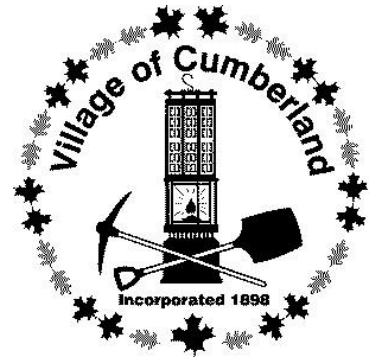


REGULAR AGENDA



The Corporation of the Village of Cumberland

Meeting No. 20/12/R

Regular Meeting of Council to be held November 13th, 2012 at 5:30 p.m. in the Village Council Chambers.

Agenda

Page

1. Approval of Agenda

- 1.1 Agenda for Regular Council Meeting, November 13th, 2012.

Recommend THAT Council approve the agenda for the regular Council Meeting, November 13th, 2012.

2. Adoption of Minutes

- 2.1 Minutes of the regular meeting held October 22nd, 2012.

1

Recommend THAT Council approve the minutes of the regular meeting held October 22nd, 2012.

3. Delegations

- 3.1 Linda Safford, The Comox Valley Chapter of the Council of Canadians
- Presentation to Mayor & Council recognizing Cumberland as a Blue Community.

Recommend THAT Council accept the delegation of Linda Safford, the Comox Valley Chapter of the Council of Canadians re: Presentation to Mayor & Council recognizing Cumberland as a Blue Community.

4. Unfinished Business

- 4.1 South Regional Sewage Collection, Treatment & Discharge Project, 2012 Application under the "Gas Tax Agreement's General Strategic Priorities Fund (GSPF) and Innovations Fund (IF).

Recommend THAT Council defer consideration of the re-establishment of the Cumberland Liquid Waste Management Plan Public Advisory Committee until it is determined whether the South Regional Sewage Collection, Treatment & Discharge Project, 2012 Application under the "Gas Tax Agreement's General Strategic Priorities Fund (GSPF) and Innovations Fund (IF) has been successful.

April 23, 2012 Council resolution:

THAT Staff request a delegation from Comox Valley Regional District regarding an overview of the South Regional Sewer System grant application and that following the Comox Valley Regional District presentation, that Council review the following Motion 12-218R:

"THAT Staff re-establish the Cumberland Liquid Waste Management Public Advisory Committee and as part of the process confirm the existing members and determine whether additional members are needed, and upon reestablishment of the Public Advisory Committee that the Public Advisory Committee review the March 20th, 2012 Liquid Waste Management Plan Status Update report prepared by Bob Hoffstrom, P.Eng., Village Engineer & Dan Hooper, P.Eng., McElhanney Consulting and report back to the Steering Committee."

5. Correspondence

- 5.1 Kathy Kelly & Keith Tatton, Big Truck Committee 9
- Truck Parade, December 2nd, 2012.

Recommend THAT Council receive the November 5th, 2012 correspondence from Kathy Kelly & Keith Tatton, Big Truck Committee re: Truck Parade, December 2nd, 2012.

6. Reports

- 6.1 Coal Creek Historic Park – Cherry Tree Replacements 11
Prepared by Judith Walker, Senior Planner

- i) Recommend THAT Council receive the Coal Creek Historic Park – Cherry tree Replacement report, and***
- ii) Recommend THAT Council transfer \$1700 in funds from Coal Creek Historic Park donations to the 2012 budget for the replacement of 10 ornamental cherry trees; that staff is directed to select the most resistant varieties available and***

purchase the trees for Coal Creek Park and retain a landscape contractor to plant, stake and mulch the trees.

- 6.2 Bylaw Enforcement Policy and Procedures 13
Prepared by Rachel Parker, Deputy Corporate Officer
- i) Recommend THAT receive the Bylaw Enforcement Policy report; and***
- ii) Recommend THAT Council adopt the Bylaw Enforcement Policy.***
- 6.3 Third Street Projects 19
Prepared by Rob Crisfield, Manager of Operations
- i) Recommend THAT Council receive the Third Street Projects report;***
- ii) Recommend THAT Council grants staff permission to carry over the Third Street reconstruction project as identified in the 2012 budget to 2013, in the amount of \$138,100;***
- iii) Recommend THAT Council confirms its approval of expenditures of \$191,200 according to the 5 year capital plan for the construction of 3rd Street north of Dunsmuir Avenue in the 2013 budget; and***
- iv) Recommend THAT Council instructs staff to combine the two projects into one tender to be issued early 2013.***
- 6.4 October 2012 Recreation Department Report 21
Prepared by Margaret Robertson, Recreation Program Coordinator
- Recommend THAT Council receive the October 2012 Recreation Department Report for information.***
- 6.5 October 2012 Operations Department Report 23
Prepared by Rob Crisfield, Manager of Operations
- Recommend THAT Council receives the October 2012 – Operations Department Report for information.***

- 6.6 Protective Services Report , October 2012 32
Prepared by Mike Williamson, Fire Chief
- Recommend THAT Council receive the October 2012 Protective Services Report for information.***
- 6.7 Administration Department Report – October 2012 35
Prepared by Michelle Mason, Financial Officer
- Recommend THAT Council receive the Administration Department Report – October 2012 for information.***
- 6.8 October 2012 Chief Administrative Officer Report 38
Prepared by Sundance Topham, Chief Administrative Officer
- Recommend THAT Council receive the October 2012 Chief Administrative Officer Report for information.***
- 6.9 Council Reports
- 6.9.1 Mayor Leslie Baird 41
- 6.9.2 Councillor Roger Kishi 43
- 6.9.3 Councillor Kate Greening
- 6.9.4 Councillor Conner Copeman
- 6.9.5 Councillor Gwyn Sproule 44
- Recommend THAT the Council reports be received.***
7. **Bylaws**
- 7.1 Water and Sewer Utility Flat Rates, The Corporation of the Village of Cumberland Water Rates Amendment Bylaw No. 972, 2012 and The Corporation of The Village of Cumberland Sewer Rates Amendment Bylaw No. 973, 2012. 45
Prepared by Michelle Mason, Financial Officer
- 1. THAT Council receive Water and Sewer Utility Flat Rates report for information;***
- 2. Recommend THAT Council give first and second reading to “The Corporation of the Village of Cumberland Water Rates Amendment Bylaw No. 972, 2012”; and***

3. ***Recommend THAT Council give first and second reading to “The Corporation of the Village of Cumberland Sewer Rates Amendment Bylaw No. 973, 2012”.***

7.2 The Corporation of the Village of Cumberland 2012-2016 Financial Plan Amendment Bylaw No. 974, 2012. 52
Prepared by Michelle Mason, Financial Officer

1. ***Recommend THAT Council receive 2012 Financial Plan Amendment report for information; and***
2. ***Recommend THAT Council give first and second reading to “The Corporation of the Village of Cumberland 2012 - 2016 Financial Plan Amendment Bylaw No. 974, 2012.***

7.3 The Corporation of the Village of Cumberland Municipal Ticketing Information Bylaw No.975, 2012. 58
Prepared by Rachel Parker, Deputy Corporate Officer

- i) ***Recommend THAT Council receive the Municipal Ticketing Information Bylaw No. 975, 2012 report for information; and***
- ii) ***Recommend THAT Council give first, second and third reading to the “The Corporation of the Village of Cumberland Municipal Ticketing Information Bylaw No. 975, 2012”.***

8. **Consent Calendar**

All matters listed here are considered to be routine and non-controversial and will be received by one motion. There will be no separate discussion of these items unless a member so requests, in which case the item will be removed from the Consent Calendar and considered immediately after the adoption of the Consent Calendar.

Recommend THAT the Consent Calendar be received.

- 8.1 Greg Baird, President, Water Finance Research Foundation re: Water Main Break Rates in the USA and Canada: A Comprehensive Study; 74
- 8.2 Gordon Hogg, Parliamentary Secretary for Non-profit Partnerships, Province of British Columbia re: BC Ideas: Solutions for Stronger Communities; 75
- 8.3 Cindy Graves, Deputy Corporate Officer, The Corporation of the 77

- Township of Spallumcheen re: Class D and E Licensing for Meat Inspection;
- 8.4 Normand Potvin, Chairperson, St. John Ambulance re: Invitation to participate in a first aid competition on April 27th, 2013; 79
- 8.5 Lori Wanamaker, FCA, Deputy Solicitor General, Ministry of Justice re: Emergency plans for the Village of Cumberland; and 80
- 8.6 AVICC re: Resolutions Notice/Request for Submissions Call for Nominations for AVICC Executive. 85
9. **New Business**
- 9.1 Notice of Motion: Councillor Copeman – October 22nd, 2012
- THAT Council direct staff to look into Council remuneration payments and travel expense fees prior to budget process.***
10. **Notices, Motions and Amendments**
- Matters considered here may include notices or motions to hold a meeting of the Committee of the Whole, a Village Hall meeting, a public hearing, and notices of motion introduced by a council member.
- Santa's Breakfast – December 2nd, 2012 8:30-11:30am at the CRI Hall. 97
11. **Question Period**
12. **Closed Portion**
- Recommend THAT pursuant to Section 90 (1) of the Community Charter Council adjourn into a closed meeting to consider:***
- ***personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;***
 - ***litigation or potential litigation affecting the municipality;***
 - ***the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose; and***
 - ***negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public.***
13. **Adjournment**

REGULAR MINUTES



The Corporation of the Village of Cumberland Meeting No. 19/12/R

Regular Meeting of Council held October 22, 2012 at 5:30 p.m. in the Village Council Chambers.

Council Present:

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

Staff Present:

Sundance Topham, Chief Administrative Officer
Michelle Mason, Financial Officer
Rachel Parker, Deputy Corporate Officer
Rob Crisfield, Manager of Operations
Judith Walker, Senior Planner

1. Approval of Agenda

1.1 Agenda for Regular Council Meeting, October 22, 2012.

Motion 12-656

SPROULE/COPEMAN

THAT Council approve the agenda for the regular Council Meeting, October 22, 2012 with the addition of correspondence from C. Gilmore, Resident, on the Canada-China Foreign Investment Promotion and Protection Agreement.

IN FAVOUR: MAYOR BAIRD

COUNCILLOR COPEMAN

COUCNILLOR KISHI

COUNCILLOR SPROULE

OPPOSED: COUNCILLOR GREENING

CARRIED

2. Adoption of Minutes

2.1 Minutes of the regular meeting held October 9, 2012.

Motion 12-657

GREENING/KISHI

THAT Council approve the minutes of the regular meeting held October 9, 2012.

UNANIMOUS

3. Delegations

- 3.1 Kevin Lorette, P.Eng., General Manager of Property Services Branch and Marc Rutten, Senior Manager of Engineering Services, Comox Valley Regional District; South Regional Sewage Collection, Treatment & Discharge Project, 2012 Application under the "Gas Tax Agreement's General Strategic Priorities Fund (GSPF) and Innovations Fund (IF).

Motion 12-658

GREENING/SPROULE

THAT Council accept the delegation of Kevin Lorette, P.Eng., General Manager of Property Services Branch and Marc Rutten, Senior Manager of Engineering Services, Comox Valley Regional District re: South Regional Sewage Collection, Treatment & Discharge Project, 2012 Application under the "Gas Tax Agreement's General Strategic Priorities Fund (GSPF) and Innovations Fund (IF).

UNANIMOUS

4. Unfinished Business

- 4.1 Cumberland Skatepark Proposal, Cameron Matthews

Motion 12-659

SPROULE/KISHI

THAT Council refer the Cumberland Skatepark Proposal to staff.

UNANIMOUS

- 4.2 BC Mayors' Caucus re: Discussion of Key Issues Facing Their Communities

Motion 12-660

SPROULE/GREENING

THAT Council support the statement of the BC Mayors' Caucus that communities require immediate action to provide stable, predictable, long term infrastructure funding from federal and provincial governments to meet municipal needs as defined by each community's priorities; AND THAT the Council supports the efforts of UBCM and FCM to address the infrastructure needs of communities to ensure social, economic and environmental well-being; AND THAT a copy of this resolution be sent to the Minister of Transport, Infrastructure and Communities, to the provincial Minister of Community, Sport and Cultural Development, to John Duncan, Member of Parliament for Vancouver Island North, to the BC Mayors' Caucus, to the Federation of Canadian Municipalities, and to the Union of British Columbia Municipalities.

UNANIMOUS

5. Correspondence

- 5.1 Florence Bell, OAP Organization, The Council of Senior Citizen's of BC
Conference Report
Motion 12-661
SPROULE/KISHI
THAT Council receive the correspondence from Florence Bell, OAP
Organization, The Council of Senior Citizen's of BC Conference Report.
UNANIMOUS

Motion 12-662
COPEMAN/GREENING
THAT Council refer the correspondence from Florence Bell, OAP
Organization, The Council of Senior Citizen's of BC Conference Report to the
Official Community Plan review project.
UNANIMOUS

- 5.2 C. Gilmore, Resident, on the Canada-China Foreign Investment Promotion
and Protection Agreement
Motion 12-663
SPROULE/COPEMAN
THAT Council write to the Prime Minister and Comox Valley MP that the
Village is opposed to the Canada-China Foreign Investment Promotion and
Protection Agreement as it may limit local decision-making, and copy the
letter to AVICC, UBCM, and FCM.
UNANIMOUS

6. Reports

- 6.1 Convening for Action on Vancouver Island – Comox Valley Status Report
Motion 12-664
COPEMAN/GREENING
THAT Council receive the Convening for Action on Vancouver Island (CAVI) -
Comox Valley Status Report for information.
UNANIMOUS

Motion 12-665
SPROULE/GREENING
THAT Council directs staff to host the 2013 CAVI "Learning Lunch Series";
directs staff to participate as the Cumberland member of the Comox Valley
leadership team; and fund the hosting and budget an amount not to exceed
\$1500 for the 2013 series in the 2013 Financial Plan.
UNANIMOUS

6.2 Village Park Master Plan

Motion 12-666

SPROULE/KISHI

THAT Council receive the Village Park Master Plan report.

UNANIMOUS

Motion 12-667

COPEMAN/SPROULE

THAT Council direct staff to initiate the completion of the Village Park Master Plan according to the following process:

1. Meet with consultant(s) to discuss reinstating the master plan;
2. Consultant to develop minimum of two options with recommended uses and site layout, with BMX track not included in any option;
3. Consultant to hold public meeting for public input on the options, options also posted on website and input requested;
4. Consultant provides recommendations based on public input and draft a composite option based on the public input;
5. Staff report to Council with public input comments and composite option;
6. Revisions or approval recommended by Council;
7. Consultant to complete final report and drawing.

UNANIMOUS

6.3 Bylaw Enforcement Policy

Motion 12-668

KISHI/SPROULE

THAT receive the Bylaw Enforcement Policy report.

UNANIMOUS

Motion 12-669

KISHI/COPEMAN

THAT Council refer the Bylaw Enforcement Policy back to staff to include community justice resolution.

UNANIMOUS

6.4 Close Down - Loan Authorization Remaining Balance

Motion 12-670

GREENING/KISHI

THAT Council receive the Close Down - Loan Authorization Remaining Balance report for information.

UNANIMOUS

Motion 12-671

GREENING/SPROULE

THAT Council close down the remaining balance of \$768,000 loan authorization in the Sewer, Water and Drainage Improvement Loan Authorization Bylaw No. 914, 2009.

UNANIMOUS

6.5 Municipal Auditor Appointment for the 2012 Year-end

Motion 12-6782

GREENING/SPROULE

THAT Council receive the Municipal Auditor Appointment for the 2012 Year-end report.

UNANIMOUS

Motion 12-673

SPROULE/COPEMAN

THAT Council appoints the audit firm of MNP (Meyers Norris Penny) for the 2012 financial year.

UNANIMOUS

6.6 Financial Report – September 30, 2012

Motion 12-674

SPROULE/GREENING

THAT Council receive the Financial Report – September 30, 2012 report for information.

UNANIMOUS

6.7 Village of Cumberland Council Chambers Relocation Report

Motion 12-675

SPROULE/GREENING

THAT Council receive the Village of Cumberland Council Chambers Relocation report.

UNANIMOUS

Motion 12-676

GREENING/SPROULE

THAT Council approve relocating the Council Chambers to the Cumberland Community Building (old preschool) located at 2675 Dunsmuir Avenue; AND

THAT Council approve the allocation of up to \$12,500 for the necessary

upgrades; AND THAT Council direct staff to amend the financial plan bylaw to reflect the changes.

UNANIMOUS

- 6.8 Electronic Fund Transfers and Cheque Register – September 1st, 2012 to September 30th, 2012.
Motion 12-677
KISHI/SPROULE
THAT the Electronic Fund Transfers and Cheque Register reports for the period of September 1st, 2012 to September 30th, 2012 be received for information.
UNANIMOUS
- 6.9 Outstanding Action Items Report
Motion 12-678
SPROULE/GREENING
THAT the Outstanding Action Items report be received for information.
UNANIMOUS

7. Bylaws

- 7.1 Village of Cumberland Subdivision and Development Bylaw No. 948, 2012
Motion 12-679
SPROULE/COPEMAN
That Council give fourth reading and adoption to the "Corporation of the Village of Cumberland Subdivision and Development Bylaw No. 948, 2012."
IN FAVOUR: MAYOR BAIRD
COUNCILLOR COPEMAN
COUNCILLOR KISHI
COUNCILLOR SPROULE
OPPOSED: COUNCILLOR GREENING
CARRIED
- 7.2 Corporation of the Village of Cumberland Building Bylaw No. 949, 2012
Motion 12-680
KISHI/SPROULE
THAT Council give fourth reading and adoption to the "Corporation of the Village of Cumberland Building Bylaw No. 949, 2012."
IN FAVOUR: MAYOR BAIRD
COUNCILLOR COPEMAN
COUNCILLOR KISHI
COUNCILLOR SPROULE
OPPOSED: COUNCILLOR GREENING
CARRIED

- 7.3 Development Procedures and Fees Amendment Bylaw No. 968, 2012
Motion 12-681
COPEMAN/KISHI
THAT Council give fourth reading and adoption to the "Corporation of the Village of Cumberland Development Procedures and Fees Amendment Bylaw No. 968, 2012."
UNANIMOUS
- 7.4 The Corporation of the Village of Cumberland 2013 Permissive Tax Exemption Bylaw 969, 2012
Motion 12-682
SPROULE/GREENING
THAT Council give fourth reading and adoption to the "The Corporation of the Village of Cumberland Permissive Tax Exemption 2013 Bylaw No. 969, 2012."
UNANIMOUS

8. Consent Calendar

All matters listed here are considered to be routine and non-controversial and will be received by one motion. There will be no separate discussion of these items unless a member so requests, in which case the item will be removed from the Consent Calendar and considered immediately after the adoption of the Consent Calendar.

- 8.1 Dora Furje, Registrar, Youth Parliament of BC Alumni Society re: British Columbia Youth Parliament, 84th Parliament;
- 8.3 B. McDonald, Inspector, Officer in Charge, Comox Valley RCMP Detachment re: Comox Valley RCMP Monthly Policing Report – September, 2012;
- 8.5 Toni Hall, BC Project Manager, Canadian Fallen Heroes Foundation re: Memorial campaign.

Motion 12-683
SPROULE/GREENING
THAT the Consent Calendar be received.
UNANIMOUS

The following items were removed for discussion:

- 8.2 Ronna-Rae Leonard, Chair, Vancouver Island Regional Library Board of Trustees re: 2013 Operating Budget;
- 8.4 Graham Bruce, Chief Operating Officer, Island Corridor Foundation re: Regional District Funding Contribution Info Package;

9. New Business

None

10. Notices, Motions and Amendments

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

- Village Hall, October 29, 2012 at 7pm; and
- Cumberland Halloween Parade, October 31, 2012, Begins at CRI Hall at 4 pm
- Permits are Required for Halloween Fireworks
- Notice of Motion: Councillor Copeman requested that a motion for staff to look into Council remuneration payments and travel expense fees be considered at the next regular council meeting.

11. Question Period

Questions were received from the public on Lake Park Campground, Maple Lake fundraising, Coal Valley Estates runoff requirement, and Trilogy wetland reports.

12. Closed Portion

Motion 12-684

GREENING/SPROULE

THAT pursuant to Section 90 (1) of the Community Charter Council adjourn into a closed meeting to consider litigation or potential litigation affecting the municipality; the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose; information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the Freedom of Information and Protection of Privacy Act; and negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public.

UNANIMOUS

13. Adjournment

Motion 12-685

GREENING/SPROULE

THAT the meeting be adjourned at 9:09 p.m.

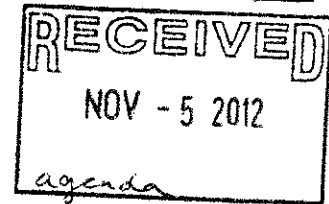
UNANIMOUS

Confirmed this day , 2012

MAYOR

CORPORATE OFFICER

Item 5.1



To Mayor and Council

The Big Truck Committee would like to hold another Truck Parade on December the 2nd. We would like to ask permission to have the trucks park on Sutton st. where the trucks are meeting and then Block off Main St. from Rec. Center parking lot to 5th street. We would also like permission to borrow the barricades. The times would be 5:30-7:00pm. The parade Route is enclosed. The Trucks will then leave to tour the Valley. If you would like any more information Please feel free to contact us.

Many Thanks

Kathy Kelly 250-702-4537

Keith Tatton 336-8515

2012 Christmas Truck Parade Route

Marshall at Sutton and Derwent, Cumberland.

Proceed eastbound on Dunsmuir Avenue through to Royston Road.

Proceed eastbound on Royston Road.

Turn right onto Highway 19A (Old Island Highway.)

Proceed to Union Bay.

Turn right onto Union Bay Frontage Road (fronts Union Bay Post Office and Union Bay Market.)

Turn left onto McLeod Road.

Turn left onto Highway 19A and continue northbound towards Union Bay.

Continue northbound through Union Bay, Royston and South Courtenay.

Turn right onto the 17th Street Bridge, and right again onto Comox Road heading for Comox.

Travel through Comox, hanging left onto Pritchard Road. Proceed north bound, turning left onto Guthrie Road.

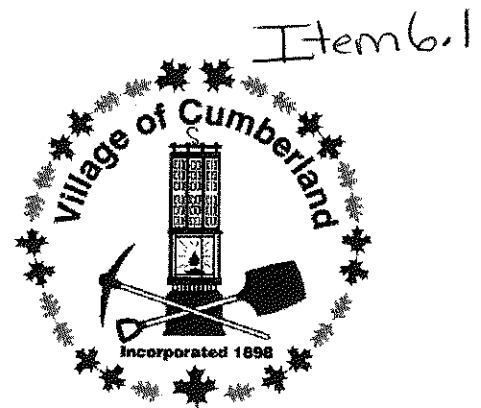
Continue westbound on Guthrie/Lerwick towards Ryan Road.

At Ryan Road, turn left and proceed down "Ryan Road Hill". Continue on Ryan Road to the "Old Island Highway".

Turn left and continue past Lewis Park and over the 5th Street Bridge. Travel on 5th Street towards Fitzgerald Avenue.

Turn left onto Fitzgerald Avenue and proceed southbound to the Driftwood Mall parking lot. The parade route is complete at the "Mall" where winners will be announced. Participants will disperse from this location.

COUNCIL REPORT



REPORT DATE: November 7, 2012
MEETING DATE: November 13, 2012

TO: Mayor and Councillors
FROM: Judith Walker, Senior Planner
SUBJECT: Coal Creek Historic Park – Cherry Tree Replacements

RECOMMENDATION

- i) THAT Council receive the Coal Creek Historic Park – Cherry tree Replacement report, and
- ii) THAT Council transfer \$1700 in funds from Coal Creek Historic Park donations to the 2012 budget for the replacement of 10 ornamental cherry trees; that staff is directed to select the most resistant varieties available and purchase the trees for Coal Creek Park and retain a landscape contractor to plant, stake and mulch the trees.

SUMMARY

In 2009, Council approved the planting of 31 Prunus 'Shirofugen', ornamental flowering cherry trees, to be planted in the No. 1 Japanese townsite. These 31 cherry trees represent the 31 historic Japanese families of that community. In 2011 several of the trees began ailing with what was later determined to be bacterial canker, a common disease of Prunus. As of October 2012 seventeen trees are dead or ailing. Twenty-one trees appear healthy. The Committee requests release of funds to the 2012 Budget in order to replace 10 trees.

BACKGROUND

The cherry trees were planted in the fall of 2009 and in the spring of 2010 a ceremony was held to dedicate the trees in the memory of the Japanese families who lived here.

In the summer of 2011 it was noted that some of the trees were ailing, even though they were being regularly watered by a volunteer. By the following year a number of trees were dead or ailing and an arborist assessed the trees and determined that bacterial canker disease was the reason for the dead and ailing trees. The arborist recommended a feeding and watering program over the summer of 2012 to try and increase the vigor of the remaining trees. The ailing trees have not recovered and there still remain ten dead and seven ailing trees.

There is an existing very old cherry tree in the orchard area which is infested with bacterial canker, which makes any control very difficult, as the spores of the disease are airborne. The arborist has recommended that more resistant varieties of flowering cherries be considered for the replacement trees and that the trees are not planted in the exact same locations.

The trees that were originally planted are 'Shirofugen', a white flowering cherry. Although there are other white flowering cherries, none are very resistant to the bacterial canker. 'Kwanzan', a pink flowering cultivar, shows some resistance to the disease. The sub-committee, headed by Ray Iwassa, has been consulted regarding the selection of the cultivars and whether a mix of the white and pink flowering cherries is acceptable. Mr. Iwassa supports the intent to have a grove of healthy flowering cherries at the park and that varietal substitutions are acceptable.

FINANCIAL IMPLICATIONS

The Committee requests that \$1700 be moved from the available \$2000 that was donated for the cherry trees, to the 2012 Budget, to be available to purchase and retain a landscape contractor to plant ten replacement cherry trees. The remaining replacement trees will be in the 2013 budget for consideration by Council.

CONCURRENCE

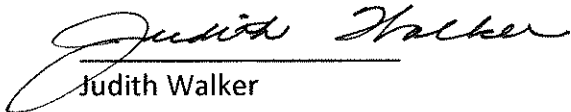
Rob Crisfield, Manager of Operations 

Michelle Mason, Chief Financial Officer

OPTIONS

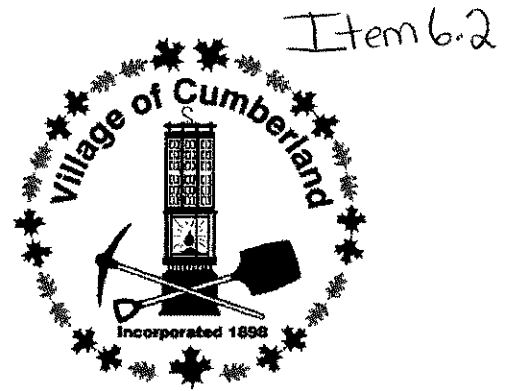
- i) THAT Council transfer \$1800 in funds from Coal Creek Historic Park donations to the 2012 budget for the replacement of ten ornamental cherry trees; that staff is directed to select the most resistant varieties available and purchase the trees for Coal Creek Park and retain a landscape contractor to plant, stake and mulch the trees; or
- ii) Any other action deemed appropriate by Council.

Respectfully submitted,


Judith Walker
Senior Planner


Sundance Topham
Chief Administrative Officer

COUNCIL REPORT



REPORT DATE: November 5, 2012
MEETING DATE: November 13, 2012

File No. 4000-00

TO: Mayor and Councillors
FROM: Rachel Parker, Deputy Corporate Officer
SUBJECT: Bylaw Enforcement Policy and Procedures

RECOMMENDATION

THAT Council receive the Bylaw Enforcement Policy report.

THAT Council adopt the Bylaw Enforcement Policy.

SUMMARY

Council considered the proposed Bylaw Enforcement Policy at its meeting on October 13, 2012 and members discussed the policy in terms of pro-active enforcement by staff and implementing community justice as a bylaw violation resolution tool. Staff was instructed to include community justice as a tool for staff to utilize in the policy.

BACKGROUND

As requested, the attached Policy has been revised to include the use of restorative justice techniques through the Comox Valley Community Justice Centre services in appropriate circumstances as determined by the Bylaw Enforcement Officer. Both the complainant and the alleged violation would have to agree to the restorative justice method and both agree to waive their rights to confidentiality between the two parties. A new section has also been included to direct staff to attempt to gain voluntary compliance of Village bylaws before taking enforcement action.

Staff have also included provision for staff to report bylaw violations that would be a significant risk to public safety.

FINANCIAL IMPLICATIONS

None.

STRATEGIC OBJECTIVE

None.

ATTACHMENTS

Bylaw Enforcement Policy

CONCURRENCE

Mike Williamson, Manager of Protective Services



OPTIONS

1. THAT Council adopt the Bylaw Enforcement Policy.
2. THAT Council amend the Policy or direct staff to make changes to the Policy and return it to Council at a following Council meeting.
3. Any other action deemed appropriate by Council.

Respectfully submitted,

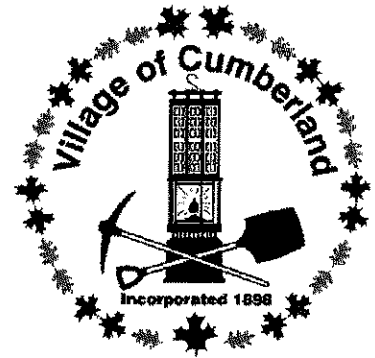


Rachel Parker
Deputy Corporate Officer



Sundance Topham
Chief Administrative Officer

COUNCIL POLICY



Title: Bylaw Enforcement Policy	No. DRAFT November 5 2012
Authority: Adopted Date: Amended Date:	Section: Legislative and Regulatory Motion No.

Policy Statement

The Village of Cumberland does not have the resources to formally inspect properties and to enforce bylaws on a regular basis in order to determine whether or not its various bylaws are being complied with at all times. Therefore, it is the general policy of the Village to rely on citizen complaints.

To reduce the opportunity for intimidation and neighbourhood conflict, the Village wishes to establish a policy with a balance of accountability and confidentiality among the various parties to this process. The Village understands the importance of providing confidentiality to both the complainant and the alleged violator. It is recognized that many complaints take place in the context of other disputes between neighbours and the motivation for the complaint itself may be retribution. Disclosure could serve to exacerbate the dispute and may even put persons at risk or harm.

Purpose

To provide guidance to staff for bylaw enforcement activities.

Policy

Submitting a Complaint

1. The Village accepts both telephone and written complaints from the public.

2. To encourage validity, a complainant must
 - a) provide their name, address and telephone number,
 - b) describe the nature and location of the alleged infraction,
 - c) describe any attempts made by the complainant to resolve the problem, and
 - d) agree to testify in court if necessary.
3. The Bylaw Enforcement Officer may require a written complaint from a member of the public.

Staff Responsibilities

4. Officers and employees of the Village are not required to report bylaw violations observed
 - (a) on personal time, or
 - (b) during work hours, unless it is within that employees scope of duty to do so, or where the violation poses a risk to public health and safety.
5. A member of council wishing to report a bylaw violation or submit a complaint must make a formal written complaint to the Village or bring forward the matter for council consideration at a closed council meeting. Anonymous complaints will not be accepted through a member of council.
6. The following bylaws will be enforced on a pro-active basis by the staff member indicated:

	Bylaw	Staff Member
(a)	Animal Control Bylaw	Bylaw Enforcement Officer
(b)	Business Licence Bylaw	Bylaw Enforcement Officer
(c)	Building Regulation Bylaw	Bylaw Enforcement Officer Building Inspector
(d)	Fire Regulation Bylaw	Manager of Protective Service
(e)	Streets and Traffic Bylaw	Bylaw Enforcement Officer

Confidentiality Provided and Limitations

7. A complainant's name and any particulars of the complaint which may reveal the identity of the complainant will not be disclosed to the alleged violator or any member of the public.
8. A response of an alleged violator, whether verbal or written, shall not be disclosed to the complainant.
9. Where personal information is provided, the Village will keep the information confidential and use the personal information only to determine the validity of the complaint and the alleged violator's response.

10. If a person submits a request under the *Freedom of Information and Protection of Privacy Act* for the disclosure of information or records contained in a complaint or in a response to a complaint, other than for that person's own personal information, it is the Village's policy to refuse disclosure under sections 15 and 22 of the Act.
11. The anonymity and confidentiality afforded complainants and alleged violators by this Policy cannot be assured if the investigation results in court proceedings as the complainant may be required to act as a witness for the prosecution.
12. Written complaints which are addressed to Council may be placed on an agenda of the closed portion of a Council meeting.

Investigation

13. Upon receipt of a complaint, the Village may initiate an investigation. The Bylaw Enforcement Officer may, after consideration of the matters set out in section 16, require at least two complaints from residents directly affected by the alleged violation before proceeding with enforcement action.
14. Should an infraction be found, the alleged violator shall be advised of the specifics of the infraction and shall be provided with the full text of the bylaw section(s) that is being violated.

Response to Complainant

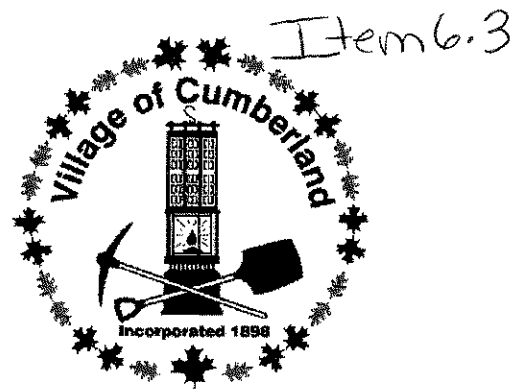
15. The Bylaw Enforcement Officer may, upon request, advise a complainant about the results of the investigation and action taken or contemplated but must do so without providing personal information of the alleged violator.
16. A response to a complainant may be withheld if legal action is pending.

Enforcement

17. The Village, in determining whether a remedy is necessary, will consider, but not be limited to, matters such as:
 - a) the scale, number and duration of the infraction(s)
 - b) the current, short and long-term impacts caused by the infraction(s)
 - c) the potential for precedents
 - d) the resources available to resolve the matter
 - e) whether it is in the best interests of the public and/or the Village to proceed
 - f) the likelihood of obtaining the desired results
 - g) whether public safety is at risk
 - h) whether enforcement may act as a deterrent in future cases

18. Staff will attempt to obtain voluntary compliance of Village bylaws before any bylaw enforcement action is taken unless there is a record of previous bylaw violations by that individual.
19. Staff will consider the use of Comox Valley Community Justice Centre services and restorative justice principles in suitable situations and where both the complainant and alleged violator agree to participate. In such circumstances, both the complainant and the alleged violator must agree to waive their rights to confidentiality between the parties and the applicable confidentiality provisions of this policy would not apply.
20. Staff will bring forward any recommendation for prosecution of an offence under the *Offence Act*, court action through civil proceedings, and remedial action to Council for its consideration.
21. The Village is not obliged to enforce any bylaw or to pursue law enforcement action on any bylaw infraction.

COUNCIL REPORT



REPORT DATE: November 6, 2011
MEETING DATE: November 12, 2011

TO: Mayor and Council
FROM: Rob Crisfield, Manager of Operations
SUBJECT: Third Street Projects

RECOMMENDATION

1. THAT Council receive the Third Street Projects report,
2. AND THAT Council grants staff permission to carry over the Third Street reconstruction project as identified in the 2012 budget to 2013, in the amount of \$138,100,
3. AND THAT Council confirms its approval of expenditures of \$191,200 according to the 5 year capital plan for the construction of Third Street north of Dunsmuir Avenue in the 2013 budget,
4. AND THAT Council instructs staff to combine the two projects into one tender to be issued early 2013.

SUMMARY

Money in the 2012 budget has been allotted for the upgrade of the road including storm work on Third Street between Dunsmuir Avenue and Derwent Avenue. The design has been completed and we are in a position to have the consultant issue a tender for this work. Due to the time of year and the seasonably wet weather that occurs, and based on recommendations from the consultant engineer, staff is asking to delay this project to 2013. In addition, the 5 year capital plan has identified the upgrade of Third Street on the north side of Dunsmuir to Penrith Avenue for 2013, with the design currently underway. The thinking is that by combining the two projects into one tender and through economies of scale we could realize some costs savings, and avoid extra costs if we were to proceed with the one project this fall.

BACKGROUND

A design was completed this fall for the reconstruction of Third Street between Dunsmuir Avenue and Derwent Avenue. This project is for the reconstruction of the road and gravels, sidewalk on the east side, some curb and gutter and improvements to the storm drainage system. Unfortunately we are now into the rainy season which will have an impact not only on project timelines and costs, but this time of year means no warranties on new asphalt, if the plant is even still open at the end of the project. As luck would have it, the 5 year capital plan has identified funds to be spent in 2013 on Third Street on the north side of Dunsmuir Avenue. This project is in

the 2012 budget for design which is currently underway. Realizing the possibility for costs savings through economies of scale by combining these two projects into one tender, and considering the possibility of cost increases due to wet weather conditions and the chance that asphalt won't be available until the spring, or that there is no warranty on any asphalt laid if it were available, the engineers for the project along with staff feel that it would be in the best interest of the Village to delay the project tender and construction until 2013.

FINANCIAL IMPLICATIONS

The remaining funds for the 2012 project (\$138,100) would need to be carried forward to the 2013 budget, and as according to the 5 year capital plan a further \$191,200 be made available for the second project in 2013.

STRATEGIC OBJECTIVE

None

ATTACHMENTS

None

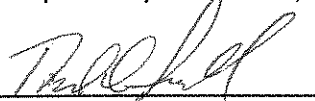
CONCURRENCE

Michelle Mason, Chief Financial Officer

OPTIONS

1. Direct staff to carryover the remaining funds of \$138,100 for the 2012 Third Street project to the 2013 budget and confirm its approval of an additional expenditure of \$191,200 in 2013 for the other Third street project, and combine the two projects into one tender for issue early 2013.
2. Any other action deemed appropriate by Council.

Respectfully submitted,

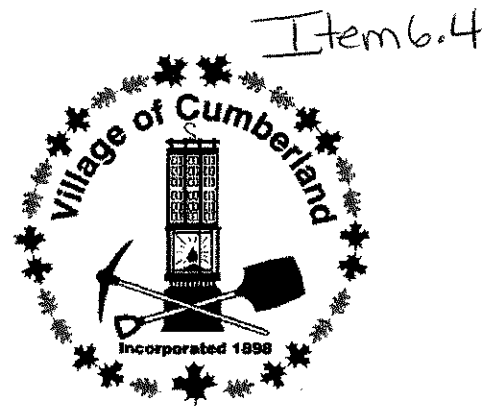


Rob Crisfield
Manager of Operations
Village of Cumberland



Sundance Topham
Chief Administrative Officer

COUNCIL REPORT



REPORT DATE: November 1st, 2012
MEETING DATE November 12th, 2012
TO: Mayor and Councilors
FROM: Margaret Robertson, Recreation Program Coordinator
SUBJECT: October 2012 Recreation Department Report

RECOMMENDATION

That Council receive the October 2012 Recreation Department Report for information.

Facilities

- Park washrooms are still open for use.
- Drinking fountain has been ordered for the CRI Gym Hall.
- Work still being done at the Cultural Centre. It has not interfered with any of our programs.
- Public works will be doing a check of The Village Park each morning as we have booking each evening for soccer practice and want to make sure that the teams are locking up properly each night and to make sure that the fields are not being damaged by too much use in wet weather.

Programs

- Margaret Robertson attended a meeting with other Comox Valley Recreation Agencies to discuss possible joint initiatives such as staff training and areas of common interest. It was decided to meet every second month with a different Recreation Department hosting each meeting. Cumberland will be hosting in the New Year.
- Rental climbing shoes have been ordered from Valhalla Pure Outfitters
- Tentative dates have been booked at the Comox Valley Sports Centre for swimming lessons for 70 Cumberland Jr. Students. We are just waiting for confirmation from Mr. Maund to go ahead with this program.
- Staff working on budget for 2013.
- A survey for input from the public on the direction to take in planning both indoor and outdoor recreation projects and programs is in progress.
- This year's Halloween Parade was a great success. The recreation centre gave out hotdogs and drinks to a great many families.

Upcoming Special Events

- **December 1st:** Cumberland Chamber of Commerce Winter Fair
- **December 2nd:** Cumberland Community School's Breakfast with Santa

FINANCIAL IMPLICATIONS

None

Waived Fees to Date

DATE	TYPE OF FUNCTION	Venue	Amount Waived	Running Total	Admit Fee
Feb 11	Lunar New Year Dinner (Museum)	C.C.	\$373.75	\$373.75	Yes
Feb 11	Washshoe Tournament (Empire Days)	CRI	\$287.50	\$661.25	Yes
Feb 18	Heritage Fair	C.C.	\$373.75	\$1,035.00	Donation
Feb 17-19	Lantern Festival (Hall closed for 7 days	CRI	\$862.50	\$1,897.50	Donation
Mar 24	Funeral Reception	CRI	\$295.00	\$2,192.50	No
May 1	Cumb. Museum & Archives Bean Dinner	C.C.	\$373.75	\$2,566.25	Yes
May 12	Cinch Tournament (Empire Days)	C.C	\$258.75	\$2,825.00	Yes
May 19	Washoe Tournament (Empire Days)	Village Park	\$287.00	\$3,112.00	Yes
May 20	Soccer Game (Empire Days)	Village Park	\$287.00	\$3,399.00	No
May 20	Soccer Dinner (Empire Days)	CRI	\$287.50	\$3,686.50	Yes
May 21	Empire Days Festivities	Village Park	\$287.00	\$3,973.50	No
May 21	May Queen Luncheon	CRI	\$275.00	\$4,248.50	No
June 23	Pancake Breakfast and Miner Memorial Dinner (Cumberland Museum and Archives)	CRI	\$677.50	\$4,926.00	yes
June 30th	Cumberland Comm. Forest Society Fundraiser Dinner	CRI	\$402.50	\$5,328.50	Yes
Sept 15th	Meet Your Community Cumb Rotary	CRI	\$402.50	\$5,731.00	No
Oct 13th	Italian Dinner and Auction Cumb. Rotary	CRI	\$402.50	\$6133.50	Yes

STRATEGIC OBJECTIVE

None.

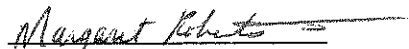
ATTACHMENTS

None.

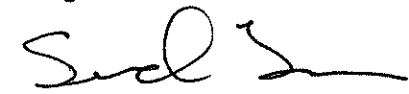
OPTIONS

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

Respectfully submitted,

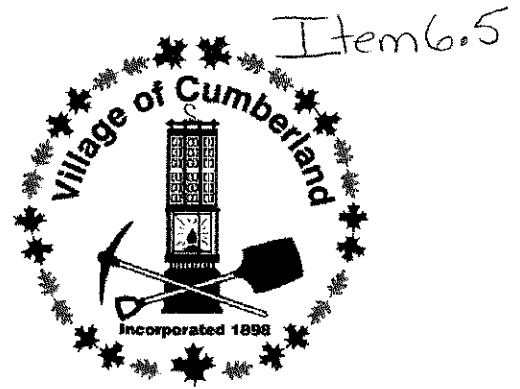


Margaret Robertson
Recreation Program Coordinator
Village of Cumberland



Sundance Topham
Chief Administrative Officer

COUNCIL REPORT



REPORT DATE: November 6, 2012
MEETING DATE: November 12, 2012

TO: Mayor and Council
FROM: Rob Crisfield, Manager of Operations
SUBJECT: October 2012 – Operations Department Report

RECOMMENDATION

THAT Council receives the October 2012 – Operations Department Report for information.

SUMMARY

October 2012 – Operations Department Report

BACKGROUND

Staff Report on Recent Activities undertaken by the Planning Department, Public Works Department and by the Manager of Operations.

Manager of Operations Activities

Bulk Fuel Purchasing

Currently working with a fuel consultant (Prairie Fuel Advisors) through UBCM on an analysis of our fleet fuel requirements. Once this analysis is complete staff will bring forward recommendations on the feasibility of joining the UBCM Bulk Fuel program or continuing to purchase on our own.

Third Street/Dunsmuir Ave Upgrade Project

See Council report for update and recommendations

Community Building Reno

Public Works has started renovations to the washrooms of which one with becoming handicap accessible. Will also hire contractors to upgrade the existing lights and install new windows.

Stevens Lake (Reservoir #4) Stability Design

Have reviewed various report and documents and will issue a Request for Proposal for a dam stability design in the next couple of weeks.

Corporate Energy Plans & Buildings Assessment

Continue to work with consultant on the analysis our municipal buildings and fleet to understand where we can achieve GHG reduction targets realizing some operational savings at the same time. The second part of this work, taking place at the same time, is a review of our buildings from a functionality and space point of view. Hope to have a completed report by the end of the year.

Engineering Services Review

An independent professional has been hired to complete a review of our engineering services to look at ways of maximizing the money we budget each for engineering assistance and design. Initial meetings have taken place with staff to gather information. Further work to continue with a draft recommendation before Christmas. Final recommendations to be presented to council.

Coal Creek Well Project

Work is well underway on the construction of the new Coal Creek Well Project. This project includes the construction and building up of the well site, installation of watermain between the well site and the Well Control building including telemetry ducting and wiring, the actual construction of the well control building, and a watermain from the well control building across Comox Lake Road and up Camp Road to Sutton Road. Optional work to include the upgrade of the watermain on Dunsmuir from Sutton to 1st Street. Work completed so far is the installation of the watermain from the well site to the well control building, and development of the site for the well control building. Construction to commence on the Camp Road watermain November 7th. Work should also be underway shortly on the well and the well control building.

Council Follow Up

Kendal Avenue Trees

Staff was asked to report back on financial security deposits for trees planted in front yards as required by a covenant as part of the Coal Valley Estates development. After inspection by staff numerous trees are either dead, unhealthy and may not survive, undersized, or simply were not planted. Staff was prepared to replace a number of trees but due to the time of year there is no nursery stock left to do so. As a result staff will re-inspect this coming spring and determine which trees need replacing, order trees and hire a contractor to complete the work. Until then no securities will be refunded. Where trees met the requirements security monies have been refunded.

I&I Summary

In response to a request for information on the 'inflow & infiltration' work done in 2010, staff provide the following information. I&I work that was completed in 2010 was done in three phases and involved smoke testing for the first two phases. Phase 1 smoke testing revealed 8 connections between roof drains and the sanitary sewer collection system,

while in phase 2 only one connection was noted. Other anomalies noted in the findings include broken internal piping issues within buildings and connections to septic tanks. Initial indication is that no action was taken by the Village to rectify any of these issues. Staff will work on communication with the building owners to remove the roof drain connections.

FINANCIAL IMPLICATIONS

None

STRATEGIC OBJECTIVE

None

ATTACHMENTS

Planning Report for October 2012

Public Works Report for October 2012

CONCURRENCE

1. Judy Walker, Senior Planner
2. Kevin Fitzgerald, Public Works Foreman

OPTIONS

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

Respectfully submitted,


Rob Crisfield
Manager of Operations


Sundance Topham
Chief Administrative Officer



Corporation of the Village of Cumberland

Memorandum

DATE: November 5, 2012
TO: Rob Crisfield, Manager of Operations
FROM: Judith Walker, Senior Planner
SUBJECT: Planning Report for October 2012

OCP/ZONING AMENDMENTS

1. **12-01 OCP/RZ Carlisle Lane Proposal** Staff report and Phased Development Agreement expected to go to Council in November.

DEVELOPMENT PERMITS

1. **09-03-DP ILO ILO** Council granted conditionally but DP not yet issued due to need for staff to prepare a report costing out the required 125 parking spaces. **16Mar12:** Correspondence received on plans to use the lane for access, reply sent. No response to date. **17Oct12:** No action for 6 months, file considered abandoned, letter sent to applicant. File closed.
2. **10-03-DP Trilogy/Discovery Centre:** Landscape has been inspected and letter has been sent noting lack of maintenance for both the parking lot and the building areas. No response to date. No landscape security is held the Village.
3. **10-05-DP Marocchi's:** 01Jun12 Landscaping inspection carried out and found not in compliance as per submitted plan, agent notified of deficiencies. **17Oct12:** Applicant dissatisfied with landscaping requirements, will be applying to Council to amend DP.
4. **2012-01-DP Library, 2748 Dunsmuir Avenue:** Conditions met, CAO issued Permit. Construction underway.

DEVELOPMENT VARIANCE PERMITS

None

SUBDIVISION

1. **Coal Valley Phase 4 (7lots) & 4a (35lots):** Final Approval issued on 21 Sep 12.
2. **Cole, 3354 Crescent Street:** Application for lot line change and one additional lot. Preliminary Layout Review Approved 5Jun12.

OTHER

1. Provided verbal and written responses to enquiries regarding OCP and Zoning bylaw interpretation and potential land use and development proposals. Met with public to confirm conformity of land use and siting with Village bylaws.

2. Provided verbal and written advice/information on Business Licensing, Building Permits, Recycling, as required.

BYLAWS IN PROCESS

- | | | |
|----|---|---|
| 1. | Subdivision and Development Bylaw No. 948, 2012 - | Adopted 22Oct12. |
| 2. | Building Bylaw No. 949, 2012 | Adopted 22Oct12. |
| 3. | Development Procedures and Fees Amendment Bylaw No. 968, 2012 | Adopted 22Oct12. |
| 4. | Water Service Connection, Use, Extension, & Fees No. 952, 2012 | Council consideration late November 2012 |
| 5. | Storm Sewer Connection, Use, Extension, & Fees No. 953, 2012 - | Council consideration late November 2012 |
| 6. | Sanitary Sewer Connection, Use, Extension, & Fees No. 954, 2012 | Council consideration late November 2012 |
| 7. | Tree Management Bylaw No. 947, 2011 | Council direction to staff to amend the bylaw. In progress. |
| 8. | Advisory Planning Commission Bylaw No.____, 2012 NEW | Staff preparing a draft bylaw for Council's consideration. |
| 9. | Pesticide Use Control Bylaw No. ____, 2012 <i>Repeals Bylaw 838</i> | Amendment to clarify what pesticides are included, bylaw to permit pesticide use for invasive plants on public lands: in progress |

PROJECTS

1. Drafts of bylaws are being prepared for Council's consideration in the future: refer to "Bylaws in Progress".
2. Cumberland Enhancement Study: New shelter being stored, awaiting transit plan in fall 2012. Library location proposed for a bus stop. Builder in support; Village to provide bench.
3. The Comox Valley Cycling Task Force: Task Force meeting alternately with Technical Advisory Committee (TAC) and Public Advisory Committee (PAC) meeting. Next Task Force meeting December 6th, 2012.
4. Greenhouse Gas (GHG) Reduction: Targets, policies & action for inclusion into OCP. Corporate portion in process.
5. OCP Review: Seven proposals have been received for the OCP Review & Revision project. Staff currently assessing the proposals.
6. Organics Compost Pilot Project: Working group formed and met 27 Sept 2012 to discuss system, collection and public education campaign. J. Walker is Village rep and J. Kupiak is SunCoast Waste rep.
7. Community Gardens Report: To Council in November 2012.

PARKS

1. Village Park Master Plan: Master Plan is reinstated as per Council directions. Consultant and staff have met to review process.
2. Cumberland Community Forest: Management plan has been signed off by both covenant-holders. Village signature required for completion.
3. Temporary Dog Park: Volunteers have come forward to help in monitoring and caring for the park.

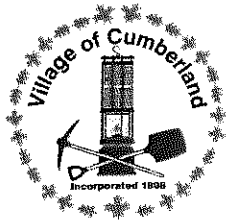
Respectfully submitted,

A handwritten signature in cursive script, reading "Judith Walker", written over a horizontal line.

Judith Walker
Senior Planner

Year	New Residential		Residential Reno & Additions		Foundation / Relocated Homes		Residential Accessory (new or reno)		Industrial, Commercial, or Institutional		Demolition		Totals	
	# of Permits	Value of Construction	# of Permits	Value of Construction	# of Permits	Value of Construction	# of Permits	Value of Construction	# of Permits	Value of Construction	# of Permits	Value of Construction	# of Permits	Value of Construction
2012	11	\$2,222,000	10	\$157,000	Discontinued category included as new residential or renovations		3	\$112,500	2	\$630,000	0	\$0	26	\$3,121,500
2011	20	\$3,905,000	16	\$480,000			1	\$10,000	7	\$1,623,000	0	\$0	45	\$6,018,000
2010	29	\$5,260,000	27	\$754,340			3	\$63,000	6	\$3,408,300	0	\$0	65	\$9,485,640
2009	15	\$3,164,400	20	\$394,700			3	\$24,600	3	\$73,000	2	\$100	43	\$3,656,800
2008	69	\$11,932,080	18	\$365,220	22	\$1,154,000	7	\$105,640	2	\$101,000	0	\$0	118	\$13,657,940
2007	67	\$9,640,000	14	\$219,000	1	\$1,000	4	\$43,000	9	\$4,723,000	0	\$0	95	\$14,626,000
2006	60	\$7,177,625	18	\$315,500	2	\$38,000	5	\$24,920	5	\$1,045,000	0	\$0	90	\$8,601,045
2005	34	\$4,320,630	17	\$193,300	5	\$36,500	2	\$9,000	8	\$1,363,000	0	\$0	66	\$5,922,430
2004	13	\$1,508,675	6	\$87,000	1	\$4,500	5	\$28,000	2	\$2,103,675	0	\$0	27	\$3,731,850
2003	2	\$200,000	2	\$59,000	4	\$35,000	6	\$30,883	2	\$120,000	0	\$0	16	\$444,883
2002	5	\$470,000	18	\$362,500	2	\$30,000	3	\$9,600	5	\$59,000	0	\$0	33	\$931,100
2001	2	\$190,000	7	\$114,430	0	\$0	1	\$5,000	5	\$371,000	0	\$0	15	\$680,430
2000	No data		15	\$171,250	1	\$75,000	3	\$20,000	6	\$69,045	0	\$0	25	\$335,295
Totals	326	\$49,990,410	189	\$3,673,240	38	\$1,374,000	46	\$486,143	2	\$15,689,020	2	\$100	661	\$69,838,913

Updated 31 October 2012



Corporation of the Village of Cumberland

Memorandum

DATE: 06/11/2012
TO: Rob Crisfield, Manager of Operations
FROM: Kevin Fitzgerald, Public Works Foreman
SUBJECT: Public Works – Monthly Report for the period Ending 31/10/2012

Water:

All dams are now full and the outlet valves have been adjusted for winter.

The water line flushing was completed last week.

All water samples met the drinking water guidelines for the month of October.

Residential high water use issues are been dealt with as needed. It appears improperly adjusted toilets seem to be the most common problem.

A new tap and a new isolation valve for the Souther house was installed at coal creek historic park.

Sewer & Storm:

An inexpensive solution to the bypassing of the Auger Monster at the Lagoon during high flows was discussed last week. This involves removing a stop log in the distribution chamber which should lower the elevation of the water on the downstream side of the Auger Monster during high flows.

Catch basin cleaning continues when time permits

A section of sewer line on Dunsmuir Ave. was videoed in preparation for a connection to the new library.

Some ditches have been cleaned in preparation for winter.

A failing sanitary service was replaced at 2814 Penrith Ave.

A new sanitary service was installed for 2814 Penrith Ave. This was done to resolve a service crossing the neighbor's property.

The Lagoon grit channels were cleaned. This will need to be done twice a year.

Roads

Patching and grading continues when weather permits.

Shouldering on Bevan Road and Cumberland Road has been completed

Buildings:

The works yard shed has been completed.

Cultural center repairs ongoing.

New self closing doors for the Centennial building washrooms have been ordered.

Some minor repairs to the seniors hall at the Cultural Center have been completed.
Upgrades to the Community Building have started
Nelson roofing refastened some leaking roof screws on the Rec. Hall

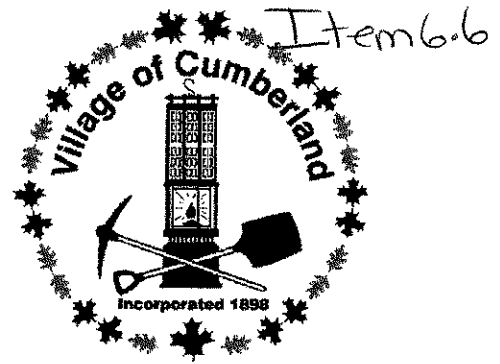
Miscellaneous

The log booms at Lake Park that where under water have been fixed
All Parks have been winterized
The new foreman's truck arrived.

Respectfully submitted,

Kevin Fitzgerald
Public Works

COUNCIL REPORT



REPORT DATE: November 1st, 2012
MEETING DATE: November 13th, 2012

TO: Mayor and Councilors
FROM: Mike Williamson, Fire Chief / Manager of Protective Services
SUBJECT: Protective Services Report, October 2012

RECOMMENDATION

THAT Council receive the October 2012 Protective Services Report.

SUMMARY

October 2012 Responses:

Response Type	September
Fire	3
Rescue	0
First Responder	6
Motor Vehicle Incident	4
Duty Officer	0
Total Monthly 2012:	13
Total 2012:	202

BACKGROUND

Membership

Regular Members: 20
Junior Members: 4
Probationary Members: 6
Pending Applications: 2

We have some new members coming on but we are also losing some. It's an ongoing, time consuming, costly battle to keep the membership trained and at good numbers. We are still not getting enough daytime applications as most members leave Cumberland through the day. Many fire halls across Canada are having this problem. We need to work on recruitment and retention of members that work in our community. These members are very valuable to our communities and are getting rare. Leaders need to understand the value and the importance of recruiting and retention of these valuable assets in our community.

Training

We continue to train weekly with the intent to be certified Firefighter level 11. This will take some time and will be an ongoing process from now on. We have it all set up with JIBC and our new training officer Craig Windley.

We have had a joint mutual aid practice with the Courtenay Fire Department and Ladder 12. This will continue as this is the piece of apparatus that we will mostly call for when things get nasty. We will be training with Courtenay and Ladder 12 as an ongoing basis as we need to understand its capabilities and values and set up procedures. This apparatus has amazing potential on the fireground with everything from rescue, water supplies, foam capabilities, exposure coverage and even just lighting, but most importantly the safety of our crews. The feedback from the Courtenay crews and officers and our department was very positive.

Other Projects

We are still waiting for the new Firepro software. It is in the design process as it will be tailored to Cumberland. The Firepro Tec should have it up and running soon. The new Frag station and Compressor seemed to come on line very well and is running. Filled some bottles everything looks good. We have the new canopy on the duty truck and will be adding some lights and fire prevention decals to it.

Of course lots of fire prevention safety activities:

- Fire safety house at the schools – we spent a day at the school with the fire safety house and its crew;
- School kids and classes at the fire hall - 5 different classes visited fire hall over a 3 day period.

Permits

Hancock Logging will be taking out permits to burn in the Bevan road area. I will be working closely with them on the burning plan and timing. This will be noticeable from around the Cumberland area and the entire Valley. They are looking at burning 100 large piles of logging waste. This clean up will also reduce the fire hazard for our 2013 fire season. Our hope is to have a good plan and to mostly target smoke and ash problems within the Village. I think this can be done with good planning but as we are all aware, the weather plays a large role in a successful burn plan. We do have some control over the weather by lighting or not lighting when weather is poor and venting is not there. We will monitor the burning but residents need to be aware that they will see smoke and flame along the Bevan Road area in different spots for the next month to 6 weeks.

FINANCIAL IMPLICATIONS

None.

STRATEGIC OBJECTIVE

None.

ATTACHMENTS

None.

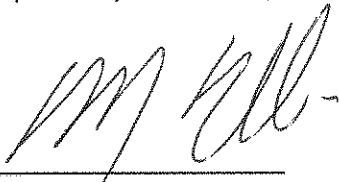
CONCURRENCE

None.

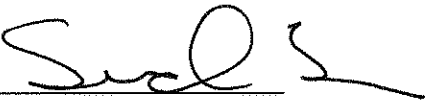
OPTIONS

1. THAT Council receive the October 2012 Protective Services Report.
2. Any other action deemed appropriate by Council.

Respectfully submitted,

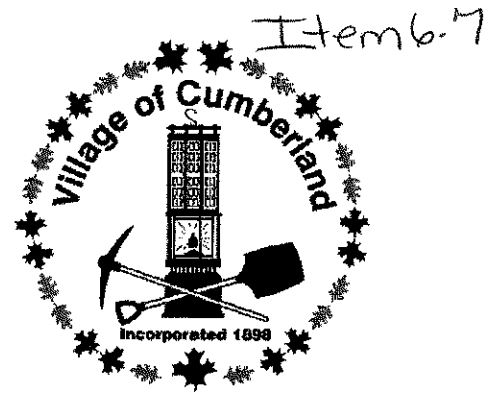


Mike Williamson
Fire Chief/ Manager of Protective Services



Sundance Topham
Chief Administrative Officer

COUNCIL REPORT



REPORT DATE: November 2, 2012
MEETING DATE: November 13, 2012

TO: Mayor and Councillors
FROM: Michelle Mason, Financial Officer
SUBJECT: Administration Department Report – October 2012

RECOMMENDATION

THAT Council receive the Administration Department Report – October 2012 report for information.

SUMMARY

The following provides Council with a summary of the activities that took place during October in the administration department.

BACKGROUND

During October staff continued to provide financial and administrative support to all departments.

Various projects, such as the facilities and engineering reviews required meetings and data collection from previous years. Financial system download information for the new Fire Pro system was prepared and provided. Finance staff have implemented a tracking system to provide budget managers actual costs against approved project budgets. While the processes for this need tweaking, it is proving to be valuable information.

On the financial side, the 2012 bylaw for permissive taxes was adopted and forwarded to BC Assessment to meet the October 31 deadline. Management reports are prepared monthly which provide financial information for budget managers about their departments costs against budget. Quarterly financial reports are provided to Council. All departments are on track as of September. Staff continue to work towards implementing the remaining modules for the financial software system although due to challenges in freeing up dedicated resources, this project will continue in 2013. The Village of Cumberland property insurance needs to be renewed by the end of the year and staff is working with brokers to ensure adequate protection and competitive pricing are available. Payroll workshops were attended and payroll staff will also attend the year-end payroll workshop again.

Utility fees have been reviewed again to ensure that water, sewer, storm and solid waste operations are properly funded. The bylaw appears later in this agenda for consideration of first and second reading. Staff prepared a Financial Plan Amendment bylaw to encompass the changes that have occurred since the 2012 – 2016 Financial Plan was adopted on May 14th. It appears later in this agenda for consideration of first and second reading.

Consumption based rates were analyzed using water consumption data collected to date and it was determined that staff required more data and needed to provide more information to the water users before moving to consumption based billing. Therefore it was approved by Council to defer this to 2014 with “Mock Bills” being sent out in 2013 to provide further information to residents and property owners. Consumption notices continue to be sent out monthly.

Staff is preparing for the interim financial audit that will take place during the week of November 26th and are running through all accounts and preparing year-end working papers and capital asset schedules. Capital planning and budget models are being rolled over in preparation for the 2013 budgeting process. Staff assisted with the submission to the Regional District for the Search and Rescue grant in aid.

Also on the horizon is preparation for and implementation of the removal of harmonized sales tax (HST). This will have an impact on the 2013 financial plan because local governments currently receive 10.25% back in rebates from the 12% HST paid; however, with goods and service tax (GST) and provincial sales tax (PST) systems, the only rebate available to local governments is 100% of the GST paid. In addition, a new Provincial Sale Tax Act (PSTA) will replace the pre HST Social Service Tax Act (SSTA). This new PSTA allows for the taxation of a broader range of services and intangibles than did the SSTA. The BC Provincial website states that starting April 1, 2013, in addition to all taxable goods purchased, PST will also apply to legal services and telecommunication services.

Various administrative tasks were initiated during October while others continued from previous months. Considerable work went into the new website during October and the live cumberland.ca website was launched on October 10 with great success. Staff continue to add to the site and continue with training. A Volunteer recognition ceremony and the presentation of the Queen’s Jubilee medal to Mr. Leung was organized and held on October 14th. The records management project to transfer the filing system to the Local Government Management Association system (LGMA) continued. Meetings took place with the Old Age Pension (OAP) organization regarding a lease for the first floor of the Cultural Centre. The Timber West log to Putian should arrive in Taicang on November 8th. A Media workshop hosted by Comox Valley Regional District was held on October 22nd and was offered to the municipal staff members within the Valley free of charge. It was informative, provided great tools and was well attended. Staff prepared for and attended the Village Hall meeting on October 29th. There was a nice turn out and some good discussions took place between residents and Council.

FINANCIAL IMPLICATIONS

None.

STRATEGIC OBJECTIVE

None.

ATTACHMENTS

None.

CONCURRENCE

Rachel Parker

**OPTIONS**

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

Respectfully submitted,

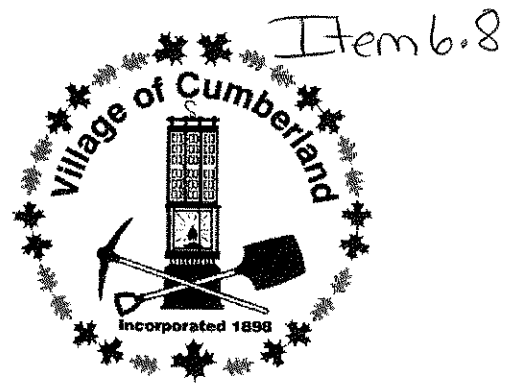


Michelle Mason
Financial Officer



Sundance Topham
Chief Administrative Officer

COUNCIL REPORT



REPORT DATE: November 7, 2012
MEETING DATE: November 13, 2012

TO: Mayor and Councillors
FROM: Sundance Topham, Chief Administrative Officer
SUBJECT: October 2012 Chief Administrative Officer Report

RECOMMENDATION

THAT Council receive the October 2012 Chief Administrative Officer Report for information.

SUMMARY

The month of October was busy and productive with a number of projects being completed and assessed as we enter the last quarter of the year.

I continued to work with Council on a number of important municipal projects, including land use discussions with owners of Private Managed Forest lands in the municipality, the Comox Valley Regional District Solid Waste Management Plan and long-term infrastructure and development issues. I also attended the Local Government Management Association School for Statutory Approving Officers in Kamloops at the end of October.

The municipality continues to bring our bylaws and policies up-to-date, with new subdivision and building bylaws finalized in October.

BACKGROUND

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

Development

Trilogy:

Met with Trilogy representatives in regards to the Engineering Design Review and other Trilogy development details.

Coal Valley Estates:

Finalized Phase 4 of the Coal Valley Estates development. Met with Coal Valley Estates representatives to discuss future phases.

Carlisle Lane:

Worked with staff on potential models for proposed Carlisle Lane development.

Sewer/Water Issues:

Met with members of the Comox Valley Regional District to discuss our South Regional Sewer System funding application. Liaised with K'omoks First Nations in regards to the PPP Funding application.

Regional Initiatives

Comox Valley Regional District (CVRD) Royston Bulk Water Agreement:

Met with Comox Valley Regional District officials to discuss CVRD Royston Bulk Water Agreement. Draft agreement scheduled to go to Council at the November 26th Council meeting.

CVRD Solid Waste Management Plan:

Liaised with CVRD staff and consultants in regards to their Solid Waste Management Plan and how it relates to Cumberland.

CVRD Recreation and Culture Advisory Committee:

Attended a CVRD Recreation and Culture Advisory Committee to discuss recreation grant funding in the Comox Valley.

Comox Valley Economic Development Society (CVEDS):

Met with CVEDS staff to discuss the industrial lands on Bevan Road and how they could be integrated into CVEDS strategic planning process.

Human Resources

Parks and Outdoor Recreation Coordinator:

Completed the hiring process for the new Parks and Outdoor Recreation Coordinator position. Successful candidate starts on Monday, November 26th.

Miscellaneous

- Implemented a recreation programming questionnaire
- Worked with staff to prepare for budget process

FINANCIAL IMPLICATIONS

None

STRATEGIC OBJECTIVE

None

ATTACHMENTS

None

CONCURRENCE

None

OPTIONS

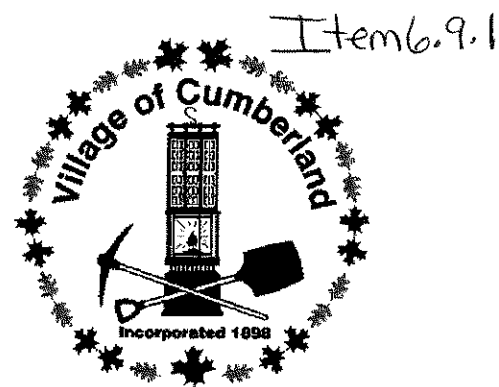
1. Receive this report for information.
2. Any other action deemed appropriate by Council.

Respectfully submitted,



Sundance Topham
Chief Administrative Officer
Village of Cumberland

COUNCIL MEMBER REPORT



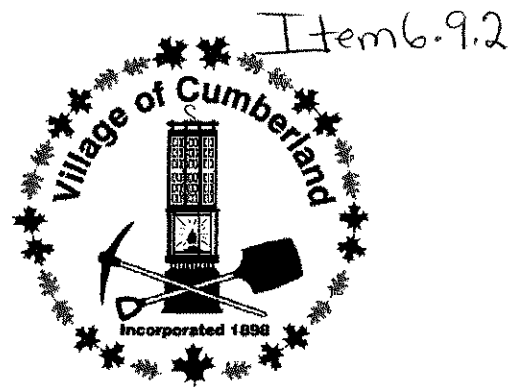
DATE: November 7, 2012
TO: Mayor and Councillors
FROM: Mayor Baird
SUBJECT: Monthly Report - October 2012

- | | | |
|------------------|--------------------------|---|
| 5 th | Courtenay Little Theatre | Opening of "The 39 Steps" production. |
| 11 th | Meeting | Ian Delisle and Rob Bealing from Private Forest Land Owners Association. |
| | Lunch meeting | Mayor Jangula and business men from the Comox Valley. |
| | Courtenay Dinner | Annual Volunteer Appreciation dinner held by the city of Courtenay. |
| 17 th | PHSA presentation | Provincial Health Services Authority held its meeting in Courtenay they are responsible For some of the following BC Ambulance Service, BC Cancer Agency, BC Children's Hospital, BC Women's Hospital. |
| | Dinner | The Salvation Army held its volunteer Appreciation Dinner. |
| 18 th | Trevor Linden | First Credit Union sponsored Trevor Linden as a guest speaker at George P. Vanier. |
| 20 th | CVED | 5 year plan update-workshop held all day. Topics discussed- review of mandate and Mission statement, Economic objectives, Priority programs and initiatives, Performance indicators, full report in basket.

Comox Valley Foundation Gala Dinner and Dance. |
| 23 rd | Meeting | Reid Thomas from Vancouver Island Conservation with regards to Maple Lake. |

24 th	Meeting	Solid Waste
25 th	CVED	Community and Business Networking event.
26 th	Lunch meeting	Mayors Lunch meeting.
28 th	Run	Judge the costumes for the Perseverance Run.
29 th	Meeting	With the Honorable Don McRae.
	Village Hall	Meeting with residents to discuss items they wanted to talk about.
31 st	MRI	Ribbon cutting ceremony at St. Joseph's Hospital for the MRI.
		Halloween in the CRI hall handing out hot dogs.

COUNCIL MEMBER REPORT

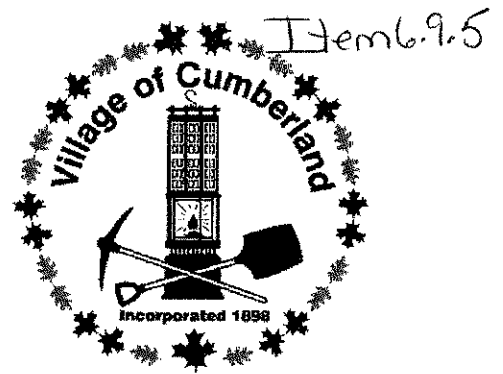


DATE: November 13, 2012
 TO: Mayor and Councillors
 FROM: Councillor Roger Kishi
 SUBJECT: **Councillor Report – October 10, 2012- November 12, 2012**

As well as regular Council business/ meetings, I attended the following:

Date	Event	Comments
Oct. 11	AHERO Community Resource Fair "Bronco's Perseverance"	Approx. 50 CV Social Service agencies Hosted by Riding Fool Hostel
Oct. 13	Cumberland Rotary Dinner	
Oct. 14	Volunteer Recognition Event	John Leung awarded Queen's Medal
Oct. 16	Cumberland Community Schools Society AGM	
Oct. 25	CV Art Gallery/ EDS Social CUPE BC 10% Shift Presentation	
Oct. 26	CV Housing Task Force	
Oct. 31	Cumberland Halloween Parade	
Nov. 1	St. Joseph's Hospital Board meeting	
Nov. 2	CV Housing Task Force	
Nov. 7	Coal Valley Estates Traffic Plan meeting	
Nov. 8	Comox Strathcona Solid Waste Management meeting Comox Strathcona Regional Hospital District meeting	
Nov. 11	Cumberland Remembrance Day Ceremony	

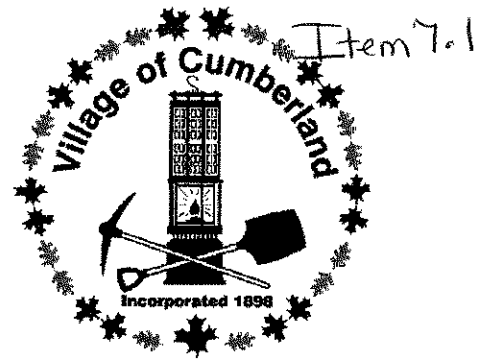
COUNCIL MEMBER REPORT



DATE: November 8, 2012
TO: Mayor and Councillors
FROM: Councillor Sproule
SUBJECT: Monthly Report - October 2012

Date	Event
16 th	COTW Regional District meeting - Report by Lamb and Associates on Remuneration, Benefits and Expenses. Two tier system rejected, increases in directors pay refined - Board Chair's pay reduced - Report on Management Program for First Nations/CVRD referrals
29 th	Town Hall meeting
30 th	RD Board meeting - Royston Water Advisory Select Committee- develop policy to guide how Royston water local service area boundaries may be adjusted. - Director remuneration re-examined and board voted for increases recommended in Lamb's Report: 4 against, 5 in favor

COUNCIL REPORT



REPORT DATE: November 5, 2012
MEETING DATE: November 13, 2012

TO: Mayor and Councillors
FROM: Michelle Mason, Financial Officer
SUBJECT: Water and Sewer Utility Flat Rates

RECOMMENDATION

THAT Council receive Water and Sewer Utility Flat Rates report for information.

AND THAT Council give first and second reading of Cumberland Water Rates Amendment Bylaw No. 972, 2012 and Cumberland Sanitary Sewer Rates Amendment Bylaw No. 973, 2012 .

SUMMARY

Staff used the 2012 – 2016 financial plan to estimate 2013 utility fee requirements and recommend a minimum of 1% increase in both water and sewer/storm utility flat residential fees for 2013.

BACKGROUND

Both the water and sewer rates revision bylaws were adopted December 29, 2009. These bylaws encompass the years 2010 through 2012. At the October 9, 2012 meeting, Council chose to implement consumption based billing in 2014 and therefore, the water and sanitary sewer bylaws need to be amended for the 2013 flat rates.

The Village has been working towards replacing water and sewer infrastructure and fire hydrants each year. In 2012, both a block of water and sewer were replaced and the Camp Road water main will be replaced. Storm projects have not been started at this point. To sustain the current infrastructure, resources equal to amortization should be allocated annually which is \$96,000 for water, \$76,000 for sewer and \$75,000 for storm. Currently, water infrastructure is substantially being replaced at this level. Sewer and storm replacement projects within the five-year plan use funding from development cost charge (DCC) revenue. This is based on the need to reduce infiltration in the sewer lines and separate the storm from the sewer to allow for future development. Even with the DCC funds, the current allocation to sewer and storm replacement fall short of the annual amortization amounts. Once the DCC projects are completed, sewer/storm utility fee revenue will not cover the needed funds for future replacement. These fees will need to be further analyzed before that point.

An analysis of the solid waste rates shows that with the funds that have been allocated in previous years for rate stabilization, there is no need to increase solid waste fees at this time.

The sewage and water treatment plant costs are not included in this analysis because there are still many unknown variables at this point which would skew the increases required. Council needs to be aware that an increase in utility fees will be necessary in the future for operating

costs even if additional sources of funds are secured for the capital costs of the treatment plants.

FINANCIAL IMPLICATIONS

Appendix one represents a minimum level of expenditure which includes infrastructure replacement and designs for both the dam stability and ultraviolet UV sterilization projects along with borrowing costs associated with the eventual construction. The impact on the 2013 residential utility rates is \$4 which translates into less than a 1% increase overall for all of the Utility rates together.

Until staff fully understands how commercial and industrial consumption based billings will compare to historical commercial flat rates, staff does not recommend an increase for these customers in 2013.

2013 does not include the 1% DCC municipal assist factor for storm capital because there are no storm capital projects planned for 2013; however, future years do. Rates show a total increase of \$59 in 2016 due to debt costs attributable to the dam stability and ultraviolet UV sterilization projects. If Council wishes to spread this large increase between the years building up to this, 2013 through 2016 would require an average increase in the utility rates of \$22 per year.

STRATEGIC OBJECTIVE

Utility rates provide a source of funding for 2012 strategic objectives.

ATTACHMENTS

Appendix one: 2013 – 2017 Utilities Financial Forecast

CONCURRENCE

Rob Crisfield, Manager of Operations

OPTIONS

1. Council may choose not to increase the Utility fees at all.
2. Council may choose to increase the Utility residential fees higher than the recommended \$4.
3. Council may choose to increase commercial and industrial fees along with the residential fees.
4. Any other action deemed appropriate by Council.

Respectfully submitted,



Michelle Mason
Financial Officer



Sundance Topham
Chief Administrative Officer

The Corporation of the Village of Cumberland
2013 - 2017 Utilities Financial Forecast

WATER

	2013	2014	BUDGET 2015	2016	2017
Other Operating Revenue	\$ (238,810)	\$ (238,810)	\$ (238,810)	\$ (238,810)	\$ (238,810)
Operating Costs	408,520	416,690	425,024	433,525	442,195
Capital Funded By Operating	80,000	60,000	60,000	60,000	60,000
Reserve Funds for future capital replacements	-	36,000	36,000	36,000	36,000
Dam Reconstruction Design Funded By Operating	40,000	-	-	-	-
UV Sterilization Design Funded By Operating	-	15,000	-	-	-
Debt Service Costs	14,060	22,980	37,283	114,360	114,360
	303,770	311,860	319,497	405,075	413,745
Revenue Required	303,770	311,860	319,497	405,075	413,745
Current Utility Fee Revenue	(301,050)	(303,770)	(311,860)	(319,497)	(405,075)
Net (Surplus) / Deficit	\$ 2,720	\$ 8,090	\$ 7,637	\$ 85,577	\$ 8,670
<i>Increase Required to Cover Deficit</i>	1%	3%	2%	27%	2%
<i>Current Residential Rate 2012</i>	\$ 174				
<i>Impact to Residential Rate</i>	2	\$ 5	\$ 4	\$ 50	\$ 5
<i>Proposed Residential Rate 2013</i>	\$ 176				

SEWER & STORM

	2013	2014	BUDGET 2015	2016	2017
Other Operating Revenue	\$ (105,540)	\$ (105,540)	\$ (105,540)	\$ (105,540)	\$ (105,540)
Operating Costs	349,610	360,098	370,901	382,028	393,489
Capital Funded By Operating (DCC projects)	500	1,000	1,000	1,000	1,000
Reserve Funds for future capital replacements	18,500	20,000	25,000	30,000	40,000
Debt Service Costs	172,190	172,190	172,190	172,190	172,190
	435,260	447,748	463,551	479,678	501,139
Revenue Required	435,260	447,748	463,551	479,678	501,139
Current Utility Fee Revenue	(431,527)	(435,260)	(447,748)	(463,551)	(479,678)
Net (Surplus) / Deficit	\$ 3,733	\$ 12,488	\$ 15,803	\$ 16,127	\$ 21,461
<i>Increase Required to Cover Deficit</i>	1%	3%	4%	3%	4%
<i>Current Residential Rate 2012</i>	\$ 259				
<i>Impact to Residential Rate</i>	2	\$ 7	\$ 9	\$ 10	\$ 13
<i>Proposed Residential Rate 2013</i>	\$ 261				
TOTALS					
Total Net (Surplus) / Deficit	\$ 6,453	\$ 20,579	\$ 23,440	\$ 101,704	\$ 30,131
<i>Total Impact to Residential Rate</i>	\$ 4	\$ 12	\$ 14	\$ 59	\$ 18

THE CORPORATION OF THE VILLAGE OF CUMBERLAND

BYLAW NO. 972

A bylaw to amend the Water Rates Bylaw.

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

1. This Bylaw shall be cited as ‘The Corporation of the Village of Cumberland Water Rates Amendment Bylaw No. 972, 2012.’
2. The “Corporation of the Village of Cumberland Water Rates Bylaw No. 861, 2007” is amended by deleting Schedule A to the Bylaw in its entirety and replacing it with Schedule A to this Bylaw.

READ A FIRST TIME THIS	DAY OF	2012.
READ A SECOND TIME THIS	DAY OF	2012.
READ A THIRD TIME THIS	DAY OF	2012.
ADOPTED THIS	DAY OF	2012.

Mayor

Corporate Officer

Schedule A

Water Rates

Rates are effective the date of adoption of this bylaw.

Rate for the calendar year:	2011	2012	2013
Payments not made on or before this date are subject to penalty:	March 31, 2011	March 31, 2012	March 31, 2013
1. The following rates apply:			
Residential (per unit)	\$158.00	\$174.00	\$176.00
Motels, hotels, non-profit seniors' housing (per room/unit)	\$116.00	\$119.00	\$119.00
Lodging houses, hostels (per bed)	\$47.00	\$48.00	\$48.00
Schools (per classroom)	\$116.00	\$119.00	\$119.00
Churches, recreation halls	\$137.00	\$141.00	\$141.00
Medical clinic	\$420.00	\$433.00	\$433.00
Restaurant, pub, bar	\$420.00	\$433.00	\$433.00
Coffee Shop, take out	\$278.00	\$286.00	\$286.00
Business, store, office (per suite)	\$137.00	\$141.00	\$141.00
Beauty parlour, medical offices & veterinarian (per suite)	\$278.00	\$286.00	\$286.00
Laundromat	\$693.00	\$714.00	\$714.00
Service stations	\$347.00	\$357.00	\$357.00
Car wash	\$693.00	\$714.00	\$714.00
Regional hospital laundry	\$20,500.00	\$20,500.00	\$20,500.00
Unidentified (per washroom)	\$137.00	\$141.00	\$141.00

➤ *A 10% Penalty will be applied to all balances that are outstanding as of April 1st in the year that they are due.*

- 2. Bulk Water Rate:** As determined pursuant to an agreement for the purchase and sale of bulk water

THE CORPORATION OF THE VILLAGE OF CUMBERLAND

BYLAW NO. 973

A bylaw to amend the Sewer Rates Bylaw.

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

1. This Bylaw shall be cited as 'The Corporation of the Village of Cumberland Sanitary Sewer Rates Amendment Bylaw No. 973, 2012.'
2. The "Corporation of the Village of Cumberland Sanitary Sewer Rates Bylaw No. 862, 2007" is amended by deleting Schedule A to the Bylaw in its entirety and replacing it with Schedule A to this Bylaw.

READ A FIRST TIME THIS	DAY OF	2012.
READ A SECOND TIME THIS	DAY OF	2012.
READ A THIRD TIME THIS	DAY OF	2012.
ADOPTED THIS	DAY OF	2012.

Mayor

Corporate Officer

Schedule A

Sanitary Sewer Rates

Rates are effective the date of adoption of this bylaw.

Rate for the calendar year:	2011	2012	2013
Payments not made on or before this date are subject to penalty:	March 31, 2011	March 31, 2012	March 31, 2013
1. The following rates apply:			
Residential (per unit)	\$235.00	\$259.00	\$261.00
Motels, hotels, non-profit seniors' housing (per room/unit)	\$152.00	\$157.00	\$157.00
Lodging houses, hostels (per bed)	\$63.00	\$65.00	\$65.00
Schools (per classroom)	\$173.00	\$178.00	\$178.00
Churches, recreation halls	\$205.00	\$211.00	\$211.00
Medical clinic	\$620.00	\$639.00	\$639.00
Restaurant, pub, bar	\$620.00	\$639.00	\$639.00
Coffee Shop, take out	\$205.00	\$211.00	\$211.00
Business, store, office (per suite)	\$205.00	\$211.00	\$211.00
Beauty parlour, medical offices & veterinarian (per suite)	\$247.00	\$254.00	\$254.00
Laundromat	\$861.00	\$887.00	\$887.00
Service stations	\$247.00	\$254.00	\$254.00
Car wash	\$861.00	\$887.00	\$887.00
Regional hospital laundry	\$27,750.00	\$27,750.00	\$27,750.00
Unidentified (per washroom)	\$205.00	\$211.00	\$211.00

- *A 10% Penalty will be applied to all balances that are outstanding as of April 1st in the year that they are due.*

COUNCIL REPORT



REPORT DATE: November 5, 2012
MEETING DATE: November 13, 2012

TO: Mayor and Councillors
FROM: Michelle Mason, Financial Officer
SUBJECT: 2012 – 2016 Financial Plan Amendment

RECOMMENDATION

THAT Council receive 2012 Financial Plan Amendment report for information.

AND THAT Council give first and second reading to the 2012 - 2016 Financial Plan Amendment Bylaw No. 974, 2012.

SUMMARY

The Financial Plan Amendment bylaw will need to be adopted before December 31, 2012 requested amendments for 2012 are approved.

BACKGROUND

Council adopted The Corporation of the Village of Cumberland 2012-2016 Financial Plan Bylaw No. 960, 2012 on May 14th. Since then changes have been approved through Council motions and other staff requests, if approved, would warrant a budget amendment. The following is a list of these amendments that staff have included in the attached 2012 – 2016 Financial Plan Amendment Bylaw No. 974, 2012 for consideration of first and second reading.

Council passed the following motions throughout the year to amend the financial plan:

Motion #12-355

THAT Council approve the expenditure of up to \$20,000, to be funded through Community Works Funds, for the necessary work associated with closing the west bound lane on Comox Lake Road, approximately 450 meters east of the Lake Park Campground, for the full 200 meter length, with the exception of a pull-out area between the two guard rail sections;

AND THAT Council approve the expenditure of up to \$25,000, to be funded through Community Works Funds, for a detailed subsurface investigation of the area in 2012;

AND THAT the \$25,000 currently allocated in the 2012 budget for the detailed subsurface investigation be reallocated to a general reserve for use for a different Council sanctioned project;

AND THAT the financial plan bylaw be amended to reflect the changes.

Motion #12-501

THAT the Council of the Corporation of the Village of Cumberland approve the joint application for the Civic-spatial-program grant from the Integrated Cadastral Information Society (ICIS), AND THAT the 2012-2016 Financial Plan be amended accordingly.

Please note that the ICIS grant approval is still outstanding at this time and the financial plan amendment for this funding source and related expenditure has been estimated. The project will also not go forward if the grant is not approved.

Motion #12-592

THAT Council approve an application to the Canada Enabling Accessibility Fund for the Village Hall Accessibility Retrofit Project; approve the Village's contribution to the project at a maximum amount of \$12,500; and to direct staff to bring forward an amendment to the 2012-2016 Financial Plan Bylaw to reflect this change.

Motion #12-637

THAT Council enter into the Release of Securities Agreement with Trilogy Properties IV Corporation; AND THAT Council approve the allocation of up to \$25,000 of Community Works Funds as matching funds for the necessary repairs; AND THAT the financial plan bylaw be amended to reflect the changes.

Motion #12-676

THAT Council approve relocating the Council Chambers to the Cumberland Community Building (old preschool) located at 2675 Dunsmuir Avenue; AND THAT Council approve the allocation of up to \$12,500 for the necessary upgrades; AND THAT Council direct staff to amend the financial plan bylaw to reflect the changes.

In Judy Walker's (Senior Planner) report earlier in the agenda, she recommended to Council the following budget amendment:

THAT Council transfer \$1700 in funds from Coal Creek Historic Park donations to the 2012 budget for the replacement of 10 ornamental cherry trees.

In Rob Crisfield's (Manager of Operations) two reports earlier in the agenda, he recommended to Council the following budget amendments:

THAT Council grants staff permission to carry over the 3rd Street reconstruction project as identified in the 2012 budget to 2013 in the amount of \$138,100

Finally, the office phone system was approved in the 2012 financial plan for \$6,000; however, more investigation is needed regarding a new technology for direct dial lines that could not be done in 2012 due to constraints on staff resources. Therefore, staff is requesting to transfer the

\$6,000 to a reserve in 2012 to be carried forward to next year's financial plan and may need to request additional funds in 2013 for this purchase.

FINANCIAL IMPLICATIONS

Appendix one reconciles the Financial Plan Bylaw No. 960 approved May 14th to the Financial Plan Amendment Bylaw No. 974.

STRATEGIC OBJECTIVE

None.

ATTACHMENTS

1. Appendix one: 2012 - 2016 Financial Plan Amendment Bylaw No. 974, 2012 Reconciliation.
2. 2012 - 2016 Financial Plan Amendment Bylaw No. 974, 2012.

CONCURRENCE

None.

OPTIONS

1. Council can give first and second reading to the attached bylaw.
2. Council can provide staff with amendments to the bylaw and give first and second reading as amended and direct staff to bring back the amended bylaw for third reading.
3. Any other action deemed appropriate by Council.

Respectfully submitted,



Michelle Mason
Financial Officer



Sundance Topham
Chief Administrative Officer

The Corporation of the Village of Cumberland
2012 - 2016 Financial Plan Amendment Bylaw No 974, 2012
Reconciliation

	2012 Original Budget Bylaw 960	Budget Amendments	2012 Amended Budget Bylaw 974
REVENUES			
Property taxes & payments in lieu	\$ (1,978,005)		\$ (1,978,005)
Parcel taxes	(171,850)		(171,850)
Sale of services & fees	(1,269,670)		(1,269,670)
Transfers from other government adjustments:			
Comox Lake Road lane closure		(20,000)	
Comox Lake Road Subsurface Investigation		(25,000)	
Cadastral information joint CVRD project		(4,000)	
Village Hall Accessibility Retrofit Project		(12,500)	
Water Chlorinator funding adjustment		(25,000)	
Total transfers from other government	(1,124,485)	(86,500)	(1,210,985)
Other revenue adjustments:			
Water Chlorinator funding adjustment		25,000	
Coal Creek Cherry Tree replacements		(2,000)	
Total other revenue	(561,085)	23,000	(538,085)
	(5,105,095)	(63,500)	(5,168,595)
EXPENSES			
Other municipal purposes adjustments:			
Comox Lake Road land closure		20,000	
Cadastral information joint CVRD project		4,000	
Village Hall Accessibility Retrofit Project		25,000	
Council Chambers relocation		12,500	
Coal Creek Cherry Tree replacements		2,000	
3rd St. Road reconstruction defer to 2013		(5,000)	
Total other municipal purposes	3,792,875	58,500	3,851,375
Debt interest	115,470		115,470
Amortization	729,340		729,340
	4,637,685	58,500	4,696,185
NET (REVENUES) EXPENSES	(467,410)	(5,000)	(472,410)
ADJUSTMENTS			
Acquisition of capital assets adjustments:			
Office phone system project defer to 2013		(6,000)	
3rd Street Road reconstruction defer to 2013		(133,100)	
Total acquisition of capital assets	2,272,405	(139,100)	2,133,305
Add back amortization	(729,340)		(729,340)
Proceeds from borrowing	(30,350)		(30,350)
Principal payments on debt	202,415		202,415
TOTAL ADJUSTMENTS	1,715,130	(139,100)	1,576,030
CHANGE IN CONSOLIDATED FUNDS	\$ 1,247,720	(144,100)	\$ 1,103,620
TRANSFER FROM OTHER RESERVES			
Reserves adjustments:			
Village Hall Accessibility Retrofit Project		(12,500)	
Council Chambers relocation		(12,500)	
Total Reserves	(67,870)	(25,000)	(92,870)
Total development cost charges	(1,179,850)		(1,179,850)
TRANSFER TO OTHER RESERVES			
Reserves adjustments:			
Comox Lake Road Subsurface Investigation		25,000	
Office phone system project defer to 2013		6,000	
3rd Street Road reconstruction defer to 2013		138,100	
Total reserves	-	169,100	169,100
TRANSFER TO/(FROM) OTHER RESERVES	(1,247,720)	144,100	(1,103,620)
TRANSFER TO/(FROM) ACCUMULATED SURPLUS	\$ -	-	\$ -

THE CORPORATION OF THE VILLAGE OF CUMBERLAND

BYLAW NO. 974

A bylaw to amend the 2012-2016 Financial Plan Bylaw.

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

1. This Bylaw shall be cited as ‘The Corporation of the Village of Cumberland 2012-2016 Financial Plan Amendment Bylaw No. 974, 2012.’
2. “The Corporation of the Village of Cumberland 2012-2016 Financial Plan Bylaw No. 960, 2012” is amended by deleting Schedule A to the Bylaw in its entirety and replacing it with Schedule A to this Bylaw.

READ A FIRST TIME THIS	DAY OF	2012.
READ A SECOND TIME THIS	DAY OF	2012.
READ A THIRD TIME THIS	DAY OF	2012.
ADOPTED THIS	DAY OF	2012.

Mayor

Corporate Officer

Schedule A

**2012-2016 Financial Plan
Amended**

	2012	2013	2014	2015	2016
	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
REVENUES					
Property taxes & payments in lieu	\$ (1,978,005)	\$ (1,994,180)	\$ (2,008,700)	\$ (2,068,960)	\$ (2,224,730)
Parcel taxes	(171,850)	(171,850)	(171,850)	(171,850)	(171,850)
Sale of services & fees	(1,269,670)	(1,271,820)	(1,271,170)	(1,268,520)	(1,268,610)
Transfers from other government	(1,210,985)	(517,830)	(518,320)	(518,830)	(519,350)
Other revenue	(538,085)	(348,270)	(348,270)	(348,270)	(348,270)
	<u>(5,168,595)</u>	<u>(4,303,950)</u>	<u>(4,318,310)</u>	<u>(4,376,430)</u>	<u>(4,532,810)</u>
EXPENSES					
Other municipal purposes	3,851,375	3,499,620	3,553,930	3,691,330	3,778,100
Debt interest	115,470	129,210	144,370	166,200	254,270
Amortization	729,340	750,235	768,655	788,055	808,625
	<u>4,696,185</u>	<u>4,379,065</u>	<u>4,466,955</u>	<u>4,645,585</u>	<u>4,840,995</u>
NET (REVENUES) EXPENSES	<u>(472,410)</u>	<u>75,115</u>	<u>148,645</u>	<u>269,155</u>	<u>308,185</u>
ADJUSTMENTS					
Acquisition of capital assets	2,133,305	1,185,410	1,042,170	2,697,810	733,630
Add back amortization	(729,340)	(750,235)	(768,655)	(788,055)	(808,625)
Proceeds from borrowing	(30,350)	(741,540)	(613,750)	(2,268,090)	(377,410)
Principal payments on debt	202,415	216,580	239,280	262,100	349,910
TOTAL ADJUSTMENTS	<u>1,576,030</u>	<u>(89,785)</u>	<u>(100,955)</u>	<u>(96,235)</u>	<u>(102,495)</u>
CHANGE IN CONSOLIDATED FUNDS	<u>\$ 1,103,620</u>	<u>\$ (14,670)</u>	<u>\$ 47,690</u>	<u>\$ 172,920</u>	<u>\$ 205,690</u>
TRANSFER FROM OTHER RESERVES					
Reserves	(92,870)	(144,100)			(160,860)
Development cost charges	(1,179,850)	(34,380)	(53,360)	(229,420)	(44,830)
TRANSFER TO OTHER RESERVES					
Reserves	169,100	193,150	5,670	56,500	-
Development cost charges	-	-	-	-	-
TRANSFER TO/(FROM) OTHER RESERVES	<u>(1,103,620)</u>	<u>14,670</u>	<u>(47,690)</u>	<u>(172,920)</u>	<u>(205,690)</u>
TRANSFER TO/(FROM) ACCUMULATED SURPLUS	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

COUNCIL REPORT



REPORT DATE: November 5, 2012
MEETING DATE: November 13, 2012

File No. 4000-00

TO: Mayor and Councillors
FROM: Rachel Parker, Deputy Corporate Officer
SUBJECT: Municipal Ticketing Information Bylaw No. 975, 2012

RECOMMENDATION

THAT Council receive the Municipal Ticketing Information Bylaw No. 975, 2012 report.

THAT Council give first, second and third readings to "The Corporation of the Village of Cumberland Municipal Ticketing Information Bylaw No. 975, 2012"

SUMMARY

Staff has prepared a new municipal ticketing bylaw to include a number of regulatory bylaws in the bylaw enforcement ticketing scheme.

BACKGROUND

Council adopted a revised MTI bylaw early in the year, however as some minor changes were required to the bylaw to implement the early pay fine, staff took the opportunity to include a number of other regulatory bylaws in the MTI bylaw. This will enable the bylaw enforcement officer the ability to ticket for most regulatory bylaws.

The MTI ticketing system can be an effective and a cost efficient method of bylaw enforcement. Further, the early pay mechanism, whereby alleged violators may pay a reduced fine if paid within 30 days of the issuance of a ticket, may help to avoid legal costs and court time for the bylaw enforcement officer to defend a disputed ticket or proceed with long form prosecutions under the *Offence Act*.

The following bylaws and fines have been added to the MTI bylaw:

- Building Bylaw No. 949, 2012
- Fire Prevention & Control Bylaw No. 775, 2003
- Garbage Collection and Disposal Regulations and Rates Bylaw No. 887, 2007
- Parks Regulation Bylaw No. 840, 2007
- Service Connection and Fees Bylaw, No.848, 2007
- Sanitary Sewer Use Extension and Connection Bylaw No. 849, 2007

Some of the fines set out for these bylaws are significant, however in certain circumstances fines must be sufficient to penalize actions which may jeopardize public health and safety or to outweigh the financial benefit of violating a bylaw. Where hefty fines are imposed by the bylaw, the early pay fine is considerably less.

As well many of the early pay fines in the MTI bylaw have been reduced to 50% of the full fine to encourage payment of the fine and to discourage individuals from disputing tickets without reasonable grounds.

Many of these bylaws included in the MTI bylaw are under review and the bylaw will require amendments as new bylaws are adopted by Council.

FINANCIAL IMPLICATIONS

None.

STRATEGIC OBJECTIVE

None.

ATTACHMENTS

The Corporation of the Village of Cumberland Municipal Ticketing Information Bylaw No. 975, 2012

CONCURRENCE

Mike Williamson, Manager of Protective Services



OPTIONS

1. THAT Council give first, second and third reading to The Corporation of the Village of Cumberland Municipal Ticketing Information Bylaw No. 975, 2012
2. THAT Council change the bylaw or direct staff to make changes to the bylaw and return it to Council at a following Council meeting.
3. Any other action deemed appropriate by Council.

Respectfully submitted,



Rachel Parker
Deputy Corporate Officer



Sundance Topham
Chief Administrative Officer

THE CORPORATION OF THE VILLAGE OF CUMBERLAND

BYLAW NO. 975

A Bylaw to establish a Municipal Ticket Information system.

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

1. This Bylaw shall be cited as the 'The Corporation of the Village of Cumberland Municipal Ticket Information Bylaw No. 975, 2012.'
2. The persons appointed to the job positions or titles listed in Column 2 of Schedule A to this Bylaw are designated as Bylaw Enforcement Officers pursuant to section 264.1(b) of the *Community Charter* for the purpose of enforcing the bylaws listed in Column 1 and opposite the respective job positions of Schedule A to this bylaw.
3. The bylaws designated in Schedules B through G to this Bylaw may be enforced by means of a ticket in the form prescribed for the purpose pursuant to Part 8 of the *Community Charter*.
4. The words or expressions set forth in Column 1 of Schedules B through G to this Bylaw are authorized to be used to designate the offence committed against that bylaw.
5. The penalty for an offence of a bylaw designated by this Bylaw is as follows:
 - (a) a fine not greater than the amount set out in Column 4 of Schedules B through G to this Bylaw if the amount is paid on or before the 30th day from the date on which the ticket is served; or
 - (b) a fine not greater than the amount set out in Column 3 of Schedules B through G to this Bylaw if the amount is paid after the day referred to in paragraph (a).
6. If any section or subsection of this bylaw is found to be invalid by a court of competent jurisdiction, the section or subsection may be severed from the Bylaw without affecting the validity of the remainder of the bylaw.

7. The “Corporation of the Village of Cumberland Municipal Ticket Information Bylaw No. 959, 2012” is repealed.

READ A FIRST TIME THIS	DAY OF	2012.
READ A SECOND TIME THIS	DAY OF	2012.
READ A THIRD TIME THIS	DAY OF	2012.
ADOPTED THIS	DAY OF	2012.

Mayor

Corporate Officer

Schedule A
Bylaw Enforcement Officers

Schedule	Column 1 Designated Bylaw	Column 2 Designated Bylaw Enforcement Officers
B	Corporation of the Village of Cumberland Animal Control Bylaw No. 893, 2011	Animal Control Officer Bylaw Enforcement Officer Manager of Protective Services Royal Canadian Mounted Police member Corporate Officer Pound Keeper
C	The Corporation of the Village of Cumberland Noise Control Bylaw No. 950, 2012	Bylaw Enforcement Officer Manager of Protective Services Royal Canadian Mounted Police member Corporate Officer
D	Village of Cumberland Prevention of Public Nuisances Bylaw No. 870, 2007	Bylaw Enforcement Officer Manager of Protective Services Royal Canadian Mounted Police member Corporate Officer Manager of Operations Building Inspector
E	The Village of Cumberland Traffic Bylaw No. 353	Bylaw Enforcement Officer Manager of Protective Services Royal Canadian Mounted Police member Corporate Officer Manager of Operations
F	The Corporation of the Village of Cumberland Water Conservation Bylaw No. 807	Bylaw Enforcement Officer Manager of Protective Services Royal Canadian Mounted Police member Corporate Officer Manager of Operations
G	Corporation of the Village of Cumberland Business Licence Bylaw No. 896, 2009	Bylaw Enforcement Officer Manager of Protective Services Royal Canadian Mounted Police member Corporate Officer Financial Officer

H	Corporation of the Village of Cumberland Building Bylaw No. 949, 2012	Bylaw Enforcement Officer Manager of Protective Services Building Inspector Manager of Operations
I	The Corporation of the Village of Cumberland Fire Prevention & Control Bylaw No. 775, 2003	Bylaw Enforcement Officer Manager of Protective Services Royal Canadian Mounted Police member
J	Corporation of the Village of Cumberland Garbage Collection and Disposal Regulations and Rates Bylaw No. 887, 2007	Bylaw Enforcement Officer Manager of Protective Services Manager of Operations
K	Corporation of the Village of Cumberland Parks Regulation Bylaw No. 840, 2007	Bylaw Enforcement Officer Manager of Protective Services Royal Canadian Mounted Police member Manager of Operations
L	The Corporation of the Village of Cumberland Service Connection and Fees Bylaw, No.848, 2007	Bylaw Enforcement Officer Manager of Protective Services Manager of Operations
M	The Corporation of the Village of Cumberland Sanitary Sewer Use Extension and Connection Bylaw No. 849, 2007	Bylaw Enforcement Officer Manager of Protective Services Manager of Operations

Schedule B

Corporation of the Village of Cumberland Animal Control of Animals Bylaw No. 893, 2011

Column 1 Word or Expression Designating Offence	Column 2 Bylaw Section	Column 3 Ticket Fine	Column 4 Early Pay Fine
Obstruction of Officer	3.3	\$500	\$250
Dangerous dog within Village	4.1	\$500	\$400
Aggressive dog within Village	4.2	\$500	\$400
Dog at large	4.3	\$100	\$50
Dog off leash	4.4	\$50	\$25
Failure to remove excrement	4.5	\$50	\$25
Barking dog	4.6	\$100	\$50
Dog in cemetery or Village Park	4.7	\$250	\$125
Failure to contain dog in heat	4.8	\$50	\$25
Aggressive Dog not leashed and muzzled	4.10	\$150	\$125
Failure to confine aggressive dog	4.11	\$250	\$200
Farm animal at large	4.14	\$300	\$150
Poultry or rabbit at large	4.14	\$50	\$25
Keeping more than four (4) dogs	4.16	\$100	\$50
Unlicensed dog	5.1	\$50	\$25
Failure to display dog licence	5.5	\$50	\$25

Schedule C

The Corporation of the Village of Cumberland Noise Control Bylaw No. 950, 2012

Column 1 Word or Expression Designating Offence	Column 2 Bylaw Section	Column 3 Ticket Fine	Column 4 Early Pay Fine
Noise which disturbs	3(a)	\$100	\$50
Allow Noise which disturbs	3(b)	\$100	\$50
Amplified noise which disturbs	3(c)	\$100	\$50
Machinery which disturbs	3(d)	\$200	\$100
Dog which disturbs	3(e)	\$100	\$50

Schedule D

Village of Cumberland Prevention of Public Nuisances Bylaw No. 870, 2007

Column 1 Word or Expression Designating Offence	Column 2 Bylaw Section	Column 3 Ticket Fine	Column 4 Early Pay Fine
Accumulation of Rubbish, Water, Noxious Matter	2(a)	\$200	\$100
Depositing Rubbish	2(b)	\$200	\$100
Placing Graffiti	2(c)	\$200	\$100
Unsightly Premises	3(a)	\$200	\$100
Failure to remove noxious weeds	3(b)	\$200	\$100
Failure to remove roof snow	5	\$100	\$50
Failure to keep fences in good repair	6(a)	\$100	\$50
Damage to boulevards and sidewalks	7(a)	\$500	\$400
Failure to maintain boulevards	7(b)	\$100	\$50
Failure to keep sidewalk clean	7(c)	\$100	\$50
Failure to remove snow from sidewalk	7(d)	\$100	\$50
Failure to maintain clearance	8	\$100	\$50
Damage to street signs	9	\$100	\$50
Failure to place house number	11	\$50	\$25

Schedule E

The Village of Cumberland Traffic By-law No. 353

Column 1 Word or Expression Designating Offence	Column 2 Bylaw Section	Column 3 Ticket Fine	Column 4 Early Pay Fine
Parking in a lane	20(a)	\$30	\$15
Storing vehicle on street	20(b)	\$30	\$15
Parking in loading zone	20(c)	\$30	\$15
Parking in loading zone	21(c)	\$30	\$15
Park against sign	24(3)	\$30	\$15
Park in bus top	24(4)	\$30	\$15
Park more than 12" from curb	26(b)	\$30	\$15
Interfere with barrier	38	\$30	\$15

Schedule F

The Corporation of the Village of Cumberland Water Conservation Bylaw No. 807

Column 1 Word or Expression Designating Offence	Column 2 Bylaw Section	Column 3 Ticket Fine	Column 4 Early Pay Fine
Wasting Water			
When no stage in effect	3(3)	\$100	\$50
During STAGE 1	3(3)	\$100	\$50
During STAGE 2	3(3)	\$200	\$100
Watering outside permitted days/hours			
During STAGE 1	3(4)	\$100	\$50
During STAGE 2	3(4)	\$200	\$100
During STAGE 3	3(4)	\$500	\$400

Schedule G

Corporation of the Village of Cumberland Business Licence Bylaw No. 896, 2009

Column 1 Word or Expression Designating Offence	Column 2 Bylaw Section	Column 3 Ticket Fine	Column 4 Early Pay Fine
Operating without licence	3(a)	\$110	\$55
No Licence for each business	3(b)	\$110	\$55
No Licence for each business premises	3(c)	\$110	\$55
Failure to provide information	5(b)	\$110	\$55
Failure to pay licence fee	5(e)	\$110	\$55
Failure to pay renewal fee	6(c)	\$110	\$55
Failure to provide information	6(d)	\$110	\$55
Failure to display the license	7	\$110	\$55
Removing licence revocation notice	11(e)	\$250	\$125

Schedule H

Corporation of the Village of Cumberland Building Bylaw No. 949, 2012

Column 1 Word or Expression Designating Offence	Column 2 Bylaw Section	Column 3 Ticket Fine	Column 4 Early Pay Fine
Construction without a permit	3(a)	\$1000	\$500
No occupancy permit	3(b)	\$1000	\$500
Submit false information	3(c)	\$1000	\$500
Tamper with notice	3(d)	\$400	\$200
Unapproved work	3(e)	\$1000	\$500
Obstruct Building Official	3(f)	\$400	\$200
Construction not to Code	21(a)	\$1000	\$500
Damage to Infrastructure	21(b)	\$1000	\$500
No plans on building site	21(c)(i)	\$400	\$200
No civic address	21(c)(ii)	\$400	\$200
Conceal work without inspection	22(e)	\$1000	\$500
Change occupancy without permit	23(a)	\$1000	\$500
Change grade of lot	24(a)	\$400	\$200
Alter drainage	24(d)	\$400	\$200
Roof drainage discharge hazard	26(iii)	\$400	\$200
Failure to clean street	27	\$400	\$200
Failure to contain sediment	28	\$400	\$200
Insufficient pool walkway	30(a)(i)	\$1000	\$500
Insufficient pool enclosure	30(a)(iii)	\$1000	\$500
Insufficient pool gate	30(a)(iv)	\$1000	\$500
Work against order	33(b)	\$1000	\$500
Occupy against order	33(d)	\$1000	\$500

Schedule I

The Corporation of the Village of Cumberland Fire Prevention & Control Bylaw No. 775, 2003

Column 1 Word or Expression Designating Offence	Column 2 Bylaw Section	Column 3 Ticket Fine	Column 4 Early Pay Fine
Unsecured vacant building	3.2	\$400	\$200
Accumulation of combustible	3.3	\$400	\$200
Fire without permit	4.1	\$400	\$200
Burn prohibited waste	4.3	\$400	\$200
Unmaintained fire appliance	4.6(1)	\$200	\$100
Unsupervised fire appliance	4.6.(2)	\$200	\$100
Fire near flammable material	4.6.(3)	\$200	\$100
Burning industrial refuse	4.7	\$400	\$200
Unsupervised fire	4.9	\$200	\$100
Foreshore fire near flammable material	4.11	\$200	\$100
Fire in public place	4.12	\$200	\$100
Incinerator installed in C1 zone	4.13	\$200	\$100
Unauthorized industrial fire	4.14	\$1000	\$500
Obstruct fire chief	5.1.(2)	\$200	\$100

Schedule J

**Corporation of the Village of Cumberland Garbage Collection and Disposal Regulations
and Rates Bylaw No. 887, 2007**

Column 1 Word or Expression Designating Offence	Column 2 Bylaw Section	Column 3 Ticket Fine	Column 4 Early Pay Fine
Failure to use garbage service	3(1)	\$200	\$100
Failure to arrange garbage collection	5(2)(a)	\$200	\$100
Insufficient garbage collection	5(2)(b)	\$200	\$100
Prohibited material in container	8(1)	\$400	\$200
Failure to dispose of hazardous material	8(4)	\$400	\$200
Non regulation container	9(1)(a)	\$100	\$50
Unmaintained container	9(1)(b)	\$100	\$50
Recyclables not contained	9(1)(c)	\$100	\$50
Untied plastic bags	9(1)(d)	\$100	\$50
Wet garbage	9(1)(e)	\$100	\$50
Liquid deposited in container	9(1)(f)	\$100	\$50
Liquid in container	9(1)(g)	\$100	\$50
Unsealed grease	9(1)(h)	\$100	\$50
No waterproof lid	9(1)(i)	\$100	\$50
Garbage out before collection day	9(1)(j)	\$100	\$50
Garbage containers left out	9(1)(k)	\$100	\$50

Schedule K

Corporation of the Village of Cumberland Parks Regulation Bylaw No. 840, 2007

Column 1 Word or Expression Designating Offence	Column 2 Bylaw Section	Column 3 Ticket Fine	Column 4 Early Pay Fine
Prohibited park use	7(a)	\$200	\$100

Schedule L

The Corporation of the Village of Cumberland Service Connection and Fees Bylaw, No. 848, 2007

Column 1 Word or Expression Designating Offence	Column 2 Bylaw Section	Column 3 Ticket Fine	Column 4 Early Pay Fine
Failure to apply for connection permit	4.1	\$1000	\$500
Failure to pay connection fee	4.2	\$1000	\$500
Failure to connect to water service	5.1	\$1000	\$500
Failure to decommission well	5.1.1	\$1000	\$500
Failure to decommission on-site septic	5.2.1	\$1000	\$500
Failure to connect to sewer service	5.2.2	\$1000	\$500
Connection contrary to bylaw	6.1	\$1000	\$500
Property not connected	6.2	\$1000	\$500

Schedule M

The Corporation of the Village of Cumberland Sanitary Sewer Use Extension and Connection Bylaw No. 849, 2007

Column 1 Word or Expression Designating Offence	Column 2 Bylaw Section	Column 3 Ticket Fine	Column 4 Early Pay Fine
Discharge toxic waste into sewer	2.2.1	\$1000	\$500
Discharge industrial waters into sewer	2.2.2	\$400	\$200
Discharge rate exceed capacity	2.2.4	\$400	\$200
Discharge hazardous waste into sewer	2.3.1	\$1000	\$500
No grease interceptor	2.3.4	\$400	\$200
Fixtures not connected to interceptor	2.3.5	\$400	\$200
Fixtures connected to interceptor	2.3.6	\$400	\$200
Grease interceptor not labeled	2.3.7	\$200	\$100
Grease interceptor connected to storm sewer	2.3.8	\$400	\$200
Flow capacity insufficient	2.3.9	\$200	\$100
Grease interceptor insufficient	2.3.10	\$200	\$100
Failure to treat industrial wastewater	2.5.1	\$1000	\$500
Connect without providing information	2.6.1	\$1000	\$500
Expand activity affecting sewer	2.6.2	\$1000	\$500
Discharge exceeds sewer limits	2.7.1	\$400	\$200
Illegal sewer connection	3.1.1	\$1000	\$500
Failure to connect to sewer	3.2.1	\$1000	\$500

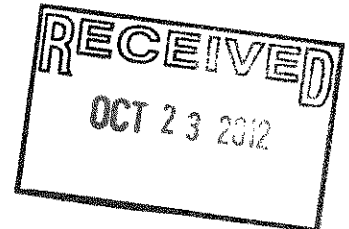


Water Finance

RESEARCH FOUNDATION

October 11, 2012

His Worship Mayor Leslie Baird
Village of Cumberland
2673 Dunsmuir Avenue
P.O. Box 340
Cumberland BC V0R 1S0



For Distribution to all Members of Council

Dear Mayor Baird,

In 2012, Utah State University's (USU) Buried Structures Laboratory released a landmark study supported by extensive survey efforts. The report titled "**Water Main Break Rates in the USA and Canada: A Comprehensive Study**" reviewed the most expensive challenge which water utilities face, namely the underground pipe infrastructure.

The Water Finance Research Foundation (WFRF), a non-profit organization which focuses on water delivery and financial practices that are sustainable, efficient, and affordable, was a contributing partner to the USU study. WFRF is concerned about the growing water main break problem and how this epidemic contributes to revenue loss for unaccounted water and the issues of premature failure due to pipe selection, installation, corrosion and maintenance activities.

As supported by previous international studies, the report demonstrates that PVC pipe continues to have the lowest water main break rate over other pipe materials. One critical finding is that the Canadian experience with PVC failures per 100 kilometers is nearly 76% below U.S. figures. The exceptional results for Canadian PVC water main breaks is a critical point of interest which needs to be explored and promoted as a best practice in order to help US and other water utilities also achieve such unprecedented reductions in water main failures.

Please review the attached complimentary copy of the Water Main Break Rates Study with your utility management. We would appreciate your feedback on this report and any data you are able to make available to us regarding any practices which enhance your underground water pipe performance. Please submit feedback or case studies at <http://www.waterfinancefeedback>.

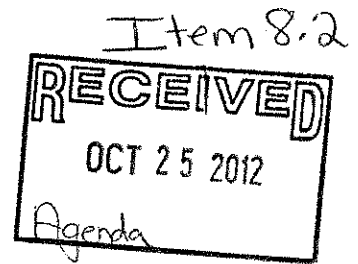
Sincerely,

Greg Baird, President
Water Finance Research Foundation
383 North State Street, Suite 202
Orem UT 84057

Promoting Water
Affordability and Collaboration

WATER Research
FINANCE Foundation

water . wastewater . storm . reuse



October 22, 2012

Mayor Leslie Baird and Council
Box 340
Cumberland, BC, V0R 1S0

Dear Mayor Baird and Council,

At the "BC Ideas: Solutions for Stronger Communities" workshop at last month's Union of B.C. Municipalities conference, we explored how social innovation can build stronger communities. More than 120 municipal representatives participated in the workshop and we heard from communities that had used BC Ideas to engage their citizens in meaningful discussions.

BC Ideas received overwhelmingly positive support from those in attendance and I committed to follow up with more information on the BC Ideas platform and how it can be used to discover and support social innovation in your community.

BC Ideas provides an online platform to showcase, support and share innovative solutions to address social challenges facing your community. People and organizations can post their ideas or programs, list needed resources, and receive feedback from other British Columbians. You can review the more than 460 ideas currently showcased, and find projects that are relevant for your community.

At the UBCM workshop, we heard from representatives of Richmond and Queen Charlotte who had hosted community consultations to discuss their priorities, source innovations, and promote participation. BC Ideas offered these communities an opportunity to ask their citizens for their solutions to local challenges. These communities spoke highly of their experiences and recommended similar approaches be taken in other communities. LIFT Philanthropy Partners will have limited resources available to allow communities to host a BC Ideas session.

Enclosed is an overview of BC Ideas, along with additional suggestions of how you can engage your community in this exciting new technology. As a follow-up to the successful BC Ideas workshop, I plan to connect with the UBCM Executive to explore how we can, collectively, drive social innovation in B.C. If you would like to discuss this further, please contact me directly at gordon.hogg.mla@leg.bc.ca. For more information on support for hosting a BC Ideas session in your communities, please contact Bruce Dewar, CEO of LIFT Philanthropy Partners, at bdewar@liftpartners.ca.

Yours sincerely,

Gordon Hogg
Parliamentary Secretary for Non-profit Partnerships
Province of British Columbia

CC: Bruce Dewar, CEO, LIFT Philanthropy Partners

(Enclosure)

BC Ideas

BC Ideas is an online community, which aims to advance social innovation by identifying promising solutions, establishing new partnerships, and scaling effective innovations throughout British Columbia. BC Ideas explores how communities, businesses and governments can work together to solve B.C.'s toughest social challenges.

BC Ideas launched with an online competition, which asked British Columbians to submit innovative ideas to address the health, social and environmental challenges facing their communities. The competition ran from May to September and sourced more than 460 entries from 82 communities across B.C. Finalists for the three People's Choice Investments of \$15,000 each will be announced on October 26, with the winners determined via online voting. BC Ideas will award additional sector-specific investments, with all recipients announced in November. In total, BC Ideas will provide more than \$250,000 to the most innovative solutions entered in the competition.

What is BC Ideas?

Community: A community of action to support and nurture social innovation in B.C.

Partnership: A partnership of organizations across B.C. that value social innovation and community engagement as essential tools for building stronger communities

Collaboration: An online competition that sources innovative solutions, facilitates strategic partnerships, and encourages cross-community collaborations

Opportunity: An opportunity for community leaders to engage directly with residents on important issues to identify, support and grow effective social innovations

How can you get involved?

Learn: Visit bcideas.ca to access interviews and articles from B.C.'s brightest minds.
Read about successful innovations happening in communities throughout B.C.

Network: Connect with like-minded people and organizations working toward common goals.
Discover programs and projects that can be scaled to other communities.

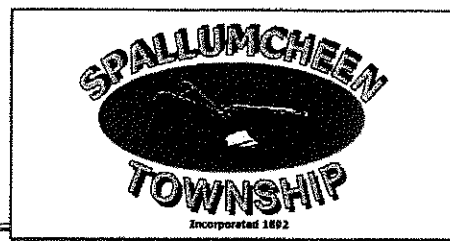
Engage: Host a community session to discuss local needs, innovations and opportunities.
Participate in online dialogues with community organizations, businesses and residents.

Vote: Cast your vote for the People's Choice awards by November 9. The three most innovative solutions will receive \$15,000 each.

Visit bcideas.ca to join the BC Ideas community of action and help build stronger B.C. communities!

THE CORPORATION OF THE TOWNSHIP OF SPALLUMCHEEN

4144 Spallumcheen Way, Spallumcheen, BC V0E 1B6
Phone: 250-546-3013 • Fax: 250-546-8878 • Toll Free: 1-866-546-3013
Email: mail@spallumcheentwp.bc.ca • Website: www.spallumcheentwp.bc.ca



October 25, 2012

The Honourable Minister Letnik
Minister of Agriculture
PO Box 9041, Stn. Prov Govt
Victoria, BC V8V 1X4

Dear Minister Letnik,

Re: Class D and E Licensing for Meat Inspection

The Township of Spallumcheen appreciated meeting with you and your staff at the recent UBCM convention in Victoria. We were encouraged by our meeting with the Ministry's policy staff to discuss possible solutions for local slaughter in the North Okanagan. The Ministry staff seemed to really understand that the solution is to provide some D, and unlimited E licenses in the North Okanagan just as they have in other areas in the province.

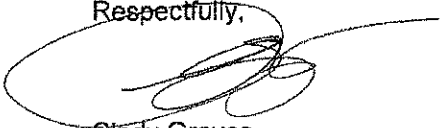
As you know the province set up many options for slaughter when the meat regulations were implemented in 2007 and amended in 2010. The province put substantial funding into providing local mobile slaughter as well as the larger Class A and B facilities. The mobile units committed to our region have now become stationary or are mobile outside of our region, providing only very costly options or logistically unattainable options for local farmers. There was a commitment made in 2010 to allow E licenses in all areas of the province, this has not happened.

There are two (2) distinct markets, the one is large scale processing for large operators selling product within the province. The other market is community scale farming providing farm gate sales for consumers within the regional district. In other areas of the province where D and E licenses are permitted the industry is thriving.

The Township of Spallumcheen Council is requesting that you confirm your commitment to help our local farmers by providing unlimited Class E licenses and limited Class D licenses in the North Okanagan and anywhere else in the province that are experiencing the same challenges as we are. We would respectfully ask that you address this matter before the end of 2012. Thank you for your doing your best to try and resolve this so that small farming can survive in British Columbia. We have also attached supporting documents and a letter from one of our council members for your information and review.

We hope that our commitment to farming and food production brings further support and leadership for a positive conclusion to these issues that affect us and other communities located in our great province.

Respectfully,


Cindy Graves
Deputy Corporate Officer

CF/cg

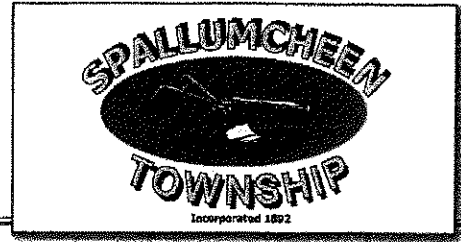
cc. CivicInfo BC for Referral to Member Municipalities
Southern Interior Local Government Association (SILGA)
Regional District of North Okanagan

Attach. Certified Resolution – October 15th, 2012
Letter dated September 28th, 2012 to Minister Letnik from Christine Fraser with October 15th, 2012 Agenda
Attachments – Re: RDNO Feasibility Information

Where Farming Comes First

THE CORPORATION OF THE TOWNSHIP OF SPALLUMCHEEN

4144 Spallumcheen Way, Spallumcheen, BC V0E 1B6
Phone: 250-546-3013 • Fax: 250-546-8878 • Toll Free: 1-866-546-3013
Email: mail@spallumcheentwp.bc.ca • Website: www.spallumcheentwp.bc.ca



TOWNSHIP OF SPALLUMCHEEN

CERTIFIED RESOLUTION

Moved by Councillor Casson and seconded by Councillor Hanoski:

"...That the Township of Spallumcheen Council direct Administration to provide a letter to Minister Letnik requesting a change to the policy (in the Meat Inspection Regulations) to allow unlimited Class E licenses and a minimum of eight (8) Class D licenses for local slaughter in the North Okanagan and that the policy be changed prior to December 31st, 2012,

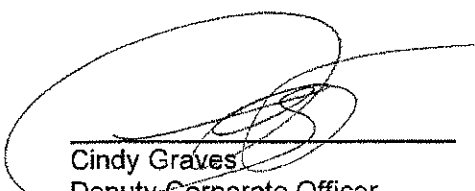
AND THAT Spallumcheen Council support sending the letter written by Councillor Fraser dated September 28th, 2012, regarding the Regional District of North Okanagan feasibility information with the Township's letter,

AND FURTHER THAT the copies of the letters be forwarded to CivicInfo BC, Southern Interior Local Government Association and Regional District of North Okanagan."

CARRIED

I hereby certify the above to be a true and correct copy of a resolution adopted by Council at the Township of Spallumcheen Regular Meeting held on Monday, October 15th, 2012.

Dated: October 25th, 2012


Cindy Graves
Deputy-Corporate Officer

Item 8.4



St. John Ambulance

SAVING LIVES

at work, home and play

www.sja.ca/bc



Comox Valley Branch

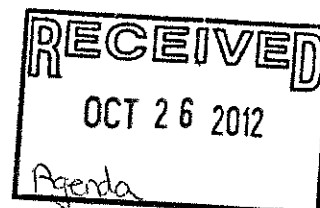
107 - 1742 Cliffe Avenue

Courtenay, BC V9N 2K8

t: 250-897-1098

f: 250-897-1099

e: CVValley@bc.sja.ca



22 October 2012

Dear Leslie Baird and Council:

I am writing to inform you that there will be a first aid competition on the 27 April 2013 in the Comox Valley. The aim for this event is to practice, assess first aid skills and to have fun.

Participation in this event is by invitation only and will include the St. John Ambulance Youth Divisions in Campbell River and Comox Valley, Scouts, as well as the Military Cadets (Navy, Army and Air) of Campbell River and Comox Valley.

I am extending a special guest invitation to the municipal councils of Comox, Courtenay and Cumberland; newspapers (Echo and Record) and radio stations (JET-FM and Eagle) to make an individual or a combined First Aid team.

The teams will comprise of 4 members and 1 spare, if desired. The level of competition is Standard (SFA) First Aid and the competition will comprise of one scenario of multiple casualty.

More details will follow in January. For planning purposes, I would like to know if you are interested in participating at this event independently or as a partner with another government / media group. If so, please reply to me by 15 Dec 12 with your individual or combined team.

Please e-mail me at cvfac@shaw.ca or at the address below.

Sincerely,

Normand Potvin
Chairperson

A. J. Taylor Memorial First Aid Competition
St. John Ambulance Branch
107-1742 Cliffe Ave.
Courtenay, B.C., V9N 2K8
Tel: (250) 897-1098 Fax: (250) 897-1099



St John



October 31, 2012

Mayors and Regional District Chairs:

We are grateful for the swift and effective emergency response seen in those communities where the October 27, 2012 earthquake presented potential tsunami risk.

Fostering resilient communities takes leadership and requires us as leaders to reflect on mechanisms for improvement.

Part of the provincial review involves seeking input from affected community leaders.

The attached letter has been sent to Emergency Program Coordinators across British Columbia. Input will be sought in an endeavour to hear from those directly impacted as a measure of enhancing our operations and response.

Events like this present all levels of government with a learning opportunity. I encourage you to review this letter with your Emergency Program Coordinator and to discuss the emergency plans in place for your jurisdiction.

Your office will also be contacted for assistance in updating the list of elected officials' contact information to aid in emergency communications.

Sincerely,

Lori Wanamaker, FCA
Deputy Solicitor General

Attachment



October 31, 2012

Emergency Program Coordinators:

The earthquake/tsunami event on October 27, 2012, demonstrated the high level of emergency preparedness that has been undertaken by the local governments in BC. Elected officials and emergency managers in all impacted communities deserve praise for the timely and effective response that was undertaken, including evacuations. This event also presents an opportunity for all emergency programs to review their protocols and emergency response plans. We encourage the local governments, who were directly impacted, to review this event and their response to identify opportunities for improvement. Emergency Management BC (EMBC) will be undertaking a thorough debrief of the provincial response based on consultation with emergency management stakeholders and will be contacting these local governments for their input.

Prior to the completion of the provincial debrief process, we would like to clarify the initial response actions of local government emergency management personnel including how information should be managed after an earthquake event that impacts BC.

Local governments must complete a hazard risk and vulnerability analysis for their communities according to the *Emergency Program Act* and regulations, keeping in mind that all parts of British Columbia have a risk of earthquake impacts. Coastal communities have the added risk of a tsunami.

The following are suggested activities that should be undertaken based on the following situations:

- **Significant earthquake is felt in a community located in an area with tsunami risk:**
 - Local governments should undertake the following emergency response activities immediately following a significant earthquake (do not wait for official notification):

.../2

Ministry of Justice

Office of the Assistant Deputy Minister/
Fire and Emergency Management
Commissioner
Emergency Management BC

Mailing Address:
PO Box 9223 STN PROV GOVT
Victoria BC V6W 9J1

Location:
2nd Floor - 525 Fort Street
Victoria BC
Telephone: 250 953-4002
Facsimile: 250 387-4872

- Activate their local emergency response plans and if deemed necessary:
 - Activate local first responders.
 - Undertake public alerting and initiate evacuation of low lying areas.
 - Open an emergency operations centre in a safe location.
 - Report to EMBC.
 - Ensure ongoing public messaging to their citizens.
 - Gather information to develop situational awareness.
- EMBC will activate the Provincial Emergency Coordination Centre (PECC) and appropriate Provincial Regional Emergency Operations Centres (PREOCs) and will use a number of communications tools as appropriate to contact impacted local governments:
 - Direct telephone contact.
 - Teleconference calls.
 - Provincial Emergency Notification System (PENS) using e-mail, voice messaging, and facsimiles.
- EMBC will provide the general public with ongoing situational awareness through:
 - EmergencyInfoBC blogsite.
 - Social media such as Twitter.
 - Mainstream media (press conferences and releases).
- **Earthquake is not felt, however, a community is located in an area with tsunami risk (teletsunami):**
 - Local governments should undertake the following emergency response activities immediately following the receipt of a West Coast Alaska Tsunami Warning Center (WCATWC) and/or EMBC notification of a potential tsunami event:
 - Assess each notification as the message may change as more information becomes known.
 - If a notification indicates an increased risk of tsunami (warning or advisory only):
 - Activate their local emergency response plans.
 - Activate an emergency operations centre in a safe location.
 - Report to EMBC.
 - Determine appropriate response activities.
 - Ensure ongoing public messaging to their citizens.

.../3

- EMBC will activate the PECC and appropriate PREOCs and will use various communications tools as appropriate to contact threatened local governments:
 - Direct telephone contact.
 - Teleconference calls.
 - PENS using e-mail, voice messaging, and facsimiles.
- EMBC will provide the general public with ongoing situational awareness through:
 - EmergencyInfoBC blogsite.
 - Social media such as Twitter.
 - Mainstream media (press conferences and releases).
- **Earthquake is felt in a community that is not located in an area that has tsunami risk:**
 - Local governments should undertake the following emergency response activities immediately following a significant earthquake:
 - Activate their local emergency response plans.
 - Activate local first responders.
 - Open an emergency operations centre.
 - Report to EMBC.
 - Develop and distribute public messaging to their citizens.
 - Gather information to develop situational awareness.
 - EMBC will activate the PECC and appropriate PREOCs for any earthquake event where provincial support to local governments may be required. EMBC will provide the general public with ongoing situational awareness through:
 - EmergencyInfoBC blogsite.
 - Social media such as Twitter.
 - Mainstream media (press conferences and releases).

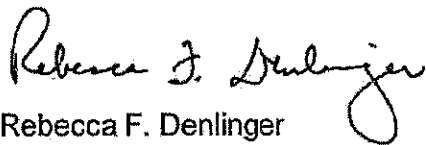
On Saturday, October 27, 2012, EMBC activated the provincial Tsunami Notification Plan at 2010 hours, immediately following the earthquake. The EMBC Emergency Coordination Centre initiated an internal resource request to activate the PECC and the PREOCs. EMBC and Temporary Emergency Assignment Management System (TEAMS) staff were in attendance at the PECC and PREOCs by 2033 hours. Based on the initial bulletin from WCATWC, social media staff sent out a message via Twitter at 2048 hours and EMBC regional offices began contacting communities with potential tsunami risk by telephone. Subject matter experts from Natural Resources Canada and

.../4

Canadian Hydrographic Service were contacted by the PECC at 2030 hours and at 2100 hours to review the information received from WCATWC. Based on these discussions, the PENS was initiated at 2105 hours while the efforts to make contact with those communities that were under a tsunami warning continued. At 2245 hours a media conference call was held by the Minister of Justice. Teleconference calls occurred with EMBC, other US state emergency management organizations and WCATWC on an hourly basis until the cancellation notice was issued at 0247 hours October 28, 2012 by WCATWC. A cancellation notification was sent out by EMBC at 0303 hours. Five PENS bulletins were issued by EMBC during the course of this event. Staff responsible for social media were actively engaged in informing the public.

The provincial debrief will include a discussion on the information flow from the province to emergency management stakeholders and to the public (for example, the use of social media as a communications tool for public awareness of the event). As part of the continuous learning based on this event, EMBC also encourages all local governments that were involved or participated in the October 27, 2012 earthquake/tsunami to contact their regional EMBC office with information regarding their local response activities. This information, as well as the comments and suggestions that will be collected from local governments on provincial response activities, will assist in the creation of the provincial after action report and in the enhancement of subsequent provincial earthquake and tsunami response plans.

Sincerely,



Rebecca F. Denlinger
Assistant Deputy Minister
Fire and Emergency Management Commissioner



MEMORANDUM

TO: Mayors and Councils, Chairs and Boards
Chief Administrative Officers, Corporate Officers

FROM: President Joe Stanhope

DATE: November 1, 2012

**RE: RESOLUTIONS NOTICE/REQUEST FOR SUBMISSIONS
CALL FOR NOMINATIONS FOR AVICC EXECUTIVE**

Attached is the Resolutions Notice/Request for Submissions and the Call for Nominations for the AVICC Executive. Please note that this year's resolution and nomination deadline is **Monday, February 25, 2013**.

Both AVICC and UBCM members strongly believe in the value of resolutions debate. Both organizations continually seek ways to improve the process. AVICC strives to mirror and complement UBCM's processes in order to develop efficiency and ease of understanding for delegates. Twice each year, following both the AVICC AGM & Convention and the UBCM Convention, AVICC Executive reviews the resolutions process to see if there are any opportunities for improvement. This year, Executive wishes to bring three issues forward and two recommendations to its members.

Review of the 2012 Resolutions Process

This past year, AVICC had the dubious honour of having the second highest number of resolutions submitted to UBCM, but the lowest percentage considered by the Area Association in advance. AVICC members also submitted five of the 16 late resolutions to the UBCM Convention.

Debating of Resolutions by the Area Association in Advance of Submission to UBCM

Following is an excerpt from the UBCM Report of the 2012 Resolutions Committee that shows the statistics for the past 5 years resolutions presented in advance for all five area associations:

This year, 206 resolutions appear in the Resolutions Book; 203 of those submitted by UBCM members. However, only 54% of those resolutions were first debated at Association conferences. In total, 109 resolutions were endorsed by Area Associations for consideration at the UBCM Convention.

AREA ASSOCIATION CONSIDERATION LOWER

Areas	2012			2011	2010	2009	2008
	Resolutions from area	Presented to AA		% Presented to Area Association Convention			
AVICC	51	20	39%	54%	34%	52%	58%
LMLGA	48	29	60%	34%	55%	76%	76%
AKBLG	14	9	64%	82%	70%	88%	81%
SILGA	36	19	53%	71%	82%	71%	38%
NCLGA	54	32	59%	67%	80%	79%	69%
Overall	203	109	54%	61%	61%	65%	65%

According to the UBCM Resolutions Committee Procedures, members are urged to submit resolutions first to Area Associations for consideration. A resolution should be submitted directly to UBCM only if the resolution addresses an issue that arises after the Area Association annual meeting. Endorsement by the Area Association offers sponsors the benefit of having greater support than one that is sent directly with only the support of an individual Council or Board.

Number of Resolutions

In terms of numbers of resolutions, more is not necessarily better. Members are encouraged to bring new issues of regional or provincial interest forward by resolution. However, we note that resolutions have, more often than necessary, come back year after year on the same topic.

Late Resolutions

Last year, AVICC received five resolutions after the regular resolutions deadline of February 24. Only two were admitted for debate as a result of meeting the late resolutions criteria. At the recent UBCM Convention, AVICC members submitted five resolutions after UBCM's June 30 deadline. Only two were admitted for debate as a result of meeting the late resolutions criteria.

Request of Our Members:

All three issues noted above will be significantly improved by implementing the following two recommendations:

- ✓ Forward your resolutions for debate first to our AVICC AGM & Convention by the regular resolutions deadline of **Monday, February 25, 2013**.
- ✓ Focus resolution on new issues of provincial or AVICC-wide interest avoiding repeat resolutions by checking the UBCM Resolutions database available through the website at www.ubcm.ca. Click on the Resolutions and Policy tab at the top of the page. It will be possible to locate any Resolutions on the same topic that have been considered in the past and what the response has been.

Included with the Resolutions Notice are guidelines for preparing and submitting resolutions. We appreciate all efforts to expedite and facilitate the debate among members.



2013 AGM & CONVENTION

RESOLUTIONS NOTICE REQUEST FOR SUBMISSIONS

DEADLINE FOR RESOLUTIONS

All resolutions must be received in the AVICC office by: **FEBRUARY 25, 2013**

SUBMISSION REQUIREMENTS

Resolutions submitted to the AVICC for consideration shall be received as follows:

- One copy of the resolution by regular mail and one copy by email to avicc@ubcm.ca (Word version of the resolution itself preferred);
- The resolution should not contain more than two "whereas" clauses; and
- Background documentation must accompany each resolution submitted.

Sponsors should be prepared to introduce their resolutions on the Convention floor.

LATE RESOLUTIONS

- a. Resolutions submitted following the expiry of the regular deadline shall be considered "Late Resolutions" and shall comply with all other submission requirements, except that a copy of the resolution must be forwarded to the AVICC by the Wednesday noon preceding the date of the Annual General Meeting. This year's late resolution deadline is **April 10, 2013**.
- b. Late resolutions shall be available for discussion after all resolutions printed in the Resolutions Book have been debated.
- c. Late resolutions are deemed to be appropriate for discussion only if the topic is such that it has arisen since or was not known prior to the regular deadline date for submission of resolutions.
- d. In the event that a late resolution is recommended to be admitted for discussion AVICC shall produce sufficient copies for distribution to the Convention.

UBCM ASKS FOR RESOLUTIONS TO BE CONSIDERED BY THE AREA ASSOCIATIONS FIRST

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

A resolution should be submitted directly to UBCM only if the resolution addresses an issue that arises after the Area Association annual meeting. In this case, local governments may submit council- or board-endorsed resolutions to UBCM prior to June 30 each year. Should this be necessary, detailed instructions are available under the Resolutions tab on <http://www.ubcm.ca>.

AVICC
525 Government Street, Victoria, BC V8V 0A8
Telephone: 250-356-5122 Fax: 250-356-5119 Email: avicc@ubcm.ca

AVICC AGM & Convention – April 12-14, 2013 - Sooke

UBCM RESOLUTIONS PROCESS

1. Members submit their resolutions to their Area Association for debate.
2. The Area Association submits the endorsed resolutions of provincial interest to UBCM.
3. The UBCM Resolution Committee reviews the resolutions for submission to the UBCM Convention.
4. Endorsed resolutions at the UBCM Convention are submitted to the appropriate level of government for responses.
5. Once the provincial responses have been conveyed to the UBCM they are forwarded to the sponsor for their review.

GUIDELINES FOR PREPARING RESOLUTIONS

The Construction of a Resolution:

All resolutions contain a preamble and enactment clause. The preamble describes *the issue* and the enactment clause outlines *the action being requested*. A resolution should answer the following three questions:

- What is the problem?
- What is causing the problem?
- What is the best way to solve the problem?

Preamble:

The preamble commences with a recital, or "WHEREAS", clause. This is a concise paragraph about the nature of the problem or the reason for the request. It should clearly and briefly outline the reasons for the resolution.

The preamble should contain no more than two "WHEREAS" clauses. If explaining the problem requires more than two preliminary clauses, then provide supporting documents to describe the problem more fully. Do not add extra clauses.

Enactment Clause:

The enactment clause begins with the words "THEREFORE BE IT RESOLVED". It must convey the resolution's intent, and should propose a specific action by AVICC and UBCM.

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

How to Draft a Resolution:

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

Since your community seeks to influence attitudes and inspire action, limit the scope of a resolution to one specific subject or issue. Delegates will not support a resolution if the issues it addresses are too complex for them to understand quickly.

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

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

3. *Provide factual background information.*

Even a carefully constructed resolution may not clearly indicate the problem or the action being requested. Where possible, provide factual background information to ensure that the "intent" of the resolution is understood.

Two types of background information help to clarify the "intent" of a resolution:

i Supplementary Memo:

A brief, one-page memo from the author, that outlines the background that led to the presentation and adoption of the resolution by the local government.

ii Council/Board Report:

A report on the subject matter, presented to council or board in conjunction with the resolution. If it is not possible to send the entire report, then extract the essential background information and submit it with the resolution.

Resolutions submitted without adequate background information will not be considered until the sponsor has been consulted and has provided documentation outlining the intent of the resolution.

4. *Construct a brief, descriptive title.*

A title assists to identify the intent of the resolution and eliminates the possibility of misinterpretation. It is usually drawn from the "enactment clause" of the resolution.

For ease of printing in the Annual Report and Resolutions Book and for clarity of intent, a title should be no more than three or four words.

5. *Check legislative references for accuracy.*

Where necessary, identify:

- The correct jurisdictional responsibility (e.g., ministry or department within the provincial or federal government); and
- The correct legislation, including the name of the Act.

6. *Focus on issues that are province-wide.*

The issue identified in the resolution should be relevant to other local governments across the province. This will support proper debate on the issue and assist UBCM to represent your concern effectively to the provincial or federal government on behalf of all BC municipalities and regional districts.

7. *Avoid repeat resolutions.*

In the past, Resolutions have often come back year after year on the same topic. Members and staff are encouraged to search the UBCM Resolutions database available through the website at www.ubcm.ca. Click on the Resolutions and Policy tab at the top of the page. It will be possible to locate any Resolutions on the same topic that have been considered in the past and what the response has been.

8. *Ensure that your own local government's process for handling/approving of resolutions to AVICC/UBCM is followed.*

UBCM GOLD STAR AND HONOURABLE MENTION RESOLUTIONS

The UBCM Gold Star and Honourable Mention resolution recognition initiative was launched at the 2003 UBCM Convention, and is intended to encourage excellence in resolutions drafting and to assist UBCM members in refining their resolutions in preparation for submission to the annual UBCM Convention.

To be awarded the UBCM Gold Star or Honourable Mention recognition, a resolution must meet the standards of excellence established in the following Gold Star Resolutions Criteria, which are based on the resolution:

1. Resolution must be properly titled.
2. Resolution must employ clear, simple language.
3. Resolution must clearly identify problem, reason and solution.
4. Resolution must have two or fewer recital (WHEREAS) clauses.
5. Resolution must have a short, clear, stand-alone enactment (THEREFORE) clause.
6. Resolution must focus on a single subject, must be of local government concern province-wide and must address an issue that constitutes new policy for UBCM.
7. Resolution must include appropriate references to policy, legislation and regulation.
8. Resolution must be submitted to relevant Area Association prior to UBCM.

If you have any questions, please contact Reiko Tagami by email at rtagami@ubcm.ca or by calling 604-270-8226 (extension 115).

MODEL RESOLUTION

SHORT TITLE: _____

Sponsor's Name _____

WHEREAS _____

AND WHEREAS _____

THEREFORE BE IT RESOLVED that _____

(Note: A second resolve clause if it is absolutely required should start as follows:)

AND BE IT FURTHER RESOLVED that _____

AVICC
525 Government Street
Victoria, BC V8V 0A8
Telephone: 250-356-5122 Fax: 250-356-5119
Email: avicc@ubcm.ca

AVICC AGM & Convention – April 12-14, 2013 - Sooke



2013 AGM & CONVENTION

CALL FOR NOMINATIONS FOR AVICC EXECUTIVE

AVICC is the collective voice for local government on Vancouver Island, the Sunshine Coast, Powell River and the Central Coast. The membership elects directors during the Convention to ensure the directions set by the general membership are carried forward. The Executive also provides the direction for the Association between Conventions.

This circular is notice of the AVICC Executive positions open for nomination, the process and the procedures for nomination.

1. POSITIONS OPEN TO NOMINATIONS

The following positions are open for nomination:

- President
- First Vice-President
- Second Vice-President
- Director at Large (3 positions)
- Electoral Area Representative

2. NOMINATION PROCESS AND QUALIFICATIONS FOR OFFICE

The candidate must be an elected official of an AVICC member and must be nominated by two elected officials of an AVICC local government member.

Background information that defines the key responsibilities and commitments of an AVICC Executive member is available on request from the AVICC Office and is published on the website at www.avicc.ca.

A nomination and consent form should be used for all nominations (also available by calling the AVICC Office or on the website at www.avicc.ca).

The Chair of the 2013 Nominating Committee will be named at the January 18, 2013 regular meeting of Executive.

3. NEXT STEPS

It is part of the duties of the Nominating Committee to review the credentials of each candidate. A Report on Nominations including, at the candidate's option, a photo and 300-word biography will be prepared under the direction of the Nominating Committee and distributed in the AVICC Convention Newsletter.

**To Be Included In *The Report on Nominations*,
Nominations Must Be Received By
FEBRUARY 25, 2013**

AVICC AGM & Convention – April 12-14, 2013 – SOOKE

4. FINAL COMMENTS

The nomination process outlined above does not change the process whereby candidates can be nominated off the floor at the Convention. It does allow those that are interested in seeking office to be nominated in advance of the Convention with the "sanction" of a Nominating Committee and to have their biographical information published in the AVICC Convention Newsletter.

5. FURTHER INFORMATION

Copies of the "consent form" or duties of Executive members are available from the AVICC office or on the website at www.avicc.ca.

All other inquiries should be directed to:

**President Joe Stanhope, Chair
2013 Nominating Committee
c/o AVICC
525 Government Street
Victoria, BC V8V 0A8**

Phone: (250) 356-5122

Fax: (250) 356-5119

Email: avicc@ubcm.ca

NOMINATIONS FOR THE 2013-14 AVICC EXECUTIVE

We are qualified under the AVICC Constitution to nominate¹ a candidate and we nominate:

Name: _____

Local Gov't Position (Mayor/Councillor/Director): _____

Municipality or Regional District Represented: _____

AVICC Executive Office Nominated For: _____

Printed Name: _____ Printed Name: _____

Position: _____ Position: _____

Muni/RD: _____ Muni/RD: _____

Signature: _____ Signature: _____

CONSENT FORM

I consent to this nomination and attest that I am qualified to be a candidate for the office I have been nominated to pursuant to the AVICC Constitution². I also agree to provide the following information to the Chair, AVICC Nominating Committee (c/o AVICC Office) by **Monday, February 25, 2012**.

- 2"x3" Photo in digital format should be sent to avicc@ubcm.ca.
- Biographical information. The maximum length of such information shall be 300 words. If the information provided is in excess, the Nominating Committee Chair shall edit as required. A copy in Word format should be sent to avicc@ubcm.ca.

Printed Name: _____

Position: _____

Muni/RD: _____

Signature: _____

Date: _____

¹ Nominations require two elected officials of members of the Association.

² All nominees of the Executive shall be elected representatives of a member of the Association. Nominees for electoral area representative must hold the appropriate office.

**Return To: Chair, Nominating Committee, AVICC
525 Government Street, Victoria, BC V8V 0A8 or Fax: 250-356-5119**

AVICC AGM & Convention – April 12-14, 2013 – SOOKE



KOOTENAY & BOUNDARY LOCAL GOVERNMENTS THINK IT'S BROKEN

For immediate Release, October 22, 2012

Cranbrook, BC – Local Governments provide a broad range of services for their constituents and cannot continue to do so given the current funding formula of 8 cents on the dollar. 60 local government officials, from communities throughout southeastern BC, met with the Executive Board of the Association of Kootenay and Boundary Local Governments on Friday, October 19, to discuss the need for a new approach to distributing provincial revenues to municipalities.

At the end of their day-long meeting, the Association of Kootenay & Boundary Local Governments (AKBLG), in support of the work to date of the BC Mayors' Caucus, endorsed the following statement:

"The Association of Kootenay & Boundary Local Governments recommends the replacement of ad hoc grant funding with a long term revenue sharing formula.

This means:

- ***Your local government will maintain its infrastructure and continue to deliver needed services on a daily basis;***
- ***Sufficient, predictable funding will ensure each local government can fund their different needs; and,***
- ***All elected officials will be able to plan and budget according to established needs and priorities through collaboration with other government agencies and levels of government."***

Members of the Association outlined specific concerns that need to be addressed as part of ending the use of ad hoc funding and grants:

- The sharing and distribution of revenues between the three levels of government must reflect the true cost of the partnership and the responsibilities that are assigned to local governments;
- Funding levels must be realistic, and reflect the actual cost of programs that local governments are required to deliver;
- Local governments need ongoing predictable funding so that budgets, infrastructure and programs can be planned in the long term;
- If Provincial and/or Federal regulatory changes affect delivery of basic services, such as water and sewage treatment, the departments and agencies involved must help provide the funds required by local government to implement these changes.

Wesly Graham, Councillor, Town of Creston, and Past-President of the AKBLG, says "We want to make the public aware that when the Province and Federal government shift responsibilities to local governments, this impacts our ability to pay for priorities mandated by our local tax payers."

Andy Shadrack, Director of Area D, of the Regional District of Central Kootenay, and President of the AKBLG Executive, added that “We want the Province to work with us to end the policy of having local governments compete against each other for grants. We believe that every local government should be treated as a partner when it comes to long term planning and budgeting for our infrastructure”.

Mayor Christina Benty, of Golden, and Vice-President of AKBLG, says, “It is time the Province realized that downloading implementation and cost of delivering services to local government – simply shifts the burden from income and sales taxpayers to those who pay property taxes. It does not actually look at how we might partner to deliver a program more efficiently and effectively”.

Cranbrook Mayor Wayne Stetski noted that “The current approach to ad hoc grants distorts community priorities and makes long term planning for infrastructure and community services extremely difficult – what we need is consistent, predictable funding that allows us to plan and budget for the next five years”.

The AKBLG, established in 1933, is the local government association that represents the municipalities and electoral areas of the south-eastern portion of British Columbia. The area includes the Regional Districts of Kootenay Boundary, Central Kootenay, East Kootenay, and a number of communities, including the Town of Golden, the City of Cranbrook, the Cities of Nelson, Castlegar, Trail, Grand Forks and the Town of Creston.

Members of the AKBLG Executive Board are:

- Andrew Shadrack - Director, RDCK - Area D - President
- Christina Benty - Mayor, Town of Golden - Vice President
- Wesly Graham - Councillor, Town of Creston - Past President
- Rob Gay - Director, RDEK - Area C and Chair RDEK
- Deb Kozak - Councillor, City of Nelson
- Gerry Taft - Mayor, District of Invermere
- Cher Wyers, Councillor, City of Grand Forks
- Hilary Elliot, Councillor, Village of Slocan and Vice Chair RDCK
- Patricia Cecchini - Mayor, Village of Fruitvale

For further information, please contact Andy Shadrack 250 354-2948.....



The *Healthy Forests – Healthy Communities: A conversation on BC forests* (HFHC) initiative has continued to acquire and communicate the views of communities and experts on what needs to be done to achieve forest and community sustainability. Recommended actions (“Strategic Action Plan”) on the identified community issues have been developed. We encourage you to review the draft posted on the HFHC website (<http://bcforestconversation.com>), send us your comments (info@bcforestconversation.com) and ask the politicians running in the May 2013 election what they are going to do, if elected.

Additional community input will be provided during the upcoming November Community Workshops to be held in a number of communities across BC. A final report will be distributed in January-February 2013. **MAKE YOUR VOICE HEARD.**



Cumberland Community Schools Society
Box 300-2644 Ulverston Ave
Cumberland, BC
V0R 1S0

250 336 8521
ccss.coordinator@gmail.com

Mayor and Councillors
Village of Cumberland
2673 Dunsmuir Ave
Cumberland
V0R 1S0

29 October 2012

RECEIVED
OCT 29 2012

Dear Mayor Baird and Members of the Village Council,

RE: Santa's Breakfast - Dec 2nd, 2012. 8:30-11:30am at the CRI.

Each year, Cumberland Community Schools Society organises the 'Santa's Breakfast' event at the CRI, which give families and other residents the opportunity to come and share in a cooked breakfast, craft making and visits with Santa himself. Admission is by donation, and the planning is well under way.

Cumberland Community Schools Society invites Council, the Village Staff and all of the community to join us on the morning of Sunday December 2nd to celebrate the season.

If any of you feel a desire to enter the Gingerbread House contest, bake for the Bake Sale or bid up the Silent Auction, we'd be delighted to let you know more details.

Yours sincerely,

A handwritten signature in dark ink, appearing to read "Vickey Brown".

pp. Vickey Brown
Chair, CCSS