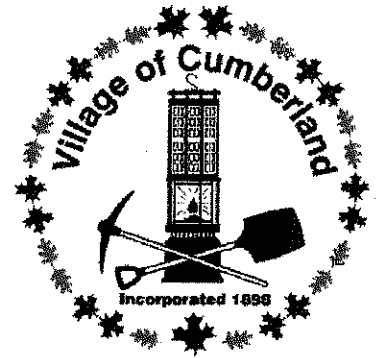


REGULAR AGENDA



CORPORATION OF THE VILLAGE OF CUMBERLAND

MEETING NO. 01/12/R

Regular Meeting of Council to be held Monday, January 9th, 2012 at 5:30 p.m. in the Village Council Chambers.

AGENDA

Page#

1. ANNOUNCEMENTS

Nil

2. APPROVAL OF AGENDA

- 2.1 Agenda for Regular Council Meeting, January 9, 2012
Recommend THAT Council approve the Agenda for the Regular Council Meeting, January 9, 2011.

3. ADOPTION OF MINUTES OF COUNCIL MEETING

- 3.1 Minutes of the Regular meeting held Monday, December 12th, 2011.
Recommend THAT Council approve the minutes of the Regular Meeting held December 12th, 2011

1

4. INTRODUCTION OF LATE ITEMS

Nil

5. MOTIONS AND RESOLUTIONS

- 5.1 Notice of an in camera meeting under the provisions of Section 90 (1) (i) of the Community Charter.
Notice is hereby given that an in camera meeting closed to the Public will be held at the conclusion of the regular meeting to consider:
- the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose

Recommend THAT notice is hereby given that pursuant to Section 90 (1) (i) of the Community Charter an in camera meeting closed to the public will be held at the conclusion of the regular meeting to consider:

- **the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose.**

6. DELEGATIONS

- 6.1 John Watson, Executive Director and Murray Presley, President, Comox Valley Economic Development 12
- Permissive Tax Exemption – Vancouver Island Visitor Centre
- Recommend THAT Council receive the delegation of John Watson, Executive Director and Murray Presley, President, Comox Valley Economic Development re: Permissive Tax Exemption – Vancouver Island Visitor Centre**

7. UNFINISHED BUSINESS

- 7.1 Lee and Grace Gingrich - Stronghold Restorative Justice Business Proposal delegation from December 12, 2011 meeting 17
- Donation or any support that the Village can give
- Recommend THAT council receive the proposal for information as a follow up to the December 12, 2011 delegation.**

8. CORRESPONDENCE

- 8.1 T.E. Gray, Inspector, Officer in Charge, CV RCMP 25
- Comox Valley RCMP Monthly Policing Report – November, 2011
- Recommend THAT Council receive the December 1th, 2011 letter from T.E. Gray, Inspector, Officer in Charge, CV RCMP re: Comox Valley RCMP Monthly Policing Report – November, 2011.**
- 8.2 Sgt. Tom Norton, Acting Officer in Charge, Crime Prevention & Program Support Services, RCMP 27
- Crime Prevention through Environmental Design (CPTED)
- Recommend THAT Council receive the December 8th, 2011 letter from Sgt. Tom Norton, Acting Officer in Charge, Crime Prevention & Program Support Services, RCMP re: Crime Prevention through Environmental Design (CPTED).**

- 8.3 Bill MacGougan, Assessor for Vancouver Island Region, BC Assessment 28
- 2012 Assessment Information
- Recommend THAT Council receive the December 8th, 2011 letter from Bill MacGougan, Assessor for Vancouver Island Region, BC Assessment re: 2012 Assessment Information.***
- 8.4 Minister Michael de Jong, QC, Ministry of Health 29
- Proposed Hospital Redevelopment
- Recommend THAT Council receive the December 14th, 2011 letter from Minister Michael de Jong, QC, Ministry of Health re: Proposed Hospital Redevelopment.***
- 8.5 Paul Ives, Mayor, Town of Comox 31
- Comox Valley Youth Advisory Committee
- Recommend THAT Council receive the December 15, 2011 letter from Paul Ives, Mayor, Town of Comox re: Comox Valley Youth Advisory Committee.***
- 8.6 Liang Jianyoun, Mayor of Putian City 39
- Congratulatory letter
- Recommend THAT Council receive the December 16th, 2011 letter from Liang Jianyoun, Mayor of Putian City re: Congratulatory letter.***
- 8.7 Dave Lacelle, CVEC Secretary, Comox Valley Environmental Council 41
- Request for Village of Cumberland representative
- Recommend THAT Council receive the December 29th, 2011 letter from Dave Lacelle, CVEC Secretary, Comox Valley Environmental Council re: Request for Village of Cumberland representative.***
- 8.8 Kevin Wallace, David Klassen, Mark Fortin, Cumberland Strategic Investments 46
- Request for response regarding the new Vancouver Island Regional Library site
- Recommend THAT Council receive the January 19th, 2012 letter from Kevin Wallace, David Klassen, Mark Fortin, Cumberland Strategic Investments re: Request for response regarding the new Vancouver Island Regional Library site.***

9. REPORTS

- 9.1 2011 Municipal Election Results 47
Prepared by Joanne Rees, Chief Election Results
Recommend THAT Council receive the 2011 Municipal Election Results report for information.
- 9.2 Development Variance Permit Application – Mathieu 50
Prepared by Joanne Rees, Planner
Recommend THAT Council receive “Development Variance Permit Application - Mathieu” prepared by Joanne Rees, Planner dated December 23, 2011;
AND THAT Council grant the Development Variance Permit (File 11-08-DV – Mathieu) for property legally described as Lot 9, Block 23, District Lot 21, Nelson District, Plan 522C (2799 Derwent Avenue) to vary the front lot line setback from the permitted 3.0metres to 0.34metres in accordance with the site drawing contained in the draft Development Variance Permit which is attached to the report as Appendix A.
- 9.3 Development Variance Permit Application – Russell 55
Prepared by Joanne Rees, Planner
Recommend THAT Council receive “Development Variance Permit Application - Russell” prepared by Joanne Rees, Planner dated December 23, 2011;
AND THAT Council grant the Development Variance Permit (File 11-07-DV – Russell) for property legally described as Lot 12, Block 14, District Lot 21, Nelson District, Plan 522A (2763A&B Maryport Avenue) to vary:
- a) the front lot line setback from the permitted 3.0metres to 1.75metres;
 - b) the left side lot line setback from the permitted 1.5metres to 0.72metres;
 - c) the right side lot line setback from the permitted 3.5metres to 0.54metres;
- in accordance with the survey certificate prepared by Rick Kuss, BCLS dated October 28, 2011 contained in the draft Development Variance Permit which is attached to the report as Appendix A.**

- 9.4 December 29, 2011 Committee of the Whole Meeting Recommendations 61

9.4.1 Procedural Bylaw Amendments

Recommend THAT the Village of Cumberland Procedural Bylaw No. 859, 2007 and Village of Cumberland Procedural Bylaw No. 879, 2007 be amended to reflect the changes discussed during the December 29, 2011 Committee of the Whole Meeting and that these changes be incorporated into a new Village of Cumberland Procedure Bylaw to be brought to Council for consideration.

9.4.2 Purchase of Goods and Services Policy

Recommend THAT the Village of Cumberland Purchase of Goods and Services Policy be reviewed by staff and that a new Purchase of Goods and Services Policy be brought to Council for consideration.

9.4.3 Council Communications Policy

Recommend THAT the Village of Cumberland Staff, Committee and Public Communications to Council Policy be amended to reflect the changes discussed during the December 29, 2011 Committee of the Whole Meeting and that these changes be incorporated into a new Staff and Council Communications Policy to be brought to Council for consideration.

9.4.4 February Committee of the Whole Meeting

Recommend THAT the Village of Cumberland hold a Committee of the Whole meeting in February to discuss possible committees of Council.

9.4.5 Village of Cumberland Municipal Website

Recommend THAT Council approve the expenditure of up to \$18,000 for the purposes of creating a new municipal website for the Village of Cumberland AND THAT this expenditure be added to the 2012 Village of Cumberland Financial Plan.

9.5 Engineering Report to December 31, 2011 63
Prepared by Bob Hoffstrom, P. Eng., Village Engineer
Recommend THAT Council receives the "Engineering Report to December 31, 2011" for information.

9.6 Comox Valley Landfill Impact on Bevan Rd. and Cumberland Rd. 75
Prepared by Bob Hoffstrom, P. Eng., Village Engineer
Recommend THAT Council receive the Comox Valley Landfill Impact on Bevan Rd. and Cumberland Rd. report.

AND THAT as an interim measure, the Village of Cumberland increase maintenance on Bevan Road as outlined in Option 3 over the next 1-2 year period with an annual budget allocation equivalent to the Comox Valley Regional District maintenance grant. Starting with drainage improvements and a more detailed road condition field evaluation including bore holes and Benkelman beam testing;

AND THAT the Village of Cumberland provide to Comox Valley Regional District a certified statement by January 15, 2012 detailing:

- a. **How the 2011 funds provided have been spent, and how any unspent funds are planned to be spent.**
- b. **Provide to CVRD a statement of future planned use of funds to be received through the road maintenance grant program.**

AND THAT the Village of Cumberland seek further financial assistance from the Comox Valley Regional District and senior levels of government in order to complete the rehabilitation and structural works identified by further investigations proposed in the report. Arguments for assistance will include the fact that the Pidgeon lake Landfill is a regional benefit, and the cost burden to rehabilitate and maintain both Bevan Road and Cumberland Road should have a significant regional contribution.

9.7 Approving Officer and Deputy Approving Officer Appointments 86
Prepared by Sundance Topham, Chief Administrative Officer
Recommend THAT pursuant to Section 77 of the Land Title Act Council appoint Sundance Topham, Chief Administrative Officer, as Approving Officer for the Village of Cumberland and Graham Savage as Deputy Approving Officer for the Village of Cumberland.

- 9.8 Climate Action Revenue Incentive (CARIP) Public Report 88
 Prepared by Michelle Mason, Financial Officer
Recommend THAT Council receive the Climate Action Revenue Incentive (CARIP) Public Report dated January 4, 2012;
AND THAT the Council of the Corporation of the Village of Cumberland approve the attached Climate Action Revenue Incentive (CARIP) Public Report for 2011 for posting on the Village of Cumberland website.
- 9.9 The 2011 Audit Service Plan 98
 Prepared by Michelle Mason, Financial Officer
Recommend THAT Council receive The Corporation of the Village of Cumberland Audit Service Plan for the 2011 Year-end for information.
- 9.10 December 2011 Chief Administrative Officer Report 128
 Prepared by Sundance Topham, Chief Administrative Officer
Recommend THAT Council receive the December 2011 Chief Administrative Officer Report for information.
- 9.11 December 2011 Administration Department Report 131
 Prepared by Michelle Mason, Financial Officer
Recommend THAT Council receive the December 2011 Administration Department report for information.
- 9.12 Council Reports
- 9.12.1 Mayor Leslie Baird 133
 - 9.12.2 Councillor Gwyn Sproule 134
 - 9.12.3 Councillor Roger Kishi 135
 - 9.12.4 Councillor Kate Greening 136
 - 9.12.5 Councillor Conner Copeman 137
- Recommend THAT the Council reports be received.**
10. BYLAWS
 Nil
11. NEW BUSINESS
- 11.1 Staff Appointments – 2012 138
 Prepared by Sundance Topham, Chief Administrative Officer
Recommend THAT Council receive the Staff Appointments - 2012 memo for information.

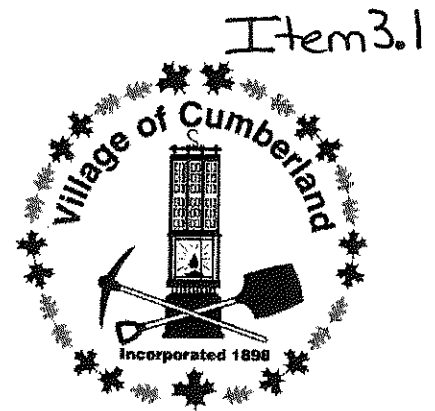
12. QUESTION PERIOD

13. ADJOURNMENT

Recommend THAT pursuant to Section 90 (1) (i) of the Community Charter Council adjourn into a closed meeting to consider:

- ***the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose.***

REGULAR MINUTES



CORPORATION OF THE VILLAGE OF CUMBERLAND

MEETING NO. 21/11/R

Regular Meeting of Council held Monday, December 12th, 2011 at 5:30 p.m. in the Village Council Chambers.

COUNCIL

Mayor Leslie Baird
Councillor Gwyn Sproule
Councillor Roger Kishi
Councillor Kate Greening
Councillor Conner Copeman

STAFF

Sundance Topham, CAO
Michelle Mason, Financial Officer,
Recording Secretary
David Durrant, Mgr. of Community Services
Judith Walker, Planner

Meeting called to order at 5:30 p.m.

1. ANNOUNCEMENTS

2. APPROVAL OF AGENDA

2.1 Agenda for Regular Council Meeting, December 12, 2011

Motion: 11-206

GREENING/SPROULE:

THAT Council approve the Agenda for the Regular Council Meeting, December 12, 2011.

CARRIED

3. ADOPTION OF MINUTES OF COUNCIL MEETING

Minutes

3.1 Minutes of the regular meeting held Monday, November 28th, 2011.

Motion: 11-207

GREENING/SPROULE:

THAT Council approve the minutes of the regular Council meeting held November 28th, 2011.

CARRIED

DRAFT

3.2 Minutes of the Inaugural meeting held Monday, December 5th, 2011.

Motion: 11-208

KISHI/GREENING:

THAT Council approve the minutes of the Inaugural Meeting held December 5th, 2011.

CARRIED

4. INTRODUCTION OF LATE ITEMS

Nil

5. MOTIONS AND RESOLUTIONS

Motions &
Resolutions

5.1 Committee of the Whole meeting of Council on Thursday, December 29th, 2011 in the Village Council Chambers

- Procedural Workshop

Motion: 11-209

SPROULE/GREENING:

THAT Council hold a Committee of the Whole meeting on December 29th, 2011 at 10:00 AM at the Village of Cumberland Council Chambers.

CARRIED

5.2 Committee of the Whole meeting of Council on Monday, January 16th, 2012 in the Village Council Chambers

COTW
Meetings

- Trilogy update – John Evans
- Water and sewer update – Municipal Engineer

Motion: 11-210

GREENING/KISHI:

THAT Council hold a Committee of the Whole meeting on January 16th, 2012 at 5:30 PM at the Village of Cumberland Council Chambers.

CARRIED

5.3 Village of Cumberland Office Christmas Hours

Christmas
Hours

- Village Office closed at noon on Friday, December 23rd

Motion: 11-211

GREENING/SPROULE:

THAT the Village of Cumberland Office close at noon on Friday, December 23rd, 2011.

CARRIED

DRAFT

6. DELEGATIONS

6.1 Lee and Grace Gingrich

- Stronghold Restorative Justice Business Proposal

Motion: 11-212

SPROULE/COPEMAN:

THAT Council receive the delegation of Lee and Grace Gingrich re: Stronghold Restorative Justice Business Proposal.

Stronghold Restorative Justice

CARRIED

- Discussion surrounding Community Justice liaisons, costs and logistics of referrals and partners for the program – a donation or any other way that the Village of Cumberland can support the program was requested.

7. UNFINISHED BUSINESS

7.1 Motion: 11-213

GREENING/SPROULE:

THAT Village Staff provide technical support to the owner of the Waverley Hotel to help with accessibility access

AND THAT the Village of Cumberland provide a letter of support to the Waverley Hotel for their accessibility funding application.

Waverley Hotel Accessibility

CARRIED

8. CORRESPONDENCE

8.1 Donna Lemay

- Heritage Tree

Motion: 11-214

KISHI/SPROULE:

THAT Council receive the November 30th, 2011 letter from Donna Lemay re: the heritage tree at 2750 Dunsmuir Avenue.

Heritage Tree

CARRIED

General discussion took place in regards to tree protection in the Village of Cumberland. Staff also noted they will be bringing forward information in regards to reinstating the Village Heritage Commission as well as a tree bylaw in the new year.

DRAFT

- 8.2 Heath Slee, President, UBCM Gas Tax
 - Gas Tax Agreement Community Works Fund Payment

Motion: 11-215

SPROULE/GREENING:

THAT Council receive the November 24th, 2011 letter from Heath Slee, President, UBCM re: Gas Tax Agreement Community Works Fund Payment.

CARRIED

- Discussion surrounding criteria of the projects that would use this funding

- 8.3 Claudette Preece for Comox Valley Chapter, Council of Canadians CETA Agreement
 - CETA Agreement

Motion: 11-216

KISHI/GREENING:

THAT Council receive the November 21st, 2011 letter from Claudette Preece for Comox Valley Chapter, Council of Canadians re: CETA Agreement.

CARRIED

Motion: 11-217

KISHI/GREENING:

WHEREAS the government of Canada and the European Union have been negotiating a trade agreement known as the Comprehensive Economic and Trade Agreement (CETA); and

WHEREAS the European Union and EU – based corporations are insisting on unobstructed access to procurement by sub national governments – including municipalities, school boards, universities, hospitals and other provincial agencies – which could significantly reduce or eliminate the right to specify local priorities when public money is invested in goods, services or capital projects; and

WHEREAS Canadian municipalities have expressed growing concerns with trade agreements and their potential impacts on municipal programs and services and local autonomy; and

DRAFT

WHEREAS unobstructed access to Canadian municipal procurement by both EU and Canadian corporations, combined with investment protections in CETA on government concessions related to transit, water, electricity and other social services delivered locally may encourage privatization and reduce development options for local communities; and

WHEREAS the provincial and territorial governments have been actively involved in negotiating CETA with the European Union:

THEREFORE BE IT RESOLVED that the Council of the Village of Cumberland request:

- A briefing from the British Columbia government on the scope and content of trade negotiations with the European Union, including the details of its procurement, services and investment offers to the EU;
- The Federation of Canadian Municipalities provide a sector-by-sector analysis of the potential impacts on municipal functions and powers of procurement regime that the European Union is seeking, and which exists already in the WTO Agreement on Government Procurement;
- The Federation of Canadian Municipalities urge the government of Canada not to provide the European Union with access to sub national government procurement;
- The government of British Columbia negotiate a clear, permanent exemption for local governments from CETA; and
- That this resolution be sent to Vancouver Island North MP – John Duncan, Comox Valley MLA – Don McRae, the Federation of Canadian Municipalities and the Union of BC Municipalities for consideration and response.

CARRIED

9. REPORTS

9.1 Greenhouse Gas (GHG) Emissions Policy
Prepared by Judith Walker, Senior Planner
Motion: 11-218
KISHI/COPEMAN:

Greenhouse
Gas

THAT Council receive the Greenhouse Gas (GHG) Emissions Policy.

CARRIED

Motion: 11-219
KISHI/COPEMAN:

THAT Council approves the summary of recommendations as outlined in the report.

CARRIED

Motion: 11-220
GREENING/SPOULE:

THAT Council refer this report and issues to the January 2012 Village Hall meeting so that the community can be involved and take it forward into the budget process.

CARRIED

- 9.2 Community Recreation Program Application Community Recreation
Prepared by David Durrant, Manager of Community Services

Motion: 11-221 Grant App.
SPOULE/KISHI:

THAT Council receive the Manager of Community Services Report; AND THAT the Corporation of the Village of Cumberland supports the Community Recreation Program Application, entitled Cumberland Village Park Infrastructure Project, to a maximum total of \$404,945 to construct a community skate park, replace the Village Park playground structure, and resurface both the tennis and basketball courts.

IN FAVOUR

- BAIRD
- SPOULE
- KISHI
- COPEMAN

OPPOSED

- GREENING

CARRIED

- 9.3 Request for Proposals / Collection and Disposal of Waste and Recyclable Materials Waste & Recyclable RFP
Prepared by David Durrant, Manager of Community Service

DRAFT

Motion: 11-222
KISHI/SPROULE:

THAT Council receives the Manager of Community Services Report;
AND THAT the Corporation of the Village of Cumberland enters into
a Collection and Disposal of Waste and Recyclable Materials
Contract with Sun Coast Waste Services for the period January 1,
2012 to December 31, 2014.

CARRIED

9.4 Appointment of Signing Officers
Prepared by Michelle Mason, Financial Officer
Motion: 11-223
KISHI/SPROULE:

Financial
Signing
Officers

THAT Council receive the Appointment of Signing Officers report,
December 12, 2011;

AND THAT the Council of the Corporation of the Village of
Cumberland hereby appoints the following persons as authorized
Signing Officers for the Corporation of the Village of Cumberland:

- (1) Michelle Mason and Sundance Topham;
- (2) Michelle Mason OR Sundance Topham,
AND any one of the following persons:
Mayor Leslie Baird;
Councillor Gwyn Sproule; or
Councillor Kate Greening;

AND FURTHER THAT this same authority as set out above is
required to access the Corporation of the Village of Cumberland
safety deposit box;

AND FURTHER THAT Michelle Mason, Financial Officer; Teresa
Allen, Administration Clerk; or Georgina McDowell, Accounting
Clerk be authorized to pick up and receive documentation
to/from Financial Institutions on behalf of the Corporation of
the Village of Cumberland.

Motion: 11-223
AMENDMENT
GREENING/SPROULE:

THAT the motion be amended to add the word "Financial" in front of "Signing Officers"

CARRIED

Motion: 11-224
MAIN MOTION AS AMENDED
KISHI/SPROULE:

Officers

THAT Council receive the Appointment of Signing Officers report, December 12, 2011;

AND THAT the Council of the Corporation of the Village of Cumberland hereby appoints the following persons as authorized Financial Signing Officers for the Corporation of the Village of Cumberland:

- (1) Michelle Mason and Sundance Topham;
- (2) Michelle Mason OR Sundance Topham,
AND any one of the following persons:
Mayor Leslie Baird;
Councillor Gwyn Sproule; or
Councillor Kate Greening;

AND FURTHER THAT this same authority as set out above is required to access the Corporation of the Village of Cumberland safety deposit box;

AND FURTHER THAT Michelle Mason, Financial Officer; Teresa Allen, Administration Clerk; or Georgina McDowell, Accounting Clerk be authorized to pick up and receive documentation to/from Financial Institutions on behalf of the Corporation of the Village of Cumberland.

CARRIED

9.5 Municipal Auditor Appointment for the 2011 Year-end
Prepared by Michelle Mason, Financial Officer

Municipal
Auditor

DRAFT

Motion: 11-225
GREENING/SPROULE:

Appointment

THAT Council receive the Municipal Auditor Appointment for the 2011 Year-end report, December 12, 2011;

AND THAT Council appoints the audit firm of Meyers Norris Penny for the 2011 financial year.

CARRIED

9.6 Wastewater Treatment Lagoon Upgrades – Phase 2 Tender Prepared by Sundance Topham, Chief Administrative Officer
Motion: 11-226
KISHI/SPROULE:

Wastewater Treatment Lagoon Upgrades

THAT Council receive the Wastewater Treatment Lagoon Upgrades – Phase 2 Tender report;

AND THAT the Village of Cumberland award a contract to Robinson Contracting Ltd. for the tendered amount of \$235,649.19 plus HST and proceed with the Optional Items if sufficient funding is available.

CARRIED

9.7 November 2011 Administration Department Report Prepared by Michelle Mason, Financial Officer
Motion: 11-227
KISHI/GREENING:

Admin. Dept. Report

THAT Council receive the November 2011 Administration Department report for information.

CARRIED

9.8 Community Services Update Prepared by David Durrant, Manager of Community Services
Motion: 11-228
KISHI/SPROULE:

Community Services Report

THAT Council receive the November 2011 Community Services Update report for information.

CARRIED

DRAFT

- 9.9 Report to Council Meeting November 2011 Activities Planning Report
 Prepared by Judith Walker, Senior Planner
 Motion: 11-229
 KISHI/SPOULE:

THAT Council receive the November 2011 Activities report for information.

CARRIED

- 9.10 Council Reports Council Reports
 - 9.10.1 Mayor Leslie Baird
 - Motion: 11-230
 - BAIRD/GREENING:

THAT the report from all of Council be received.

CARRIED

9.10.2 Councillor Gwyn Sproule - verbal report

9.10.3 Councillor Roger Kishi - verbal report

9.10.4 Councillor Kate Greening - verbal report
A plaque was presented to Council from the Comox Valley Community Justice Society

9.10.5 Councillor Conner Copeman - verbal report

10. BYLAWS

- 10.1 "The Corporation of the Village of Cumberland 2011 – 2015 Financial Plan Amendment Bylaw No. 957, 2011" Bylaw 957
 - Fourth reading and adoption

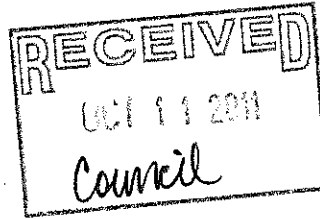
Motion: 11-231
GREENING/KISHI:

THAT Council give final reading to and approve The Corporation of the Village of Cumberland 2011 – 2015 Financial Plan Amendment Bylaw No. 957, 2011.

CARRIED

October 11, 2011

Village of Cumberland
 Mayor Fred Bates
 Box 340
 Cumberland, BC V0R 1S0



INVEST
COMOX Wildly
 Economically Sophisticated.
 Unconventional. **Valley**

Comox Valley Economic Development
 102-2435 Mansfield Drive
 Courtenay, Vancouver Island
 British Columbia, Canada
 V9N 2M2

Re: Permissive Tax Exemption – Vancouver Island Visitor Centre – Via Email

Dear Mayor Bates,

We are writing to respectfully request consideration under the Community Charter for exemption from taxes for the Vancouver Island Visitor Centre, currently under construction on Small Road.

We are of the understanding that the Comox Valley Economic Development Society's ownership and use of the property may qualify us for a permissive exemption under Section 224 of the Community Charter, however we were not aware of the process for BC Assessment engagement in a valuation of the building before completion of construction, nor aware of the deadline of October 31st for council to pass a by-law to this effect. We apologize for the lateness of our request in this matter as a result.

Our review of the relevant Charter sections indicates that a tax exemption may be provided for a purpose that is directly related to the purposes of the Corporation. As the Village of Cumberland is delivering its Economic Development Service along with tourism and visitor services via the Comox Valley Economic Development Society at the new Visitor Centre, it would seem that an exemption could be considered in this case.

If the Village is willing to consider this request, we understand that the term of exemption would need to be set for a term not longer than 10 years. Given the nature of the Comox Valley Economic Development Society's funding being provided by the four local Governments, it is reasonable to suggest that any funding provided towards payment of local taxes would in part be paid by the Village of Cumberland itself. A large portion of that payment would then be allocated to the various regional and provincial requirements such as schooling and other services. We would respectfully request that Council consider a longer term, so that some degree of certainty on costs can be established as the new Centre is set to open in the coming year.

A short review of other similar situations indicates that exemptions have been provided in Parksville for the Visitor Centre operated by their Chamber of Commerce; the newly constructed Visitor Centre in Port Alberni within the Alberni Clayquot Regional District, the Port Alberni Maritime Heritage Society and the Western Vancouver Island Industrial Heritage Society.

Toll Free 1.877.848.2427
 Tel 250.334.2427
 Fax 250.334.2414

investcomoxvalley.com

We have included a brief summary on general and basic uses, programs and services, target audience and educational value, as well as property related environmental considerations of the Centre. Attached materials that may be necessary for your review are also provided:

- Certificate of Incorporation
- Constitution and Bylaws
- 2011 Approved Work Plan
- Visitor Centre Title Documentation

We appreciate the Village's consideration in this request. It has been a challenging but rewarding project to see the construction of a new Visitor Centre within the Village's boundaries. While these types of projects are often most visible in the construction phase and to the proponents that are active at that time, the genesis for such development often comes from strategy and consultation occurring in the past. In this case, with Council's direction and support over the years, the Visitor Centre fulfills a key recommendation of the Village's 1986 Economic Development Strategy Plan to see the development of tourism infrastructure and the Society is pleased to have been a part of this significant project.

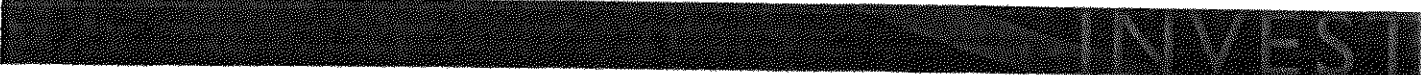
Thank you for your consideration and please do not hesitate to contact myself or our Executive Director John Watson if you require any further information.

Yours truly,



Murray Presley
President, Comox Valley Economic Development Society

cc. Councillor B. Moncrief, Village of Cumberland Representative, CVEDS
Mr. David Durrant, Acting CAO, Village of Cumberland



PRINCIPLE USE OF THE PROPERTY

The Vancouver Island Visitor Centre has a primary objective of motivating the visitor to experience the wide range of tourism products and services available in the Village of Cumberland, the Comox Valley, Vancouver Island and the rest of British Columbia. The intent is to increase length of stay and per diem expenditures to the regions economy by providing a full range of visitor services to the traveling public.

Historically, funding for the Centre has been provided from the Comox Valley Regional District (CVRD) to the Comox Valley Economic Development Society, which contracted visitor services to the Cumberland and Comox Valley Chambers of Commerce. Funding will now go to this new Centre, with additional funding from the Ministry of Jobs, Tourism and Innovation based upon visitor party numbers. The Centre will also generate some revenue to offset operation costs from the commission sales of tourism experiences through the Centre (i.e. accommodation and tour packages). Reporting of the Centres activities will be provided to the local governments via Comox Valley Economic Development's quarterly reporting requirements with the CVRD.

Strategically located in the Village of Cumberland at the interchange of the Inland Highway (19) and the Comox Valley Parkway (exit 17), the Vancouver Island Visitor Centre expects to serve 20,000 visitor parties (50,000 visitors) in its first full year of operations in 2012.

PROGRAMS AND SERVICES

Key activities of the Vancouver Island Visitor Centre include:

- Promoting travel destinations and routes, and tourism products and services throughout the Village of Cumberland, Comox Valley, Vancouver Island and the rest of the province to the general public, as well as BC, Canadian and International travellers.
- Detailed trip planning that will increase the economic and social benefits of the tourism industry locally, regionally and provincially.
- Reservation bookings for accommodations and other tourism product inventory including, but not limited to, events, transportation, tours and activity packages.
- Promote and facilitate greater collaboration among tourism operators, arts and culture events and products, resorts, hotels and tour operators to improve the capacity to package and deliver outstanding tourism experiences, and ensure these initiatives support the Comox Valley Tourism Plan and Comox Valley Visitor Services Strategy developed by the community and industry stakeholders.
- The Centre's Exhibit Gallery is designed, themed and layered to appeal to and promote diverse products to a broad audience. The interpretive exhibits present the cultural, industrial and regional attractions through interpretive and immersive exhibits experiences to drive increased participation and sales of the products available in the area. Local museums, festivals and events, tourism experiences are all presented to drive increased visitation to these communities and venues.
- Generate tourism-based economic benefits for the Village of Cumberland, Comox Valley and the north central Vancouver Island and coastal regions.
- Provide an opportunity for a diverse range of user groups and stakeholders to partner together and utilize the Centre for cultural, educational and community promotional programs and initiatives.

AUDIENCE

Visitors and users of the Centre range from independent travelers to local residents, from industry groups to senior groups. This includes, but is not limited to:

- Industry sectors that wish to showcase their business opportunities to potential investors
- Teachers bringing school groups for hands-on educational experiences
- Individuals and companies that are interested in relocating to the region, as well as investing and starting businesses
- Local residents that bring their friends and family from out of town
- Arts and culture groups who wish to launch events and initiatives
- Local governments that wish to present their communities to visiting dignitaries and delegations

ENVIRONMENTAL

The Vancouver Island Visitor Centre was donated the Roy Creek sensitive watershed lands as a way to showcase and preserve some of the regions environmentally sensitive areas. Additionally, the Centre was constructed to mirror as many LEED standards as possible in order to highlight the regions efforts and values around sustainability and the environment.

**The Corporation of the Village of Cumberland
2011 - 2015 Financial Plan Bylaw No. 940, 2011**

SCHEDULE B

**Policies and Objectives
Pursuant to Subsection 165 (3.1) of the Community Charter**

Classes 3, 8 and 9 continue to receive a 1:1 ratio with Class 1. The Municipality recognizes the need to attract and retain businesses and industry for economic development and to not rely heavily on any one industry as a tax source. Council believes that non-residential rates currently reflect that philosophy and no changes are proposed.

The Use Of Permissive Tax Exemptions

The Corporation of the Village of Cumberland Council does not generally support exemptions. Tax payers within the various property classes are treated equitably and policies are established for each class not individual property owners. There are two exceptions to this policy.

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

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

Item 7.1

RECEIVED
DEC - 2 2011

Stronghold Restorative Justice

BUSINESS PROPOSAL

Lee and Grace Gingrich
Administrators
2199 Miracle Beach Drive

Black Creek , British Columbia V9J 1K3
Canada]

250 337 5262
stronghold4justice@gmail.com

Introduction:

Stronghold Restorative Justice is pleased to present the community of Comox Valley with this proposal. We understand the destruction of personal and private property that our community is faced with and we recognize the unique opportunity available to make a difference in the lives of youth when inter-agencies connect. There is great importance in the restoration of community. Vandalism is increasing in society at large (as demonstrated recently in Vancouver at the NHL games). We are uniquely positioned to successfully counteract this trend.

Goals and Outcomes:

Having carefully considered the matter, we are confident that our proposed services will be most effective: our goal is to control vandalism by making young offenders participate in restorative services and connect with their victims in a positive manner. The intent is to work alongside young offenders making restitution, once or twice weekly, over the course of a year. We hope to get 10 - 12 local organizations to each contribute an average of 5 thousand dollars, per annum. School District 71 has given us \$5 thousand and is our first support in community partnership. We are currently in the process of registering as a non-profit society.

By availing itself of our services, the Comox Valley will:

- See community property fixed and maintained (we can do almost any kind of community service - fixing broken windows, fences, hauling garbage, replanting gardens, painting, cleaning up graffiti)
- See vandalism repaired by the perpetrators, so they understand the cost and hurt of vandalism and the repair fits the crime,
- Notice a decrease in the amount of vandalism occurring,
- Help our youth become positive contributors to society by learning new skills for potential employment,
- Be an example to other communities of innovative programming.

Credibility

Stronghold Restorative Justice has a unique standing compared to other Justice Societies. Working for SD #71 in Alternate Education on a daily basis means we have established relationships with many of the young offenders we seek to reach and we know the characteristics peculiar to this group. The employment also allows regular contact with people who are aware of which youth require assistance. Doing Restorative Community Justice is an extension of working with youth in Alternate Education. The Alternate Education work

program at School District 71 is designed to teach appropriate work behavior. Restorative Justice will allow a variety of trade skills to be learned and move what is learned at school into applied skills in the community.

In Alternate Education, a listening ear is privy with much of what goes on in the streets. There is another organization locally (The Comox Valley Justice Society) that also sees the need for restitution, but their website makes it clear their scope is broader. Their society no longer deals solely with young offenders. Restitution is not only for the victim, it is opportunity for the offender to re-connect with society and become accepted as a positive member. That is our scope and our edge.

We believe relationship and community change lives because all of us listen to those we most respect. If lives are to be changed effective mentoring must take place. "One on one" relationships are how we change our world.

Chief Administrator ability and skills include:

- 10 years working in Alternate Education in the Comox Valley
- An Honors degree in Applied Health Sciences
- A year of courses towards a Masters of Clinical Counseling from Yorkville University

- 5 years working as a church based Youth Leader
- 10 years as a First Aid Attendant for SD 71
- 8 years as a First Responder with the Oyster River Volunteer Fire and Rescue
- Over 25 years of acumen owning and operating a successful business doing general contracting and renovations.
- BC Alternate Education membership
- Class 4 Drivers License, submitted Drivers Abstract
- RCMP Criminal Record Check
- Numerous athletic awards, Rookie Fireman of the Year 2003, Firefighter of the Year 2009
- John Buchholzer Award from the University of Waterloo (Professor nominated award for academic excellence and outstanding character.)
- Administrative Assistant qualifications include undergraduate degree in Psychology, member of BC College of Teachers and Masters in Education.

The aforementioned personal histories contribute positively to mentoring young adults with behavioral problems. Successfully operating SD 71's Alternate Education Work Program makes us an enviable partner because the delivery of skills and ability is interpersonal. Keeping it simple keeps the cost of intervention low and effective.

Having integrated community services where links are forged between school and community (as will be

done in this case) ensures there is no disconnection between actions that occur in different settings. Offenders learn that it is a small world and accountability cannot be avoided. We believe character is revealed in what we do when we think no one sees, but others always do see eventually. Our goal is ambitious: it is to shape character. Stronghold Restorative Justice looks forward to forming a mutually rewarding relationship with businesses and young adults in the local Comox Valley community doing exactly that.

Monthly Budget:

Insurance for car and truck	\$200
Gasoline	\$100
Food Expenses (for hungry kids)	\$200
Accountant	\$50
Tools and Equipment Rentals/Repairs.	\$500
Administrative Salary (incl. both parties)	\$3000
Materials to be donated mostly	
Liability Insurance	\$170
Start up fees (lawyer/incorporation)	\$200
Memberships and Advertisements	\$100
	<hr/>
	\$4520

Evaluation and Analysis:

Reports and summary of activities will be sent out twice a year (at Christmas and in June) as a way of thanking our contributors. Anecdotal records will be kept on a weekly basis and a questionnaire given to the students and the offended party at the end of the assignment. Feedback from the questionnaires will provide incentive for improved service delivery.

Summary:

Founded in 2011 by Lee and Grace Gingrich, Stronghold Restorative Justice is the culmination of years of experience and the desire to effectively give back to community. The goal is to fix and promote the maintenance of community property and to embrace wayward youth and provide a way for them to regain acceptance into community. We wish to both mentor and be preventative in scope. Repairing property is a medium to restore broken relationships and facilitate lost trust.

Good work behavior and habits pay off. Students in the Alternate Education Program (SD #71), quickly learn to look forward to stacking firewood for homes where they are rewarded with pop and candy bars. No pupil wishes to miss out on these days because of foul language or inappropriate behavior. For learners

with behavioral issues, this is an example and mark of progress.

Shawn Wilson (former director of the Salvation Army Social Services in the Courtenay) was a member of a Youth Group in the early 1980's that we were leading. He is an example, not of a "bad kid" but of one who with gentle encouragement made and continues to make a difference in community. Shawn is known in the Comox Valley for his work with homeless people. The growth to mature and be responsible members of society is our goal and encouragement. We hope you will join with us and pledge your support.

Receipts will be provided at the time of donation. Acknowledgement will be twice yearly half page advertisement in the Comox Valley Record listing contributors and bumper stickers with "I support Stronghold Restorative Justice" written on them. We hope you will join with us to make a difference in our community by pledging your support.

Lee and Grace Gingrich
Stronghold Restorative Justice



Royal Canadian
Mounted Police

Gendarmerie royale
du Canada

Security Classification/Designation
Classification/désignation sécuritaire

Unclassified

RECEIVED
DEC 13 2011

Officer in Charge
Comox Valley Detachment
800 Ryan Road
Courtenay, BC V9N 7T1

Your File - Votre référence

Our File - Notre référence

302-4-1

Date

2011-12-01

Mayor and Council
Village of Cumberland
2673 Dunsmuir Street
Cumberland, BC
V0R 1S0

Dear Mayor and Council:

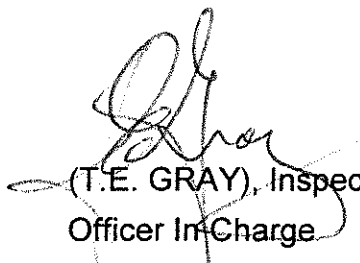
Re: Comox Valley RCMP Monthly Policing Report - November, 2011

The following is a brief overview of some of the more significant investigations and activities of the Comox Valley Detachment for the month of November, 2011.

- In the early morning hours of November 10th, we responded to a bait car activation in the City of Courtenay. Investigation resulted in the arrest of a 25 year old male of no fixed address. This male has been charged with Theft Under \$5,000.00, Possession of Stolen Property and Obstructing a Police Officer. He also had outstanding warrants for his arrest out of Edmonton and Calgary, Alberta. Bait cars are everywhere!
- On November 12th a male entered the Payless Shoe Store located at 3185 Cliffe Ave. Courtenay. His face was covered by his sweater. He walked behind the till and demanded money from the female employees. No weapon was seen. He fled with a small amount of cash. The male is described as 6'-6'4" tall, weighing 200-230 pounds, Caucasian but with a dark complexion. He was wearing a yellow high visibility jacket which had two orange stripes down the front. He had a darker sweater underneath and heavy boots. No arrests have been made. Our investigation is continuing.
- On the morning of November 15th, a 28 year old Comox male began making several 911 phone calls. He told the operator that he needed help and implied that he may harm someone. The claimed to have access to firearms. RCMP were dispatched

to a residence on Anderton Rd. The male was engaged in conversation by a police negotiator and the residence was surrounded, necessitating the temporary closure of a small portion of Anderton Rd. The male was not completely cooperative with the negotiator. Additional resources were brought in to assist, including the Police Dog, RCMP Helicopter and elements of our Emergency Response Team. After about two hours, the male surrendered to police without incident. He was found to be under the influence of drugs. A search of his residence resulted in the seizure of a quantity of cocaine. No firearms were located in the residence. The investigation is continuing and charges under the CDSA may be forthcoming.

- Auxiliary Constable Cindy von Kampen with the Comox Valley RCMP has been awarded the Kenneth M. Lemckert Community Policing Award. Presented November 4th, at the annual Solicitor General Community Safety and Crime Prevention Awards, it recognizes an individual or community group that has provided exemplary leadership in the area of community policing. Von Kampen has spearheaded many strategic crime prevention partnerships in the Comox Valley and has been the president of the Comox Valley Citizens on Patrol program since 2007. She manages a group of 58 volunteers who average more than 15,000 hours each year and she is responsible for overseeing the Speedwatch and Stolen Auto Recovery System program.
- We would like to take this opportunity to remind all local governments that our detachment donates relinquished monies and property to the Comox Valley Therapeutic Riding Society. The Therapeutic Riding Society is a registered non-profit charitable organization. The society has been operating since 1985 in the Comox Valley and Campbell River areas of Vancouver Island to provide therapeutic riding to people of all ages with physical, mental and emotional challenges.


(T.E. GRAY), Inspector
Officer In Charge
Comox Valley Detachment

Royal Canadian Mounted Police

"E" Division, Crime Prevention &
Program Support Services

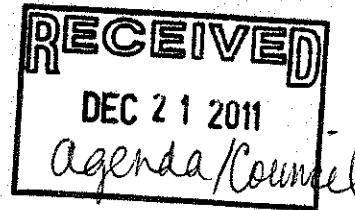
Gendarmerie royale du Canada

Division E, Services de soutien à la
prévention du crime et aux programmes

Safe Homes • Safe Communities

#209 7565 132 Street
Surrey, BC V3W 1K5

December 8, 2011

Village of Cumberland
Box 340
Cumberland, BC V0R 1S0Magazine
& DVD are
in Council
Office.

Dear Mayor and Council,

Congratulations on your recent election, or re-election, to municipal government. The RCMP looks forward to working together with you to make your community safer for all citizens.

"E" Division RCMP has embraced the strategy of Crime Prevention through Environmental Design (CPTED) and Crime Prevention & Program Support Services is taking the lead in raising awareness about CPTED throughout the province of British Columbia.

To this end, our Unit has:

- produced a video entitled "CPTED Why Wouldn't We?" with the goal to have municipal leaders like yourselves appreciate the value of incorporating CPTED at the earliest stages of municipal planning
- published this special issue of *Horse & Rider Press* featuring articles illustrating where CPTED is today and where it is moving in the future

In reading the magazine, you will learn how several communities are already using CPTED principles to reduce crime and nuisance behaviour in local neighbourhoods. A copy of this magazine has been mailed also to all RCMP detachment commanders and community police stations within the province. We encourage you to ask a representative from your detachment to meet with you to view the video together and open discussions about the benefits of CPTED. If you have already embraced CPTED principles in your community, continue to work together and expand upon your successes.

If our office can be of any assistance to you, please feel free to contact Sgt. Bernie Smandych, NCO i/c Community Strategies, whom you may have met at the recent meeting of the UBCM, by calling 604-590-2587 or by emailing bernie.smandych@rcmp-qrc.gc.ca.

Best wishes for a safe and joyous holiday season.

Yours truly,

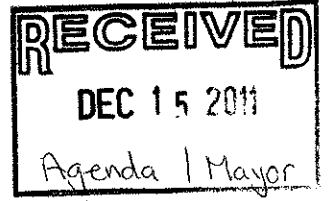
S/Sgt. Tom Norton
Acting Officer in Charge
Crime Prevention & Program Support Services

encl.

Item 8.3

BC Assessment

2488 Idiens Way
Courtenay, British Columbia
Canada V9N 9B5



Phone 250 338 6511
1 800 977 2771
Fax 250 338 8112
courtenay@bcassessment.ca
www.bcasessment.ca

December 8, 2011

VILLAGE OF CUMBERLAND
PO BOX 340
CUMBERLAND BC V0R 1S0

Dear Mayor Baird,

Congratulations on your recent election as the new Mayor of Cumberland.

I am your local BC Assessment Assessor for the Vancouver Island region. My role is to oversee all property assessments for your municipality in order to provide a stable and reliable source of information to assist your municipality in determining your tax rolls.

You are likely already aware that BC Assessment is legislated to complete an Assessment Roll every December 31st. With this information, your municipality will set tax rates for each of the standard nine property classes.

Property owners in your municipality will receive their Assessment Notices in January. As it is BC Assessment's responsibility to respond to inquiries from property owners, please refer any such calls to our office.

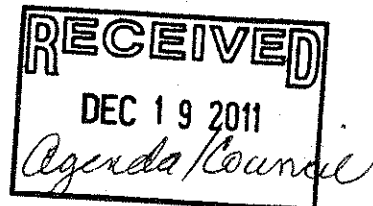
On January 3, 2012, BC Assessment's website, www.bcasessment.ca, will be updated about the 2012 Roll including news releases with specific data for all regions of the province and related online services for property owners.

If you require any specific information regarding 2012 property assessments for your municipality, please feel welcome to contact me at 1-800-977-2775 at any time.

We view you, your council, and your staff as key partners in our commitment to create uniform assessments which are relied upon to build sustainable communities throughout B.C.

Sincerely,

Bill MacGougan,
Assessor for
Vancouver Island Region



DEC 14 2011

898671

Her Worship Leslie Baird and Councillors
Mayor of the Village of Cumberland
PO Box 340
Cumberland BC V0R 1S0

Dear Mayor Baird and Councillors:

Congratulations on your recent election. The Honourable Christy Clark, Premier, and I appreciated meeting with your predecessor, Mr. Fred Bates, at the annual Union of British Columbia Municipalities (UBCM) convention in Vancouver. I apologize for the delayed response.

I would like to thank your predecessor for expressing his opinion regarding the proposed hospital redevelopment. I can assure you that the provincial government recognizes the importance of this new hospital and I want to emphasize our commitment to work with communities on North Vancouver Island to make this a reality.

Your suggestion that the Cumberland water system could gain efficiencies by joining up to a single water system with the Comox Valley Regional District (CVRD) has merit, but there are cost implications for the various options. I understand that CVRD is actively investigating the feasibility and costs associated with relocating the water system intake from its current shallow location to a safer deep-water location in the lake. I encourage you to continue to collaborate with CVRD and the Vancouver Island Health Authority, as the permitting agency, to work towards mutually beneficial solutions. We will also continue the dialogue with the Ministry of Community, Sport and Cultural Development and the Ministry of Transportation and Infrastructure to ensure that infrastructure decisions support our common goal of clean, safe drinking water.

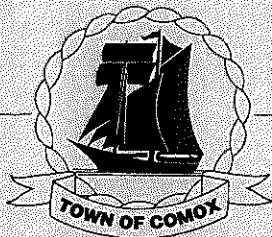
BC has an outstanding health care system that we can be proud of. The Ministry of Health is committed to building a flexible, responsive and sustainable health care system to serve all British Columbians.

Yours truly,

Michael de Jong, QC
Minister

...2

pc: Honourable Christy Clark
Mr. Sundance Topham, Chief Administrative Officer
Mr. Bruce Joliffe, Area A Director, Comox Valley Regional District
Mr. Kevin Brewster, Executive Director, Financial and Corporate Services Division
Mr. Tim Lambert, Executive Director, Population and Public Health



TOWN OF COMOX

Item 8.5
RECEIVED
DEC 19 2011
Council Agenda

OFFICE OF THE MAYOR

File No.: 0400-03

December 15, 2011

Mayor Larry Jangula
City of Courtenay
830 Cliffe Avenue
Courtenay, BC
V9N 2J7

Mayor Leslie Baird
Village of Cumberland
Box 340
Cumberland, BC
VOR 1S0

Edwin Grieve, Chair
Comox Valley Regional District
600 Comox Road
Courtenay, BC
V9N 3P6

Dear Mayor Baird:
Dear Mayor Jangula:
Dear Chair Grieve:

RE: COMOX VALLEY YOUTH ADVISORY COMMITTEE

Season's Greetings to All!

A number of years ago, I served along with Mayors Brass and Winchester on a committee chaired by then Councillor Don McRae to address youth-related issues. A copy of the terms of reference for that committee is attached for your reference.

Meetings of the Comox Valley Youth Advisory Committee involved Inspector Tom Gray and other RCMP members from time to time. As well, we had youth input into various issues over the course of about three years from October 2003 to October 2006. To my knowledge, that Committee has never been dissolved but it hasn't met for the last 5 years.

Given recent troubling events involving youth in our communities, I have discussed informally with members of our Council the idea of forming either a valley-wide youth councillor committee or perhaps one that would serve just the Town's youth. I think that a valley-wide approach is best.

Before proceeding further, I would like to know your thoughts on this idea. I have also attached a copy of the terms of reference for the City of Kelowna's Youth Advisory Committee. I look forward to hearing from you and all the best for 2012.

Yours truly,


Paul Ives
Mayor

cc: Town of Comox Council
Inspector Tom Gray

Enclosures: 2

PI/II

Youth Advisory Committee

31

Randy Wiwchar
Director of Community Services

Joint Municipal Youth Committee

Terms of Reference

Mission:

To provide political leadership in the Comox Valley to ensure our communities remain a safe, positive environment for youth to grow up in.

Vision:

To empower and assist organizations and individuals within the Comox Valley in their efforts to protect, guide, and educate our young citizens and to engage youth in a manner where we can all deal with the challenges facing youth in our communities.

Membership:

Mayors, Council representatives and staff representatives from Courtenay and Comox, and RCMP representatives. The committee has the ability to add new members as required from time to time. The Mayors will appoint Council representatives.

Meetings:

The Youth Committee is to meet four times a year (June, September, December, and April). Other meeting times will be called if the need arises. The purpose of each meeting is to discuss any outstanding issues/concerns that need to be addressed on a political level

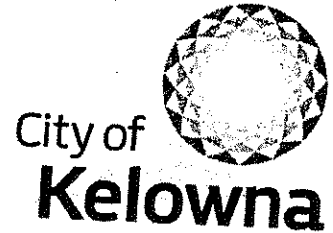
Rationale:

While community leaders wish to take immediate action, the reality is that municipal government is not always the best means of reaching youth in our community. There are communities currently working towards this end. The purpose of this committee is not to add to the already numerous organizations, agencies, recreation activities, and individuals within the provide manpower, rather the Youth Committee will help empower others with support (financial/moral/facilities) to positively impact youth in the Comox Valley.

Goals:

- Work with RCMP, School District, and community agencies develop an education and awareness program dealing with alcohol issues and youth citizenship at the Jr. High (11-15 year olds) school level.
- To communicate with other community agencies and committees that deliver youth programs and services.
- To initiate a youth recognition program.
- To provide parents with resources to better serve their own children, especially for parents with children at the elementary level.
- To develop a funding plan.
- To coordinate with the Drug Strategy Committee, RCMP DARE program, and the School District to engage youth in the most effective manner.

Terms of Reference



YOUTH ADVISORY COMMITTEE

INTRODUCTION

The Youth Advisory Committee was formed to develop effective, mutually beneficial working partnerships with communities, agencies and corporate sponsors that focus on addressing youth activities and interests.

The Youth Advisory Committee is an Advisory Committee of Council.

OBJECTIVE

The objective of the Committee is to encourage youth to provide input into a cross section of issues which affect the municipality and community-at-large.

SCOPE OF WORK

To achieve this objective, the Youth Advisory Committee will review and provide input to Council on the following:

- Youth perspective on various topics including social issues, arts and culture, sports and recreation, transportation, environment and related opportunities while:
 - providing the opportunity for the exchange of ideas;
 - encouraging priority setting; and
 - develop leadership skills to strengthen and empower youth in our community.
- Projects, services and priorities that are important to youth;
- Partnerships and relationships with institutions, businesses, and agencies that incorporate or support youth activities and interests; and
- Creation of theme-specific ideas related to working groups, i.e. social, arts and culture, planning, transportation, and environment.

MEMBERSHIP

In order to provide representation from the community, the membership of the committee is as follows:

- One member from School District #23, Board of Trustees
- Two members of Kelowna City Council

APPOINTMENT AND TERM

Members shall be appointed by Council for a three-year term, to run concurrent with the Council term.

Members of the Committee shall serve without remuneration.

In the event of a vacancy occurring during a regular term of office, the vacancy may be filled for the remainder of that term upon resolution of Council.

The Committee will form a Steering Group of senior City staff, facilitator(s) and youth representatives to address special matters coming within the scope and jurisdiction of the Committee. The Committee will establish up to four Youth Forums throughout the year to address issues and topics to include:

- Social issues
- Sports & Recreation
- Transportation
- Environment
- Arts & Culture

Information collected from each Youth Forum will be presented to the Committee outlining results and recommendations.

CHAIR

The Chair of the Committee shall be appointed by Council resolution.

MEETING PROCEDURES

The Chairperson shall call meetings of the Committee as required.

The Committee will recognize that each meeting can require a significant commitment of staff resources and meetings should therefore be held when there are clear items of business to address in accordance with the scope of work.

A special meeting may be called by the Chairperson or at the request of any three members of the Committee. Notice of the day, hour, and place of special meeting shall be given at least three days prior to the meeting, by leaving a copy of the notice for each member of the Committee and by delivering a copy of the notice to the Office of the City Clerk for posting.

Unless otherwise authorized by the *Community Charter* or City of Kelowna Council Procedure Bylaw No. 9200 all meetings will be held in open session and in a location accessible to the public.

Unless otherwise authorized by the Committee, the public shall only address the Committee when they are a scheduled delegation on the Committee meeting agenda.

A majority of the Committee shall represent a quorum. A meeting shall not proceed if a quorum cannot be achieved. Members must notify the City at least two (2) working days before the meeting if they are unable to attend.

The order of business is to be as set out in an agenda package to be provided to the committee members in advance of the meeting date. A copy of the agenda will be forwarded electronically to the Office of the City Clerk at least three complete working days prior to the meeting date. Minutes of the meetings will be prepared and then signed by the Committee Chair. Originals of the minutes will be forwarded to the Office of the City Clerk for safekeeping.

Committee members have a responsibility to make decisions based on the best interests of the City-at-large.

Conflict of Interest

Committee members must abide by the conflict of interest provisions of the *Community Charter* and City of Kelowna Council Procedure Bylaw No. 9200. Members who have a direct or indirect pecuniary interest in a matter under discussion are not permitted to participate in the discussion of the matter or to vote on a question in respect of the matter. They must declare their conflict and state the general nature of their conflict, and then leave the meeting or that part of the meeting where the matter is under discussion. The member's declaration must be recorded in the minutes, and the Committee

member must not attempt in any way, whether before, during or after the meeting to influence the voting on any question in respect of the matter.

Voting

All members of a committee, including the chair, vote on every question unless they have declared a conflict and left the meeting.

Members who do not indicate their vote, or have left the meeting without declaring a conflict, are counted as having voted in favor of the question.

If the votes are equal for and against, the question is defeated.

Comments in Public or to the Media

When speaking in public or to the media on an issue, Committee members must distinguish whether they are speaking as a member, a representative of another agency or community group, or as an individual. Committee members need to convey the public interest and remember that they represent the Corporation of the City of Kelowna. This means they must be consistent with the City's position on specific issues.

REPORTING TO COUNCIL

Recommendations of the Committee must be adopted by Committee motion prior to presentation to Council.

The Committee will regularly report to Council regarding current activities and recommendations. An annual report should include a record of work conducted and an indication of the associated costs attached to the Committee's work including staff time.

The Committee Chairperson or his/her designate will report to Council on behalf of the Committee.

The Office of the City Clerk will ensure Committee Agendas and Minutes are forwarded electronically for circulation to all Council members.

BUDGET

The routine operations of the Committee will be funded by allocations within the Recreation and Cultural Services Department budget. The Youth Forum(s) and any special initiatives of the Committee will be budgeted separately.

STAFF SUPPORT

Staff shall be assigned by the City Manager to serve as administrative liaison to the Committee.

The Development Manager for Recreation and Cultural Services shall attend the meetings in an advisory capacity. Other senior staff will include: Community Planning Manager, Environmental Manager, Sport and Recreation Manager, Cultural Services Manager, and Transportation Manager as required.

The Recreation and Cultural Services Department shall provide administrative and technical support for the Committee. Typical support functions include the following:

- organizing and preparing the agenda, in conjunction with the Committee Chair & staff liaison
- distributing the agenda packages to Committee members
- forwarding the agenda to the City Clerk for posting as a public notice
- mailing or delivering all meeting notices and agendas

-
- receiving all correspondence, and preparing correspondence and reports on behalf of the Committee
 - reviewing the draft minutes and returning them to the Office of the City Clerk to finalize prior to adoption by the Committee;
 - managing the files of the committee, as necessary and,
 - maintaining a list of outstanding issues for committee action in accordance with the Committee's scope of work and Council's direction.

The staff liaison shall initiate recommendations to Council for committee appointments and maintain an updated list of appointees, the date they were appointed whenever changes occur, and provide a copy of the updated list to the Office of the City Clerk.

The Office of the City Clerk shall provide secretarial support for the Committee. Support functions include the following:

- Receiving all agenda-related presentation materials and/or hand-outs prior to the meeting date for inclusion in the Agenda package;
- posting all meeting notices and agendas for the public in accordance with the statutory timelines;
- taking and preparing draft minutes, and providing the final minutes to the City Clerk and Committee members; and
- maintaining the records of the Committee, including posting and filing of minutes for the public record.

Other support functions may include the following:

- Organizing and preparing the meeting agendas, in conjunction with the Committee Chair & staff liaison
- Distributing the agenda packages to committee members

Endorsed by Council:

Revised: March 26, 2007

Revised and Endorsed by Council: October 19, 2009

Agenda



Youth Advisory Committee Meeting

**April 5, 2011
3:30 - 4:30 p.m.**

Meeting Room 3 - City Hall - 3rd Floor

- 1. Bring meeting to order - Mayor Shepherd**
- 2. Round Table Introduction**
- 3. Discuss Pre-Forum Experiences for Spring Youth Forum on Police**
- 4. Discuss Valuable Exercises for the day of Forum May 25th, 2011.**
- 5. Youth Input and Opinions**
- 6. Meeting Adjourned**

Agenda



Youth Advisory Committee Meeting

**October 6, 2011
3:30 - 4:30 p.m.**

Knox Mountain Meeting Room 4A - City Hall - 4th Floor

- 1. Bring Meeting to Order - Mayor Shepherd**
- 2. Round Table Introduction**
- 3. Discuss On-Line Survey - Youth Input**
- 4. Discuss Valuable Exercises for Day of Forum November 16th**
- 5. Discuss Post Forum Experiences**
- 6. Discuss Timelines**
- 7. Meeting Adjourned**

RECEIVED
JAN 4 - 2012

中華人民共和國 福建省莆田市人民政府外事僑務辦公室

THE FOREIGN AND OVERSEAS CHINESE AFFAIRS OFFICE OF PUTIAN MUNICIPAL PEOPLE'S GOVERNMENT, FUJIAN PROVINCE, P.R.CHINA

地址(Add): 中国福建省莆田市荔城中大道2169号

No.2169 LICHENG MIDDLE AVENUE, CHENGXIANG DISTRICT, PUTIAN, FUJIAN, P.R.CHINA

电话 (Tel) : 0086-594-2692723 传真 (Fax) : 0086-594-2986293 邮编 (P.C) : 351100

December 16, 2011

Dear Mayor Lislle Baird,

I offer my warmest congratulations on your election as Mayor of the Village of Cumberland.

The Village of Cumberland and Putian City have been sister city since 2007. In the past few years, we keep very close relationship in Medicine, Culture, Economic and so on, and had co-organized several conferences and exchanges of visits. I sincerely hope we can continue to keep close cooperation for mutual development.

If possible, would you please provide your email address for us? Follows are my contact ways.

My Personal Email Address: fjptwqb@sina.com

The Email Address of My Office: ptwqb@yahoo.com.cn

Best wishes for you and your family!



Dear Mr. Bates,

First of all, thank you very much for your great efforts in keeping the close relationship and exchanges between Cumberland Village and Putian City, when you were the mayor of Cumberland Village.

I'm deeply moved to hear that you still care about the exchanges and cooperation between two cities, although you have left. I sincerely express the most heartfelt gratitude to you on behalf of the people in Putian City.

I hope we can actively expand cooperation and communication in trade and cultural fields, especially in the fields of modern logistics, new energy, automobile, wood, petrochemical and medical equipment, and so on. And the relationship of two cities will be closer because of the cooperation of specific projects in future.

Please convey my congratulations and greetings to the new Mayor of Cumberland Village and hope the staffs of two cities can strengthen the contact, keep cooperation, and endeavor to increase more exchanges in some fields in future.

Best Wishes for you and your family! Happy New Year!

Liang Jianyong
Mayor of Putian City

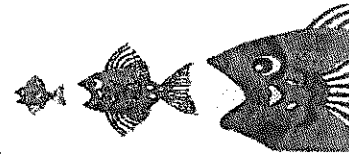
Item 8.7

RECEIVED
JAN 4 - 2012

COMOX VALLEY ENVIRONMENTAL COUNCIL

**Representing over 1400 individuals in 18 environmentally concerned
community organizations.**

P.O. Box 3356, Courtenay BC, V9N 5N5



l_w_peterson@hotmail.com, L. Peterson, Chair, 250-338-8675.

Lacelle1@telus.net, D. Lacelle, Secretary 250-337-5909.

December 29 2011

Dear Mayor Baird,

May I please ask if the Comox Valley Environmental Council will have a representative from the Village of Cumberland at our six (or so) meetings in 2012? Cumberland has been noticeably absent in recent years, the representative some time ago was Councillor Gwyn Sproule.

CVEC is a 20 year old council, which acts primarily as a 'listening place', that is to say the member environmental organizations can have their representatives present concerns to similar organizations in the presence of representatives from the Regional District, City of Courtenay, Town of Comox, and Village of Cumberland – and vice versa. Occasionally there is a presentation on some topic of environmental concern, or new issue within the Comox Valley. We hope to soon have a presentation from the "Transition Town" movement which has recently had several meetings in our area.

As mentioned above, the Council meets about six times a year, meetings are normally at the C.V. R.D. Boardroom, 550 Comox Road, on the third Wednesday of every second month, starting at 7:00 pm, and running for (hopefully) only two hours. Next meeting will be January 18, and will also be the AGM. Meetings are open to the public however there is rarely much direct public participation.

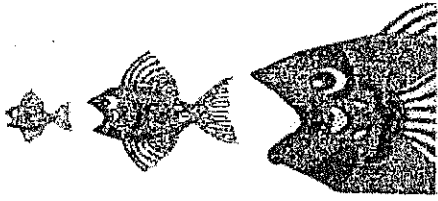
FYI, I have also attached the minutes of our most recent meeting November 23, 2011.

Thank you for your help with this, and your participation in CVEC in the past.

Sincerely,

Dave.Lacelle, CVEC Secretary

COMOX VALLEY ENVIRONMENTAL COUNCIL



Minutes of November 23, 2011 meeting, "CVRD Boardroom", 550A Comox Ave., Courtenay.

Larry Peterson welcomed guests and representatives. Introductions were performed by the representatives, there were no new organizations at the table. The meeting was poorly attended possibly due to the re-re-scheduling due to the proximity of the municipal elections. Apologies, Ronna Rae Leonard, Paul Horgen, Roy Fussell, Jack Minard. The Email address for our Project Watershed representative no longer worked, and we need either a new Email address, or a new representative from Project Watershed.

Elected officials present, Jim Gillis, Area B, Comox Valley R.D.

Adoption of Agenda: Accepted, subject to the addition of two new items, and a correction regarding the deletion of "Area B Residents" from the list as that group no longer exists.

Minutes of Last Meeting: Accepted, subject to a few punctuation errors. ?OOOPs!

Treasurer's report: Cheque \$ 3,627.79, Savings \$ 31.01, term deposits (4) \$ 5,391.64 total. Expenditures, Nil.

Correspondence:

Incoming,

Nil

Outgoing,

Two Emails to Paul Ives, Mayor of Comox requesting a representative from Comox at CVEC. The next (first) meeting with the new Council regarding appointments etc. will be held December 5, hopefully this will be approved then.

It was suggested that similar Emails should be sent to Courtenay, Cumberland, and the R.D. seeking CVEC representatives, or the confirmation of the current CVEC representatives as these organizations have new members due to the recent municipal election. D. Lacelle to prepare these Emails.

Reports from constituent organizations:

Steelhead Society, Larry Peterson, several groups (Steelhead Soc., BC Hydro. Puntledge Hatchery, Courtenay Fish & Game etc.) have been actively involved in redistributing salmon carcasses upstream to provide nutrients.

C.V. Naturalists, Dave Lacelle. We do not have a December meeting. The new Nature Guide brochure was handed out, and about 30 copies were taken by Larry to be distributed to Fish and Game. This concludes our "New Horizons for Seniors" project, however we are seeking volunteers to continue updating the areas.

Fish and Game, Larry Peterson, the Comox Lake study, sampling, and F&G interviews continue. 92,000 Chum were reported, the target was 60,000.

Regional District, Jim Gillis (Area B). Jim commented on the ongoing concerns regarding the Heronry near the airport, and also on the status of the 'grandfather clause' regarding these trees. The herons and eagles are still secure for now.

A general discussion followed on this topic, with concerns being raised over jurisdictional issues (Air Force or Civil Aviation), danger of bird collisions etc.

Comox Valley Growers & Seed Savers, Fran Kwicien reported that some work is underway to create a local 'seedbank' – to protect local crops plants, and thus assure genetic diversity for the future. A fundraiser is planned for this. "Seedy Saturday" will be held in March.

Coalwatch, Mike Bell reported on the difficulty of having volunteers report on the Tracking table results from the EIS in only two weeks. The report is 1100 pages long! There are attempts underway to amalgamate the opinions of the various groups (including in Port Alberni) so as to obtain some sort of "vision statement" regarding the social impacts of the proposed mine.

A general discussion followed, including a mention of Paul Horgens "Blue Carbon" project and UBC input. A motion was raised by Fran Kwicien, seconded by Maj. Birch, that "Larry Peterson should prepare a letter to both our Provincial and Federal elected representatives to see if they share the CVEC vision on this mine." Carried.

Mountaineer Avian Rescue Society, (MARS), Maj. Birch reported on the financial crunch being felt by this organization. Several suggestions were made regarding possible corporate sponsorship of all, or parts of MARS. They have/are treating 50 eagles this year, and for the first time ever released five eagles on the same day! CVEC would be willing to endorse any funding requests sent by MARS to other organizations.

Estuary Working Group, part of this report appears under "reports from sub-committees". The latest version of CREMP (Courtenay River Estuary Management Plan) has been sent out to the local governments. The EWG is involved in the planning for an "Information Coordinator" between Project Watershed, CVCS, and CVEC.

Comox Valley Sierra Club, Mike Bell reported that the "Occupy Courtenay" camp in the green space by the Courtenay Courthouse was to be officially cleared by noon tomorrow (Nov. 24.) There was reference to the 'Peaceful Direct Action movement, and a hope that this would go well. [Ed. Note, the camp was effectively removed by the Occupiers and a few concerned citizens by nightfall on the 24th. There were no arrests, no broken heads, and a great deal of confusion at the end. It was terribly cold wet and windy!]

Mike also mentioned that there would probably be environmental issues arising because of differences between Federal Government and Native Land Claim clauses.

The construction at the Gas 'N Go site was mentioned, with particular mention of a large poplar tree near "Portuguese Joes" which is used as an eagle roost. This tree will probably have to be removed to provide a turning lane to the gas station.

A discussion followed regarding a possible alternative route from the bottom of the hill behind the Reserve. This would be a massive project, and is probably a little off topic in the current context.

Morrisson Creek, Larry Peterson reported healthy returns of both pinks, and cohos.

Brooklyn Creek, Ian Moul reported that there needed to be some further liaison with the other governments regarding this area.

Comox Valley Conservation Strategy, although there was no specific representative from CVCS present, several of us had attended a recent CVCS Strategic Planning session. There is a need for closer liaison between

CVCS, CVEC, and Project Watershed. Paul Horgen is working on some of the criteria for an “Information Coordinator” position to resolve this. It was agreed that CVEC and CVCS should both remain as separate entities with CVEC visualised as more of a “listening” organization.

Mountaineering group, Comox Residents Association, Town of Comox, Village of Cumberland, Coalwatch, Strathcona Wilderness Institute, Tsolum River Association, City of Courtenay, Comox Valley Water Watch, C.V. Cycling, no reports.

New representatives (or the verification of the former representatives) are required for the Mountaineering Group, and Comox Valley Water Watch. It would also be a good idea to invite the Transition Town group to join CVEC. Action, Dave. Lacelle.

Reports from sub-committees etc. Most of the following items were briefly discussed due to the short time remaining in the meeting.

1. Estuary Working Group, mentioned above. A map of current and historical petroleum storage sites within the drainage area of the estuary prepared by the EWG will be provided to CVEC for comment, and information.

Old Business: (Items with no new reports are deleted.)

1. A study has been proposed to investigate how to renew kelp beds in the Point Holmes area. Larry Peterson is following up on it.
2. Proposed bicycle and pedestrian bridge at Sixth Street. It was noted that references to this bridge should include the information that it is intended for both pedestrians and bicyclists, and that current planning is to have it constructed in as low as possible cost to the community.
3. E&N Rail Service, We have received an answer from Greg Phelps indicating that the local and Provincial politicians are in favour of the rail upgrades, and that Federal commitment of resources is required. Larry Peterson will pursue this further with a meeting with the appropriate politicians.
4. Comox Valley Waste Management Centre (Pigeon Lake Landfill), there was a brief mention of this by Jim Gillis. The Campbell River landfill has about five years capacity left, the CVWMC has more capacity for the future.

Deleted items, “Regional Growth Strategy”.

New Business:

1. The CVEC meeting in January will be our AGM.
2. Local government. Jim Gillis, and several other members had considerable discussion on the topic of reorganizing the Comox Valley political entities (my wording) so as to reduce duplication, reduce waste, and improve efficiency by economies of scale. It was suggested that a good start would be to coordinate some functions, such as (but not limited to) planning, building inspection, parks and recreation, engineering, and physical accommodations. This is a rather vast topic, and will be continued at the next meeting.
3. The proposal to investigate ways to renew kelp beds in the Point Holmes area is active, the first meeting will be held on November 29. Information will be provided by either Larry, or Project Watershed.
4. Fran Kwiecien provided some information on the “Transition Town” movement. There have been two meetings in the Comox Valley so far, and there are several other groups forming on Vancouver Island.

The information below is from Wikipedia.

“**Transition Towns** (also known as Transition network or Transition Movement) is a grassroots network of communities that are working to build resilience in response to peak oil, climate destruction, and

economic instability. Transition Towns is a brand for these environmental and social movements founded (in part) upon the principles of permaculture.”...

It would probably be a good idea to have a more elaborate presentation on this topic at a future CVEC meeting. (Fran, can you do, or arrange?)

Announcements, internal business.

None.

Next meeting: **AGM, January 18** 2012, RD Boardroom.

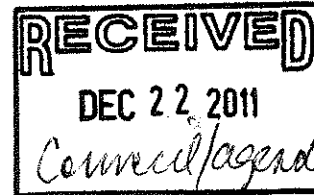
Adjourned 9:15

CUMBERLAND STRATEGIC INVESTMENTS
P.O. Box 1068
Cumberland B.C. V0R-1S0

250-792-2453

January 19, 2011
Council
Village of Cumberland

Attention: Kate Greening



I'm writing to you today about the new request for proposal no. 1209CU-2011 from the Vancouver Island Regional Library. We have been asked to resubmit a proposal but feel that Council's insistence that the new location be on Dunsmuir Ave. will make any effort on our part futile. We would like to make the following points to support the idea that the entire downtown development area be included as possible sites for the library:

1. Our property is one of the few areas in town with the correct zoning for a library, namely PA1.
2. Our property allows for a park like setting with ample parking and is close to both the Cumberland Museum and Cumberland Junior High School.
3. Allowing the entire downtown development area to compete would result in more respondents to the RFP.

We believe it was council's intent to have the Library in the downtown core and widening the area as suggested would not jeopardize this goal. A timely response to this matter is required since the RFP has already been sent out.

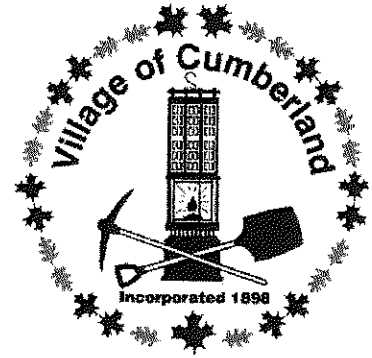
It should be noted that we are not the only land owners that have been affected by the stated site requirements.

Thank you,

Cumberland Strategic Investments,

Kevin Wallace
David Klassen
Mark Fortin

COUNCIL REPORT



REPORT DATE: December 22, 2011
MEETING DATE: January 9, 2012

TO: Mayor and Councillors
FROM: Joanne Rees, Chief Election Officer
SUBJECT: 2011 Municipal Election Results

RECOMMENDATION

THAT Council receive the 2011 Municipal Election Results report for information.

SUMMARY

The local government election was held in November of 2011, this is the reporting of the results.

BACKGROUND

VOTING OPPORTUNITIES

Advance Voting was held on Wednesday November 9th and Saturday November 12th in Village Council Chambers. Total Voter turnout for the two 12 hour voting opportunities was 206.

Special Voting was held Wednesday November 16th at the Cumberland Health Care Centre for patients and residents of the Centre. Total Voter turnout for the 2 hours was 16.

General Voting was held Saturday, November 19th in the OAP Hall of the Cumberland Cultural Centre. Total Voter turnout for the 12 hours was 852.

RESULTS

Preliminary Results were announced to Civic Info and news media via email at 11:25pm. Unfortunately, the names for the results for School Trustee were reversed and until the error was corrected at 12:54am, it showed the incorrect result. An apology was made on Monday to Ms. Goodwin for the error. My thanks to Nick Ward for alerting me to the error as soon as he did.

Official Results (see next page) were released to all candidates and media at 4pm on Monday November 21st by the Chief Election Officer. It was determined that a recount would not be carried out for the votes between Mr. Copeman and Mr. Easterbrook as there were only 2 rejected ballots for Councillor and the count, in my opinion, was conducted in a very thorough and methodical way.

ACKNOWLEDGEMENT

I wish to thank the election team for a job very well done. Compliments have been received on how well the voting process went (even the count!) and the pleasantness of all the Officials. The members of the team were: Michelle Mason, Deputy Chief Elections Officer, and Election Officials Trish Stockand, Margaret Bono, Peggy MacMillan, Susan Hainsworth, Doug Hainsworth, Nicole McAllister, Pat McAllister, and the extra free hours put in for setup, takedown, and transporting supplies by Howard Rees.

FINANCIAL IMPLICATIONS

Due to unforeseen additional expenditures in training (LGMA Workshop), advertising, and Election Official wages, the costs for the 2011 Election were \$267.69 over the budgeted \$15,110.00. Although not attached to this report, the complete accounting is available from the Chief Election Officer upon request.

STRATEGIC OBJECTIVE

None

ATTACHMENTS

See the attached 2011 Election Reporting Form.

CONCURRENCE

David Durrant, Manager of Community Services; and
Michelle Mason, Chief Financial Officer

OPTIONS

1. None at this time.
2. Any other action deemed appropriate by Council.

Respectfully submitted,



Joanne Rees
Chief Election Officer
Village of Cumberland



Sundance Topham
Chief Administrative Officer




**General Voting Results 2011
Votes Cast for Councillor**

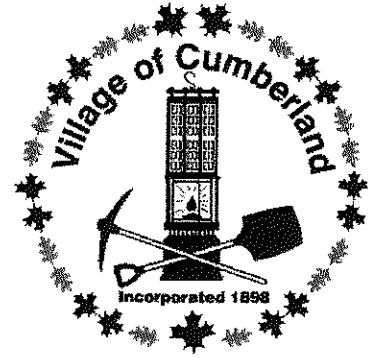
SPROULE	585	<i>Elected</i>
KISHI	553	<i>Elected</i>
GREENING	544	<i>Elected</i>
COPEMAN	515	<i>Elected</i>
EASTERBROOK	505	
CASTLE	336	
BARNES	235	
RILEY	216	
KOZAK	120	

1.	Number of ballots Received		1225
2.	Accepted Ballots	1072	
3.	Accepted Ballots subject to Objection	0	
4.	Rejected Ballots	2	
5.	Rejected Ballots Subject to Objection	0	
6.	Spoiled Ballots	5	
7.	Number of Ballots Used (2+3+4+5+6)		1079
8.	Unused Ballots		146
9.	Number of ballots not accounted for		0
10.	TOTAL (7+8+9)		1225

Estimated Number of Eligible Electors:	2200
Elector Turn out:	1074
Percentage of Estimated Eligible Electors:	49%
Estimated Population 2011:	3200


Chief Election Official

COUNCIL REPORT



REPORT DATE: December 23, 2011
MEETING DATE: January 9, 2012

TO: Mayor and Councillors
FROM: Joanne Rees, Planner
SUBJECT: Development Variance Permit Application - Mathieu

FILE: 11-08-DV
OWNER: Gerry and Jaye Mathieu
FOLIO No.: 516 00329.000 PID: 008-929-840
LEGAL DESCRIPTION: Lot 9, Block 23, District Lot 21, Nelson District, Plan 522C
CIVIC ADDRESS: 2799 Derwent Avenue
EXISTING ZONE: Residential EXISTING DESIGNATION: Residential

		REQUIRED:	REQUESTED VARIANCE
SITING:	FRONT YARD SETBACK	3.0m (9.9ft)	0.34m (1.11ft)
	REAR YARD SETBACK	4.5m (14.8ft)	None requested
	LEFT SIDE YARD SETBACK	1.5m (4.9ft)	None requested
	RIGHT SIDE YARD SETBACK	1.5m (4.9ft)	None requested

RECOMMENDATION

THAT Council receive "Development Variance Permit Application - Mathieu" prepared by Joanne Rees, Planner dated December 23, 2011;

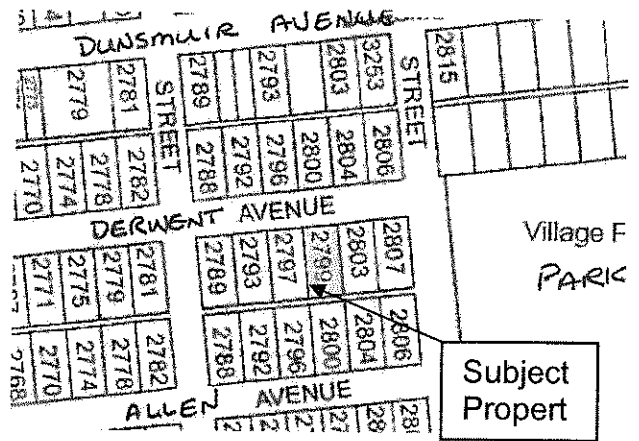
AND THAT Council grant the Development Variance Permit (File 11-08-DV – Mathieu) for property legally described as Lot 9, Block 23, District Lot 21, Nelson District, Plan 522C (2799 Derwent Avenue) to vary the front lot line setback from the permitted 3.0metres to 0.34metres in accordance with the site drawing contained in the draft Development Variance Permit which is attached to the report as Appendix A.

SUMMARY

An application has been made to legalize the siting of the single family dwelling to permit the replacement of a roof and stairs. The requested variance is outlined in the chart above and illustrated in the drawing which is attached as Schedule A of Appendix A to this report.

BACKGROUND

This house is approximately 70 years old, and as was usual at that time, was sited close to the front lot line. Now the owner wishes to replace an unsightly roof and stairs at the front of the house (which is the subject of the variance) at the same time as he is constructing an addition to the rear of the building. The new porch and stairs will not extend further into the front setback than the existing porch.



CITIZEN/PUBLIC RELATIONS IMPLICATIONS

Pursuant to the requirements of the *Local Government Act*, notice of Council consideration of a Development Variance Permit must be mailed or otherwise delivered to owners of adjacent properties a minimum of 10 days before the Council considers the application. The required notice was mailed to the neighboring properties within 75.0metres of the subject property and at the time of writing this report, no comments or concerns had been received by staff.

FINANCIAL IMPLICATIONS

Not applicable

STRATEGIC OBJECTIVE

Not applicable

ATTACHMENTS

Appendix A attached which is the draft Development Variance Permit.


CONCURRENCE

David Durrant, Manager of Community Services.

OPTIONS

1. Grant the requested variances.
2. Deny the requested variances.
3. Any other action deemed appropriate by Council.

Respectfully submitted,



 Joanne Rees
 Planner
 Village of Cumberland



Corporation of the
Village of Cumberland

**DEVELOPMENT
VARIANCE PERMIT**

TO: Gerald and Jaye Mathieu

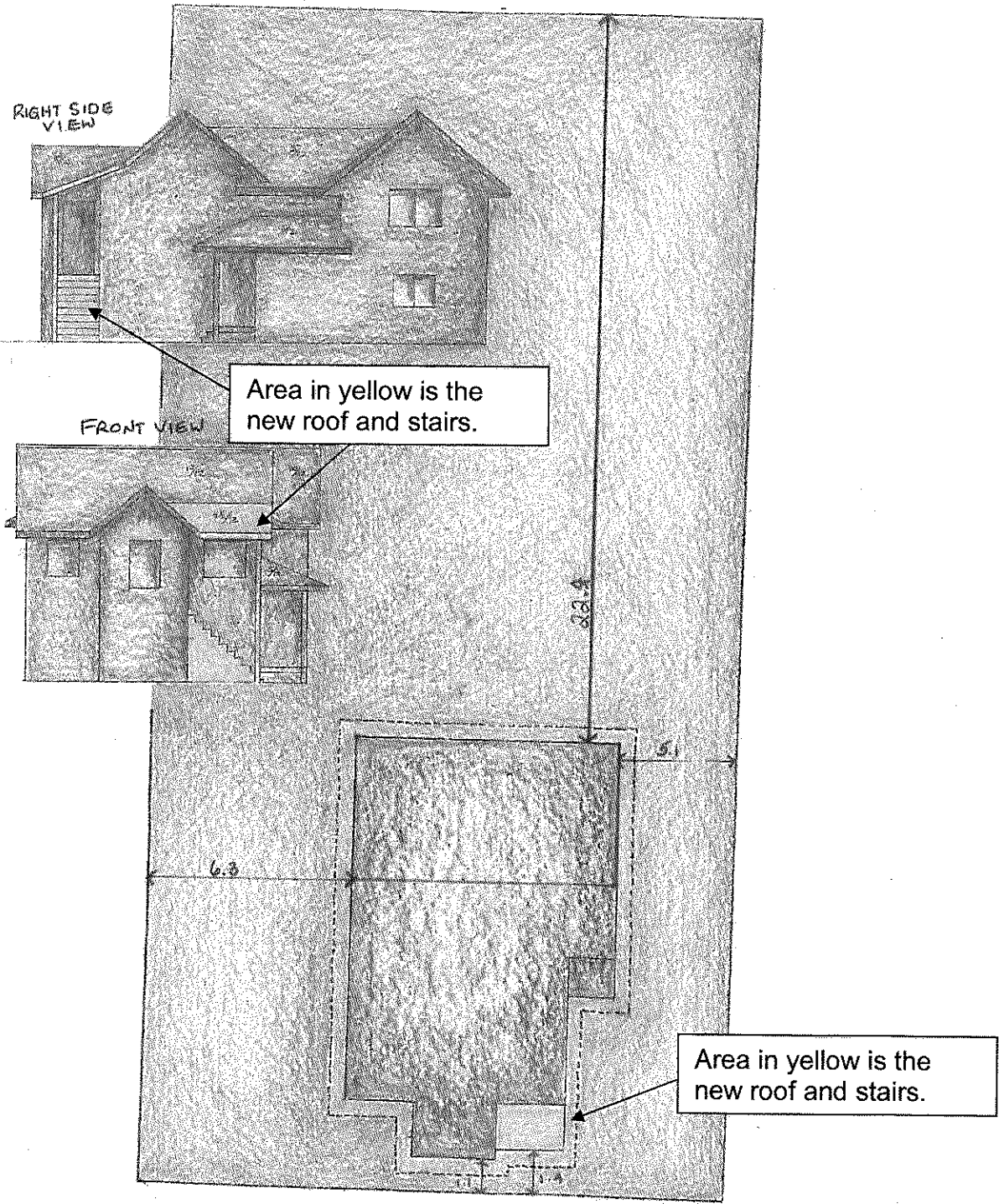
OF: 3351 Mill Street, Cumberland, BC, V0R 1S0

1. This Development Variance Permit (11-08-DV) is issued subject to compliance with all of the bylaws of the Village of Cumberland applicable thereto, except as specifically varied by this permit for the purposes of legalizing the front yard setback of the single family dwelling to permit the replacement of a roof and stairs.
2. This Development Variance Permit applies to and only to those lands within the Village of Cumberland described below:
Legal Description: **Lot 9, Block 23, District Lot 21, Nelson District, Plan 522C**
Folio: **516 00329.000** PID: **008-929-890**
Civic Address: **2799 Derwent Avenue**
3. The land described herein shall be developed strictly in accordance with the following terms and conditions and provisions of this permit.
4. The 'Corporation of the Village of Cumberland Zoning Bylaw No. 717, 1997' is varied as follows for the existing single family dwelling:
 - a) section 5.1.3(a): the minimum front lot line setback shall be 0.34metres (1.11feet); in accordance with the site drawing which is attached to this permit as Schedule A.
5. This permit is issued pursuant to the requirements of the *Environmental Management Act*, whereby the owner has completed a "Site Declaration" for the subject property.
6. This permit is **not** a building permit.

CERTIFIED as the **DEVELOPMENT VARIANCE PERMIT** granted by resolution of the Council of the Corporation of the Village of Cumberland on _____ 2012.

Corporate Officer

Schedule A



COUNCIL REPORT



REPORT DATE: December 23, 2011

MEETING DATE: January 9, 2012

TO: Mayor and Councillors

FROM: Joanne Rees, Planner

SUBJECT: Development Variance Permit Application - Russell

FILE: 11-07-DV

OWNER: Steve Russell

FOLIO No.: 516 0000215.000

PID: 003-870-928

LEGAL DESCRIPTION: Lot 12, Block 14, District Lot 21, Nelson District, Plan 522A

CIVIC ADDRESS: 2763A&B Maryport Avenue

EXISTING ZONE: Residential

EXISTING DESIGNATION: Residential

	REQUIRED:	REQUESTED VARIANCE
SITING: FRONT YARD SETBACK	3.0m (9.9ft)	1.75m (5.74ft)
REAR YARD SETBACK	4.5m (14.8ft)	None requested
LEFT SIDE YARD SETBACK	1.5m (4.9ft)	0.72m (2.36ft)
RIGHT SIDE YARD SETBACK	3.5m (11.5ft)	0.54m (1.77ft)

RECOMMENDATION

THAT Council receive "Development Variance Permit Application - Russell" prepared by Joanne Rees, Planner dated December 23, 2011;

AND THAT Council grant the Development Variance Permit (File 11-07-DV – Russell) for property legally described as Lot 12, Block 14, District Lot 21, Nelson District, Plan 522A (2763A&B Maryport Avenue) to vary:

- a) the front lot line setback from the permitted 3.0metres to 1.75metres;
- b) the left side lot line setback from the permitted 1.5metres to 0.72metres;
- c) the right side lot line setback from the permitted 3.5metres to 0.54metres;

in accordance with the survey certificate prepared by Rick Kuss, BCLS dated October 28, 2011 contained in the draft Development Variance Permit which is attached to the report as Appendix A.

SUMMARY

An application has been made to legalize the siting of the single family dwelling in accordance with the survey certificate prepared by a BCLS surveyor and attached to this report. The requested variances are outlined in the chart above and illustrated in the drawing which is attached as Schedule A of Appendix A to this report.

BACKGROUND

On the subject property there presently exists two small single family dwellings which date back to 1901 and were remodeled in 1956. In 1969, the first zoning bylaw was enacted and this area was zoned Residential and two dwellings were permitted and limited setbacks were required between dwellings. It wasn't until 1980, that the zone changed to allow only one single family dwelling on a lot. However, as the houses were built at a time preceding this bylaw, these dwellings are considered "legally non-conforming" as to their use and siting. The most recent zoning bylaw still restricts the use to one single family dwelling and increased setbacks as per the above-noted table.



In the past year, the property was sold and the new owner had encountered difficulty in obtaining insurance because of the "non-conforming" status. One way to comply with the zoning bylaw is to connect the two dwellings with a breezeway and make one of the dwellings to comply with the requirements for a "suite" of the main house, which is what the owner has submitted a building permit application to do. Please see the drawing attached as Appendix A which illustrates this.

When the breezeway is completed and if the siting variances are granted, the structure will be considered "conforming" and there will be no difficulty with regard to insurance or saleability.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS

Pursuant to the requirements of the *Local Government Act*, notice of Council consideration of a Development Variance Permit must be mailed or otherwise delivered to owners of adjacent properties a minimum of 10 days before the Council considers the application. The required notice was mailed to the neighboring properties within 75.0metres of the subject property and at the time of writing this report, no comments or concerns had been received by staff.

FINANCIAL IMPLICATIONS

Not applicable

STRATEGIC OBJECTIVE

Not applicable

ATTACHMENTS

Appendix A is attached with an illustration of the works proceeding to "connect" the two separate structures into one single family dwelling.

Appendix B is attached which is the draft Development Variance Permit.

CONCURRENCE

David Durrant, Manager of Community Services.

OPTIONS

1. Grant the requested variances.
2. Deny the requested variances.
3. Any other action deemed appropriate by Council.

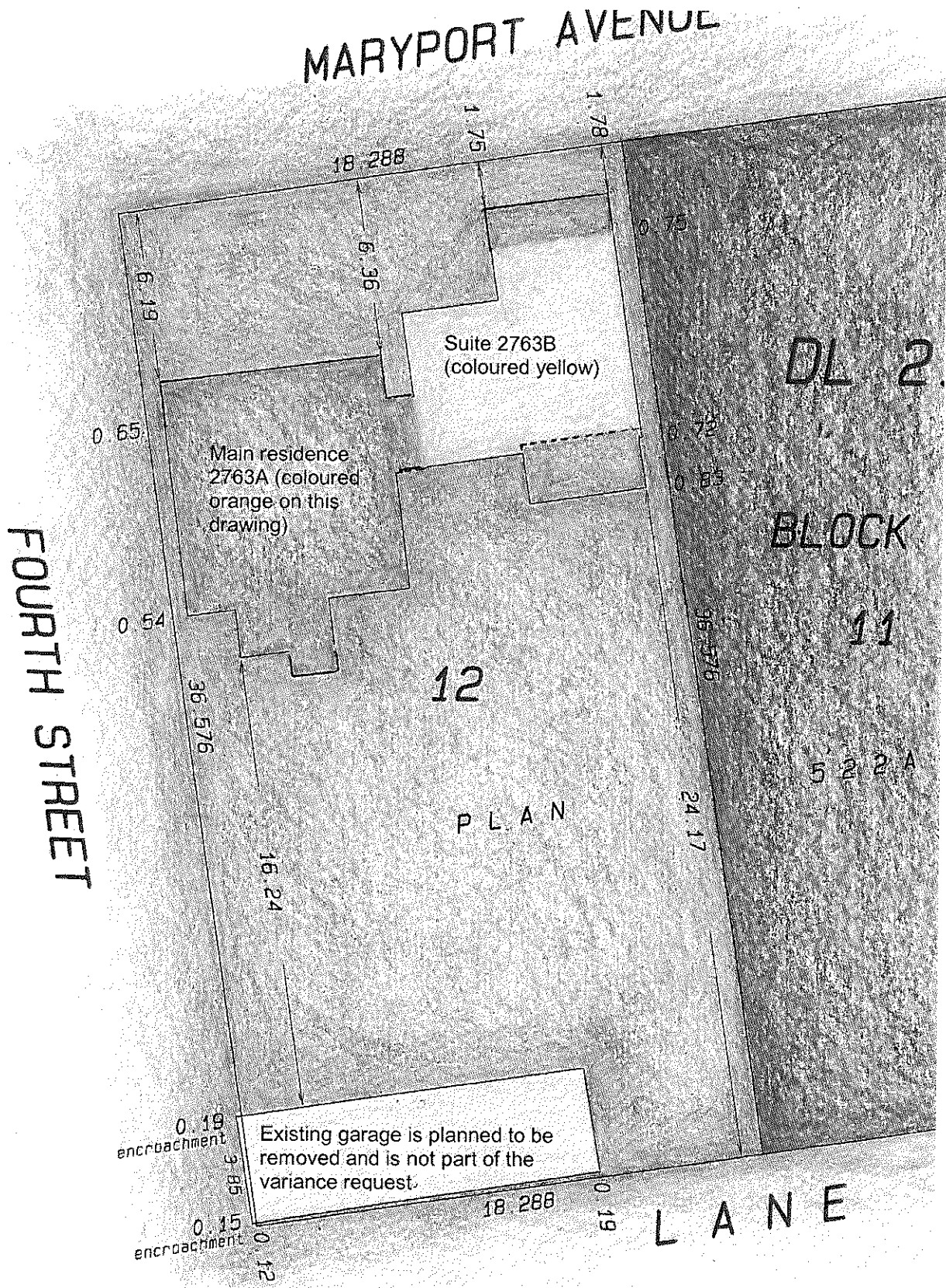
Respectfully submitted,

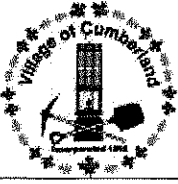


Joanne Rees
Planner
Village of Cumberland



Sundance Topham
Chief Administrative Officer





Corporation of the
Village of Cumberland

**DEVELOPMENT
VARIANCE PERMIT**

TO: Stephen Russell

OF: PO Box 878, Cumberland, BC, V0R 1S0

1. This Development Variance Permit (11-07-DV) is issued subject to compliance with all of the bylaws of the Village of Cumberland applicable thereto, except as specifically varied by this permit for the purposes of legalizing the front, left side and right side yard setback of the single family dwelling.
2. This Development Variance Permit applies to and only to those lands within the Village of Cumberland described below:

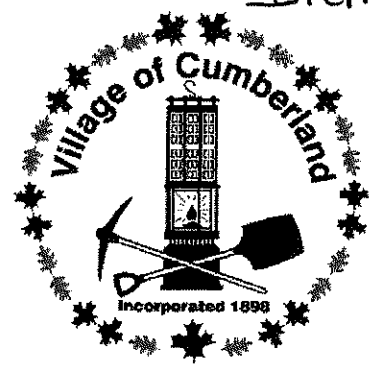
Legal Description: **Lot 12, Block 14, District Lot 21, Nelson District, Plan 522A**
 Folio: **516 00215.000** PID: 003-870-928
 Civic Address: **2763A&B Maryport Avenue**
3. The land described herein shall be developed strictly in accordance with the following terms and conditions and provisions of this permit.
4. The 'Corporation of the Village of Cumberland Zoning Bylaw No. 717, 1997' is varied as follows for the existing single family dwelling:
 - a) section 5.1.3(a): the minimum front lot line setback shall be 1.75metres (5.74feet);
 - b) section 5.1.3(c) the minimum side lot line setback shall be 0.72metres (2.36feet) except where the side yard abuts a street, in which case the minimum yard distance shall be 0.54metres (1.77feet);

in accordance with the survey certificate prepared by Rick Kuss, BCLS dated October 28, 2011 which is attached to this permit as Schedule A.
5. This permit is issued pursuant to the requirements of the *Environmental Management Act*, whereby the owner has completed a "Site Declaration" for the subject property.
6. This permit is **not** a building permit.

CERTIFIED as the **DEVELOPMENT VARIANCE PERMIT** granted by resolution of the Council of the Corporation of the Village of Cumberland on _____ 2011.

Corporate Officer

C.O.T.W REPORT



REPORT DATE: December 30, 2011
MEETING DATE: January 9, 2012

TO: Mayor and Councillors
FROM: Committee of the Whole
SUBJECT: December 29, 2011 Committee of the Whole Meeting Recommendations

The following items were considered by the Committee of the Whole at its meeting held Thursday, December 29, 2011:

RECOMMENDATION

1. Procedural Bylaw Amendments

THAT the Village of Cumberland Procedural Bylaw No. 859, 2007 and Village of Cumberland Procedural Bylaw No. 879, 2007 be amended to reflect the changes discussed during the December 29, 2011 Committee of the Whole Meeting and that these changes be incorporated into a new Village of Cumberland Procedure Bylaw to be brought to Council for consideration.

2. Purchase of Goods and Services Policy

THAT the Village of Cumberland Purchase of Goods and Services Policy be reviewed by staff and that a new Purchase of Goods and Services Policy be brought to Council for consideration.

3. Council Communications Policy

THAT the Village of Cumberland Staff, Committee and Public Communications to Council Policy be amended to reflect the changes discussed during the December 29, 2011 Committee of the Whole Meeting and that these changes be incorporated into a new Staff and Council Communications Policy to be brought to Council for consideration.

4. February Committee of the Whole Meeting

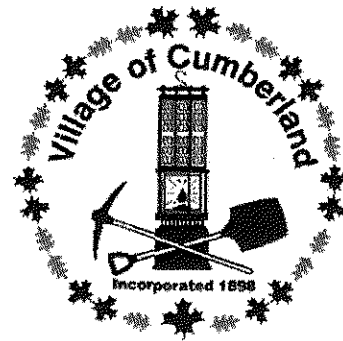
THAT the Village of Cumberland hold a Committee of the Whole meeting in February to discuss possible committees of Council.

5. **Village of Cumberland Municipal Website**

THAT Council approve the expenditure of up to \$18,000 for the purposes of creating a new municipal website for the Village of Cumberland AND THAT this expenditure be added to the 2012 Village of Cumberland Financial Plan.

Leslie Baird
Chair
Committee of the Whole

COUNCIL REPORT



REPORT DATE: January 3, 2012
MEETING DATE: January 9, 2012

TO: Mayor and Councillors
FROM: Bob Hoffstrom, P.Eng., Village Engineer
SUBJECT: Engineering Report to December 31, 2011

RECOMMENDATION

THAT Council receives the "Engineering Report to December 31, 2011" for information.

SUMMARY

The following is intended to provide a synopsis of key activities and significant items concerning engineering and related public works activities for the last half of 2011. The report also provides a brief outline of engineering and public works related issues facing the Village going forward. Reference to previous quarterly engineering reports would be helpful but not necessary.

BACKGROUND

Water Supply

A Water Master Plan was prepared by Anderson Engineering and adopted by Council in 2007. This document provides historical data regarding the Village surface water supply, storage and distribution, and water consumption by the Village water users as well as CVRD (Royston) users currently purchasing bulk water from Cumberland. A subsequent review of the data in the Water Master Plan in 2007 by the writer, noted that the Village could face a shortage of water during an extreme dry summer, an indication of which was observed by the drying of the Stevens Lake reservoir twice in the past 6 years. Public Works staff have indicated that once Stevens Lake reservoir runs dry, the Village must rely substantially on the remaining storage in the Allen Lake reservoir, which brings complaints of taste and odour from Village residents.

As a cautionary measure, Council implemented a "no new water connection" policy in 2007, recognizing that subdivisions "in-stream" (and grandfathered) at that time would add another 20% population to the Village once fully developed and occupied. Further, a policy was approved by Council which enabled "developer initiated" groundwater supplies to be adopted, if they met Village Criteria, and provision was added to the Village DCC Bylaw for groundwater development. Two such groundwater supplies from developers have been offered to the Village with supporting

data, but based on a review by an independent hydrogeologist, the Village Engineer has recommended against adopting them into the Village's water supply, due to technical issues, or lack of sufficient supporting information. Subsequently, Council approved a well exploration and drilling program in July-August 2011 which resulted in a suitable well established on Village-owned land at Coal Creek Heritage Park which satisfies the criteria for a municipal water supply. In October 2011, Council approved the budget to proceed with design of a well pump and connection to the existing water system, using DCC funds. An update of this activity is noted in the following item.

The installation of universal water meters and a proposed new billing system is anticipated to reduce consumption, and offset the demand from "in-stream" development, but the billing program has not been adopted yet, as noted in the following section "Water Meters". Council removed the above water connection policy on August 8th 2011. On November 18th 2011, David Durrant, Acting CAO, requested an engineering update report on the status of the Village water supply, and include parameters used to evaluate the existing system capacity for growth. The update report will be submitted under separate cover at the Monday, January 16th Committee of the Whole Meeting.

Coal Creek Well Connection Engineering Design

McElhanney was authorized in November 2011 to complete the design of the well connection from the existing water system to the new supply well at Coal Creek Heritage Park. This work is currently under way, and should be completed early in 2012.

Water Meters (Towns for Tomorrow Grant # 30083)

The universal water meter installation program is now essentially complete and the final claim has been made for the TFT grant. The final grant claim included a Water Conservation Plan adopted by Council in November 2011. Training has been completed, and a trial session of meter reading is being undertaken monthly to obtain some initial data for establishing an administrative process for recording and future integration into the Village billing software. A new stepped billing rate Bylaw has yet to be developed and submitted to Council for adoption once the transition is complete and input is available from the Finance Dept.

BCCWIP Project #4055

The sewer and water infrastructure projects included in this grant are now complete, and final claims for the grant have been made. A plaque has been mounted in the Village office identifying 2/3 contribution by the Province of the \$5.2M total project cost.

Lagoon Headworks Project (Towns for Tomorrow Grant # 30205)

This project at the sewage lagoon including screens and grinding equipment is now complete.

Lagoon Headworks Project Phase 2 (Towns for Tomorrow Grant)

The work associated with this project includes a new pump and related work at the lagoon lift station, and the addition of a new aerator, to improve reliability and effluent quality. The Provincial Towns for Tomorrow grant application for \$186,334 has been accepted, and award of the contract to Robinson Construction from Nanaimo was approved by Council on December 12, 2011.

Liquid Waste Management Plan

Cumberland submitted a joint grant application in early June with the CVRD for a South Regional Sewage System (SRSS) Treatment facility, based on a study completed by Associated Engineering Ltd. for the CVRD. The application was subject to confirmation that the south regional treatment facility is selected as the preferred option for Cumberland's Liquid Waste Management Plan. In June 2011, Cumberland Council selected the SRSS as the preferred LWMP option (with qualifications. CVRD is currently waiting for word on the grant application before proceeding with further public process for the project, tentatively scheduled for January 2012.

The SRSS plan includes provision for Cumberland to discharge raw sewage to a proposed regional plant to relieve the impact of phosphorus in the effluent currently being discharged to the Trent River from the Cumberland lagoons. Cumberland's existing lagoon effluent exceeds some discharge permit parameters periodically, and consistently exceeds permitted flow limits during wet weather. The Ministry of Environment (MOE) acknowledges that wet weather flows are an issue, and has indicated that some overflow discharge of treated lagoon effluent to the Trent River would be accepted during winter months, but only if the Village is diligent in reducing Inflow and Infiltration (I&I) of storm water into the sanitary sewer to acceptable levels in a reasonable period of time.

At the November 28th, 2011 regular meeting, Council, directed Staff "to work with Bob Hoffstrom, the Municipal Engineer to investigate the proposed federal **(Draft) Wastewater Systems Effluent Regulations** to see what implications these regulations have on our Sewage Treatment Plant plans and to get a complete copy of these regulations."

In response to the request the following is provided:

Cumberland adopted the liquid waste management planning (LWMP) process in 1998 to identify how best to upgrade or replace the sewage treatment facilities at the Village lagoon site. Facility upgrades were recognized at the time as requirements to protect public health and environmental resources along Maple Lake Creek and the Trent River, and to enable continued growth of the community. Today the need is greater and the preferred strategy as identified through the LWMP process is Cumberland's participation in development of South Regional Sewerage System (SRSS) treatment and disposal facilities.

The proposed federal Wastewater Systems Effluent Regulations were published in the Canada Gazette March 20, 2010 for public consultations. They apply to all municipal effluent discharges to surface waters. The proposed regulations were considered in assessing Cumberland's wastewater

treatment and disposal options during the last eighteen months. Once passed into legislation, the new regulations will:

1. Set National Performance Standards (NPS) for wastewater effluent discharged to surface water. These standards will apply immediately to all new and upgraded facilities, and risk-based assessment to be completed by 2017 will determine when existing treatment facilities discharging to surface waters must meet the new effluent standards.
2. Require Action Plans for all combined sewer overflows. These are to be complete within seven years;
3. Require effluent quality monitoring to be more extensive than is presently conducted.

The new regulations clearly apply to any effluent discharges to Maple Lake Creek and to marine discharges from the proposed South Regional Sewerage System (SRSS) treatment and disposal facilities.

In that discharges of excess wet-weather flows (WWF) are to Maple Lake Creek, the proposed regulations apply also to the ground disposal option that Cumberland has considered. Based on the current sewer separation program, that discharge period for excess WWFs extends to the year 2023.

Design and costing of Cumberland's sewage treatment and disposal options already reflect the effluent quality National Performance Standards outlined in the proposed regulations. Consequently, passage of the new regulations in its current form should have no impact on the ranking and costs of these options.

A synopsis of the proposed regulation is appended to this report as Schedule A.

Cumberland Lake Park

A meeting with the VIHA Public Health Officer in the spring of 2011 resulted in a final deferral of automatic disinfection of the water source until the 2012 season, provided that current methods are maintained, and water quality is monitored. VIHA has requested that design and auto disinfection improvements be implemented by the 2012 park season, but no funds were allocated in the Village 2011 budget. If these initiatives are to proceed, an allowance for engineering and construction, should be considered in the 2012 budget discussions.

Comox Lake Road

An option for lane closure was investigated and a cost estimate prepared for implementation of safety measures on a temporary basis in a report to the CAO on December 13, 2010. Additional crack sealing and signage has been undertaken, and conditions are being monitored. The condition is expected to deteriorate over time, and further investigation is needed to determine the nature and extent of subsurface problems. An allowance of \$25,000 should be considered in the 2012 budget discussions if this investigation is to proceed as a priority.

Bevan Road

This issue is being dealt with under a separate report.

Land Development Services

Subdivision and Development Bylaw

A review of the existing Subdivision Bylaw was initiated in 2010, to look at adding provisions currently not included in the current bylaw such as frontage works and services upgrades for building projects. This review is substantially complete with some minor amendments currently under way, along with a review of fees. The bylaw is expected to be submitted to Council in the first quarter of 2012.

Trilogy

Discovery Centre - Construction is substantially complete on the water main along Cumberland Road to the Discovery Centre. Chlorine residuals and water quality have been difficult to maintain in this long dead-end water main. Cumberland Public Works Dept. is currently involved in a program of regular flushing of the water main and testing water samples from this line to establish a workable procedure for maintaining acceptable water quality to the Discovery Centre.

Offsite Infrastructure Design – Based on the Infrastructure Drawings Review Agreement, pre-design meetings are being held with the developer to enable Cumberland to provide input on the design of municipal service extensions to trilogy lands. Items discussed to date include water distribution system design concept, storm water management concepts, road cross section elements, and sanitary sewage collection design concepts. Design details are substantially covered by the Municipal Master Construction Document (MMCD), however items needing input from Cumberland include overall design concept issues and options which are not covered in the MMCD document, but which have a long term impact on Village long range planning, as well as operating and maintenance costs. Trilogy's design team advises that the offsite design drawings are close to 50% complete

The Trilogy Infrastructure Drawings Review Agreement does not imply that drawing approval will automatically allow construction to proceed on offsite works. A servicing Construction Agreement still needs to be negotiated between Trilogy and the Village prior to any construction of the proposed municipal service extensions within the public right of ways. There are a number of issues that will need to be resolved before construction on any of the proposed works is approved, including the logistics and cost of operating and maintaining under-utilized municipal infrastructure before sufficient development is in place to support it.

Coal Valley Estates

Following the removal of the restrictive water connection policy noted above, Cumberland received a preliminary layout review (PLR) application for 34 new lots in Phase 4 of Coal Valley Estates development, west of Egremont Ave. The PLR was issued by the Cumberland subdivision approving officer in November. The PLR states that final subdivision approval is contingent on sufficient water supply being made available, and downstream sewer capacity is improved through an acceptable I&I removal program. The water supply issue is discussed in more detail in the water supply update report which will be submitted under separate cover at the Monday, January 16th Committee of the Whole Meeting.

DCC Bylaw

The current bylaw was drafted in 2010. It included an exemption for Commercial development, but the exclusion was to be only for two years as per direction from the Province. The bylaw should therefore be amended in 2012 to include fees for commercial development. The update should be included in the 2012 budget discussions.

FINANCIAL IMPLICATIONS

There are no financial implications related to receiving this report.

STRATEGIC OBJECTIVE

N/A

ATTACHMENTS

"Synopsis of the (Draft) Wastewater Systems Effluent Regulations and Its Framework"

CONCURRENCE

Sundance Topham, CAO

OPTIONS

1. Receive the Report
2. Any other action deemed appropriate by Council.

Respectfully submitted,



Bob Hoffstrom, P.Eng.
McElhanney Consulting Services Ltd.
Village of Cumberland Engineer



Sundance Topham
Chief Administrative Officer

Schedule A

Synopsis of the (Draft) Wastewater Systems Effluent Regulations and Its Framework

Reasons:

- Current conflicting requirements result in a sector that is inconsistently managed across Canada.
- Wastewater facilities are among the oldest municipal infrastructures and are in need of significant investment.

Canadian Council of Ministers of Environment endorsement this approach in February 2009 looking for two outcomes, supported by an economic plan:

- Improved human health and environmental protection.
- Improved clarity about the way municipal wastewater effluent is managed and regulated.

Intent being:

- to provide a comprehensive, risk-based, and harmonized Canada-wide approach for the essential infrastructure upgrades that municipalities face.
- Individual provinces may apply more stringent or additional requirements to meet site-specific needs.

How?

1. Setting National Performance Standards (NPS) that apply:
 - To wastewater effluent discharged to surface water, including marine, from community wastewater collection or treatment facilities.
 - All new and upgraded facilities;
2. Risk-ranking the existing facilities not capable of meeting the NPS, to establish dates when facilities are required to comply.
 - Implementation timeline:
 - High-risk discharges: within 10 years
 - Medium-risk: within 20 years
 - Low-risk: within 30 years

National Performance Standards –

- Carbonaceous Five-Day BOD (CBOD₅) – 25 mg/L
- Total Suspended Solids (TSS) – 25 mg/L
- Total Residual Chlorine (TRC) – 0.02 mg/L
- CBOD₅/TSS based on periodic averages.
- Will be incorporated into federal regulation under Fisheries Act.

Effluent Toxicity limit –

- Applies to medium to very large systems (i.e. >5k persons).
- no action required if there is no chronic toxicity at boundary of a defined mixing zone.
- Will be incorporated into federal regulation under Fisheries Act

National Overflow Standards for CSOs and SSOs

- No increase unless it occurs as part of an approved overflow management plan;
- removal of floatable materials;
- CSO Action Plans to be completed within 7 years.
- Implemented by province/territory

Environmental Risk Assessment (ERAs)

- be completed for all facilities (requirements vary by system size) and site-specific Environmental Discharge Objectives (EDO) established where needed.
- Multi-year process to characterize effluent and assess impact on receiver to determine whether EDO(s) needed.
- completed by 2017
- Implemented by province/territory

Environmental Discharge Objectives (EDO)

- Monitor substances when effluent concentrations >80% of applicable EDO.
- Develop long-term plans to remedy EDO's exceeded in the effluent.
- May be incorporated into future provincial/territorial permits/approvals upon completion of the ERAs.

Compliance Monitoring

- Monitor for compliance with NPS;
- Monitor for compliance with EDOs established through ERAs;
- Whole toxicity testing for facilities serving >5,000 persons;
- Report results to province/territory.

Governance

By 2012:

- Provinces amend policies/regulatory framework to include the requirements of the Strategy.
- Federal government develops regulations under the Fisheries Act to include the NPS and implementation timelines.
- Province and federal government establish individual agreements to clarify the roles and responsibilities within the context of a federal regulation – “one window” goal.

At 5-year Intervals:

- Jurisdictions report progress towards meeting the requirements of the Strategy to CCME Ministers and Canadians.

Impacts on Communities

- Need to comply with new requirements reflecting the strategy;
- 3,500 plants to be upgraded at costs estimated \$10 to \$13 billion over the next 30 years.

Technical Supplements

Strategy includes technical supplements for:

1. Economic Plan
2. Environmental Risk Management: Framework and Guidance
3. Standard Method and Contracting Provisions for the Environmental Risk Assessment

Additional tools and resources:

- Model Sewer-Use Bylaw
- Contaminant Database
- Cost Templates and Affordability Models

1. Economic Plan

- Prepared by separate CCME committee – Economics and Funding Task Group.
- Funding to be managed in an equitable and sustainable manner.
- Strategy affordable if wastewater is made a high priority by all levels of government.
- An increase in infrastructure spending will be required to meet the strategy requirements.
- While municipalities should be encouraged to be self-sufficient, senior levels of government will be required to help fund the strategy.
- Small communities will need senior government support.

2. Environmental Risk Management

The environmental risk management framework:

- Addresses whether NPS are adequate on a site-specific receiving environment basis.
- Addresses other substances on a site-specific receiving environment basis.
- Involves effluent monitoring for NPS, effluent characterization for a wide range of substances, effluent toxicity testing.
- Outlines process for determining environmental risk.
- Discusses risk management options.

3. Standard Method and Contracting Provisions for ERA

- Outlines a recommended step-by-step standard approach to ensure that the implementation of the Environmental Risk Assessment (ERA) is conducted in a consistent manner across Canada.

Model Sewer Use Bylaw

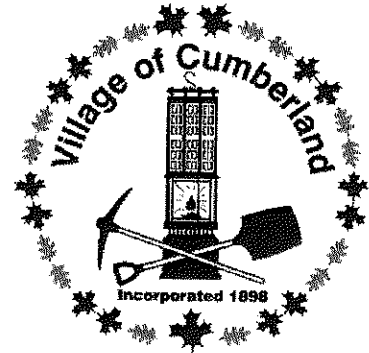
- Developed as a tool to assist Canadian municipalities and communities in implementing source controls for contaminants discharged to community sewer systems.

CCME Coordinating Committee

A Coordinating Committee has been formed to address issues put forward by CCME and provide guidance to jurisdictions on implementation issues related to the Strategy.

- Representatives from all 14 jurisdictions
- Local government observer
- Every five years, the committee will assess progress on the implementation of the Strategy to determine whether revisions are needed to the Strategy and Technical Supplements.
- The committee will continue to work on issues of common interest:
- Provide a forum for jurisdictions engaged in the development of performance standards, risk factors and implementation timelines for wastewater facilities in Canada's Far North.
- Support the establishment of a body to help coordinate Science and Research on municipal wastewater.
- Development of federal - provincial/territorial agreements on administration of the strategy
- MWWWE Coordinating Committee contacts available from the CCME website:

COUNCIL REPORT



REPORT DATE: January 3, 2011
MEETING DATE: January 9, 2011

TO: Mayor and Councillors
FROM: Bob Hoffstrom, P.Eng., Village Engineer
SUBJECT: Comox Valley Landfill Impact on Bevan Rd. and Cumberland Rd.

RECOMMENDATION

THAT Council receive the Comox Valley Landfill Impact on Bevan Rd. and Cumberland Rd. report.

AND THAT as an interim measure, the Village of Cumberland increase maintenance on Bevan Road as outlined in Option 3 over the next 1-2 year period with an annual budget allocation equivalent to the Comox Valley Regional District maintenance grant. Starting with drainage improvements and a more detailed road condition field evaluation including bore holes and Benkelman beam testing;

AND THAT the Village of Cumberland provide to Comox Valley Regional District a certified statement by January 15, 2012 detailing:

- a. How the 2011 funds provided have been spent, and how any unspent funds are planned to be spent.
- b. Provide to CVRD a statement of future planned use of funds to be received through the road maintenance grant program.

AND THAT the Village of Cumberland seek further financial assistance from the Comox Valley Regional District and senior levels of government in order to complete the rehabilitation and structural works identified by further investigations proposed in the report. Arguments for assistance will include the fact that the Pidgeon lake Landfill is a regional benefit, and the cost burden to rehabilitate and maintain both Bevan Road and Cumberland Road should have a significant regional contribution.

SUMMARY

Bevan Road and Cumberland Road have experienced high traffic volumes from heavy trucks and are showing signs of distress. The road sections of most concern include Bevan Road between Cumberland Road and the landfill turnoff, and approx. 1km. of Cumberland Road east of Bevan Road. The heavy truck traffic is reported to be attributed in part to the regional landfill currently operated by the Comox Valley Regional District (CVRD), and to traffic from the gravel pit approximately mid-way between Cumberland Road and the landfill turnoff.

In 2011, the writer undertook a review of options to mitigate the damage and to reduce the impact of heavy traffic, including application of load weight restrictions. Cumberland Mayor and Council was advised by the CVRD in a briefing note dated August 9, 2011 that a maintenance grant of \$1 per tonne would be provided annually to Cumberland to compensate for impacts of the landfill on community roadways dating back to January 2011. An estimate of the 2011 Cumberland grant based on 2010 tonnage is estimated at \$102,000. The grant was contingent upon receiving financial information from Cumberland on how the funds are to be spent.

This report outlines the preliminary engineering review of options to mitigate the damage, and provides recommendations with consideration of the annual CVRD grant.

BACKGROUND

The road surface is asphalt pavement which is showing signs of significant stress throughout much of the sections noted. Evidence of stress includes alligator cracking along the outside edge and up to mid lane in many locations, accompanied by depressions, cracking and breaking up of the surface. The Village Public Works staff have patched some of the failed sections, but have not been able to provide sufficient maintenance and repair over the years, due mainly to the rate of deterioration, and lack of sufficient funds and time. Surface patching has done nothing to improve the strength of the road structure to handle the high volume and heavy loads. There are also drainage issues in some areas which further exacerbates the situation. There is little information available regarding the structure of Bevan Road. Anecdotal information indicates that it was constructed around 1982, and that there is minimal subbase gravel in the structure. Further, it has been observed that similar issues are being experienced on Cumberland Road east of Bevan Road, due to heavy truck traffic en-route to the landfill, and from the gravel pit on Bevan Road.

Early in 2011, Village of Cumberland Council requested that staff review the potential of closing the road to heavy traffic, possibly by posting load limits. In the process of reviewing this option, the Village Engineer was also asked to look at other options which could be considered including financial assistance from the CVRD for road improvements/maintenance to allow truck traffic to continue on Bevan Road.

On August 11, 2011, Cumberland Mayor and Council was advised by the CVRD in a briefing note dated August 9, 2011 that a maintenance grant of \$1 per tonne would be provided to Cumberland to compensate for impacts of the landfill on community roadways dating back to January 2011. An estimate of the 2011 Cumberland grant based on 2010 tonnage was \$102,000.

In a letter dated September 13, 2011 from Debra Oakman, CVRD CAO, to David Durrant, Cumberland Acting CAO, Cumberland was advised that a cheque in the amount of \$39,974 would be forwarded to Cumberland prior to the end of September, 2011, and a cheque for the period of July 1, 2011 to December 31, 2011 would be issued in January 2012 upon receipt of the following from the Village:

1. Certified statement detailing how the 2011 funds provided have been spent, and how any unspent funds are planned to be spent.
2. Future planned use of funds to be received through the road maintenance grant program.

Mitigation Options

This report presents a brief overview of the benefits and issues related to applying load restrictions, and provides conceptual level cost estimates for other remediation options and/or improved maintenance if financial assistance is available from other jurisdictions such as the CVRD. This is a concept level review only. Additional site investigations, such as Benkelman beam rebound testing, bore holes to determine existing road structure, and further evaluation should be undertaken in order to determine more definitively the road condition, and extent of remedial work required. Based on limited current knowledge, the options being considered herein are summarized as follows:

1. Impose load restrictions designed to stop heavy truck traffic from using Bevan Road as access to the regional landfill. Add drainage improvements.
2. Pulverize the existing asphalt and reconstruct the base and paved surface for 2.3 km. from Cumberland Road to the landfill turnoff. Add drainage improvements.
3. Cut out failed sections and replace with base and hot mix asphalt patch. Improve drainage and replace failed subgrade sections.
4. Hot In-Place Asphalt Recycling (HIR). Add drainage improvements
5. Completely replace subbase, base and asphalt for the entire length, and improve drainage
6. Maintain existing maintenance levels

Option 1 - Load Restrictions

Load restrictions on Bevan Road would effectively force all landfill traffic to access the landfill by an alternate route, via the forest service road north of Bevan Road. This option would effectively remove the loaded truck traffic to the landfill and thereby reduce the rate of deterioration of the road, however, sufficient damage has already been incurred to both Bevan Road and Cumberland Road, remedial work is required, regardless. Additional issues with this option have been identified as follows:

1. The gravel extraction operation is located mid-way along Bevan Road, and load restrictions would effectively shut down this industrial operation, since reduced loads would likely not be competitive with other gravel operations within the region.
2. The alternative haul route to the landfill on Bevan Road within the Village north of the landfill turnoff is gravel surfaced. The increased heavy traffic on this gravel route would impose additional maintenance costs to the Village for improving the surface with crushed gravel, and more frequent grading from the landfill turnoff to

the existing paved forest service road (FSR.)

3. The FSR is paved, but narrow and will likely need at least shoulder improvements.
4. Drainage issues will remain over portions of the road, which will continue to impact the road structure.

The estimated capital cost of this option is approximately \$350,000 including drainage improvements, but excluding improvements to the FSR. The net present value (NPV) of annual maintenance over 20 years is estimated to be \$410,000, for a total NPV of approximately \$0.76M.

Option 2 – Pulverize Existing Asphalt, Replace Surface Gravel and Asphalt and Improve Drainage

The process includes mechanically breaking up the existing asphalt into small chunks, rolling and compacting it into the subbase gravels, then applying and compacting a 100-150mm layer of crushed base gravel on top. The surface would then be graded, compacted and finished with a 75mm surface layer of asphalt pavement. This option will provide a new surface and a stronger structure which will carry heavy traffic better and extend the useful life of the road.

Drainage improvements include the installation of catch basins and storm sewer pipe, connecting to the existing storm sewer on Cumberland Road. Capacity in the storm sewer downstream is limited, and some periodic local ponding is anticipated, but the storm drainage system improvement will help to protect the road structure.

This option is a rehabilitation project that will extend the life of the road. The estimated cost of this option is summarized as follows:

Bevan Road	\$1,036,000
Cumberland Road	\$ 386,000
<i>Total Estimated Capital Cost</i>	<i>\$1,422,000</i>
<i>NPV of Maintenance Costs over 20 years</i>	<i>\$ 60,000</i>
<i>Total NPV</i>	<i>\$1,482,000</i>

Option 3 – Cut Out and Replace Failed Sections of Asphalt and Road Base, and Improve Drainage

This option includes:

1. Additional site evaluation to itemize and document the most critical areas showing signs of stress and failure,
2. Cutting or grinding out the asphalt, removing the base course up to 150mm deep, and where deemed necessary removing any unsuitable subbase and subgrade material where significant displacement has resulted from subgrade failure. These will need to

be assessed further on an individual basis before proceeding.

3. Replace affected areas with subbase gravel, crush base course and hot mix asphalt.

For purposes of estimating the extent of work and anticipated costs, a preliminary site assessment has been undertaken, with the following results and assumptions:

• Total Length of Road	2,300m
• Average Width of Pavement	6.1m
• Approximate Surface Area Affected	10%
• Average Pavement/Base Area Replacement	1403 sq.m.
• Average size of repair	1.5mx10m
• No. of repairs	94
• Assumed 20% Subbase and Subgrade Replacement	280 sq.m.

The estimated cost of this option for is summarized as follows:

Bevan Road	\$ 247,000
Cumberland Road	\$ 108,000
<i>Total Estimated Capital Cost</i>	<i>\$ 355,000</i>
<i>NPV of Maintenance Costs over 20 years</i>	<i>\$ 841,000</i>
<i>Total NPV</i>	<i>\$1,196,000</i>

Option 3 enables the work to be undertaken over 2-3 years, and is similar in scope to current maintenance activities, but is more aggressive. This option will not add any strength to the road structure, so it is anticipated that high volumes of heavy truck traffic will continue to cause deterioration of the existing road. It is assumed therefore, that additional failures will evolve over time, and that up to 30% of the above estimated repairs will be needed annually. Rehabilitation of the road structure will ultimately be needed in the future.

Option 4- Hot In-Place Asphalt Recycling (HIR)

Option 4 involves removing/milling the top 1" – 2" of asphalt from the paved road surface and recycling with a portable paving plant to form a new surface course of asphalt. Prior to starting the recycling process, all failed base sections would need to be replaced, since the HIR process does not add any strength to the road structure, and all drainage issues will need to be resolved.

HIR does not look feasible for the Bevan Road situation for the following reasons:

1. The method does not add appreciable strength to the road structure unless an additional overlay is applied.
2. All of the drainage issues will need to be addressed, and base failures will need to be repaired prior to the HIR process, which is usually more applicable for remedial works

where surface deterioration is the prime reason for rehabilitation.

3. The HIR process is typically suited for longer sections of road where the mobilization and demobilization costs of extensive specialized equipment are covered by economies of scale.
4. For the above reasons, HIR has not been considered further for Bevan Road.

Option 5 – Reconstruct Bevan Road and Sections of Cumberland Road

Option 5 includes:

1. The removal of existing asphalt surface.
2. Scarifying the existing base and subbase.
3. Replacing unsuitable sections where subgrade failure has occurred.
4. Adding 150mm of new crushed base course and 100mm of asphalt in two lifts.
5. Drainage improvements as noted in Option 2.

Cost estimates assume that 2.3 km of Bevan Road and approximately 1 km of Cumberland Road are reconstructed.

Based on the assumption that the existing subbase gravels are suitable, this option would resolve all current road failures on Bevan Road and Cumberland Road, and would strengthen the road structure to better withstand the heavy truck traffic. Bore holes and analysis will be required to verify subgrade condition. This option would significantly reduce annual maintenance requirements for several years.

The estimated cost of this option for is summarized as follows:

Bevan Road	\$ 1,500,000
Cumberland Road	\$ 652,000
<i>Total Estimated Capital Cost</i>	<i>\$ 2,152,000</i>
<i>NPV of Maintenance over 20 years</i>	<i>\$ 60,000</i>
<i>Total NPV</i>	<i>\$ 2,212,000</i>

Option 6 – Continue existing Maintenance Levels

This option assumes that there are no additional funds available to resolve road deterioration issues caused by high volumes of heavy traffic. The road will continue to deteriorate, due to high volumes of heavy traffic, effectively shorten the useful life of the road, and in the interim, reduce the service level due to surface rutting, potholes and related deficiencies. This is not considered a viable option.

Summary of Options

A summary of estimated costs for the above options is found in Fig. 1 below:

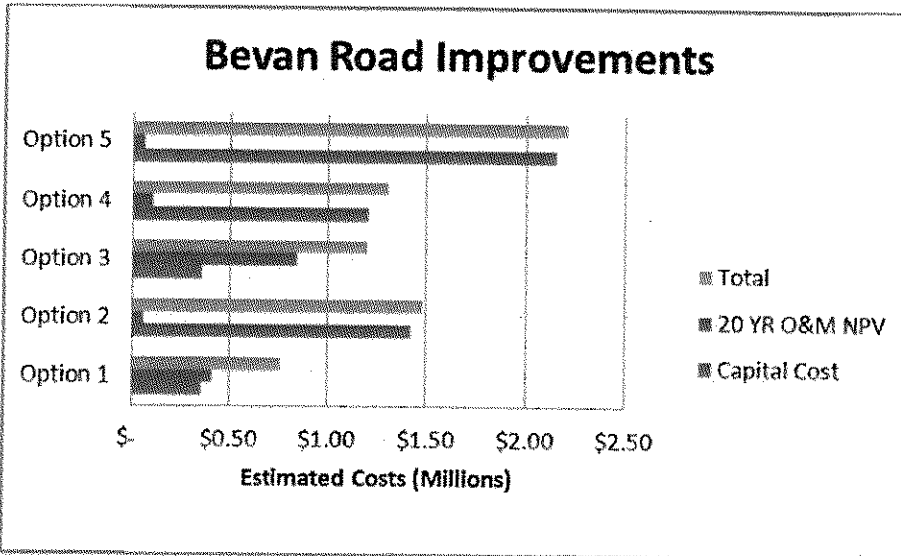


Fig 1.

Conclusions

From visual observations undertaken by the Village Engineer, the condition of Bevan Road is showing signs of deterioration. Surface failures appear to result from heavy truck traffic, as well as poor drainage. There is further evidence that sections of Cumberland Road near the Bevan Road intersection are also under similar stress.

The heavy loads and volume of this type of traffic has resulted in the need for a higher level of maintenance by Village Public Works staff, however, with limited funds available, this work has not been undertaken at the level required. The consequence of insufficient repairs and maintenance required by the heavy traffic is accelerated degradation of the road surface, and subsurface structure. This will reduce the useful life of the road. In short, without significant maintenance and rehabilitation, the road will continue to deteriorate at an accelerated rate to a point where it will be unsuitable for the current use.

The options reviewed in this report are made at a very high level conceptual basis, without any site investigations or testing, and are used solely for the comparison of options and discussion.

Based on field observations and the assumptions noted, it is concluded that any options (Option 1, 3 and 4) that do not improve the strength of the road structure will not provide a reasonable long term solution for accommodation of a high volume of heavy truck traffic. Placing weight restrictions on Bevan Road in order to displace heavy truck traffic to the landfill will impact the

existing gravel operation on Bevan Road. Further, displaced truck traffic onto the gravel extension north of the landfill intersection within the Village will require upgrading of the gravel road with a topping of crushed gravel, and more rigorous maintenance (grading). The HIR option (Option 4), at a relatively high cost, does not provide added strength.

Option 2 should result in a slightly stronger road structure than Option 5 unless additional base course or asphalt lift is included in Option 5. The pulverized surface of option 2 should add strength to the subbase layer, and addition of 100-150mm of new crushed base course and new 75mm of asphalt should further add strength to the road structure. Option 2 therefore appears to provide the best value in terms of added strength.

Discussion

All of the options reviewed herein except Option 6 (do nothing) requires a significant funding commitment. Although Option 2 appears to provide the best value in terms of added strength, the reality is that sufficient funds to undertake this work are not in the Village's 5 Year Capital Plan. Interim measures are therefore needed while sourcing sufficient funds to complete this work. The \$1 per tonne road maintenance grant commitment from the CVRD recognizes the impact of the landfill on the host community; however it falls short of providing a long term solution. Although the maintenance grant will improve the ability for Cumberland to step up repairs to the road, it does not recognize that major structural road upgrades will be needed in the not-to-distant future.

FINANCIAL IMPLICATIONS

1. Defer the 2011 Comox Valley Regional District Contribution Grant to the 2012 budget process.
2. Apply the 2011 Comox Valley Regional District Contribution Grant towards the following items for 2012:
 - a. Road drainage Improvements along Bevan Road
 - b. Road repairs along Bevan Road and Cumberland Road east of Bevan Rd.
 - c. Geotechnical investigation (including bore holes and Benkleman Beam testing) of the road structure along Bevan Road and Cumberland Road east of Bevan Rd. to determine long term structural requirements needed for heavy truck traffic.

STRATEGIC OBJECTIVE

This could be added as a strategic objective for 2012 to use the CVRD grant funds for short term repairs and the investigative work required to confirm the capital costs of upgrading Bevan Road and Cumberland Road to handle high volumes of heavy truck traffic. The information obtained from the investigation can then be used to approach the CVRD and other funding sources for a capital contribution towards major structural upgrades to the relevant sections of Bevan and Cumberland Roads.

ATTACHMENTS

CVRD Letter dated December 21, 2011, re: Regional Solid Waste Host Community Road Maintenance Grant Program.

CONCURRENCE

Sundance Topham, CAO

Michelle Mason, FO

OPTIONS

1. Adopt the recommendations of the report as presented.
2. Any other action deemed appropriate by Council.

Respectfully submitted,



Bob Hoffstrom, P.Eng.
McElhanney Consulting Services Ltd.
Village Engineer
Village of Cumberland



Sundance Topham
Chief Administrative Officer

Office of the Chief Administrative Officer

600 Comox Road, Courtenay, BC V9N 3P6
Tel: 250-334-6000 Fax: 250-334-4358
Toll free: 1-800-331-6007
www.comoxvalleyrd.ca



December 21, 2011

File No: 5360-01

Sundance Topham
Chief Administrative Officer
Village of Cumberland
2673 Dunsmuir Avenue
Cumberland, BC V0R 1S0

sent via email only: stopham@cumberlandbc.net

Dear Mr. Topham:

Re: Regional Solid Waste Host Community Road Maintenance Grant Program

At the May 12, 2011 meeting of the Comox Valley Regional District (CVRD) (regional solid waste) board of directors the following resolutions were adopted:

THAT CSWM fund a road maintenance grant program for the two host waste management centre communities, Campbell River and Cumberland, at a rate of \$1.00 per tonne scaled at the applicable centre to be used to maintain the road network directly impacted by the traffic utilizing the centres;

AND FURTHER THAT a certified statement from each host community detailing how funds were expended and a plan for future years funds be submitted and approved by this board prior to next funding cycle;

AND FURTHER THAT this program be assessed yearly for need;

AND FURTHER THAT this grant funding start January 1st, 2011;

AND FINALLY THAT the 2011 Regional Solid Waste financial plan be amended to reallocate applicable funds from reserve contributions to grants operational.

A cheque for the period of January 1, 2011 to June 30, 2011, an amount of \$39,974.00 was forwarded to your offices on September 15, 2011.

A cheque for the period of July 1, 2011 to December 31, 2011, an amount not less than \$33,325.00, will be issued in January 2012. In order to be eligible for this funding, the following is required from the Village of Cumberland no later than January 15, 2011:

1. Certified statement detailing how the 2011 funds provided have been spent and how any unspent funds are planned to be spent.
2. Future planned use of funds to be received through this road maintenance grant program.

We appreciate this opportunity to provide support to your community through this infrastructure grant program.

Any comments or concerns regarding the enclosed information can be forwarded directly to Tom Boatman, manager of solid waste, via e-mail tboatman@comoxvalleyrd.ca or by telephone 250-334-6025.

Sincerely,

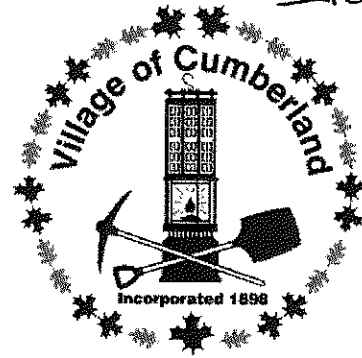
D. Oakman

Debra Oakman
Chief Administrative Officer

cc: Beth Dunlop, corporate financial officer
Thomas A. Boatman, manager solid waste

/rh

COUNCIL REPORT



REPORT DATE: January 4, 2012
MEETING DATE: January 9, 2012

TO: Mayor and Councillors
FROM: Sundance Topham, Chief Administrative Officer
SUBJECT: Approving Officer and Deputy Approving Officer Appointments

RECOMMENDATION

THAT pursuant to Section 77 of the Land Title Act Council appoint Sundance Topham, Chief Administrative Officer, as Approving Officer for the Village of Cumberland and Graham Savage as Deputy Approving Officer for the Village of Cumberland.

SUMMARY

Under Section 77 of the Land Title Act Council must appoint an Approving Officer to carry out the duties pertaining to subdivision as governed by the Act (and subject to the provisions of the Village's Subdivision Bylaw).

BACKGROUND

The Village of Cumberland has contracted with Graham Savage to act as the Approving Officer and as a development consultant for the municipality since 2007. When I was hired I was given the added role of Approving Officer, which was to come into effect upon conclusion of Mr. Savage's contractual obligations as municipal Approving Officer.

Mr. Savage's contractual obligations as Approving Officer have now been fulfilled, and Council needs to appoint me as Approving Officer for the municipality. As Mr. Savage has been acting in this capacity since 2007 it is my recommendation that we retain his services to act as the Deputy Approving Officer. In this capacity he can continue to provide advice when needed, especially in regards to the large development projects currently underway, as well as act as my backup in times when I am absent from the office.

FINANCIAL IMPLICATIONS

There are no additional financial obligations associated with appointing me as Approving Officer, as this is already in my contract. Mr. Savage will be a contractor for the municipality and will provide Approving Officer and development consultant services for the Village of Cumberland at the hourly rate of \$90.00 per hour. Cost recovery for development consultant services is included

in the Corporation of the Village of Cumberland Development Procedures and Fees Bylaw No. 897, 2008 and any other Infrastructure Drawing Review and Review Fee Contribution agreements.

There will be costs associated with the Deputy Approving Officer role, but these costs will be diminished due to the eventual decrease in responsibilities.

STRATEGIC OBJECTIVE

Not Applicable

ATTACHMENTS

Not Applicable

CONCURRENCE

Michelle Mason, Financial Officer

OPTIONS

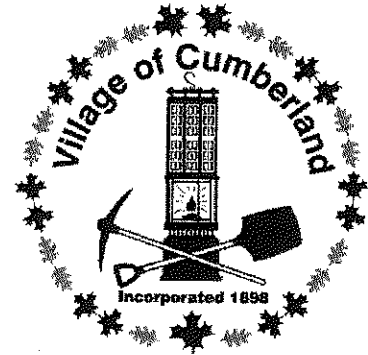
1. Appoint Sundance Topham, Chief Administrative Officer, as Approving Officer for the Village of Cumberland and Graham Savage as Deputy Approving Officer for the Village of Cumberland.
2. Any other action deemed appropriate by Council.

Respectfully submitted,



Sundance Topham
Chief Administrative Officer

COUNCIL REPORT



REPORT DATE: January 4, 2012

MEETING DATE: January 9, 2012

TO: Mayor and Councillors

FROM: Michelle Mason, Financial Officer

SUBJECT: Climate Action Revenue Incentive (CARIP) Public Report

RECOMMENDATION

THAT Council receive the Climate Action Revenue Incentive (CARIP) Public Report dated January 4, 2012

AND THAT the Council of the Corporation of the Village of Cumberland approve the attached Climate Action Revenue Incentive (CARIP) Public Report for 2011 for posting on the Village of Cumberland website.

SUMMARY

In order to receive the Climate Action Revenue Incentive grant as part of the 2011 carbon inventory reporting, the Village is required to post a report that outlines our plan and progress toward meeting our climate action goals on the municipal website.

BACKGROUND

A summary of recommendation from the "Green House Gas Reduction Policy Scope and Prioritisation" report by Executive Intelligence was approved by Council at the December 12, 2011 meeting. The first part of this recommendation is to set up and populate the SMARTTool carbon inventory system and develop a process for maintaining the data and completing annual CARIP grant requests by February 2012. The annual CARIP grant process starts with a public narrative report that gives a brief outline of the village's plan and progress toward meeting its climate action goals. As we are at the early stages of this process, the report details the steps taken so far and only actions that have been planned for the coming year.

FINANCIAL IMPLICATIONS

None.

STRATEGIC OBJECTIVE

None.

ATTACHMENTS

Climate Action Revenue Incentive Plan (CARIP) Public Report for 2011.

CONCURRENCE

None.

OPTIONS

1. Authorize posting of the attached report to the Village of Cumberland website.
2. Any other action deemed appropriate by Council.

Respectfully submitted,

Michelle Mason
Financial Officer
Village of Cumberland



Sundance Topham
Chief Administrative Officer

Climate Action Revenue Incentive Plan (CARIP) Public Report

Climate Action Revenue Incentive (CARIP) Public Report for 2011

*The Corporation of the Village of Cumberland
Comox Valley*

Reported by

Michelle Mason

Chief Financial Officer

mmason@cumberlandbc.net

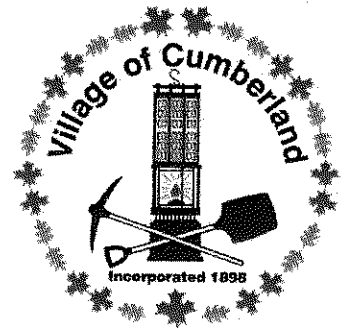


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 - 1.2 - Plan
 - 1.3 - Reduce
 - Supportive
 - Direct
 - 1.4 - Community Wide Innovation
- Corporate Actions
 - 2.1 - Measure
 - 2.2 - Reduce
 - Supportive
 - Direct
 - 2.3 - Corporate Innovations
- Carbon Neutral Progress Reporting

General Information

Name of Local Government	Village of Cumberland
Member of Regional District (RD)	Comox Valley
Regional Growth Strategy (RGS) in region	Yes
Population	3200

Community Wide Actions for 2011

1.1 Measure

Community Wide Measurement Actions

Question	Have you been using the Community Energy and Emissions Inventory (CEEI) to measure progress? What else have you been using instead of/in addition to CEEI?
Answer	Yes
Additional Information	<i>The Village has used the CEEI as a core reference document for community emissions to understand the relative magnitude and source of emissions.</i>

1.2 Plan

Community Wide Targets

Question	Do your OCP(s) have targets, policies and actions to reduce GHG emissions, as per the requirements under the Local Governments Act (LGA)? If yes, please identify the targets set. If no or in progress, please comment.
Answer	<i>In Progress</i>
Additional Information	<i>The Village is revising the existing OCP to integrate a number of requirements including GHG policies. This will include a community engagement process involving education, understanding and policy development around GHG reduction.</i>

1.3 Reduce

Supportive Community Wide Actions

Action Type	Broad Planning (e.g. creation/revision of OCPs, CEPs, transportation plans)
Actions Taken this Year	<i>Assessed scope and requirements regarding climate action, identified priority areas from the CEEI and begun planning for Community engagement in formulating OCP policies</i>
Proposed Actions for Next Year	<i>Complete the public engagement process and identify clear policy actions for the OCP revision.</i>

Action Type	Building and Lighting (e.g. developed green building policy, increased density in the downtown)
Actions Taken this Year	<i>The Village has approved the Comox Valley RGS which has clear policies for community-wide actions.</i>
Proposed Actions for Next Year	<i>The OCP revision process will bring the OCP into line with the GHG policy elements of the RGS.</i>

Action Type	Green Space (e.g. developed urban forestry policy, adopted park acquisition policy)
Actions Taken this Year	<i>see above re RGS. The Village has completed the Parks and Greenways Masterplan Bylaw</i>
Proposed Actions for Next Year	<i>Development of individual park plans.</i>

Action Type	Transportation (e.g. developed sustainable transportation plan, completed bicycle master plan)
Actions Taken this Year	<i>see above re RGS</i>
Proposed Actions for Next Year	<i>Update existing Draft Bicycle Master Plan</i>

Action Type	Waste (e.g. introduced composting and recycling education programs)
Actions Taken this Year	<i>This is managed valley-wide through the CVRD programs</i>
Proposed Actions for Next Year	

Action Type	Water/Sewer (e.g. participated in water smart initiatives, implemented Water Action Plan, introduced rebates on low flush toilets)
Actions Taken this Year	<i>Adopted a Water Conservation Plan, begun to develop a Liquid Waste Management Plan including options to reduce sewage treatment volume.</i>
Proposed Actions for Next Year	<i>Continue with the Liquid Waste Management Plan</i>

Direct Community Wide Actions

Action Type	Buildings (e.g. implement use of sustainability checklists and development permit guidelines for new buildings)
Actions Taken this Year	<i>Developed a sustainability checklist for developments.</i>
Proposed Actions for Next Year	

Action Type	Transportation (e.g. implement bike lanes, pedestrian paths, upgrade transit service and infrastructure, improve roads, parking fees etc.)
Actions Taken this Year	
Proposed Actions for Next Year	<i>Enhanced transit service covering more areas of the Village and increased frequency in 2012.</i>

Action Type	Waste (e.g. introduce composting and recycling programs)
Actions Taken this Year	<i>Continued the successful recycling and yard waste composting programs</i>
Proposed Actions for Next Year	

Action Type	Water/Sewer (e.g. implement water conservation and reduction initiatives)
Actions Taken this Year	<i>Installed water meters for all connections</i>
Proposed Actions for Next Year	<i>Start mock-billing for water consumption and encourage conservation initiatives in advance of actual billing in 2013</i>

Action Type	Green Space (e.g. plant trees, conserve forest etc.)
Actions Taken this Year	<i>Continued to manage the protected (by covenant) Community Forest areas owned by The Village</i>
Proposed Actions for Next Year	

Corporate Actions for 2011

2.1 Measure

Corporate Measurement Actions

Question	What steps has your local government taken toward completing its corporate emissions inventory (e.g. corporate assets gathered relating to energy and fuel data and calculated GHG emissions from energy use)?
Answer	<i>The Village of Cumberland has completed an initial carbon inventory and identified key areas of focus for addressing corporate carbon emissions.</i>

Question	What tool are you using to measure, track and report on your corporate emissions (e.g. SMARTtool, other tools including excel spreadsheets)?
Answer	<i>Using SMARTTool to capture 2011 and future data on Corporate Emissions</i>

2.2 Reduce

Supportive Corporate Actions

Action Type	Broad Planning (e.g. developed corporate climate action plan)
Actions Taken this Year	<i>Developed an assessment of corporate emissions and quantified areas of focus for action</i>
Proposed Actions for Next Year	<i>Develop a specific corporate climate action plan with policies and actions to reduce emissions.</i>

Direct Corporate Actions

Action Type	Building and Lighting (e.g. energy efficiency retrofits to municipal buildings)
Actions Taken this Year	<i>Continued to retrofit municipal building with energy efficient lighting under BC Hydro's PowerSmart program.</i>
Proposed Actions for Next Year	<i>Specific actions for Buildings and other action areas will flow from the Corporate Action planning work described above.</i>

COUNCIL REPORT



REPORT DATE: January 5, 2012

MEETING DATE: January 9, 2012

TO: Mayor and Councillors

FROM: Michelle Mason, Financial Officer

SUBJECT: The 2011 Audit Service Plan

RECOMMENDATION

THAT Council receive The Corporation of the Village of Cumberland Audit Service Plan for the 2011 Year-end for information.

SUMMARY

The purpose of this report is to introduce to Council the Audit Service Plan for the 2011 year-end audit for information.

BACKGROUND

At the December 12, 2012 regular meeting of Council, Meyers Norris Penny Audit Firm was appointed as the year-end auditors for the Village. The Audit Service Plan for the 2011 year-end was only made available in the Council office and was not on the agenda at that time. Therefore, it is being brought forward at this time.

FINANCIAL IMPLICATIONS

The 2011 base audit fee is estimated at \$32,025 which is comparable to the 2010 year-end fees of \$30,950. The former Financial Officer for the Village prepared the financial statements each year and I expect this to be continued practice, however in the event that Meyers Norris Penny is required to provide extra support in this area, the estimated fee for this would be between \$2,500 and \$7,500. This extra fee would only be required to help with the financial statement presentation if needed.

STRATEGIC OBJECTIVE

None.

ATTACHMENTS

The Corporation of the Village of Cumberland Audit Service Plan Year Ending December 31, 2011.

CONCURRENCE

None.

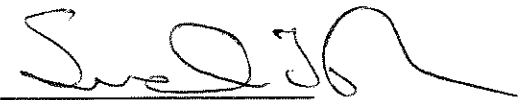
OPTIONS

1. Council can receive The Corporation of the Village of Cumberland Audit Service Plan for the 2011 Year-end for information.
2. Any other action deemed appropriate by Council.

Respectfully submitted,



Michelle Mason
Financial Officer
Village of Cumberland



Sundance Topham
Chief Administrative Officer



**THE CORPORATION OF THE VILLAGE
OF CUMBERLAND**

AUDIT SERVICE PLAN

Year Ending December 31, 2011

For presentation to the Mayor and Council

October 31, 2011

Mayor and Council
The Corporation of the Village of Cumberland
2673 Dunsmuir Avenue
Box 340
Cumberland, BC
V0R 1S0

Dear Mayor and Council:

We are pleased to put forward this report for discussion of our overall strategy and general arrangements for the audit of the financial statements of the Corporation of the Village of Cumberland ("the Village") for the year ended December 31, 2011. In this report, we cover those significant matters which, in our opinion, you should be aware of as Mayor and Council.

At MNP, we adhere to the highest level of integrity and professionalism. Our goal is to meet or exceed your requirements and ensure you receive outstanding service.

Our team of experienced professionals has been selected for this engagement because of their knowledge and understanding of the Village. As a valued client of MNP, we look forward to working with you, your management team and employees over the course of our audit work.

We are dedicated to maintaining open channels of communication throughout this engagement. Please feel free to approach our team with any questions you may have about our upcoming audit, and to discuss any other matters that may be of interest to you.

Yours truly,



MNP LLP

/fg
encls.

EXECUTIVE SUMMARY

To make strategic business decisions with confidence, your stakeholders and the Mayor and Council of The Corporation of the Village of Cumberland 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 Corporation of the Village of Cumberland'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 focusing their practice in local government. Our audit strategy takes into account 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 Corporation of the Village of Cumberland's Mayor and Council with our independent auditors' report on the December 31, 2011 consolidated financial statements.

During the past year, the Village lost some significant members of upper management. We want to ensure that the personnel who have taken over those roles are aware of our audit plan and strategy; as such we look forward to and encourage any questions from them throughout the audit.

The Village is still undergoing significant infrastructure and capital upgrades with the intention of future capital sustainability. Our audit strategy for the current year, as in past years, will be tailored to respond to the additional capital costs, wage and equipment allocations, and classification of these capital items.

We propose to use \$60,000 as overall materiality for audit planning purposes.

To meet your requirement of final financial statements released in May, we plan to present our audit findings to the Mayor and Council in mid-April.

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1. INTRODUCTION

We are pleased to continue our appointment as auditors of the Corporation of the Village of Cumberland ("the Village"). Our engagement letter is included as Additional Materials following this report.

Our Audit Service Plan will:

- Document the overall audit strategy and the general arrangements for the conduct of your December 31, 2011 audit
- Assist the Mayor and Council and management in understanding the approach to the December 31, 2011 audit
- Illustrate our commitment to assisting you reach your engagement objectives and to demonstrate our expertise

2. 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
- The management oversight process
- Fraud:
 - How could it occur?
 - Risk of fraud and misstatement?
 - Actual, suspected or alleged fraud?
- Your specific needs and expectations
- Audit Service Plan
- Any other issues and/or concerns

3. 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 giving consideration to these factors.

ISSUES AND DEVELOPMENTS	SUMMARY
Village of Cumberland	Resignation and replacement of both Chief Administrative Officer and Financial Officer
REPORTING: Future Accounting Standards	December 31, 2013 Government transfers (PS 3410) Tax revenue (PS 3510) Financial instruments and foreign currency translation: financial statement presentation (exposure draft) December 31, 2015 Liability for contaminated site (PS 3260)

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

4. KEY RESPONSIBILITIES

Effective discharge of the respective responsibilities of management, MNP and the Mayor and Council, and maintenance of strong working relationships and open communication between MNP as auditors, the management and the Mayor and Council of the Village, is directed toward a common duty to provide appropriate and adequate financial accountability, and quality financial disclosure.

MANAGEMENT RESPONSIBILITIES

- Preparation and fair presentation of the financial statements, including the notes thereto, in accordance with Canadian Public Sector Accounting Standards
- Initial selection of and changes to significant estimates and accounting policies
- Disclosure of sufficient information about the extent and nature of events having an effect on the Village
- Provide an adequate description of the selected applicable financial reporting framework
- Safeguarding of assets
- Establishment and maintenance of policies, financial reporting systems and controls (including those designed to prevent and detect fraud and misstatement)
- Ensuring compliance with applicable legislative authorities
- Provide and make available financial records and related data, copies of all minutes of meetings of council
- Provide information relating to any known or possible non-compliance with legislative or regulatory requirements, and laws and regulations
- Provide information about all related parties and related party transactions
- Allow access to staff and management, and other business associates (i.e., lawyers, bankers) as necessary
- Provide written confirmation of representations relating to significant and/or material financial reporting items and disclosures

MNP RESPONSIBILITIES

- Report whether the December 31, 2011 consolidated financial statements present fairly, in all material respects, the financial position, financial performance, change in net debt and cash flows of the Village in accordance with Canadian Public Sector Accounting Standards
- Provide reasonable, but not absolute, assurance of detecting misstatements, fraud or non-compliance with laws and regulations having a material effect on the financial statements as a whole.
 - Absolute assurance cannot be provided due to inherent limitations of the audit including the possibility of intentional misstatements due to management override or collusion
- Conduct our audit in accordance with Canadian generally accepted auditing standards
- Obtain an understanding of the risk of material misstatement
 - Understand the environment
 - Evaluate internal controls (should we test internal controls, our assessments would not be sufficient to conclude on the effectiveness or efficiency of internal controls)
- Examine, on a test basis, evidence supporting the amounts and disclosures within the financial statements
- Assess the appropriateness of the accounting policies selected and their application, the significant estimates made by management, and the use of the going concern assumption

Detailed information on the Audit Process and the Audit Response to Identified Risk are included as Appendix B and Appendix C respectively.

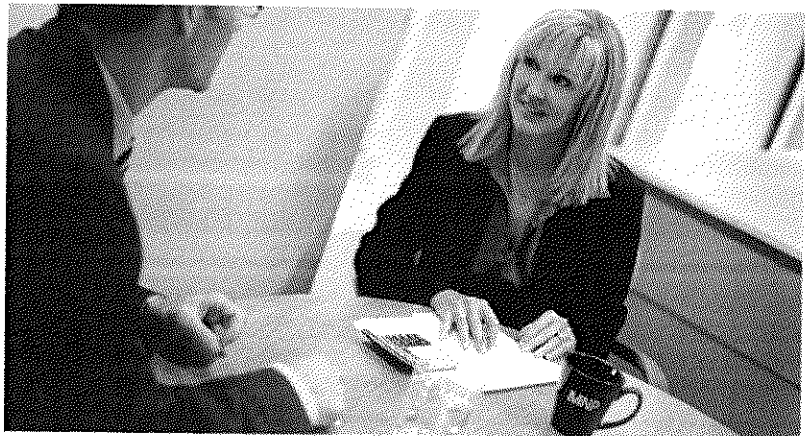
MAYOR AND COUNCIL RESPONSIBILITIES

- Review and approve the financial statements
- Allocate responsibility between governance and management
- Maintain oversight of management to ensure the integrity of accounting and financial reporting systems
- Ensure that appropriate controls are in place, including those needed for monitoring risk, financial reporting, prevention and detection of fraud and misstatement, and compliance with relevant laws and regulations
- Consider the potential for management override of controls or other inappropriate influences, such as earnings management
- Prevention and detection of fraud and misstatement
- Creation and maintenance of a culture of honesty and high ethics
- Approval of policies and the monitoring of performance areas
- Provide information to assist MNP in updating its understanding of the entity and its environment, including internal control
- Provide information about the entity's objectives, strategies and related business risks that may give rise to material misstatements
- Provide information about significant communications with regulators
- Inform MNP of appropriate governance person(s) with whom to communicate
- Identify additional areas of concern for MNP to consider when undertaking the audit

5. DELIVERABLES

We are committed to providing you with the highest level of professional service. Based on our understanding of your needs and expectations, our planned service response includes:

- We will keep you informed of the effect and timing of relevant new and proposed financial reporting requirements
- We will assist you to plan for and implement relevant new financial reporting requirements
- We will communicate effectively, and in a timely manner, with the Mayor and Council. Our communications include this Audit Service Plan and, at the conclusion of our audit, the Audit Findings Report and our Management Letter
- We will attend and participate in Council meetings as appropriate
- We will assign an engagement team that understands the Village, the environment in which it operates, and the accounting, tax and regulatory issues that affect your financial reporting
- We will provide ongoing business, taxation and accounting advice, including financial reporting recommendations on unusual transactions, business contracts and other business arrangements as they arise
- Upon completion of our audit, we will issue our independent auditors' report on your consolidated financial statements, prepared in accordance with Canadian Public Sector Accounting Standards



6. TIMETABLE

	DATE
Presentation of the December 31, 2011 Audit Service Plan to the Mayor and Council	October 31, 2011
Interim procedures	November 22, 2011
Year-end procedures	March 26, 2012
Draft Year-end consolidated financial statements to be discussed with management	Early April
Report of the December 31, 2011 Audit Findings to the Mayor and Council	Mid-April
Mayor and Council approval for release of final year-end consolidated financial statements <ul style="list-style-type: none">• Issuance of independent auditors' report	Mid-April
Issuance of Management Letter	Mid-April

7. INDEPENDENCE

An essential aspect of all our services to the Village is an independent viewpoint, which recognizes that our responsibilities are to the Mayor and Council. While the concept of independence demands a questioning and objective attitude in conducting our audit, it also requires the absence of financial or other interests in the Village. In accordance with our firm's policy and the Rules of Professional Conduct which govern our profession, neither MNP nor any of its team members assigned to the engagement nor any of its partners are permitted to have any involvement in or relationship with the Village that would impair independence or give that appearance. As auditors, we subscribe to the highest standards and are required to discuss our independence with the Mayor and Council on an annual basis. We will:

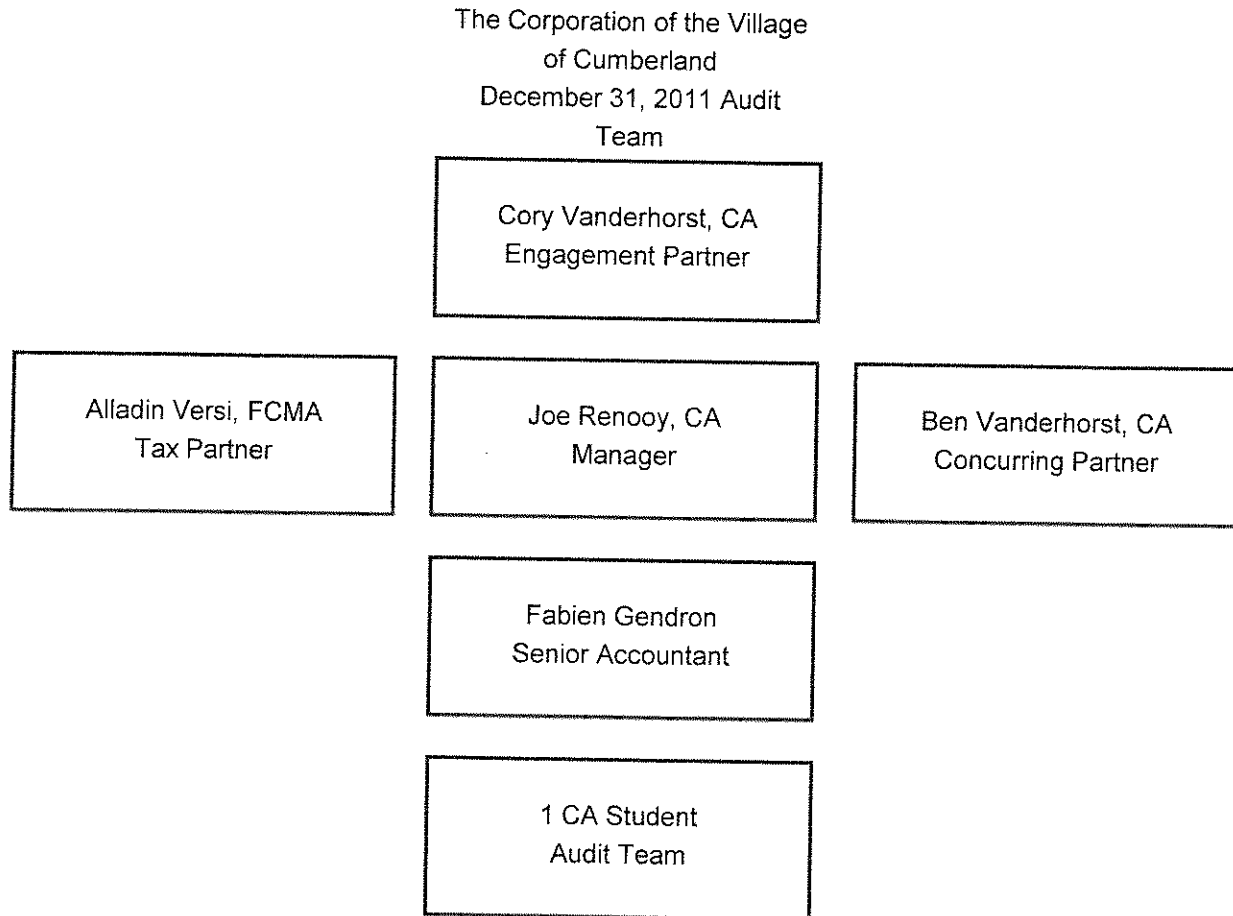
- Disclose to the Mayor and Council, in writing, all relationships between MNP and the Village that in our professional judgment may reasonably be thought to bear on our independence;
- Confirm in writing that, in its professional judgment, MNP is independent within the meaning of the Rules of Professional Conduct of the Institute of Chartered Accountants of British Columbia; and,
- Discuss our independence with the Mayor and Council.

Our draft letter to the Mayor and Council discussing our independence, the general form and content of which we expect to provide to the Mayor and Council upon the conclusion of our audit, is included as Additional Materials following this report.

During the course of the audit, we will communicate any significant new matters that come to our attention that, in our professional judgment, may reasonably be thought to bear on our independence. At the completion of our audit, we will reconfirm our independence.

8. AUDIT TEAM AND MNP RESOURCES

In order to ensure effective communication between the Council and our firm, we briefly outline below the key members of our audit team and the role they will play.



In order to serve you better and meet our professional responsibilities, we may find it necessary to expand our audit team to include other MNP professionals whose consultation will assist us to evaluate and resolve complex, difficult and/or contentious matters identified during the course of our audit. Additionally, reliance on specialists, including actuaries, may be necessary in order to obtain appropriate audit evidence. Any changes to the audit team will be discussed with you to ensure a seamless process and that all concerned parties' needs are met.

9. FEES AND ASSUMPTIONS

Our audit hours and fees for the year-ended December 31, 2011 are estimated to be the following, exclusive of applicable taxes:

	DECEMBER 31, 2011 ESTIMATE	DECEMBER 31, 2010 ACTUAL
Base fee as per our fee quote	\$30,000	\$28,500
Preparation of corporate tax return	\$500	\$500
Disbursements	\$1,525	\$1,450
	\$32,025	\$30,950

Our base audit fee is based upon an estimated 230 hours of our team members' time to complete your engagement.

It is our understanding that we may be asked to prepare the financial statements for the Village this year from information provided by management. Preparation of the financial statements will result in additional fees estimated to be \$2,500 to \$7,500, depending on the amount of time required to prepare the statements.

Our estimated audit hours are based on our past experience and our knowledge of the Village. These estimated hours rely on the following assumptions:

- No significant deficiencies in internal controls which cause procedures to be extended
- No major unadjusted misstatements or un-reconciled balances
- Significantly all adjusting entries are completed prior to trial balance and journal entries being provided to audit team
- All management and required staff are available as needed
- Information and working papers required, as outlined in our letter of fiscal year-end requirements, are provided in the mutually agreed form and timing
- There are no changes to the agreed upon audit timetable and reporting requirements

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. These changes may result in a "Change Order" agreement. The "Change Order" agreement will set forth the revised arrangements and scope of services to be performed and any related additional fees associated.

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

Progress billing #1: On commencement of planning and delivery of Audit Service Plan	\$15,000
Progress billing #2: At completion of interim audit visit	\$9,000
Final billing - upon release of independent auditors' report	\$6,000

APPENDIX A: KEY CHANGES AND DEVELOPMENTS

KEY DEVELOPMENTS IN YOUR BUSINESS AND OUR AUDIT RESPONSE

During the year, the Village's Fire Chief, Chief Administrative Officer, and Financial Officer resigned from their duties. In their replacement, a new Fire Chief was hired, and the Administrator and Financial Officer duties have been taken over by existing staff members. From an audit perspective, we are aware that these resignations and subsequent replacements have created human resource strains and acknowledge the difficult transition period that must have transpired. In addition, we also recognize that during this transition there may have been weaknesses in the internal controls of the Village's financial reporting process. As such, our audit strategy will include additional testing during the transition phase to ensure there were no apparent material weaknesses in controls that were controlled by these positions.

In addition, the Village is still undergoing significant infrastructure upgrades in its water, sewer, and roads network to accommodate its recent residential and commercial growth. As in previous years, additional audit time will be taken in our audit approach to ensure these transactions were recorded accurately and that no material differences exist. This will include increased substantive testing on asset additions, disposals, and amortization calculations, as well as increased discussions with management regarding the potential for impairment and in-use dates of the new assets.

NEW AND PROPOSED REPORTING AND AUDITING DEVELOPMENTS

Liability for contaminated sites (PS 3260)

In June 2010, new Section PS 3260 Liability for contaminated sites was included in the Public Sector Accounting Handbook (PSA Handbook). The section applies to all governments and government organizations that base their accounting policies on the PSA Handbook. The main features of this standard are as follows:

- A liability for remediation of contaminated sites should be recognized when:
 - An environmental standard exists;
 - The contamination exceeds the environmental standard;
 - The government is directly responsible or accepts responsibility for remediation of the contaminated site; and
 - A reasonable estimate of the amount can be made.
- If the criteria for the recognition of a liability in PS 3200, Liabilities, is met for a voluntary compliance with a non-authoritative policy or guideline, a liability may exist;
- If the existence of a contamination is uncertain, still required to determine whether a liability exists and recognize where appropriate;
- An assessment should be made based upon guidance in PS 3300, Contingent liabilities, if a government's responsibility for remediation of a contaminated site is uncertain;
- The liability for contaminated sites is comprised of the costs directly attributable to remediation activities, net of expected recoveries, based upon the information available at the financial statement date and an estimate of the settlement amount; and
- The liability should be assessed at each reporting date. Any changes in the liability are to be recognized when the revisions are made.

The standard is effective for fiscal years beginning on or after April 1, 2014. Earlier adoption is encouraged.

Government transfers (PS 3410)

In March 2011, the Public Sector Accounting Board (PSAB) issued new Section PS 3410 *Government transfers*, which revises and replaces existing Section PS 3410. The main features of the revised standard are as follows:

- A transferring government recognizes an expense when a transfer has been authorized and the recipient has met all eligibility criteria;
- Authorization by the transferring government may occur between the financial statement date and issuance date if the exercise of that authority occurred at the financial statement date;
- A prepaid asset may not be recognized by a transferring government if the transfer occurs prior to the recipient meeting eligibility criteria;
- A recipient government recognizes revenue when a transfer has been authorized, unless a liability is created as a result of the recipient not yet meeting eligibility criteria or the existence of stipulations in the transfer agreement;
- Authorization by the transferring government must be in place by the financial statement date in order for a recipient government to recognize revenue or a liability;
- When a recipient government has recognized a liability, revenue is recognized as the liability is settled.

The new PS 3410 applies to all governments and government organizations that base their accounting on the PSA Handbook and is effective for fiscal years beginning on or after April 1, 2012. Prospective or retroactive application of the revised standard is permitted. Earlier adoption is encouraged.

Tax revenue (PS 3510)

In February 2010, new Section PS 3510 *Tax revenue* was included in the Public Sector Accounting Handbook. The new standard is based on the tax revenue principles set out in International Public Sector Accounting Standard, IPSAS 23, *Revenue from non-exchange transactions (taxes and transfers)* for recognition, measurement and disclosure of tax revenue. The main features of this standard are as follows:

- Taxes are to be recognized as an asset and revenue when they meet the definition of an asset, they are authorized (a defined concept) and the taxable event occurs;
- Tax revenue would be recognized by the government imposing the tax, except in purely flow-through arrangements;
- A tax is considered authorized when the effective date of the tax has passed and the earlier of the following has occurred: the related legislation, regulations or by-laws have been approved, or, in the case of jurisdictions where the legal framework allows it, the ability to assess and collect tax has been provided through legislative convention;
- Assets acquired through a tax transaction are measured initially at realizable value;
- Tax revenue should not be reduced by transfers made through a tax system, or grossed up for the amount of tax concessions (which are often referred to as tax expenditures); and
- Guidance for identifying and distinguishing between tax concessions and transfers made through a tax system is provided.

The effective date is for fiscal years beginning on or after April 1, 2012. Earlier adoption is encouraged.

Financial instruments and foreign currency translation: financial statement presentation (Exposure Draft)

The Public Sector Accounting Board (PSAB) issued this Exposure Draft (ED) in November 2010, proposing amendments to PS 1200 to include a presentation model that reports remeasurement gains and losses outside of the statement of operations. The ED was approved in conjunction with PSAB's review of the September 2009 ED proposing a new Public Sector Accounting Handbook (PSA Handbook) Section on *Financial instruments*, and the October 2009 ED proposing revisions to PS 2600 *Foreign currency translation*. The main features of the amendments are as follows:

- A statement of remeasurement gains and losses is introduced which reports:
 - Exchange gains and losses from translation of monetary assets and liabilities denominated in a foreign currency that have yet to be settled;
 - Unrealized gains and losses associated with financial instruments in the fair value category;
 - Amounts reclassified to the statement of operations upon derecognition or settlement; and
 - Other comprehensive income of government business enterprises and government business partnership when a government includes the results of such organizations in the government's summary financial statements.

PSAB expects to have the final PSA Handbook section approved in March 2011. The amendments will apply to the financial reporting period a government implements the proposed new PSA Handbook Section on *Financial instruments* and associated amendments, including amendments to PS 2600 *Foreign currency translation*. The effective date is for fiscal years beginning on or after April 1, 2012. Early adoption is encouraged.

APPENDIX B: THE AUDIT PROCESS

OUR PLAN

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, including its controls, in order to identify and assess the risk that the financial statements contain material misstatements due to fraud or misstatement;
- Assessing the adequacy 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,
- Assessing the entity's use of the going concern assumption in the preparation of the financial statements.

As part of our planning process, we will also undertake to inform the 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 consolidated 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

In general, there are three levels of reliance that we can place on controls, or the absence thereof:

Low/None – 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 transactions and balances. Audit evidence is primarily obtained through detailed verification procedures and sufficient substantive tests of details and transactions.

Moderate – 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 and transactions.

High – 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 and transactions.

For the December 31, 2011 audit, we are planning to place low reliance on the Village's accounting systems. This level of reliance is the same as in the prior year, and will involve mainly substantive tests of transactions and balances. 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, including the 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 enquiries 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 the 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.

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 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 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.

Judgment is applied to determine a level of materiality appropriate to the audit of each set of financial statements (and, if applicable, for particular classes of transactions, account balances or disclosures). Determination of an appropriate level of materiality 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. **For your information, we propose to use \$60,000 as overall materiality for audit planning purposes.**

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 the Mayor and Council with respect to identified:

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

APPENDIX C: AUDIT RESPONSE TO IDENTIFIED RISK

The response provided under the "Substantive Procedures" column is our intended approach to address each respective financial statement item identified. The following is a high-level description of the types of procedures we would perform under the different approaches listed under this column:

- Analytical procedures: Year-over-year comparison, comparison to budget, etc.
- Tests of details: Verification to supporting documentation, third party confirmation, etc.
- Combined procedures: Combination of the above procedures.

SIGNIFICANT ACCOUNTS OR DISCLOSURES	AUDIT ASSERTIONS*	RISK OF ERROR	RISK OF FRAUD	CONTROLS TESTING	SUBSTANTIVE PROCEDURES
Cash and temporary investments	Existence, completeness	Moderate	Moderate	No	Test of details
Property taxes and utilities receivable	Existence, valuation	Moderate	Moderate	No	Test of details.
Accounts receivable	Existence, valuation	Moderate	Moderate	No	Test of details
Accounts payable and accrued liabilities	Completeness	Moderate	Moderate	No	Test of details
Deferred revenue	Completeness	Moderate	Moderate	No	Test of details
Debenture and long term debt	Completeness	Moderate	Moderate	No	Combined procedures
Tangible capital assets	Existence, valuation, rights	Moderate	Moderate	No	Combined procedures
Reserves	Existence, completeness	Moderate	Moderate	No	Test of details
Other equity	Existence, completeness	Moderate	Moderate	No	Test of details
Revenue – taxes	Occurrence, accuracy	Moderate	Moderate	No	Analytical procedures
Revenue – other	Occurrence, accuracy	Moderate	Moderate	No	Combined procedures
Expenses	Completeness, accuracy, classification	Moderate	Moderate	No	Combined procedures

Payroll	Completeness, accuracy, classification	Moderate	Moderate	No	Combined procedures
Allowance for doubtful accounts	Valuation	Moderate	Moderate	No	Analytical procedures
Amortization expense	Accuracy	Moderate	Moderate	No	Combined procedures
Accrued payroll liabilities	Completeness	Moderate	Moderate	No	Combined procedures

*Information about audit assertions is provided on the following page

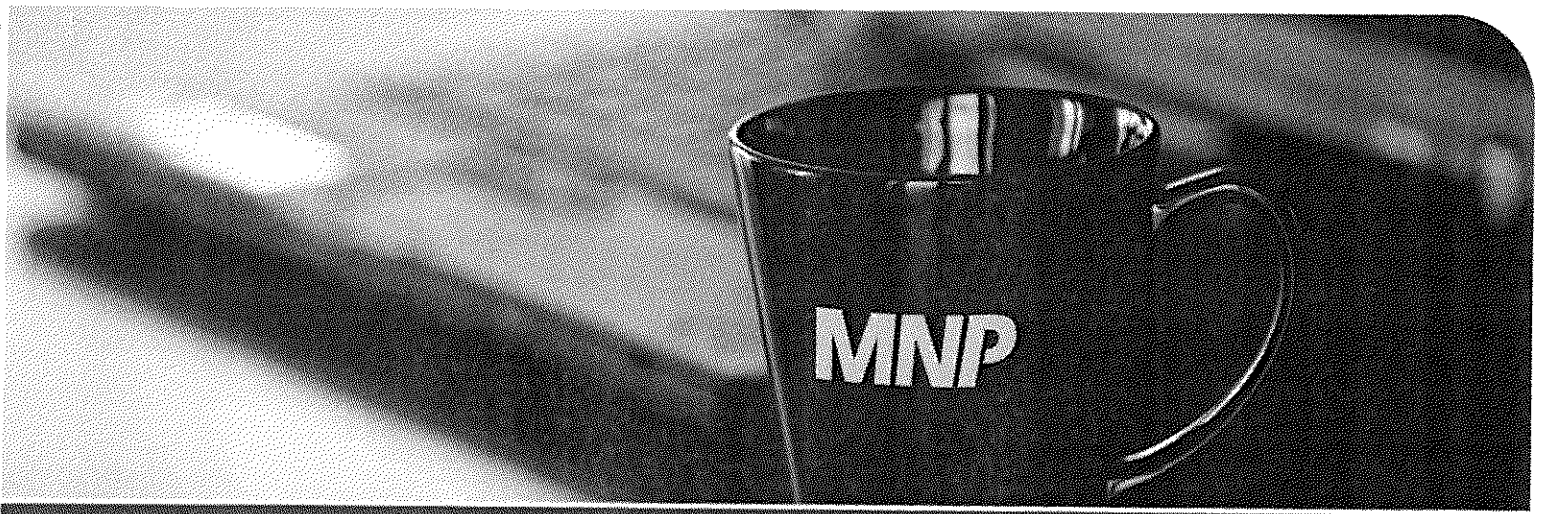
DEFINITION OF ASSERTIONS

ASSERTION	DESCRIPTION	SYMBOL
CLASSES OF TRANSACTIONS AND EVENTS		
COMPLETENESS	All transactions and events that should have been recorded have been recorded.	Cm (I/S)
CLASSIFICATION	Transactions and events have been recorded in the proper accounts.	Cl
CUT-OFF	Transactions and events have been recorded in the correct accounting period.	Co
ACCURACY	Amounts and other data relating to the recorded transactions and events have been recorded appropriately.	Ac
OCCURRENCE	Transactions and events that have been recorded have occurred and pertain to the entity.	Oc
FINANCIAL STATEMENT ACCOUNT BALANCES		
EXISTENCE	All assets, liabilities and equity interests exist.	Ex
VALUATION & ALLOCATION	Assets, liabilities and equity interests are included in the financial statements at appropriate amounts and any resulting valuation or allocation adjustments are appropriately recorded.	Va
COMPLETENESS	All assets, liabilities and equity interests that should have been recorded have been recorded.	Cm (B/S)
RIGHTS & OBLIGATIONS	The entity holds or controls the rights to assets, and liabilities are the obligations of the entity.	Ro
PRESENTATION & DISCLOSURE		
OCCURRENCE, RIGHTS & OBLIGATIONS	Disclosed events, transactions and other matters have occurred and pertain to the entity.	Or
COMPLETENESS	All disclosures that should have been included in the financial statements have been included.	Cm (P&D)
ACCURACY & VALUATION	Financial and other information are disclosed fairly and at appropriate amounts.	Av
CLASSIFICATION & UNDERSTANDABILITY	Financial information is appropriately presented and described, and disclosures are clearly expressed.	Cu

ADDITIONAL MATERIALS

As additional materials following this report we have included our engagement letter, which represents a formal written agreement of the terms of our audit engagement.

Additionally we have included our draft independence letter, which formally confirms in writing MNP's independence. At the completion of our engagement, we will reconfirm our independence.



ABOUT MNP

MNP is one of the largest chartered accountancy and business consulting firms in Canada. For more than 65 years, we have proudly served and responded to the needs of our clients in the public, private and not-for-profit sectors. Through partner-led engagements, we provide a cost-effective approach to doing business and personalized strategies to help you succeed.

It's knowing your vision, your business and you.

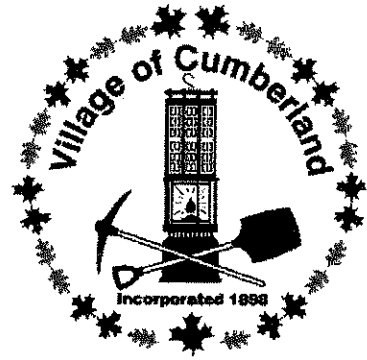
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EMPLOYERS
IN CANADA
2011

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COUNCIL REPORT



REPORT DATE: January 4, 2012
MEETING DATE: January 9, 2011

TO: Mayor and Councillors
FROM: Sundance Topham, Chief Administrative Officer
SUBJECT: December 2011 Chief Administrative Officer Report

RECOMMENDATION

THAT Council receive the December 2011 Chief Administrative Officer Report for information.

SUMMARY

My first month on the job was spent attempting to familiarize myself with the myriad of issues and projects that the Village of Cumberland is involved with. There are a number of major local and regional initiatives in which the Village plays a role, and working with Council to ensure that the Village's interests are being looked after is my main concern.

I have also been working with Council to ensure that effective municipal policies and procedures are in place to allow for an successful working relationship between Council, staff and local residents.

BACKGROUND

The following is a synopsis of the items that I spent time working on in December:

Development

Trilogy:

Met with planning staff to be brought up to speed on the Trilogy Development, and met with John Evans from Trilogy to discuss upcoming opportunity for a Committee of the Whole Meeting with the new Council

Coal Valley Estates:

Met with planning staff to be brought up to speed on the Coal Valley Estates Development.

Sewer/Water Issues:

Met with the municipal engineer and former Approving Officer to go over the current water/sewer situation in the Village of Cumberland.

Regional Initiatives

Comox Valley Regional District Fire Protection:

Met with Village staff and CVRD officials to discuss proposed Cumberland Fire Protection area agreement (Former Cumberland Fire Protection District area).

Comox Valley Regional District Royston Bulk Water Agreement:

Started preliminary work on the new CVRD Royston Bulk Water Agreement.

Fortis Operating Agreement:

Reviewed proposed agreement and liaised with other local government officials in anticipation of January meetings.

Strategic Planning – Procedural Workshop

Strategic Planning:

Confirmed consultant to work with during Strategic Planning and confirmed date for Strategic Planning Session.

Procedural Workshop:

Held Committee of the Whole Procedural Workshop with staff and elected officials on December 29, 2011.

Website – Internet Technology

Website:

Confirmed Council direction for the creation of a new municipal website for the Village of Cumberland

Internal Processes:

Began posting full pdf versions of Agendas on municipal website.

Human Resources

Collective Bargaining:

Worked with management team and Village consultant to move towards sign-off of the recently agreed to contract with local CUPE.

Staffing Levels:

Started examination of current staffing levels in preparation for upcoming Strategic Planning Session.

Miscellaneous

- Tour of Village owned properties and facilities.
- Attended CVRD Inaugural meeting.
- Examination of internal processes – ongoing.

FINANCIAL IMPLICATIONS

None

STRATEGIC OBJECTIVE

None

ATTACHMENTS

None

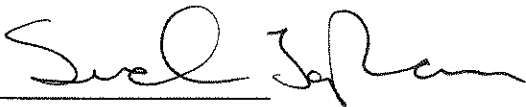
CONCURRENCE

None

OPTIONS

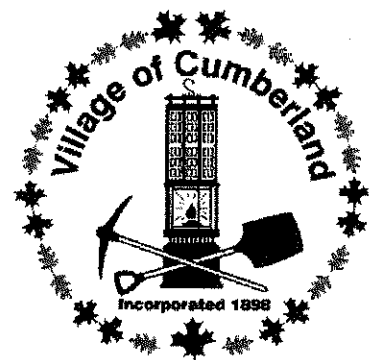
1. Receive this report for information.
2. Any other action deemed appropriate by Council.

Respectfully submitted,



Sundance Topham
Chief Administrative Officer
Village of Cumberland

COUNCIL REPORT



REPORT DATE: January 4, 2012

MEETING DATE: January 9, 2012

TO: Mayor and Councillors

FROM: Michelle Mason, Financial Officer

SUBJECT: December 2011 Administration Department Report

RECOMMENDATION

THAT Council receive the December 2011 Administration Department report for information.

SUMMARY

The Department accomplished a number of tasks over and above daily processing activities throughout December. There were significant organizational changes that kept the department full of activity. Projects that will continue into 2012 will be the 2012-2016 financial and strategic plans and preparation of the 2012 taxation bylaw along with the statutory and year-end reporting.

BACKGROUND

Finance

During December the department continued year-end tasks and preparation. The final Water Meter grant claim of \$60,000 was received. Staff provided follow up support for the Fire Rescue budget submission to the Regional District. Analysis continued regarding the agreement review for the Cumberland Fire Protection District and a meeting with the Comox Valley Regional District has been organized in January. Considerable time and effort was spent on the initial setup of the 2012 – 2016 financial plan as the departments submitted their budget requests. Meetings with supervisors took place to facilitate this process. The water meter rate and financial system setup is behind schedule, with the expectation that this will get back on track in January. The annual analysis of the Water and Sewer rates was carried out and it was concluded that rates from Bylaw No. 926 and 927 will be sufficient to cover expenditures in 2012 even with the long term debt payments starting. This is because the interest rates are significantly lower than originally anticipated which has saved the Village approximately \$30,000 in annual debt costs. The Financial Officer continued to work with management and staff regarding funding options and analysis for various infrastructure projects and purchases.

Information Technology

Significant time was dedicated to the financial system upgrades and year-end rollovers at the end of December. There is still work to do on the system for year-end which will occur in January.

Other Administration Services

During December the department assisted with the processes involved with the Inaugural Council meeting along with the Procedural Committee of the Whole meeting. Substantial staff time went into the administration activities required for the change in Council. Meetings were held to brief the new CAO regarding outstanding village issues.

FINANCIAL IMPLICATIONS

None.

STRATEGIC OBJECTIVE

None.

ATTACHMENTS

None.

CONCURRENCE

None.


OPTIONS

1. Receive this report for information.
2. Any other action deemed appropriate by Council.

Respectfully submitted,



Michelle Mason
Financial Officer
Village of Cumberland



Sundance Topham
Chief Administrative Officer

Report to Council

December 2011

RECEIVED

Leslie Baird

JAN 4 - 2012

2nd Attended the Consul General of Japans reception in Vancouver to celebrate the Emperors birthday. I was invited up on stage with the Consul General and Premier Christy Clark to wear a robe and drink a toast.

3rd Attended the Chamber of Commerce Kraft faire, very good turn out of people. This event continues to improve every year.

4th Attended the Community Schools Christmas Breakfast.

Continued the day with the Christmas Truck Parade, next year Keith Tatton will take on organizing this event for Cumberland. The committee members are Keith Tatton-Parade Registration, Kathy Kelly-Parade Marshall, Darilyn Keene-Village Square, Jean Cameron-Traffic Control, John Challender-Publicity.

5th Attended the meeting for the Heritage Faire and Lantern Festival.

6th Setting up a Cancer Support Group-meeting at the Cumberland Elementary School with school staff, members of the community and Rick Grinham school board representative.

Comox Valley Economic Development-Attended a volunteer appreciation at the new Discovery Center, and had a tour of the complex, they still have work to do. It is going to be a very nice facility, and can be used for group meetings. It was well attended by all the volunteers that have worked on the project.

10th and 11th Everyone Deserves a Smile project, attended at the Cumberland Recreation Hall to fill 450 bags to be distributed throughout the valley to men, women and children. We had approximately 90 volunteers working on the Sunday, they fill bags (hand painted) with woolen hats, gloves, scarfs, Christmas cards, baked cookies (on site) socks, tooth brushes, tooth paste, and soap. Many of these items are donated, the rest are purchased with money that is donated.

12th Attended a meeting with John Evan of Trilogy to update Sundance on this project.

13th Attended the inaugural board meeting of the Comox Valley Regional District followed by a workshop on Leadership and Governance. This session was facilitated by Eli Mina, a registered parliamentarian, and was focused on leadership and collective decision making.

Inspector Tom Gray invited guest to there Christmas Contact Party at the Black Fin Pub in Comox

16th Attended Councils get together with staff for a Christmas lunch.

29th Attended Committee of the Whole meeting.

Report for Councillor Sproule December 2011

RECEIVED
JAN 4 - 2012

- 2nd Gala Night, a fundraiser for the Museum
- 4th Truck Parade
- 5th Swearing In Ceremony
- 6th Pre-opening event at the Discovery Centre
- 13th Inaugural Meeting of the RD. Chair and vice-chair chosen.
Director training in the afternoon with Eli Mina
- 15th Director orientation followed by
presentation on Conflict of Interest with Colin Stewart
- 29th COTW on Procedure Bylaw, all day meeting

Monday, January 9, 2012
Village of Cumberland Council Meeting
Report from Councillor Roger Kishi

As well as Council meetings, I attended the following meetings/ events since Dec. 12, 2011:

Dec. 13: CVRD Inaugural Meeting, RCMP Social
Dec. 14: CV Housing Task Force (Elected Officials informal meeting)
Dec. 15: CVRD Board Orientation
Dec. 21: Old House Village Social
Jan. 9: Comox Valley Housing Task Force

I will be attending the inaugural meetings of the Comox Strathcona Solid Waste Management Committee and Regional Hospital District Board on January 16, 2012. I will be sure to keep Council up to date on the goings on of these bodies.

I look forward to attending our upcoming Strategic Planning session on Jan. 21, AVICC- Local Government Leadership sessions Jan. 24- 26, and Village Hall meeting on Jan. 30, and will submit thoughts/ reports on them in Feb.

December 2011 was a fairly busy month. I attended the council meetings. The 29th was a long meeting but felt productive. I also attended the swearing in of the new Regional District Board and the training session that afternoon.

Community Justice met and more work is being done towards bringing community justice to the Valley's high schools. Community Justice also sent a letter to the Federal Government regarding the concerns that restorative justice has been working which work will be hindered with the passing of Bill c-10.

I also enjoyed attending the Discovery Centre thank you to workers and having a chance to see the inside of the building. I did question as to where the tourist information for Cumberland would be located and was pointed to a tv screen that could have a clip about Cumberland. There is little information of the mountain biking, hiking, bmx track, etc about Cumberland. It was rather obvious that there is not enough parking for a large function.

I also attended various Christmas functions the best was the truck parade!

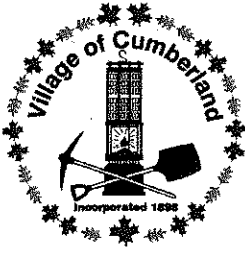
I look forward to 2012 and the hope that the people will all be energized to get involved in all aspects of planning our Village.

Respectfully submitted,

Kate Greening

Councillor Conner Copeman
Report to Council
December 2011

- Went to Casual work party for information center
- Enjoyed the Truck Parade
- Had a meeting with Mike Williamson December 19th, 2011
- Met Dave Stevens in regards to Fire position and his councillor appointment



Corporation of the Village of Cumberland

Item 11.1

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Staff Appointments - 2012

Bargaining Committee:

Sundance Topham, Chief Administrative Officer
David Durrant, Manager of Community Services
Michelle Mason, Financial Officer
Mike Williamson, Manager of Protective Services

Labour Management Committee:

Sundance Topham, Chief Administrative Officer
David Durrant, Manager of Community Services
Michelle Mason, Financial Officer

Occupational Health and Safety Committee

Sundance Topham, Chief Administrative Officer
David Durrant, Manager of Community Services

Grievance Committee:

Sundance Topham, Chief Administrative Officer
David Durrant, Manager of Community Services
Michelle Mason, Financial Officer

Transit Management Advisory Committee:

Judy Walker, Senior Planner
David Durrant, Manager of Community Services (alternate)

Solid Waste Management Advisory Committee:

Sundance Topham, Chief Administrative Officer
David Durrant, Manager of Community Services (alternate)

Comox Valley Emergency Program:

Mike Williamson, Manager of Protective Services
David Durrant, Manager of Community Services (alternate)

Comox Valley Cycling Task Force:

Judy Walker, Senior Planner