Discharge Monitoring Plan, Overflow Elimination Plan) The Information Requirements Table for the OC, that lists the various documents, is included as an attachment to this report. Completing these Plans would normally be a part of the Project and done after the completion of the Stage 3 LWMP. As with the EIS, ongoing design changes in the project related to UV and wet weather flow handling have precluded work on these various plans.
- Delay in restarting the public process (the advisory committee). This delay is also related to the change in the project (to UV) so that what is being presented to the committee and written up in the report represents the final shape of the project.

Overall, while the LWMP and subsequent parts could have been started earlier, the completion of them could not have been earlier, as it is contingent upon the final design of the project. The changes made in 2024 – particularly to UV disinfection – represent a substantial improvement to the project, but they have certainly caused further delay to the completion of the project and the LWMP process.

2.2 Implications of the delay

The intention of the Consent Order is that the Stage 3LWMP would be submitted at the end of 2024, allowing the Ministry up to one year for processing before the Dec 31, 2025 deadline (order #3). The intention of the possible one year extension (order #4) is in the event that Ministry takes longer to complete the processing, it is not intended to cover a delay caused by Cumberland.

With the delayed submission of the LWMP to March, 2024, the processing time for the Ministry to meet the Dec 2025 date is reduced from twelve to nine months. ***IF the Ministry does not meet that date, then Cumberland is at risk for the \$40k fine, as the delay could be deemed to be caused by Cumberland.***

At this point in time, we cannot have the LWMP (and OC and EIS) completed by the end of 2024, and are targeting end of March 2025. All we can do at this stage to reduce the risk of processing delay is ensure that the LWMP and associated documents are the best they can be and have completely fulfilled the Ministry's specified scope of work.

3 Project Schedule

The revised schedule for completing the LWMP as follows, with delayed components in orange.

Activity	May-June	July-Aug-Sep	Oct-Nov-Dec	Jan Feb Mar 2025
Scope setting				
Receiving environment EIS Field work				
EIS analysis				

Other technical work (updating community growth projections, storm and sanitary master plans, etc)						
Public engagement						
First Nations consultation						
Draft Stage 3 report						
EIS and Report Review with Ministry						
Report completion and submission						
OC completion and submission						

Once submitted, the Ministry typically takes 1 year to review and approve the LWMP.

The revised schedule represents the fastest that the LWMP process can be completed to meet all the Ministry’s scope, consultation and documentation requirements.

4 Project Team

For the execution of Stage 3, it was proposed in May (and approved) to continue to use all the consultants that have been involved in Stage 1 and 2, the current upgrade project, or are currently working for Cumberland on related civil work (storm and sanitary sewer planning).

However, one change to the team is proposed. McElhanney Consulting Services is now the Engineer of Record for the treatment upgrade project, and it is proposed to also have them as the Qualified Professional for the Stage 3 LWMP report and Operational Certificate.

They have not been involved in Stage 1 and 2, but given they are finalizing the design of the project they are in the best position to finalize the OC documentation. And in doing that they gain the knowledge need to author the LWMP report itself. McElhanney has recently completed LWMP’s for Revelstoke and Naramata Bench (Okanagan) and are well familiar with the process.

The proposed team and scope areas are:

LWMP Scope Area	Consultant	Rationale
Coordination, support & First Nation consultation	Alpine Water and Energy (Paul Nash)	Led LWMP since 2016 and current upgrade project (under contract for LWMP project coordination)
Public engagement	Zinc Strategies	Led 2018 borrowing referendum and communications on WWTP project 2021-24
LWMP Regulatory Advisor	Integrated Sustainability (Troy Vassos)	Technical Consultant on LWMP and regulatory since 2016
LWMP Qualified Professional (Technical Consultant)	McElhanney Consulting Services	Designer of WWTP project

EIS	EcoFish Research	Has done all the habitat assessment work on wetlands and EIS baseline on MLC/Trent in 2020-2022
Storm and sanitary Master Plans	ISL Engineering	Already in place as general civil consultant for Cumberland (per 2022 competitive procurement – 3 year agreement)

5 Budget

The Stage 3 LWMP had a budget of \$203,400 approved in May 2024. This was based on a “normal” Stage 3 process – to complete the consultation processes, updated the technical information and do a standard EIS and produce the summary report

An example of such a report is the Revelstoke Stage 3 LWMP of 2021 (hyperlink <https://talkrevelstoke.ca/liquid-waste-management-plan>), which had a nominal budget of \$97k (though it did not include an EIS)

This May budget for Cumberland included a standard EIS but not ancillary Plans such as the updated Storm and Sanitary master plans, nor all the additional OC documentation. The OC requirements also include numerous Management Plans (Operating Plan, Contingency Plan, Construction Environmental Plan, Discharge Monitoring Plan) that are not directly part of the Stage 3 LWMP – and thus not part of its budget. The Information Requirements Table for the OC, that lists the various documents, is included as an attachment to this report. Completing these plans would normally be a part of the Project, not the Stage 3 LWMP.

The infrastructure budget for the storm and sanitary systems includes updating their respective master plans, so while they are required (at a conceptual level of detail) for the LWMP, they are not included in the LWMP budget.

The terms of reference in going from a standard to an Enhanced EIS have required a significant scope expansion to this work, with a significant additional summer fieldwork program in the wetlands and creek that was not anticipated previously. This has increased the budgeted cost to fulfill the required scope has gone from \$90k to \$250k. The reasoning from EcoFish is included as an attachment to this report.

The costs for these two items (OC documentation and enhanced EIS) are proposed to be drawn from the Phase 2 Wastewater Project budget, as these are both necessary precursor items for the completion and operation of Phase 2, and specifically the permanent relocation of the treated water discharge from the creek to the wetlands. Environmental study and permitting are both eligible costs for the purposes of grant funding recovery.

Costs for the LWMP consultants are also increased because of the increase time span (extra three months) for the process.

The updated budget allocations are shown in the table below.

LWMP Scope Area	Consultant	Original Budget (May 2024)	Revised Budget (Oct 2024)
Coordination, support, public & First Nation consultation	Alpine Water and Energy (Paul Nash)	\$40k	\$50k
Public engagement	Zinc Strategies	\$20k	\$25k
LWMP Regulatory Advisor	Troy Vassos (Integrated Sustainability)	\$50k	\$20k
LWMP Technical Consultant	McElhanney		\$60k*
<i>Standard EIS</i>	EcoFish Research	\$90k	\$0
Contingency for liaison with Ministry		\$3.4	\$48.3k
<i>LWMP Budget Subtotal</i>		<i>\$203.4k</i>	<i>\$203.4k</i>
Operational Certificate Technical Reports and Management Plans	McElhanney	-	\$50k*
<i>Enhanced EIS (Includes standard EIS)</i>	EcoFish Research	-	\$250k
<i>Phase 2 Lagoon Project Budget Subtotal</i>			<i>\$300k</i>
<i>LWMP Grand Total</i>		<i>\$203.4k</i>	<i>\$503.4k</i>

*Placeholders as these are being finalized with McElhanney, but are considered sufficient.

6 Phase 2 Budget

Environmental study and operational plans (the OC documents) are *eligible* costs for grant funding purposes, though they are not *required* to be included (can be funded from other sources). Thus the EIS and Operational Certificate work both represent Eligible Costs for the Phase 2 work. For the Phase 1 project, the baseline environmental study in 2020-21 -which will form part of the enhanced EIS – was included as an Eligible Cost.

To consider adding these two costs of combined value \$300k into the Phase 2 budget requires consideration of that budget.

In the design process over the last two years, the change of the permanent discharge location to the wetlands (as requested by the Ministry), and the EIS field work of Aug-Sep 2024 have allowed a re-evaluation of the works needed to achieve the desired outcomes for Phase 2.

Specifically, the hydraulic works required to move water to the reed bed, between the wetland ponds and wetlands, and the length of new channel and channel infill – have been optimized and minimized. As has the size of the reed bed itself.

This results in a reduced scope of work compared to achieve the outcomes of the original funding application.

Item	Original scope for funding application	Current scope	Timing for completion
Tertiary Filtration	Tertiary Filtration for 3600m ³ /day	Tertiary Filtration for 7200 m ³ /day	Equipment bought, install Q3 2025
Stormwater Treatment Wetland	Drainage works and connection to MLC	Collection ditch to ponds required, connection to MLC not required	Q3 2025
Reed bed	2000sq.m	~1500sq.m	Q3 2025 or 2026
Wetland Augmentation by reclaimed water	Effluent distribution and conveyance works for wetland areas	No works required - will use new stormwater ditch for conveyance	Can't start discharging to wetland until LWMP OC is issued
Habitat enhancement	Plantings of trees and shrubs over area up to 3ha	Environmental study is suggesting minimal plantings needed	Q4 2025
Walking trails	Construct 1200m of trail along new ditch and channel works	~300m of trail in wetland area	Q4 2025
Construct new MLC Channel	700 linear m	290 linear m	Q4 2025, but might be 2026
Infill MLC Channel	700 linear m	230 linear m	Q4 2025, but might be 2026
Maple Lake Creek	Installation of two weirs/fishways in MLC	Installation of two weirs/ fishways in MLC	Q4 2025, but might be 2026

The reduced amount of work required for the wetland and creek works has created some space with the Phase 2 budget, which can be used to accommodate this study work. And the EIS field work itself has informed some of these scope reductions, so it is already contributing value to Phase 2.

Item	Description	Construction Period	Original Budget	Revised Budget
2A	Biochar media reed bed and wetland augmentation	2025	1520	800
2A-1	Permitting - Enhanced EIS and OC documentation	2024-25	0	300
2B	Tertiary filtration	2024-25	730	730
2C	MLC new channel, stormwater treatment wetland, habitat enhancement plantings, recreational access trail	2025-26	1570	1570
2D	Infill the existing Maple Lake Creek channel adjacent to lagoon east berm	2025-26	540	540
	Total		4360	3940

With the reduced scope of work for the reed bed and wetland augmentation, the permitting and OC documentation costs can fit in within the 2A scope item. The costs for phase 2C and 2D are yet to be confirmed but with the reduced scope of works for each, it is expected that the costs will decrease.

A full project and budget update on Phase 2 will come to Council at a future meeting.

7 Procurement

To retain the project team as proposed will require Council to approve sole-sourcing for McElhanney and changes to the contract values for the other consultants. In particular, to increase the value of the Ecofish work from \$90k to \$250k

Sole-sourcing is contemplated in the Village of Cumberland Purchasing Management Services Policy 3.3 (2017), section 5.9 (x):

Where previous work of a supplier or contractor has resulted in that supplier or contractor having a unique understanding and knowledge of local systems and circumstances; and where the awarding of a contract to another supplier or contractor would cause the Village to incur additional expense because of their lack of this understanding and knowledge; the locally experienced and knowledgeable supplier or contractor may be used as the sole supplier of related goods and services upon the approval of Council.

In the case of the LWMP, the proposed consultants are in this position of having unique understanding of the LWMP project, since they have either participated in it to date, or (for McElhanney) in the design of the treatment works.

Accordingly, it is requested:

- *That Council provide authorization to sole-source McElhanney Consulting Services for up to \$60,000 for the Stage 3 LWMP*
- *That Council provide authorization to sole-source McElhanney Consulting Services for up to \$50,000 for the and Operational Certificate*
- *And Council provide authorization to increase the contract value of EcoFish Research Ltd from \$90,000 to \$250,000 for the Enhanced EIS for the Stage 3 LWMP.*
- *And that Council approve the inclusion of the \$300,000 for the Enhanced EIS and Operational Certificate Documentation as part of the Phase 2 Wastewater Upgrades project.*
- *That Council provide authorization to Village staff to allocate the Stage 3 LWMP budget to, and execute contracts with, the various stakeholders as appropriate.*

This team provides the best means for the fastest completion of the expanded scope of the Stage 3 LWMP and Operational Certificate process.

Respectfully submitted,

P. Nash

Paul Nash

Project Coordinator, Liquid Waste

Attachments (3)

EcoFish Commentary on Scope and Costs

Consent Order

Operational Certificate Information Requirements Table

Ecofish Commentary on Scope and Costs:

- Initial funds would have been sufficient to complete an aquatic EIS based on existing data.
- The **Terms of Reference** submitted to VOC on May 31, 2024 by the Ministry required a substantial summer 2024 field program which consumed all of the \$100K funds initially estimated (field program described in more detail below)
- The \$148K for the enhanced EIS accounts for both wetlands and streams effects assessment, and is designed to account for all foreseeable work (e.g., First Nations engagement) such that no additional scope changes are requested.

Rationale for additional field work:

- Summer 2024 field program was extensive to meet data needs for 1) enhanced EIS requirements for beneficial water reuse, 2) nutrient evaluation given phosphorus will exceed 0.005 mg/L, and 3) wetland assessment. Field program therefore included:
- **Baseline Wetland Field Data Collection (Summer 2024)**. Previous wetland field data were mainly collected on the east side of Maple Lake Creek because that is where the reed bed construction was planned at the time. Summer 2024 field data collection was therefore required for:
 - i. Groundwater
 - ii. Soils
 - iii. Water quality
- **Nutrient Budget Field Program**. Additional field data required to meet the TOR:
 8. If the phosphorus concentration of the effluent is likely to exceed 0.005 mg/L, develop a nutrient budget for phosphorus, taking into consideration existing and proposed discharges and land uses both upstream and downstream of the affected area. The nutrient budget should evaluate the generation, movement, absorption and transfer of nutrients through the soil and surface waters. See ENV (2014) for more information.
- **Hydrology Field Program**. Summer 2024 hydrology field program was required to inform the nutrient budget, dilution capacity assumptions, and beneficial use analysis.
- **Effluent and stream characterization**. Additional lab analysis for additional parameters described in the TOR.



Environmental Appeal Board

Fourth Floor, 747 Fort Street
Victoria BC V8W 3E9
Telephone: (250) 387-3464
Facsimile: (250) 356-9923

Mailing Address:
PO Box 9425 Stn Prov Govt
Victoria BC V8W 9V1

Website: www.eab.gov.bc.ca
Email: eabinfo@gov.bc.ca

Decision No. 2019-EMA-014(a)

**ENVIRONMENTAL APPEAL BOARD
IN THE MATTER OF THE *ENVIRONMENTAL MANAGEMENT ACT*
S.B.C. 2003, C. 53**

BETWEEN:

THE CORPORATION OF THE VILLAGE OF CUMBERLAND

APPELLANT

AND:

DELEGATE OF THE DIRECTOR,
ENVIRONMENTAL MANAGEMENT ACT

RESPONDENT

CONSENT ORDER

The Ministry of Environment and Climate Change Strategy (ENV) acknowledges that the Village of Cumberland in a show of willingness to comply with sections 1.1.2, 1.1.3, 1.1.4 of permit 197 commits to submitting a final application for registration under the Municipal Wastewater Regulation or a Stage 3 Liquid Waste Management Plan Report and construction of authorized works for their wastewater discharge by December 31, 2024.

As per Chapter 4, Section 4.0 of the ENV Compliance and Enforcement Policy and Procedure and including but not limited to Section 7 of the Administrative Penalties (*Environmental Management Act*) Regulation, ENV will use the above information as a factor taken into consideration of future compliance assessments and enforcement actions.

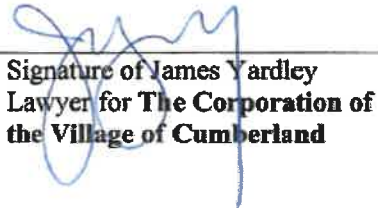
ON THE APPLICATION of the parties, without a hearing and by consent:

THE BOARD ORDERS under section 17(2) of the *Administrative Tribunals Act*, S.B.C. 2004, c. 45, that the Appellant's Appeal No. 2019-EMA-014 of the July 18, 2019 \$85,800 administrative penalty (the "Penalty") for non-compliance with its permit to discharge treated effluent (the "Permit") is dismissed on the following terms, which represent an agreement between the parties under section 115(4) of the *Environmental Management Act*:

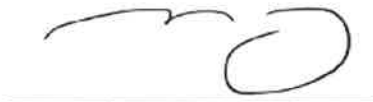
1. The Appellant shall within four (4) weeks of the entry of this order pay \$15,000 to the Minister of Finance representing a portion of the Penalty;

2. The Appellant shall apply \$40,000 representing the remaining portion of the Penalty to complete the Authorized Works as that term is defined in the Permit;
3. If the registration under the Municipal Wastewater Regulation or an Operational Certificate under an approved Liquid Waste Management Plan is not complete by December 31, 2025, unless any delay beyond that date is affected by a material change in circumstances not caused or contributed to by the appellant, \$40,000 shall forthwith be paid to the Minister of Finance;
4. If the registration under the Municipal Wastewater Regulation or an Operational Certificate under an approved Liquid Waste management Plan is delayed beyond December 31, 2025 and that delay is affected by a material change in circumstances not caused or contributed to by the appellant, the appellant may seek to vary the completion date set out in paragraph (3) of this Order to a date no later than December 31, 2026 by application to the Director, *Environmental Management Act*, no later than November 1, 2025. The Director, *Environmental Management Act*, will vary the completion date set out in paragraph (3) of this Order as requested, provided the requirements of this paragraph have been met. The Director, *Environmental Management Act*, will provide a response before December 31, 2025. For certainty, the Parties expressly agree that the appellant's appeal is dismissed and that a new right of appeal will exist in respect of the decision from the Director, *Environmental Management Act's* decision, if the director concludes that the appellant has not performed the terms and conditions of this agreement and that the \$40,000 sum described in paragraph 3 is payable, or the completion date will not be varied, or both; and
5. Each party shall bear their own costs.

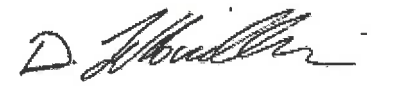
THE FOLLOWING PARTIES APPROVE THE FORM OF THIS ORDER AND CONSENT TO EACH OF THE ORDERS NOTED ABOVE ON THIS 18th DAY OF SEPTEMBER, 2020:



Signature of James Yardley
Lawyer for The Corporation of
the Village of Cumberland



Signature of Stephen E.
King Lawyer for the
DIRECTOR



Darrell LeHouillier, Chair
Environmental Appeal Board

Information Requirements Table for MWR Registrations & OCs

Application Tracking Number: Pre-Authorization Number: 112204
The Corporation of the Village of Cumberland

Applicant Summary	
Application Tracking #	436025
Pre-Authorization #	OC-112204
Applicant / Facility Name	The Corporation of the Village of Cumberland

Ministry of Environment and Climate Change Strategy	
Prepared by:	L. Archibald
Title	Section head, Community Liquid Waste Management
Date	May 31, 2024

The *Information Requirements Table (IRT) for Municipal Wastewater Regulation (MWR) Registrations and Operational Certificates* is a tool used by Ministry of Environment and Climate Change Strategy (ENV) staff to document specific guidance and instructions given to an applicant pursuing an exemption from sections 6(2) and (3) of the *Environmental Management Act (EMA)* to discharge municipal effluent or provide reclaimed water in accordance with the MWR or a **liquid waste management plan approved by the minister**.

As part of the Preliminary Application Phase or Stage 3 Liquid Waste Management Planning, ENV will discuss with the applicant the items listed in this table to determine what will be required in support of their final application. A tick mark in the "Required" column of the table indicates an information item to be included into the application package as agreed to by both parties or as directed by ENV. Should it be determined, that specific methods will be used to derive this information, this will be specified with a tick mark in the "Methods" box and specific details in the "Comments" column. Specific methods may not be necessary for applications that will not require a subject matter expert review. In cases where complex impact assessments are to be undertaken, agreement on the methods used will be required. For simple methods, the methods used could be discussed with the applicant in a meeting and noted as agreed to in the "Comments" column. For more complex methods, the applicant may be required to submit a "Methods Package" by an agreed date for ENV review, comment, and acceptance. Once methods are accepted by ENV they should be either described in the "Comments" column and/or a reference made to the document describing the Methods Package.

If required, this document will form part of an Application Instruction Document (AID) which documents application submission requirements for the applicant. The AID is issued by the Director after a preliminary application meeting has occurred.

The Ministry of Environment and Climate Change Strategy will be assessing this application against this table and it is expected that the applicant does the same prior to any preliminary meetings and/or prior to any final submissions.

Information Requirements Table for MWR Registrations & OCs

Application Tracking Number: Pre-Authorization Number: 112204
The Corporation of the Village of Cumberland

Information	Requirements	Comments	Location in Final Application
1 TECHNICAL ASSESSMENT REPORT			
Describe the project including the source of municipal wastewater and stormwater, the type of treatment, applicable effluent quality requirements or reclaimed water category and discharge or reuse location.	Required <input checked="" type="checkbox"/>	Municipal Wastewater Regulation MWR Reference: [12]	
Provide a detailed map of the project location including the treatment works, discharge location and surrounding land and water uses and potential environmental receptors.	Required <input checked="" type="checkbox"/>	MWR Reference: [13(d)]	
Provide full characterization of the influent and any source control measures.	Required <input checked="" type="checkbox"/>	MWR Reference: [7]	
Provide the maximum daily flow calculation and average dry weather flow calculation, if applicable.	Required <input checked="" type="checkbox"/>	MWR Reference: [2, 45 (b)(i)]	
Treatment			
Provide a process flow diagram for the wastewater facility	Required <input checked="" type="checkbox"/>		
Specify the treatment design criteria including treatment capacity, retention times, and input and output water quantity and quality. Include a description of the method of disinfection and the treatment of flows above 2xADWF, if applicable.	Required <input checked="" type="checkbox"/>	MWR Reference: [51-52, 69, 77, Table 3, 94-98, Table 9-11, 104, 107, 113, Table 13] Design drawings for the wastewater treatment facility signed by a suitably qualified professional that includes the volume and flow capacities of each component to confirm compliance with the reliability requirements of the MWR and establish the proposed method of treatment and discharge that will be registered under the MWR.	
Provide treatment system detailed design drawings including discharge works, certified, signed and stamped by a qualified professional.	Required <input checked="" type="checkbox"/>		
Provide rationale for expected treatment effectiveness (e.g., examples with similar conditions, bench scale test, pilot tests), including an evaluation of effectiveness under potential variable operating conditions (e.g., flood or storm events).	Required <input checked="" type="checkbox"/>		
Describe how the design of the wastewater facility meets component and reliability requirements including pumping facilities.	Required <input checked="" type="checkbox"/>	MWR Reference: [34-37 & Table 1]	
Describe whether the discharge will require advanced treatment based on its total nitrogen content and the discharge area.	Required <input type="checkbox"/>	MWR Reference: [77]	
Discharge to Water:			
Identify whether the MWR requires advanced treatment (nutrient removal) for the proposed receiving environment.	Required <input checked="" type="checkbox"/>	MWR Reference: [97]	



Information Requirements Table for MWR Registrations & OCs

Application Tracking Number: Pre-Authorization Number: 112204
The Corporation of the Village of Cumberland

Information	Requirements	Comments	Location in Final Application
Identify whether the MWR requires an enhanced EIS for the proposed receiving environment. If so, Terms of Reference for the EIS need approval by ENV.	Required <input checked="" type="checkbox"/>	MWR Reference: [98] See recommended Terms of Reference for the Enhanced Environmental Impact Study prepared by ENV	
Provide a hydrometric monitoring program prepared by a suitably qualified professional that meets all Grade B or better criteria listed in Table 1-1 of the Manual of British Columbia Hydrometric Standards	Required <input checked="" type="checkbox"/>		
Reclaimed Water:			
Provide a site plan to scale showing all the reclaimed water use locations and all sensitive receptors identified in the EIS. If irrigating, impounding, enhancing wetland reclaimed water, include distance to nearest water well or in-ground reservoir used for domestic supply.	Required <input checked="" type="checkbox"/>	MWR Reference: [109(2)]	
Provide reason for proposed reclaimed water category based on the EIS, design, use and likelihood of exposure.	Required <input checked="" type="checkbox"/>	MWR Reference: [104]	
Include information and communication materials for users.	Required <input checked="" type="checkbox"/>	MWR Reference: [109(6)]	
For Greater Exposure Potential or higher, describe method of virus removal.	Required <input checked="" type="checkbox"/>	MWR Reference: [110]	
Describe the alternate disposal and storage system.	Required <input checked="" type="checkbox"/>	MWR Reference: [114]	
To assess the feasibility of using a constructed wetland for treatment and discharging to a wetland for enhancement, hydrological/hydrogeological modelling is required to understand the capacity for wastewater capacity and the expected rate of percolation into groundwater and/or direct discharge back into Maple Lake Creek. Additional information on the size, construction materials, soil type, discharge rate and location, and wetland aquatic plants utilized is also required. The effluent discharge to and from the wetland(s) will need to be further characterized/predicted.	Required <input checked="" type="checkbox"/>		
Trial to determine the effectiveness of the constructed wetland for effluent treatment will likely be required.	Required <input checked="" type="checkbox"/>		
2 ENVIRONMENTAL IMPACT STUDIES			
Construction			
Description of site work, including location of roads, buildings, ditches or drainage, pipelines, excavation, berms and related issues such as slope stability, rainwater management, and erosion control measures.	Required <input checked="" type="checkbox"/>		
Do an assessment of potential impacts on terrestrial and aquatic vegetation, benthic invertebrates, fish and wildlife.	Required <input checked="" type="checkbox"/>		
Assess potential impact on sensitive habitats (e.g. ecosystems at risk, fish spawning/rearing habitats).	Required <input checked="" type="checkbox"/>		



Information Requirements Table for MWR Registrations & OCs

Application Tracking Number: Pre-Authorization Number: 112204
The Corporation of the Village of Cumberland

Information	Requirements	Comments	Location in Final Application
Assess impact on quality of surface water and groundwater.	Required <input checked="" type="checkbox"/>		
Assess potential impacts on traffic patterns.	Required <input checked="" type="checkbox"/>		
Assess potential impacts of noise and air quality.	Required <input checked="" type="checkbox"/>		
Do an archaeological impact assessment	Required <input checked="" type="checkbox"/>		
Overflow			
Quantify overflow events based on 5-year return period precipitation.	Required <input checked="" type="checkbox"/>		
Establish receiving water beneficial uses and sensitive receptors.	Required <input checked="" type="checkbox"/>		
Determine guidelines, referencing BC Approved Water Quality Guidelines (WQG), to protect beneficial uses and sensitive receptors.	Required <input checked="" type="checkbox"/>		
Discharge to Surface Water			
Characterize the Receiving Environment	Required <input checked="" type="checkbox"/>	* Please Refer to ENV Recommendations on terms of reference for Enhanced Environmental impact study & receiving environment monitoring program	
Characterize the pre-discharge environmental baseline conditions:	Required <input checked="" type="checkbox"/>	* Please Refer to ENV Recommendations on terms of reference for Enhanced Environmental impact study & receiving environment monitoring program	
Impact Assessment	Required <input checked="" type="checkbox"/>	* Please Refer to ENV Recommendations on terms of reference for Enhanced Environmental impact study & receiving environment monitoring program	
Cumulative Effects	Required <input checked="" type="checkbox"/>	* Please Refer to ENV Recommendations on terms of reference for Enhanced Environmental impact study & receiving environment monitoring program	
Based on the EIS, determine which reliability category applies to the proposed wastewater facility.	Required <input checked="" type="checkbox"/>		
3 RECEIVING ENVIRONMENT MONITORING PROGRAM * PLEASE REFER TO ENV RECOMMENDATIONS ON TERMS OF REFERENCE FOR ENHANCED ENVIRONMENTAL IMPACT STUDY & RECEIVING ENVIRONMENT MONITORING PROGRAM			
4 MANAGEMENT PLANS			
Operating Plan:	Required <input checked="" type="checkbox"/>	MWR Reference: [19; 20; 23; 53-60; 62; 63-67; 102]	
Describe the proper operation, maintenance and monitoring of the wastewater facility, including lift stations.	Required <input checked="" type="checkbox"/>		
Include outfall inspections requirements and septic pump out requirements if applicable.	Required <input checked="" type="checkbox"/>		
Include a detailed description of the monitoring program for the discharge and the receiving environment including monitoring schedule, methods and data analysis, quality controls, and reporting requirements.	Required <input checked="" type="checkbox"/>		
Also provide response actions in the event of effluent quality or quantity exceedances and toxicity failures (if applicable).	Required <input checked="" type="checkbox"/>		
Commissioning Plan:	Required <input checked="" type="checkbox"/>	MWR Reference: [24]	



Information Requirements Table for MWR Registrations & OCs

Application Tracking Number: Pre-Authorization Number: 112204
The Corporation of the Village of Cumberland

Information	Requirements	Comments	Location in Final Application
Include the operational procedures required to commission the wastewater facility and the monitoring required to demonstrate that no adverse environmental impacts will result from commissioning.	Required <input checked="" type="checkbox"/>		
Construction Environmental Protection Plan:	Required <input checked="" type="checkbox"/>	MWR Reference: [19]	
Contractor's plan to enact recommendations from the Construction Environmental Impact Study.	Required <input checked="" type="checkbox"/>		
Contingency Plan:	Required <input checked="" type="checkbox"/>		
Describe the emergency procedures to be followed if the wastewater facility or lift stations experience disruption including when to notify the health officer and when to report a spill.	Required <input checked="" type="checkbox"/>		
If reclaimed water is used, procedures for immediate diversion of the effluent to the alternate method of disposal or storage if effluent quality requirements are not met and conditions under which the reclaimed water can be redirected back to the reclaimed water use.	Required <input checked="" type="checkbox"/>		
Reclaimed Water Plan: Includes a component dedicated to a stream augmentation plan Includes a component dedicated to a restoration plan for the wetland(s)	Required <input checked="" type="checkbox"/>		
Describe the appropriate use of reclaimed water including time of use, method of distribution, maximum discharge rates, discharge plan for optimal beneficial use for enhanced wetland and stream augmentation, Unless a director provides otherwise under Section 8, IDZ are not applicable to reclaimed water used for Stream augmentation, creating impoundments, Maintaining wetlands or marshes	Required <input checked="" type="checkbox"/>		
Inflow and Infiltration Reduction Plan:	Required <input checked="" type="checkbox"/>	MWR Reference: [44]	
If inflow and infiltration occurs such that the maximum average daily flow exceeds 2 times the ADWF at the treatment plant during a storm or snowmelt events with a less than 5-year return period, develop and implement, as part of a LWMP or a study, measures to reduce inflow and infiltration.	Required <input checked="" type="checkbox"/>		
Overflow Elimination Plan:	Required <input checked="" type="checkbox"/>	MWR Reference: [21, 42]	
If overflows occur during storm or snowmelt events with a less than 5-year return period, develop and implement, as part of a LWMP or a study, measures to eventually eliminate overflows.	Required <input checked="" type="checkbox"/>		
Discharge Monitoring Plan Provide a discharge monitoring plan that describes how effluent quality and quantity will be monitored evaluated and reported in accordance with the MWR requirements. Include:	Required <input checked="" type="checkbox"/>	MWR Reference: [51-60, 66, 67, 94, 95, 96, 97, 103]	
Discharge monitoring locations, parameters to be monitored and frequency	Required <input checked="" type="checkbox"/>		



Information Requirements Table for MWR Registrations & OCs

Application Tracking Number: Pre-Authorization Number: 112204
The Corporation of the Village of Cumberland

Information	Requirements	Comments	Location in Final Application
Sampling methods, equipment, quality control and quality assurance methods	Required <input checked="" type="checkbox"/>		
Applicable effluent quality requirements	Required <input checked="" type="checkbox"/>	MWR Reference: (S. 94)	
Confirm if toxicity monitoring requirements apply to the municipal effluent discharge. If so, provide a sampling plan to monitor effluent toxicity as per MWR S. 58 to 60.	Required <input checked="" type="checkbox"/>	MWR Reference (S. 58 to 60)	
Methods of evaluating and reporting effluent quality and quantity	Required <input checked="" type="checkbox"/>	MWR Reference: [55, 66, 67]	



Information Requirements Table for MWR Registrations & OCs

Application Tracking Number: Pre-Authorization Number: 112204
The Corporation of the Village of Cumberland

Guidance Documents:

1. [Municipal Wastewater Regulation](#)
2. [Environmental Impact Study Guideline - A Companion Document to the Municipal Sewage Regulation](#)
3. [Guidance on Applications for Permits Under the Environmental Management Act – Technical Assessment, BC Ministry of Environment, September 10, 2010](#)
4. [Reclaimed Water Guidelines: A Companion Document to the Municipal Wastewater Regulation 2013](#)
5. [BC EAO \(2013\) Guideline for the Selection of Valued Components and Assessment of Potential Effects.](#)
6. [Approved Water Quality Guidelines](#)
7. [Contaminated Sites Regulation Numerical Water Standards](#)
8. [Water and Air Baseline Monitoring Guidance Document for Mine Proponents and Operators, BC Ministry of Environment, October 9, 2012](#)
9. [British Columbia Field Sampling Manual for Continuous Monitoring and the Collection of Air, Air-Emission, Water, Wastewater, Soil, Sediment, and Biological Samples, BC Ministry of Water, Land and Air Protection, 2013](#)
10. [BC Environmental Laboratory Manual](#)

1

[1http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/87_2012](http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/87_2012)

<https://www2.gov.bc.ca/assets/gov/environment/waste-management/sewage/eisguidelinedec2000.pdf>

<https://www2.gov.bc.ca/gov/content/environment/research-monitoring-reporting/monitoring/laboratory-standards-quality-assurance/bc-field-sampling-manual>

<https://www2.gov.bc.ca/assets/gov/environment/waste-management/waste-discharge-authorization/guides/assessment.pdf>

<https://www2.gov.bc.ca/assets/gov/environment/natural-resource-stewardship/environmental-assessments/guidance-documents/eao-guidance-selection-of-valued-components.pdf>

<https://www2.gov.bc.ca/gov/content/environment/air-land-water/water/water-quality/water-quality-guidelines/approved-water-quality-guidelines>

http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/375_96_08#Schedule3.2

https://www2.gov.bc.ca/assets/gov/environment/waste-management/industrial-waste/industrial-waste/water_air_baseline_monitoring.pdf

<https://www2.gov.bc.ca/gov/content/environment/research-monitoring-reporting/monitoring/laboratory-standards-quality-assurance/bc-environmental-laboratory-manual>

COUNCIL REPORT



REPORT DATE: October 22, 2024
 MEETING DATE: October 28, 2024
 TO: Mayor and Councillors
 FROM: Rob Crisfield, Director of Engineering and Public Works
 SUBJECT: Wastewater Project Update Presentation from Colliers Project Leaders

RECOMMENDATION

THAT Council receive the presentation Wastewater Project Update presentation from Hans Seidemann, Senior Project Manager with Colliers Project Leaders.

THAT Council authorize construction activities to be resumed without exceeding the current Council approved project budget.

THAT Council approve the additional expenditure of \$1,557,400 to increase the budget for the “Wastewater Upgrade Project Phase 1” from \$16,060,000 to \$17,617,400, with:

- \$980,000 to be funded from borrowing approved earlier this year, and
- \$577,400 to be funded through the Linear Asset Renewal Reserve.

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

PURPOSE

The purpose of this report is to provide Council with an update on the wastewater project upgrades and associated costs.

PREVIOUS COUNCIL DIRECTION

Date	Resolution
Feb 12, 2024	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: <ul style="list-style-type: none"> a. \$791,700 to be funded through Community Works Funds; and b. \$406,000 to be funded through the Sewer and Water Infrastructure Asset Replacement Reserve; and c. \$187,300 to be funded through the Sewer Stabilization Reserve; and d. \$135,000 to be funded through Host Amenity Funds.

	<p>III. THAT Council direct staff to bring forward an amendment to the adopted 2024-2028 Financial Plan Bylaw to reflect this expenditure.</p> <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> <ol style="list-style-type: none"> a. Update the funding for the Sewer and Storm Master Plan with \$151,500 coming from the Linear Asset Renewal Reserve. b. Remove the \$135,000 contribution from the Host Amenity Funds towards the General Municipal Facility Asset Renewal Reserve. <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>
Jun 12, 2023	<p>THAT Council approve the additional expenditure of up to \$2,140,000 to increase the budget for the “Phase 1 Wastewater Upgrade Project” from \$12,410,000 to \$14,550,000, with:</p> <ul style="list-style-type: none"> • \$1,840,000 to be funded through Growing Community Funds; and • \$300,000 to be funded through Sewer and Water Infrastructure Asset Replacement Reserve; <p>That Council approve an increase of \$1,600,000 of the Maple Reinders contract to proceed with purchasing and construction of Phase 1 of the project, to the extent of the newly authorized budget;</p> <p>THAT Council approve the expenditure of up to \$3,710,000 for the “Phase 2 Wastewater Upgrade Project, construction of “Phase 2A and 2B” and preconstruction and construction of “Phase 2C and 2D”:</p> <ul style="list-style-type: none"> • \$2,500,000 to be funded through Strategic Priorities Fund; and • \$855,000 to be funded through GMF (borrowing/grant); and • \$355,000 to be funded through Sewer and Water Infrastructure Asset Replacement Reserve; <p>THAT Council authorize staff to expand the scope of the Maple Reinders contract to include \$1,515,000 to execute the first portion of “Phase 2A and 2B Wastewater Upgrade Project – Construction Program; and</p> <p>THAT Council direct staff to bring forward an amendment to the adopted 2023-2027 Financial Plan Bylaw to reflect these expenditures.</p>
Mar 27, 2023	<p>THAT Council receive the report “Wastewater Upgrade Project – Budget Update” for information.</p>
Jan 23, 2023	<p>THAT Council receive the report “Wastewater Upgrade Project – Project Update” for information.</p>
Sep 21, 2022	<p>THAT Council approve the additional expenditure of up to \$2,710,000 for “Phase 1 Wastewater Upgrade Project” with:</p> <ul style="list-style-type: none"> • \$1,550,000 to be funded through Sewer and Water Infrastructure Asset Replacement Reserve; and

	\$1,160,000 to be funded through GMF (borrowing/grant).
Sep 21, 2022	<p>THAT Council approve the expenditure of up to \$650,000 for “Phase 2 Wastewater Upgrade Project – Pre-Construction Program” with:</p> <ul style="list-style-type: none"> • \$195,000 to be funded through Sewer and Water Infrastructure Asset Replacement Reserve; and <p>\$455,000 to be funded through GMF (borrowing/grant).</p>
June 27, 2022	That Council approve making the application to the Gas Tax Strategic Priorities Fund for funding of Phase 2 of the High Performance Wastewater Lagoon Upgrade Project, for a grant value of \$2,500,000.
June 27, 2022	That Council commit to funding the municipal portion of project (\$2,440,000) using a combination of existing, approved Green Municipal Fund funding and sewer reserves for a total project amount of \$4,940,000.
Feb 14, 2022	<p>THAT Council adopt Option 2 – the integrated project approach – as the preferred grant funding strategy for the Wastewater Upgrade Project;</p> <p>THAT Council approve applying for scope change to ICIP1 funding to remove the Reed Bed and Wetland components from the Phase 1 project scope;</p>
Feb 14, 2022	That Council approve making the application to the Investing in Canada Infrastructure Program, Environmental Quality stream, intake 3, for funding of Phase 2 of the High Performance Wastewater Lagoon Upgrade Project, for a grant value of \$2,260,000.
Feb 14, 2022	That Council commit to funding the municipal portion of project (\$2,440,000) using a combination of existing, approved Green Municipal Fund funding and sewer reserves for a total project amount of \$4,700,000
July 23, 2018	<ul style="list-style-type: none"> i. That Council authorize the application to the “<i>ICIP – Green Infrastructure: Environmental Quality Sub-stream</i>” for a Wastewater Capital Project for: <ul style="list-style-type: none"> a. The Project Scope of Phase 1, Phase 2A and the Biochar Media Reed Bed b. A funding amount of 73% of the estimated \$9.7 million total cost, being \$7,081,000 c. Submission for the August 29, 2018 intake ii. AND THAT Council supports the project and commits to its share (\$2,619,000) of the project.

BACKGROUND

The Village of Cumberland's High-Performance Wastewater Lagoon Upgrade Project faces cost increases, now estimated at \$17,617,357. The key factors for cost increases include schedule delays, unforeseen scope changes, and necessary contingency adjustments.

Recommended actions from the attached memorandum include:

- Resume construction within the current approved budget.
- Increase total project budget to \$17,617,357, including \$699,250 in contingency.
- Seek Council authorization for contracts to prevent further delays.

Staff are recommendations are to use the funding sources noted below in the financial section to cover these additional cost increases.

FINANCIAL IMPLICATIONS

The project is projected to exceed the current council-approved budget, necessitating an increase to \$17,617,357. Cost increases are primarily due to schedule delays (42% of increases), unforeseen scope changes, and the need for contingency funds to address potential unforeseen challenges. Without additional funding, the project risks further delays and increased costs, impacting overall project completion and financial management.

The attached memo suggests that an additional budget increase of \$1,557,400 is required to complete the wastewater treatment plant upgrade project for a total recommended budget of \$17,617,360, which includes a \$699,250 contingency.

After careful review of the Village reserves and available funding and while considering ongoing 2025-2029 budget discussions, Staff recommend the following combination of funding to support the proposed budget increase:

- \$980,000 of additional borrowing, from the \$2.5M approved earlier this year
- \$577,400 from the Linear Asset Renewal Reserve

Additional Long-Term Borrowing

Approved borrowing for the Wastewater Treatment Plant

Loan Authorization Bylaw 1084

Borrowing for the wastewater treatment plant project in the amount of \$4.4 M has been approved in 2018 by Council and supported by electoral approval, through Bylaw 1084. With a 20 year term and interest rate of 4.50%, this represents an estimated annual debt payment of \$338,000 per year, including principal and interest.

The debt servicing cost represents approximately \$199 per parcel for a period of 20 years.

Loan Authorization Bylaw 1207

Following the February 2024 budget increase request, borrowing for an additional amount of \$2,500,000 has been approved by Council and supported by electoral assent. With a 20 year term and interest rate of 4.50%, this represents an estimated annual debt payment of \$194,000 per year, including principal and interest.

Of this amount, only \$1,520,000 has been committed by Council towards the February 2024 budget increase, leaving a borrowing amount of \$980,000 available to fund this budget increase request.

The debt servicing costs on a \$2.5 M borrowing represents an additional \$113 per parcel, for a total of \$312 per parcel for the next 20 years.

Liability servicing limit

The Province sets the local government liability service limit at 25% of specific municipal revenues. As specified on the Province’s website: the limitation applies to the cost to service all borrowing, leases, loan guarantees and general capital commitments that are of a capital nature. Servicing, in this context, means principal and interest on debt, lease payments or other commitments to repay the liability and related financing charges.

The Village liability servicing limit calculated based on 2023 Financial Statements is \$1,084,500. This means the Village can borrow additional funds, but cannot exceed more than \$1.1 M in additional annual debt costs, which represents a maximum loan of \$13 M with a 20 year term at an interest rate of 4.50%, currently available through MFA. With the recent approval of a \$2.5 M borrowing, the Village liability servicing limit is now reduced to \$10.5 M.

Internal Reserves

Linear Asset Renewal Reserve

The Linear Asset Renewal Reserve was established to fund linear infrastructure capital and replacement projects including roads, traffic signals, curb and gutters, sidewalks and streetlights, water, sewer and storm underground infrastructure. This reserve may be used to update master plans and provide capacity for the management of linear infrastructure assets. Annual frontage tax revenue is contributed to this reserve to replace the underground linear assets and property taxes, CWF and developer amenity funds is contributed to this reserve to replace the road assets.

The estimated available Linear Asset Renewal Reserve balance at the end of 2024 is \$2,240,000.

Staff recommend using this source of funding towards the construction of linear assets included in Phase 1 of the project in the amount of \$577,960:

- \$177,000 Water linear assets
- \$59,000 Storm drainage linear assets
- 341,960 Sewer linear assets

Details of other funds available for Council’s information follows:

Growing Community Funds

In March 2023, the Province has announced a one-time grant, the Growing Community Funds (GCF), to provide up to \$1 billion through direct grants to local governments to support communities with growth. These funds are to be incremental to currently planned investment with the intention to accelerate the delivery of capital projects.

The Province has communicated how the funds and related interest revenue can be used and wastewater conveyance and treatment facilities are eligible initiatives. One of the conditions of the grant is for recipient local governments to report annually how allocated funds are being used through their audited financial statements.

The Village of Cumberland has received an amount of \$2,777,000, of which Council has already earmarked most it, including \$1,840,000 to fund the \$2,140,000 budget increase requested for the project in June 2023. An estimated amount of \$180,000 remains unallocated.

Sewer and Water Infrastructure Asset Replacement Reserve

The Sewer and Water Infrastructure Asset Replacement Reserve is intended to fund major repairs, upgrades, replacement, and expansion of the sewer (wastewater) treatment and water supply assets. Council Reserve and Surplus Policy No. 3.5 includes a recommended minimum of \$300,000 and maximum of \$13,3M.

Funding from the Sewer and Water Infrastructure Asset Replacement Reserve in the amount of \$2.4M (transferred from sewer DCCs in 2022) has already been allocated to the project and approved by Council:

- \$1,745,000 for Phase 1, approved by Council on September 21, 2022
- \$300,000 for Phase 1, approved by Council on June 12, 2023
- \$355,000 for Phase 2, approved by Council on June 12, 2023

Staff estimate the Sewer and Water Infrastructure Asset Replacement Reserve available balance in 2024 to be around \$591,000.

Sewer Fund Financial Stabilization Reserve

Stabilization reserves are for major emergent operating issues, one-time and intermittent projects, to smooth user fee and parcel tax increases over the financial planning period and to offset unrealized revenues. Council Reserve and Surplus Policy No. 3.5 includes a recommended minimum of \$200,000 and maximum of \$330,000 for the Sewer Fund Financial Stabilization Reserve.

The reserve estimated unallocated balance at the end of 2024 is \$330,000. This doesn't include an amount of \$437,000 accumulated in this reserve over the last few years to be used to smooth the impacts on user fees resulting from the operating expenses for the new wastewater plant.

Other Funding Options

Borrowing from internal reserve

Borrowing from interfund or internal reserves is permitted in the legislation. However, it is restricted to capital reserves only and:

- The money in the lending fund must not be currently required for the purpose of the fund.
- The borrowing fund must repay the lending fund with the interest that the amount would have earned if it had not been loaned.
- While elector approval is not required for short term interfund borrowing, the proposed interfund borrowing must be included in the financial plan, which requires public consultation.
- Long term interfund borrowing requires a loan authorization bylaw subject to electoral approval, as long term borrowing through debenture debt would.

Given the limitation to borrow from capital reserves, this option has not been considered by Staff.

Short Term Borrowing

Per section 178 of the Community Charter, short term borrowing is permitted and must:

- Be supported by bylaw adopted by Council with the approval of the inspector of Municipalities.

- Not cause the municipality to exceed the liability servicing limit prescribed by regulation.
- Must be payable no later than the lesser of:
 - 5 years from the date on which the securities were issued, and
 - the reasonable life expectancy of the capital asset for which the debt is contracted.

The limit prescribed for short term debt is the amount obtained by multiplying \$50 by the population of the municipality, per the most recent census data, which represents \$187,650 based on 2016 census (3,753).

Impact on Sewer Rates

A general increase in the new wastewater treatment plant operating costs has already been anticipated by staff and incorporated into the proposed 2025-2029 Financial Plan and projected sewer rates. Operating expenses were bumped to \$470,000 in 2026.

Some of the Sewer Stabilization Reserve funding is earmarked to stabilize the sewer rate over the next seven years. The 2024 budget includes some budgeted operating costs for the new plant that are likely not to be required, due to the delay in construction. At year-end, this funding will be transferred to the stabilization reserve and used to smooth the sewer rates in the coming years.

Staff will undertake a review of the sewer utility fees and parcel tax in 2025 and analyze options available to Council to fund the debt servicing costs related to the wastewater treatment plant upgrade project. More information will be brought back to Council prior to the 2026-2030 budget discussions.

OPERATIONAL IMPLICATIONS

Under the provincial consent order, the Village has committed to completing the Phase 1 treatment works to bring the Village into compliance by the end of this year. The project delays to date have had an impact on timing and we will not be able to meet this deadline. As a result, staff have reached out to the Compliance and Enforcement Branch of the Ministry of Environment and Climate Change to seek a resolution to this matter.

CLIMATE CHANGE IMPLICATIONS

There are no direct climate change implications related to this report.

ALTERNATIVES

1. None

STRATEGIC OBJECTIVE

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

ATTACHMENTS

1. Colliers Project Leaders - October 2024 Budget Update Memorandum.

CONCURRENCE

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

Respectfully submitted,

R. Crisfield

Rob Crisfield
Director of Engineering and Public Works

M. Mason

Michelle Mason
Chief Administrative Officer

Memorandum

To: **Project Steering Committee** For info of: **Cumberland Mayor and Council**
 From: Hans Seidemann, Senior Project Manager Doc Ref: P0902-502768805-425 (1.0)
 Project: Village of Cumberland High Performance Wastewater Lagoon Upgrade Project Date: October 23, 2024
Subject: October 2024 Budget Update

Background

In the spring of 2021, the Village of Cumberland retained an engineering consultant to provide design services for the High-Performance Wastewater Lagoon Upgrade Project. Over the course of completing design and commencing construction of the project, contractual disputes arose between the design consultant and the Village’s project delivery team. To resolve these disputes and allow the project to continue, the Village and its design consultant mutually agreed to terminate the contract for services in early 2024. At that time, a budget update was provided to Council and approval obtained for a total forecasted cost of completion for the project of \$16,060,000. Following this, the Village retained the services of McElhanney Ltd. (McElhanney) to complete the detailed design for the project to allow construction to re-commence.

In carrying out their design work, McElhanney identified several opportunities to improve the design of the system and reduce both the estimated construction costs and long-term operational costs for the treatment system. While the design work to implement these changes was underway it was not possible to understand the total financial impact on the project, but the relative costs of the proposed improvements were estimated by both McElhanney and the Village’s construction manager Maple Reinders (Maple) and found to cost less than the alternative of proceeding with the original designs. This redesign work is now approaching completion, which has allowed the project team to prepare a comprehensive update to the outcomes achieved and the impact on the estimated costs to complete the project, which are presented here below.

Current Budget and Cost Forecasts

Working with both Maple and McElhanney, a detailed estimate of costs committed to-date and forecasted costs to complete are shown below, along with the current Council-approved budget for the project.

Budget Category	Approved Budget	Committed Costs	Estimate to Complete	Estimate at Completion	Forecast Variance
01 – Owner’s Costs	\$1,374,192	\$1,361,200	\$157,992	\$1,519,192	(\$145,000)
02 – Design	\$2,022,965	\$2,125,665	\$430,289	\$2,555,954	(\$532,989)
03 – Construction	\$10,331,929	\$6,565,594	\$4,045,495	\$10,611,089	(\$279,159)
04 – Construction Management	\$2,330,317	\$1,922,137	\$1,008,986	\$2,931,123	(\$600,806)
Total	\$16,059,403	\$11,974,595	\$5,642,762	\$17,617,357	(\$1,557,954)

Table 1 - Current Estimated Project Costs

As can be seen in Table 1 above, despite the best efforts of the project team to minimize costs, the current cost estimates for the project anticipate exceeding the current council-approved budget. For this reason, it's understood that approval will be required from Cumberland Village Council to authorize further project commitments that would cause the approved budget to be exceeded. The project team is currently working to ensure that construction within the approved budget can resume to avoid further delay and associated costs while approval is sought for the project budget needed to confidently complete the total scope of work.

Primary Sources of Project Cost Increases

The project team has worked diligently over the past several months to complete the project design in a way that minimizes the total project costs. Despite how it may appear given the overall forecasted deficit, those efforts have been successful, as the estimated base construction costs have decreased relative to the previous forecast. The cost increases shown in this budget update are primarily due to costs for schedule delay and unforeseen additional scope for the project consultants, and the re-establishing of contingency funds viewed as necessary to complete the project without the need for any further budget amendments.

The sources of the anticipated project cost increases are shown in the table below and will be detailed further in the following sections.

Budget Item	Forecast Variances	Schedule Delays	Scope Changes	Contingency Adjustments
01 – Owner’s Costs	(\$145,000)	(\$135,000)	(\$10,000)	\$0
02 – Design	(\$532,989)	(\$100,000)	(\$524,989)	\$92,000
03 – Construction	(\$279,159)	(\$25,000)	\$241,994	(\$496,153)
04 – Construction Management	(\$600,806)	(\$393,000)	(207,806)	\$0
Total	(\$1,557,954)	(\$653,000)	(\$500,801)	(\$404,153)

Table 2 - Sources of Project Cost Increases

Schedule Delay Costs

As can be seen in Table 2 above, nearly half of the projected cost increases (~42%) results from the project’s delays. Construction was originally suspended on the project in December of 2023, and construction anticipated to resume in March of 2024. This resumption has been delayed until this point for several reasons, including:

- Contractual delays due to the change in project engineers – 3 months
- Additional unforeseen design scope (HVAC requirements) – 1 month
- Additional value engineering scope (UV disinfection, Sludge Surveying) – 2 months

These delays, while necessary to ensure the project’s eventual success, incurred costs to the Village for the ongoing project management and construction management services required during this time. It’s for this reason we recommend that further delays be avoided as much as possible, to minimize the expenditure of the Village’s limited resources on non-construction activities.

Scope Change Costs

Though the overall costs of the project have increased due to scope changes, the direct project cost impacts due to the voluntary changes approved by the Village Council have been positive. The overall cost increase shown due scope changes are entirely due to scope changes outside of the project team’s control, necessitated by regulatory requirements that would not have been met if not for a change in the design approach.

The details of the unavoidable cost changes directly attributable to the change in scope are as follows:

Non-Discretionary Scope Changes	Committed	Forecast	Total
Unforeseen costs to conclude previous design engineering contracts	\$164,385	\$102,820	\$267,204
Hydrographic sludge survey needed to complete design	\$24,198	\$0	\$24,198
Unforeseen additional costs for electrical and SCADA design	\$106,117	\$203,808	\$309,925
HVAC design for ventilation of process tents	\$23,661	\$0	\$23,661
Supply and Installation of HVAC ventilation systems for process tents	\$0	\$300,000	\$300,000
Center berm widening to meet stability requirements	\$0	\$207,000	\$207,000
Projected construction management fee change due to scope increase	\$0	\$207,806	\$207,806
Total	\$318,361	\$1,021,434	\$1,339,794

Table 3 - Non-Discretionary Scope Change Costs

As you can see, these non-discretionary scope increases make up almost three times the total estimated direct cost impact due to scope changes. Thankfully these additional costs have been offset by the discretionary scope changes undertaken by the project team and approved by Village Council including the switch to UV disinfection and value engineering efforts. This discretionary work was completed within the existing allocated budget for design, and resulted in estimated construction cost savings of \$935,641, resulting in an overall reduction for estimated construction costs of \$241,994, despite construction now including the addition of unforeseen and non-discretionary scope to meet performance requirements.

Contingency Costs

The most recent Council-approved budget allowed for a total of \$250,000 in contingency funding, distributed amongst all potential cost categories. The budget also included an additional allowance of \$192,000 of contingency for the completion of design, which had been incorporated into the awarded design contract value.

With detailed design now nearing completion, the project milestone schedule and risk registers have also been updated. This has allowed a more accurate estimation of the contingency considered necessary to address unexpected conditions that may arise between now and project completion. Though the risk of further cost increases for owner’s costs and design costs are now decreasing by \$92,000, it’s recommended that the contingency for construction be increased by \$496,153.

The project team is of the opinion that this additional contingency funding is needed to allow unforeseen construction challenges to be addressed without the need for further budget increases which would introduce additional delays and further increase costs. This contingency would cover costs arising from items such as undiscovered geotechnical issues, extreme weather events, vandalism or theft, or new compliance requirements imposed by regulators. Should this contingency funding not be needed, it would result in a project surplus at project completion that could be returned to the Village.

Recommended Project Budget

Due to the cost increases described above, the project team now estimates that an increased budget will be required to bring the project to a successful conclusion. A breakdown of this budget, comprised of the expected costs to complete and the recommended contingency to be carried to address unforeseen circumstances, is provided here below:

Cost Category	Estimated Cost to Complete	Recommended Contingency	Recommended Budget
01 – Owner’s Costs	\$1,499,192	\$20,000	\$1,519,192
02 – Design	\$2,455,954	\$100,000	\$2,555,954
03 – Construction	\$10,061,839	\$549,250	\$10,611,089
04 – Construction Management	\$2,901,123	\$30,000	\$2,931,123
Total	\$16,918,108	\$699,250	\$17,617,357

Table 4 - Recommended Project Budget

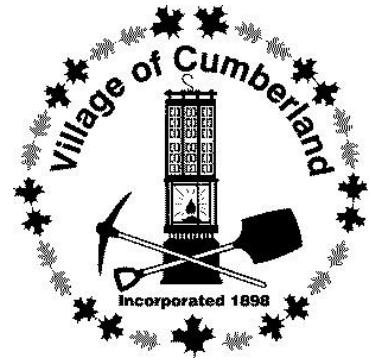
The project team will continue working with the construction manager and design consultant to pursue all available opportunities to reduce these anticipated project costs. At this time, however, the project team is not able to confidently commit that further reductions can be achieved, and so is requesting this additional budget to ensure that the project can be successfully completed. Should further reductions be realized, it is recommended that the available budget be maintained as additional contingency until project completion with any final surplus returned to the Village.

Recommendations

Given the significant contribution of delays to cost increases throughout the project, the project team recommends the following:

1. That construction activities be resumed, and commitments continue to be made to all critical-path project elements that can be completed without exceeding the current Council-approved budget.
2. That the Steering Committee request that the total project budget be increased to \$17,617,357, including \$699,250 in contingency funding, to allow the project to complete without further delay.
3. That the Steering Committee request authorization from Council to enter into contracts with contractors and equipment suppliers up to the total budget value to minimize any further delays to the project’s completion.

COUNCIL REPORT



REPORT DATE: October 15, 2024
MEETING DATE: October 28, 2024

TO: Mayor and Councillors

File No. 1855

FROM: Courtney Simpson, Director of Development and Bylaw Services

SUBJECT: Rural Economic Diversification and Infrastructure Program – Grant Application

RECOMMENDATION

THAT Council approve the application to the Rural Economic Diversification and Infrastructure Program for a grant of \$100,000 for an economic feasibility study of the Village-owned Union Road lands.

PURPOSE

To seek Council approval for an application to the Rural Economic Diversification and Infrastructure Program (REDIP) for an economic feasibility study of the approximately 12-hectare Village-owned Union Road lands. This work would build on the baseline studies (bio-inventory, civil servicing, geotechnical and appraisal) completed with the 2022 REDIP funds, advances economic development goals, and advances the overall municipal facilities planning project as described in this [October 2022 community update](#).

PREVIOUS COUNCIL DIRECTION

Date	Resolution
November 14, 2023	THAT Council approve the application for \$100,000 to the Rural Economic Diversification and Infrastructure Program for continuation of the Village of Cumberland Investment and Development Readiness – Union Road project with the Village cash contribution of \$13,000 and in-kind contribution of \$12,040.
January 9, 2023	THAT Council approve the application for \$97,125 to the Rural Economic Diversification and Infrastructure Program for completion of the Village of Cumberland Investment and Development Readiness Project, with the Village cash contribution of \$10,000 and in-kind contribution of \$9,713.

BACKGROUND

REDIP supports rural economic development projects that promote economic capacity building, economic diversification, resilience, clean economy opportunities, and infrastructure

development. Under REDIP, the Village is eligible to submit an application to the REDIP Economic Diversification stream (REDIP-ED) as a community with a population of 25,000 or less and being located outside of Metro Vancouver and the Capital Regional District. The application deadline is October 31, 2024 and the application has been drafted in preparation for submission.

REDIP-ED has two streams: development and implementation. The application submitted under the Development stream, for the maximum amount of \$100,000. The Village would be eligible for the infrastructure stream for Union Road as the project progresses to construction, with a maximum grant amount of \$1 million.

Since 2016, the Village has been very successful in accessing provincial rural economic development funding programs in both creating, implementing, and advancing the Cumberland Economic Development Strategy (2018-2023).

The Village received a \$97,125 grant from the same program's 2022 intake, a portion of which was for baseline studies and project management consulting for the Village-owned lands at Union Road.

The Village submitted an application to the 2023 REDIP-ED intake for a continuation of the Investment and Development Readiness Project but was not successful. The program staff provided a detailed debrief with suggestions for improving our application for the 2024 intake.

Economic Feasibility Study

The next steps for development of the approximately 12-hectare Union Road Lands have been revised from the scope presented in the 2023 REDIP application in response to feedback from the funder, and advice from a consultant hired to prepare the grant application.

Before making detailed plans for servicing, subdivision and disposition, the Village needs to understand the economic feasibility of different land uses. The Village plans to allocate approximately three hectares for a future public works facility, leaving more than nine hectares that can be leveraged to benefit the community economically. This initiative aims to assess the feasibility of using the site to support the local economy, create jobs, and attract investment.

The feasibility study would be informed by previous economic studies including the Village of Cumberland Investment Attraction Plan (2020) and the Economic Development Strategy 2018 to 2023. The feasibility study will evaluate the demand for service commercial and other identified community needs in the previously completed economic plans such as overnight accommodation in the area, then determine the viability of Union Road Site to meet these needs. A key objective is to determine the amount of land required and the best location on the 12-hectare site to meet these demands, while also clearly identifying the most viable commercial uses and professional services for the development project.

ALTERNATIVES

1. THAT Council direct Staff to not submit the grant application.

STRATEGIC OBJECTIVE

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

Community Planning

FINANCIAL IMPLICATIONS

The REDIP-ED program will pay up to \$100,000 and 80% of project costs. The Village contribution can be a combination of cash and in kind. There is \$20,000 in the 2024 budget and \$20,000 proposed in the 2025 budget that will be used in part for the Village’s contribution.

The funder does not require a resolution from Council however, as per the Delegation of Authority bylaw, Council must approve all grant applications greater than \$50,000.

A consultant was engaged to prepare this grant application at a cost of \$5,562.

OPERATIONAL IMPLICATIONS

This project is within the workplan of the Development and Bylaw Services Department.

CLIMATE CHANGE IMPLICATIONS

Future development of the Union Road lands will be planned following best engineering practices that are regularly updated to account for expected impacts of climate change. Discussion of future land use will be informed by climate adaptation principles such as compact, complete communities that reduce the need for automobile travel and enable active transportation, and low-carbon buildings.

ATTACHMENTS

None

CONCURRENCE

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

Respectfully submitted,

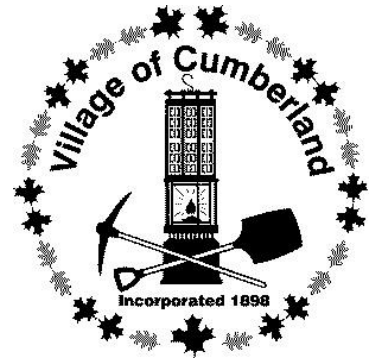
C. Simpson

Courtney Simpson
Director of Development and Bylaw Services

M. Mason

Michelle Mason
Chief Administrative Officer

COUNCIL REPORT



REPORT DATE: October 2, 2024
MEETING DATE: October 28, 2024

File No. 2510-04

TO: Mayor and Councillors
FROM: Rachel Parker, Corporate Officer
SUBJECT: Appointment of Officers

RECOMMENDATION

THAT Council appoint Michelle Mason, Chief Administrative Officer, as Deputy Financial Officer.

PURPOSE

The purpose of this report is to recommend that Council appoint a Deputy Financial Officer.

BACKGROUND

As required by the *Community Charter*, the Officers Bylaw No. 944, 2011 establishes the positions of chief administrative officer, financial officer, and corporate officer as officer positions of the municipality. Currently the Village does not have a deputy to the financial officer. The B.C. *Interpretation Act* sets out that words in an enactment directing or empowering a public officer to do something, include a person appointed to act in the office and the deputy of the public officer.

In order to provide some depth of duties, in particular while staff are out of the office or on a leave, Council often appoints deputies to positions in order to ensure continuity of administration and services. The Village's past practice has been to appoint the Chief Administrative Officer as deputy financial officer. Staff is recommending that Michelle Mason, Chief Administrative Officer, be appointed to this position. Ms. Mason was the Village's financial officer for 12 years before taking on the chief administrative officer position.

The duties of the financial officer are shown in the Officers Bylaw which is attached.

FINANCIAL IMPLICATIONS

None

OPERATIONAL IMPLICATIONS

Personnel matters should be discussed in closed meeting.

CLIMATE CHANGE IMPLICATIONS

None

ALTERNATIVES

1. The Council may discuss personnel matters in closed meeting.
2. Not proceed with any action at this time.

STRATEGIC OBJECTIVE

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

ATTACHMENTS

1. The Corporation of the Village of Cumberland Officers Bylaw No. 944, 2011.

CONCURRENCE

Annie Bérard, Director of Corporate Services / Chief Financial Officer **AB**

Respectfully submitted,

R. Parker

Rachel Parker
Corporate Officer

M. Mason

Michelle Mason
Chief Administrative Officer

CORPORATION OF THE VILLAGE OF CUMBERLAND

OFFICERS BYLAW NO. 944, 2011

A Bylaw to establish the Officer positions of The Corporation of the Village of Cumberland and to establish the powers, duties and responsibilities of such Officers

WHEREAS the *Community Charter* empowers Council, by bylaw, to establish officer positions and to establish the powers, duties and responsibilities of officers;

NOW THEREFORE the Council of the Corporation of the Village of Cumberland in open meeting assembled ENACTS AS FOLLOWS:

1. **OFFICER POSITIONS**

The following positions are hereby established as officer positions of the Corporation of the Village of Cumberland:

- a) Chief Administrative Officer
- b) Corporate Officer
- c) Financial Officer

2. The position established under section 1 (a) is assigned responsibility for the powers, duties and functions under section 147 of the *Community Charter*.

3. The position established under section 1 (b) is assigned responsibility for corporate administration under section 148 of the *Community Charter*.

4. The position established under section 1 (c) is assigned responsibility for financial administration under section 149 of the *Community Charter*.

5. **POWERS, DUTIES AND RESPONSIBILITIES**

- a) The powers, duties and responsibilities of the Chief Administrative Officer are as set out in Schedule "A".
- b) The powers, duties and responsibilities of the Corporate Officer are as set out in Schedule "B".
- c) The powers, duties and responsibilities of the Financial Officer are as set out in Schedule "C".

In accordance with the *Community Charter*, the same person may be appointed to two or more positions.

6. **OATH OF OFFICE**

The oath of office as set out in Schedule "D" to this Bylaw is hereby adopted as the oath of office for Officers of the Corporation of the Village of Cumberland.

7. **BYLAW CITATION**

This Bylaw may be cited as "The Corporation of the Village of Cumberland Officers Bylaw No. 944, 2011."

8. **REPEAL**

"The Corporation of the Village of Cumberland Officers and Employees Bylaw No. 755, 2001" is hereby repealed.

Read a first time this 13th day of June, 2011.

Read a second time this 13th day of June, 2011.

Read a third time this 13th day of June, 2011.

RECONSIDERED, finally passed and adopted this 27th day of June, 2011.

Mayor

Corporate Officer

I hereby certify the foregoing to be a true and correct copy of the 'Corporation of the Village of Cumberland Officers Bylaw No. 944, 2011', as adopted by the Village Council on this 27th day of June, 2011.

Corporate Officer

SCHEDULE "A"

Powers, Duties and Functions of Chief Administrative Officer

Human Resources

- (a) appoint, promote, discipline and dismiss all employees of the Municipality;
- (b) recommend to Council the appointment, promotion, demotion, suspension or termination of officers of the Municipality, being those employees who are designated officers by bylaw;
- (c) supervise all officers and employees of the Municipality;
- (d) appoint acting department heads to administer departments in case of illness or absence;
- (e) supervise contract negotiations with employee unions of the Municipality and recommend contract settlements with the unions to Council;
- (f) act as arbitrator between an employee and that employee's director subject to the terms of any applicable collective agreement with an employee union;

General Administration

- (g) supervise the operation of the departments of the Municipality;
- (h) supervise implementation of Council directives;
- (i) act as the principal intermediary between the Municipality and the administration of other governments and all other entities dealing with the Municipality;
- (j) from time to time re-organize the administrative structure to improve the efficient and effective operation of the Municipality;

Legal Advice and Proceedings

- (k) obtain legal advice on behalf of the Municipality;
- (l) authorize lawyers to defend, or conduct any action or proceeding in any court of law or before any tribunal, arbitrator, board, or any person, for or on behalf of the Municipality;
- (m) authorize settlements of claims against the Municipality;

Council

- (n) supervise preparation of Council agendas;
- (o) have the right to participate in all meetings of Council, Committees of Council and other entities created by Council;
- (p) provide advice and recommendations to Council on any matter within Council's jurisdiction;
- (q) report to Council on any matter of importance to the Municipality;

Contracts

- (r) authorize the use or budgeted purchase or sale of Municipality facilities, equipment and services and authorize the awarding of contracts for budgeted items;
- (s) supervise the calling and awarding of tenders for the supply of materials, equipment, services or construction approved by Council; and

Additional Powers, Duties and Responsibilities

- (t) exercise whatever additional powers and discharge whatever additional duties and responsibilities Council from time to time may assign.

SCHEDULE "B"

Powers, Duties and Functions of Corporate Officer

Statutory

- (a) ensuring that the accurate minutes of the meetings of the Municipality and its committees are prepared and the minutes, bylaws and other records of the business of the Municipality and its committees are maintained and kept safe;
- (b) ensuring that access is provided to records of the Municipality and its committees, as required by law or authorized by Council;
- (c) certifying copies of bylaws and other documents, as required or requested;
- (d) administering oaths and taking affidavits, declarations and affidavits required to be taken under the *Community Charter* in relation to municipal matters;
- (e) accepting, on behalf of the Municipality, notices and documents that are required or permitted to be given, served on, filed with or otherwise provided to the Municipality;
- (f) keeping the corporate seal and having it affixed to documents as required;

Human Resources

- (g) recommend to the Chief Administrative Officer, appointment, promotion, discipline and dismissal of all employees within the Administration Department;
- (h) supervise all employees in the Administration Department;

General Administration

- (i) supervise the operation of the Administration Department of the Municipality;
- (j) supervise implementation of Council directives and directives of the Chief Administrative Officer;
- (k) act as a contact between the Administration Department and other departments, under the supervision of the Chief Administrative Officer;

Council

- (l) attend or ensure a Deputy attends all meetings of the Council and its committees for the purposes of minute taking, except where otherwise directed by the Chief Administrative Officer;
- (m) organize efficient and effective record-keeping for all corporate documents;
and
- (n) provide copies of any documents served on the Municipality to the Chief Administrative Officer and to any insurers, as appropriate.

SCHEDULE "C"

Powers, Duties and Functions of Financial Officer

Statutory

- (a) receiving all money paid to the Municipality;
- (b) ensuring the keeping of all funds and securities of the Municipality;
- (c) expending and disbursing money in the manner authorized by Council;
- (d) investing revenue funds, until required, in investments as permitted under the *Community Charter*;
- (e) ensuring that accurate records and full accounts of the financial affairs of the Municipality are prepared, maintained and kept safe;
- (f) compiling and supplying information on the financial affairs of the Municipality required by the *Community Charter*;
- (g) prepare and arrange for filing of any documentation necessary under the *Financial Disclosure Act* or otherwise;

Human Resources

- (h) recommend to the Chief Administrative Officer, appointment, promotion, discipline and dismissal of all employees within the Finance Department;
- (i) supervise all employees in the Finance Department;

General Administration

- (j) supervise the operation of the Finance Department of the Municipality;
- (k) supervise implementation of Council directives and directives of the Chief Administrative Officer;
- (l) act as a contact between the Finance Department and other departments, under the supervision of the Chief Administrative Officer;

Insurance

- (m) supervise the obtaining of insurance as deemed necessary;
- (n) supervise the provision of or management of insurance matters;

Council

- (o) attend meetings of Council and any Committee, as required by the Chief Administrative Officer or Council;
- (p) provide advice to Chief Administrative Officer and Council regarding any matter of a financial nature;
- (q) prepare budgets, as required under the *Community Charter* and as requested by Council and the Chief Administrative Officer; and
- (r) liaise with the Municipality's auditor in connection with the financial audit.

SCHEDULE "D"

Oath of Office

I _____ having been appointed to the office of _____ Officer
for the Village of Cumberland do hereby promise and swear:

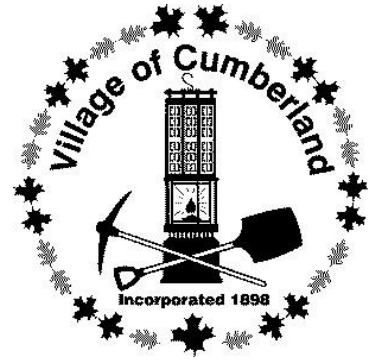
- (a) I will faithfully, honestly and impartially, to the best of my knowledge and ability, execute the powers, duties and functions of my Office;
- (b) I will treat all matters and information that comes to my attention, as a result of my Office, in confidence;
- (c) I have not received, nor will I receive or accept any payment or reward, or promise of either, in return for the exercise of my powers, duties and functions, other than as permitted by the Municipality;
- (d) I will not allow my personal interest to conflict with the duties of my Office;
and
- (e) I will comply with all policies and directive of the Municipality and comply with all applicable laws.

Sworn/Affirmed by me at Cumberland, B.C. on the _____ day of _____, 201_.

(Signature of person swearing/affirming oath)

(Signature of person administering oath)

COUNCIL REPORT



REPORT DATE: October 9, 2024
MEETING DATE: October 28, 2024

TO: Mayor and Councillors
FROM: Annie Bérard, Director of Corporate Services
SUBJECT: Municipal Auditor Appointment for the 2024 Year-end

File No. 1680

RECOMMENDATION

THAT Council appoints the audit firm of MNP LLP for the 2024 financial year.

PURPOSE

The purpose of this report is to recommend Council to appoint MNP LLP as the municipal auditor for the 2024 year-end. The fee for the audit and administration costs proposed by MNP LLP for 2024 is \$25,200.

BACKGROUND

Pursuant to Section 169 of the Community Charter, Council is required to appoint a municipal auditor.

DISCUSSION

In 2019, Council has appointed MNP LLP as the auditor for the 2019-2021 year-ends following a competitive bid process. MNP LLP services have been renewed for 2022 and 2023 year-ends based on the possibility of a two-year extension included in the contract. Staff recommends renewing MNP LLP audit services for another year, to facilitate the audit process for the 2024 year-end. Staff will be proceeding with a competitive bid process in 2025 to select an auditor for 2025 year-end and following few years.

MNP LLP proposed schedule includes the interim audit to take place mid-November and 2024 year-end audit field work is scheduled for March 2025.

FINANCIAL IMPLICATIONS

The all-inclusive audit fee proposed by MNP LLP for 2024 is \$25,200, which includes a 5% increase from the 2023 base audit fee. This expense is included in the 2024 approved budget.

The 2023 base audit fee for 2023 was \$24,000, plus an additional on-time \$2,000 for the adoption of the PS3280 Asset Retirement Obligations.

OPERATIONAL IMPLICATIONS

None

CLIMATE CHANGE IMPLICATIONS

None

ALTERNATIVES

- Not proceed with any action at this time.

STRATEGIC OBJECTIVE

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

ATTACHMENTS

1. Village of Cumberland Audit Service Plan 2024

CONCURRENCE

André Duinkerke, Temporary Chief Financial Officer **AD**

Respectfully submitted,

A. Bérard

Annie Bérard
Chief Financial Officer

M. Mason

Michelle Mason
Chief Administrative Office



Corporation of the Village of Cumberland

2024 Audit Service Plan

Report to Mayor and Council

December 31, 2024

Cory Vanderhorst, CPA, CA

T: 250.734.4319

E: cory.vanderhorst@mnp.ca



Wherever business takes you

[MNP.ca](https://www.mnp.ca)

September 23, 2024

Mayor and Council of the Corporation of the Village of Cumberland

Dear Mayor and Council:

We are pleased to present our Audit Service Plan for the Corporation of the Village of Cumberland (the "Village"). In this plan we describe MNP's audit approach, our engagement team, the scope of our audit and a timeline of anticipated deliverables. We are providing this Audit Service Plan to Mayor and Council on a confidential basis. It is intended solely for the use of Mayor and Council and is not intended for any other purpose. Accordingly, we disclaim any responsibility to any other party who may rely on this report.

Our audit will include an audit of the Village's financial statements for the year ended December 31, 2024, prepared in accordance with Canadian public sector accounting standards. Our audit will be conducted in accordance with Canadian generally accepted auditing standards.

At MNP, our objective is to perform an efficient, high quality audit which focuses on those areas that are considered higher risk. We adhere to the highest level of integrity and professionalism. We are dedicated to maintaining open channels of communication throughout this engagement and will work with management to coordinate the effective performance of the engagement. Our goal is to exceed Mayor and Council's expectations and ensure you receive outstanding service.

Additional material provided along with this report includes our Engagement Letter. Our Engagement Letter is the formal written agreement of the terms of our audit engagement as negotiated with management and outlines our responsibilities under Canadian generally accepted auditing standards.

We look forward to discussing our Audit Service Plan with you and look forward to responding to any questions you may have.

Sincerely,



MNP LLP

Chartered Professional Accountants

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MNP's Client Service Commitment

To make strategic business decisions with confidence, your stakeholders and Mayor and Council of the Village need relevant, reliable and independently audited financial information. But that's not all. You need an audit team that can deliver insight beyond the numbers and enhance the Village's strategic planning and implementation processes so you can embrace new opportunities while effectively managing risk. Our senior team members have extensive knowledge of municipalities from many years of experience. Our audit strategy is risk based, and considers the limitations and opportunities you encounter each day, allowing our recommendations to be implemented with greater ease. Committed to your success, MNP delivers meaningful, reliable financial information to not only help you fulfill your compliance obligations, but also to achieve your key strategic goals.

Our Audit Service Plan outlines the strategy we will follow to provide the Village's Mayor and Council with our Independent Auditor's Report on the December 31, 2024 financial statements.


Topics for Discussion

We are committed to providing superior client service by maintaining effective two-way communication. Topics for discussion include, but are not limited to:

- Changes to your business operations and developments in the financial reporting and regulatory environment
- Business plans and strategies
- Any other issues and/or concerns
- Documents comprising the annual report, and their timing of issuance
- Documents comprising the annual report, and their timing of issuance
- Fraud, including how fraud could occur, the risk of fraud and misstatement, and any actual, suspected or alleged fraud
- The management oversight process
- Your specific needs and expectations

Key Changes and Developments

Based on our knowledge of the Village and our discussions with management, we have noted the recent developments set out below. Our audit strategy has been developed considering these factors.

Key Issues and Developments		Summary
	New Reporting Developments	<ul style="list-style-type: none">• PS 3400 Revenue (New)

Detailed information on Key Changes and Developments are included as Appendix A.

Risk Assessment

Risk Assessment

Based on the preliminary risk assessment procedures performed, we have identified the following significant and high risks which will be addressed during our audit. We have also outlined the proposed audit response to address those risks. We will update our risk assessment as the audit progresses for additional risks identified and will inform management of any additional significant risks identified.

Significant Risk Area	Proposed Audit Response
<p>Management override of internal controls</p>	<p>To respond to the overall risk of material misstatement due to fraud regarding management's override of controls, we perform the following procedures:</p> <ol style="list-style-type: none"> 1. Test the appropriateness of journal entries recorded in the general ledger and other adjustments made in the preparation of the financial statements 2. Review accounting estimates for biases and evaluate whether the circumstances producing the bias, if any, represent a risk of material misstatement due to fraud, if applicable 3. Evaluate the rationale behind significant transactions that are not in the normal course of business and whether they have been entered into to engage in fraudulent financial reporting or to conceal misappropriation of assets
<p>Property tax revenue</p> <p>Risk of misstatement due to errors in the rate or property value.</p>	<p>To respond to the risk of misstatement in property tax revenue, we perform the following procedures:</p> <ol style="list-style-type: none"> 1. Obtain a copy of the signed Bylaw Establishing the Property Tax Rates for Municipal, Library, Regional District, Regional Hospital District and Business Improvement Areas Purposes for 2023 2. Obtain a copy of the BC Assessment 2023 Revised Roll 3. Recalculate the property tax revenue and compare to the revenue per the financial statements. 4. Investigate any significant variances

Significant Risk Area	Proposed Audit Response
<p>Government transfers</p> <p>Risk of misstatement due to revenue being deferred that does not meet the criteria for deferral or of revenue being recognized when criteria for recognition have not been met.</p>	<p>To respond to the risk of misstatement in government transfer revenue, we perform the following procedures:</p> <ol style="list-style-type: none"> 1. Obtain a copy of the funding agreement 2. Determine whether there are specific criteria in the agreement for the use of the funding under PSAS 3. If the specific criteria are not met, confirm revenue has been recognized 4. If the specific criteria are met, confirm revenue has only been recognized where appropriate under PSAS.
<p>Contributed assets</p> <p>Risk of misstatement due to developer contributions being recorded before legal transfer or developer contributions not being recorded in the correct period, and/or risk that developer contributions have been recorded at the incorrect value.</p>	<p>To respond to the risk of misstatement in contributed assets, we perform the following procedures:</p> <ol style="list-style-type: none"> 1. Obtain listing of contributed assets (developer contributions) from management 2. Conduct a search of new developments in the area and confirm listing is complete 3. Obtain documentation to support legal transfer has occurred 4. Obtain engineering report and compare values on the engineering report to the contributed asset value and corresponding revenue recorded in the financial statements

Key Milestones

Based on the audit planning performed and areas of audit risks identified, the following timelines for key deliverables have been discussed and agreed upon with management:

Key Deliverable	Expected Date
Delivery of December 31, 2024 Audit Service Plan to Mayor and Council	September 2024
Interim procedures	November 4, 2024 to November 7, 2024
Year-end fieldwork procedures	March 24, 2025 to March 28, 2025
Draft year-end financial statements to be discussed with management	April 2025
Presentation of December 31, 2024 Audit Findings Report to Mayor and Council	April 2025
Presentation of Management Letter to Mayor and Council	April 2025
Issuance of Independent Auditor's Report	April 2025

Audit Materiality

Materiality is an important audit concept. It is used to assess the significance of misstatements or omissions that are identified during the audit and is used to determine the level of audit testing that is carried out. Specifically, a misstatement or the aggregate of all misstatements in financial statements as a whole (and, if applicable, for particular classes of transactions, account balances or disclosures) is considered to be material if it is probable that the decision of the party relying on the financial statements, who has reasonable understanding of business and economic activities, will be changed or influenced by such a misstatement or the aggregate of all misstatements.

The scope of our audit work is tailored to reflect the relative size of operations of the Village and our assessment of the potential for material misstatements in the Village’s financial statements as a whole (and, if applicable, for particular classes of transactions, account balances or disclosures). In determining the scope, we emphasize relative audit risk and materiality, and consider a number of factors, including:

- The size, complexity, and growth of the Village;
- Changes within the organization, management or accounting systems; and
- Concerns expressed by management.

The scope of our audit work is tailored to reflect the relative size of operations of the Village and our assessment of the potential for material misstatements in the Village's financial statements as a whole.

Judgment is applied separately to the determination of materiality in the audit of each set of financial statements (and, if applicable, for particular classes of transactions, account balances or disclosures) and is affected by our perception of the financial information needs of users of the financial statements. In this context, it is reasonable to assume that users understand that financial statements are prepared, presented and audited to levels of materiality; recognize uncertainties inherent in the measurement of amounts based on the use of estimates, judgment and consideration of future events; and make reasonable economic decisions based on the financial statements. The foregoing factors are taken into account in establishing the materiality level.

We propose to use \$700,000 as overall materiality for audit planning purposes.

Audit Team

In order to ensure effective communication between Mayor and Council and MNP, we outline below the key members of our audit team that will be responsible for the audit of the Village and the role they will play:

Team Members	Contact Information
Cory Vanderhorst, CPA, CA, Engagement Partner	E: Cory.Vanderhorst@mnp.ca
Louise Blomer, CPA, Engagement Manager	E: Louise.Blomer@mnp.ca

In order to serve you better and meet our professional responsibilities, we may find it necessary to expand our audit team to include other professionals whose consultation will assist us to evaluate and resolve complex, difficult and/or contentious matters identified during the course of our audit.



Any changes to the audit team will be discussed with you to ensure a seamless process and that all concerned parties’ needs are met.

Fees and Assumptions

DESCRIPTION	2024 ESTIMATE	2023 ACTUAL
Base audit fee	\$ 25,200	\$ 24,000
Adoption of PS3280 Asset retirement obligations	\$ -	\$ 2,000
Total	\$ 25,200	\$ 26,000

If any significant issues arise during the course of our audit work which indicate a possibility of increased procedures or a change in the audit timetable, these will be discussed with management by the engagement partner, so a mutually agreeable solution can be reached.

Invoices will be rendered as work progresses in accordance with the following schedule:

DESCRIPTION	AMOUNT
On delivery of the audit service plan, 50% of the estimated fee	\$ 12,600
At the start of year-end field work, 25% of estimated fee	\$ 6,300
Upon the delivery of the independent auditor's report, 25% of the estimated fee	\$ 6,300
Total	\$ 25,200

Appendix A – Key Changes and Developments

We would like to bring to your attention the following accounting and auditing developments, which may have some impact on your financial reporting.

Issues and Developments Summary

New Reporting Developments

PS 3400 Revenue (New)

In November 2018, new PS 3400 *Revenue* was included in the CPA Canada Public Sector Accounting Handbook (PSA HB). The new PS 3400 establishes standards on how to account for and report on revenue by distinguishing between revenue arising from transactions that include performance obligations and transactions that do not have performance obligations. The main features of this Section are as follows:

- Performance obligations are enforceable promises to provide specific goods or services to a specific payor.
- Performance obligations can be satisfied at a point in time or over a period of time.
- The new standard outlines five indicators to determine if the revenue would be recognized over a period of time.
- Revenue from a transaction with a performance obligation(s) is recognized when, or as, the entity has satisfied the performance obligation(s).
- Revenue from transactions with no performance obligation is recognized when a public sector entity has the authority to claim or retain an inflow of economic resources and a past event that gives rise to a claim of economic resources has occurred.

Further editorial changes have also been made to other standards as a result of the issuance of PS 3400.

This Section was to be effective for fiscal years beginning on or after April 1, 2022. On June 25, 2020, the PSAB made the decision to defer the effective date by one year due to the impact of the COVID-19 pandemic. The new Section is now effective for annual financial statements relating to fiscal years beginning on or after April 1, 2023. Early application continues to be permitted.

Appendix B – The Audit Process

Our Plan

Our audit process focuses on significant risks identified during the pre-planning and planning and risk assessment stage, ensuring that audit procedures are tailored to your specific circumstances and appropriately address those risks.

Mayor and Council is responsible for approval of the financial statements and Village policies, and for monitoring management's performance. Mayor and Council should consider the potential for management override of controls or other inappropriate influences, such as earnings management, over the financial reporting process. Mayor and Council, together with management, is also responsible for the integrity of the accounting and financial reporting systems, including controls to prevent and detect fraud and misstatement, and to monitor compliance with relevant laws and regulations.

Effective discharge of these respective responsibilities is directed toward a common duty to provide appropriate and adequate financial accountability, and quality financial disclosure.

Key responsibilities of MNP and management are outlined in the Engagement Letter (see attached).

Our overall audit strategy is risk-based and controls-oriented. Assessment and identification of risk is performed continuously throughout the audit process. We focus on the risks that have a potential impact on the financial accounting systems and subsequent financial reporting.

Our overall audit strategy does not, and is not intended to involve the authentication of documents, nor are our team members trained or expected to be experts in such authentication. Unless we have reason to believe otherwise, we accept records and documents as genuine. The subsequent discovery of a material misstatement resulting from fraud does not, in and of itself, indicate a failure to comply with Canadian generally accepted auditing standards.

Audit Procedures

To meet our responsibilities in accordance with Canadian generally accepted auditing standards, our audit examination includes:

- Obtaining an understanding of the entity and its environment, the applicable financial reporting framework and the entity's system of internal controls, in order to identify and assess the risk that the financial statements contain material misstatements due to fraud or misstatement;
- Assessing the design and implementation of and examining, on a test basis, the key controls over significant transaction streams and over the general organizational and computer environments;
- Assessing the systems used to ensure compliance with applicable legislative and related authorities pertaining to financial reporting, revenue raising, borrowing, and investing activities;
- Examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements;
- Assessing the appropriateness and consistency of accounting principles used and their application;
- Assessing the significant estimates used by management; and,


Appendix B – The Audit Process

(continued from previous page)

- Assessing the entity’s use of the going concern basis of accounting in the preparation of the financial statements.

As part of our planning process, we will also undertake to inform Mayor and Council of concerns relating to management’s implementation and maintenance of controls, and the effects of any such concerns on the overall strategy and scope of the audit. These concerns might arise from the nature, extent and frequency of management’s assessments of controls in place to detect fraud and misstatement, and of the risk that the financial statements may be misstated; from a failure by management to appropriately address significant deficiencies in controls identified in prior audits; and, from our evaluation of the Village’s control environment, and management’s competence and integrity.

Overall Reliance

Control Reliance Level	Low/None	Moderate	High
Description	Where we cannot rely on controls because they are weak or absent, or where it is deemed to be more efficient to carry out a high level of direct substantive tests of details. Audit evidence is primarily obtained through detailed verification procedures and sufficient substantive tests of details.	Where there are some deficiencies in systems application or procedural controls, or where it is deemed to be inefficient to test systems application controls, but where we can test and rely on the management monitoring systems in place to detect and correct material misstatements in the financial reporting systems. Testing of controls is supplemented with a moderate level of substantive tests of details.	Where a high degree of control is in place in the areas of management monitoring controls AND systems application and procedural controls. Our audit work focuses on testing both management monitoring and systems application and procedural controls, and is supplemented with a low level of substantive tests of details.
Planned Reliance		—	—

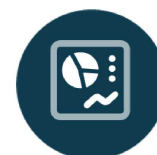
Appendix B – The Audit Process

(continued from previous page)

For the December 31, 2024 audit, we are planning to place low reliance on the Village’s controls. This level of reliance is consistent with the prior year, and will involve mainly substantive tests of details.

The amount of substantive work will be reduced for cycles where there are controls in place that MNP can test and rely on.

As part of our audit work we will update our understanding of the entity and its environment, the applicable financial reporting framework and the entity’s system of internal controls relevant to our audit of the principal transaction cycles, sufficient to identify and assess the risks of material misstatement of the financial statements resulting from fraud or misstatement. This will be accomplished through inquiries with management and others within the entity, analytical procedures and observation and inspection. Furthermore, we will consider whether effective controls have been established to adequately respond to the risks arising from the use of IT or manual systems and test the operation of those controls to an extent sufficient to enable us to reduce our substantive work. Our review of the Village’s controls will not be sufficient to express an opinion as to their effectiveness or efficiency.



Although we will provide Mayor and Council with any information about significant deficiencies in internal control that have come to our attention, we may not be aware of all the significant deficiencies in internal control that do, in fact, exist.

Inherent Limitations in the Auditing Process

An auditor cannot obtain absolute assurance that material misstatements in the financial statements will be detected due to factors such as the use of significant judgment regarding the gathering of evidence and the drawing of conclusions based on the audit evidence acquired; the use of testing of the data underlying the financial statements; inherent limitations of controls; and, the fact that much of the audit evidence available to the auditor is persuasive, rather than conclusive in nature.

Because of the nature of fraud, including attempts at concealment through collusion and forgery, an audit designed and executed in accordance with Canadian generally accepted auditing standards may not detect a material fraud. While effective controls reduce the likelihood that misstatements will occur and remain undetected, they do not eliminate that possibility. Therefore, the auditor cannot guarantee that fraud, misstatements and non-compliance with laws and regulations, if present, will be detected when conducting an audit in accordance with Canadian generally accepted auditing standards.

The likelihood of not detecting material misstatements resulting from management fraud is greater than for employee fraud, because management is in a position to manipulate records, present fraudulent information or override controls.

We will inform the appropriate level of management or Mayor and Council with respect to identified:

- Misstatements resulting from errors, other than clearly trivial misstatements;

Appendix B – The Audit Process

(continued from previous page)

- Fraud, or any information obtained that indicates that fraud may exist;
- Evidence obtained that indicates non-compliance or possible non-compliance with laws and regulations, other than that considered inconsequential;
- Significant deficiencies in the design or implementation of controls to prevent and detect fraud or misstatement; and
- Related party transactions that are not in the normal course of operations and that involve significant judgments made by management concerning measurement or disclosure.

Our concern as auditors is with material misstatements, and thus, we are not responsible for the detection of misstatements that are not material to the financial statements taken as a whole.

MADE ^{IN} CANADA

And proud of it!

At MNP we're proud to be the national accounting, consulting and tax firm that is 100% Made in Canada.

Our history defines who we are and our approach to business. Being a Canadian firm has helped shape our values, our collaborative approach, and the way we work with our clients, engaging them every step of the way.

We have a unique perspective. Our decisions are made here – decisions that drive Canadian business and help us all achieve success — and we know the impact that our choices have on the cities and towns we call home.

Throughout our six decades of work, we've seen our communities are more than just a place we do business in. They're a place where our families live, play, and thrive, and we work to make them the best places they can be.

Being 100% Canadian is something we wear proudly. This country provides us with great opportunities, and we're here to help our clients seize the opportunities so we can create a brighter future for the generations to come.



Wherever business takes you

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Wherever business takes you

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QUARTERLY REPORT TO COUNCIL

July - September 2024



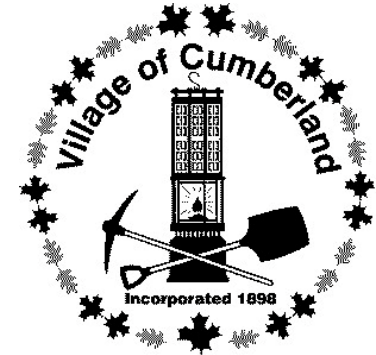
THE VILLAGE OF
CUMBERLAND



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STRATEGIC PRIORITIES QUARTERLY REPORT



MEETING DATE: October 22, 2024
REPORT PERIOD: July to September 2024
FROM: Michelle Mason, Chief Administrative Officer

The attached report is for the period of July to September 2024 and summarizes activities relating to the Village's Strategic Priorities and major projects and initiatives. As well the report includes the following departmental quarterly updates.

- Strategic Priorities 2023-2027 Updates
- Financial Services
- Protective Services
- Policing Services
- Development and Bylaw Services
- Legislative Services (Council Resolution list)

QUARTERLY SUMMARY

This report summarizes the third quarter of 2024. The Strategic Priorities report also lists and provides a status update of active projects and initiatives.

Highlights of the quarter was that the Souther property decommission and restoration project was successfully completed, and per the plan, the resulting park space will now naturally restore itself. The 2025-2029 financial planning process commenced and will continue into the fourth quarter for feedback and approval processes. Two electric vehicles were purchased with one in use and the other currently having delivery challenges.

As part of the Staff and Council education on UDRIP and Indigenous relations, staff attended an Indigenous cultural sensitivity workshop through the Complete Communities process. The Wastewater treatment upgrades project is still working to complete the design work and there is an update report on the agenda which needs to request a budget increase. There is a report on the agenda to provide an update to the Liquid Waste

Management phase three planning with a budget increase request and current staff expectation is that the December 2024 submission to the ministry will not be met. The report outlines the implications of this. The solid waste automatic collection system analysis continues to be behind schedule. A review of the scope and cost estimate for No. 2 Dam project still needs to come back to Council before moving forward with this project. Recruitment of a Manager of Municipal Projects was successful and the incumbent will start early December and this is expected to provide some much needed capacity in the department as staff time for the wastewater treatment upgrades and LWMP is significant. The initial top priorities for this position will be the No. 2 Dam project and support for the wastewater treatment upgrades and secondary priorities will be the solid waste collection analysis and the asset management plan.

Emerging Projects Update (Continued from the second quarter update)

As the proposed UROC-lead All Wheels Skills Park spans a property boundary in Village Park, of which one of the parcels is EcoGift designated, staff continues to work with federal representatives of the Eco Gift program to determine the process and options for having this capital park development project approved by EcoGift prior to furthering planning and design work. The multi-year project funded by Japanese Canadian Legacy Society (JCLS) continues through the planning process. It will require significant Village resources to implement given the scope of work of the project requires further refinement prior to design and construction. Additionally, per previous Council direction, a partnership needs to be pursued with the CVRD Community Parks Service to enable sites in Electoral Area A to be recognized and commemorated, while collaboration with the Cumberland Museum and JCLS will also be important to the project's success. While funding is available for a consultant to support the project planning, design and implementation, significant staff resources will be required to be invested to oversee the project in the coming years. As this project was not considered at the time of Strategic Planning, resources required to be allocated to this project will impact on the execution and timelines of other Strategic Projects as reported out. Should Council wish for further information on this, staff can report back with more information and options upon receipt of Council direction.

Following is a summary of grant activities that took place in the second quarter:

Grants Approved:

- \$4,162.50 BC Hydro – EV Charger Rebate
- Donation Global Medic – Skid Donation for the Fire Department

Grant sponsored by the Village:

- \$15,000.00 BC Healthy Communities – Plan H (awarded Aug 26)
- \$9,815 CVCF – Lake Park Society for their 'Inclusive Canoeing for the Community' initiative (applied for Sept 26)

Grants applied for:

- \$2,974,878 CMHC - Housing Accelerator Fund

\$26,000 CVCF - Cultural Center Chairs

\$40,000 CEPP – Fire training equipment

Expression of interest:

\$2,500,000 Federal NRCan Call - Cumberland hybrid minewater geoexchange for mixed-used district energy and agriculture (Lead by University of Victoria ACET team)

\$75,000 Perseverance Watershed Initiative - Disaster mitigation through data collection and improved land use planning in Cumberland's water supply watershed



108
GOALS

45%
GOAL COMPLETION

STRATEGIC PLAN 2023-2027 PLAN

DIVERSE AND HEALTHY COMMUNITY

Initiative	... 2022 2023 2024 2025 2026 2027	Updates	Actions	Status
Socio-economic diversity and inclusion				On Track
→ Continue to explore opportunities for food security			NEW 2 year agreement funding (2023-2024) for CCCS food share program completed	Complete
→ Pursue bridge funding agreement with CCSS to ensure short term viability of Cumberland Community Food Share program.			NEW 2 year agreement with CCSS for 10k funding in 2023 and 2024 to support the Food Share Program	Complete
→ Develop an Accessibility Plan				On Track
→ Regional accessibility framework			NEW October 2023: Council endorses regional Accessibility Framework. Next steps: Funding application to SPARC BC and development of Assessment and Action Plan in 2025.	Complete
→ Assessment and action plan development with consultant			NEW • budget for accessibility plan included in the 2025 year of the proposed 2025-2029 financial plan	Not started
→ Identify options for development of diversity in housing				On Track

Initiative	...	2022	2023	2024	2025	2026	2027	Updates	Actions	Status
→ Through Property and Facilities Review, identify opportunities for affordable housing on Village-owned land.								NEW Union Road land baseline studies complete. Applying to 2024 REDIP grant intake for continuation of Union Road land development planning.		Behind
→ Development Approvals Process Modernization Project								NEW New application guides have been added to the Village Website.		Complete
→ Information technology solution for Development Approvals Process Modernization project								NEW Aiming to launch online development application portal before end of 2024. Has been delayed due to other priorities.		Overdue
→ Housing Action Plan								NEW Unfunded. Application to Housing Accelerator Fund submitted, awaiting decision.		Not started
→ Emerging Approvals Process Modernization Phase 2								NEW UBCM Local Government Development Approvals (2024 intake) grant received. Focus of Phase 2 is process improvements for complex development applications such as for multi-family housing. Scope includes processes for offsite and frontage works, permits for work in the right of way, and associated approvals.		On Track
→ Emerging New Housing Legislation Alignment								NEW <ul style="list-style-type: none"> By end of 2025, must have amended Zoning Bylaw to pre-zone for housing needs identified in OCP. Amend Procedures Bylaw to remove requirement for public hearing for zoning amendments for housing consistent with OCP Consider adopting an amenity cost charge bylaw 		On Track
→ Pursue multiple pathways to support the development of non-market housing opportunities										On Track
→ Permissive tax exemptions on improvements								NEW Financial Plan Bylaw policy amended for tax exemption on assessed value of improvement of affordable rental housing		Complete

Initiative	...	2022	2023	2024	2025	2026	2027	Updates	Actions	Status
→ For K'waxdzi'dzas Affordable Housing at 3345 2nd Street, facilitate completion of legal agreements, Zoning bylaw amendments and sub-lease agreement with housing society.								NEW All complete except sub-lease which is waiting until construction funding confirmed. Latest BC Housing funding not received (March 2024). Funding and timeline now unknown.		On Track
→ Establish a housing reserve fund										Complete
→ Establish application process to housing reserve fund								NEW Timeline extended to be completed with Housing Accelerator funding, if received (end of 2025).		Behind
Effective community engagement and communication										On Track
→ Implement the Communications Strategy										On Track
→ Hire a permanent part-time communications coordinator								NEW • successful recruitment completed in September		Complete
→ Communications Strategy Implementation								NEW • report on Oct 28, 2024 agenda requesting a shift in some priorities terms to allow for social media priority to shift to medium term from long term. • remaining short-term strategy priorities expected to be implemented throughout 2024 and into 2025 • medium term and long term priorities to be implemented 2025 and 2026		On Track
→ Complete the communications and implementation strategy								NEW • Communication Strategy presented to Council March 18, 2024		Complete
→ Encourage stronger community engagement										On Track

Initiative	...	2022	2023	2024	2025	2026	2027	Updates	Actions	Status
→ Include community engagement in the Communications Strategy implementation plan								NEW <ul style="list-style-type: none"> The Communications Strategy that includes community engagement strategies was presented to Council March 18, 2024 Progress on community engagement will be tracked with the Communication Strategy implementation above 		On Track
→ Develop a Bylaw Enforcement Strategy								NEW Bylaw Services Review underway		Behind
→ Update the Bylaw Enforcement Policy								NEW Approved by Council in May 2024		Complete
→ Good Neighbour Bylaw								NEW Adopted by Council in June 2024. Bylaw renamed to "Community Nuisance Abatement Bylaw"		Complete
→ Bylaw Offence Notice system								NEW Budget approved for 2024 but project not yet started. Timeline for completion may need to be extended after project is fully scoped.		Behind
→ Bylaw enforcement service review								NEW Report to Council on completion of the project September 9, 2024.		Complete
Thriving community arts, culture and recreation										On Track
→ Complete the Arts and Culture master plan										On Track
→ Re-launch Recreation, Arts and Culture Planning process with a focus on municipal Recreation and Culture Facility Planning								NEW The relaunch of the Recreation and Culture facilities plan was deferred to 2026 at the May 13, 2024 Council meeting.		Not started
→ Conduct an Arts and Culture Service review								NEW Scheduled to be initiated in 2025, pending funding in 2025 budget		Not started
→ Implement municipal indoor facility improvements								NEW Buchanan Hall Kitchen improvements completed early 2024; future improvements to be considered in annual budgeting.		On Track

Initiative	...	2022	2023	2024	2025	2026	2027	Updates	Actions	Status
→ Develop parks and recreation strategies				■	■	■	■			Behind
→ Explore opportunities for managing regional and destination trail traffic through new or improved parking and/or trail infrastructure				■	■			NEW Trailhead parking and trail access to be considered in Cumberland Community Forest Management Planning, beginning 2024		Behind
→ Lower Perseverance Creek Protected area: complete Village land acquisition and participate in land use planning with CCFS and CVRD			■	■				NEW <ul style="list-style-type: none"> Draft conservation plan has been presented to Council and the CVRD is leading outreach to KFN to ensure meaningful engagement. Awaiting Purchase and Sale agreement from CCFS for Village-land acquisition, following which a report will be brought forward to Council. 		Behind
→ Village Park Master Plan Update					■	■		NEW Scheduled to be initiated in 2025, pending funding in budget		Not started
→ Develop Policy for Educational Use of Nature Parks				■	■			NEW To be considered in Cumberland Community Forest Park Management Plan		Behind
→ Update Recreation Fees Bylaw				■	■			NEW New fees adopted in September 2024		Complete
→ Solport Park: playground and amenity construction					■	■		NEW Proposed 2025 project pending budget allocation.		Not started
→ Cumberland Community Forest Management Plan				■	■			NEW <ul style="list-style-type: none"> The Cumberland Community Forest Park Management Planning process was moved forward to start in 2024. Scope and budget amendment to come forward to Council for approval in second half of 2024. 		Behind

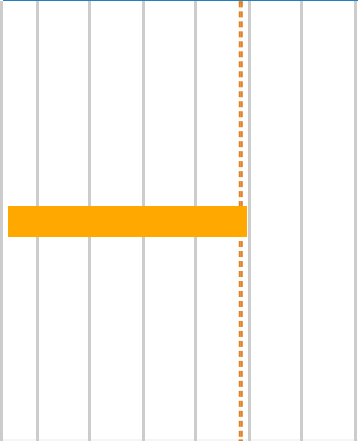
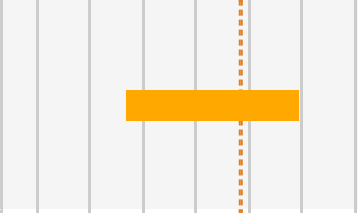

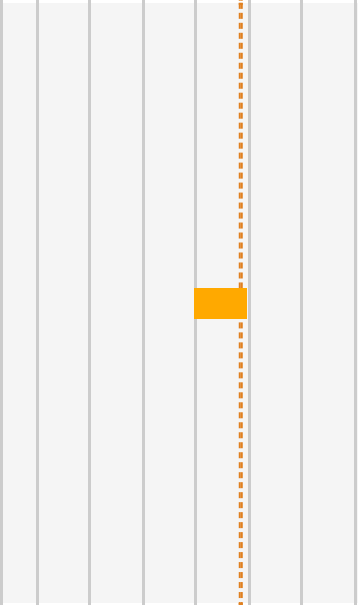

Initiative	... 2022	2023	2024	2025	2026	2027	Updates	Actions	Status
→ Implement the 2022 Lake Park Master Plan Update							<p>NEW</p> <p>2025 projects completed include parking lot webcams and implementing a seasonal uniformed foot patrol as a trial, as well as sleeping barrels and the nature playground/waterfront restoration projects, lead by LPS.</p> <p>Future project to be implemented subject to funding in budgeting process.</p>		On Track
→ Parks and Greenways Master Plan Update									Not started
→ Cumberland Community Forest Park Projects							<p>NEW</p> <ul style="list-style-type: none"> • Big Log Nature Classroom substantially complete. • DCDH re-route project in progress and scheduled for completion spring 2025. • Completion of park management plan to provide direction on future park projects. 		On Track
→ Encourage Village culture through existing and emerging community events							<p>NEW</p> <p>Partnership established with Elevate the Arts for delivery of the Summer Concert Series, Easter, Hallowe'en and Christmas events. Formal agreement pending and is scheduled to be brought forward to Council in late 2024 or early 2025.</p>		On Track
→ Expand Community Service Partnership Agreement with local non-profit event providers							<p>NEW</p> <p>Cumberland Community Schools Society, Cumberland Events Society, United Riders of Cumberland, and Cumberland Museum and Archives agreements completed in spring 2024.</p>		Complete
→ Draft a Special Event Policy and modernize of Special Event Applications process							<p>NEW</p> <p>Special Event Policy scheduled to be presented to Council for review in fall 2024.</p>		On Track
→ Implement facility improvements to municipal event and culture venues per recreation, arts and culture Plan							<p>NEW</p> <ul style="list-style-type: none"> • waiting for Arts & Culture planning process - currently unfunded 		Not started
Meaningful Reconciliation with Indigenous Peoples									Behind

Initiative	...	2022	2023	2024	2025	2026	2027	Updates	Actions	Status
→ Respond to and prioritize requests and engagement with K'ómoks First Nation								NEW <ul style="list-style-type: none"> Ongoing: regular meetings with KFN administration Financial contribution for community celebration of National Indigenous Peoples' Day and attendance at a morning workshop and celebration Statements of solidarity with KFN, feedback for provincial feedback process to include KFN, and letters of support for KFN upon request KFN engagement gets included into grant project budgets 	Investigate possible regional approach for KFN engagement support <input type="checkbox"/> Include KFN engagement project budgets and work plans <input type="checkbox"/>	On Track
→ Develop an Indigenous relations framework								NEW <ul style="list-style-type: none"> discussions have been initiated but the framework development is behind schedule 	Develop an Indigenous Relations Framework <input type="checkbox"/> Indigenous relations framework groundwork/education <input type="checkbox"/>	Behind
→ Staff and Council education on the UNDRIP and Indigenous relations								NEW <ul style="list-style-type: none"> Indigenous culture, history and understanding workshop, "Building Bridges through Understanding the Village" in partnership with Comox Valley Regional District took place early June 2024 Village wide Indigenous cultural sensitivity training provided through the complete communities process took place in October An annual Village wide Indigenous cultural sensitivity awareness program has been funded. 	Organization wide Indigenous Awareness Training/Education program <input type="checkbox"/>	On Track
→ Work with Indigenous Peoples to further the goals of the UNDRIP								NEW <ul style="list-style-type: none"> Regular attendance at the Comox Valley Regional District Reconciliation Advisory Table meetings (3-4 per year) Attendance at KFN community events and invitations to KFN Chief and Council 	Continue to participate in the CVRD Reconciliation Advisory Table Engagement Framework <input type="checkbox"/> Develop staff knowledge base of UNDRIP <input type="checkbox"/>	On Track

Initiative	...	2022	2023	2024	2025	2026	2027	Updates	Actions	Status
<p>↳ Work with Indigenous Peoples on mutually beneficial partnerships</p>								<p>NEW</p> <ul style="list-style-type: none"> Council has invited K'ómoks First Nation Chief and Council to discuss collaboration on partnership opportunities - follow up on this invitation is still outstanding. Support was provided for KFN to attend 2024 UBCM conference and Province Wide Community to Community Forum. 	<ul style="list-style-type: none"> Explore watershed land management partnership with KFN <input type="checkbox"/> Explore hydro generation partnership with KFN <input type="checkbox"/> Explore inclusion of Indigenous values into procurement <input type="checkbox"/> Regular meetings with KFN administration <input type="checkbox"/> 	On Track
<p>Effective Regional Partnerships</p>										On Track
<p>↳ Participate in regional services that maximize community benefit</p>								<p>NEW</p> <ul style="list-style-type: none"> Regular attendance by Village staff at regional committee meetings Regional Parks Service Strategic Plan scheduled to be presented to Regional Parks Committee in fall 2024; presentation of plan then proposed to be presented to Village Council in winter 2024/25 	<ul style="list-style-type: none"> Regional Active Transportation Network Plan Implementation <input type="checkbox"/> Regional Climate Action Plan <input type="checkbox"/> Regional Growth Strategy Review <input type="checkbox"/> Regional Airshed Roundtable <input type="checkbox"/> Regional Recreation Pass and Regional Fields Centralized Booking Feasibility project <input type="checkbox"/> Inform Council decision on CVRD invitation to become participant in Regional Recreation Fields Service <input checked="" type="checkbox"/> Regional Emergency Program service <input type="checkbox"/> CVRD Tourism Service Strategic Planning <input type="checkbox"/> CVRD Regional Parks and Trails Advisory Committee <input type="checkbox"/> 	On Track

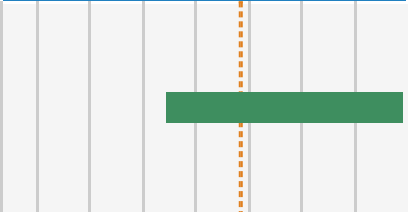
SUSTAINABLE SERVICE DELIVERY & ASSET MANAGEMENT

Initiative	2021	2022	2023	2024	2025	2026	2027	Updates	Actions	Status
Comprehensive Asset Management										Behind
→ Complete the Asset Management Plan that values green infrastructure.								NEW <ul style="list-style-type: none"> most of the preliminary work for this initiative will start with the start of the Manager of Municipal Projects some of the work has a future start date and therefore has not commenced on this project. 		Behind
→ Develop a long-term financial plan										Not started
→ Establish an Asset Management Team								NEW <ul style="list-style-type: none"> this initiative will likely not be completed by the deadline of Dec 31st 2024 but is expected to get back on track early 2025 team will be established after the hiring of the Manager of Municipal Projects recruitment for the manager position is complete 		Behind
→ Inventory Village assets, including natural assets								NEW <ul style="list-style-type: none"> preliminary work has been done with linear asset inventory and asset inventory within an investment plan (both need to be updated) 		On Track
→ Continue asset condition assessments										On Track
→ Identify future asset acquisition & replacement schedule										On Track
→ Formalize a Facility / Building maintenance service with work plans and supporting budgets										On Track
Sustainable Public Utilities										Behind
→ Complete the construction of upgrades to the wastewater treatment facility										Behind

Initiative	2... 2021 2022 2023 20... 20... 20... 2027	Updates	Actions	Status
<p>→ Construction phase 1</p> 	<p>NEW This project will not be completed by the end of 2024 and staff are working on extensions to the project to the end of 2025.</p> <p>Recently there have been some delays since the last update related to finalizing the new disinfection process and reconfiguration and project simplification; getting updated pricing and quotes; and electrical details and costing. Construction is currently targeted to commence this fall.</p>		Behind	
<p>→ Design and construction phase 2</p> 	<p>NEW Some Ph2 work has been completed related to the new UV treatment now being utilized for disinfection, namely reconfiguration of tertiary treatment (disk filters) to tie in downstream of the UV system.</p>		Behind	
<p>→ Plan for future wastewater treatment approval</p> 			Behind	
<p>→ Launch Stage 3 LWMP, including update wastewater master plan, and update stormwater master plan</p> 	<p>NEW Work continues on Stage-3 and includes First Nation engagement to 9 Nations not including KFN, restart of the LWMP technical and public advisory committee, completion of the biologist field work, and other engineering support that will come out of the the storm and sanitary master plan work. Unfortunately there is enhanced EIS work required resulting from the MoE terms of reference that is beyond the original scope. This has resulted in the need for additional time by the biologist to complete their work. This will result in a delay in submission of the LWMP to MoE by the end of the year, with a new timeline of March 31, 2025. This delay in submitting the Stage-3 plan will push the time for MoE review to later in the year.</p>		Behind	
<p>→ Submit Stage 3 Liquid Waste Management Plan to Ministry of Environment for final approval</p> 			Not started	

Initiative	2021	2022	2023	2024	2025	Updates	Actions	Status
→ Review the solid waste collection system						NEW Work on this project has been stalled and staff will seek to carry this forward into 2025. The plan is to review costs for manual collection versus automated and other factors/impacts, and then review the current practice of commercial/industrial collection. The current contract was renewed to the end of 2025 with the option for a one year extension.		Behind
→ Review options and costs for an automated collection system with service to ICI customer analysis.								Behind
→ Council consideration of direction of an automated collection system service.								Behind
→ Solid Waste collection service procurement								Behind
→ Reconstruct the dam at the No. 2 drinking water reservoir								Behind
→ Engagement with the K'omoks First Nation						NEW <ul style="list-style-type: none"> KFN CHIP guidelines and KFN feedback did not require the Village to perform any additional archaeology assessments; however Village staff used a local archaeology firm to investigate further and based on the low likelihood of discovering archaeological artifacts or other First Nations Heritage, the investigation is complete. We will however, follow the the KFN Cultural Policy Guidelines should there be a discovery of First Nation artifacts. 		On Track
→ Design and construction						NEW <ul style="list-style-type: none"> Council motion that directed staff to review the scope of No. 2 Dam project to include increasing storage capacity, trickle for fish, and an updated cost estimate for the project is in progress. 		Behind
→ Protect the Perseverance Creek watershed								Behind

Initiative	2021	2022	2023	2024	2025	2026	2027	Updates	Actions	Status
→ Advocate province for funding for land protection from Watershed Security Strategy								NEW <ul style="list-style-type: none"> several advocacy meetings with ministry (including UBCM and AVICC) and environmental not-for-profit lobby groups Watershed Security Strategy Fund was applied for by KFN in June 2024 and included Village work - next intake is late 2024/early 2025 Expression of Interest submitted in September for provincial Disaster Resilience Innovation Fund for funding in support of PWI initiatives 		On Track
→ Develop a long range strategy for governance, ownership and management for watershed protection lands										Not started
→ Watershed Science: collect and synthesize data to deepen understanding of watershed hydrologic function								NEW Year one of hydrometric (streamflow) data collection complete, with data collection program proposed to be extended by up to two years pending grant funding. Soil science project is scheduled for later in 2024 or 2025		On Track
→ Land Use planning : Define area of interest for protection of hydrologically sensitive / important private lands								NEW Hydrometric and soils data will help inform a report, schedule for later 2024 or 2025		On Track
→ Continue to support Cumberland Community Forest Society partnership work in community watershed education										On Track
→ Update the water conservation bylaw								NEW Some document research has commenced and work will continue over the coming months.		Behind
Multi-Modal Transportation Management										On Track
→ Complete the Transportation Master Plan that includes active transportation								NEW <ul style="list-style-type: none"> Transportation Master Plan presented to and approved by Council July 8 2024 		Complete

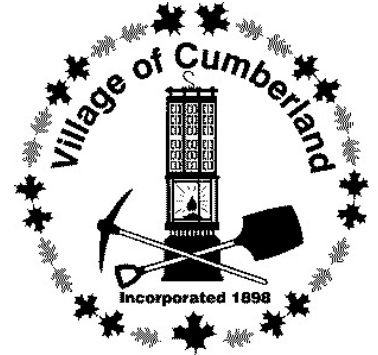
Initiative	2... 2021 2022 2023 20... 20... 20... 2027	Updates	Actions	Status
Pursue an active travel route to the City of Courtenay		<p>NEW</p> <ul style="list-style-type: none"> Staff continue to work with CVRD regarding two options for a safe active transportation connection route between Cumberland and Courtenay 	<p>Participate in the Regional Active Transportation Network Planning <input type="checkbox"/></p>	<p>On Track</p>

COMMUNITY PLANNING

Initiative	2023	2024	2025	2026	2027	Updates	Actions	Status
Effective Response to Climate Change								Complete
→ Develop a community climate action plan to reduce greenhouse gas emissions to increase climate resiliency and that incorporates the Green New Deal						NEW Climate Action Plan approved on June 24, 2024		Complete
→ Work with the Comox Valley Regional District to understand scope of Regional Climate Action Plan.						NEW • completed with the Village's Climate Action Plan		Complete
→ Community Climate Action Plan for Cumberland with Official Community Plan Review that will complement regional plan.						NEW Approved on June 24, 2024		Complete
→ Update the Corporate Climate Action Plan						NEW Climate Action Plan approved June 24, 2024		Complete
Ecologically, Socially, and Financially Sustainable Land Use Planning								Behind
→ Complete the Official Community Plan update and review priorities such as								Behind
→ Public engagement and bylaw development						NEW Phase 2 engagement complete. Phase 3 engagement anticipated fall 2024. Adoption previously planned for winter/spring 2025, now anticipated spring 2025.		Behind
→ Bevan Industrial Servicing Strategy						NEW Received by Council on February 26, 2024		Complete
→ Development and servicing strategy for Union Road lands						NEW Baseline studies complete. Preparing concept plans. Applying to 2025 REDIP grant intake.		Behind
→ Review land use regulations that are supportive of the Official Community Plan								Behind
→ Tree Protection Bylaw								Overdue

Initiative	2023	2024	2025	2026	2027	Updates	Actions	Status
→ Community engagement						NEW Planned engagement complete, proposed bylaw will be available for public comment after read by Council.		Overdue
→ Bylaw Development						NEW Draft bylaw awaiting final review by senior staff before presenting to Council. On hold due to competing priorities.		Overdue
→ Zoning Bylaw update to implement the Official Community Plan								Not started
→ Community engagement								Not started
→ Bylaw Development								Not started
→ Fiscal impact analysis on new or potential development, including industrial, commercial and investment inventory assessment						NEW Added to the Complete Communities Assessment contract in coordination with OCP Review. Currently underway.		On Track

FINANCIAL PERFORMANCE QUARTERLY REPORT



MEETING DATE: October 28, 2024
REPORT PERIOD: July to September 2024
FROM: André Duinkerke, Chief Financial Officer

QUARTERLY SUMMARY

This report presents a financial update for Q3 2024 for the Village of Cumberland. It also includes a summary of the procurement activities for the same period.

Attached to the report are financial summaries as at September 30, 2024 with comparisons to the 2024 financial plan and 2023 audited amounts. The figures presented for 2024 are not complete or audited and do not meet all accounting standards which would otherwise be applied for final year-end financial statement purposes. Asset amortization, project funding entries, year-end adjusting entries and final expense accruals are not included. The summaries are intended for internal use only.

The following statements are attached:

- **Attachment 1: *Statement of Financial Position***
Provides a summary of the Village's assets and liabilities.
- **Attachment 2: *Statement of Operations and Accumulated Surplus***
Provides information about revenues and expenses that have impacted the accumulated surplus since the beginning of the year.
- **Attachment 3: *Statement of Change in Net Financial Assets***
Provides a summary of the difference between the annual surplus or deficit and the change in net financial assets.
- **Attachment 4: *Reconciliation of Financial Statement Surplus to Financial Plan Surplus***
Provides a list of adjustments to reconcile surplus for financial statement reporting purposes (as per accounting rules) to surplus for financial plan purposes (ensures we remain within budget).

As of Q3, we can expect an approximate 70-75% use of the budget for operating expenses. Brief variance explanations are included for Attachment 1 and 2.

Attachment 1: Statement of Financial Position

Key variances are highlighted below:

Cash equivalent:

- Higher due to property tax collected earlier in the year.

Property taxes receivable:

- No significant variance.

Accounts receivables:

- No significant variance.

Accounts payables and accrued liabilities:

- Lower because of some major projects completed in Q3-2024 (Bevan Road Paving and Roads & Utilities Renewal projects, net holdback to be paid: +1.09M).
- Amount received for the 2023 tax sale paid earlier in the year (+200k)
- Increase in payroll payables due to payroll timing (-343k)
- Remaining Policing and School taxes to be paid to the Province (-132.4k)
- Q3 Library requisition payable (-74.1k)

Deferred revenues:

- Includes Q3 interest revenue to be allocated to reserves (-271.4k)
- Reduction in DCC Roads due to funding used towards Bevan Road Paving (+431.7k)

Debenture and long term-debt:

- Short-term borrowing draw for WWTP (1m)
- Less principal payment (-242.8k)

Tangible Capital Assets:

- Higher due to 2024 capital spending (mainly Road and Utilities Renewal projects, Bevan Road Paving and WWTP)

Operating surplus:

- Increased due to property tax levied in May

Statutory/Bylaw Authorized Reserves:

- Lower due to transfer to reserves not processed yet for 2024

Attachment 2: Statement of Operations and Accumulated Surplus

Key variances are highlighted below:

Revenues

- Higher than 75% due to property tax levied in May

Operating Expenses

- Includes projects carried forward from 2024, although some projects are behind schedule (WWTP and Dam #2)

Attachment 3: Statement of Change in Net Financial Assets

The Village's financial assets are greater than its liabilities.

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

This statement shows the Village is currently in a surplus position.

Procurement

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

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

A summary of the commitments that have been made above \$50,000 between July 1, 2024 and September 30, 2024 follows:

Vendor	Description	Commitment Date	Commitment Total
Island Ford	EV F-150 Lightning pick truck purchase (lowest quote)	Sept. 6, 2024	\$66,064.87
Island Ford	EV Transit van purchase (lowest quote)	Sept. 6, 2024	\$66,581.51
Ecofish Research	Consulting services for Liquid Waste Management Plan. Sole source approved by Council (May 27, 2024 Council meeting)	Sept. 24, 2024	\$91,162.42
Integrated Sustainability (LWMP)	Consulting services for Liquid Waste Management Plan. Sole source approved by Council (May 27, 2024 Council meeting)	Sept. 12, 2024	\$70,000
Beaufort Association	Local litter collection service. 3 year contract with option to renew for 2 years (up to \$25,200 per year)	Sept. 6, 2024	Up to \$75,600 for 3 years

Social Procurement

Each competitive procurement initiated by the Village includes a consideration for social procurement. This section demonstrates how proponents considered social procurement in their proposal submitted in the last quarter.

[General Land Use Planning and Development Services](#)

The request for proposals for General Land Use Planning and Development Services closed on September 20th. Evaluation of the proposals received is underway and summary of social procurement benefits will be included in the Q4-2024 Council update.

ATTACHMENTS

- 1 - Statement of Financial and Municipal Position as at September 30, 2024;
- 2 - Statement of Operations and Accumulated Surplus as at September 30, 2024;
- 3 - Statement of Change in Net Financial Assets as at September 30, 2024; and
- 4 - Reconciliation of Financial Statement Surplus to Financial Plan Surplus as at September 30, 2024.

THE CORPORATION OF THE VILLAGE OF CUMBERLAND
Statement of Financial Position
Interim Statement as at
September 30, 2024
UNAUDITED

	2024	<u>2023</u>
	<i>(Note 1)</i>	
FINANCIAL ASSETS		
Cash, equivalents and investments	26,798,424	25,690,578
Property taxes receivable	326,540	325,702
Accounts receivable	1,683,957	1,770,829
	28,808,921	27,787,107
LIABILITIES		
Accounts payable and accrued liabilities	(2,080,548)	(2,824,373)
Asset retirement obligation liabilities	(261,889)	(261,889)
Service and other deposits	(1,122,330)	(1,159,726)
Deferred revenue	(5,602,119)	(5,497,826)
Debenture and long term-debt	(9,179,300)	(8,430,373)
	(18,246,186)	(18,174,187)
NET FINANCIAL ASSETS / (DEBT)	10,562,736	9,612,920
NON-FINANCIAL ASSETS		
Tangible Capital Assets	81,057,585	75,890,239
Inventories	168,438	161,522
Prepaid expenses	39,906	68,462
	81,265,929	76,120,223
ACCUMULATED SURPLUS	\$ 91,828,665	\$ 85,733,144
MUNICIPAL POSITION		
Operating funds	(4,945,005)	(2,176,249)
Statutory/Bylaw Authorized Reserves	(15,005,375)	(16,097,029)
Equity in capital assets	(71,878,285)	(67,459,865)
	\$ (91,828,665)	\$ (85,733,144)

Note 1:

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

They are intended for internal management purposes only.

THE CORPORATION OF THE VILLAGE OF CUMBERLAND
Statement of Operations and Accumulated Surplus
Interim Statement as at
September 30, 2024
Unaudited

	2024 Approved Financial Plan	Remove Amortization	2024 Adjusted Financial Plan <i>(Note)</i>	2024 Actual-YTD <i>(Note)</i>	% Use Of Financial Plan	Variance	2023 Actual	Comments
Revenue								**Revenue: no funding allocation done for 2024 projects so far
Property taxes and P.I.L.	\$ 4,319,480	\$ -	\$ 4,319,480	\$ 4,480,611	104%	\$ (161,131)	\$ 4,026,040	Property Taxes levied in May each year - includes additional growth tax
Parcel taxes	757,420	-	757,420	771,824	102%	(14,404)	736,382	Parcel Taxes levied in May each year
Sale of services & fees	2,801,930	-	2,801,930	2,102,131	75%	699,799	2,446,741	Utility billings, service connections and sales for other municipal services (Recreation / Cemetery)
Sale of services to other governments	577,470	-	577,470	459,708	80%	117,762	540,837	Bulk water / Fire Protection District (paid in August) / Animal Control to Ctny (ended in March - budget for the year)
Transfer from other govts-unconditional	530,000	-	530,000	524,000	99%	6,000	524,000	Small Community Grant received in June
Transfer from other govt's-conditional	7,983,495	-	7,983,495	2,015,699	25%	5,967,796	6,844,484	Grants (variance due to timing of projects and carry forwards) / Host Amenity & Community Works Funds. Includes 211k for 3 years LGCAP funding
Other revenue	1,773,475	-	1,773,475	1,580,247	89%	193,228	2,317,313	Permits & Licensing / Donations / Interest & Penalties / Proceed from sale of assets / Miscellaneous
Development cost charges	158,400	-	158,400	-	0%	158,400	7,622	
Contributed Assets	-	-	-	-		-	-	
	<u>18,901,670</u>	<u>-</u>	<u>18,901,670</u>	<u>11,934,219</u>	<u>63%</u>	<u>6,967,452</u>	<u>17,443,418</u>	
Operating Expenses								**Operating Expenses: actual includes prior year operating projects carried-forward
General government services	1,507,010	(18,000)	1,489,010	897,528	60%	591,482	1,462,056	
Transportation services	2,213,210	(778,200)	1,435,010	941,996	66%	493,014	2,008,234	
Protective services	975,840	(85,500)	890,340	521,757	59%	368,583	1,179,346	
Environmental health services	3,735,850	(596,520)	3,139,330	1,564,631	50%	1,574,699	2,576,010	Variance mostly due to delay in projects
Cemetery Services	32,420	(3,100)	29,320	17,795	61%	11,525	36,977	
Planning, development & environment	1,240,300	-	1,240,300	693,625	56%	546,675	804,779	Variance mostly due to delay in projects
Recreation services	1,018,650	(20,000)	998,650	747,473	75%	251,177	842,088	
Cultural and community events	167,690	-	167,690	116,282	69%	51,408	120,987	
Parks Services	768,610	(95,000)	673,610	337,613	50%	335,997	534,907	Variance mostly due to delay in projects
	<u>11,659,580</u>	<u>(1,596,320)</u>	<u>10,063,260</u>	<u>5,838,699</u>	<u>58%</u>	<u>4,224,561</u>	<u>9,565,386</u>	
Annual Surplus	7,242,090	1,596,320	8,838,410	6,095,520		2,742,891	7,878,033	
Accumulated Surplus, Beginning of Year	85,733,143	-	85,733,143	85,733,143			77,855,109	
Accumulated Surplus, End of Year	<u>\$ 92,975,233</u>	<u>\$ 1,596,320</u>	<u>\$ 94,571,553</u>	<u>\$ 91,828,663</u>	<u>97%</u>	<u>\$ 2,742,891</u>	<u>\$ 85,733,143</u>	

Note:

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THE CORPORATION OF THE VILLAGE OF CUMBERLAND
Statement of Change in Net Financial Assets
Interim Statement as at
September 30, 2024
Unaudited

	2024	Remove	2024	2024	% Use Of		2023
	Approved	Amortization	Adjusted	Actual-YTD	Financial	Variance	Actual
	<u>Financial Plan</u>	<u>Amortization</u>	<u>Financial Plan</u>	<u>Actual-YTD</u>	<u>Plan</u>		<u>Actual</u>
			<i>(Note)</i>	<i>(Note)</i>			
Annual Surplus	7,242,090	1,596,320	8,838,410	6,095,520	69%	2,742,891	7,878,033
Amortization	1,596,320	(1,596,320)	-	-		-	1,834,319
Change in supplies inventories	-	-	-	(6,916)		6,916	(38,318)
Change in prepaid expenses	-	-	-	28,557		(28,557)	(49,578)
Gain on sale of tangible capital assets	-	-	-	-		-	29,171
Acquisition of tangible capital assets	(19,211,785)	-	(19,211,785)	(5,167,347)	27%	(14,044,438)	(6,471,501)
Change in Net Financial Assets	(10,373,375)	-	(10,373,375)	949,814	(9%)	(11,323,189)	3,182,126
Net Financial Assets, Beginning of the Year	9,612,919	-	9,612,919	9,612,919		-	6,430,793
Net Financial Assets, End of the Year	\$ (760,456)	\$ -	\$ (760,456)	\$ 10,562,733	(1389%)	\$ (11,323,189)	\$ 9,612,919

Note:

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

THE CORPORATION OF THE VILLAGE OF CUMBERLAND
Reconciliation of Financial Statement Surplus to Financial Plan Surplus
Interim Statement as at
September 30, 2024
Unaudited

	<u>2024</u> <u>Approved</u> <u>Financial Plan</u>	<u>Remove</u> <u>Amortization</u>	<u>2024</u> <u>Adjusted</u> <u>Financial Plan</u>	<u>2024</u> <u>Actual-YTD</u>	<u>% Use Of</u> <u>Financial</u> <u>Plan</u>	<u>Variance</u>	<u>2023</u> <u>Actual</u>	<u>Comments</u>
Annual Surplus	7,242,090	1,596,320	8,838,410	6,095,520	69%	2,742,890	7,878,033	
Adjustments as per Financial Plan								
Acquisition of tangible capital assets	(19,211,785)	-	(19,211,785)	(5,167,347)	27%	(14,044,438)	(6,471,501)	<i>Budget include projects carried-forward (WWTP, capital works, Bevan Road)</i>
Add back amortization expenses	1,596,320	(1,596,320)	-	-		-	1,834,319	
Proceeds on borrowing	4,327,140	-	4,327,140	1,077,214	25%	3,249,926	704,945	<i>Budget include projects carried-forward (WWTP)</i>
Principal payments on debt	(499,060)	-	(499,060)	(328,288)	66%	(170,772)	(831,121)	
Add Non-cash adjustments	-	-	-	-		-	29,171	
Change in Consolidated Balances	<u>(6,545,295)</u>	<u>-</u>	<u>(6,545,295)</u>	<u>1,677,100</u>	<u>(26%)</u>	<u>(8,222,395)</u>	<u>3,143,846</u>	
Transfer (To) / From Reserves								
To reserves	(2,810,995)	-	(2,810,995)	(494,753)	18%	(2,316,242)	(6,671,481)	
From reserves	9,356,290	-	9,356,290	2,065,550	22%	7,290,740	4,764,142	
Transfer (To) / From Reserves	<u>6,545,295</u>	<u>-</u>	<u>6,545,295</u>	<u>1,570,797</u>	<u>24%</u>	<u>4,974,498</u>	<u>(1,907,339)</u>	
Surplus / (Deficit) Per Financial Plan	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 3,247,897</u>		<u>\$ (3,247,897)</u>	<u>\$ 1,236,507</u>	

Note:

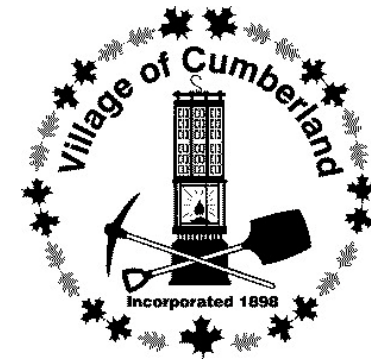
These statements are not audited and do not comply with all applicable accounting standards. They are intended for internal management purposes only.

PROTECTIVE SERVICES QUARTERLY REPORT

MEETING DATE: October 28, 2024

REPORT PERIOD: July to Sept. 2024

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



Fire Rescue Service Quarterly Summary

The third quarter of 2024 went great. We successfully responded to 5 structure fires this year.

The first 9 months, we have been concentrating on training and testing to ensure the new members meet the minimum requirements to have the pager issued to them. We have had 3 members meet full training 1001 and also two members met first stage of exterior training. We have 4 members dropping out leaving us with 3 new and 2 junior firefighters they are working hard with the program. We have had a few members resign, struggling to keep up with work and two moving back east. One Member got fulltime Deputy Fire Chiefs job. We still have a strong 34 members in the department. The last 3 months fire season was not that severe for us this year. There was very little deployment to the northern areas for wildfire deployment all and all good year for firefighting. We continue to work hard with members' training and safety, which is a high priority for us the rest of the year. We have most of our members with one class of 6 to finish our FR higher level training. This training gives better tools for assessment of patients we can now test sugars levels, blood pressure and use nasal airways and monitor O2 levels and few other things.

We had Fire prevention week we had 63 grade 3 children here for a few hours teaching Fire safety along with the fire safety house all kids went through the house and watched an education video, then a small obstacle course where they got to do a minnie fire fit challenge. It was lots of fun. The department took part in First of July and August Comox days. We have ordered our new Rescue 4 which will be arriving late in 2025.

Our Safety program has been doing well and have had no injuries and we have been able to have safety meeting monthly.

We now have our Boat coming out of the water. The fire ban, when in effect was very successful and public, in most cases people were very respectful of the fire ban and we had very good cooperation. The wildfire season for us was very good. We attended a few fires, but mostly small. So, it was a successful season.

But the Fire Hall is doing well and operating well. We are up in Calls with 271 for end of Sept.2024 compared to 161 in June of 2024 but nothing too serious so far this year. We continue to keep practicing and training. We have had 10 people that have brought fire fighter membership applications to us. We have reviewed them, and we will hopefully keep them and start them in the new year. So just hope the year continues along a good path for us rest of 2024.

Fire Services Response

2024

Response Type	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2024
Fire	3	4	3	3	5	2	2	4	10				36
Rescue	1	0	0	3	0	0	2	2	0				8
First Responder	11	12	16	14	13	20	12	19	13				130
MV Incident	4	1	0	3	5	2	2	0	2				19
Duty Officer	4	7	16	12	4	13	6	9	7				78
Total Monthly	23	26	35	35	27	37	24	34	32				271

Membership Status

Chief Officer	2
Regular Members	27
Junior Members	2
Probationary Members	3
Pending Applications	10



Comox Valley RCMP Detachment

QUARTERLY REPORT

VILLAGE OF CUMBERLAND

July 1, 2024 – September 30, 2024

Comox Valley RCMP Detachment Quarterly Report

July 1, 2024 to September 30, 2024

The Comox Valley Royal Canadian Mounted Police (RCMP) provides quarterly updates on policing in the community. The quarterly reports coincide with the Comox Valley RCMP Annual Performance reporting time lines in conjunction with Community Priorities.

First Quarter: April 1 to June 30

Second Quarter: July 1 to September 30

Third Quarter: October 1 to December 31

Fourth Quarter: January 1 to March 31

Calls for Service

In the second quarter of the 2024 – 2025 fiscal year, there were 265 Calls for Service in Cumberland. This was a 50 percent (88 file) increase over Calls for Service in the second quarter of the previous fiscal year.

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
2019	64	48	50	68	87	89	74	84	59	63	37	47	770
2020	47	39	59	59	67	70	91	73	58	66	37	49	715
2021	32	46	59	52	61	88	69	83	59	56	41	48	694
2022	41	40	66	45	83	80	65	62	47	79	48	45	701
2023	48	45	99	74	97	67	57	73	47	51	38	33	729
2024	36	62	70	82	67	66	95	95	75				648

Most Common Call Types

In the second quarter of the 2024 – 2025 fiscal year, the most common Calls for Service pertained to Disturbances and Check Wellbeing. Relative to the second quarter of the previous fiscal year, there were notable increases in Calls for Service regarding Disturbances, Check Wellbeing, Theft, and Threats.

	Final Case Type	Second Quarter Data						% Change from 23-24 Q2	Difference from 23-24 Q2
		2019	2020	2021	2022	2023	2024		
1	DISTURBANCE	10	11	6	14	10	23	130%	13
2	CHECK WELLBEING	10	12	16	14	10	21	110%	11
3	SUSPICIOUS CIRCUMSTANCES	6	3	5	5	10	16	60%	6
4	TRAFFIC INCIDENT	22	62	29	8	16	16	0%	0
5	THEFT	18	10	3	7	7	15	114%	8

6	MISCHIEF	13	5	16	9	10	15	50%	5
7	THREATS	1	3	7	1	4	13	225%	9
8	PROPERTY	19	13	14	13	12	13	8%	1
9	BREACH	4	1	2	2	6	12	100%	6
10	ABANDONED 911	5	4	9	9	6	10	67%	4

Most Common Call Locations

In the second quarter of the 2024 – 2025 fiscal year, the locations in Cumberland with the most Calls for Service were private residences.

	Location	Second Quarter Data						% Change from 23-24 Q2	Difference from 23-24 Q2
		2019	2020	2021	2022	2023	2024		
1	Private Residence	1	0	0	0	0	13		13
2	Multi-Unit Private Residence	3	1	0	0	0	10		10
3	Private Residence	0	0	0	0	0	5		5
4	Private Residence	0	0	0	0	0	5		5

Violent Crime

In the second quarter of the 2024 – 2025 fiscal year, there were 26 Violent Crime files in Cumberland. This was a 73 percent (11 file) increase over the 15 Violent Crime files in the second quarter of the previous fiscal year.

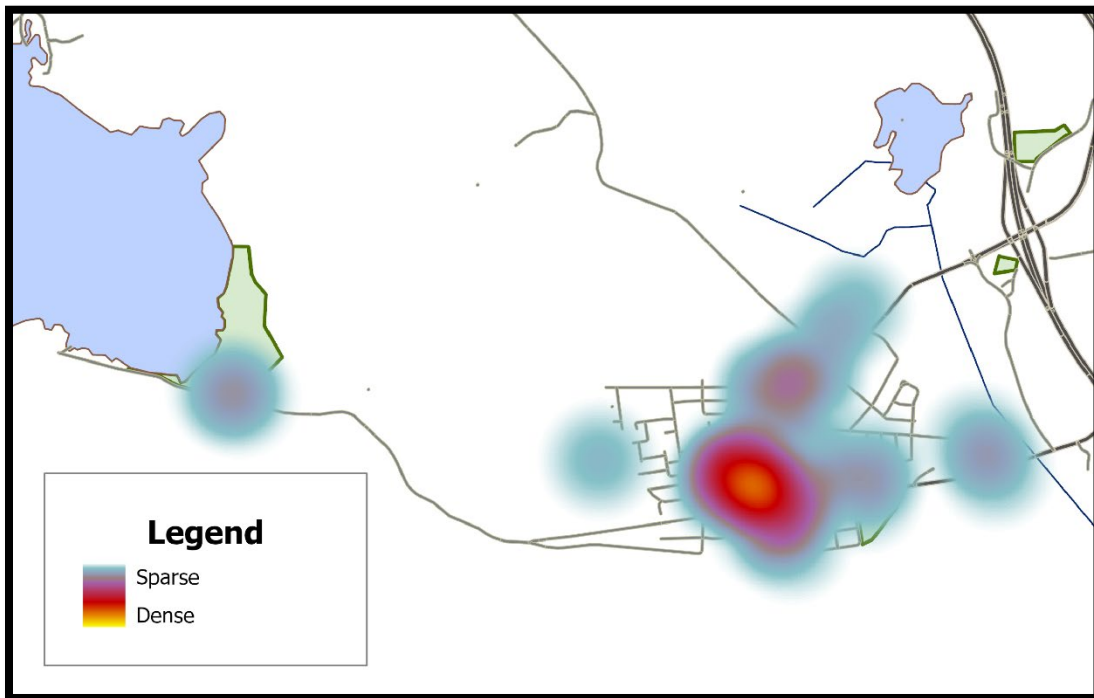
Types of Violent Crime

Relative to the second quarter of the previous fiscal year, there were notable increases in Utter Threats and Harassment files in the second quarter of the 2024 – 2025 fiscal year.

File Type	Second Quarter						% Change from 23-24 Q2	Difference from 23-24 Q2
	2019	2020	2021	2022	2023	2024		
UTTER THREATS	2	3	6	0	4	10	150%	6
ASSAULTS	3	4	3	5	8	8	0%	0
HARASSMENT	3	3	5	3	2	7	250%	5
ROBBERY	0	0	0	0	0	1		1
WEAPONS OFFENCES	1	0	0	0	0	0		0
EXTORTION	0	0	0	0	1	0	-100%	-1
SEX OFFENCES	1	1	2	0	0	0		0
KIDNAPPING	1	0	0	0	0	0		0
Total	11	11	16	8	15	26	73%	11

Map of Violent Crime in Cumberland

In the second quarter of the 2024 – 2025 fiscal year, there were hotspots for Violent Crime files in the area bounded by Silecroft Rd, Windermere Ave, Second St, and Penrith Ave as well as the area bounded by Penrith Ave, Third St, Dunsmuir Ave, and Second St.



Property Crime

In the second quarter of the 2024 – 2025 fiscal year, there were 41 Property Crime files in Cumberland. This was 6 files more than the 35 Property Crime files in the second quarter of the previous year.

Types of Property Crime

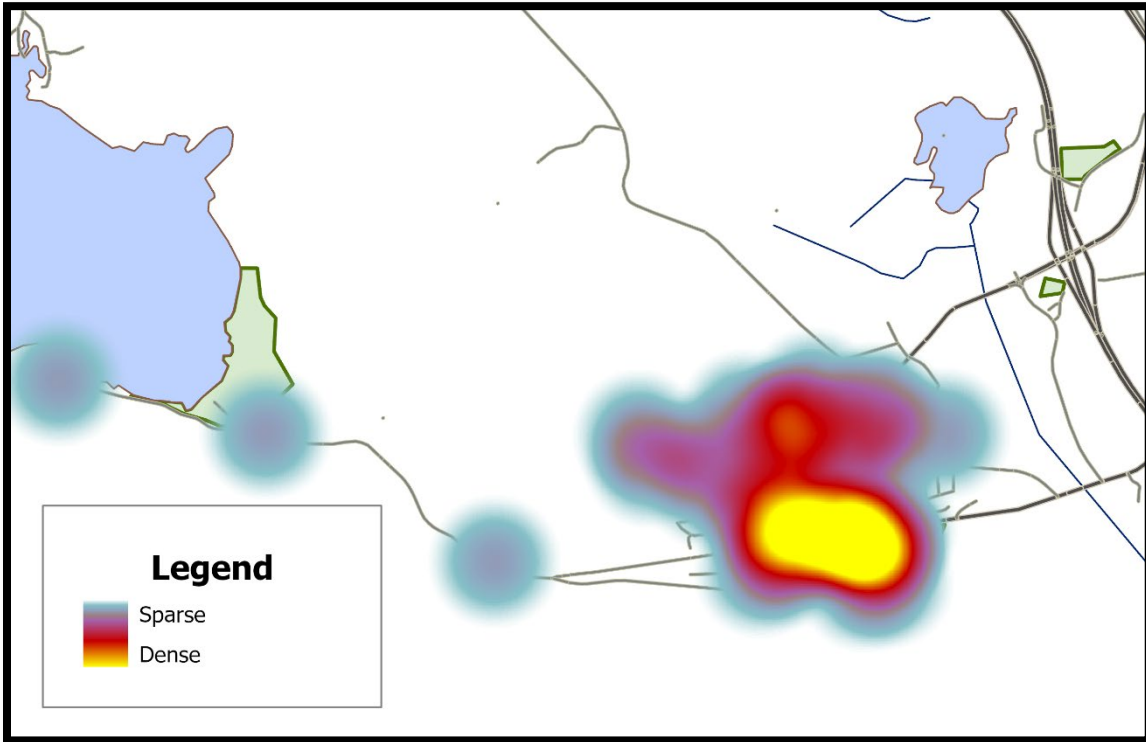
In the second quarter of the 2024 – 2025 fiscal year, the most common type of Property Crime in Cumberland was Mischief to Property. Relative to the second quarter of the previous fiscal year, there was a notable increase in Auto Theft files.

File Type	Second Quarter Data						% Change from 23-24 Q2	Difference from 23-24 Q2
	2019	2020	2021	2022	2023	2024		
MISCHIEF TO PROPERTY	16	5	16	15	15	12	-20%	-3
OTHER THEFT U/5000	5	4	3	3	5	8	60%	3
AUTO THEFT	2	1	2	3	1	6	500%	5
BREAK & ENTER - BUS	1	2	0	0	2	3	50%	1
THEFT FROM VEHICLE	9	3	4	10	3	2	-33%	-1
POSSESS STOLEN PROPERTY	1	0	0	0	0	2		2
BREAK & ENTER - RES	4	3	2	0	1	2	100%	1
BIKE THEFT	1	0	0	0	1	2	100%	1
OTHER GO	1	1	0	0	0	2		2
SHOPLIFTING	2	1	0	0	0	1		1
BREAK & ENTER - OTH	5	2	1	0	3	1	-67%	-2
OTHER THEFT O/5000	0	0	1	0	1	0	-100%	-1
FRAUDS	5	7	5	1	3	0	-100%	-3
Total	52	29	34	32	35	41	17%	6

UNCLASSIFIED

Map of Property Crime by Area of Cumberland

In the second quarter of the 2024 – 2025 fiscal year, the area in Cumberland with the most Property Crimes was between First St, Dunsmuir Ave, Sixth St, and Derwent Ave.



UNCLASSIFIED

Canada Shipping Act Files

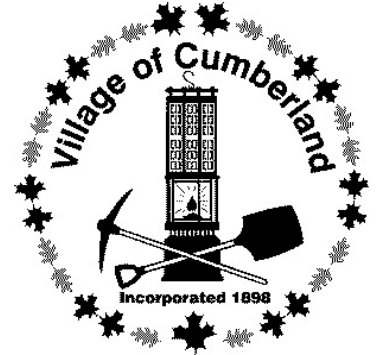
There have been no Canada Shipping Act compliance checks in Cumberland since 2021.

Files at Cumberland Lake Park and Cumberland Campground

In the second quarter of the 2024 – 2025 fiscal year, there were 2 files at the Cumberland Campground and 1 file at Cumberland Lake Park.

Location	Second Quarter Data						% Change from 23-24 Q2	Difference from 2022
	2019	2020	2021	2022	2023	2024		
CXCUMBERLAND CAMPGROUND	4	3	4	5	2	2	0%	0
CXCUMBERLAND LAKE PARK	0	0	0	1	0	1		1

DEVELOPMENT AND BYLAW SERVICES QUARTERLY REPORT



MEETING DATE: October 28, 2024
REPORT PERIOD: July to September 2024
FROM: Courtney Simpson, Director of Development and Bylaw Services

QUARTERLY SUMMARY

This report provides a status update and statistics for planning, subdivision and building applications. In the third quarter of 2024, the Village of Cumberland received eight new development applications. Six applications were closed and 18 are ongoing. Twenty-two building permits were issued, including eleven for new dwelling units.

In Bylaw Services, 58 new files were open, and 26 were closed. Detailed Bylaw statistics are not available for this quarter.

ATTACHMENTS

1. Development Applications Summary Quarter 3, 2024
 - a. Amendment Applications List
 - b. Permit Applications List
 - c. Other Applications List
 - d. Subdivision Applications List
2. Building Permit Statistic Quarter 3, 2024

ATTACHMENT 1 – Development Application Summary Quarter 3, 2024

Application Type	New	Ongoing	Closed / Issued	Total
Amendments (OCP and Zoning)	0	3	0	3
Temporary Use Permits (TUP)	0	0	0	0
Heritage Alteration Permits (HAP)	0	1	2	3
Development Variance Permits (DV)	4	1	3	7*
Development Permits (DP)	2	1	1	4
Board of Variance	0	0	0	0
Other	1	0	0	1
Subdivision	1	12	0	13
Total	8	18	6	31

*One DVP opened and issued in same quarter

1.a) Amendment Applications List

File Number	Address	Purpose	Recent Activity
2024-01-OCP	3284 Second Street	To redesignate from "residential" to Commercial Mixed Use" in OCP, and rezone from R1-A - Urban Infill to VCMU -1 Village Core Mixed Use - 1 to facilitate the continued operation of a vacation rental.	Notification sign posted. Staff reviewing application.
2023-01-RZ	Lot A, Ulverston Avenue	Rezone to Mixed use with townhouses and apartment units.	Presented to Council on October 1, 2024. Council discussion about desired changes. Resolution to refer to committees and applicant to hold second public information meeting.
2019-02-OCP	Horbury Road (Comox Lake)	OCP and Zoning Amendment for Comox Lake Land Corporation	Draft bylaw presented to Council January 22, 2024, referred back to staff with changes and for more information. Staff preparing report.

1.b) Permit Applications List

Temporary Use Permits

None

Heritage Alteration Permits

File Number	Address	Street Name	Purpose	Delegated Approval (y/n)	Status	Recent Activity
2024-04-HAP	2731	Dunsmuir Avenue	Installation of a second fascia sign, modification of existing fascia and addition of new lights	Y	Issued	Issued August 21, 2024 (see also 2024-02-DV)
2024-03-HAP	2714	Dunsmuir Avenue	HAP amendment for minor landscaping changes, updated material scheme (Cumberland Hotel site)	Y	Open	Initial review complete (see also 2024-01-DV)
2024-01-HAP	2699	Dunsmuir Avenue	New exterior door and new signage	N	Issued	Issued July 8, 2024 (see also 2024-03-DV)

Development Variance Permits

File Number	Address	Street Name	Purpose	Delegated Approval (y/n)	Status	Recent Activity
2024-08-DV	3025	Royston Road	To reduce side setback for existing stairs for 5 already constructed Great Slaty models in the manufactured home park	Y	Open	(Issued on October 4 in Q4)
2024-07-DV	2739	Dunsmuir Avenue	To waive the requirement in VCMU-1 Zone that requires dwelling units to be located over or to the rear of the commercial building, to facilitate an apartment unit in the basement.	N	Open	Reviewing file
2024-06-DV	2815	Maryport Avenue	To reduce the rear setback of an existing accessory structure from 1.5m to 0m and the exterior side setback from 3.0m to 0.7m to allow for a building permit to be issued and stop work order to be removed. In conjunction with request to Council to enter into an encroachment agreement for the building as it encroaches approx. 0.5m into the 3.0m wide lane.	N	Open	Preparing report to Council
2024-05-DV	4724	Cumberland Road	To increase the maximum height of an accessory structure from 4.5m to 5.3m for a live fire training facility.	N	Open	(Issued on October 1 in Q4)

2024-03-DV	2699	Dunsmuir Avenue	Increase number of signs from 2 to 3 and increase number of fascia signs from 1 to 2.	N	Issued	Issued July 8, 2024
2024-02-DV	2731	Dunsmuir Avenue	Installation of a second fascia sign, modification of existing fascia	Y	Issued	Issued August 21, 2024 (see also 2024-04-HAP).
2024-01-DV	2714	Dunsmuir Avenue	To waive requirement for bus/RV parking space and off-street loading space, elevator shaft height (was exempt from max height for residential use but use now changed to hotel and not exempt) and increase to maximum setback. (Cumberland Hotel site)	Y	Open	Initial review complete (see also 2024-03-HAP).

Development Permits

File Number	Address	Street Name	Purpose	Delegated Approval (y/n)	Status	Recent Activity
2024-04-DP		Bevan Road	DPA 1 Environmental Protection for 16-lot industrial subdivision	N	Open	Revised application received October 1, 2024
2024-03-DP	2794	Beck Avenue	Amendment to 2022-02-DP to facilitate a reconfiguration of the site for Cumberland storage	N	Open	
2024-02-DP		Kendal Avenue	DPA 1 Environmental Protection and DPA 4 Wildfire for Coal Valley Estates Phase 10/11 subdivision	N	Open	Reviewing application

2024-01-DP	2982	Ulverston Avenue	EV Charging stations for Emterra trucks	Y	Issued	Issued July, 2024
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1.c) Other Permit and Approval Applications List

File Number	Address	Street Name	Purpose	Delegated Approval (y/n)	Status	Recent Activity
3220-2100 Horbury Road	2100	Horbury Road	Floodplain exemption for Cabin 6 at Comox Lake Land Corporation.	N	Open	Preparing report to Council

1.d) Subdivision Applications List

File number	Address	Street Name	Purpose	Status	Recent Activity
2024-02-SV		Kendal Avenue	74 residential and mixed-use lots – Coal Valley Estates Phase 10/11 re-application	Review	On hold waiting direction from applicant
2024-01-SV		Bevan Road	16 industrial lots – Acciano Phase 2	PLR	Revised PLR issued September 20, 2024 after application amended
2023-02-SV	4703	Cumberland Road	7 lot residential bare land strata	Construction	DSA issued
2022-02-SV	2807	Windermere Avenue	2 lot residential	DSA	DSA approved September 16, 2024, awaiting applicant pick up
2021-01-SV		Beck Avenue	6 lot industrial	Maintenance	
2020-10-SV	3132	Grant Road	3 lot bare land strata industrial with building conversion	Maintenance	
2020-09-SV	2631	Derwent Avenue	4 lot residential	Maintenance	Boulevard planting outstanding
2020-08-SV	3268	Fifth Street	4 lot residential	Maintenance	
2020-04-SV	2814	Dunsmuir Avenue	2 lot residential	Maintenance	
2019-08-SV		Maple Street	24 lot residential	Maintenance	Park construction and boulevard planting still outstanding
2019-05-SV	2828	Maryport Avenue	2 lot residential	Maintenance	
2019-03-SV	4700	Cumberland Road	2 lot residential	Maintenance	
2017-04-SV		Carlisle Lane	8 lot residential	Maintenance	Park planting still outstanding
2017-02-SV		Coal Valley Estates	Phase 8 – 22 lot residential	Maintenance	Street tree maintenance period

ATTACHMENT 2 – Building Permit Statistics, Quarter 3, 2024

New Building Permits Issued

Note: A new dwelling with suite is reported as “duplex”

	2023 Totals	Q1 2024	Q2 2024	Q3 2024	Q4 2024	2024 Totals
Single Family Dwellings (SFD)	31	0	1	10		11
Secondary Suite Conversions	9	0	4	0		4
Duplex	2	0	0	0		0
SFD Additions and Renovations	24	4	4	9		17
Accessory Dwelling Units	10	2	2	1		5
Residential Accessory	1	1	1	0		2
Multi-family	0	0	0	0		0
Industrial & Utility	5	0	0	0		0
Commercial	2	5	2	1		8
Institutional	3	1	0	1		2
Demolition	3	1	1	0		2
TOTALS	90	14	16	22		52
<i>New dwelling units</i>	53	2	7	11		20

Res #	Date	Council Resolution	Assigned To	Status
COTW	2020-04-27	THAT the Committee of the Whole recommend that Council consider cash in lieu parking requirements for Camp Road neighbourhood during a comprehensive Village parking study.	DS	In Progress
COTW	2020-04-27	THAT the Committee of the Whole recommend that Council consider reducing the minimum setback to 0 meters and establishing a maximum setback of 2 metres for the Camp Road neighbourhood during the next zoning bylaw update.	DS	In Progress
	2020-11-09	THAT Council approve the revised Heritage Alteration Permit (2019-01-HAP REV) to collect a security for a mural or other decorative treatment of the east-facing wall of 2700 Dunsmuir Avenue and direct staff to prepare a report with mural options and process to complete the project for Council's consideration.	DS	Complete In Progress
	2020-11-09	THAT Council direct staff to provide report to Council with recommendations to the Village's Business Licence Bylaw (No. 896, 2009), Inter-Community Business Licence Bylaw (No. 995, 2013) and/or other policy needs such as vacation rental and/or mobile vending regulations.	DS CS	In Progress In Progress
COTW	2021-01-25	THAT Council direct Staff to develop a Village of Cumberland Complaint Handling Policy and staff to report back to Council with the draft policy and procedures for Council's consideration;	CS	In Progress
21-221	2021-06-28	THAT Council investigate an agreement with AirBnB to recoup the hotel tax that is currently being collected by the company.	CAO	In Progress
21-308	2021-12-13	THAT Council refer the correspondence from the Comox Valley Regional District regarding Communication Antenna Policy to staff and include a request for regular maintenance updates on the towers and a fulsome engagement process.	DS	In Progress
22-012	2022-01-10	THAT Council approve the Bevan Industrial Lands Implementation Plan dated November 2021; THAT Council direct staff to bring back items/actions within the Implementation Plan that are not included within current work plans and that may require further funding; and THAT Council approve the expenditure of up to \$25,000, to be funded through the Infrastructure Asset Renewal Reserve, for the Bevan Industrial Servicing Strategy (water supply and sanitary sewer) and THAT Council direct staff to bring forward an amendment to the adopted 2022-2026 Financial Plan Bylaw to reflect this expenditure.	DS DS CS CS	Complete Complete Complete Complete
22-503	2022-08-08	THAT Council refer the proposed Anti-Racial Discrimination and Anti-Racism Policy to staff for review and recommendation.	CS	In Progress
23-069	2023-04-11	THAT Council refer the request for improved cycling route to Courtenay to staff to liaise with the Comox Valley Regional District on the Regional Active Transportation Network Plan implementation and the Comox Valley Cycling Coalition, and include the CV Cycling Network Community Working Group as a stakeholder group for the Cumberland Transportation Master Plan.	EPW	In Progress
23-103	2023-05-08	THAT Council allow the Comox Strathcona Waste Management Centre an additional one (1) year to connect to Village water beyond the one-year requirement contained in the Municipal Water System Regulation and Fees Bylaw 1023, to allow a review of water servicing requirements; and THAT Council instruct staff to review the newly adopted DCC Bylaw and how it may be applied to the Comox Strathcona Waste Management Centre site, and to bring back a report for discussion at a future date.	EPW	In Progress In Progress
23-107	2023-05-08	THAT Council direct staff to work with the United Riders of Cumberland on a Project Partnership Agreement for the proposed paved pump track at Village Park and report back to Council with a draft agreement.	PR	In Progress
23-117	2023-05-29	That Council direct staff to work with owners of the Cayet land to include appropriate information about the land in the Official Community Plan Review for community engagement on future land use.	DS	In Progress
23-158	2023-07-10	THAT Council approve the climbing boulder in principle and refer the Climbing Boulder proposal to staff for follow up with the project proponents, and report back to Council with more information.	PR	In Progress
23-161	2023-07-10	THAT Council approve the development permit for the purpose of a 2-lot subdivision of the lots legally described as SECTION 34 TOWNSHIP 10 COMOX DISTRICT PLAN 552H EXCEPT THOSE PARTS SHOWN OUTLINED IN RED ON PLAN 21 RW AND IN PLANS VIP55123 VIP69987 EPP93477, EPP111856 AND EPP127706; and THAT PART OF SECTION 34, TOWNSHIP 10, COMOX DISTRICT, PLAN 552H INCLUDED IN PLAN 21 RW EXCEPT PART IN PLAN VIP69987 AND EPP111856.	DS	Complete

23-176	2023-07-24	THAT Council endorse the approach to a tree protection bylaw presented in the Tree Protection Bylaw Recommendations Report prepared by Diamond Head Consulting.	DS	In Progress
23-182	2023-07-24	THAT Council direct staff to include into the scope of the Complete Communities Project an analysis of the long-term servicing costs of different development patterns such as single-family compared to multi-family and include that information in the Official Community Plan review.	DS	In Progress
23-192	2023-09-11	THAT Council adopt Reserve Funds Establishment Amendment Bylaw No. 1185, 2023. THAT Council adopt the amended Reserve and Surplus Policy No. 3.5. THAT Council direct staff to work with the Homelessness and Affordable Housing Committee on eligibility criteria and application guidelines for funding from the Affordable Housing Reserve Fund.	DS	Complete Complete In Progress
23-214	2023-10-16	THAT Council direct staff work with the Comox Valley Food Policy Council to incorporate food policy into the Official Community Plan review; and That Council direct that the Village of Cumberland be a signatory to the Vancouver Island Food Charter.	DS CS	In Progress Complete
23-219	2023-10-16	That Council endorse the Comox Valley Local Governments Accessibility Framework. That Council direct staff to include an equity, diversity and inclusion (EDI) lens in the scope of the Accessibility Assessment and Action Plan. That Council refer the Accessibility Assessment and Action Plan scope to the Accessibility and Inclusion Committee. That Council direct staff to prepare an updated Accessibility and Inclusion Committee terms of reference.	CS	In Progress
23-253	2023-11-27	THAT Council not participate in the Comox Valley Track and Fields service; and THAT Council direct staff to work with the Comox Valley Regional District to determine an appropriate contract for service for the Comox Valley Track and Fields Service for the first and/or further years with the option to participate in the service in a year following the contract for services.	PR	In Progress
23-254	2023-11-27	THAT Council direct staff to initiate work with the City of Courtenay and other regional partners to develop a new sports field allocation policy and centralized booking function for the Comox Valley and to report back with recommendations.	PR	In Progress
23-255	2023-11-27	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.	DS CS	Complete Complete
23-267	2023-12-11	THAT staff be directed to develop policy around the activation and operation of warming centres and cooling centres in Village facilities.	PR	In Progress
24-004	2024-01-08	THAT Council direct staff to consider Perseverance Creek, fish habitat, and environmental flows during the pre-design of the No. 2 Dam project, and report back to Council with more detailed information, whether environmental flows can be achieved, and impacts to the drinking water supply.	EPW	In Progress
24-018	2024-01-22	THAT Council receive the recommended feedback to the Province of BC on the Regulations for Local Authorities discussion paper for BC's Modernized Emergency Management Legislation and that the feedback be submitted to the Province of BC by the January 31st deadline, and; THAT Council submit a joint letter with Comox Valley Emergency Management Service members and partners to the Premier and Minister of Emergency Management and Climate Readiness requesting a local government emergency management operational working group to collaborate in developing regulations under the Emergency and Disaster Management Act.	PS	Complete
24-021	2024-01-22	THAT Council direct staff to review the proposed Official Community Plan Amendment Bylaw No. 1178 and Zoning Amendment Bylaw No 1179 for the Comox Lake Land Corporation in regard to options on docks, accessory buildings height, and the upper limit of size of cabins expanded more than 1500 ft2.	DS	In Progress

24-032	2024-02-12	<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> <ul style="list-style-type: none"> a. \$791,700 to be funded through Community Works Funds; and b. \$406,000 to be funded through the Sewer and Water Infrastructure Asset Replacement Reserve; and c. \$187,300 to be funded through the Sewer Stabilization Reserve; and d. \$135,000 to be funded through Host Amenity Funds. <p>III. THAT Council direct staff to bring forward an amendment to the adopted 2024-2028 Financial Plan Bylaw to reflect this expenditure.</p> <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> <ul style="list-style-type: none"> a. Update the funding for the Sewer and Storm Master Plan with \$151,500 coming from the Linear Asset Renewal Reserve. b. Remove the \$135,000 contribution from the Host Amenity Funds towards the General Municipal Facility Asset Renewal Reserve. <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>	OP CS	In Progress Complete
23-043	2024-02-26	<p>THAT Council direct staff to work with the Comox Valley Regional District and the Cumberland Community Forest Society to bring the draft Conservation Plan for the Lands at Comox Lake and Perseverance Creek forward for collaborative dialogue with K’ómoks First Nation; and</p> <p>THAT Council direct staff to report back with a revised draft of the Conservation Plan for the Lands at Comox Lake and Perseverance Creek once K’ómoks First Nation has had the opportunity to engage in a meaningful way and the Nation’s concerns, if any, have been addressed in the document.</p>	PR	In Progress
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>	OP CS	Complete Complete
24-053	2024-03-18	<p>THAT Council support the Comox Valley Regional District’s application to the Union of BC Municipalities Community Preparedness Fund (Emergency Operations Centre Equipment and Training Stream) in the amount of up to \$150,000 to further build regional capacity to prepare for and respond to disasters and reduce risks from natural hazards in a changing climate;</p> <p>THAT the Comox Valley Regional District receive and administer any funding received from said grants in 2024-2025 on behalf of the Village of Cumberland.</p>	PR	Complete
24-054	2024-03-18	<p>THAT Council approve the regional pooling of the Village’s Indigenous Engagement Requirement Funding and authorize the Chief Administrative Officer to approve a joint contribution agreement for the Comox Valley Regional District Emergency Management Service to receive and administer funding on behalf of the Village of Cumberland.</p>	CAO	Complete
24-062	2024-03-25	<p>THAT Council direct the Corporate Officer to file a notice in the Land Title and Survey Authority of British Columbia against land legally described as:</p> <p>PID: 008-975-884 - Lot 10, Block 8, District Lot 21, Nelson District, Plan 522</p> <p>Civic Address: 2721 Derwent Avenue</p> <p>(the “Property”)</p> <p>for failure to comply with ‘Corporation of the Village of Cumberland Building Bylaw No. 949, 2012 pursuant to Section 57 of the Community Charter.</p>	DS	Complete
24-065	2024-03-25	<p>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.</p>	CS	Complete Complete
24-066	2024-03-25	<p>THAT Council direct staff to review the scope No. 2 Dam Project to include increasing storage capacity, trickle for fish, and and updated cost estimates for the project.</p>	OP	In Progress

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>	OP CS	In Progress Complete
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>	EPW CS	Complete Complete
24-096	2024-04-22	<p>THAT Council adopt amended Council Policy No. 9.5 Cannabis Retail Sales, and;</p> <p>THAT Council direct staff to consider a reduction in business license fees for cannabis retail so that they are consistent with similar businesses, in the upcoming report with recommendations for amendments to the Business Licence Bylaw No. 896, 2009.</p>	LS DS	Complete In Progress
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>	CAO CS	Complete Complete
24-109	2024-05-13	<p>THAT Council direct that heritage interpretation for the 00 Survey Benchmark be included in the upcoming Village Park master plan, and that the heritage interpretation be referred to the Heritage Committee for input.</p>	DS PR	In Progress
24-111	2024-05-13	<p>THAT Council direct staff to initiate the Cumberland Community Forest Park Management Planning process in spring 2024, and report back to Council with a proposed project scope and Financial Plan budget amendment; and,</p> <p>THAT Council direct staff to defer the Recreation and Culture Centre Facility Planning project to 2026.</p>	PR	In Progress
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>	PR CS	Complete Complete
24-125	2024-05-27	<p>THAT Council receive the presentation from Hans Seidemann, Project Manager with Colliers Project Leaders, related to a proposed change in disinfection treatment for the Wastewater Project.</p> <p>THAT Council approve the change from the current plan to utilize chlorine dioxide for the disinfection treatment process to the use of Ultraviolet treatment.</p> <p>THAT Council direct staff to provide K'ómoks First Nation with an update on the changes.</p>	EPW	Complete
24-126	2024-05-27	<p>THAT Council provide authorization to sole-source consulting work to Zinc Communications, Integrated Sustainability (Troy Vassos) and EcoFish for the Stage 3 LWMP.</p> <p>THAT Council direct staff to publish a notice of intent to sole-source consulting work to EcoFish for the Stage 3 LWMP for a value of up to \$90,000.</p> <p>THAT Council provide authorization to staff to allocate the approved budget of up to \$203,400 amongst the consultants to be hired for the Stage 3 LWMP.</p> <p>THAT Council provide authorization to Village staff to allocate the budget to, and execute contracts with, the various consultants as appropriate.</p>	EPW	Complete
24-127	2024-05-27	<p>THAT Council invite the K'ómoks First Nation Chief and Council to discuss collaboration on partnership opportunities.</p>	CAO	Complete

24-128	2024-05-27	THAT Council provide direction to staff on topics for meeting requests with Provincial cabinet ministers and staff at the 2024 Union of British Columbia Municipalities convention and report back to Council on these topics: hydroelectric generation, watershed protection and Watershed Security Fund, design improvements for the Comox Valley Parkway/Highway 19 interchange, and the regional topic of active transportation safe route between Cumberland and Courtenay.	CS	Complete
24-176	2024-06-10	THAT Council approve the temporary closure of Dunsmuir Avenue between First Street and Second Street from August 17, 2024, at 10:00 a.m. until August 18, 2024 at 1:30 a.m. subject to all other conditions of the event permit; and, THAT Council recommend the Chief Administrative Officer approve a Noise Control Bylaw exemption request from Cumberland Village Works to allow amplified music from the Rock the Block concert on Dunsmuir Avenue from 10:00 p.m. on August 17, 2024, until 12:30 a.m. on August 18, 2024.	PR	Complete
24-178	2024-06-10	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.	PR CS	Complete Complete
24-184	2024-06-24	THAT the Village of Cumberland join with other local governments to file a class action lawsuit to recover a fair share of our climate costs; and, THAT staff bring forward a plan to finance this during the budget process.	CS	Complete Complete
24-190	2024-06-24	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, THAT Council authorize the Chief Administrative Officer to execute the contract; and, THAT Council allocate an additional \$42,500 from the General Financial Stabilization Reserve for the 2024 solid waste collection services; and, THAT Council direct staff to bring forward an amendment to the adopted 2024-2028 Financial Plan Bylaw to reflect this funding reallocation.	EPW CS	Complete In Progress
24-197	2024-07-08	THAT Council refer the correspondence from the Royal Canadian Legion, Branch 28, Request to Waive Fees, to staff to bring a report back to Council on options for financial support.	PR	In Progress
24-200	2024-07-08	THAT staff bring forward some quick fix ideas for traffic calming on Maryport Avenue, Kendal Avenue, and the west end of Dunsmuir Avenue (known as Camp Road) that can be implemented in the near future.	EPW	Complete
24-202	2024-07-08	THAT Council appoint Rachel Parker, Corporate Officer, as chief election officer and appoint Michelle Mason, Chief Administrative Officer, as deputy chief election officer. 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.	CS	Complete Complete
24-211	2024-07-22	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.	DS	Complete
24-212	2024-07-22	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	DS	Complete
24-213	2024-07-22	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.	DS	Complete

24-214	2024-07-22	<p>THAT Council approve the commitment of up to \$380,300 for the purchase of the Rescue/Pump Emergency Vehicle with:</p> <ul style="list-style-type: none"> • \$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 <p>THAT Council approve the award of the purchase of the Rescue/Pump Emergency Vehicle to Rocky Mountain Phoenix; and</p> <p>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;</p>	PS CS	In Progress Complete
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>	CS	Complete Complete
24-216	2024-07-22	<p>THAT the Corporation of the Village of Cumberland enter into the 2024-2034 Canada Community Building Fund Agreement; and</p> <p>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.</p>	CS	Complete
24-217	2024-07-22	<p>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.</p>	EPW	Complete
24-224	2024-09-09	<p>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 create an improved data collection and reporting system for the Bylaw Service.</p>	DS CS	In Progress In Progress
24-225	2024-09-09	<p>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</p> <p>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.</p>	DS CAO	Complete
24-226	2024-09-09	<p>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.</p>	DS	In Progress
24-230	2024-09-09	<p>THAT Council appoint Matt Ishoy, Michael Tymchuk, Ken Barth, Brian Beaudry, and Chris Thomason as public members to the Liquid Waste Management Plan Wastewater Advisory Committee;</p> <p>THAT Council appoint Councillor Sullivan, Councillor Therrien, and Councillor Borecky as alternate representatives to the Liquid Waste Management Plan Wastewater Advisory Committee.</p> <p>THAT Council release the resolution to the public.</p>	EPW	Complete
24-235	2024-10-01	<p>THAT Council refer the correspondence from the Beaufort Family Health Society requesting an extension to the Bridge Funding Agreement to the Budget Committee of the Whole meeting scheduled for October 7, 15 and 21, 2024 for consideration in the 2025-2029 Financial Plan.</p>	CS	Complete
24-236	2024-10-01	<p>THAT Council refer the correspondence from the Cumberland Community Schools Society requesting an extension to the Bridge Funding Agreement to the Budget Committee of the Whole meeting scheduled for October 7, 15 and 21, 2024 for consideration in the 2025-2029 Financial Plan.</p>	CS	Complete
24-238	2024-10-01	<p>THAT Council accept the Village of Cumberland Housing Needs Report, September 2024.</p>	DS	In progress
24-239	2024-10-01	<p>THAT Council direct staff to use the remaining \$18,000 funds from existing 2024 traffic project budgets towards some traffic calming quick fix ideas for Dunsmuir Avenue (Camp Road) gateway treatment, and for Kendal Avenue including four-way stops and traffic calming curbs.</p>	EPW	In progress
24-240	2024-10-01	<p>THAT Council amend the Appendix A ‘Schedule of Signing Authority’ of the Purchasing Management Services Policy number 3.3 as presented.</p>	CS	Complete

24-241	2024-10-01	THAT Council approve the short-term borrowing from the Municipal Finance Authority through the Equipment Financing Program for an amount of \$54,000 for the purchase of an electric cargo van for a five year term that must be repaid in five years.	CS	In progress
24-242	2024-10-01	THAT Council approve Policy No. 15.1 Parks & Facilities Conduct & Compliance.	PR	In progress
24-244	2024-10-01	THAT Council approve the development variance permit (2024-05-DV) for the property described as Lot 1 District Lot 24 Nelson District Plan EPP59401 (4724 Cumberland Road).	DS	In progress
24-245	2024-10-01	THAT Council support an application to the UBCM Community Emergency Preparedness Fund: Volunteer and Composite Fire Department Equipment and Training 2024 program for \$40,000 to fund phase 2 and 3 of the training ground construction; and, THAT Council direct staff to bring forward and amendment to the adopted 2024-2028 Financial Plan Bylaw to reflect this expenditure.	PS CS	In Progress In Progress
24-246	2024-10-01	THAT Council approve policy 1.11, Remembrance Day Flyby Policy.	CS	Complete
24-248	2024-10-01	That Council require the applicant of zoning amendment application for Lot A, Plan VIP72022, Ulverston Avenue to hold a second public information meeting. THAT Council refer zoning amendment application for (Lot A, Plan VIP72022, Ulverston Avenue) to the Homelessness and Affordable Housing Committee and Advisory Planning Commission.	DS	In progress
24-249	2024-10-01	THAT Council direct staff to undertake preliminary work to determine the feasibility of the Village becoming a host partner in the BC Hydro Public EV Fast Charging Program.	EPW	In progress
24-250	2024-10-01	THAT Council authorize staff to move forward with replacement of the Public Works office roof (old fire hall building) immediately after obtaining three quotes; and, THAT Council approve the expenditure of up to \$55,000 for the Public Works office roof replacement to be funded through the Facility 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.	EPW CS	In progress In progress

COUNCIL MEMBER REPORT

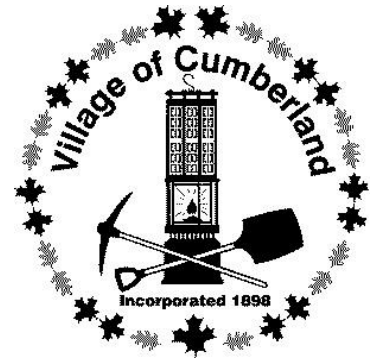


DATE: Oct 28, 2024
 TO: Mayor and Councillors
 FROM: Troy Therrien
 SUBJECT: Monthly Report for Sept/Oct 2024

Date	Event	Details
Sept23	Perseverance Bridge opening	<p>Attended opening of our new bridge over perseverance creek. We now have a safe and accessible bike/wheelchair/footpath to Coal beach. Please remember fires and motorized vehicles are not permitted in this area.</p> <p>https://www.comoxvalleyrd.ca/projects-initiatives/past-current-projects/conservation-plan-lands-comox-lake-and-perseverance</p>
Sept 20	Coalition to end homelessness	<p>Participated in a round table exercise to help the coalition set strategic priorities.</p> <p>Much of the discussion centered around difficulty navigating the system. Services are spread out and sometimes difficult to find or know they are available. People seeking help often have multiple issues. Finding ways to help people find and access the services they need will go a long way to helping them.</p> <p>And of course we need more deeply affordable and emergency housing.</p>
Sept 26	CSWM	<p>Attended Waste management board meeting.</p> <p>Items discussed included:</p> <p>Engagement with First nations regarding the upcoming solid waste management plan are ongoing.</p> <p>TECHNICAL MEMOS 7: Industrial, commercial and institutional and food waste reduction.</p> <p>Various options were presented for possible inclusion in the upcoming SWMP. Getting organics and recyclables out of the</p>

		<p>waste stream and into the compost/recycle stream at a commercial and industrial level is major goal of the board.</p> <p>Updates on the costs of converting the Northern landfills to transfer stations were presented. Funding these closures will be discussed at budget.</p>
Oct 3	Elected Officials forum	<p>Attended a CVRD committee of the Whole. We heard presentations from 4 speakers relating to climate change and the risks it presents to our communities. Especially moving was Mayor Goetz's talk on the flooding that occurred in Merritt and how several years later there are still many families not back in their homes.</p> <p>Speakers were:</p> <p>Michael Goetz, Mayor of the City of Merritt Maryam Sherkat, General Counsel & Chief Risk Officer, Municipal Insurance Association of BC Allison Ashcroft, Director of Sustainability, Municipal Finance Authority of BC Ben Geselbracht, City of Nanaimo and Regional District of Nanaimo</p> <p>A draft version of the CVRD climate action strategy was also presented.</p>

COUNCIL MEMBER MONTHLY REPORT



DATE: October 9th, 2024
TO: Mayor and Councillors
FROM: Neil Borecky
SUBJECT: September Monthly Council Report

September 14, 2024- Monthly Library Board Meeting

- Detailed discussion of the budget
- Discussion of Bookmobile resurrection

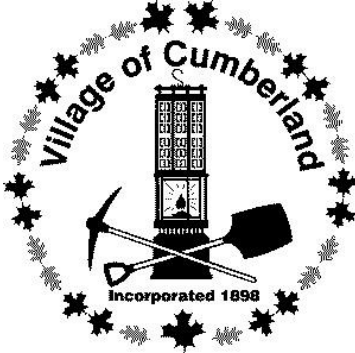
September 23rd, 2024- Perseverance Creek Bridge Opening Ceremony

- Present for a well-attended ceremony to open the Perseverance Creek Bridge with village notables.

September 26th, 2024 Monthly Heritage Committee Meeting

- Lengthy discussion about the Marocchi building as a statement of significance.
- Discussed incentivizing the retention of historical residential inventory
- Discussed extending the HCA between Derwent and Penrith.

COUNCIL MONTHLY REPORT



DATE: 17 October, 2024
 TO: Mayor and Councillors
 FROM: Nick Ward
 SUBJECT: October 2024 Monthly Report

Please accept this monthly report for information.

Date	Organization	Meeting/Event Comments
Thu 3	Village	Village Office Orientation
	CVRD	CVRD Elected Official Forum - Climate Change Strategy
Fri 4	Village	Strategic Priorities Review
		Financial Orientation
		Mayors Orientation
Mon 7	Village	Council Member Photo Session
		Special Council meeting - New Councillor oath of office
		Committee of the Whole-Budget
Wed 9	Village	New Councillor Orientation Day
Fri 11	Village	Fire Hall Tour
		Waste Water Treatment & Drinking Water Treatment Facilities Tour
	NDP Campaign	Meet with George Heyman outgoing BC Minister for Environment and Climate Change
Tue 15	Village	Committee of the Whole - Budget #2