REGULAR AGENDA

18/2013/R

The Corporation of the Village of Cumberland

Regular Council Meeting
June 24th, 2013 at 5:30 p.m.
Village Council Chambers

1. Approval of Agenda

1.1 Agenda for regular council meeting, June 24th, 2013.
Recommend THAT Council approve the agenda for the regular council meeting, June 24th, 2013.

2. Adoption of Minutes

2.1 Minutes of the council meeting held June 10th, 2013. 1
Recommend THAT Council approve the minutes of the council meeting held June 10th, 2013.

3. Delegations

3.1 Anne Davis and Brian Charlton, Cumberland Museum and Archives

- 2014 Pacific Northwest Labour History Association Conference to be held in Cumberland in conjunction with the Miner's Memorial Weekend on June 13-14, 2014.
Recommend THAT Council receive the delegation of Anne Davis and Brian Charlton, Anne Davis and Brian Charlton, Cumberland Museum and Archives re: 2014 Pacific Northwest Labour History Association Conference to be held in Cumberland in conjunction with the Miner's Memorial Weekend on June 13-14, 2014.

3.2 Gary Lawson, Operations Planner & Domenico Iannidardo, Hydrologist and Chief Forester, TimberWest

- TimberWest Policies and Harvesting Plans

Recommend THAT Council receive the delegation of Gary Lawson, Operations Planner & Domenico Iannidardo, Hydrologist and Chief Forester, TimberWest re: TimberWest Policies and Harvesting Plans.

4. Unfinished Business

5. Correspondence

5.1 Alexandra Khan, Committee Chair, YANA 9

- Simon's Cycles YANA Ride – Sunday, August 18, 2013

Recommend THAT Council receive the correspondence from Alexandra Khan, Committee Chair, YANA re: Simon's Cycles YANA Ride – Sunday, August 18, 2013.

6. Reports

6.1 Application for Development Variance Permit, 2584 Dunsmuir Avenue 14
Prepared by Joanne Rees, Planner

i) ***Recommend THAT Council receive the report "Application for Development Variance Permit – 2584 Dunsmuir Avenue".***

ii) ***Recommend THAT Council grant the Development Variance Permit (File 2011-01-DV) for property legally described as Lot 21, District Lot 24, Nelson District, Plan 13640 (2584 Dunsmuir Avenue) to vary the front yard setback from the required 3.0metres to 0.0metres in accordance with the survey drawing prepared by Rick Kuss, BCLS dated May 1st, 2001 and attached to the draft Development Variance Permit as Schedule A.***

iii) ***Recommend THAT a Highway Encroachment Agreement, suitable to the Village, be obtained for the building extending past the front lot line onto the right-of-way for Dunsmuir Avenue.***

6.2 Application for Development Variance Permit, 2797 Penrith Avenue 19
Prepared by Joanne Rees, Planner

i) ***THAT Council receive the report "Application for Development Variance Permit – 2797 Penrith Avenue".***

ii) ***THAT Council grant the Development Variance Permit (File 2013-03-DV) for property legally described as Lot 10, Block 21, Nelson District, Plan 522C (2797 Penrith Avenue) to vary the following conditions:***

a) ***Section 5.1(3)(b) <u>Siting of Principal Buildings and Structures</u> the required rear yard setback shall be no closer than 0.52m (1.71ft);***

b) ***Section 5.1(3)(c) <u>Siting of Principal Buildings and Structures</u> the required left side yard setback shall be no closer than 0.18m (0.59ft);***

- ***c)*** ***Section 5.1(5)(c) <u>Accessory Buildings</u> shall be permitted to be located in the front and side yards; and***
- ***d)*** ***Section 5.1(5)(d) <u>Accessory Buildings</u> shall be located no closer than 1.00m (3.28ft) to the front yard lot line and 0.30m (1.00ft) to the left side yard lot line;***

all in accordance with the survey drawing prepared by McElhanney Associates, dated August 27th, 2012 and attached to the draft Development Variance Permit as Schedule A.

6.3 Third Street Upgrades, Penrith Ave to Derwent Ave Tender Report — 24
Prepared by Rob Crisfield, Manager of Operations
- ***i)*** ***Recommend THAT Council receives the Third Street Upgrades, Penrith Ave to Derwent Ave Tender Report;***
- ***ii)*** ***Recommend THAT Council awards the Third Street Upgrades Project to the lowest bidder, Palladian Developments for the adjusted bid price of $349,487.35.***

6.4 2012 Statement of Financial Information (SOFI) — 28
Prepared by Michelle Mason, Financial Officer
- ***i)*** ***Recommend THAT Council receive the "2012 Statement of Financial Information (SOFI)" report;***
- ***ii)*** ***Recommend THAT Council approve the Corporation of the Village of Cumberland 2012 Statement of Financial Information for filing with the Ministry of Community, Sport and Cultural Development.***

6.5 Annual Report, Consider Submissions and Questions from the Public as Required by the Community Charter — 71
Prepared by Rachel Parker, Deputy Corporate Officer
Recommend THAT Council receive the Annual Report, Consider Submissions and Questions from the Public as Required by the Community Charter.

6.6 Comox Valley Regional District – Rural Cumberland Fire Service Agreement — 103
Prepared by Sundance Topham, Chief Administrative Officer
1. ***Recommend THAT Council receive the Comox Valley Regional District – Rural Cumberland Fire Service Agreement report;***

2. Recommend THAT the Corporation of the Village of Cumberland enter into the Rural Cumberland Fire Service Agreement with the Comox Valley Regional District and that the Mayor and Chief Administrative Officer be authorized to execute the agreement.

Prepared by Michelle Mason, Financial Officer
Presentation by Jean-Pierre Joly, Econics

i) Recommend THAT Council receive the Water Rates Consultant Presentation report;

ii) Recommend THAT Council provide feedback to the water rates consultant Jean-Pierre Joly, Econics.

Recommend THAT Council receive the Outstanding Action Items Report for information.

Recommend THAT Council receives the Electronic Funds and Cheque Register Report, May 2013 for information.

7. Bylaws

Prepared by Rachel Parker, Deputy Corporate Officer

i) Recommend THAT Council receive the "Water Improvements Loan Authorization Bylaw No. 981, 2013 and Water Improvements Temporary Borrowing Bylaw No. 982, 2013" report;

ii) Recommend THAT Council adopt "The Corporation of the Village of Cumberland Water Improvements Loan Authorization Bylaw No. 981, 2013";

iii) Recommend THAT Council adopt "The Corporation of the Village of Cumberland Water Improvements Temporary Borrowing Bylaw No. 982, 2013".

Prepared by Rob Crisfield, Manager of Operations

i) Recommend THAT Council receives the Development Cost Charge Report 2013;

ii) ***Recommend THAT Council gives First Reading to the Village of Cumberland Development Cost Charge Bylaw Report 2013;***

iii) ***Recommend THAT Council instructs staff to proceed with public engagement including a public meeting with Staff and Council present.***

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 Karla Graham, CMC, city Clerk, City of North Vancouver re: Support of a Genetically Engineered Free Zone in the City of North Vancouver; 159

8.2 Rosemary Bonanno, BA MLS, Executive Director, Vancouver Island Regional Library re: 2012 Annual Report; 160

Recommend THAT the Consent Calendar be received.

9. New Business

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.

- Reminder of New Organics Program: Organics will be collected weekly with yard waste. Garbage and recycling will be collected on alternate weeks.

11. Question Period

12. Closed Portion

13. Adjournment

Item 2.1

REGULAR MINUTES

17/2013/R

The Corporation of the Village of Cumberland
Regular Council Meeting
June 10th, 2013 at 5:30 p.m.
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
Rob Crisfield, Manager of Operations
Rachel Parker, Deputy Corporate Officer
Judy Walker, Senior Planner
Joanne Rees, Planner

The meeting was called to order at 5:30 p.m.

1. Approval of Agenda

1.1 Agenda for regular council meeting, June 10th, 2013.
Motion 13-294
Sproule/Greening
THAT Council approve the agenda for the regular council meeting, June 10th, 2013.
Carried Unanimously

2. Adoption of Minutes

2.1 Minutes of the council meeting held May 27th, 2013.
Motion 13-295
Kishi/Greening
THAT Council approve the minutes of the council meeting held May 27th, 2013.
Carried Unanimously

3. Delegations

3.1 Rick Grinham, Village of Cumberland Trustee; and Sherry Elwood, Superintendant; School District 71, Presentation on local schools and school district activities

Motion 13-296
Sproule/Greening
THAT Council receive the delegation of Rick Grinham, Village of Cumberland Trustee, and Sherry Elwood, Superintendant, School District 71 re: presentation on local schools and school district activities.
Carried Unanimously

3.2 Peter Bullock, GeoStabilization International, Slope Stabilization for Comox Lake Road
Motion 13-297
Copeman/Greening
THAT Council receive the delegation of Peter Bullock, GeoStabilization International re: Slope Stabilization for Comox Lake Road.
Carried Unanimously

4. Unfinished Business
None

5. Correspondence

5.1 Rick Grinham, President, Branch 28 Cumberland Legion, Legion week June 24-30th, 2013
Motion 13-298
Greening/Sproule
THAT Council receive the correspondence from Rick Grinham, President, Branch 28 Cumberland Legion re Legion week June 24-30th, 2013.
Carried Unanimously

Motion 13-299
Greening/Sproule
THAT Council authorize the flying of the Royal Canadian Legion flag above the Village office during Legion week, June 24 to 30, 2013.
Carried Unanimously

5.2 Edwin Grieve, Chair, Comox Valley Regional District, Elected officials forum rescheduled
Motion 13-300
Greening/Sproule
THAT Council receive the correspondence from Edwin Grieve, Chair, Comox Valley Regional District re: Elected officials forum rescheduled.
Carried Unanimously

5.3 Don McClellan, Waverley Hotel and Avigdor Schulman, Cumberland Village Works, Waverley Outdoor Music Event, August 2, 2013

Motion 13-301

Sproule/Greening

THAT Council receive the correspondence from Don McClellan, Waverley Hotel and Avigdor Schulman, Cumberland Village Works re: Waverley Outdoor Music Event, August 2, 2013

Carried Unanimously

Motion 13-302

Greening/Sproule

THAT Council move into the Committee of the Whole to discuss the application with the proponent.

Carried Unanimously

Motion 13-303

Greening/Sproule

THAT the Committee of the Whole move back into the meeting of Council.

Carried Unanimously

Motion 13-304

Greening/ Sproule

THAT Council grant the Waverly Hotel and Pub an exemption from the Noise Bylaw and approve the road closure of Dunsmuir Avenue between First Street and Second Street for a street music event on August 2, 2013 from 4 p.m. to 2 a.m. on August 3, 2013, and provide written approval for the event to the BC Liquor Control and Licensing Branch.

Carried Unanimously

6. Reports

6.1 Edwards Industrial Park Development Permit 2013-01-DP, 4640 Cumberland Road

Motion 13-305

Greening/ Sproule

THAT Council receive 'Edwards Industrial Park Development Permit 2013-01-DP' report dated June 3, 2013.

Carried Unanimously

Motion 13-306

Greening/Copeman

THAT Council move into the Committee of the Whole to discuss the application with the proponent.
Carried Unanimously

Motion 13-307
Greening/Sproule
THAT the Committee of the Whole move back into the meeting of Council.
Carried Unanimously

Motion 13-308
Sproule/Kishi
THAT Council grant the Development Permit (File 2013-01-DP) for property legally described as Lot 1, Section 25, Township 10, Comox District, Plan 35738 (4640 Cumberland Road) for the purposes of construction of a building containing 6 light industrial rental units and a handicap accessible washroom addition to the existing ATCO trailer. The development will be substantially in the form of the Development Permit presented;
THAT Council recommends that if, at the time of building permit, Development Cost Charges are paid partially, that the owner (at the time of Building Permit) register on title, a covenant which outlines what has been paid and what will be required to be paid in the future; and
THAT Council direct staff to initiate the discharge of the notation on the title of the subject property of two abandoned Development Permits being documents numbered EK72715 (1996) and EP69988 (2006).
Carried Unanimously

6.2 2013 Official Community Plan – Review & Revision: June 10, 2013 Status Report
Motion 13-309
Greening/Sproule
THAT Council receive the 2013 Official Community Plan – Review & Revision: June 10, 2013 Status Report.
Carried Unanimously

6.3 Proposed Federal Electoral Boundaries Amendment
Motion 13-310
Sproule/Greening
THAT Council receive the proposed Federal Electoral Boundaries amendment report for information.
Carried Unanimously

Motion 13-310
Sproule/Greening
THAT Council write to the Member of Parliament for Vancouver Island North advising that the Village of Cumberland strongly objects to the community being divided between two federal electoral voting areas and to request that the boundary division be made according to local government boundaries, and the letter provided to the BC Electoral Boundaries Commission, the MP for Nanaimo-Alberni, the City of Courtenay, and Town of Comox.
Carried Unanimously

6.4 May 2013 Recreation Department Report
Motion 13-311
Sproule/Greening
THAT Council receive the May 2013 Recreation Department Report for information.
Carried Unanimously

6.5 May 2013 Parks and Outdoor Recreation Report
Motion 13-312
Greening/Sproule
THAT Council receive the May 2013 Parks and Outdoor Recreation Report for information.
Carried Unanimously

6.6 Protective Services Report, May 2013
Motion 13-313
Copeman/Sproule
THAT Council receive the Protective Services Report, May 2013 for information.
Carried Unanimously

6.7 May 2013 Operations Department Report
Motion 13-314
Greening/Sproule
THAT Council receive the May 2013 Operations Department Report for information.
Carried Unanimously

6.8 May 2013 Administration Department Report
Motion 13-314

Greening/Sproule
THAT Council receive the May 2013 Administration Department Report for information.
Carried Unanimously

6.9 May 2013 Chief Administrative Officer Report
Motion 13-315
Copeman/Greening
THAT Council receive the May 2013 Chief Administrative Officer Report for information.
Carried Unanimously

6.10 Council Reports
6.10.1 Mayor Leslie Baird
6.10.2 Councillor Conner Copeman
6.10.3 Councillor Kate Greening
6.10.4 Councillor Roger Kishi
6.10.5 Councillor Gwyn Sproule
Motion 13-316
Greening/Kishi
THAT the Council reports be received.
Carried Unanimously

7. Bylaws

7.1. Carlisle Lane – 2012-01(OCP & Rezoning Amendment Application)
Motion 13-317
Copeman/Kishi
THAT Council receive the Carlisle Lane – 2012 - 01 OCP & Rezoning Amendment Application June 5, 2013 report.
Carried Unanimously

Motion 13-318
Greening/Sproule
THAT Council give third reading to "Corporation of the Village of Cumberland Official Community Plan Amendment Bylaw No. 966, 2012" and "Corporation of the Village of Cumberland Zoning Amendment Bylaw No. 967, 2012"; and
THAT Council amend "Corporation of the Village of Cumberland Phased Development Agreement (Carlisle Lane) Bylaw No. 983, 2013" in subsection 2(b) by striking out "954651 BC Ltd," and substituting "the owners (Dale and Shirley Querin)" and in Schedule A by striking out:

954654 BC Ltd
201-467 Cumberland Road
Cumberland BC
V9N 2C5

and substituting:

Dale Harold Querin and Shirley Jean Querin,
2407 Tutor Drive
Comox, BC, V9M 0A7

THAT Council give third reading to "Corporation of the Village of Cumberland Phased Development Agreement (Carlisle Lane) Bylaw No. 983, 2013" as amended.

Carried Unanimously

7.2 The Corporation of the Village of Cumberland Development Procedures and Fees Amendment Bylaw No. 986, 2013

Motion 13-319

Greening/Kishi

THAT Council give fourth reading and adoption to the "Corporation of the Village of Cumberland Development Procedures and Fees Amendment Bylaw No. 986, 2013".

Carried Unanimously

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 K'ómoks First Nation, National Aboriginal Day Celebrations, June 21, 2013

Motion 13-321

Greening/Sproule

THAT Council receive the consent calendar.

Carried Unanimously

9. New Business

None

10. Notices, Motions and Announcements

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

- Coal Creek Historic Park Committee and Comox Valley Broom Busters are removing Scotch Broom from the park on Saturday, June 8th at 10 a.m.
- Official Community Plan Photo Contest Closes June 15th. Vote for your favourite photo until June 24th.
- Organics Collection Program officially starts June 19th

11. Question Period

A question was received on the lifespan of the "Soil Nail Technology".

12. Closed Portion

None

13. Adjournment

Motion 13-323
Greening/Sproule
THAT Council adjourn the meeting at 7:16 p.m.
Carried Unanimously

Certified Correct:

Mayor	Corporate Officer

RECEIVED
JUN 11 2013
Agenda

Y. A. N. A.
You Are Not Alone

Item 5.1

495 Fitzgerald Ave.
Courtenay, B.C.
V9N 2R1
250-871-0343

File No. 4520-70

June 9, 2013

Village of Cumberland Council
2673 Dunsmuir Avenue
Box 340
Cumberland, BC V0R 1S0

Dear Mayor Baird and Councilors:

Summer is quickly approaching and we are busy planning for the Simon's Cycle YANA Ride that will take place on Sunday, August 18, 2013. The YANA Ride will begin and end at Marina Park in Comox. The event will be structured around four pillars; fun, fitness, family and fundraising. The funds raised at this event will support Comox Valley children and their families when they are required to travel outside of our home community to receive medical treatment.

The YANA Ride will be comprised of four route choices. The 100km route will take riders through all three Comox Valley municipalities; Comox, Courtenay and Cumberland. The 50km route will offer a scenic tour through Comox and Courtenay. The 25km route will offer cyclists a beautiful view of Comox. In the spirit of celebrating families we will also offer an accessible 5km family route through Comox. We are also planning a run bike race at Marina Park for our very young riders. (Please see attached routes)

The YANA Ride will be organized to include directional signage, first aid support, a safety and sweeper vehicle and appropriate insurance. We respectfully request permission to proceed with planning this community bike ride event that will partially take place in Cumberland. Please let us know if the Village of Cumberland has further requirements that will enable us to host this event. We want to ensure that the YANA Ride is safe and enjoyable for all.

We would like to invite the members of council to consider participating in this incredible community event. Please contact us if you would like to become involved. We'd love to have you along for the ride! To learn more about YANA or the YANA Ride, please visit our website www.yanacomoxvalley.com

Best Regards,

Alexandra Khan

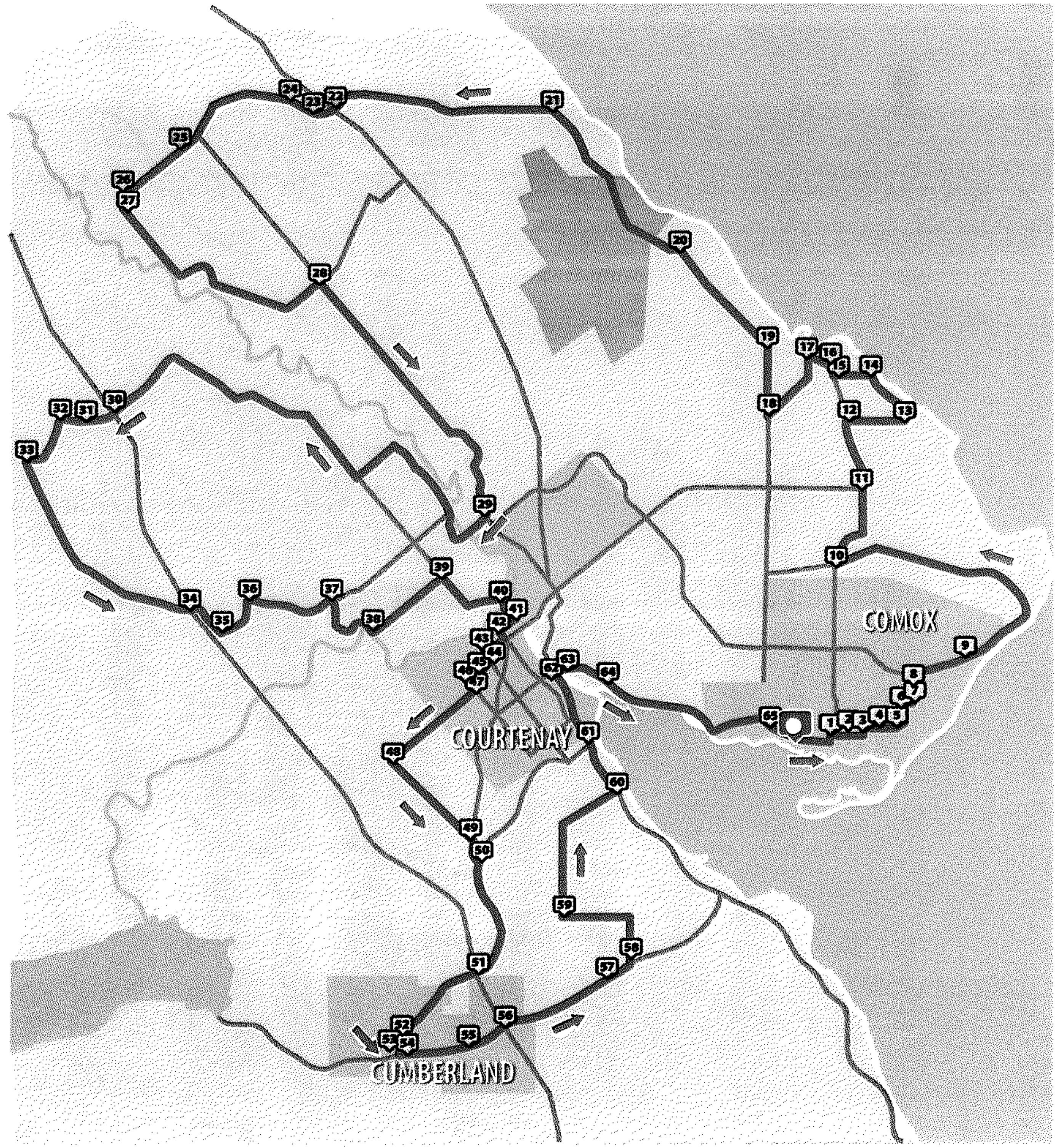
Committee Chair - Simon's Cycles YANA Ride

SIMON'S CYCLES YANA RIDE

100 Km Route

- Start at Marina Park
1. Follow Port Augusta Street
2. Turn right on Beaufort Avenue
3. Continue on to Stewart Street
4. Turn right on Comox Avenue
5. Continue on to Pritchard Road
6. Turn right on Balmoral Avenue
7. Turn left on Torrence Road
8. Turn right on Lazo Road
9. Continue on to Knight Road
10. Turn right on Military Row
11. Continue on to Little River Road
12. Turn right on Kilmorley Road
13. Turn left on Astra Road
14. Continue on to Booth Road
15. Turn right on Little River Road
16. Turn left on Wilkinson Road
17. Turn left on Ellenor Road
18. Turn right on Anderton Road
19. Continue on to Waveland Road
20. Turn left on Bates Road
21. Turn left on Coleman Road
22. Cross the Inland Island Highway
23. Continue on to Poulton Raod
24. Turn left on Merville Road
25. Continue on to Headquarters Road
26. Turn left on Fitzgerald Road
27. Turn left on Tsolum River Road
28. Turn right on Headquarters Road
29. Turn right on Dove Creek Road
30. Cross the Inland Island Highway
31. Continue on to Strathcona Parkway
32. Continue on to Mount Washington Road
33. Turn left on Duncan Bay Main Line Road
34. Cross the Inland Island Highway
35. Turn left on Forbidden Plateau Road
36. Turn right on Piercy
37. Turn right on Greaves Crescent
38. Turn left on Cessford Road
39. Turn right on Condensory Road
40. Continue on Anderton Avenue
41. Turn right on 1st Street
42. Turn left on Cliffe Avenue
43. Turn right on 3rd Street
44. Turn left on Fitzgerald Avenue
45. Turn right on 5th Street
46. Continue on to Willemar Avenue
47. Turn right on Lake Trail Road
48. Turn left on Marsden Road
49. Turn right on Cumberland Road
50. Turn right on Comox Valley Parkway
51. Cross under the Inland Island Highway
52. Continue on to Cumberland Road
53. Continue on to 4th Street
54. Turn left on Dunsmuir Avenue
55. Continue on to Royston Road
56. Cross over the Inland Island Highway
57. Continue on Royston Road
58. Turn left on Minto Road
59. Turn right on Fraser Road
60. Turn left on the Inland Island Highway
61. Continue on to Cliffe Avenue
62. Turn right on 17th Street and cross the bridge
63. Turn right on Comox Road / Dyke Road
64. Continue on to Comox Avenue
65. Turn right on Port Augusta Street

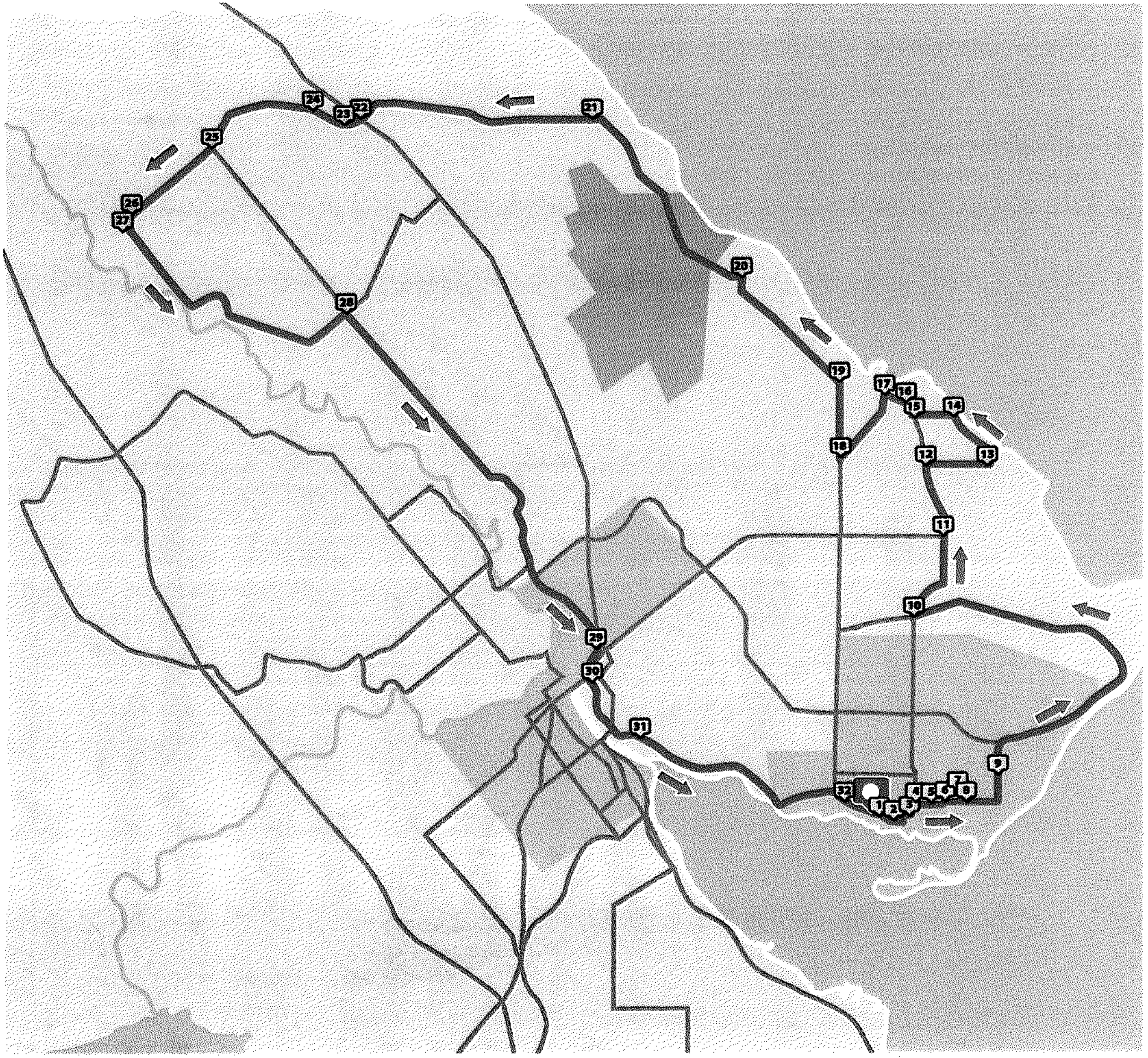
- Return to Marina Park



SIMON'S CYCLES YANA RIDE

50 Km Route

- Start at Marina Park
1. Follow Port Augusta Street
2. Turn right on Beaufort Avenue
3. Continue on to Stewart Street
4. Turn right on Comox Avenue
5. Continue on to Pritchard Road
6. Turn right on Balmoral Avenue
7. Turn left on Torrence Road
8. Turn right on Lazo Road
9. Continue on to Knight Road
10. Turn right on Military Row
11. Continue on to Little River Road
12. Turn right on Kilmorley Road
13. Turn left on Astra Road
14. Continue on to Booth Road
15. Turn right on Little River Road
16. Turn left on Wilkinson Road
17. Turn left on Ellenor Road
18. Turn right on Anderton Road
19. Continue on to Waveland Road
20. Turn left on Bates Road
21. Continue on to Coleman Road
22. Cross the Inland Island Highway
23. Continue on to Poulton Raod
24. Turn left on Merville Road
25. Continue on to Headquarters Road
26. Turn left on Fitzgerald Road
27. Turn left on Tsolum River Road
28. Turn right on Headquarters Road
29. Turn right on the Old Island Highway
30. Turn left on Comox Road / Dyke Road
31. Continue on to Comox Avenue
32. Turn right on Port Augusta Street
- Return to Marina Park

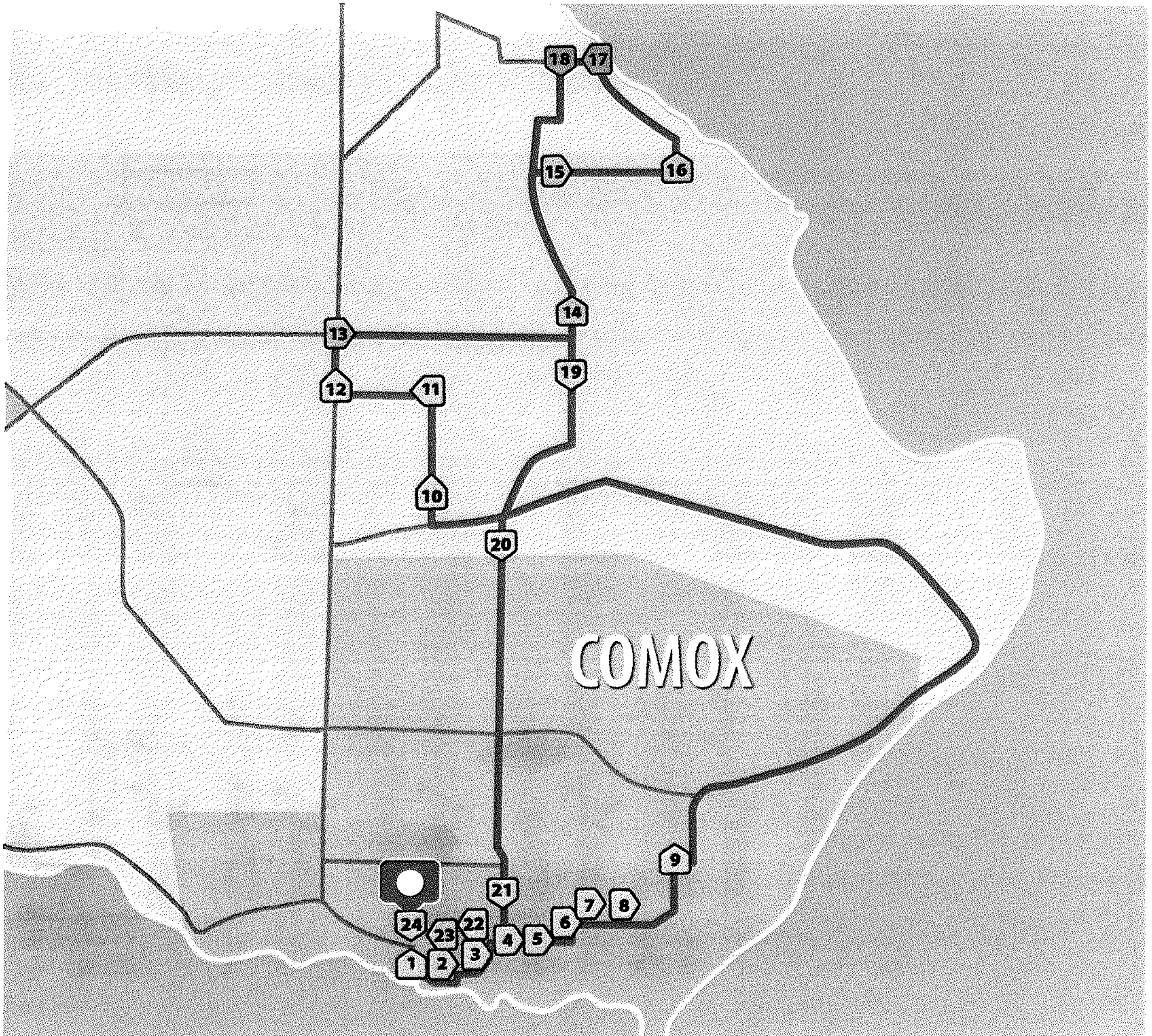


SIMON'S CYCLES

YANA RIDE

25 Km Route

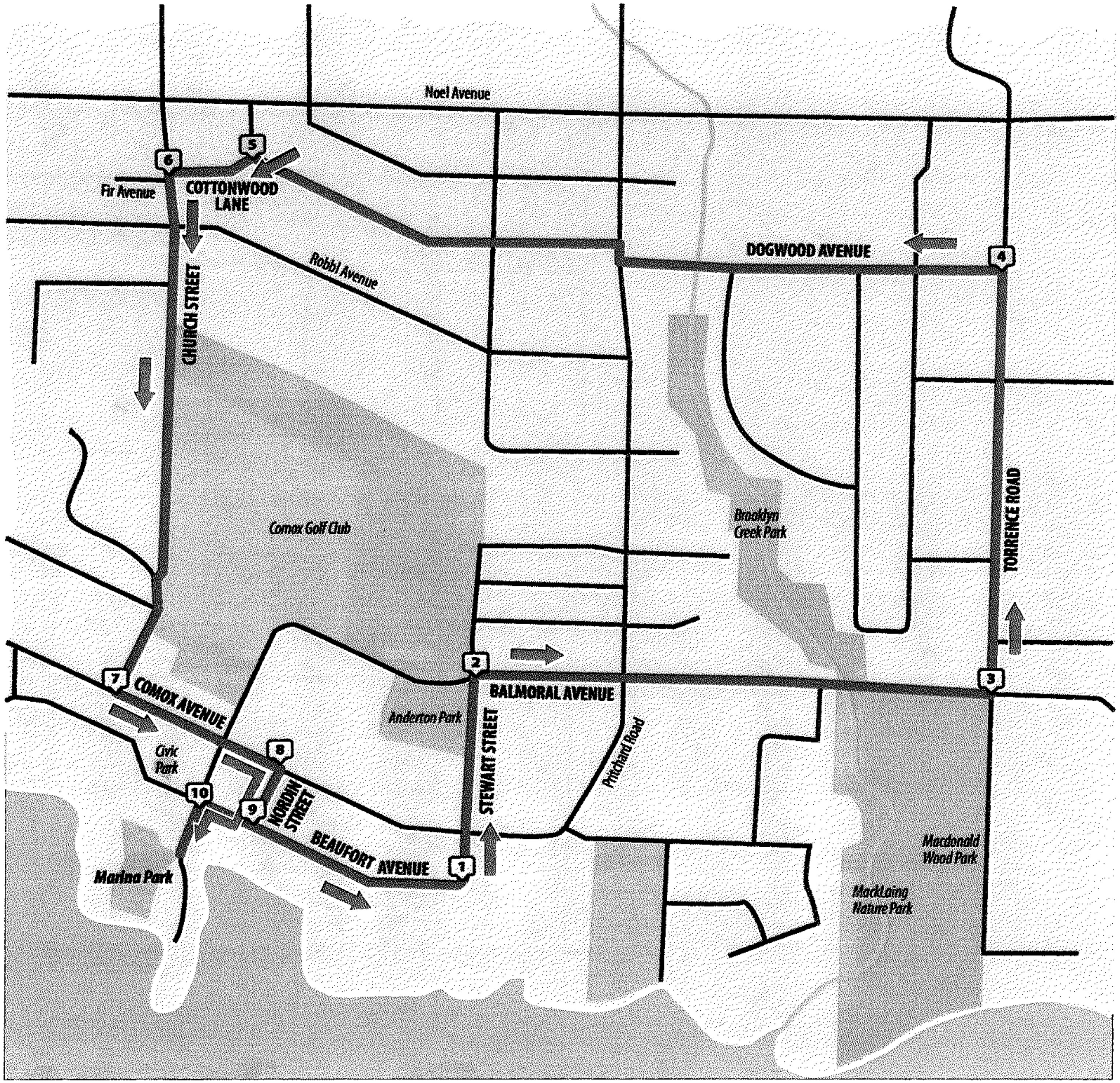
- Start at Marina Park
1. Follow Port Augusta Street
2. Turn right on Beaufort Avenue
3. Continue on to Stewart Street
4. Turn right on Comox Avenue
5. Continue on to Pritchard Road
6. Turn right on Balmoral Avenue
7. Turn left on Torrence Road
8. Turn right on Lazo Road
9. Continue on to Knight Road
10. Turn right on Hudson Road
11. Turn left on Atlas Road
12. Turn right on Anderton Road
13. Turn right on Ryan Road East
14. Turn left on Little River Road
15. Turn right on Kilmorley Road
16. Turn left on Astra Road
17. Continue on to Booth Road
18. Turn left on Little River Road
19. Continue on to Military Row
20. Continue on to Pritchard Road
21. Continue on to Comox Avenue
22. Turn left on Stewart Street
23. Continue on Beaufort Avenue
24. Turn left on Port Augusta Street
- Return to Marina Park



SIMON'S CYCLES YANA RIDE

FAMILY RIDE

- Walk from Marina Park to Beaufort Avenue
1. Ride to Stewart Street
2. Turn right on Balmoral Avenue
7. Turn left on Torrence Road
4. Turn left on Dogwood Avenue *(use caution when crossing Pritchard Road)*
5. Turn left on Cottonwood Lane
6. Turn left on Church Street
7. Turn left on Comox Avenue
8. Turn right on Nordin Street
9. Turn right on Beaufort Avenue
10. Turn left on Port Augusta Street
- Return to Marina Park



Item 6.1

COUNCIL REPORT

REPORT DATE: June 20, 2013
MEETING DATE: June 24, 2013

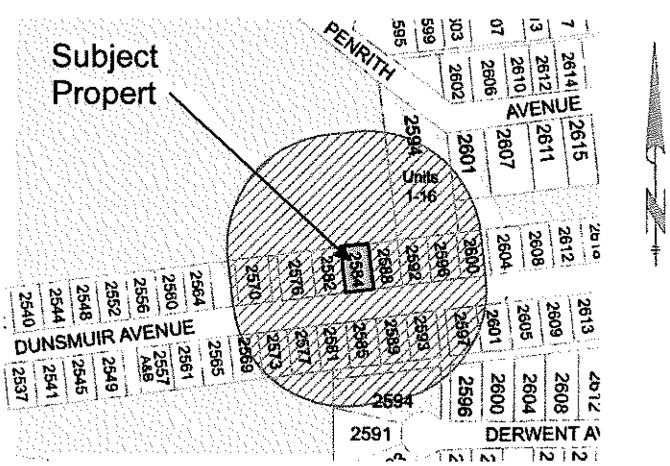
TO:	Mayor and Councillors		
FROM:	Joanne Rees, Planner		
RE:	Application for Development Variance Permit – 2584 Dunsmuir Avenue		
FILE:	2011-01-DV		
OWNER:	Gloria Simpson		
FOLIO NO.:	516 00608.000	**PID:**	003-418-332
LEGAL DESCRIPTION:	Lot 21, District Lot 24, Nelson District, Plan 13640		
CIVIC ADDRESS:	2584 Dunsmuir Avenue		
OCP DESIGNATION	Residential	**ZONE:**	Residential One (R-1)
VARIANCE REQUESTED:	**FRONT YARD SETBACK**	**PERMITTED BY BYLAW:** 3.0metres	**REQUESTED VARIANCE** 0.0metres

RECOMMENDATION

i) THAT Council receive the report "Application for Development Variance Permit – 2584 Dunsmuir Avenue".

ii) THAT Council grant the Development Variance Permit (File 2011-01-DV) for property legally described as Lot 21, District Lot 24, Nelson District, Plan 13640 (2584 Dunsmuir Avenue) to vary the front yard setback from the required 3.0metres to 0.0metres in accordance with the survey drawing prepared by Rick Kuss, BCLS dated May 1st, 2001 and attached to the draft Development Variance Permit as Schedule A.

iii) THAT a Highway Encroachment Agreement, suitable to the Village, be obtained for the building extending past the front lot line onto the right-of-way for Dunsmuir Avenue.



Summary

In May of 2011, an application was made to vary the front yard setback as required in the 'Corporation of the Village of Cumberland Zoning Bylaw No. 717, 1997'.

At that time, the Owner experienced difficulty in obtaining residential insurance indemnifying the Village for the encroachment and the application was put on hold. Now, the Owner wishes to replace the foundation under the front part of the house and enclose it and the application has been brought forward for Council's reconsideration.

The requested variances are outlined in the chart above and illustrated in the drawing which is attached as Schedule A of Appendix 'A' to this report.

BACKGROUND

The original single family dwelling on the subject property dates back to approximately 1901 (per BC Assessment Authority). The subdivision was created in late 1959. In 1982, the owner received a Board of Variance Order which permitted the enclosing of the "non-conforming" deck, which was described as being "too close to the property line". The wording of the Order was specific to allowing the construction while not varying the bylaw to allow the siting, nor did it require a survey certificate to confirm the siting. Staff believed that this Order was not sufficient to permit any additional construction and the application for the current Development Variance Permit was made.

The survey certificate prepared by Rick Kuss BCLS dated May 1, 2001 (see the drawing attached to the draft Permit) revealed that the front of the house and the enclosed deck trespasses on the public road right-of-way.

The owner now wishes to proceed with enclosing the second floor deck as per the existing siting in accordance with the survey certificate but a Variance cannot approve the trespass onto another's land, which in this case belongs to the Village as public road right-of-way. In 2011, staff recommended that the Variance be granted to "zero" lot line and that the Owner be invited to enter into a <u>Highway Encroachment Agreement</u> with the Village regarding the encroachment, which she agreed to do. This type of Agreement typically recognizes the existing trespass/encroachment (while not "grandfathering" it) and outlines the owner's and Village's rights and responsibilities with regards to same. Within the standard agreement there is a clause where the Village requires proof of indemnification.

The Owner has advised that her Insurer was unable to provide this for a residential insurer and she is unable to afford the necessary Commercial premium. The Insurer has been asked to confirm this in writing, but have refused to do so as they believe that this is legal information. Staff contacted the Municipal Insurance Association (MIA) about this issue and they advise that the Village has within our existing policy, adequate insurance including liability of the Village arising out of the encroachment of others property onto Village lands. They further advise that where the insurance is available (to Commercial insureds) that we continue to require ourselves to be named as third-party insured, but in this case they believe the risk to the Village is minimal and that this clause can be removed.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS

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

FINANCIAL IMPLICATIONS

None

STRATEGIC OBJECTIVE

None

ATTACHMENTS

Copy of the draft Development Variance Permit

CONCURRENCE

Rob Crisfield, Manager of Operations

OPTIONS

i) THAT Council receive the report "Application for Development Variance Permit – 2584 Dunsmuir Avenue".

ii) THAT Council grant the Development Variance Permit (File 2011-01-DV) for property legally described as Lot 21, District Lot 24, Nelson District, Plan 13640 (2584 Dunsmuir Avenue) to vary the front yard setback from the required 3.0metres to 0.0metres in accordance with the survey drawing prepared by Rick Kuss, BCLS dated May 1st, 2001 and attached to the draft Development Variance Permit as Schedule A.

iii) THAT a Highway Encroachment Agreement, suitable to the Village, be obtained for the building extending past the front lot line onto the right-of-way for Dunsmuir Avenue.

iv) Any other action deemed appropriate by Council.

Respectfully submitted,

Judith Walker

for Joanne Rees
Planner

Sundance Topham
Chief Administrative Officer

Corporation of the
Village of Cumberland

DEVELOPMENT
VARIANCE PERMIT

TO: Gloria Simpson

OF: PO Box 566, Cumberland, BC, V0R 1S0

1. This Development Variance Permit (2011-01-DV) is issued subject to compliance with all of the bylaws of the Village of Cumberland applicable thereto, except as specifically varied by this permit.

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

Legal Description:	**Lot 21 District Lot 24, Nelson District, Plan 13640**	
Folio:	**516 00608.000**	**PID: 003-418-332**
Civic Address:	**2584 Dunsmuir Avenue**	

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

4. The 'Corporation of the Village of Cumberland Zoning Bylaw No. 717, 1997' is varied as follows:

   a) section 5.1.3(a) Siting of Principal Buildings and Structures: The required front yard setback shall be no closer than 0.0metres in accordance with the survey drawing prepared by Rick Kuss, BCLS dated May 1st, 2001 which is attached to this permit as Schedule A.

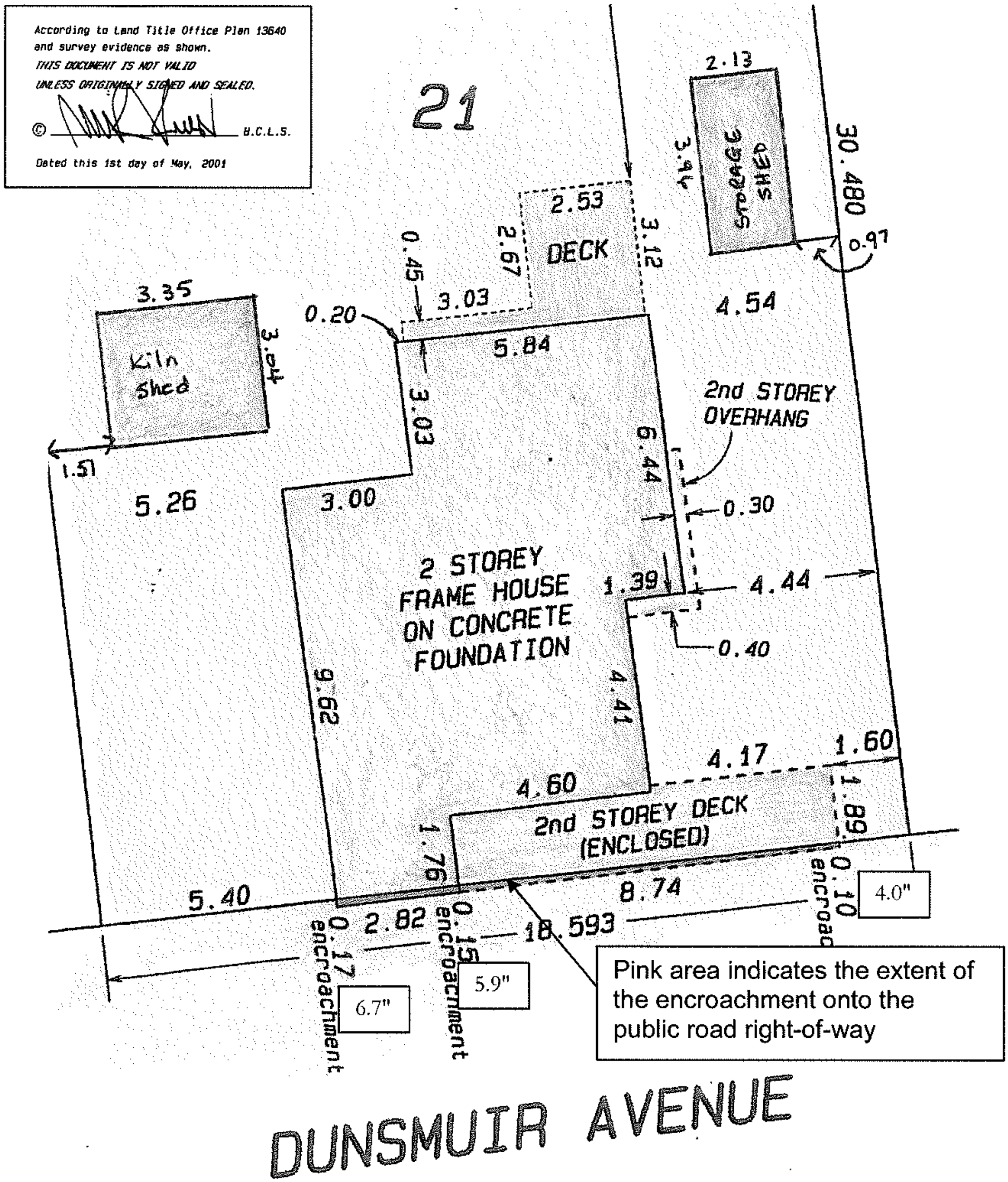
5. This permit is issued pursuant to the requirements of the *Environmental Management Act,* whereby the owner has completed a "Site Declaration" for the subject property.

6. This permit is **not** a building permit.

CERTIFIED as the **DEVELOPMENT VARIANCE PERMIT** granted by resolution of the Council of the Corporation of the Village of Cumberland on ____________ 2013.

____
Corporate Officer

Schedule 'A'


According to Land Title Office Plan 13640
and survey evidence as shown.
THIS DOCUMENT IS NOT VALID
UNLESS ORIGINALLY SIGNED AND SEALED.
© B.C.L.S.
Dated this 1st day of May, 2001
21
2.13
STORAGE SHED
3.94
30.480
0.97
2.53
DECK
3.12
2.67
0.45
3.03
4.54
3.35
Kiln Shed
3.04
0.20
5.84
3.03
2nd STOREY OVERHANG
6.44
0.30
1.51
5.26
3.00
2 STOREY FRAME HOUSE ON CONCRETE FOUNDATION
1.39
4.44
0.40
9.62
4.41
4.17
1.60
4.60
1.89
2nd STOREY DECK (ENCLOSED)
1.76
0.10 encroachment
4.0"
8.74
5.40
0.17 encroachment
2.82
0.15 encroachment
18.593
6.7"
5.9"
Pink area indicates the extent of the encroachment onto the public road right-of-way
DUNSMUIR AVENUE

Item 6.2

COUNCIL REPORT

REPORT DATE: June 20, 2013
MEETING DATE: June 24, 2013

TO: Mayor and Councillors

FROM: Joanne Rees, Planner

RE: Application for Development Variance Permit – 2797 Penrith Avenue

FILE:	2013-03-DV		
OWNER:	David Fiander & Elizabeth Jane Podmore		
FOLIO NO.:	516 00307.00	**PID:**	000-289-183
LEGAL DESCRIPTION:	Lot 10, Block 21, District Lot 21, Nelson District, Plan 522C		
CIVIC ADDRESS:	2797 Penrith Avenue		
OCP DESIGNATION	Residential	**ZONE:**	Residential One (R-1)

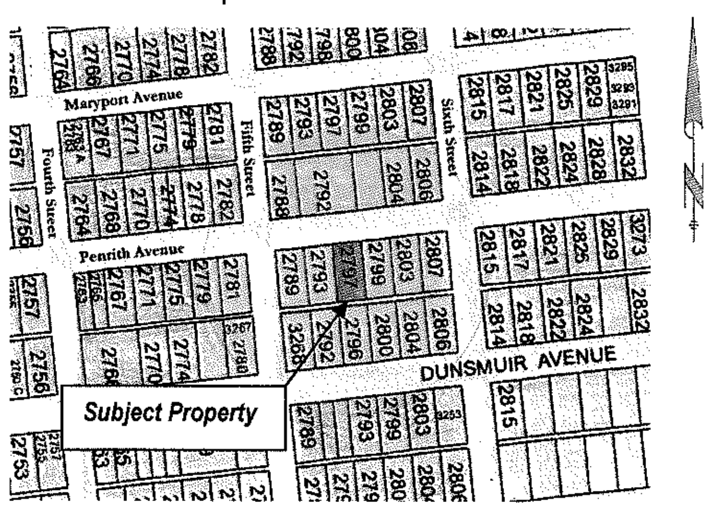
VARIANCE REQUESTED:		**PERMITTED BY BYLAW:**	**REQUESTED VARIANCE**
Existing Single Family Dwelling	Setback to rear (south) lot line	4.50m (14.76ft)	0.52m (1.71ft)
	Setback to left (east) side lot line	1.50m (4.92ft)	0.18m (0.59ft);
Proposed Garage	Setback to front (north) lot line	3.0m(9.84ft)	1.00m (3.28ft)
	Setback to left (east) side lot line	1.5m(4.92ft)	0.30m (1.00ft)
	Accessory Buildings:	shall not be located in any required front and side yards;	shall be permitted to be located in the front and side yards

RECOMMENDATION

i) THAT Council receive the report "Application for Development Variance Permit – 2797 Penrith Avenue".

ii) THAT Council grant the Development Variance Permit (File 2013-03-DV) for property legally described as Lot 10, Block 21, Nelson District, Plan 522C (2797 Penrith Avenue) to vary the following conditions:

a) Section 5.1(3)(b) <u>Siting of Principal Buildings and Structures</u> the required rear yard setback shall be no closer than 0.52m (1.71ft);



b) Section 5.1(3)(c) Siting of Principal Buildings and Structures the required left side yard setback shall be no closer than 0.18m (0.59ft);

c) Section 5.1(5)(c) Accessory Buildings shall be permitted to be located in the front and side yards; and

d) Section 5.1(5)(d) Accessory Buildings shall be located no closer than 1.00m (3.28ft) to the front yard lot line and 0.30m (1.00ft) to the left side yard lot line;

all in accordance with the survey drawing prepared by McElhanney Associates, dated August 27th, 2012 and attached to the draft Development Variance Permit as Schedule A.

Summary

The applicant wishes to replace a derelict garage (which is encroaching on the neighbours' property) with a garage that is 23.2sq.m. larger, that is completely on their own property. As well, they wish to vary the setbacks to make the siting of the single family dwelling "conforming" for insurance purposes.

The requested variances are outlined in the chart above and illustrated in the drawing which is attached as Schedule A of Appendix 'A' to this report.

BACKGROUND

The house is estimated to be more than 90 years old and the garage is at least 50 years old. The garage had been left to deteriorate and the Owner believes that the ivy which covers the building is holding it together. They wish to replace and enlarge the building to use it as garage/storage. The existing building is 3.7m (12feet) X 5.5m (18ft) and the new building will be approximately 6.6m (20feet) X 6.6m (20feet). The new building is proposed to be setback back from the property line to allow for the roof overhang.

The property has been formally landscaped and there is no other location for the garage without destroying some aspect of the park-like setting. Staff recommends that the variance be granted given that the building has existed for many years without complaint and that the encroachment on the neighbour's property is being rectified.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS

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

FINANCIAL IMPLICATIONS

None

STRATEGIC OBJECTIVE

None

ATTACHMENTS

Copy of the draft Development Variance Permit

CONCURRENCE

Rob Crisfield, Manager of Operations

OPTIONS

i) THAT Council receive the report "Application for Development Variance Permit – 2797 Penrith Avenue".

ii) THAT Council grant the Development Variance Permit (File 2013-03-DV) for property legally described as Lot 10, Block 21, Nelson District, Plan 522C (2797 Penrith Avenue) to vary the following conditions:

   a) Section 5.1(3)(b) Siting of Principal Buildings and Structures the required rear yard setback shall be no closer than 0.52m (1.71ft);

   b) Section 5.1(3)(c) Siting of Principal Buildings and Structures the required left side yard setback shall be no closer than 0.18m (0.59ft);

   c) Section 5.1(5)(c) Accessory Buildings shall be permitted to be located in the front and side yards; and

   d) Section 5.1(5)(d) Accessory Buildings shall be located no closer than 1.00m (3.28ft) to the front yard lot line and 0.30m (1.00ft) to the left side yard lot line;

   all in accordance with the survey drawing prepared by Rick Kuss, BCLS dated May 1st, 2001 and attached to the draft Development Variance Permit as Schedule A.

i) Any other action deemed appropriate by Council.

Respectfully submitted,

Judith Walker

for Joanne Rees
Planner

Sundance Topham
Chief Administrative Officer

Corporation of the
Village of Cumberland

DEVELOPMENT VARIANCE PERMIT

TO: David Fiander and Elizabeth Jane Podmore

OF: PO Box 1148, Cumberland, BC, V0R 1S0

1. This Development Variance Permit (2013-03-DV) is issued subject to compliance with all of the bylaws of the Village of Cumberland applicable thereto, except as specifically varied by this permit.

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

Legal Description:	**Lot 10 Block 21, District Lot 21, Nelson District, Plan 522C**		
Folio:	**516 00307.000**	**PID:**	**000-289-183**
Civic Address:	**2797 Penrith Avenue**		

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

4. The 'Corporation of the Village of Cumberland Zoning Bylaw No. 717, 1997' is varied as follows:

   a) Section 5.1(3)(b) <u>Siting of Principal Buildings and Structures</u> the required rear yard setback shall be no closer than 0.52m (1.71ft);

   b) Section 5.1(3)(c) <u>Siting of Principal Buildings and Structures</u> the required left side yard setback shall be no closer than 0.18m (0.59ft);

   c) Section 5.1(5)(c) <u>Accessory Buildings</u> shall be permitted to be located in the front and side yards; and

   d) Section 5.1(5)(d) <u>Accessory Buildings</u> shall be located no closer than 1.00m (3.28ft) to the front yard lot line and 0.30m (1.00ft) to the left side yard lot line;

   all in accordance with the survey drawing prepared by McElhanney Associates and dated August 27th, 2012 and attached to the draft Development Variance Permit as Schedule A.

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

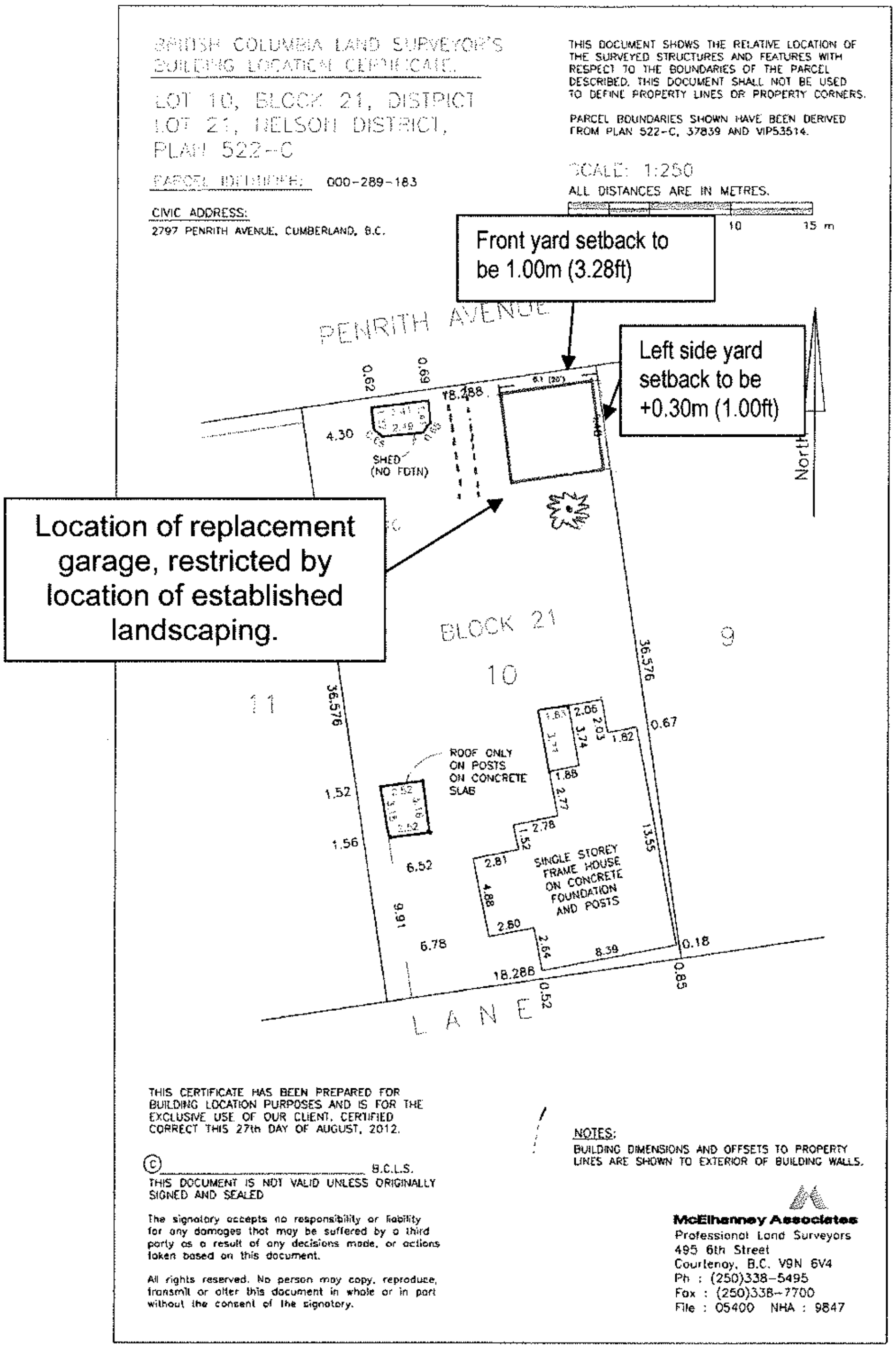
6. This permit is **<u>not</u>** a building permit.

CERTIFIED as the **DEVELOPMENT VARIANCE PERMIT** granted by resolution of the Council of the Corporation of the Village of Cumberland on ____________ 2013.

____

Corporate Officer

Schedule 'A'


BRITISH COLUMBIA LAND SURVEYOR'S BUILDING LOCATION CERTIFICATE
LOT 10, BLOCK 21, DISTRICT LOT 21, NELSON DISTRICT, PLAN 522-C
PARCEL IDENTIFIER: 000-289-183
CIVIC ADDRESS:
2797 PENRITH AVENUE, CUMBERLAND, B.C.
THIS DOCUMENT SHOWS THE RELATIVE LOCATION OF THE SURVEYED STRUCTURES AND FEATURES WITH RESPECT TO THE BOUNDARIES OF THE PARCEL DESCRIBED. THIS DOCUMENT SHALL NOT BE USED TO DEFINE PROPERTY LINES OR PROPERTY CORNERS.
PARCEL BOUNDARIES SHOWN HAVE BEEN DERIVED FROM PLAN 522-C, 37839 AND VIP53514.
SCALE: 1:250
ALL DISTANCES ARE IN METRES.
10
15 m
Front yard setback to be 1.00m (3.28ft)
Left side yard setback to be +0.30m (1.00ft)
PENRITH AVENUE
North
Location of replacement garage, restricted by location of established landscaping.
SHED (NO FDTN)
BLOCK 21
10
11
9
36.576
ROOF ONLY ON POSTS ON CONCRETE SLAB
SINGLE STOREY FRAME HOUSE ON CONCRETE FOUNDATION AND POSTS
18.288
LANE
THIS CERTIFICATE HAS BEEN PREPARED FOR BUILDING LOCATION PURPOSES AND IS FOR THE EXCLUSIVE USE OF OUR CLIENT. CERTIFIED CORRECT THIS 27th DAY OF AUGUST, 2012.
B.C.L.S.
THIS DOCUMENT IS NOT VALID UNLESS ORIGINALLY SIGNED AND SEALED
The signatory accepts no responsibility or liability for any damages that may be suffered by a third party as a result of any decisions made, or actions taken based on this document.
All rights reserved. No person may copy, reproduce, transmit or alter this document in whole or in part without the consent of the signatory.
NOTES:
BUILDING DIMENSIONS AND OFFSETS TO PROPERTY LINES ARE SHOWN TO EXTERIOR OF BUILDING WALLS.
McElhanney Associates
Professional Land Surveyors
495 6th Street
Courtenay, B.C. V9N 6V4
Ph : (250)338-5495
Fax : (250)338-7700
File : 05400 NHA : 9847

Item 6.3

COUNCIL REPORT

REPORT DATE: June 19, 2013
MEETING DATE: June 24, 2013

TO: Mayor and Council

FROM: Rob Crisfield, Manager of Operations

SUBJECT: Third Street Upgrades, Penrith Ave to Derwent Ave Tender Report

RECOMMENDATION

THAT Council receives the Third Street Upgrades, Penrith Ave to Derwent Ave Tender Report;

AND THAT Council awards the Third Street Upgrades Project to the lowest bidder, Palladian Developments for the adjusted bid price of $349,487.35.

SUMMARY

A section of Third Street that was slated to be constructed last fall was carried forward and combined with a second section for reconstruction in 2013. The design was recently completed and a tender was issued for construction.

BACKGROUND

Last fall staff approached Council and recommended that a section of Third Street between Dunsmuir Avenue and Derwent Avenue be carried forward due to the time of year and inclement weather, and be combined with a second section of Third Street between Dunsmuir Avenue and Penrith Avenue, slated for construction this year. The design for the second section of Third Street was recently completed and both designs were combined in a tender that was issued in May. As a result three bids were received from construction companies with the lowest bid coming from Palladian Developments at a price of $388,008.35, $24,512 lower than the next lowest bid and $64,340 lower than the highest bid. The budget amount we have for the construction of these projects is slightly higher than the bid amount but does not allow for contingencies. While staff was hopeful we would receive good pricing, we did build into the tender, optional work that could be removed if needed. It appears we will have to remove one optional item (paving between Penrith Ave and the lane to the north) in order to complete this project on budget, lowering the bid price to $349,487.35. Palladian Developments has the capacity and experience to perform this work and therefore it is the recommendation of staff that the Third Street project be awarded to Palladian Developments for $349,487.35.

FINANCIAL IMPLICATIONS

Adjustments to the bid price by removing the 'optional' work should allow construction of this project to meet our 2013 budget amount.

STRATEGIC OBJECTIVE

None

ATTACHMENTS

None

CONCURRENCE

Michelle Mason, Chief Financial Officer

OPTIONS

1. THAT COUNCIL awards the Third Street Upgrades Project to the lowest bidder, Palladian Developments for the adjusted bid price of $349,487.35.
2. Any other action deemed appropriate by Council.

Respectfully submitted,

Rob Crisfield
Manager of Operations
Village of Cumberland

Sundance Topham
Chief Administrative Officer

McElhanney

Village of Cumberland
2673 Dunsmuir Ave.,
Box 340, Cumberland, BC
V0R 1S0

June 19, 2013
2231-21260-1

Attention: Rob Crisfield
Manager of Operations

Dear Rob,

Reference: Third Street Upgrades
Penrith Avenue to Derwent Avenue
Tender Report

Tenders for the above referenced project closed at our office on Wednesday June 12, 2013 at 2:00 pm. A public opening was held at 2:00pm and three (3) tenders were received as follows:

Palladian Developments	$ 388,008.35 (plus GST)
Wacor Holdings Ltd.	$ 412,520.00 (plus GST)
J.R. Edgett Excavating Ltd.	$ 452,348.46 (plus GST)

We have reviewed the tenders received for compliance with tender requirements and note the following:

- All tenders acknowledged receipt of Addendums 1& 2;
- All three contractors noted approximately 60 days to undertake the work, with substantial performance by mid-September;
- Minor arithmetic errors were noted in the tender submitted by JR Edgett Excavating Ltd. Extended totals were corrected as outlined under Section 15.4 of Instructions to Tenderers, Part II. These corrections did not change the price ranking of tenders received;
- All tenders included a description of both superintendent and project experience, a list of sub-contractors, schedule and the required Bid Bond.

The low tender was submitted by Palladian Developments who has demonstrated their experience and capacity to perform this work. For your information we have included a copy of our tender analysis spreadsheet.

The balance of the 2013 Village Budget allocated for the project is estimated at approximately $386,000. These funds are not sufficient on their own to accept the low tender from Palladian Developments. The project was tendered with an optional roadworks component. The tender price less the optional component of the work is $349,487.35 plus GST.

Based on the existing funding available, we recommend that the Village of Cumberland award a contract to Palladian Developments for the tendered amount less the optional work for a total construction price of $349,487.35 plus GST. This will allow the Village to carry a 10% contingency for the project should any unforeseen issues arise.

Suite 1, 1351 Estevan Rd
Nanaimo BC
Canada V9S 3Y3
Tel 250 716 3336
Fax 250 716 3339
www.mcelhanney.com/mcsl

McElhanney

If you have any questions in connection with the bids received, please do not hesitate to contact me.

Yours truly,
McElhanney Consulting Services Ltd.

Chris Pogson, P. Eng.
Division Manager, Engineering

z:\proj-active\21260 voc - 3rd st dunsmuir-penrith\05.0 tender & construction\05.5 tender analysis\tender report\tender review voc june 19, 13.doc

Suite 1, 1351 Estevan Rd Nanaimo BC Canada V9S 3Y3
Tel 250 716 3336
Fax 250 716 3339
www.mcelhanney.com/mcsl

Item 6.4

COUNCIL REPORT

REPORT DATE: June 18, 2013
MEETING DATE: June 24, 2013

TO: Mayor and Council

FROM: Michelle Mason, Financial Officer

SUBJECT: 2012 Statement of Financial Information (SOFI)

RECOMMENDATION

i. THAT Council receive the "2012 Statement of Financial Information (SOFI)" report.

ii. AND THAT Council approve the Corporation of the Village of Cumberland 2012 Statement of Financial Information for filing with the Ministry of Community, Sport and Cultural Development.

SUMMARY

Staff is seeking Council approval of the 2012 Statement of Financial Information, prepared in accordance with the BC *Financial Information Act.*

BACKGROUND

Pursuant to the BC *Financial Information Act*, public bodies must prepare statements of financial information in accordance with Section 2 and as prescribed by the Lieutenant Governor in Council, within six months of the Corporation's fiscal year end.

The Statement of Financial Information is attached as Appendix 1. The *Act* requires that the Statement of Financial Information be approved by Council and by the Officer assigned responsibility for financial administration and then forwarded to the Ministry of Community, Sport and Cultural Development.

FINANCIAL IMPLICATIONS

None.

STRATEGIC OBJECTIVE

None.

ATTACHMENTS

The 2012 Statement of Financial Information (SOFI).

CONCURRENCE

None.

OPTIONS

1. THAT Council approve the 2012 Statement of Financial Information (SOFI).
2. 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

STATEMENT OF FINANCIAL INFORMATION

FOR THE FISCAL YEAR ENDED DECEMBER 31, 2012

INDEX

THE CORPORATION OF THE VILLAGE OF CUMBERLAND
STATEMENTS OF FINANCIAL INFORMATION (SOFI)
REQUIREMENTS FOR FINANCIAL INFORMATION ACT SECTION 2(2)(a-c)
FOR THE YEAR ENDED DECEMBER 31, 2012

2012 FINANCIAL STATEMENTS FOR THE CORPORATION OF THE VILLAGE OF CUMBERLAND ATTACHED

Prepared under Financial Information Regulation
Schedule 1, sections 1 to 4

THE CORPORATION OF THE VILLAGE OF CUMBERLAND

CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2012

THE CORPORATION OF THE VILLAGE OF CUMBERLAND

Index to Consolidated Financial Statements

For the year ended December 31, 2012

To the Mayor and Council of the Corporation of the Village of Cumberland:

Management is responsible for the preparation and presentation of the accompanying consolidated financial statements, including responsibility for significant accounting judgments and estimates in accordance with Canadian Public Sector Accounting Standards and ensuring that all information in the annual report is consistent with the statements. This responsibility includes selecting appropriate accounting principles and methods, and making decisions affecting the measurement of transactions in which objective judgment is required.

In discharging its responsibilities for the integrity and fairness of the consolidated financial statements, management designs and maintains the necessary accounting systems and related internal controls to provide reasonable assurance that transactions are authorized, assets are safeguarded and financial records are properly maintained to provide reliable information for the preparation of financial statements.

The Mayor and Council are composed entirely of individuals who are neither management nor employees of the Village. The Mayor and Council are responsible for overseeing management in the performance of its financial reporting responsibilities, and for approving the financial information included in the annual report. The Mayor and Council fulfill these responsibilities by reviewing the financial information prepared by management and discussing relevant matters with management and external auditors. The Mayor and Council are also responsible for appointing the Village's external auditors.

MNP LLP, an independent firm of Chartered Accountants, is appointed by the Mayor and Council to audit the consolidated financial statements and report directly to them; their report follows. The external auditors have full and free access to, and meet periodically with, both the Council and management to discuss their audit findings.

March 25, 2013

MMason

Michelle Mason, CGA
Corporate Financial Officer

To the Mayor and Council of the Corporation of the Village of Cumberland:

We have audited the accompanying consolidated financial statements of the Corporation of the Village of Cumberland, which comprise the consolidated statement of financial position as at December 31, 2012, the consolidated statements of operations and accumulated surplus, change in net financial assets (net debt), and cash flows and related schedules for the year then ended, and a summary of significant accounting policies and other explanatory notes.

Management's Responsibility for the Consolidated Financial Statements
Management is responsible for the preparation and fair presentation of these consolidated financial statements in accordance with Canadian Public Sector Accounting Standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility
Our responsibility is to express an opinion on these consolidated financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the consolidated financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the consolidated financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the consolidated financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the consolidated financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the consolidated financial statements.

We believe the audit evidence obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion
In our opinion, the consolidated financial statements present fairly, in all material respects, the financial position of the Corporation of the Village of Cumberland as at December 31, 2012 and its operations, change in net financial assets (net debt), and its cash flows for the year then ended in accordance with Canadian Public Sector Accounting Standards.

March 25, 2013

Courtenay, BC

MNP LLP
Chartered Accountants

MNP

STATEMENT A

THE CORPORATION OF THE VILLAGE OF CUMBERLAND
Consolidated Statement of Financial Position
As at December 31, 2012

	2012	2011
Financial Assets		
Cash and cash equivalents	$ 5,845,705	$ 4,271,128
Property taxes receivable	329,275	258,946
Accounts receivable (Note 2)	1,419,703	1,026,976
	7,594,683	5,557,050
Liabilities		
Accounts payable and accrued liabilities (Note 3)	769,668	489,891
Trust and other deposits (Note 4)	209,186	196,615
Deferred revenue (Note 6)	3,483,577	2,266,245
Debenture and long term-debt (Note 8, Schedule 2)	2,843,069	3,016,378
	7,305,500	5,969,129
Net Financial Assets (Net Debt)	289,183	(412,079)
Non-financial Assets		
Tangible capital assets (Schedule 1)	35,624,005	33,811,540
Inventories	80,235	88,574
Prepaid expenses	4,306	3,576
	35,708,546	33,903,690
Accumulated Surplus	**$ 35,997,729**	**$ 33,491,611**

Contingent liabilities (Note 7)

See accompanying notes to the consolidated financial statements

Approved by:

Leslie Baird
Mayor

Michelle Mason
Corporate Financial Officer

THE CORPORATION OF THE VILLAGE OF CUMBERLAND
Consolidated Statement of Operations and Accumulated Surplus
For the Year Ended December 31, 2012

	2012 Actual	2012 Budget Unaudited (Note 13)	2011 Actual (Note 17)
Revenues			
Taxes	$ 1,926,723	$ 1,927,496	$ 1,843,557
Grants in lieu of taxes	50,651	50,730	47,193
Frontage taxes	171,862	171,850	170,027
Sale of services	1,031,936	1,005,310	924,230
Transfers from other governments	784,991	1,206,984	1,229,582
Services to other governments	246,880	264,420	239,179
Other revenue	378,618	541,785	241,286
Development cost charges	871,946	1,179,850	189,219
Loss on disposal of tangible capital assets	(754)	-	(16,465)
Contributed assets	1,208,793	-	-
	6,671,646	6,348,425	4,867,808
Expenses			
General government services	622,808	653,660	591,128
Transportation services	966,246	1,020,405	802,663
Protective services	405,383	429,185	382,898
Environmental health services	1,232,551	1,409,095	1,135,013
Public health services	31,776	30,240	18,007
Environmental planning and development services	328,738	506,000	333,234
Recreation and cultural services	578,026	631,860	575,504
	4,165,528	4,680,445	3,838,447
Annual Surplus	**2,506,118**	**1,667,980**	**1,029,361**
Accumulated Surplus, Beginning Of Year	33,491,611	33,491,611	32,462,250
Accumulated Surplus, End Of Year	**$ 35,997,729**	**$ 35,159,591**	**$ 33,491,611**

Please see accompanying notes to the consolidated financial statements.

THE CORPORATION OF THE VILLAGE OF CUMBERLAND
Consolidated Statement of Change in Net Financial Assets (Net Debt)
For the Year Ended December 31, 2012

	2012 Actual	2012 Budget Unaudited (Note 13)	2011 Actual
Annual Surplus	$ 2,506,118	$ 1,667,980	$ 1,029,361
Amortization of tangible capital assets	782,032	729,340	728,822
Proceeds on disposal of tangible capital assets	-	-	17,000
Change in supplies inventories	8,339	-	(15,642)
Change in prepaid expense	(730)	-	(1,422)
Loss on disposal of tangible capital assets	754	-	16,465
Acquisition of tangible capital assets	(2,595,251)	(2,069,745)	(1,175,545)
Change In Net Financial Assets (Net Debt)	701,262	327,575	599,039
Net Debt, Beginning Of Year	(412,079)	(412,079)	(1,011,118)
Net Financial Assets (Net Debt), End Of Year	**$ 289,183**	**$ (84,504)**	**$ (412,079)**

Please see accompanying notes to the consolidated financial statements.

THE CORPORATION OF THE VILLAGE OF CUMBERLAND
Consolidated Statement of Cash Flows
For the Year Ended December 31, 2012

	2012	2011
Cash Flows From Operating Activities		
Annual surplus	$ 2,506,118	$ 1,029,361
Non-cash items		
Amortization	782,032	728,822
Contributed assets	(1,208,793)	-
Loss on disposal of tangible capital assets	754	16,465
Change in prepaid expense	(730)	(1,422)
Change in inventories	8,339	(15,642)
Change in deferred revenue	1,217,332	78,604
Change in working capital		
Change in property taxes receivable	(70,329)	35,663
Change in accounts receivable	(392,727)	(218,972)
Change in accounts payable	279,777	(6,626)
Change in trust and other deposits	12,571	25,158
Cash provided by (applied to) operating activities	3,134,344	1,671,411
Cash Flow From Investing Activities		
Purchase of tangible capital assets	(1,386,458)	(1,175,545)
Proceeds on disposal of tangible capital assets	-	17,000
Cash applied to capital transactions	(1,386,458)	(1,158,545)
Cash Flow From Financing Actitivies		
New debt issued	27,752	480,364
Long-term debt repaid and actuarial reduction	(201,061)	(135,309)
Cash provided from financing activities	(173,309)	345,055
Increase in Cash and Cash Equivalents	1,574,577	857,921
Cash and Cash Equivalents, Beginning Of Year	4,271,128	3,413,207
Cash and Cash Equivalents, End Of Year	**$ 5,845,705**	**$ 4,271,128**
Interest Included In Operating Activities		
Interest received in the year	$ 61,540	$ 36,684
Interest paid in the year	$ (114,754)	$ (82,816)

Please see accompanying notes to the consolidated financial statements.

The Corporation of the Village of Cumberland was incorporated in 1898 under the provisions of the *British Columbia Municipal Act*. Its principal activities are the provision of local government services to the residents of the Municipality.

1. SIGNIFICANT ACCOUNTING POLICIES

a) It is the Municipality's policy to follow Canadian public sector accounting standards.

b) In accordance with the recommendations of the Public Sector Accounting Board of the Canadian Institute of Chartered Accountants, the Municipality has implemented the consolidation of all funds. The consolidated financial statements reflect the removal of internal transactions and balances.

The Municipality follows the normal practice for local government accounting according to the principle of fund accounting. Funds are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions or limitations.

c) Financial instruments consist of cash and cash equivalents, accounts receivable, accounts payable and accrued liabilities, trusts and other deposits, debenture and long-term debt. Unless otherwise noted, it is management's opinion that the Municipality is not exposed to significant interest, currency or credit risk arising from these financial instruments.

d) Tangible capital assets and other non-financial assets are accounted for as non-financial assets by the Municipality because they can be used to provide municipal services in future periods. These assets do not normally provide resources to discharge liabilities unless they are sold.

e) Cash and cash equivalents include short-term deposits held with the Municipal Finance Authority in the Money Market Fund and are carried at cost, which approximates market value.

f) Inventories are valued at the lower of cost and replacement value.

g) Tax revenues are recognized in the year that they are levied. Government transfers are recognized as revenues in the period in which the events giving rise to the transfer occur, providing the transfers are authorized, any eligibility criteria have been met and reasonable estimates of the amounts can be made. Restricted grants are recognized when the related expenses are incurred and when collection is reasonably assured. Sewer and water fees are recognized when the commodity has been received by the customer. Other sales of services and other revenue from own sources are recognized when the service is provided or the amount is earned and when the amount can be estimated and collection is reasonably assured. Restricted revenues from collections of development cost charges are deferred and then recognized as revenue in the year that an expense, authorized by bylaw, is incurred.

h) Expenses are recorded in the period in which the goods or services are acquired and a liability is incurred.

i) The preparation of financial statements in conformity with Canadian generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and the disclosure of contingent assets and liabilities at the date of the financial statements, as well as the reported amounts of revenue and expenditures during the reporting period. Significant areas requiring the use of estimates include the ability to collect property taxes receivable and accounts receivable, obsolete or damaged inventory, amortization of tangible capital assets and post employment benefits.

Actual results may vary from the estimates and adjustments, if any, will be reported and reflected in operations as they become known.

j) The Municipality recognizes the expenses relating to employee benefits in the period in which the employees render the services in return for the benefits, including compensated employee absences that accumulate but do not vest. Absences due to employee illness are paid when an injury or illness occurs, but entitlement to such compensation arises as employees render service. Entitlement to compensated absence due to illness or injury is measured as the expected future utilization of this benefit.

k) Tangible capital assets are recorded at cost which includes all amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The cost, less residual value, of the tangible capital assets are amortized on a straight-line basis over their estimated useful lives as follows:

Buildings	25-40
Equipment and vehicles	5-15
Water and waste water plant and networks	
Underground networks	60-100
Plants and lift stations	50-100
Pumping stations and reservoirs	100
Other infrastructure	50-100
Transportation	
Road surfaces	15-25
Road base structure	75
Poles and luminaries	100
Parks and other	
Land improvements	10-40
Playing fields and trails	15-20
Parking lots	10-20

One half year of amortization is booked in the year of acquisition and in the year of disposal. Assets under construction are not amortized until the asset is available for productive use.

Contributions of tangible capital assets are recorded as an asset at their fair value at the date of receipt and as revenue.

Leases are classified as capital or operating leases. Leases which transfer substantially all of the benefits and risks incidental to ownership of property are accounted for as capital leases and the associated asset is recorded at the lower of the present value of future minimum lease payments or fair value.

l) The Municipality capitalizes interest on interim financing for capital construction projects. In 2012 $0 was capitalized (2011 - $23,768).

m) In February 2010, the Public Sector Accounting Board (PSAB) issued PS 3510 *Tax Revenue* to provide guidance on how to account for and report tax revenue in The Corporation of the Village of Cumberland financial statements. This section establishes recognition, measurement, presentation and disclosure requirements for tax revenue. PS 3510 is effective for fiscal years beginning on or after April 1, 2012. The Corporation of the Village of Cumberland has not yet determined the effect of the new section on its consolidated financial statements.

n) In March 2011, the Public Sector Accounting Board replaced and revised existing section PS 3410 *Government Transfers* with a newly amended section PS 3410. Newly issued PS 3410 establishes standards on how to account for and report government transfers to individuals, organizations and other governments from both a transferring government and a recipient government perspective. This section permits a recipient government to recognize government transfers as revenue when the transfer is authorized by the transferring government, unless the transfer creates a liability for the recipient. A liability is created as a result of the recipient government not yet meeting eligibility criteria or the existence of stipulations in the transfer agreement. When a government transfer results in recognition of a liability, revenue is recognized by a recipient government as the liability is settled. A transferring government recognizes an expense when the transfer is authorized and the recipient has met all eligibility criteria.

Newly revised and issued PS 3410 may be applied prospectively or retroactively and is effective for fiscal years beginning on or after April 1, 2012; however, earlier adoption is encouraged. PS 3410 will be applied retroactively but The Corporation of the Village of Cumberland has not yet determined the effect of the newly issued section on its consolidated financial statements.

2. ACCOUNTS RECEIVABLE

Accounts receivable is comprised of the following:

	2012	2011
Due from federal government	$225,634	$215,492
Due from provincial government	700,065	528,851
Due from other government	105,294	130,661
Other receivables	388,710	151,972
	$1,419,703	$1,026,976

3. ACCOUNTS PAYABLE AND ACCRUED LIABILITIES

Account payable is comprised of the following:

	2012	2011
Due to federal government	$6,302	$4,420
Due to provincial government	50,036	38,643
Due to other government	23,676	25,251
Salaries, wages and benefits payable	313,154	240,762
Other payables	376,500	180,815
	$769,668	$489,891

4. TRUST AND OTHER DEPOSITS

Trust and other deposits are securities and deposits held by the Municipality to ensure performance of requirements under contract or for approval of development or subdivision applications, or to safeguard against damages to facilities and infrastructure. The balance includes deposits collected for building, plumbing and development permits, subdivision and landscaping performance bonds, lien holdbacks and park and facility rentals.

5. BANK INDEBTEDNESS

The Village has an available unsecured line of credit of $750,000 from the First Line Credit Union bearing interest at prime. No balance was drawn on the line of credit as at December 31, 2012 (2011 – nil).

6. DEFERRED REVENUE

	Balance 31-Dec-11	Collections	Adjustments To DCC Receivable	Recognized As Revenue	Interest Income	Balance 31-Dec-12
Deferred Revenue – DCC						
Storm Drainage	$208,184	14,926	29,852		2,442	$255,404
Sanitary Sewer	531,378	73,803	147,605	(47,426)	6,499	711,859
Waterworks	136,136	790,827	346,500	(822,170)	4,759	456,052
Roads	239,617	18,417	36,833		2,853	297,720
Parks	36,298	21,034	42,070	(2,350)	589	97,641
	1,151,613	919,007	602,860	(871,946)	17,142	1,818,676
Other Deferred	1,114,632	1,231,978		(692,298)	10,589	1,664,901
	2,266,245	2,150,985	602,860	(1,564,244)	27,731	3,483,577

7. CONTINGENT LIABILITIES

a) The Municipality's loan agreements with the Comox Valley Regional District and the Municipal Finance Authority provide that if at any time the scheduled payments required are not sufficient to meet obligations in regards to borrowings, the resulting deficiency becomes a joint and several liability of the Municipality and the other member Municipalities.

b) The Municipality is involved with a number of legal actions, the outcomes of which cannot be determined at this time. Management has determined that any potential liabilities arising from these outstanding claims are not significant.

c) The Municipality is statutorily obligated to collect and transmit the tax levies of the following bodies:

   i. Provincial Government – Schools;
   ii. Provincial Government – Police;
   iii. Comox Valley Regional District;
   iv. Regional Hospital District of Comox Strathcona;
   v. British Columbia Assessment Authority;
   vi. Municipal Finance Authority; and
   vii. Vancouver Island Regional Library.

   Such levies are not included in the revenues of the Municipality.

d) As at December 31, 2012, there were various assessment appeals pending with respect to properties. The outcome of those appeals may result in adjustments to property taxes receivable for the current and prior years. The Municipality makes a provision against property taxes receivable where the results of a specific appeal are reasonably determinable.

e) The Municipality is a Subscribed member of the Municipal Insurance Association of British Columbia (the "Exchange") as provided by Section 3.02 of the Insurance Act of the Province of British Columbia. The main purpose of the Exchange is to pool the risks of liability so as to lessen the impact upon any Subscriber. Under the Reciprocal Insurance Exchange Agreement the Municipality is assessed a premium and specific deductible for its claims based on population. The obligation of the Municipality with respect to the Exchange and/or contracts and obligations entered in to by the Exchange on behalf of its Subscribers in connection with the Exchange are in every case several, and not joint and several.

8. LONG-TERM DEBT

a) The Municipality is party to several capital leases financed through the Municipal Finance Authority for the acquisition of vehicles and operating equipment. Lease terms are five years or less. The vehicles and equipment under capital leases have a carrying value of $510,488 (2011 - $590,557) and are recorded as non-financial assets in the statements.

The following is a schedule of future minimum lease payments under the capital leases with various expiry dates to 2017 together with the balance of the obligations under capital lease, which is included in the debenture and long-term debt as detailed in Schedule 2:

2013	$120,034
2014	122,637
2015	74,504
2016	28,591
2017	5,372
Total minimum lease payments	351,138
Less: amount representing interest	(10,716)
Obligations under capital lease	$340,422

b) Principal payments on debenture and long-term debt over the next five years are as follows:

2013	$89,092
2014	92,742
2015	96,542
2016	100,499
2017	104,619
Thereafter	2,019,152
	$2,502,647

9. DEPOSITS AND RESERVES – MUNICIPAL FINANCE AUTHORITY

Under borrowing arrangements with the Municipal Finance Authority (MFA), the Village is required to lodge security by means of demand notes and interest-bearing cash deposits based on the amount of the borrowing. As the debt principal is retired, demand notes are released and the cash deposits are refunded and recorded as operating income in the period received.

As a condition of these borrowings, a portion of the debenture proceeds is withheld by the MFA as a debt reserve fund. These deposits, which are contingent in nature, are held by the MFA to act as security against the possibility of debt repayment default, and together with the demand notes are not recorded in the accounts. If the debt is repaid without default, the deposits are refunded to the Village. Details of the cash deposits and contingent demand notes are as follows:

	2012	2011
Cash deposits	$31,903	$30,968
Contingent demand notes	63,964	63,964
	$95,867	$94,932

10. UNFUNDED LIABILITY

Employee Benefits

Employees who retire qualify for a one time payout of up to 72 days of their accumulated unused sick leave bank after 10 years of service. The Village calculates the value of this liability for employees based on review of the total vested and non-vested accrued time to date. Probabilities of 10 – 90% are assigned based on years of service and length of time to retirement. At December 31, 2012, the value of sick leave for all vested employees is calculated at $79,378 (2011 - $52,025). The total estimated employee retirement benefit liability at December 31, 2012 is $163,116 (2011 - $136,689) An accrual is also made for severance, calculated as the potential benefit applicable to each employee as at December 31, 2012 multiplied by a probability factor for a total of $36,601 (2011 - $20,888). The total employee benefit accrual is $199,718 (2011 - $157,577). Employee retirement and severance benefit payments are being funded by accounting charge on sick time accrued during the year.

11. PENSION LIABILITY

The municipality and its employees contribute to the Municipal Pension Plan (the Plan), a jointly trusteed pension plan. The Board of trustees, representing Plan members and employers, is responsible for overseeing the management of the Plan, including investment of the assets and administration of benefits. The pension plan is a multi-employer contributory pension plan. Basic pension benefits provided are defined. The Plan has about 176,000 active members and approximately 67,000 retired members. Active members include approximately 35,000 contributors from local governments.

Every three years an actuarial valuation is performed to assess the financial position of the Plan and the adequacy of Plan funding. The most recent valuation as at December 31, 2009 indicated an unfunded liability of $1.024 billion for basic pension benefits. The next valuation will be as at December 31, 2012 with results available in 2013. The actuary does not attribute portions of the surplus to individual employers. The Corporation of the Village of Cumberland paid $104,964 (2011 - $104,464) for employer contributions while employees contributed $89,523 (2011 - $87,225) to the plan in fiscal 2012.

12. TRUST FUNDS

The following assets are held in trust by the Village for cemetery care. Neither the assets nor related liability have been recorded in the financial statements.

	2012	2011
Cash and cash equivalents	$43,414	$41,880

13. ANNUAL BUDGET

Budget figures are based on the *Corporation of the Village of Cumberland 2012-2016 Financial Plan Bylaw No. 960, 2012* approved by Council in May of 2012 as amended. Figures are presented on the basis used for actual results and were adjusted as follows to comply with financial statement presentation:

Surplus per 2012 – 2016 Financial Plan	$ -
Remove proceeds from borrowing	(30,350)
Remove principal payments on debt	202,415
Add back amortization	(729,340)
Remove capital acquisitions	2,069,745
Transfer to reserves	155,510
Surplus restated for financial statement purposes	$1,667,980

14. ENVIRONMENTAL REGULATIONS

The Municipality makes every reasonable effort to comply with all environmental regulations that apply to its operations. These regulations may require future expenditures to meet applicable standards. Amounts required to meet these obligations will be charged to operations when incurred or set aside as future reserves when they can be reasonably estimated.

15. FEDERAL GAS TAX AGREEMENT FUNDS

Gas Tax Agreement funding is provided by the Government of Canada. The use of the funding is established by a funding agreement between the local government and the Union of British Columbia Municipalities. Gas Tax Agreement funding may be used towards designated public transit, community energy, water, wastewater, solid waste and capacity building projects, as specified in the funding agreements.

The Municipality received the first contribution of Gas Tax Funding in 2005 and reports the balance in the Deferred Revenue until it is used to fund the specified projects outlined in the funding agreement.

Following is a schedule of Gas Tax receipts and disbursements received in 2012 with comparatives to 2011.

	2012	2011
Opening Balance of Unspent Funds	$401,080	$348,969
Add:		
Amounts received during the year	161,341	161,341
Interest earned	5,248	2,669
Less:		
Amount spent on projects	(111,656)	(111,899)
Closing balance of unspent funds	$456,013	$401,080

16. SEGMENTED INFORMATION

The Municipality is a diversified local government institution that provides a wide range of services to its citizens, including the provision of water, sewer, garbage disposal, recreation, parks, and cemetery services. The services and functions of the Municipality have been segregated or grouped based on factors such as delivery method, similarity in regulations, restrictions or cost recovery and the nature of the service as voluntary or essential services. Consideration has been given to comparability to other Municipal bodies.

The segments are categorized and described as follows:

General Government
This segment includes activities pertaining to the general administration and governance of the organization and those services that are provided on a centralized basis for all other segments and departments of the organization. Council, management, corporate and financial services are included as are other general costs which are not easily allocated to individual activity areas.

Transportation Services
This segment includes general road way maintenance and upgrade, street lighting, sidewalk and other general duties of the Public Works department. The Department is responsible to ensure transportation infrastructure is safe and well maintained.

Protective Services
This segment includes fire protection services, emergency preparedness, bylaw enforcement and animal control. The function's mandate is to ensure the safety of the lives and property of citizens and preserve peace and good order.

Environmental Health Services
The Water and Waste segment consists of three distinct utilities: sewerage and drainage, water, and solid waste disposal. The department provides collection and treatment of sewage and storm water, treatment and delivery of drinking water and contracts garbage collection and recycling services. Ensuring environmental and public safety standards are the key concern for the functions within this segment.

Public Health Services
The Municipality owns and/or operates three cemeteries. Although some of the maintenance activities are similar to those provided in the Parks function, a larger portion of the cost and activity is specific to performing cemetery services. The function has been segregated due to the unique regulatory requirements and because these services would be delivered as a separate business function in the private sector. The administrative and maintenance services for this function are divided between two departments but costs for administration are not substantial nor easily attributed to this function and are, therefore, not reallocated from General Government.

Environmental Planning and Development Services
The Planning Department manages land use planning, building and development functions. The department is responsible for ensuring that these functions are planned and managed to address environmental and building regulations, heritage matters and community and public concerns.

Recreation and Cultural Services
This segment captures all activities relating to the health and well being of the citizens and community. The function includes recreational services such as a fitness centre and gym, facilities rentals and contributions to community and cultural events as well as provision and maintenance of parks and park facilities. The services in this category are not considered essential services but are important for economic and community development.

For each reported segment, revenues represent both amounts that are directly attributable to the segment and amounts that are allocated on a reasonable basis. Property taxes, payments in lieu and the small community grant funds are apportioned based on budget with any variance in actual revenue being attributed back to General Government. All other revenues can be directly attributed to a particular segment. With the exception of some general fiscal services and centralized supply and services charged directly to the General Government function, all other costs are instigated for and charged directly to the specific segments when incurred.

17. COMPARATIVE FIGURES

Certain comparative figures have been reclassified to conform with current year presentation.

THE CORPORATION OF THE VILLAGE OF CUMBERLAND

Tangible Capital Assets
For the Year Ended December 31, 2012

	Land	Building	Equipment / Furniture / Vehicles	Engineering Structures: Water	Engineering Structures: Sewer / Drainage	Engineering Structures: Roads	Land Improvements	Assets Under Development	2012 Total	2011 Total
Cost										
Opening balance	$ 3,697,459	$1,401,072	$ 2,652,549	$ 8,896,369	$ 14,680,749	$ 19,037,142	$ 1,228,758	$ 188,956	$ 51,783,054	$ 50,734,866
Add: Additions	649,090	-	106,662	482,127	437,632	248,874	27,229	662,864	2,614,478	1,940,830
Less: disposals	-	-	(1)	-	(5,660)	-	-	(19,227)	(24,888)	(892,642)
Closing balance	4,346,549	1,401,072	2,759,210	9,378,496	15,112,721	19,286,016	1,255,987	832,593	54,372,644	51,783,054
Accumulated Amortization										
Opening balance	-	1,358,462	1,005,596	2,193,929	1,822,327	10,763,259	827,941	-	17,971,514	17,336,584
Add: amortization	-	4,140	186,565	98,629	156,714	299,205	36,779	-	782,032	728,822
Less: disposals	-	-	(1)	-	(4,906)	-	-	-	(4,907)	(93,892)
Closing balance	-	1,362,602	1,192,160	2,292,558	1,974,135	11,062,464	864,720	-	18,748,639	17,971,514
Net Book Value, December 31, 2012	$ 4,346,549	$ 38,470	$ 1,567,050	$ 7,085,938	$ 13,138,586	$ 8,223,552	$ 391,267	$ 832,593	$ 35,624,005	
Net Book Value, December 31, 2011	$ 3,697,459	$ 42,610	$ 1,646,953	$ 6,702,440	$ 12,858,422	$ 8,273,883	$ 400,817	$ 188,956		$ 33,811,540

THE CORPORATION OF THE VILLAGE OF CUMBERLAND
Debenture and Long-Term Debt
As at December 31, 2012

	2012	2011
General Capital Fund		
Capital asset leases with various expiry dates to 2017, interest charged at prime less 1%, secured by equipment with carrying value of $510,488 (2011 - $590,557)	$ 340,422	$ 428,144
Water Capital Fund		
Debenture Debt		
Water Bylaw #702, due 2017, interest charged at 6.9%, annual principal payment of $4,143	47,595	55,798
Sewer Capital Fund		
Debenture Debt		
Sanitary Sewer Improvements Bylaw #781, interest charged at 4.43%, annual principal payment of $15,797	781,216	800,436
Sanitary Sewer Improvements Bylaw #914, interest charged at 3.25%, annual principal payment of $58,164	1,673,836	1,732,000
	2,455,052	2,532,436
Total Debenture and Long-Term Debt	**$ 2,843,069**	**$ 3,016,378**

SCHEDULE 3

THE CORPORATION OF THE VILLAGE OF CUMBERLAND
Segment Disclosure
For the Year Ended December 31, 2012

	General government services 2012	General government services 2011	Transportation services 2012	Transportation services 2011	Protective services 2012	Protective services 2011	Environmental health services 2012	Environmental health services 2011	Public health services 2012	Public health services 2011	Environmental planning and development services 2012	Environmental planning and development services 2011	Recreation and cultural services 2012	Recreation and cultural services 2011	Total 2012	Total 2011
Revenue																
Tax revenue	$ 477,431	$ 584,348	$ 698,020	$ 478,840	$ 263,250	$ 241,601	$ 171,862	$ 170,027	$ 3,190	$ 5,187	$ 133,930	$ 183,904	$ 401,553	$ 396,870	$ 2,149,236	$ 2,060,777
Sale of services	-	-	-	-	103,517	97,235	1,081,560	980,084	16,060	14,020	-	-	77,679	72,070	1,278,816	1,163,409
Transfer from other governments	133,602	128,134	160,789	118,230	79,015	67,005	275,972	762,581	972	556	45,494	71,493	89,147	81,583	784,991	1,229,582
Other revenues and contributions	58,340	32,119	340,341	35,253	28,861	16,174	1,204,076	169,067	12,135	87	128,599	114,124	686,251	47,216	2,458,603	414,040
Total revenues	669,373	744,601	1,199,150	632,323	474,643	422,015	2,733,470	2,081,760	32,357	19,850	308,023	369,521	1,254,630	597,740	6,671,646	4,867,808
Expenses																
Wages, salaries and benefits	382,546	348,297	303,593	265,160	218,956	210,581	455,860	369,375	19,835	11,310	171,038	173,270	302,700	298,845	1,854,528	1,676,837
Good and services	222,912	225,580	297,527	183,213	125,482	113,634	363,624	405,647	10,039	4,795	157,700	159,964	236,929	241,403	1,414,213	1,334,236
Debt expense	3,216	3,431	6,199	5,518	3,533	4,103	101,807	85,499	-	-	-	-	-	-	114,755	98,551
Amortization	14,134	13,820	358,927	348,772	57,412	54,580	311,260	274,492	1,902	1,902	-	-	38,397	35,256	782,032	728,822
Total Expenses	622,808	591,128	966,246	802,663	405,383	382,898	1,232,551	1,135,013	31,776	18,007	328,738	333,234	578,026	575,504	4,165,528	3,838,447
Annual Surplus (Deficit)	$ 46,565	$ 153,473	$ 232,903	$ (170,340)	$ 69,260	$ 39,117	$ 1,500,919	$ 946,746	$ 581	$ 1,843	$ (20,715)	$ 36,287	$ 676,604	$ 22,236	$ 2,506,118	$ 1,029,361

SCHEDULE 4

THE CORPORATION OF THE VILLAGE OF CUMBERLAND
Segment Disclosure With Budget Information
For the Year Ended December 31, 2012

	General government services		Transportation	services	Protective services		Environmental health services		Public health services		Environmental planning and development services		Recreation and cultural services		Total	
	Actual	Budget Unaudited	Actual	Budget Unaudited	Actual	Budget Unaudited	Actual	Budget Unaudited	Actual	Budget Unaudited	Actual	Budget Unaudited	Actual	Budget Unaudited	Actual	Budget Unaudited
Revenue																
Tax revenue	$ 477,431	$ 477,673	$ 698,020	$ 698,278	$ 263,250	$ 263,362	$ 171,862	$ 171,850	$ 3,190	$ 3,191	$ 133,930	$ 134,005	$ 401,553	$ 401,717	$ 2,149,236	$ 2,150,076
Sale of services	-	-	-	-	103,517	121,420	1,081,560	1,063,640	16,060	12,070	-	-	77,679	72,600	1,278,816	1,269,730
Transfer from other governments	133,602	133,602	160,789	186,762	79,015	78,952	275,972	541,640	972	972	45,494	163,410	89,147	101,646	784,991	1,206,984
Other revenue and contributions	58,340	32,675	340,341	169,995	28,861	13,111	1,204,076	1,211,205	12,135	12,097	128,599	178,585	686,251	103,967	2,458,603	1,721,635
Total revenue	669,373	643,950	1,199,150	1,055,035	474,643	476,845	2,733,470	2,988,335	32,357	28,330	308,023	476,000	1,254,630	679,930	6,671,646	6,348,425
Expenses																
Wages, salaries and benefits	382,546	394,710	303,593	313,540	218,956	244,160	455,860	501,870	19,835	10,900	171,038	188,010	302,700	306,750	1,854,528	1,959,940
Good and services	222,912	241,530	297,527	351,595	125,482	126,845	363,624	530,545	10,039	17,430	157,700	317,990	236,929	289,760	1,414,213	1,875,695
Debt expense	3,216	3,600	6,199	6,490	3,533	3,600	101,807	101,780	-	-	-	-	-	-	114,755	115,470
Amortization	14,134	13,820	358,927	348,780	57,412	54,580	311,260	274,900	1,902	1,910	-	-	38,397	35,350	782,032	729,340
Total expenses	622,808	653,660	966,246	1,020,405	405,383	429,185	1,232,551	1,409,095	31,776	30,240	328,738	506,000	578,026	631,860	4,165,528	4,680,445
2012 Annual Surplus (Deficit)	$ 46,565	$ (9,710)	$ 232,903	$ 34,630	$ 69,260	$ 47,660	$ 1,500,919	$ 1,579,240	$ 581	$ (1,910)	$ (20,715)	$ (30,000)	$ 676,604	$ 48,070	$ 2,506,118	$ 1,667,980

THE CORPORATION OF THE VILLAGE OF CUMBERLAND

AUDIT FINDINGS REPORT

Year Ending December 31, 2012

For presentation to the Mayor and Council

MNP LLP

March 25, 2013

Members of the Mayor and Council of the Corporation of the Village of Cumberland

Dear Mayor and Council:

We are pleased to put forward this report to discuss the results of our audit of the financial statements of The Corporation of the Village of Cumberland ("the Village") for the year ended December 31, 2012. In this report, we cover those significant matters which, in our opinion, you should be aware of as members of the Mayor and Council.

We have completed our audit of the financial statements of the Village and are prepared to sign our independent auditors' report after the Mayor and Council's review and approval of the financial statements.

Our report will provide an unqualified opinion to the stakeholders and the Mayor and Council of the Village. A draft copy of our proposed independent auditors' report is included as Appendix A to this report.

We would like to express our appreciation for the excellent cooperation we have received from management and employees with whom we worked.

We appreciate having the opportunity to meet with you and to respond to any questions you may have about our audit, and to discuss any other matters that may be of interest to you.

Yours truly,

MNP LLP

MNP LLP

/fg
encls.

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467 CUMBERLAND ROAD, COURTENAY, BC V9N 2C5
P: 250.338.5464 F: 250.338.0609 mnp.ca

CONTENTS

1. MNP AUDIT PROCESS

As auditors, we report to the Mayor and Council on the results of our examination of the Village's financial statements. This report summarizes our audit process and discusses issues that are of relevance to the Mayor and Council of the Village.

- Our audit was carried out in accordance with Canadian generally accepted auditing standards.
- Our audit procedures included a review of all significant accounting and management reporting systems.
    - Each material year-end balance, key transaction and other event considered significant to the financial statements was separately examined.
- Our audit process focused on understanding the controls utilized in management's reporting systems to the extent necessary to identify overall and specific financial reporting risks.
    - This risk assessment enabled us to concentrate our audit procedures on the areas where differences were most likely to arise.
    - Our assessment was not, nor was it intended to be, sufficient to conclude on the effectiveness or efficiency of internal controls.

- During the course of our audit, we have:
  - Examined, on a test basis, evidence supporting the amounts and disclosures in the financial statements;
  - Assessed the accounting principles used and significant estimates made by management;
  - Obtained an understanding of the Village and its environment, including management's internal controls (regardless of whether we relied on them for the purpose of the audit), sufficient to identify and assess the risks of material misstatement of the financial statements and to design and perform audit procedures;
  - Reviewed and assessed those accounting systems deemed necessary to support our audit opinion;
  - Evaluated the overall financial statement presentation;
  - Performed a subsequent events review with management;
  - Reviewed and assessed the status of contingencies, commitments and guarantees;
  - Reviewed and assessed exposure to environmental liabilities.
- We have obtained written representations from management in order to confirm oral representations given to us and reduce the possibility of misunderstanding. Specifically, we have obtained written confirmation of significant representations provided on matters that are:
  - Directly related to items that are material, either individually or in the aggregate, to the financial statements;
  - Not directly related to items that are material to the financial statements, but are significant, either individually or in the aggregate, to the engagement; and
  - Matters relevant to management judgments or estimates that are material, either individually or in the aggregate, to the financial statements.
- These representations are included as Additional Materials following this report.

2. SIGNIFICANT AUDIT FINDINGS

As a part of our commitment to providing superior client service we strive to maintain effective two-way communication. To aid the Mayor and Council in its role overseeing the financial reporting process, including its review and approval of the financial statements and reporting thereon to the Mayor and Council, we are pleased to provide you with the following significant findings:

AREAS OF AUDIT EMPHASIS

- The following lists the key areas of our audit emphasis for your Village:
  - Contingencies, lawsuits and commitments
  - Subsequent events
  - Financial statement presentation and disclosure
  - Tangible capital assets
  - Detailed information on Areas of Audit Emphasis is included as Appendix B to this report.

FINAL MATERIALITY

- **Final materiality used to assess the significance of misstatements or omissions identified during the audit and determine the level of audit testing performed was $60,000.**

DIFFICULTIES ENCOUNTERED

- We have satisfactorily completed our audit procedures for each of the significant account balances and transaction streams. No significant limitations were placed on the scope or timing of our audit.

SIGNIFICANT DEFICIENCIES IN INTERNAL CONTROL

- While our review of controls was not sufficient to express an opinion as to their effectiveness or efficiency, no significant deficiencies in internal control have come to our attention. However, we may not be aware of all the significant deficiencies in internal control that do, in fact, exist.

IDENTIFIED OR SUSPECTED FRAUD

- No incidents of fraud, or suspected fraud, came to our attention in the course of our audit.

IDENTIFIED OR SUSPECTED NON-COMPLIANCE WITH LAWS AND REGULATIONS

- Nothing has come to our attention that would suggest there is non-compliance with laws and regulations that would have a material effect on the financial statements.

MATTERS ARISING IN CONNECTION WITH RELATED PARTIES

- All related party transactions identified were in the normal course of business.

GOING CONCERN

- We have not identified any material uncertainties related to events or conditions that may cast significant doubt on the entity's ability to continue as a going concern.

SIGNIFICANT ACCOUNTING POLICIES

- The accounting policies used by the entity are appropriate and have been consistently applied.

- No new accounting policies or changes in accounting policies were noted.

SIGNIFICANT MANAGEMENT ESTIMATES

- The preparation of the financial statements is subject to significant accounting estimates made by management. All significant management estimates were reviewed for the current period and no material differences were noted.

- The following is a summary of significant management estimates and provisions:

  - Allowance for doubtful accounts – specific account identification

  - Inventory measurement – net realizable value determined as the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated selling costs.

  - Provision for legal contingencies – no provision deemed necessary.

- Amortization period of tangible capital assets – amortized over the estimated useful life of the respective assets. For assets amortized under the straight-line method, the rates ranged from 5 to 100 years.

- Estimated liability pertaining to post employment benefits - calculated using specific parameters and criteria developed by management.

MATTERS ARISING FROM MANAGEMENT DISCUSSIONS

- We would like to formally acknowledge the excellent cooperation and assistance we received from the management and staff.

- There were no disagreements with management, significant difficulties or other irregularities encountered during the course of our audit.

SIGNIFICANT DIFFERENCES

- One significant difference was proposed to management with respect to the December 31, 2012 financial statements.

- A description of this significant difference is included as Appendix C to this report.

MODIFICATIONS TO THE INDEPENDENT AUDITORS' REPORT

- Our independent auditors' report will provide an unqualified opinion to the Mayor and Council.

- No emphasis of matter, or other matter, paragraphs were included in the independent auditors' report.

INDEPENDENCE

- We confirm to the Mayor and Council that we are independent of the Village.

- Our letter to the Mayor and Council discussing our independence is included as Additional Materials following this report.

To the Mayor and Council of the Corporation of the Village of Cumberland:

We have audited the accompanying consolidated financial statements of the Corporation of the Village of Cumberland, which comprise the consolidated statement of financial position as at December 31, 2012, the consolidated statements of operations and accumulated surplus, change in net financial assets (net debt), and cash flows and related schedules for the year then ended, and a summary of significant accounting policies and other explanatory notes.

Management's Responsibility for the Consolidated Financial Statements
Management is responsible for the preparation and fair presentation of these consolidated financial statements in accordance with Canadian Public Sector Accounting Standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility
Our responsibility is to express an opinion on these consolidated financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the consolidated financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the consolidated financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the consolidated financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the consolidated financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the consolidated financial statements.

We believe the audit evidence obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion
In our opinion, the consolidated financial statements present fairly, in all material respects, the financial position of the Corporation of the Village of Cumberland as at December 31, 2012 and its operations, change in net financial assets (net debt), and its cash flows for the year then ended in accordance with Canadian Public Sector Accounting Standards.

March 25, 2013

Courtenay, BC

MNP LLP
Chartered Accountants

MNP LLP

APPENDIX B: AREAS OF AUDIT EMPHASIS

Contingencies, lawsuits and commitments

Audit Procedures:

- We made detailed inquiries of management and reviewed both minute books and legal files to identify contingencies, lawsuits and commitments. No items not already brought to our attention and/or disclosed in the notes to the financial statements were noted.
- We have received all relevant legal letters and Management's Representation Letter attesting to the completeness of issues of this nature.

Accordingly, we concluded that financial statement disclosures pertaining to the aforementioned areas are complete and appropriate.

Fraud and error

Audit Procedures:

- Obtained from Management an assessment of the entity's susceptibility to material misstatements arising from fraud or error.
- Discussed with Management the entity's susceptibility to material misstatements arising from fraud or error.
- Obtained Management representations concerning fraud and error.

We concur with Management's assessment that the Village's susceptibility to material misstatements arising from fraud or error is reasonably low.

Subsequent events

Audit Procedures:

- We have reviewed, with management, the existence of events that would impact the financial statements subsequent to December 31, 2012. Given there were no material events of this nature disclosed to us or identified throughout our audit procedures, we concur with management's conclusion that no further financial statement disclosure was required.

Accordingly, we concluded that financial statement disclosures pertaining to the aforementioned areas are complete and appropriate.

Management's financial statement presentation and disclosure

Audit Procedures:

- We have reviewed the financial statements and concluded that the corresponding presentation and disclosure is in accordance with Canadian public sector accounting standards.
- We have participated in discussions with management on all significant transactions during the course of the past 12 months, and have assisted in ensuring appropriate treatment and disclosure.

Tangible capital assets

Audit Procedures:

- We completed substantive testing to gain assurance over the items recorded as capitalized costs. Our procedures, applied on a sample testing basis, included:
  - Vouching to the original invoice and evidence of payment;
  - Assessing whether the amount was capital in nature;
  - Determining if the amount has been appropriately and accurately recorded; and,
  - Reviewing capitalized general and administrative amounts to ensure such capitalization was in accordance with Public Sector Accounting Standards and best practices for municipalities.

We concluded that the amounts capitalized by management are fairly stated.

APPENDIX C: SUMMARY OF DIFFERENCES

SIGNIFICANT UNADJUSTED DIFFERENCES

DIFFERENCES NOTED	FINANCIAL STATEMENT ITEMS(S) AFFECTED	POSSIBLE ADJUSTMENT TO STATEMENT OF FINANCIAL POSITION	POSSIBLE ADJUSTMENT TO STATEMENT OF OPERATIONS
Significant, but not material credit balances that exist in accounts receivable should be reclassified to accounts payable (Total difference noted was $20,901; No effect on annual surplus).	Understatement of accounts receivable, understatement of accounts payable	-	-
TOTAL UNADJUSTED DIFFERENCES (INCOME EFFECT)			-

There were no other differences noted in the course of our audit work.

THE CORPORATION OF THE VILLAGE OF CUMBERLAND
STATEMENTS OF FINANCIAL INFORMATION (SOFI)
REQUIREMENTS FOR FINANCIAL INFORMATION ACT SECTION 2(2)(d)
FOR THE YEAR ENDED DECEMBER 31, 2012

SCHEDULE OF GUARANTEE AND INDEMNITY AGREEMENTS

This organization has not given any guarantees or indemnities under the Guarantees and Indemnities Regulation

Prepared under Financial Information Regulation
Schedule 1, section 5

THE CORPORATION OF THE VILLAGE OF CUMBERLAND
STATEMENTS OF FINANCIAL INFORMATION (SOFI)
REQUIREMENTS FOR FINANCIAL INFORMATION ACT SECTION 2(3)(a)
FOR THE YEAR ENDED DECEMBER 31, 2012

SCHEDULE OF REMUNERATION

1. Council / Elected Officials

Name	Position	Remuneration	Expenses
Baird, Leslie	Mayor	$ 14,563	$ 6,050
Copeman, Conner	Councillor	7,748	3,388
Greening, Kathryn	Councillor	7,748	790
Kishi, Roger	Councillor	7,748	2,767
Sproule, Gwyn	Councillor	7,748	3,200
Total: Council/Elected Officials		**$ 45,557**	**$ 16,195**

2. Other Employees

Name	Position	Remuneration	Expenses
Topham, Sundance	CAO	$ 118,166	$ 8,337
Mason, Michelle	Financial Officer	83,544	3,431
Fitzgerald, Kevin	Public Works Foreman	80,064	315
Consolidated total of other employees with remuneration and expenses of $75,000 or less		1,233,713	35,323
Total: Other Employees		**$ 1,515,487**	**$ 47,405**

3. Reconciliation

Total remuneration - Council/Elected Officials	$ 45,557
Total remuneration - Other Employees	1,515,487
Subtotal	1,561,044
Reconciling Items	Note 1
Total per Statement of Revenue and Expenditure (Schedule 3)	1,854,528
Variance Note 1	293,484

Note 1 - Reconciling Items
Financial statement figures include employer wage costs and pension

Note 2 - Receiver General CPP and EI employer payments

CPP	*$ 55,433*
EI	*26,723*
Total	*$ 82,155*

Prepared under Financial Information Regulation
Schedule 1, section 6

THE CORPORATION OF THE VILLAGE OF CUMBERLAND
STATEMENTS OF FINANCIAL INFORMATION (SOFI)
REQUIREMENTS FOR FINANCIAL INFORMATION ACT
FOR THE YEAR ENDED DECEMBER 31, 2012

STATEMENT OF SEVERANCE AGREEMENTS

There were no severance agreements made between The Corporation of the Village of Cumberland and its non-unionized employees during 2012.

Prepared under Financial Information Regulation
Schedule 1, section 6 (7)

THE CORPORATION OF THE VILLAGE OF CUMBERLAND
STATEMENTS OF FINANCIAL INFORMATION (SOFI)
REQUIREMENTS FOR FINANCIAL INFORMATION ACT SECTION 2(3)(b)
FOR THE YEAR ENDED DECEMBER 31, 2012

SCHEDULE OF PAYMENTS FOR THE PROVISION OF GOODS AND SERVICES

1. Alphabetical list of suppliers who received aggregate payments exceeding $25,000

Supplier name	Aggregate amount paid to supplier
Assessment Authority, BC	32,382
Carvello Law Corporation	39,535
Corix Water Products Limited Partnership	26,184
D. Robinson Contracting Ltd.	230,597
FORTISBC-Natural Gas	27,546
Hydro & Power Authority, BC	107,567
Hyland Precast Inc.	30,656
Knappett Industries (2006) Ltd.	279,478
Mastercard, Credit Union	27,275
McElhanney Consulting Services Ltd.	344,492
Meyers Norris Penny LLP	35,574
Minister of Finance - PTB	390,167
Municipal Finance Authority	126,543
Municipal Pension Plan	180,426
Pacific Blue Cross	41,884
Receiver General For Canada	403,661
Regional District,Comox Valley	619,315
Regional Hospital District, Comox Strathcona	379,756
Regional Library, Vancouver Island	110,360
Slegg Construction Materials Ltd./Slegg Lumber	27,499
Sun Coast Waste Services	118,737
Wacor Holding Ltd.	67,500
Total aggregate amount paid to suppliers	**$ 3,647,134**

2. Consolidated total paid to suppliers who received aggregate payments of $25,000 or less

	$1,185,351

3. Total of payments to suppliers for grants and contributions exceeding $25,000

Consolidated total of grants exceeding $25,000	-
Consolidated total of contibutions exceeding $25,000	-
Consolidated total of all grants and contributions exceeding $25,000	$ -

4. Reconciliation

Total of aggregate payments exceeding $25,000 paid to suppliers	**$ 3,647,134**
Consolidated total of payments of $25,000 or less paid to suppliers	**1,185,351**
Consolidated total of all grants and contributions exceeding $25,000 (Note 1)	-
Subtotal	**4,832,485**
Total per Schedule 3 to financial statements (Goods and services plus debt expense)	1,528,968
Variance (Note 2)	3,303,517

Note 1:

A listing of grants in aid under $25,000 is attached for information.

Note 2:

Vendor listing includes all vendor payments, including balance sheet items, payments to other taxing authorities and payroll expenses and consequently does not reconcile to the expenses noted on the Financial Statements.

Prepared under Financial Information Regulation
Schedule 1, section 7

THE CORPORATION OF THE VILLAGE OF CUMBERLAND
STATEMENTS OF FINANCIAL INFORMATION (SOFI)
REQUIREMENTS FOR FINANCIAL INFORMATION ACT SECTION 2(3)(b)
FOR THE YEAR ENDED DECEMBER 31, 2012

SUPPLEMENTARY SCHEDULE FOR GRANTS IN AID
(Grants under $25,000)

Cumberland Historical Society	$ 12,000
Waived Facility Rental Fees to various Community Organizations	6,939

Prepared as supplementary information for Financial Information Regulation Schedule 1, section 7(2)(b)

THE CORPORATION OF THE VILLAGE OF CUMBERLAND
STATEMENTS OF FINANCIAL INFORMATION (SOFI)
REQUIREMENTS FOR FINANCIAL INFORMATION ACT
FOR THE YEAR ENDED DECEMBER 31, 2012

STATEMENT OF FINANCIAL INFORMATION APPROVAL

The undersigned, as authorized by the Financial Information Regulation, Schedule 1, Subsection 9(2), approves all the statements and schedules included in this Statement of Financial Information, produced under the Financial Information Act.

Michelle Mason Financial Officer	Leslie Baird Mayor
	dated this 24th day of June, 2013

Prepared pursuant to the Financial Information Regulation, Schedule 1, section 9

Item 6.5

The Corporation of the Village of Cumberland

2012 Annual Report

May 28, 2013

The Corporation of the Village of Cumberland
2673 Dunsmuir Avenue, PO Box 340, Cumberland, BC VOR 1SO
Phone: 250-336-2291 Fax: 250-336-2321
cumberland.ca

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Mayor's Message

Dear Reader, May 28, 2013

On behalf of Cumberland Council, I am pleased to present Council's 2012 Annual Report.

In the first year of this Council's term, we celebrated a number of achievements and saw the municipality moving in a very positive direction. A new Village website was completed, providing a much improved method of communicating with the community. Construction for a new ground water source at Coal Creek Historic Park was begun and the water main lying under the west portion of Dunsmuir Avenue was replaced. The review of the official community plan was begun.

The Village continues to focus on replacing infrastructure and meeting the regulatory demands of senior governments, while putting aside funds to ensure the sustainability of our infrastructure. Plans for 2013 include reconstruction of the Steven's Lake dam, road reconstruction for a portion of Third Street, planning of a south sewer treatment and disposal project, implementation of curbside kitchen waste organics, transition to consumption-based water billing, a new play structure at Village Park, fundraising to purchase Maple Lake for parkland, land acquisition for a new fire hall, and a new *Welcome to Cumberland* sign.

Council thanks all the many volunteers who contribute in so many different ways to the community. Together we will determine the future of the Village as the Official Community Plan is reviewed and updated and we will ensure that Cumberland continues to be the jewel of the Comox Valley.

Yours sincerely,

Leslie Baird
Mayor

Corporate Services

Corporate Services oversees all internal and general government services for the organization including Council and committee administration, corporate administrative services, financial services, office equipment and systems, cemetery administration and assistance to departments for decentralized functions such as purchasing and human resources. Corporate Services consisted of five full-time employees under the direction of the Chief Administrative Officer.

Public Works

Under the direction of the Manager of Operations, Public Works consists of a seven person crew that oversees water supply, treatment and distribution; sewer and storm water collection, treatment and disposal; road and streetscape maintenance; parks, cemeteries, equipment, fleet and facilities maintenance.

Protective Services

In 2012, Protective Services was responsible for bylaw enforcement including animal control, fire protection and fire rescue services, community safety programs and emergency preparedness. Department staff includes the Manager of Protective Services, a part-time bylaw enforcement officer, and approximately 30 dedicated volunteer firefighters. Police services are supplied provincially by the Comox Valley RCMP detachment.

Recreation Services

The Chief Administrative Officer oversaw Recreation Services which consists of two full-time and one part-time staff members as well as several casual employees to staff special events and facility rentals. Recreation Services was responsible for facility rentals; recreation facilities operations and the coordination of recreation programming. The new position of Parks and Outdoor Recreation Coordinator was created to assist with ecotourism and outdoor recreation.

Planning and Development

Planning and Development oversaw land use management for the Village which included the preparation of planning and development related bylaws, policies and master plans; processing of development, property and business applications and coordination of building inspection services provided by a contractor. The Department also provided assistance to other departments in the drafting of various bylaws and coordination of other contracted services such as waste management collections. The Department consisted of one full-time and one part-time staff resource reporting to the Manager of Operations and the Chief Administrative Officer.

Status of 2012 Objectives

The 2011 Annual Report outlined Council's goals and objectives for 2010 and 2011. The following summary outlines the status of those goals and objectives as at December 31, 2012. The priorities set out are in no particular order.

	STRATEGIC PRIORITY 1 – QUALITY INFRASTRUCTURE PLANNING AND DEVELOPMENT	Status
	Establish an adequate and high quality source of water for the current and future residents of the Village	Ongoing
	Develop an environmentally sustainable method of treating the liquid waste that is produced by the Village	In Process
	Create a Road Reconstruction plan	In Process
	Develop a Facility replacement plan	Ongoing

	STRATEGIC PRIORITY 2 – COMPREHENSIVE COMMUNITY PLANNING	Status
	Complete the review of the Official Community Plan and ensure alignment with the Regional Growth Strategy	In Process
	Examine all Solid Waste Management Options	In Process
	Develop and implement Greenhouse Gas Action Plan	In Process
	Implement Cumberland Community Forest Management Plan	In Process
	Create an industrial land development and promotion strategy	Not Started
	Review Development Standards to make them green, economically attractive and flexible	Not Started
	Review and Implement the Community Beautification Plan	Not Started
	Complete the Village Park Plan	Completed
	Review the potential for boundary expansion	Not Started
	Initiate a food security review	Not Started

Status of 2012 Objectives

STRATEGIC PRIORITY 3 – HIGHLY DEVELOPED INTERNAL AND EXTERNAL COMMUNICATIONS		Status
	Establish a civic engagement process	Ongoing
	Update the Village website	Completed
	Review effectiveness of "Cumberland Now"	Completed

STRATEGIC PRIORITY 4 – EFFECTIVE ADMINISTRATIVE, FINANCIAL AND SUPPORT SERVICES		Status
	Review engineering services	Completed
	Acquire Maple Lake for future park	In Process
	Review Village Staffing levels	Completed
	Implement a Municipal Ticketing Information Bylaw and formalize the Bylaw enforcement position	Completed
	Review the Sister City program	Completed
	Review IT service delivery	Not Started
	Implement an ongoing policy and bylaw review of fees and charges	Ongoing

Objectives 2013 and 2014

Council Members and senior managers participated in a strategic priorities workshop early in 2013. Council reviewed the priorities established for 2012 and made revisions to reflect regional activities and economic realities for the community. The following objectives were established to guide municipal activities over the next two years. The strategic priorities, as set out, are in no particular order. The completion of objectives provides a measure for the achievement of the goals identified.

	Strategic Priority 1 – Quality Infrastructure Planning and Development
	Establish an adequate and high quality source of water for the current and future residents of the Village
	Develop an environmentally sustainable method of treating the liquid waste that is produced by the Village
	Create a road and utility rehabilitation plan
	Develop a facility replacement and upgrade plan
	Develop a heritage conservation plan for Village-owned assets

	Strategic Priority 2 – Comprehensive Community Planning
	Complete the review of the Official Community Plan and ensure alignment with the Regional Growth Strategy
	Examine all solid waste management options
	Develop and implement greenhouse gas reduction action plan
	Develop ecotourism plan (mountain bike trails/ATV access/ORV)
	Develop an alternative transportation plan
	Create an industrial land development and promotion strategy
	Review development standards to make them green, economically attractive and flexible
	Review and implement the Community Beautification Plan
	Establish a stream stewardship plan – Perseverance Creek Coho
	Complete the Village Park Plan
	Develop a heritage management plan
	Develop a cemetery master plan

	Strategic Priority 3 – Highly Developed Internal and External Communications
	Ongoing civic engagement process

	Strategic Priority 4 – Effective Administrative, Financial and Support Services
	Acquire Maple Lake for future park
	Review information technology service delivery
	Implement an ongoing policy and bylaw review of fees and charges
	Implement a reserve fund policy
	Development effective emergency planning
	Review the firefighter compensation policy

Permissive Tax Exemptions 2012

The following properties were granted a permissive property tax exemption by the Council for the 2012 taxation year. The amount shown is the property taxes that would have been imposed on the property in the previous year if it were not exempt for that year.

Organization/ Occupier Of Municipal Property	Property Granted Exemption	2012 Property Tax Exemption*
Cumberland United Church	Lot 1, Block 4, Plan 522, District Lot 21, Nelson Land District *(Land surrounding church)*	$ 265
Cumberland Community Church	Lot B, Plan 43397, District Lot 21, Nelson Land District *(Land surrounding church)*	$ 275
Historical Society (Museum) & Cumberland Chamber of Commerce	Lot 3, Block H, Plan 522E, District Lot 21, Nelson Land District, EXC NLY 76FT	$ 1,978
Cumberland Old Age Pensioners	Lot B, Plan 29219, District Lot 21&24, Nelson Land District	$ 4,824
Total Permissive Tax Exemption		**$ 7,342**

* *These amounts do not include the amounts exempted relating to other agency collections such as the Regional District, Hospital District, Municipal Finance Authority, BC Assessment, library, and school and police taxes. The total tax exemption including these other agency collections was $18,134.*

Strategic Community Investment Funds
Plan and Progress Report 2012

In accordance with the terms of the Strategic Community Investment (SCI) Funds agreement, the following report outlines a plan that was developed for the intended uses and performance targets for the small community portion of the SCI funds. To date, the Village has received both the 2012 and the March 2013 grant funds.

The Provincial Government recognizes that small communities struggle to provide the basic municipal services at affordable tax rates due to their relatively small tax base and especially when that tax base is largely residential. The grant is fundamental to the Village of Cumberland in order to provide essential services.

Strategic Community Investment Funds Received or Anticipated

Strategic Community Investment Funds	Use	Date	Amount
Small Community Grants	Local government services	March 2012	$252,687
		June 2012	$379,873
		March 2013	$ 84,229
		June 2013	$211,415
		June 2014	$295,644

Small Community Portion of the SCI Funds: Performance Targets and Progress

Intended Use

The intended use of the small community portion of SCI funds is to supplement the tax base by apportioning the grant across all departments to provide local government services. (Please note that SCI funds do not fund water and sewer services.)

Performance Targets

1. To recognize the need for affordable property taxes, especially for those on fixed and reduced incomes; to keep increases as reasonable as possible while continuing to provide basic municipal services; and to strive to offer a competitive rate to attract business and industry.

   Progress made to first reporting period (by June 30, 2012)

   The 2011 municipal tax increase was 2.8%. Without the small community grant, the tax increase would have been 27%.

   The 2012 tax increase was .63%. Without the small community grant, the tax increase would have been 25%.

   Progress made to first reporting period (by June 30, 2013)

   The 2013 municipal tax increase was 2%. Without the small community grant, the tax increase would have been 25%.

2. To address aging infrastructure, understanding that deferral of infrastructure replacement and repairs is not sustainable.

   Progress made to first reporting period (by June 30, 2012)

   Infrastructure and many maintenance projects were completed and the capital reserve was contributed to in 2012 to get ready for future large roads projects.

   Progress made to first reporting period (by June 30, 2013)

   The 2013 approved financial plan includes a project to reconstruct Third Street between Penrith Avenue and Derwent Avenue. Dam upgrades and many maintenance projects will also take place in 2013. A land purchase for a new fire hall has also been approved for 2013.

THE CORPORATION OF THE VILLAGE OF CUMBERLAND

CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2012

THE CORPORATION OF THE VILLAGE OF CUMBERLAND

Index to Consolidated Financial Statements

For the year ended December 31, 2012

To the Mayor and Council of the Corporation of the Village of Cumberland:

Management is responsible for the preparation and presentation of the accompanying consolidated financial statements, including responsibility for significant accounting judgments and estimates in accordance with Canadian Public Sector Accounting Standards and ensuring that all information in the annual report is consistent with the statements. This responsibility includes selecting appropriate accounting principles and methods, and making decisions affecting the measurement of transactions in which objective judgment is required.

In discharging its responsibilities for the integrity and fairness of the consolidated financial statements, management designs and maintains the necessary accounting systems and related internal controls to provide reasonable assurance that transactions are authorized, assets are safeguarded and financial records are properly maintained to provide reliable information for the preparation of financial statements.

The Mayor and Council are composed entirely of individuals who are neither management nor employees of the Village. The Mayor and Council are responsible for overseeing management in the performance of its financial reporting responsibilities, and for approving the financial information included in the annual report. The Mayor and Council fulfill these responsibilities by reviewing the financial information prepared by management and discussing relevant matters with management and external auditors. The Mayor and Council are also responsible for appointing the Village's external auditors.

MNP LLP, an independent firm of Chartered Accountants, is appointed by the Mayor and Council to audit the consolidated financial statements and report directly to them; their report follows. The external auditors have full and free access to, and meet periodically with, both the Council and management to discuss their audit findings.

March 25, 2013

MMason

Michelle Mason, CGA
Corporate Financial Officer

To the Mayor and Council of the Corporation of the Village of Cumberland:

We have audited the accompanying consolidated financial statements of the Corporation of the Village of Cumberland, which comprise the consolidated statement of financial position as at December 31, 2012, the consolidated statements of operations and accumulated surplus, change in net financial assets (net debt), and cash flows and related schedules for the year then ended, and a summary of significant accounting policies and other explanatory notes.

Management's Responsibility for the Consolidated Financial Statements
Management is responsible for the preparation and fair presentation of these consolidated financial statements in accordance with Canadian Public Sector Accounting Standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility
Our responsibility is to express an opinion on these consolidated financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the consolidated financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the consolidated financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the consolidated financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the consolidated financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the consolidated financial statements.

We believe the audit evidence obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion
In our opinion, the consolidated financial statements present fairly, in all material respects, the financial position of the Corporation of the Village of Cumberland as at December 31, 2012 and its operations, change in net financial assets (net debt), and its cash flows for the year then ended in accordance with Canadian Public Sector Accounting Standards.

March 25, 2013

Courtenay, BC

MNP LLP
Chartered Accountants

MNP

STATEMENT A

THE CORPORATION OF THE VILLAGE OF CUMBERLAND
Consolidated Statement of Financial Position
As at December 31, 2012

	2012	2011
Financial Assets		
Cash and cash equivalents	$ 5,845,705	$ 4,271,128
Property taxes receivable	329,275	258,946
Accounts receivable (Note 2)	1,419,703	1,026,976
	7,594,683	5,557,050
Liabilities		
Accounts payable and accrued liabilities (Note 3)	769,668	489,891
Trust and other deposits (Note 4)	209,186	196,615
Deferred revenue (Note 6)	3,483,577	2,266,245
Debenture and long term-debt (Note 8, Schedule 2)	2,843,069	3,016,378
	7,305,500	5,969,129
Net Financial Assets (Net Debt)	289,183	(412,079)
Non-financial Assets		
Tangible capital assets (Schedule 1)	35,624,005	33,811,540
Inventories	80,235	88,574
Prepaid expenses	4,306	3,576
	35,708,546	33,903,690
Accumulated Surplus	**$ 35,997,729**	**$ 33,491,611**

Contingent liabilities (Note 7)

See accompanying notes to the consolidated financial statements

Approved by:

L Baird

Leslie Baird
Mayor

M Mason

Michelle Mason
Corporate Financial Officer

THE CORPORATION OF THE VILLAGE OF CUMBERLAND
Consolidated Statement of Operations and Accumulated Surplus
For the Year Ended December 31, 2012

	2012 Actual	2012 Budget Unaudited	2011 Actual
		(Note 13)	(Note 17)
Revenues			
Taxes	$ 1,926,723	$ 1,927,496	$ 1,843,557
Grants in lieu of taxes	50,651	50,730	47,193
Frontage taxes	171,862	171,850	170,027
Sale of services	1,031,936	1,005,310	924,230
Transfers from other governments	784,991	1,206,984	1,229,582
Services to other governments	246,880	264,420	239,179
Other revenue	378,618	541,785	241,286
Development cost charges	871,946	1,179,850	189,219
Loss on disposal of tangible capital assets	(754)	-	(16,465)
Contributed assets	1,208,793	-	-
	6,671,646	6,348,425	4,867,808
Expenses			
General government services	622,808	653,660	591,128
Transportation services	966,246	1,020,405	802,663
Protective services	405,383	429,185	382,898
Environmental health services	1,232,551	1,409,095	1,135,013
Public health services	31,776	30,240	18,007
Environmental planning and development services	328,738	506,000	333,234
Recreation and cultural services	578,026	631,860	575,504
	4,165,528	4,680,445	3,838,447
Annual Surplus	**2,506,118**	**1,667,980**	**1,029,361**
Accumulated Surplus, Beginning Of Year	33,491,611	33,491,611	32,462,250
Accumulated Surplus, End Of Year	**$ 35,997,729**	**$ 35,159,591**	**$ 33,491,611**

Please see accompanying notes to the consolidated financial statements.

STATEMENT C

THE CORPORATION OF THE VILLAGE OF CUMBERLAND

Consolidated Statement of Change in Net Financial Assets (Net Debt)

For the Year Ended December 31, 2012

	2012 Actual	2012 Budget Unaudited (Note 13)	2011 Actual
Annual Surplus	$ 2,506,118	$ 1,667,980	$ 1,029,361
Amortization of tangible capital assets	782,032	729,340	728,822
Proceeds on disposal of tangible capital assets	-	-	17,000
Change in supplies inventories	8,339	-	(15,642)
Change in prepaid expense	(730)	-	(1,422)
Loss on disposal of tangible capital assets	754	-	16,465
Acquisition of tangible capital assets	(2,595,251)	(2,069,745)	(1,175,545)
Change In Net Financial Assets (Net Debt)	701,262	327,575	599,039
Net Debt, Beginning Of Year	(412,079)	(412,079)	(1,011,118)
Net Financial Assets (Net Debt), End Of Year	**$ 289,183**	**$ (84,504)**	**$ (412,079)**

Please see accompanying notes to the consolidated financial statements.

STATEMENT D

THE CORPORATION OF THE VILLAGE OF CUMBERLAND
Consolidated Statement of Cash Flows
For the Year Ended December 31, 2012

	2012	2011
Cash Flows From Operating Activities		
Annual surplus	$ 2,506,118	$ 1,029,361
Non-cash items		
Amortization	782,032	728,822
Contributed assets	(1,208,793)	-
Loss on disposal of tangible capital assets	754	16,465
Change in prepaid expense	(730)	(1,422)
Change in inventories	8,339	(15,642)
Change in deferred revenue	1,217,332	78,604
Change in working capital		
Change in property taxes receivable	(70,329)	35,663
Change in accounts receivable	(392,727)	(218,972)
Change in accounts payable	279,777	(6,626)
Change in trust and other deposits	12,571	25,158
Cash provided by (applied to) operating activities	3,134,344	1,671,411
Cash Flow From Investing Activities		
Purchase of tangible capital assets	(1,386,458)	(1,175,545)
Proceeds on disposal of tangible capital assets	-	17,000
Cash applied to capital transactions	(1,386,458)	(1,158,545)
Cash Flow From Financing Actitivies		
New debt issued	27,752	480,364
Long-term debt repaid and actuarial reduction	(201,061)	(135,309)
Cash provided from financing activities	(173,309)	345,055
Increase in Cash and Cash Equivalents	1,574,577	857,921
Cash and Cash Equivalents, Beginning Of Year	4,271,128	3,413,207
Cash and Cash Equivalents, End Of Year	**$ 5,845,705**	**$ 4,271,128**
Interest Included In Operating Activities		
Interest received in the year	$ 61,540	$ 36,684
Interest paid in the year	$ (114,754)	$ (82,816)

Please see accompanying notes to the consolidated financial statements.

The Corporation of the Village of Cumberland was incorporated in 1898 under the provisions of the *British Columbia Municipal Act*. Its principal activities are the provision of local government services to the residents of the Municipality.

1. SIGNIFICANT ACCOUNTING POLICIES

a) It is the Municipality's policy to follow Canadian public sector accounting standards.

b) In accordance with the recommendations of the Public Sector Accounting Board of the Canadian Institute of Chartered Accountants, the Municipality has implemented the consolidation of all funds. The consolidated financial statements reflect the removal of internal transactions and balances.

The Municipality follows the normal practice for local government accounting according to the principle of fund accounting. Funds are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions or limitations.

c) Financial instruments consist of cash and cash equivalents, accounts receivable, accounts payable and accrued liabilities, trusts and other deposits, debenture and long-term debt. Unless otherwise noted, it is management's opinion that the Municipality is not exposed to significant interest, currency or credit risk arising from these financial instruments.

d) Tangible capital assets and other non-financial assets are accounted for as non-financial assets by the Municipality because they can be used to provide municipal services in future periods. These assets do not normally provide resources to discharge liabilities unless they are sold.

e) Cash and cash equivalents include short-term deposits held with the Municipal Finance Authority in the Money Market Fund and are carried at cost, which approximates market value.

f) Inventories are valued at the lower of cost and replacement value.

g) Tax revenues are recognized in the year that they are levied. Government transfers are recognized as revenues in the period in which the events giving rise to the transfer occur, providing the transfers are authorized, any eligibility criteria have been met and reasonable estimates of the amounts can be made. Restricted grants are recognized when the related expenses are incurred and when collection is reasonably assured. Sewer and water fees are recognized when the commodity has been received by the customer. Other sales of services and other revenue from own sources are recognized when the service is provided or the amount is earned and when the amount can be estimated and collection is reasonably assured. Restricted revenues from collections of development cost charges are deferred and then recognized as revenue in the year that an expense, authorized by bylaw, is incurred.

h) Expenses are recorded in the period in which the goods or services are acquired and a liability is incurred.

i) The preparation of financial statements in conformity with Canadian generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and the disclosure of contingent assets and liabilities at the date of the financial statements, as well as the reported amounts of revenue and expenditures during the reporting period. Significant areas requiring the use of estimates include the ability to collect property taxes receivable and accounts receivable, obsolete or damaged inventory, amortization of tangible capital assets and post employment benefits.

Actual results may vary from the estimates and adjustments, if any, will be reported and reflected in operations as they become known.

j) The Municipality recognizes the expenses relating to employee benefits in the period in which the employees render the services in return for the benefits, including compensated employee absences that accumulate but do not vest. Absences due to employee illness are paid when an injury or illness occurs, but entitlement to such compensation arises as employees render service. Entitlement to compensated absence due to illness or injury is measured as the expected future utilization of this benefit.

k) Tangible capital assets are recorded at cost which includes all amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The cost, less residual value, of the tangible capital assets are amortized on a straight-line basis over their estimated useful lives as follows:

Buildings	25-40
Equipment and vehicles	5-15
Water and waste water plant and networks	
Underground networks	60-100
Plants and lift stations	50-100
Pumping stations and reservoirs	100
Other infrastructure	50-100
Transportation	
Road surfaces	15-25
Road base structure	75
Poles and luminaries	100
Parks and other	
Land improvements	10-40
Playing fields and trails	15-20
Parking lots	10-20

One half year of amortization is booked in the year of acquisition and in the year of disposal. Assets under construction are not amortized until the asset is available for productive use.

Contributions of tangible capital assets are recorded as an asset at their fair value at the date of receipt and as revenue.

Leases are classified as capital or operating leases. Leases which transfer substantially all of the benefits and risks incidental to ownership of property are accounted for as capital leases and the associated asset is recorded at the lower of the present value of future minimum lease payments or fair value.

l) The Municipality capitalizes interest on interim financing for capital construction projects. In 2012 $0 was capitalized (2011 - $23,768).

m) In February 2010, the Public Sector Accounting Board (PSAB) issued PS 3510 *Tax Revenue* to provide guidance on how to account for and report tax revenue in The Corporation of the Village of Cumberland financial statements. This section establishes recognition, measurement, presentation and disclosure requirements for tax revenue. PS 3510 is effective for fiscal years beginning on or after April 1, 2012. The Corporation of the Village of Cumberland has not yet determined the effect of the new section on its consolidated financial statements.

n) In March 2011, the Public Sector Accounting Board replaced and revised existing section PS 3410 *Government Transfers* with a newly amended section PS 3410. Newly issued PS 3410 establishes standards on how to account for and report government transfers to individuals, organizations and other governments from both a transferring government and a recipient government perspective. This section permits a recipient government to recognize government transfers as revenue when the transfer is authorized by the transferring government, unless the transfer creates a liability for the recipient. A liability is created as a result of the recipient government not yet meeting eligibility criteria or the existence of stipulations in the transfer agreement. When a government transfer results in recognition of a liability, revenue is recognized by a recipient government as the liability is settled. A transferring government recognizes an expense when the transfer is authorized and the recipient has met all eligibility criteria.

Newly revised and issued PS 3410 may be applied prospectively or retroactively and is effective for fiscal years beginning on or after April 1, 2012; however, earlier adoption is encouraged. PS 3410 will be applied retroactively but The Corporation of the Village of Cumberland has not yet determined the effect of the newly issued section on its consolidated financial statements.

2. ACCOUNTS RECEIVABLE

Accounts receivable is comprised of the following:

	2012	2011
Due from federal government	$225,634	$215,492
Due from provincial government	700,065	528,851
Due from other government	105,294	130,661
Other receivables	388,710	151,972
	$1,419,703	$1,026,976

3. ACCOUNTS PAYABLE AND ACCRUED LIABILITIES

Account payable is comprised of the following:

	2012	2011
Due to federal government	$6,302	$4,420
Due to provincial government	50,036	38,643
Due to other government	23,676	25,251
Salaries, wages and benefits payable	313,154	240,762
Other payables	376,500	180,815
	$769,668	$489,891

4. TRUST AND OTHER DEPOSITS

Trust and other deposits are securities and deposits held by the Municipality to ensure performance of requirements under contract or for approval of development or subdivision applications, or to safeguard against damages to facilities and infrastructure. The balance includes deposits collected for building, plumbing and development permits, subdivision and landscaping performance bonds, lien holdbacks and park and facility rentals.

5. BANK INDEBTEDNESS

The Village has an available unsecured line of credit of $750,000 from the First Line Credit Union bearing interest at prime. No balance was drawn on the line of credit as at December 31, 2012 (2011 – nil).

6. DEFERRED REVENUE

	Balance 31-Dec-11	Collections	Adjustments To DCC Receivable	Recognized As Revenue	Interest Income	Balance 31-Dec-12
Deferred Revenue – DCC						
Storm Drainage	$208,184	14,926	29,852		2,442	$255,404
Sanitary Sewer	531,378	73,803	147,605	(47,426)	6,499	711,859
Waterworks	136,136	790,827	346,500	(822,170)	4,759	456,052
Roads	239,617	18,417	36,833		2,853	297,720
Parks	36,298	21,034	42,070	(2,350)	589	97,641
	1,151,613	919,007	602,860	(871,946)	17,142	1,818,676
Other Deferred	1,114,632	1,231,978		(692,298)	10,589	1,664,901
	2,266,245	2,150,985	602,860	(1,564,244)	27,731	3,483,577

7. CONTINGENT LIABILITIES

a) The Municipality's loan agreements with the Comox Valley Regional District and the Municipal Finance Authority provide that if at any time the scheduled payments required are not sufficient to meet obligations in regards to borrowings, the resulting deficiency becomes a joint and several liability of the Municipality and the other member Municipalities.

b) The Municipality is involved with a number of legal actions, the outcomes of which cannot be determined at this time. Management has determined that any potential liabilities arising from these outstanding claims are not significant.

c) The Municipality is statutorily obligated to collect and transmit the tax levies of the following bodies:

i. Provincial Government – Schools;
ii. Provincial Government – Police;
iii. Comox Valley Regional District;
iv. Regional Hospital District of Comox Strathcona;
v. British Columbia Assessment Authority;
vi. Municipal Finance Authority; and
vii. Vancouver Island Regional Library.

Such levies are not included in the revenues of the Municipality.

d) As at December 31, 2012, there were various assessment appeals pending with respect to properties. The outcome of those appeals may result in adjustments to property taxes receivable for the current and prior years. The Municipality makes a provision against property taxes receivable where the results of a specific appeal are reasonably determinable.

e) The Municipality is a Subscribed member of the Municipal Insurance Association of British Columbia (the "Exchange") as provided by Section 3.02 of the Insurance Act of the Province of British Columbia. The main purpose of the Exchange is to pool the risks of liability so as to lessen the impact upon any Subscriber. Under the Reciprocal Insurance Exchange Agreement the Municipality is assessed a premium and specific deductible for its claims based on population. The obligation of the Municipality with respect to the Exchange and/or contracts and obligations entered in to by the Exchange on behalf of its Subscribers in connection with the Exchange are in every case several, and not joint and several.

8. LONG-TERM DEBT

a) The Municipality is party to several capital leases financed through the Municipal Finance Authority for the acquisition of vehicles and operating equipment. Lease terms are five years or less. The vehicles and equipment under capital leases have a carrying value of $510,488 (2011 - $590,557) and are recorded as non-financial assets in the statements.

The following is a schedule of future minimum lease payments under the capital leases with various expiry dates to 2017 together with the balance of the obligations under capital lease, which is included in the debenture and long-term debt as detailed in Schedule 2:

2013	$120,034
2014	122,637
2015	74,504
2016	28,591
2017	5,372
Total minimum lease payments	351,138
Less: amount representing interest	(10,716)
Obligations under capital lease	$340,422

b) Principal payments on debenture and long-term debt over the next five years are as follows:

2013	$89,092
2014	92,742
2015	96,542
2016	100,499
2017	104,619
Thereafter	2,019,152
	$2,502,647

9. DEPOSITS AND RESERVES – MUNICIPAL FINANCE AUTHORITY

Under borrowing arrangements with the Municipal Finance Authority (MFA), the Village is required to lodge security by means of demand notes and interest-bearing cash deposits based on the amount of the borrowing. As the debt principal is retired, demand notes are released and the cash deposits are refunded and recorded as operating income in the period received.

As a condition of these borrowings, a portion of the debenture proceeds is withheld by the MFA as a debt reserve fund. These deposits, which are contingent in nature, are held by the MFA to act as security against the possibility of debt repayment default, and together with the demand notes are not recorded in the accounts. If the debt is repaid without default, the deposits are refunded to the Village. Details of the cash deposits and contingent demand notes are as follows:

	2012	2011
Cash deposits	$31,903	$30,968
Contingent demand notes	63,964	63,964
	$95,867	$94,932

10. UNFUNDED LIABILITY

Employee Benefits

Employees who retire qualify for a one time payout of up to 72 days of their accumulated unused sick leave bank after 10 years of service. The Village calculates the value of this liability for employees based on review of the total vested and non-vested accrued time to date. Probabilities of 10 – 90% are assigned based on years of service and length of time to retirement. At December 31, 2012, the value of sick leave for all vested employees is calculated at $79,378 (2011 - $52,025). The total estimated employee retirement benefit liability at December 31, 2012 is $163,116 (2011 - $136,689) An accrual is also made for severance, calculated as the potential benefit applicable to each employee as at December 31, 2012 multiplied by a probability factor for a total of $36,601 (2011 - $20,888). The total employee benefit accrual is $199,718 (2011 - $157,577). Employee retirement and severance benefit payments are being funded by accounting charge on sick time accrued during the year.

11. PENSION LIABILITY

The municipality and its employees contribute to the Municipal Pension Plan (the Plan), a jointly trusteed pension plan. The Board of trustees, representing Plan members and employers, is responsible for overseeing the management of the Plan, including investment of the assets and administration of benefits. The pension plan is a multi-employer contributory pension plan. Basic pension benefits provided are defined. The Plan has about 176,000 active members and approximately 67,000 retired members. Active members include approximately 35,000 contributors from local governments.

Every three years an actuarial valuation is performed to assess the financial position of the Plan and the adequacy of Plan funding. The most recent valuation as at December 31, 2009 indicated an unfunded liability of $1.024 billion for basic pension benefits. The next valuation will be as at December 31, 2012 with results available in 2013. The actuary does not attribute portions of the surplus to individual employers. The Corporation of the Village of Cumberland paid $104,964 (2011 - $104,464) for employer contributions while employees contributed $89,523 (2011 - $87,225) to the plan in fiscal 2012.

12. TRUST FUNDS

The following assets are held in trust by the Village for cemetery care. Neither the assets nor related liability have been recorded in the financial statements.

	2012	2011
Cash and cash equivalents	$43,414	$41,880

13. ANNUAL BUDGET

Budget figures are based on the *Corporation of the Village of Cumberland 2012-2016 Financial Plan Bylaw No. 960, 2012* approved by Council in May of 2012 as amended. Figures are presented on the basis used for actual results and were adjusted as follows to comply with financial statement presentation:

Surplus per 2012 – 2016 Financial Plan	$ -
Remove proceeds from borrowing	(30,350)
Remove principal payments on debt	202,415
Add back amortization	(729,340)
Remove capital acquisitions	2,069,745
Transfer to reserves	155,510
Surplus restated for financial statement purposes	$1,667,980

14. ENVIRONMENTAL REGULATIONS

The Municipality makes every reasonable effort to comply with all environmental regulations that apply to its operations. These regulations may require future expenditures to meet applicable standards. Amounts required to meet these obligations will be charged to operations when incurred or set aside as future reserves when they can be reasonably estimated.

15. FEDERAL GAS TAX AGREEMENT FUNDS

Gas Tax Agreement funding is provided by the Government of Canada. The use of the funding is established by a funding agreement between the local government and the Union of British Columbia Municipalities. Gas Tax Agreement funding may be used towards designated public transit, community energy, water, wastewater, solid waste and capacity building projects, as specified in the funding agreements.

The Municipality received the first contribution of Gas Tax Funding in 2005 and reports the balance in the Deferred Revenue until it is used to fund the specified projects outlined in the funding agreement.

Following is a schedule of Gas Tax receipts and disbursements received in 2012 with comparatives to 2011.

	2012	2011
Opening Balance of Unspent Funds	$401,080	$348,969
Add:		
Amounts received during the year	161,341	161,341
Interest earned	5,248	2,669
Less:		
Amount spent on projects	(111,656)	(111,899)
Closing balance of unspent funds	$456,013	$401,080

16. SEGMENTED INFORMATION

The Municipality is a diversified local government institution that provides a wide range of services to its citizens, including the provision of water, sewer, garbage disposal, recreation, parks, and cemetery services. The services and functions of the Municipality have been segregated or grouped based on factors such as delivery method, similarity in regulations, restrictions or cost recovery and the nature of the service as voluntary or essential services. Consideration has been given to comparability to other Municipal bodies.

The segments are categorized and described as follows:

General Government
This segment includes activities pertaining to the general administration and governance of the organization and those services that are provided on a centralized basis for all other segments and departments of the organization. Council, management, corporate and financial services are included as are other general costs which are not easily allocated to individual activity areas.

Transportation Services
This segment includes general road way maintenance and upgrade, street lighting, sidewalk and other general duties of the Public Works department. The Department is responsible to ensure transportation infrastructure is safe and well maintained.

Protective Services
This segment includes fire protection services, emergency preparedness, bylaw enforcement and animal control. The function's mandate is to ensure the safety of the lives and property of citizens and preserve peace and good order.

Environmental Health Services
The Water and Waste segment consists of three distinct utilities: sewerage and drainage, water, and solid waste disposal. The department provides collection and treatment of sewage and storm water, treatment and delivery of drinking water and contracts garbage collection and recycling services. Ensuring environmental and public safety standards are the key concern for the functions within this segment.

Public Health Services
The Municipality owns and/or operates three cemeteries. Although some of the maintenance activities are similar to those provided in the Parks function, a larger portion of the cost and activity is specific to performing cemetery services. The function has been segregated due to the unique regulatory requirements and because these services would be delivered as a separate business function in the private sector. The administrative and maintenance services for this function are divided between two departments but costs for administration are not substantial nor easily attributed to this function and are, therefore, not reallocated from General Government.

Environmental Planning and Development Services
The Planning Department manages land use planning, building and development functions. The department is responsible for ensuring that these functions are planned and managed to address environmental and building regulations, heritage matters and community and public concerns.

Recreation and Cultural Services
This segment captures all activities relating to the health and well being of the citizens and community. The function includes recreational services such as a fitness centre and gym, facilities rentals and contributions to community and cultural events as well as provision and maintenance of parks and park facilities. The services in this category are not considered essential services but are important for economic and community development.

For each reported segment, revenues represent both amounts that are directly attributable to the segment and amounts that are allocated on a reasonable basis. Property taxes, payments in lieu and the small community grant funds are apportioned based on budget with any variance in actual revenue being attributed back to General Government. All other revenues can be directly attributed to a particular segment. With the exception of some general fiscal services and centralized supply and services charged directly to the General Government function, all other costs are instigated for and charged directly to the specific segments when incurred.

17. COMPARATIVE FIGURES

Certain comparative figures have been reclassified to conform with current year presentation.

THE CORPORATION OF THE VILLAGE OF CUMBERLAND
Tangible Capital Assets
For the Year Ended December 31, 2012

			Equipment /	Engineering Structures						
	Land	Building	Furniture / Vehicles	Water	Sewer / Drainage	Roads	Land Improvements	Assets Under Development	2012 Total	2011 Total
Cost										
Opening balance	$ 3,697,459	$1,401,072	$ 2,652,549	$ 8,896,369	$ 14,680,749	$ 19,037,142	$ 1,228,758	$ 188,956	$ 51,783,054	$ 50,734,866
Add: Additions	649,090	-	106,662	482,127	437,632	248,874	27,229	662,864	2,614,478	1,940,830
Less: disposals	-	-	(1)	-	(5,660)	-	-	(19,227)	(24,888)	(892,642)
Closing balance	4,346,549	1,401,072	2,759,210	9,378,496	15,112,721	19,286,016	1,255,987	832,593	54,372,644	51,783,054
Accumulated Amortization										
Opening balance	-	1,358,462	1,005,596	2,193,929	1,822,327	10,763,259	827,941	-	17,971,514	17,336,584
Add: amortization	-	4,140	186,565	98,629	156,714	299,205	36,779	-	782,032	728,822
Less: disposals	-	-	(1)	-	(4,906)	-	-	-	(4,907)	(93,892)
Closing balance	-	1,362,602	1,192,160	2,292,558	1,974,135	11,062,464	864,720	-	18,748,639	17,971,514
Net Book Value, December 31, 2012	$ 4,346,549	$ 38,470	$ 1,567,050	$ 7,085,938	$ 13,138,586	$ 8,223,552	$ 391,267	$ 832,593	$ 35,624,005	
Net Book Value, December 31, 2011	$ 3,697,459	$ 42,610	$ 1,646,953	$ 6,702,440	$ 12,858,422	$ 8,273,883	$ 400,817	$ 188,956		$ 33,811,540

THE CORPORATION OF THE VILLAGE OF CUMBERLAND
Debenture and Long-Term Debt
As at December 31, 2012

	2012	2011
General Capital Fund		
Capital asset leases with various expiry dates to 2017, interest charged at prime less 1%, secured by equipment with carrying value of $510,488 (2011 - $590,557)	$ 340,422	$ 428,144
Water Capital Fund		
Debenture Debt		
Water Bylaw #702, due 2017, interest charged at 6.9%, annual principal payment of $4,143	47,595	55,798
Sewer Capital Fund		
Debenture Debt		
Sanitary Sewer Improvements Bylaw #781, interest charged at 4.43%, annual principal payment of $15,797	781,216	800,436
Sanitary Sewer Improvements Bylaw #914, interest charged at 3.25%, annual principal payment of $58,164	1,673,836	1,732,000
	2,455,052	2,532,436
Total Debenture and Long-Term Debt	$ 2,843,069	$ 3,016,378

SCHEDULE 3

THE CORPORATION OF THE VILLAGE OF CUMBERLAND
Segment Disclosure
For the Year Ended December 31, 2012

	General government services 2012	General government services 2011	Transportation services 2012	Transportation services 2011	Protective services 2012	Protective services 2011	Environmental health services 2012	Environmental health services 2011	Public health services 2012	Public health services 2011	Environmental planning and development services 2012	Environmental planning and development services 2011	Recreation and cultural services 2012	Recreation and cultural services 2011	Total 2012	Total 2011
Revenue																
Tax revenue	$ 477,431	$ 584,348	$ 698,020	$ 478,840	$ 263,250	$ 241,601	$ 171,862	$ 170,027	$ 3,190	$ 5,187	$ 133,930	$ 183,904	$ 401,553	$ 398,870	$ 2,149,236	$ 2,060,777
Sale of services	-	-	-	-	103,517	97,235	1,081,560	980,084	16,060	14,020	-	-	77,679	72,070	1,278,816	1,163,409
Transfer from other governments	133,602	128,134	180,789	118,230	79,015	67,005	275,972	762,581	972	556	45,494	71,493	89,147	81,583	784,991	1,229,582
Other revenues and contributions	58,340	32,119	340,341	35,253	28,861	16,174	1,204,076	169,067	12,135	87	128,599	114,124	686,251	47,216	2,458,603	414,040
Total revenues	669,373	744,601	1,199,150	632,323	474,643	422,015	2,733,470	2,081,760	32,357	19,850	308,023	369,521	1,254,630	597,740	6,671,646	4,867,808
Expenses																
Wages, salaries and benefits	382,546	348,297	303,593	265,160	218,956	210,581	455,860	369,375	19,835	11,310	171,038	173,270	302,700	298,845	1,854,528	1,676,837
Good and services	222,912	225,580	297,527	183,213	125,482	113,634	363,624	405,647	10,039	4,795	157,700	159,964	236,929	241,403	1,414,213	1,334,236
Debt expense	3,216	3,431	6,199	5,518	3,533	4,103	101,807	85,499	-	-	-	-	-	-	114,755	98,551
Amortization	14,134	13,820	358,927	348,772	57,412	54,580	311,260	274,492	1,902	1,902	-	-	38,397	35,256	782,032	728,822
Total Expenses	622,808	591,128	966,246	802,663	405,383	382,898	1,232,551	1,135,013	31,776	18,007	328,738	333,234	578,026	575,504	4,165,528	3,838,447
Annual Surplus (Deficit)	$ 46,565	$ 153,473	$ 232,903	$ (170,340)	$ 69,260	$ 39,117	$ 1,500,919	$ 946,746	$ 581	$ 1,843	$ (20,715)	$ 36,287	$ 676,604	$ 22,236	$ 2,506,118	$ 1,029,361

SCHEDULE 4

THE CORPORATION OF THE VILLAGE OF CUMBERLAND
Segment Disclosure With Budget Information
For the Year Ended December 31, 2012

	General government services		Transportation services		Protective services		Environmental health services		Public health services		Environmental planning and development services		Recreation and cultural services		Total	
	Actual	Budget Unaudited	Actual	Budget Unaudited	Actual	Budget Unaudited	Actual	Budget Unaudited	Actual	Budget Unaudited	Actual	Budget Unaudited	Actual	Budget Unaudited	Actual	Budget Unaudited
Revenue																
Tax revenue	$ 477,431	$ 477,673	$ 698,020	$ 698,278	$ 263,250	$ 263,362	$ 171,862	$ 171,850	$ 3,190	$ 3,191	$ 133,930	$ 134,005	$ 401,553	$ 401,717	$ 2,149,236	$ 2,150,076
Sale of services	-	-	-	-	103,517	121,420	1,081,560	1,083,640	16,060	12,070	-	-	77,679	72,600	1,278,816	1,269,730
Transfer from other governments	133,602	133,602	160,789	186,762	79,015	78,952	275,972	541,640	972	972	45,494	163,410	89,147	101,646	784,991	1,206,984
Other revenue and contributions	58,340	32,675	340,341	169,995	28,861	13,111	1,204,076	1,211,205	12,135	12,097	128,599	178,585	686,251	103,967	2,458,603	1,721,635
Total revenue	669,373	643,950	1,199,150	1,055,035	474,643	476,845	2,733,470	2,988,335	32,357	28,330	308,023	476,000	1,254,630	679,930	6,671,646	6,348,425
Expenses																
Wages, salaries and benefits	382,546	394,710	303,593	313,540	218,956	244,160	455,860	501,870	19,835	10,900	171,038	188,010	302,700	306,750	1,854,528	1,959,940
Good and services	222,912	241,530	297,527	351,595	125,482	126,845	363,624	530,545	10,039	17,430	157,700	317,990	236,929	289,760	1,414,213	1,875,695
Debt expense	3,216	3,600	6,199	6,490	3,533	3,600	101,807	101,780	-	-	-	-	-	-	114,755	115,470
Amortization	14,134	13,820	358,927	348,780	57,412	54,580	311,260	274,900	1,902	1,910	-	-	38,397	35,350	782,032	729,340
Total expenses	622,808	653,660	966,246	1,020,405	405,383	429,185	1,232,551	1,409,095	31,776	30,240	328,738	506,000	578,026	631,860	4,165,628	4,680,445
2012 Annual Surplus (Deficit)	$ 46,565	$ (9,710)	$ 232,903	$ 34,630	$ 69,260	$ 47,660	$ 1,500,919	$ 1,579,240	$ 581	$ (1,910)	$ (20,715)	$ (30,000)	$ 676,604	$ 48,070	$ 2,506,118	$ 1,667,980

Item 6.6

COUNCIL REPORT

REPORT DATE: June 19, 2013
MEETING DATE: June 24, 2013

TO: Mayor and Councillors

FROM: Sundance Topham, Chief Administrative Officer

SUBJECT: Comox Valley Regional District – Rural Cumberland Fire Service Agreement

RECOMMENDATION

1. THAT Council receive the Comox Valley Regional District – Rural Cumberland Fire Service Agreement report.
2. THAT the Corporation of the Village of Cumberland enter into the Rural Cumberland Fire Service Agreement with the Comox Valley Regional District and that the Mayor and Chief Administrative Officer be authorized to execute the agreement.

SUMMARY

The rural Cumberland fire protection service was converted to a regional district service from an improvement district at the end of 2011. The Village of Cumberland has historically provided fire protection services to this area, and an agreement is required to formalize the relationship with the Comox Valley Regional District.

BACKGROUND

The Village of Cumberland has historically provided fire protection services to the rural Cumberland fire area (map attached as Appendix A). The Village used to provide this service to the Cumberland Fire Protection District; however this service was converted to a Regional District service from an improvement district at the end of 2011.

This proposed agreement formalizes the relationship, and provides the Village with a formula for financial compensation for the provision of the fire protection, and enables the Village of Cumberland fire chief with the powers necessary to provide comprehensive fire protection services

Highlights of the agreement are as follows:

- The proposed agreement is for a term of five years, commencing retroactive to January 1, 2013
- The proposed agreement includes the provision for the Village of Cumberland to recover extraordinary costs incurred by the fire department during "extraordinary fire" situations,

and for scene security costs. Generally these extraordinary costs may include such items as helicopters or heavy machinery that may be needed to deal with wildland/urban interface fires or large structure fires such as barns.

- The proposed agreement allows for the Village of Cumberland fire chief to issue permits for burning in the rural Cumberland fire service area.

FINANCIAL IMPLICATIONS

The annual compensation for providing fire protection for the rural Cumberland fire service area is calculated by apportioning the costs of fire protection to the department as a whole (including operating and capital costs), to the total net taxable value of lands and improvements in the service area.

STRATEGIC OBJECTIVE

None

ATTACHMENTS

1. Appendix A – Rural Cumberland Fire Service Area Map
2. Appendix B – Rural Cumberland Fire Service Agreement

CONCURRENCE

Michelle Mason, Financial Officer

Mike Williamson, Manager of Protective Services

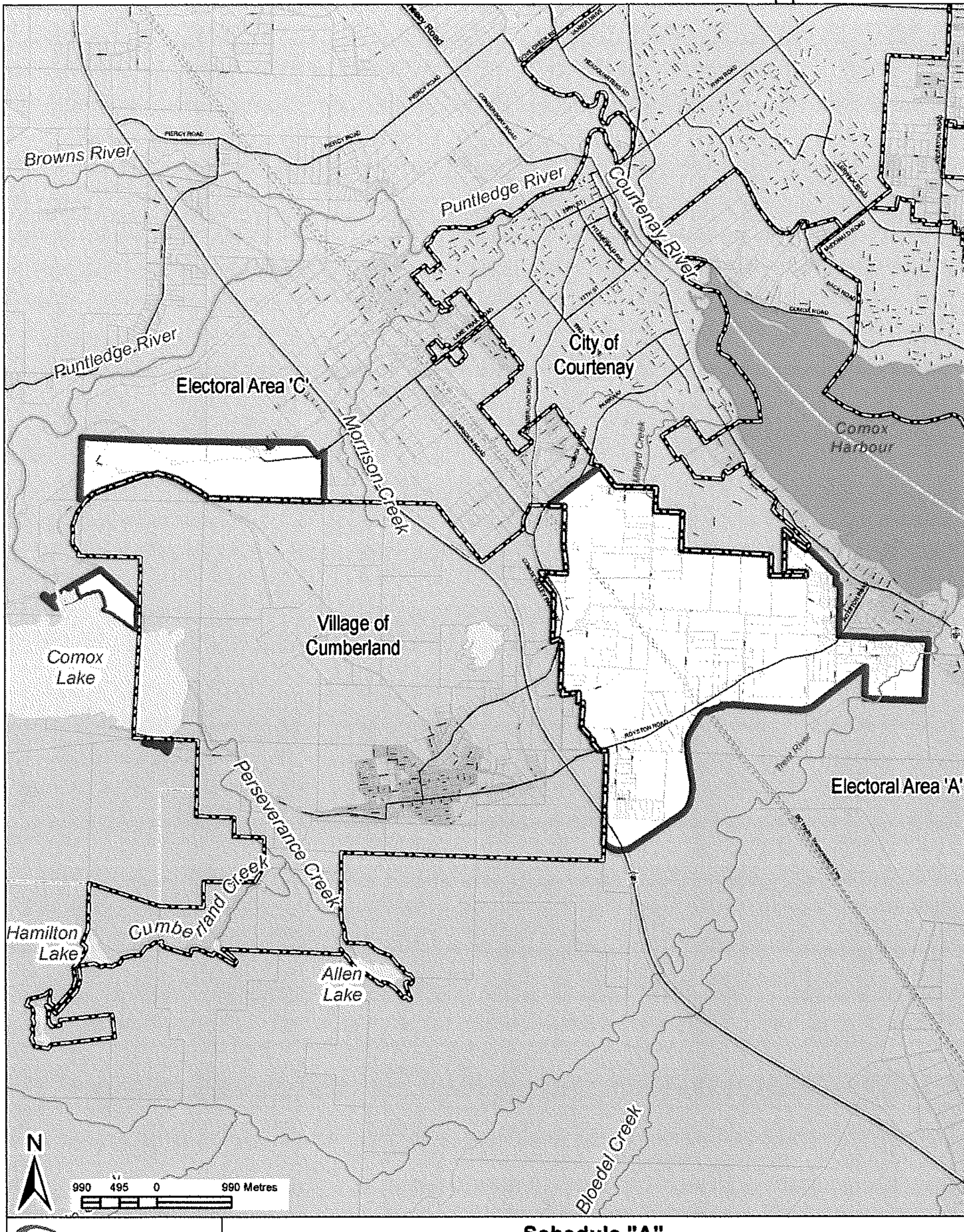
OPTIONS

1. Enter into the Rural Cumberland Fires Service Agreement with the Comox Valley Regional District.
2. Any other action deemed appropriate by Council.

Respectfully submitted,

Sundance Topham
Chief Administrative Officer
Village of Cumberland

"Appendix A"



Comox Valley
REGIONAL DISTRICT

Schedule "A"

"Rural Cumberland Fire Protection Service Establishment Bylaw No. 192, 2011"

Date Plotted: October 18, 2011

"Appendix B"

AGREEMENT FOR FIRE PROTECTION SERVICE

BETWEEN:

THE CORPORATION OF THE VILLAGE OF CUMBERLAND

2673 Dunsmuir Avenue

Cumberland, British Columbia, V0R 1S0

(hereafter called the "village")

OF THE FIRST PART

AND:

COMOX VALLEY REGIONAL DISTRICT

600 Comox Road

Courtenay, British Columbia, V9N 3P6

(hereafter called the "regional district")

OF THE SECOND PART

WHEREAS:

A. Pursuant to section 796(1) of the *Local Government Act*, the regional district has established a service for the purpose of providing fire protection to portions of Electoral Area 'A' (Baynes Sound – Denman/Hornby Islands) as established through letters patent and Order in Council dated November 2, 2011 being effective December 31, 2011;

B. Pursuant to section 176(1) of the *Local Government Act*, the regional district desires to enter into an agreement with the village for the provision of fire protection services in the rural Cumberland fire protection area;

C. The regional district has requested that the village provide municipal fire protection services for land and improvements within a service area of the regional district;

D. The village is authorized to enter into an agreement with the regional district to provide municipal fire protection services pursuant to section 13(1) of the *Community Charter*; and,

E. The regional district and the village have resolved to enter into this agreement believing it to be mutually beneficial.

NOW THEREFORE THIS AGREEMENT WITNESSETH that in consideration of the promises and the mutual covenants and agreements hereinafter set forth in this agreement, the parties agree as follows:

DEFINITIONS

1. (a) "Extraordinary fire" means a fire response call that, in the opinion of the fire chief, acting reasonably, requires any of the following:

- use of foam or fire retardant gels
- fire crew and fire truck
- specialized machinery costs
- mutual aid costs

materially beyond what is typically required to respond to a fire in the village.

(b) "Extraordinary fire costs" means costs, over and above those costs associated with a fire that is not an extraordinary fire.

(c) "Fire chief" means the person appointed from time to time as the chief of the fire department of the village or designate authorized by the fire chief to act on his behalf, or the senior ranking member of the fire department of the village present at the fire.

(d) "Fire protection services" means fire services comparable to the fire services provided by the fire department within the boundaries of the village and includes but is not limited to response to and attendance at all dispatched fire alarms, fire suppression, fire investigation and reporting, hazardous material handling, fire prevention activities, vehicle extrication, first responder medical services, and related activities.

(e) "Net cost" for the purpose of calculating the cost to the regional district shall mean the village's budgeted expenditures for the fire protection service for the fiscal year, which for certainty may include any capital costs, debt service costs, or capital reserve funds for capital assets, less any expected revenues and contributions from the capital reserve fund to the fire department, only if the service area originally contributed to the capital reserve.

(f) "Scene security costs" means costs associated with securing a fire-damaged premise from unauthorized entry.

(g) "Service area" means the service area established by letters patent and Order in Council dated November 2, 2011and by Bylaw No. 192 being "Rural Cumberland Fire Protection Service Establishing Bylaw No. 192, 2011".

(h) "Term" means the period of time commencing January 1, 2013 and expiring on December 31, 2017 subject to an annual appropriation of funds as set out in section 6.

SERVICES

2. (a) The fire protection service shall be provided within the service area on a 24-hour basis from the village.

(b) The Cumberland fire department resources in the service area under this agreement will be under the sole direction of the fire chief.

(c) The number of firefighters and type of apparatus and equipment deemed necessary to provide adequate fire protection service are to be dispatched at the sole discretion of the fire chief or designate and such firefighting personnel, equipment and apparatus may vary depending on the circumstances of each emergency.

(d) The fire chief will have control, direction and management of all firefighting personnel and apparatus and of all fire suppression and safety measures at a fire in the service area. Without limiting the generality of the foregoing, the fire chief may order the evacuation of the premises in the service area in an emergency arising from a fire or risk of explosion, where in the fire chief's sole discretion there is a danger to life or property, and may order the demolition of any building or part of a building in order to prevent the spread of fire or damage to persons or property.

(e) The fire chief may order the suspension of the use of water in the service area for purposes other than firefighting during an emergency.

(f) In the event of simultaneous fire emergencies, the fire chief will have sole discretion as to the deployment of personnel and apparatus of the village fire department. The village shall not be held liable in any manner whatsoever for the decision of the fire chief concerning this provision.

(g) The fire suppression service provided by the village will be dependent on the water available at the site of the fire.

(h) As part of the services provided under this agreement the village shall ensure that the fire chief, or his or her designate, provide advice and make recommendations to the manager of fire services and other officers and employees of the regional district in relation to:

  (i) the establishment and administration of fire brigades and departments;

  (ii) the provision of adequate water supply and pressure;

  (iii) the installation and maintenance of fire protection equipment;

  (iv) the enforcement of measures for the prevention or suppression of fire and the protection of life and property; and

  (v) fire prevention generally.

(i) The fire chief shall administer the system for issuing permits for open burning under Bylaw No. XXXX being "Rural Cumberland Fire Service Regulations Bylaw No. XXXX, 2013", as amended from time to time, including the collection of any permit fees. To ensure that the fire chief is able to properly administer this system the fire chief shall be consulted for input prior to the creation of any bylaw.

CONDITIONS OF SERVICE

3. (a) The regional district agrees that it:

   (i) shall maintain fire hydrants within those portions of the service area that lie within the Royston water service area of the regional district;

   (ii) shall provide accurate mapping that shows locations of hydrants, homes, structures and roads within the service area and the regional district shall be responsible to ensure the accuracy of the mapping and to provide updates to the village as new developments or changes occur;

   (iii) shall recognize the fire chief as the local assistant to the fire commissioner (LAFC) for the service area pursuant to the *Fire Services Act* of British Columbia;

   (iv) shall advise the village in writing of any proposed changes to or amendments of the rural Cumberland fire protection service establishment bylaw and rural Cumberland fire service regulations bylaw; and

   (v) shall be responsible for the mutually agreed upon costs associated with an extraordinary fire.

(b) The village agrees that it:

   (i) shall use its best efforts to respond to calls in the service area but may choose not to respond to locations where the fire chief deems the access routes to be unsafe or inadequate for fire department equipment;

   (ii) shall maintain at all times accurate records, books and accounts respecting the provision of the fire protection services; and

   (iii) shall submit any fire incident reports to the office of the fire commissioner (OFC) that are required by the OFC and that the fire chief will report all fire department activity in the service area to the manager of fire protection services at the regional district by letter, fax or email, for review and statistical tracking purposes.

   (iv) shall advise the regional district as soon as possible when an extraordinary fire takes place in the service area and advise if extraordinary fire costs were incurred that will be invoiced to the regional district.

   (v) Shall make every effort to mitigate the costs associated with an extraordinary fire.

   (vi) Shall make every effort to inform the regional district of any large future capital improvements that are planned for the fire department.

INDEMNIFICATION AND INSURANCE

4. (a) The regional district will indemnify and save harmless the village, employees, officers, agents, elected officials and members of the fire department from and against all manner of actions, causes of actions, suits, claims, demands, costs (including legal fees), expenses, or liabilities of any nature whatsoever and by whosoever brought, made or suffered, for which the village shall or may become liable, incur or suffer, any way associated or connected with the provision or failure to provide the fire protection services, whether arising out of injury to person (including death), loss or damage, save and except to the extent that such injuries, loss or damage are caused or contributed to by the negligence of the village, employees, officers, agents or members of the fire department.

(b) The village and regional district shall maintain general liability insurance policies in good standing during each year of the term of the agreement in an amount not less than $5,000,000.00 per occurrence and shall provide copies of all insurance policies to the other party.

(c) The village shall take out and maintain automotive liability insurance on all vehicles used directly or indirectly in the performance of the fire suppression services under this agreement, protecting against damages arising from bodily injury (including death) and from claims of property damage, in an amount of not less than $2,000,000.00.

RENEWAL AND CANCELLATION

5. (a) This agreement may be terminated by either party, provided notice of termination is given in writing twelve (12) months prior to termination date.

(b) Either party wishing to renew this agreement will advise the other in writing at least six (6) months in advance of the intended date of renewal, and the terms on which such renewal is sought.

(c) This agreement may be amended with the mutual consent of both parties.

PAYMENT FOR SERVICES

6. (a) The annual cost to the regional district for the provision of fire protection services under this agreement shall be calculated by apportioning the net cost to the village of operating the fire department less the costs of extraordinary fire suppression and scene security in either the service area or the village to the total net taxable value of land and improvements for hospital taxation purposes within the service area divided by the sum of total net taxable value of land and improvements for hospital taxation purposes within the village and the service area.

(b) In 2013 and any subsequent year of the term, the regional district shall pay the village the regional district's share of the village's net cost in the same year the fire protection service is provided (for clarity, the 2013 regional district payment to the village shall be based on the 2013 net cost, and the 2014 payment shall be based on the 2014 net cost). The village shall submit an invoice for payment in August.

(c) An estimate of the net cost of the service calculated under section 6(a) will be provided to the regional district by the village on or before November 15th of the year preceding the calendar year for which it applies, and a final net cost will be provided to the regional district by the village before February 15 of the calendar year for which it applies, upon receipt of the completed assessment roll totals.

(d) On or before November 15th of each year, at the time the village provides the regional district with the estimated net cost of the service for the upcoming year, the village shall further provide the regional district with its five-year financial plan to anticipate budget variations and proposed capital improvements.

(e) The regional district's share of the final net cost as identified by the village by February 15 shall be the full and final amount to be paid by the regional district for that calendar year's service.

(f) If the actual costs in any given year are less than the final budget amounts submitted to the regional district for payment the village will refund any overpayments. If the actual costs in any given year are more than the final budget amounts submitted to the regional district for payment the village will include this deficit as an adjustment in the following year's net costs submitted.

(g) Where the village's estimated net cost for an upcoming year's service exceeds the net cost for the preceding year by more than five percent (5%), the village's fire department budget will be referred to the regional district, which will review the budget and make recommendations no later than December 31 to the village council. The village will advise the regional district of their decision on any recommendations on or before January 31.

PAYMENT FOR EXTRAORDINARY FIRE COSTS AND SCENE SECURITY COSTS

7. (a) If the village has incurred extraordinary fire costs and / or scene security costs in the provision of fire protection services in the service area, the village shall provide to the regional district an invoice for the proposed charge calculated in accordance with schedule A.

(b) If the regional district objects to any amount included as an extraordinary fire cost or scene security cost under section 7(a), it shall within ten (10) business days advise the fire chief in writing of its objection to the invoice and the basis for the objection. The fire chief and the regional district manager of fire services shall attempt in good faith to resolve the regional district's objections and if they are unable to do so, the matter shall be referred to the respective chief administrative officers.

(c) If the chief administrative officers cannot resolve the dispute within 30 (thirty) days of the dispute being referred, the dispute shall be referred for resolution under section 10(b).

NOTICE

8. Wherever in this agreement it is required or permitted that notice, demand or other communication will be given and served by either party to the other, such notice or demand will be given and served in writing and forwarded to the respective party at the address given in this agreement, provided that either party may change its address by giving the other prior notice of a change in address.

EFFECTIVE DATE

9. (a) Notwithstanding the date of executing or date of reference of this agreement, the effective date of this agreement is January 1st, 2013.

(b) This agreement replaces any previous agreement between the parties dealing with the provision of firefighting, fire protection or fire prevention services to the service area or any part of it.

GENERAL

10. (a) This agreement shall be governed by the laws of British Columbia and is the entire agreement between the parties regarding this subject matter.

(b) In the event of a dispute between the parties regarding this agreement that the parties cannot resolve otherwise, the dispute shall be submitted to arbitration under the *Commercial Arbitration Act* for determination by a single arbitrator mutually acceptable to the parties.

(c) Time is of the essence of this agreement.

IN WITNESS WHEREOF the parties hereto have duly executed this agreement as of the day and year first above written.

The corporate seal of the CORPORATION OF THE VILLAGE OF CUMBERLAND was hereunto affixed in the presence of:	)	
______________________	)	c/s
Mayor	)	
______________________	)	
Chief Administrative Officer	)	

The corporate seal of the COMOX VALLEY REGIONAL DISTRICT was hereunto affixed in the presence of:	)	
______________________	)	c/s
Chair	)	
______________________	)	
Corporate Legislative Officer	)	

SCHEDULE A

Charges for Extraordinary Fire Costs and Scene Security Costs

Hourly cost of each fire crew and fire truck (1 hour minimum)	Costs are in accordance with the provincially established rental rates for fire apparatus and personnel identified in the Inter-Agency Working Group report as revised from time to time.
Scene security costs	Actual cost
Hourly cost of specialized machinery • (includes heavy machinery required in combating the fire)	Actual cost
Fire retardant gel/per unit cost	Actual cost
Fire retardant foam/per unit cost	Actual cost
Mutual aid costs	Actual cost

Item 6.7

COUNCIL REPORT

REPORT DATE: June 19, 2013
MEETING DATE: June 24, 2013

TO: Mayor and Councillors

FROM: Michelle Mason, Financial Officer and Rob Crisfield, Manager of Operations

SUBJECT: Water Rates Consultant Presentation

RECOMMENDATION

THAT Council receive the Water Rates Consultant Presentation report;

AND THAT Council provide feedback to the water rates consultant Jean-Pierre Joly, Econics.

SUMMARY

In order to proceed with "mock water bills" based on consumption, prior to approving a rates bylaw for 2014, Council needs to approve a water rate structure for single family, multifamily and commercial for this process and for the revised rates bylaw to be adopted in the fall. Council will be receiving an in-depth presentation by the water rates consultant at the June 24th Council meeting. The following is an overview of what to expect at the presentation.

BACKGROUND

Water meters were installed over the past few years and meter data was obtained which gives the Village an idea of how water is being used. Consumption information has been provided to property owners during this data collection period.

The Village is planning to introduce a volumetric water rate in 2014, and in the interim, the Village will mail "mock water bills" for 2013 to give customers a chance to see how their water rates will change without actually paying the new rate yet. The volume rates won't take effect until January 2014 and staff will bring 2014 rate bylaws to Council for approval before December 31, 2013.

In order to help with this process, the Village retained the services of Econics, a water rates consulting company to develop a cost of service analysis to make sure the proposed rates are equitable. The rate analysis is now complete, and a rate scenario has been prepared to propose how rate equity can be achieved moving forward. This scenario is not necessarily meant to be the final option, but rather a starting point for discussion and further feedback. It is anticipated that based on Council feedback, staff will bring the final "mock billing" rates back to Council for approval at the July 22, 2013 Council meeting.

In December of 2012, Council requested an analysis of the water revenue that was needed to fully fund the water service from 2013 to 2017 with the Dam Stability project debt payments starting in 2016. At that time, Council approved a $13 flat water fee increase and decided to increase rates equally from 2014 to 2016 in order to smooth the large spike in revenue needed for this debt cost. These increases have been taken into account by the consultant in the rate analysis.

At the Feb 25, 2013 Council meeting, Council passed a resolution to direct staff to develop a wastewater (sewer) rate structure based on a percentage of the new water rate structure, with consideration for a reduced summer time rate to reflect outside water usage. Once a water rate model has been confirmed, staff will bring forward a report with options for a wastewater (sewer) rate structure.

Purpose of the June 24th Presentation

Econics will present the preliminary rate structure and will explain the implications of this scenario. Econics will be looking for feedback from Council on this scenario and direction to either move forward with the proposed rate structure, or develop a second scenario if necessary. Once Council has confirmed a rate structure, these rates will be used as the "mock water billing" rate for 2013. Staff will then use the water rates approved by Council to establish a proposed sewer rate.

The "mock water bills" are expected to be sent out later in August for the second quarter (April to June 2013) meter readings. There will then be a second "mock bill" sent out in October for the third quarter (July to September 2013) meter readings. The third "mock bill" will come in January 2014 for the fourth quarter (October to December 2013) readings.

The following findings will be presented on June 24th:

- The multifamily customers (and to some small degree, commercial customers) are currently subsidizing residential single family customers;
- Rate equity can be achieved within 3-4 years without too aggressively affecting any one category
- 50% of residential single family customers will see a $15 or less increase in their water bill
- 50% of multifamily customers will see a $2 or more decrease per domestic unit in their water bill
- 50% of commercial customers will see a $35 or more decrease in their water bill

FINANCIAL IMPLICATIONS

This information has been presented above.

STRATEGIC OBJECTIVE

None.

ATTACHMENTS

None.

CONCURRENCE

None.

OPTIONS

1. THAT Council receive the Water Rates Consultant Presentation report.

2. Council provide feedback to the water rates consultant Jean-Pierre Joly, Econics.

3. Any other action deemed appropriate by Council.

Respectfully submitted,

Michelle Mason
Financial Officer

Rob Crisfield
Manager of Operations

Sundance Topham
Chief Administrative Officer

Item 6.8

June 20, 2013

Council Motions - Outstanding Action Items

Please note: In-camera action items and motions from minutes yet to be approved by Council are not included

#	RESOLUTION	STAFF	STATUS
12.20	THAT the Village of Cumberland Purchase of Goods and Services Policy be reviewed by staff and that a new Purchase of Goods and Services Policy be brought to Council for consideration.	Michelle & Rachel	In Process
12.64	THAT Council approve the expenditure of up to $22,000 for the installation of a bus shelter and waste receptacles on Dunsmuir Avenue.	Judy	Bus shelter location TBD
12.67	THAT the Village of Cumberland explore the pros and cons of establishing other park operating models for the Lake Park, such as creating Corporations within Corporations, during the time frame of the current agreement, January 20th, 2012 to December 31st, 2014.	Kevin	Fall 2013
12.111	THAT staff review Development Cost Charge Bylaw No. 934 in 2012 and include Commercial Development Cost Charge fees as a major amendment to the Bylaw, and that as part of the review staff ensure that the Bylaw receives more than the required public consultation as part of the process.	Engineering	Spring 2013
March 12, 2012			
12.186	THAT Advisory Planning Commission be formed	Judy	Dec 2013
March 26, 2012			
12.218	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.	Sundance Rob	Deferred
12.226	THAT staff research and report back to Council on the possibility of parking fees at Cumberland Lake Park and Cumberland Recreation Institute.	Rob & Rachel	Spring 2013
April 10, 2012			
12.281	THAT Council request staff to get more clarification regarding Coal Valley Estates' responsibility in regards to the runoff from their proposed development adjacent to Camp Road in relation to the Official Community Plan section that states development needs to keep 90 per cent of rain on their development properties.	Rob	To be considered at Subdivision

April 23, 2012

12.291	THAT the Council of the Corporation of the Village of Cumberland: Agrees to participate in the current CVRD funding application for the proposed south regional sewage treatment system and authorizes staff to finalize the details of such application; and Directs that such participation in the south regional sewage treatment system is conditional upon the finalized and approved LWMP Stage 2 Supplemental Report supporting the selection of the south regional sewage treatment system as Cumberland's preferred long range strategy for sewage treatment and disposal, and is further conditional upon addressing financing and governance issues to the satisfaction of Cumberland.	Sundance Rob	In Process

May 14, 2012

12.335	THAT Council direct staff to put back up the *no motorized vehicles* signage in Coal Creek Historic Park and THAT Council direct staff to research costs to erect other signage reflecting park rules and regulations, including *no camping* signage	Kevin M.	Spring 2013

June 11, 2012

12.406	THAT Council refer the correspondence from Meaghan Cursons, Executive Director, Cumberland Museum and Archives re: Initiatives related to the space outside the Museum facility to staff.	Rob	Spring 2013

June 25, 2012

12.449	THAT Council forward the May 31st, 2012 correspondence from Imogene Lim, Vancouver Island University re: Parks Canada, Commemorations (current & future) to the Heritage Commission.	Rachel	Fall 2013
12.458	THAT Council direct staff to prepare a report on block party policies for consideration by Council.	Rachel	Spring 2013

July 9, 2012

12.509	THAT Council direct staff to prepare a report on the economic development potential of the industrial lands and schedule a Committee of the Whole meeting in the fall of 2012.	Sundance	Fall 2013
12.512	THAT Council move forward on the tree bylaw and direct staff to revise the bylaw to apply it to all lands in Cumberland, reduce the fees, and address the significant tree list.	Judy	In Process

July 23, 2012

12.536	THAT Council directs staff to incorporate recommendations from the Active Transportation Consultant meeting notes dated July 4, 2012 in drafting the active transportation plan for the Village.	Judy	Fall 2013

August 13, 2012

12.560	THAT Council direct staff to conduct further research to more fully address how the Village could provide funding to acquire, maintain and upgrade municipal parking areas.	Jo	Fall 2013
September 10, 2012			
12.581	THAT Council direct staff to provide a report on the concept of green burials at the Cumberland Cemetery.	Rachel	Fall 2013 Master Plan
October 9, 2012			
12-631	THAT Council direct staff to proceed to retain, fence and sign the No. 5 fan house.	Judy	In Process
12-635	THAT Council direct staff to continue to collect data through 2013 for utility consumption billing to start in 2014, to issue mock billing in August 2013, and to present a bylaw to Council for implementation of water consumption billing in 2014.	Michelle	Aug 2013
November 13, 2012			
12.689	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.	Sundance Rob	Deferred
December 10, 2012			
12-750	THAT Council direct staff to develop a Village policy, along with an accompanying fee schedule, including a lease, for any gardens created by the public on Village-owned lands, based on the Community Gardens Report.	Judy	In Process
12-752	THAT Council move forward with the organics composting pilot project through the Comox Valley Regional District with the co-mingled waste container option.	Judy	Complete
February 12, 2013			
13.62	THAT Council approve the proposed parks and recreation facility user fees in principle and direct staff to prepare amendments to the applicable bylaws;	Rachel	Bylaw In Process
February 25, 2013			
13.91	THAT Council send a letter of thanks to Lian Jianyong, Mayor of Putian Municipal People's Government and send a letter to Timberwest acknowledging the company's efforts and present Timberwest with a special gift.	Rachel	Complete
13.103	THAT Council direct staff to complete a water rate analysis based on a quarterly billing cycle; THAT Council approves the expenditure of up to $17,000 plus tax from the Community Works Funds prior to final adoption of the 2013 budget, to engage a rate specialist to assist staff with	Rob	Aug 2013

	analysis of water consumption data and to work with staff and Council on an appropriate water rate structure; THAT Council direct staff to develop a wastewater (sewer) rate structure based on a percentage of the new water rate structure, with consideration for a reduced summer time rate to reflect outside water usage, on the same billing cycle as water; and THAT Council direct staff to include solid waste collection fees on a quarterly basis with the same bill for water and wastewater, beginning in 2014.		

April 8th, 2013

13.174	THAT Council direct staff to move toward the elimination of the sale of single-use bottled water in any Village owned or administered concessions, vending machines or public facilities where access to municipal tap water exists.	Rob	In Process

April 22nd, 2013

13.213	THAT Council direct staff to develop a traffic regulations and traffic calming information flyer to be posted on the website and distributed to all mail boxes, and that the Village not proceed with the printing and distribution of signs due to lack of budget.	Rob	In Process
13.216	THAT Council establish the deadline of June 10, 2013 for receiving elector response forms, establish the elector response forms as presented, make a fair determination of the total number of electors of the area to which the process applies as 2433, and approve the public information sheet as presented.	Rachel	Complete
13.220	THAT the Corporation of the Village of Cumberland Council enter into the Comox Valley Fire and Rescue Services Agreement (Mutual Aid Agreement) and that the Mayor and Chief Administrative Officer be authorized to execute the agreement.	Rachel	Complete
13.227	THAT Council direct staff to draft a policy for Council's consideration on the investment of preferred local carbon offset projects.	Sundance	In Process

May 13, 2013

13.240	THAT Council advise the Comox Valley Conservation Strategy Partnership that it is satisfied with the way the municipality and regional district is working towards protecting the Comox Lake watershed and that the Village of Cumberland is working with local landowners to meet the needs of recreational activities while protecting the watershed.	Rachel	Complete
13.242	THAT Council permit the closure of Dunsmuir Avenue between First Street and Second Street from 7:30 am to 11:00 am; and Dunsmuir Avenue between Second Street and Fourth Street and Fourth Street and Cumberland Road from Dunsmuir Avenue to Bevan Road from 9:00 am to 10:30 on June 30th, 2013 for the BC Bike Race.	Rachel	Complete

13.244	THAT Council permit the closure of Dunsmuir Avenue between First Street and Fourth Street on July 27th, 2013 from 6:00 pm to 10:00 pm for the Comox Valley Classic Cruisers Car Club Annual Cruise the Valley.	Rachel	Complete
13.246	THAT Council permit the closure of Third Street from Dunsmuir Avenue to the alley between Dunsmuir and Derwent Avenue on August 10th, 2013; to permit motorcycle demonstrations on Dunsmuir Avenue between Fourth Street and Fifth Street on August 10, 2013; and permit the closure of Dunsmuir Avenue between Third and Fourth Street between 8 am and 11 am on August 11th, 2013 for the Cumberland Motorcycle Roundup.	Rachel	Complete
13.248	THAT Council permits the Comox Valley Cycle Club to hold a bicycle road race on Dunsmuir Avenue, Royston Road, Union Road and Cumberland Road on June 16th, 2013 at 11:00 am.	Rachel	Complete
13.251	THAT Council permit the run/walk fundraiser from Village Park to Comox Lake and back on Comox Lake Road on May 20th, 2013 at 12:00 noon.	Rachel	Complete
13.254	THAT Council direct staff to delay the establishment of the Parks and Cemeteries Select committee and review the concept of the committee in spring 2014.	Kevin M.	Spring 2014
13.256	THAT Council approve the expenditure of up to $6,000, to be funded through Council's Tax Surplus Reserve, for the development of a Village of Cumberland Parks Sign Standards manual; and THAT Council direct staff to bring forward an amendment to the adopted 2013-2017 Financial Plan Bylaw to reflect this expenditure.	Kevin M. Michelle	In Process In Process
13.260	THAT Council recommend that the application for an amendment to liquor-primary licence number 001858 for the Waverley Hotel & Pub, 2692 Dunsmuir Avenue, for the addition of a patio be approved; THAT Council considers that the views of the residents indicate that there is a concern for noise to neighbouring residents and that measures be taken to reduce this potential for noise, including restrictions limiting patio use hours to daylight hours only and only when live entertainment is not occurring inside the venue, that the applicant provide screening and noise reduction barriers to the patio, that client access to the alleyway be restricted at all times (emergency exit only), that the rear door not be permitted to be left open; THAT Council considers the impact on the community, if the application is approved with the restrictions imposed as recommended, is generally positive, supporting economic development in the commercial core in the Village.	Rachel	Complete
13.264	THAT Council direct staff to wait for the completion of the Official Community Plan review and revision process before moving forward on considering amendments to the regulation of	Sundance	2014

	backyard chickens.		

May 27, 2013

13.285	THAT Council approve its 2012 Annual Report; direct staff make the report available for public inspection at the Village office and at cumberland.ca; and direct staff to give notice in accordance with section 94 of the Community Charter of the council meeting of June 24, 2013 at 5:30 p.m. at which Council will consider the annual report and submissions and questions from the public.	Rachel	June 24 council meeting
13.287	THAT Council adopt the Maple Lake Fundraising Policy and direct staff to advertise for volunteers to the committee.	Rachel Michelle	In Process

Item 6.9

The Corporation of the Village of Cumberland
Electronic Funds and Cheque Register
From May 1st, 2013 to May 31st, 2013

Document Date	Vendor Name	Document Number	Document Amount
5/8/2013	ABC Printing	031581	$20.16
5/8/2013	Alsco Nanaimo	031582	$218.61
5/8/2013	Baird, Laurie	031583	$56.25
5/8/2013	Barker, Darryl	031584	$7.83
5/8/2013	Belfor Restoration Services	031585	$250.00
5/8/2013	Bennett Sheet Metal & Heating Ltd.	031586	$84.12
5/8/2013	Benson Juliette	031587	$68.25
5/8/2013	Black Gold Landscape Supply	031588	$806.40
5/8/2013	Bossom, Kevin	031589	$45.50
5/8/2013	Camp Melissa	031590	$76.50
5/8/2013	Carvello Law Corporation	031591	$3,726.99
5/8/2013	City of Courtenay	031592	$1,000.00
5/8/2013	Coastal Mountain Fuels	031593	$1,643.38
5/8/2013	Commercial Solutions Inc.	031594	$84.00
5/8/2013	Comox Valley Land Trust	031595	$417.50
5/8/2013	Courtenay Auto Supply Ltd.	031596	$55.99
5/8/2013	Crystal's Place	031597	$50.00
5/8/2013	Cumberland General Store	031598	$528.05
5/8/2013	Cupe Local 556	031599	$729.27
5/8/2013	Del Equipment Limited	031600	$107.74
5/8/2013	Delphine Flowers & Gifts	031601	$50.00
5/8/2013	Diamond Municipal Solutions	031602	$2,493.75
5/8/2013	Dodge City Cycles	031603	$70.00
5/8/2013	Echo, Comox Valley	031604	$179.34
5/8/2013	Economic Development, Comox Valley	031605	$75.00
5/8/2013	Footprints Securtiy Patrol Inc.	031606	$210.89
5/8/2013	Gagnier Livia	031607	$153.00
5/8/2013	Gledhill Peter	031608	$129.25
5/8/2013	Gregg Distributors (B.C.) Ltd.	031609	$67.33
5/8/2013	Guay, Bernard	031610	$45.50
5/8/2013	Harry John	031611	$100.00
5/8/2013	Hartman Auto Supply 1996 Ltd.	031612	$73.84
5/8/2013	Home Hardware Centre	031613	$220.76
5/8/2013	Hydro & Power Authority, BC	031614	$147.63
5/8/2013	Hyland Precast Inc.	031615	$811.33
5/8/2013	Island Business Print Group Ltd.	031616	$759.70
5/8/2013	Janssen, Wessel	031617	$13.42
5/8/2013	Jorgensen, Kyle	031618	$13.42
5/8/2013	Knappett Industries (2006) Ltd.	031619	$167,948.61
5/8/2013	Konica Minolta	031620	$1,095.86
5/8/2013	Last Logos Promotions Inc	031621	$590.24
5/8/2013	Lee Mac Electric Ltd.	031622	$4,547.20
5/8/2013	Life and Casualty Company, BC	031623	$2,598.07

Document Date	Vendor Name	Document Number	Document Amount
5/8/2013	Lordco Auto Parts	031624	$796.26
5/8/2013	MAR'S RESTAURANT	031625	$50.00
5/8/2013	Mason, Michelle	031626	$929.80
5/8/2013	McPhedran Kevin	031627	$20.17
5/8/2013	Midland Tools	031628	$324.52
5/8/2013	Minister of Finance - WM	031629	$125.00
5/8/2013	Monk Office	031630	$61.52
5/8/2013	North Island College	031631	$1,250.00
5/8/2013	Parker Rachel	031632	$1,023.75
5/8/2013	Pilon Tool Rentals (1972) Ltd.	031633	$641.84
5/8/2013	Pomerleau Brent	031634	$7.83
5/8/2013	Purin, Paul	031635	$100.00
5/8/2013	Receiver General For Canada	031636	$18,903.32
5/8/2013	Regional District,Comox Valley	031637	$311.25
5/8/2013	Revenue Services of British Columbia	031638	$2,535.00
5/8/2013	Rideout Construction Ltd.	031639	$8,746.47
5/8/2013	Riders Pizza	031640	$30.00
5/8/2013	Roffey, Sheri	031641	$223.16
5/8/2013	Sandland Susan	031642	$250.00
5/8/2013	Shields Ind Services (2004) Ltd.	031643	$247.76
5/8/2013	Slegg Construction Materials Ltd./Slegg Lumb	031644	$1,281.20
5/8/2013	SPCA, Comox Valley	031645	$100.00
5/8/2013	Tayco Paving Company	031646	$858.85
5/8/2013	Telus Communications	031647	$552.04
5/8/2013	Telus Mobility	031648	$1,315.18
5/8/2013	Thrifty Foods	031649	$52.27
5/8/2013	Vega Flory Francia	031650	$100.00
5/8/2013	Vranjes, David	031651	$157.50
5/8/2013	Walmart Stores Inc.	031652	$69.17
5/8/2013	WesternOne Rentals & Sales	031653	$217.48
5/8/2013	Williamson, Michael	031654	$282.59
5/10/2013	Municipal Pension Plan	00000000000010276	$8,614.94
5/23/2013	ABC Printing	031655	$1,235.36
5/23/2013	AC Industrial Instrument Services Limited	031656	$2,952.89
5/23/2013	Alsco Nanaimo	031657	$218.66
5/23/2013	Baird, Laurie	031658	$75.00
5/23/2013	Benson Juliette	031659	$100.75
5/23/2013	BFI Canada - Comox	031660	$637.42
5/23/2013	Heenan Blaikie LLP	031661	$347.20
5/23/2013	Chamber of Commerce, Comox Valley	031662	$131.25
5/23/2013	Comox Firefighters Association	031663	$325.00
5/23/2013	Corix Water Products Limited Partnership	031664	$1,101.84
5/23/2013	Cumberland Museum & Archives	031665	$15,518.00
5/23/2013	Cupe Local 556	031666	$726.99
5/23/2013	Echo, Comox Valley	031667	$74.43
5/23/2013	Elaine's Tailor Shop	031668	$81.90
5/23/2013	FASTENAL CANADA LTD.	031669	$107.46
5/23/2013	Gagnier Livia	031670	$153.00
5/23/2013	Gledhill Peter	031671	$60.50
5/23/2013	Grieve, Glen	031672	$1,122.88

Document Date	Vendor Name	Document Number	Document Amount
5/23/2013	Guillevin International Co.	031673	$58.13
5/23/2013	Hazard, Buffy	031674	$38.25
5/23/2013	Hydro & Power Authority, BC	031675	$10,457.40
5/23/2013	Imperial Welding Ltd.	031676	$135.95
5/23/2013	Industrial Plastics & Paints	031677	$447.26
5/23/2013	Iron Mountain	031678	$137.34
5/23/2013	Jim & Don Investments Ltd.	031679	$199.36
5/23/2013	Juniper Environmental Services	031680	$147.00
5/23/2013	Lee Mac Electric Ltd.	031681	$720.38
5/23/2013	Local Govt. Mgmt. Association	031682	$446.25
5/23/2013	Milburn Jonathan	031683	$750.00
5/23/2013	Monk Office	031684	$354.45
5/23/2013	Muchalaht Construction	031685	$250.00
5/23/2013	North Island College	031686	$500.00
5/23/2013	North Island Communications Inc.	031687	$515.20
5/23/2013	North Island Laboratories Ltd.	031688	$1,434.00
5/23/2013	Oyster River Volunteer Fire Rescue Associatio	031689	$125.00
5/23/2013	Pacific Blue Cross	031690	$4,175.95
5/23/2013	Perry, Shiva	031691	$33.00
5/23/2013	Pest Control, Island	031692	$420.00
5/23/2013	Purin, Paul	031693	$100.00
5/23/2013	Quinsam Radio Communications Ltd.	031694	$101.02
5/23/2013	Raylec Power LP	031695	$1,359.75
5/23/2013	Receiver General For Canada	031696	$17,794.62
5/23/2013	Regional District,Comox Valley	031697	$4,637.50
5/23/2013	Regional Library, Vancouver Island	031698	$29,787.00
5/23/2013	Rocky Mountain Phoenix	031699	$108.13
5/23/2013	Roffey, Sheri	031700	$100.00
5/23/2013	Rogers Communications Inc.	031701	$787.19
5/23/2013	Salter & Newell Commercial	031702	$179.20
5/23/2013	Shaw Cablesystems G.P.	031703	$302.03
5/23/2013	Smith Cameron Pump Solutions	031704	$1,453.44
5/23/2013	Stockand Trisha	031705	$100.00
5/23/2013	Topham Sundance	031706	$158.00
5/23/2013	Tower Fence Products	031707	$185.66
5/23/2013	Van Houtte Coffee Services	031708	$309.68
5/23/2013	Vega Flory Francia	031709	$50.00
5/23/2013	Vranjes, David	031710	$140.00
5/23/2013	Wagonmaster Enterprises (B.C.) Inc.	031711	$218.40
5/23/2013	Walker, Judith	031712	$288.25
5/23/2013	Wandering Moose Cafe, The	031713	$247.50
5/23/2013	Williamson, Michael	031714	$61.99
5/24/2013	Municipal Pension Plan	00000000000010277	$8,466.53
5/28/2013	Municipal Finance Authority	00000000000010371	$10,799.51
5/29/2013	Mastercard, Credit Union	031715	$3,666.46
			$370,266.86

Item 7.1

COUNCIL REPORT

REPORT DATE: June 13, 2013
MEETING DATE: June 24, 2013

File No. 1760-20/4220-20

TO: Mayor and Councillors

FROM: Rachel Parker, Deputy Corporate Officer

SUBJECT: Water Improvements Loan Authorization Bylaw No. 981, 2013 and Water Improvements Temporary Borrowing Bylaw No. 982, 2013

RECOMMENDATION

THAT Council receive the "Water Improvements Loan Authorization Bylaw No. 981, 2013 and Water Improvements Temporary Borrowing Bylaw No. 982, 2013" report.

THAT Council adopt "The Corporation of the Village of Cumberland Water Improvements Loan Authorization Bylaw No. 981, 2013",

THAT Council adopt "The Corporation of the Village of Cumberland Water Improvements Temporary Borrowing Bylaw No. 982, 2013".

SUMMARY

Council has received elector approval for Water Improvements Loan Authorization Bylaw No. 981, 2013 and may consider adoption of the bylaw in anticipation of the projects outlined in the bylaw.

BACKGROUND

Council has received elector approval through an alternate approval (previously known as counter petition) process to adopt Water Improvements Loan Authorization Bylaw No. 981, 2013. This bylaw authorizes Council to borrow a total of $1.3 million:

- $560,000 for the reconstruction of the Stevens Lake dam
- $450,000 for reconstruction of the Cumberland No. 2 dam
- $290,000 for construction of ultraviolet sterilization water treatment system

Temporary Borrowing Bylaw

Upon adoption of Bylaw 981, Council may consider adoption of Water Improvements Temporary Borrowing Bylaw No. 982, 2013, which permits Council to borrow funds in the short term to fund the project before staff proceed to apply to the Regional District for a long term borrowing certificate through the Municipal Finance Authority.

At this point in time, it is not intended to apply for long term borrowing until all three water projects are completed in 2015 and the full funds are required. It would be at this time that the term of the debt would be determined by Council. Staff will monitor interest rates on the short term borrowing and may ask the Council to apply for long term borrowing sooner if rate increases impact the finances of the Village.

Next Steps

Once Council adopts the Water Improvements Loan Authorization Bylaw No. 981, 2013, staff must wait one month to give electors of the Village an opportunity to apply to set aside the bylaw. If an application to do so is not received, the Corporate Officer may apply to the Ministry of Community Sport and Cultural Development for a certificate of approval.

Once this certificate is received, staff would award the tender for the Stevens Lake dam project, and proceed with the short term borrowing in order to proceed with the project in late summer 2013.

FINANCIAL IMPLICATIONS

The total long-term and short-term debt need to fund this project is $1.3 million. If the term of the debt is 20 years, the estimated annual payment would be $108,650, which calculates to $79 per year for each utility rate payer. If the term of the debt is 30 years, the estimated annual payment would be $84,930, which calculates to $62 per year for each utility rate payer. The Village's estimated available borrowing capacity would also decrease to $7 million based on a 5% interest rate on a 20 year amortization period. This capacity is the legislated allowable debt that the Village can enter into and is

STRATEGIC OBJECTIVE

- Establishing an adequate and high quality source of water for the current and future residents of the Village

ATTACHMENTS

1. Elector Approval Certification for Water Improvement Loan Authorization Bylaw No. 981, 2013
2. Water Improvement Loan Authorization Bylaw No. 981, 2013
3. Water Improvements Temporary Borrowing Bylaw No. 982, 2013

CONCURRENCE

Michelle Mason, Financial Officer MM

Rob Crisfield, Manager of Operations RAC

OPTIONS

1. THAT Council adopt "The Corporation of the Village of Cumberland Water Improvements Loan Authorization Bylaw No. 981, 2013".
2. THAT Council adopt "The Corporation of the Village of Cumberland Water Improvements Temporary Borrowing Bylaw No. 982, 2013".
3. Any other action deemed appropriate by Council.

Respectfully submitted,

Rachel Parker
Deputy Corporate Officer

Sundance Topham
Chief Administrative Officer

Corporation of the
Village of Cumberland

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

File No. 4220-20
June 11, 2013

Elector Approval Certification
Water Improvements Loan Authorization Bylaw No. 981, 2013

I certify that, on the basis of 3 elector responses forms received before the deadline of June 10, 2013 at 4:30 p.m., and where 243 elector responses are required to prevent the council from proceeding without the assent of the electors, electoral approval for *The Corporation of the Village of Cumberland Water Improvements Loan Authorization Bylaw No. 981, 2013* has been obtained in accordance with section 86 of the BC Community Charter.

Sundance Topham
Corporate Officer

June 11, 2013
Date

THE CORPORATION OF THE VILLAGE OF CUMBERLAND

BYLAW NO. 981

A bylaw to authorize the borrowing of money for the capital cost of improvements to the Community Drinking Water System.

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

1. This Bylaw is cited as "The Corporation of the Village of Cumberland Water Improvements Loan Authorization Bylaw No. 981, 2013".

2. The Corporation of the Village of Cumberland is empowered and authorized to borrow upon its credit a sum not to exceed $1,300,000 for the purpose of undertaking the following water system improvement projects:

   (a) Stevens Lake dam stability reconstruction at a cost of $560,000,
   (b) Cumberland No. 2 dam stability reconstruction at a cost of $450,000, and
   (c) the construction of an ultraviolet sterilization water treatment system at a cost of $290,000.

3. The maximum term for which the debentures may be issued is 30 years.

READ A FIRST TIME THIS	**25TH**	**DAY OF**	**FEBRUARY,**	**2013.**
READ A SECOND THIS	**25TH**	**DAY OF**	**FEBRUARY,**	**2013.**
READ A THIRD TIME THIS	**11TH**	**DAY OF**	**MARCH**	**, 2013.**

APPROVED BY THE INSPECTOR OF MUNICIPALITIES THE 9TH DAY OF APRIL , 2013.

RECEIVED THE APPROVAL OF THE ELECTORS THIS 11TH DAY OF JUNE , 2013.

ADOPTED THIS DAY OF , 2013.

________________________ ________________________________

Mayor Corporate Officer

THE CORPORATION OF THE VILLAGE OF CUMBERLAND

BYLAW NO. 982

A bylaw to authorize the temporary borrowing of money for the capital cost of improvements to the Community Drinking Water System.

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

1. This Bylaw is cited as "The Corporation of the Village of Cumberland Water Improvements Temporary Borrowing Bylaw No. 982, 2013".

2. The Corporation of the Village of Cumberland is authorized to temporarily borrow an amount or amounts not to exceed $1,300,000.

3. The form of obligation to be given as acknowledgement of the liability must be a promissory note or notes bearing the corporate seal and signed by the Mayor and the Financial Officer.

4. The money borrowed under this bylaw must be used solely for the purposes set out by "The Corporation of the Village of Cumberland Water Improvements Loan Authorization Bylaw No. 981, 2013".

5. The proceeds from borrowing authorized by "The Corporation of the Village of Cumberland Water Improvements Loan Authorization Bylaw No. 981, 2013" must be used to repay the money temporarily borrowed under this bylaw.

READ A FIRST TIME THIS	**25th**	**DAY OF**	**FEBRUARY**	**, 2013.**
READ A SECOND THIS	**25th**	**DAY OF**	**FEBRUARY**	**, 2013.**
READ A THIRD TIME THIS	**11th**	**DAY OF**	**MARCH**	**, 2013.**
ADOPTED THIS		**DAY OF**		**, 2013.**

____________________ Mayor

____________________ Corporate Officer

Item 7.2

COUNCIL REPORT

REPORT DATE: June 19, 2013
MEETING DATE: June 24, 2013

TO: Mayor and Council

FROM: Rob Crisfield, Manager of Operations

SUBJECT: Develop Cost Charge Bylaw Report 2013

RECOMMENDATION

THAT Council receives the Development Cost Charge Report 2013;

AND THAT Council gives First Reading to the Village of Cumberland Development Cost Charge Bylaw Report 2013;

AND THAT Council instructs staff to proceed with public engagement including a public meeting with Staff and Council present.

SUMMARY

Staff was directed by Council to Update our current Development Cost Charge (DCC) bylaw and include Commercial DCC's. This work has now been completed and is attached for Council to consider for First Reading.

BACKGROUND

The current DCC bylaw does not include commercial DCC's and in 2012 Council directed staff to update the bylaw to reflect current project costs and population densities. Staff engaged the assistance of McElhanney Engineering to complete a review of our DCC bylaw rates and to update these rates to include commercial DCC's, which are absent from the current DCC bylaw. Along with the addition of commercial DCC's, the other rates were adjusted reflecting the following objectives:

1. Adjustment of projected equivalent population for capital projects to reflect input from development community.
2. Allocation of funds for inclusion of additional groundwater development, and for participation in a future Water Supply Source.
3. Adjustment to current DCC account balances to reflect receipt of fees since 2009.
4. Adjustment of sewage treatment and disposal projects to reflect the conditionally selected option in the LWMP process, including participation in a South Regional Sewage Treatment System.

5. Updating of cost estimates for capital projects from 2009 to 2013 to reflect the cost of living increase, and other estimated increases in road construction costs.
6. Addition of commercial DCC fees.
7. Adjustment of residential densities to reflect secondary suites and flex units.
8. Deletion of completed DCC projects and addition of new projects deemed necessary for growth.

Division 10 of the Local Government Act sets out the parameters under which DCC's can be collected. Division 10 of the LGA also requires approval from the Inspector of the Province before final adoption of the DCC Bylaw can take place.

An analysis of DCC projects and population densities was undertaken and has been reflected in the new DCC costs for single and multi-family, commercial, industrial, and institutional. Staff is recommending that Council provide First reading of the bylaw. Staff further recommends that following First reading, the municipality engage stakeholders and residents as described in the public participation process of the attached report and provide an opportunity for feedback. Consider the feedback and make necessary changes prior to further readings of the bylaw.

Current and Proposed DCC Rates

Type of Dwelling Unit	Existing		Proposed	
	People/Unit or area	DCC Rate	People/unit or area	DCC Rate
Single Family with suite	2.8	19,915	3.1	19,644
Townhouse/mobile trailer	2.0	13,995	2.5	15,582
Multi Family	1.6	11,062	2.0	12,366
Commercial	per m2	0	per m2	71.18
Institutional	per m2	69.72	per m2	60.52
Industrial	per Ha	137,269	per Ha	116,220

FINANCIAL IMPLICATIONS

While there are no immediate financial implications, this update to the DCC bylaw should capture true development and servicing costs associated with new development, including the addition of commercial DCC's. Some projects reflect existing off-site infrastructure deficiencies and assume some contribution by the municipality.

STRATEGIC OBJECTIVE

The municipal Strategic Priorities set by Council for 2013 has identified the need for ongoing policy and bylaw review of fees and charges.

ATTACHMENTS

Village of Cumberland DCC Report, June 19, 2013

CONCURRENCE

Michelle Mason, Chief Financial Officer

OPTIONS

1. THAT Council gives First Reading to the Village of Cumberland Development Cost Charge Bylaw Report 2013.
2. Following First reading, staff along with Council engages stakeholders and the public for comments and feedback on the proposed DCC rates.
3. Any other action deemed appropriate by Council.

Respectfully submitted,

Rob Crisfield
Manager of Operations
Village of Cumberland

Sundance Topham
Chief Administrative Officer

Village of Cumberland

DCC Report

June 19, 2013

McElhanney

Village of Cumberland DCC Update - 2013
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1.0 INTRODUCTION

1.1 Objectives

Village of Cumberland Development Cost Charge Bylaw 825, 2009 established rates for Parks and Open Space, Storm Drainage, Sanitary Sewer, Waterworks, and Roads. These rates generally require adjustment to reflect the following:

1. Adjustment of projected equivalent population for capital projects to reflect input from development community.
2. Allocation of funds for inclusion of additional groundwater development, and for participation in a future Water Supply Source .
3. Adjustment to current DCC account balances to reflect receipt of fees since 2009.
4. Adjustment of sewage treatment and disposal projects to reflect the conditionally selected option in the LWMP process, including participation in a South Regional Sewage Treatment System.
5. Updating of cost estimates for capital projects from 2009 to 2013 to reflect the cost of living increase, and other estimated increases in road construction costs.
6. Addition of commercial DCC fees.
7. Adjustment of residential densities to reflect secondary suites and flex units.
8. Deletion of completed DCC projects and addition of new projects deemed necessary for growth.

Development places demands on existing infrastructure, and Development Cost Charges are set to fairly allocate the costs of adding capacity to required infrastructure to sustain development.

1.2 Background

The capacity of Village of Cumberland infrastructure will need to be increased in order to accommodate development. Recent development of a groundwater source has added capacity to the water supply, but additional capacity will be needed to satisfy demand for an additional population over the next 25 years. Similarly, additional sewage collection and treatment capacity is required . The Storm Drainage system and Village roads also need capacity improvements in order to accommodate the added population and traffic. Parkland Acquisition and Development is required for existing and additional park space to meet future needs.

1.3 Guiding Principles

The Development Cost Charges Best Practices guide, third edition, published by the Ministry of Community, Sport and Cultural Development has been referenced throughout in the preparation of this report and Bylaw. The guiding principals are summarized as follows:

Integration

The capital programs, cost estimates, and population projections used are consistent with existing documents including; the Official Community Plan, Water System Master Plan, Sanitary Sewer Master Plan, Storm Drainage Master Plan, previous DCC studies, LWMP draft Supplementary Report, and public consultation process, with subsequent internal reports, and the Roads Master Plan, as noted in 3.1.

Benefiter Pays

Costs of Capital Works have, where appropriate, been shared between the DCC program and Village sources of funding.

Fairness and Equity

Where cost sharing is appropriate, costs have been allocated in accordance with existing to future population ratios or other pertinent methods. Also, equivalent population factors have been used for various residential types as well as industrial, commercial and institutional land uses. Projects exclusively required to service a particular development have been excluded from the DCC capital projects list.

Accountability

Background information and this report should be available for comment by the public and the development industry. Adjustments can be made following the public process as appropriate.

Certainty

A one year grandfathering period for 'in stream' subdivision applications has been built in to the bylaw to allow developers with complete applications to pay at the previous rate in accordance with the Local Government Act.

2.0 GENERAL CONSIDERATIONS

2.1 Legislative and Regulatory Background

The Authority for Municipalities to levy Development Cost Charges (DCC's) is contained in the Local Government Act. DCC's are assessed to provide financing to Local Government to expand major infrastructure systems to accommodate new development and growth. Only the costs directly attributable to new development can be charged and any benefits to existing users from the program are attributable to the Local Government.

2.2 Public Participation Process

The Best Practices Guide recommends that during the course of developing DCC's the Local Government undertake a suitable public process.

The Village of Cumberland public information and input format is as follows:

- Notify the public and stakeholders that the bylaw is going to Council for first reading.
- Take the bylaw to Council for first reading.
- Host a public meeting with staff and Council present.
- Consider feedback from the public meeting, make appropriate changes prior to taking the bylaw back to Council for additional readings and final adoption.

2.3 Bylaw Exemptions

The Local Government Act Section provides for exemptions of 'places of worship' from DCC's resulting from their tax exempt status.

Local Governments may also exempt payment of DCC's for nonprofit rental housing units, affordable housing, small lot subdivisions resulting in low greenhouse gas emissions, and low environmental impact development. In these cases however the cost of the exemption is to be carried by existing ratepayers. No exemptions are currently proposed in the DCC bylaw for these.

The Local Government Act provides exemptions for developments containing less than 4 units and for building permits less than $50,000, however the Act also gives Local Governments the authority to provide by Bylaw that the former exemption not apply, and that the $50,000 threshold be increased.

The Village of Cumberland proposed DCC bylaw does not provide for exemptions for less than four units or building permits greater than $50,000.

2.4 Collection of Charges

The Village of Cumberland has elected to collect DCC's at the subdivision approval stage for single family and duplex subdivisions, and at the building permit stage for multi-family, commercial, industrial, and institutional developments. This is consistent with most jurisdictions in BC. The collection of floor area assessed DCC's at building permit stage ensures the actual floor area of buildings is captured from construction drawings submitted for building permit.

For complete subdivision applications received by the Municipality prior to the effective date of the bylaw, the Local Government Act provides for a one year period from the effective date to obtain final approval, where at the election of the applicant, the previous charges will apply. The Act does not specifically apply this same in-stream protection to DCC's collected at the building permit stage, and the Village of Cumberland has not included one year in-stream protection in the bylaw for building permit applications.

2.5 Municipal Assist Factor.

The Local Government Act provides for an assist factor to be included in the calculation of DCC's. The assist factor is an amount of the project cost determined by the Municipality to be a benefit to the existing community. The amount of the assist factor is based on the desire of the community to reduce excessive DCC costs or to encourage development, and is funded from the City's own resources. The Village of Cumberland has set the Municipal Assist factor at 1% for all DCC's in the 2009 bylaw. No change to this policy is proposed.

3.0 GROWTH PROJECTIONS AND PLANNING ASSUMPTIONS

3.1 Relationships to other Municipal Documents

Information from the following documents was sourced in the preparation of this report;

- Village of Cumberland, Official Community Plan Bylaw # 786
- Village of Cumberland, Development Cost Charges Bylaw # 825, 2009
- Village of Cumberland, Water System Master Plan, Anderson Civil Consultants Inc, January 2007.
- Village of Cumberland Stormwater Drainage Master Plan, McElhanney Consulting Services Ltd., July 2010.
- Village of Cumberland Sanitary Sewer Master Plan, McElhanney Consulting Services Ltd., July 2010.
- Village of Cumberland, Roads Master Plan, McElhanney Consulting Services Ltd., 2007

- Village of Cumberland, Liquid Waste Master Plan - draft Supplementary report and public information process to 2012.
- Koers and Associates Engineering Ltd. Technical Memorandum No. 1 – design population and water demands for Royston, January, 2013.
- Kerr Wood Leidal Consulting Engineers – Technical Memorandum #6 and #8 – Analysis of Regional Water Supply.
- Village of Cumberland Draft Parks and Greenways Master Plan , 2007
- Village of Cumberland Population growth records from OCP review process - Stantec 2013
- Technical reports prepared for Trilogy Properties VI Corporation - Cumberland Interchange lands.
- Technical reports prepared for Coal Valley Estates - Phase 4 and 5 Development.

3.2 Estimation of Growth

Historical population growth for Cumberland since 2005 has been at a rate of 4.24% [1]. The CVRD projected rate of growth used for the CVRD Regional Growth Strategy is estimated to be considerably less. Population horizons will depend on the actual rate of growth.

3.3 Projected Residential Development Units

The projected horizon for the calculation of water DCC rates in Cumberland is based on an estimated equivalent population of approximately 5,000 additional people. It is recognized that additional water storage and/or supply will be required to service this population, and that initiatives proposed for additional water supply using groundwater and a longer range water supply will be used to satisfy the demand. It is anticipated that reduced per capita water demand will result from a water billing system based on metered usage.

Cumberland supplies bulk water to Royston, and future demand from Royston will need to be accommodated by the Cumberland water supply, unless the CVRD adopts another water source for Royston. Short term capital costs are currently included in the Royston bulk water rates, and are therefore excluded from the DCC calculation. There is currently no mechanism for collecting DCC fees from the CVRD, which operates the Royston water system.

The estimated Cumberland population projection used for this report for Cumberland water supply is 8,692. Density for single family units has been increased to 3.1 people per unit from a historical average of 2.5 in consideration for secondary suites which are permitted under current zoning bylaws. Similar increases have been used for other residential units as noted in the following table:

[1] Stats Canada - Key Trends Population Growth 2006-2011

Type	Persons per unit
Single family/duplex	3.1
Townhouse/Mobile Home	2.5
Apartment	2

Projected equivalent population for sewer, storm sewer, and roads calculations is based on input from the development community regarding projects or land use applications considered to be "in stream" at the time of the bylaw preparation. The following is a summary of equivalent population increases for each category of service used for calculating DCC fees. The method of estimating the equivalent populations is described later in the report:

Water (Cumberland Only)	5,000
Sanitary Sewer	4,050
Storm Sewer	3,804
Roads	10,000
Parks	4,908

3.4 Commercial Development

Commercial developments are now included in the DCC fee structure. The typical commercial equivalent residential density is based on the Province of BC - DCC Best Practices Guide of 0 .013 persons/sq.m. of gross floor area. This factor has been used for calculating DCC fees for water, sewer, and roads. Calculations for drainage are based on soil permeability factors, described later in this report.

3.5 Institutional Development

The typical institutional equivalent residential density is based on the Province of BC - DCC Best Practices Guide of 0 .011 persons/sq.m. of gross floor area. This factor has been used for calculating DCC fees for water, sewer, and roads. Calculations for drainage are based on soil permeability factors, described later in this report.

3.6 Industrial Development

The typical industrial equivalent residential density is based on the Province of BC-DCC Best Practices Guide for gross site development, but factored to account for net site development[2]. The density used for calculating DCC fees is 18 persons / net Ha, for

[2] Net site development is defined as the total area of improvements.

water, sewer, and roads. Calculations for drainage are based on soil permeability factors, described later in this report.

3.7 Summary of Future and Existing Equivalent Populations (Water DCC's)

	Equivalent Pop.
Increase in Residential	4335
Increase in Institutional	240
Increase in Industrial	165
Increase in Commercial	260
Existing Population	3692
Totals	8,692

The total equivalent increased population used for estimating the capital costs and water DCC calculations is 5,000 people.

4.0 ROAD DEVELOPMENT COST CHARGES

4.1 Road DCC Program

The Roads Master Plan identifies several capacity improvements substantially at selected intersections. Unconstructed projects have been reconciled or carried over from the 2009 DCC background information. Road upgrades required to support development of lands east and west of Highway 19 up to an increase of approximately 10,000 equivalent population have been determined from technical reports provided with development zoning applications to date with an allowance for infill. The projects listed in the 2009 bylaw have been adjusted for inflation, and construction cost estimates for proposed developer initiated road work projects have been increased by 30% to reflect recent input from development stakeholders. A bike lane has been added on Bevan Road from Cumberland Rd. to a proposed connector road from Kendal Rd.

4.2 Traffic Generation and Calculation of Road Impact

The present road infrastructure in Cumberland is deemed to be sufficient to meet the demands of the existing population. Intersections are currently operating at an acceptable level of Service and therefore many improvements have been allocated entirely to development. The cost of sidewalk projects has been allocated to existing development at a rate of 20%-50% benefit to existing population.

4.3 Development Cost Calculation for Road Projects

Road projects, and DCC cost allocations are found in TABLE 1.

5.0 STORM DRAINAGE DEVELOPMENT COST CHARGES

5.1 Storm Drainage DCC Program

Unconstructed storm drainage projects are reconciled or carried over from the previous DCC project list. Drainage improvements required to support long term development of lands subject to current OCP and zoning west of Highway 19 have been included. The Local Government Act Section 933 (3) exempts a DCC charge where the development does not impose new capital costs on the municipality. As there are no storm drainage works included in the list of DCC projects in the area east of Highway 19, developments in this area will not be subject to Storm drainage DCC's. The number of units (denominator) used in the calculation of Storm drainage DCC's has therefore been reduced accordingly, and applicable only for projects west of Highway 19.
The total equivalent dwelling units anticipated based on current development proposals for Coal Valley Estates, Cumberland Interchange Lands, and infill, west of Highway 19 is estimated to be 3,804 equivalent dwelling units (EDU).

5.2 Imperviousness and Calculation of Equivalent Drainage Unit

The impact of development on the storm sewer system is based on the percentage of impervious area for each type of development. Using a single family lot as 1 unit, the following is a summary of equivalent drainage units (EDU's) based on the Best Practices Guide:

Type	Equivalence Factor (EDU)
Single Family/Duplex	1.0/unit
Townhouse/Mobile Home	0.54/unit
Apartment	0.33/unit
Industrial	22.5/ha
Commercial	.0032/sq.m.
Institutional	0.003/sq.m

5.3 Development Cost Calculation for Storm Drainage

Storm Drainage projects, and related DCC cost allocation are found in TABLE 2.

6.0 SANITARY SEWER - DEVELOPMENT COST CHARGES

6.1 Sanitary Sewage DCC Program

Unconstructed sanitary sewer projects listed in the 2009 bylaw have been reconciled or carried over from the previous DCC background information. Constructed Treatment Wetlands (phase 2) and on-site biological treatment, which were included in the 2009 bylaw have been replaced with South Regional Sewage Treatment (Phase 1) as the basis of equivalent population capacity (4050) and capital costs. The capital costs are pro-rated based on benefit to existing population, and benefit to proposed development. Other sewer capital projects include selected, but not all improvements required to support proposed development lands east and west of Highway 19.

6.2 Sewage Generation and Calculation of Equivalent Population

The Equivalent population for sanitary Sewer DCC's is detailed in Section 3.3 of this report.

6.3 Development Cost Calculation for Sewer

Sewer projects, and DCC related cost allocation are found in TABLE 3.

7.0 WATER - DEVELOPMENT COST CHARGES

7.1 Water DCC Program

The water DCC projects have been reconciled or carried over from the unconstructed work contained in the 2009 DCC Bylaw. Future water supply includes additional groundwater development as a short and mid-term supply option, combined with a longer range water supply. Water distribution expansion and storage required for development is included in the program, including a re-chlorination station on Cumberland Road.

7.2 Water Demand and Calculation of Equivalent Population

The Equivalent population for water DCC's are as detailed in section 3.7 of this report.

7.3 Development Cost Charge Calculation for Water

Water projects, and related DCC cost allocations are found in TABLE 4.

8.0 PARKLAND DEVELOPMENT COST CHARGES

8.1 Parkland Acquisition and Improvement DCC Program

The Cumberland Parks & Greenways Master Plan identifies existing and proposed parkland within the Village of Cumberland.
Based on the population projections and the National Recreation and Parks Association (NRPA) Standards for park area per capita, the Parks & Greenways Master Plan documents the proposed areas and locations of future parks and improvements to existing parks.

8.2 Estimate of Population

The equivalent population for Parkland DCC's is based on a 25 year horizon. Industrial, commercial, and institutional developments are deemed not to impact the requirement for parks, and the increase in equivalent population has been reduced to 4908 people to reflect this approach.

8.3 Development Cost Charges for Parkland Improvements and Acquisitions

Park improvement and acquisition projects, and related DCC cost allocation are found in TABLE 5 and TABLE 6.

9.0 SUMMARY OF DEVELOPMENT COST CHARGES

A summary of Development Cost Charges is found in the following Table.

Village of Cumberland
DCC SUMMARY
June 19,2013

	Dwelling, Single Family(per lot) or Duplex (per dwelling unit)	Dwelling, Patio home,Townhouse Rowhouse or Manufactured home in MHP (per dwelling Unit)	Dwelling, Multi family (per dwelling Unit)	Industrial Use (per hectare of land developed)	Institutional Use (per sq.m. of GFA)	Commercial Use (per sq.m. of GFA)
Water	$4,259	$3,435	$2,748	$24,732	$15.11	$17.86
San Sewer	$9,664	$7,794	$6,235	$56,116	$34.29	$40.53
Roads	$2,305	$1,859	$1,487	$13,387	$8.18	$9.67
Storm Sewer	$977	$528	$322	$21,985	$2.93	$3.13
Parks	$2,438	$1,966	$1,573	$0	$0.00	$0.00
Total	**$19,644**	**$15,582**	**$12,366**	**$116,220**	**$60.52**	**$71.18**

TABLES 1-6

Village of Cumberland DCC Projects June 19,2013

TABLE 1 Road Projects

Road Projects	Est Cost	Grants	Balance	Benefit to Existing	DCC Share	Assist Factor	DCC
Bevan-Cumberland to Wellington s/w	$ 50,843.80	0	$ 50,843.80	$ 21,018.78	$ 29,825.02	$ 298.25	$ 29,526.77
B evan Bike lane (Cumberland - Connector)	$ 179,000.00	0	$ 179,000.00	$ -	$ 179,000.00	$ 1,790.00	$ 177,210.00
2nd-Ulverston to Windermere s/w	$ 22,106.00	0	$ 22,106.00	$ 10,154.00	$ 11,952.00	$ 119.52	$ 11,832.48
Windemere-2nd to 1st s/w	$ 33,159.00	0	$ 33,159.00	$ 15,231.00	$ 17,928.00	$ 179.28	$ 17,748.72
Maryport Ave-West of Egremont s/w	$ 48,633.20	0	$ 48,633.20	$ 22,338.80	$ 26,294.40	$ 262.94	$ 26,031.46
Maryport Ave-West of Egremont	$ 176,848.00	0	$ 176,848.00	$ 50,770.00	$ 126,078.00	$ 1,260.78	$ 124,817.22
Ulverston - 4th to 2nd s/w	$ 55,265.00	0	$ 55,265.00	$ 25,385.00	$ 29,880.00	$ 298.80	$ 29,581.20
Ulverston-Chicane to Dunsmuir	$ 252,008.40	0	$ 252,008.40	$ 69,047.20	$ 182,961.20	$ 1,829.61	$ 181,131.59
Ulverston-5th to Dunsmuir s/w	$ 171,321.50	0	$ 171,321.50	$ 70,824.15	$ 100,497.35	$ 1,004.97	$ 99,492.38
Roundabout - Cumberland at 4th st.	$ 552,650.00	0	$ 552,650.00	$ -	$ 552,650.00	$ 5,526.50	$ 547,123.50
Roundabout - Dunsmuir at Egremont	$ 331,590.00	0	$ 331,590.00	$ 101,540.00	$ 230,050.00	$ 2,300.50	$ 227,749.50
Intersection Upgrade - Dunsmuir at Union	$ 390,000.00	0	$ 390,000.00	$ -	$ 390,000.00	$ 3,900.00	$ 386,100.00
Intersection Upgrade - Cumb. Rd. at Union	$ 463,320.00	0	$ 463,320.00	$ -	$ 463,320.00	$ 4,633.20	$ 458,686.80
Traffic Signal Cumb.Rd. at Union	$ 276,325.00	0	$ 276,325.00	$ -	$ 276,325.00	$ 2,763.25	$ 273,561.75
Intersection Upgrade - Bevan at Cumberland Rd.	$ 331,590.00	0	$ 331,590.00	$ -	$ 331,590.00	$ 3,315.90	$ 328,274.10
Traffic Signal - Bevan at Cumberland Rd.	$ 276,325.00	0	$ 276,325.00	$ -	$ 276,325.00	$ 2,763.25	$ 273,561.75
Egremont - Dunsmuir to Maryport	$ 189,006.30	0	$ 189,006.30	$ 50,770.00	$ 138,236.30	$ 1,382.36	$ 136,853.94
Egremont - Dunsmuir to Maryport s/w	$ 49,738.50	0	$ 49,738.50	$ 22,846.50	$ 26,892.00	$ 268.92	$ 26,623.08
Egremont - Maryport to Ulverston s/w	$ 44,212.00	0	$ 44,212.00	$ 20,308.00	$ 23,904.00	$ 239.04	$ 23,664.96
Close Minto Rd. S - & New connection	$ 273,000.00	0	$ 273,000.00	$ -	$ 273,000.00	$ 2,730.00	$ 270,270.00
Remove Pavement on Minto Road & Grant Rd.	$ 71,175.00	0	$ 71,175.00	$ -	$ 71,175.00	$ 711.75	$ 70,463.25
Road Widening & Tapers on CV Parkway NS	$ 227,500.00	0	$ 227,500.00	$ -	$ 227,500.00	$ 2,275.00	$ 225,225.00
Signals & Lights - CV Parkway at Small Rd +	$ 357,500.00	0	$ 357,500.00	$ -	$ 357,500.00	$ 3,575.00	$ 353,925.00
Minto Rd. Realignment	$ 71,500.00	0	$ 71,500.00	$ -	$ 71,500.00	$ 715.00	$ 70,785.00
CV Parkway SS wideningfor 2 accesses (lot 5)	$ 617,500.00	0	$ 617,500.00	$ -	$ 617,500.00	$ 6,175.00	$ 611,325.00
Dual Left Turn Lanes off CV Parkway at Small Rd.	$ 157,950.00	0	$ 157,950.00	$ -	$ 157,950.00	$ 1,579.50	$ 156,370.50
Widen Cumberland Road under Hwy #19	$ 471,250.00	0	$ 471,250.00	$ -	$ 471,250.00	$ 4,712.50	$ 466,537.50
Signalize West term. Cumb. Rd. off ramp	$ 390,000.00	0	$ 390,000.00	$ -	$ 390,000.00	$ 3,900.00	$ 386,100.00
Royston Rd. widening at Cumb. Parkway inter.	$ 130,000.00	0	$ 130,000.00	$ -	$ 130,000.00	$ 1,300.00	$ 128,700.00
Signal for 4way at Royston/Hwy 19 offramp	$ 374,400.00	0	$ 374,400.00	$ -	$ 374,400.00	$ 3,744.00	$ 370,656.00
Offramp northbound - Hwy 19 to Royston Rd.	$ 537,030.00	0	$ 537,030.00	$ -	$ 537,030.00	$ 5,370.30	$ 531,659.70
Ulverston/Dunsmuir Intersection upgrade	$ 91,000.00	0	$ 91,000.00	$ 21,323.40	$ 69,676.60	$ 696.77	$ 68,979.83
Southbound ramp - Royston Rd. to Hwy 19.	$ 631,800.00	0	$ 631,800.00	$ -	$ 631,800.00	$ 6,318.00	$ 625,482.00
Total	$ 8,295,546.70	$ -	$ 8,295,546.70	$ 501,556.83	$ 7,793,989.87	$ 77,939.90	$ 7,716,050
Account Bal.							$ 285,344
Net DCC							$ 7,430,706
Prorated DCC study Costs							$ 6,332
DCC per person (@10000people)							$ 743.70

Summary By Type	Density (ppl/unit)	Units	Total
Single Family/Duplex	3.1	u	$ 2,305
Townhouse	2.5	u	$ 1,859
Apartment	2	u	$ 1,487
Industrial	18	ha	$ 13,387
Institutional	0.011	sm	$ 8.18
Commercial	0.013	sm	$ 9.67

* Trilogy road projects increased by 30% to reflect recent cost trends provided by developer based on 75% design effort.

Village of Cumberland DCC Projects

TABLE 2 - Drainage Projects

June 19,2013

Project #	Drainage Projects	Cost Estimate	Grants	Balance	20% Benefit to Ex. users	DCC share	Assist Factor	DCC
D210	Bruce Street Cumb. to lane	$ 88,421.01	$ -	$ 88,421.01	$ 17,684.20	$ 70,736.80	$ 707.37	$ 70,029.44
D330	Bruce, lane to Mill	$ 88,421.01	$ -	$ 88,421.01	$ 17,684.20	$ 70,736.80	$ 707.37	$ 70,029.44
D330	Mill, Bruce to Hope	$ 442,105.03	$ -	$ 442,105.03	$ 88,421.01	$ 353,684.02	$ 3,536.84	$ 350,147.18
D110	Hope, Cumberland to Mill and Swamp	$ 134,842.03	$ -	$ 134,842.03	$ 26,968.41	$ 107,873.63	$ 1,078.74	$ 106,794.89
D310	Ulverston, 7th to Lagoon	$ 221,052.51	$ -	$ 221,052.51	$ 44,210.50	$ 176,842.01	$ 1,768.42	$ 175,073.59
D500	Dunsmuir, w of Ulverston to Maple L. Cr.	$ 246,473.55	$ -	$ 246,473.55	$ 49,294.71	$ 197,178.84	$ 1,971.79	$ 195,207.05
D530	I&I Storm Separation Projects	$ 1,000,000.00	$ -	$ 1,000,000.00	$ -	$ 1,000,000.00	$ 10,000.00	$ 990,000.00
D 540	Storm Upgrade, Coal Valley to Sutton	$ 550,000.00	$ -	$ 550,000.00	$ -	$ 550,000.00	$ 5,500.00	$ 544,500.00
D510	S. VOC Drainage Channel Improvements	$ 994,736.32	$ -	$ 994,736.32	$ 198,947.26	$ 795,789.05	$ 7,957.89	$ 787,831.16
D520	N. VOC Drainage Channel Improvements	$ 828,946.93	$ -	$ 828,946.93	$ 165,789.39	$ 663,157.54	$ 6,631.58	$ 656,525.97
	Totals	$ 4,594,998.39	$ -	$ 4,594,998.39	$ 608,999.68	$ 3,985,998.71	$ 39,859.99	$ 3,946,138.73
	Balance in account							$ 235,151
	Net DCC							$ 3,710,988
	Prorated DCC Study Costs							$ 6,332
	Total EDU's							3804
	DCC/EDU							$ 977

Summary EDU by Type

Type of Development	Equivalency Factor	Units	Est New Dev.(Units)	EDU
Single Family/Duplex	1	unit	3,124	3,124
Townhouse	0.54	unit	514	278
Apartment	0.33	unit	642	212
Industrial	22.5	Ha.	2	45
Institutional	0.003	sq.m.	8,767	26
Commercial	0.0032	sq.m.	37,384	120
			Total	3,804

Storm DCC's	Factor	Unit	Total
Single Family/Duplex	1	unit	$ 977
Townhouse	0.54	unit	$ 528
Apartment	0.33	unit	$ 322
Industrial	22.5	Ha.	$ 21,985
Institutional	0.003	sq.m.	$ 2.93
Commercial	0.0032	sq.m.	$ 3.13

TABLE 3 - Sanitary Sewer Projects

Project #	Sewer Projects	Est Cost	Grants	Balance	Benefit to Existing	DCC Share	Assist Factor	DCC
S120	South Regional Sewage Treatment	$ 11,003,850.00	$ -	$ 11,003,850.00	$ -	$ 11,003,850.00	$ 110,038.50	$ 10,893,811.50
S301	Upgrade Trunk - Dunsmuir to Lagoon (700m 0f 900mm)	$ 348,157.71	$ -	$ 348,157.71	$ -	$ 348,157.71	$ 3,481.58	$ 344,676.13
S306	Royston Gravity sewer from 9A to Exist PS	$ 113,842.05	$ -	$ 113,842.05	$ -	$ 113,842.05	$ 1,138.42	$ 112,703.62
S308	New PS 'C'	$ 193,420.95	$ -	$ 193,420.95	$ -	$ 193,420.95	$ 1,934.21	$ 191,486.74
S1	S. Cumberland Twin Sanitary Sewer	$ 591,315.48	$ -	$ 591,315.48	$ -	$ 591,315.48	$ 5,913.15	$ 585,402.32
S2	I&I Separation	$ 1,000,000.00	$ -	$ 1,000,000.00	$ -	$ 1,000,000.00	$ 10,000.00	$ 990,000.00
	Total	$ 13,250,586.18	$ -	$ 13,250,586.18	$ -	$ 13,250,586.18	$ 132,505.86	$ 13,118,080.32
	Account Bal.							$ 498,343
	Net DCC							$ 12,619,737
	Prorated DCC study Costs							$ 6,332
	DCC per person							$ 3,118
	DCC per SF lot							$ 9,664

Summary By Type	Density (ppl/unit)	Units	Total
Single Family/Duplex	3.1	u	$ 9,664
Townhouse	2.5	u	$ 7,794
Apartment	2	u	$ 6,235
Industrial	18	ha	$ 56,116
Institutional	0.011	sm	$ 34.29
Commercial	0.013	sm	$ 40.53

Village of Cumberland DCC Projects

June 19,2013

TABLE 4 Water Projects

Project #	Water Projects	Est Cost	Grants	Balance	Benefit to Existing	DCC Share	1% Assist Factor	DCC
W120	Groundwater Development (cap to 5000 add'l ppl)	$ 2,500,000.00	$ -	$ 2,500,000.00	$ -	$ 2,500,000.00	$ 25,000.00	$ 2,475,000.00
W160	Twin Supply Main	$ 668,800.45	$ -	$ 668,800.45	$ 126,863.02	$ 541,937.43	$ 5,419.37	$ 536,518.06
W170	Cumberland-Primrose to Hope	$ 312,799.90	$ -	$ 312,799.90	$ 51,495.93	$ 261,303.97	$ 2,613.04	$ 258,690.93
W370	Royston Rd - 300mm from Ulverston to exist 300mm	$ 331,590.00	$ -	$ 331,590.00	$ 110,530.00	$ 221,060.00	$ 2,210.60	$ 218,849.40
W250	Looping-Dunsmuir to Keswick (150mm)	$ 193,427.50	$ -	$ 193,427.50	$ 88,424.00	$ 105,003.50	$ 1,050.04	$ 103,953.47
W320	Cumberland Road Re-Chlorination Station	$ 50,000.00	$ -	$ 50,000.00	$ -	$ 50,000.00	$ 500.00	$ 49,500.00
W325	Cumberland Road Autoflush Device	$ 12,000.00	$ -	$ 12,000.00	$ -	$ 12,000.00	$ 120.00	$ 11,880.00
W330	Dunsmuir Rd. W/M Upgrades	$ 221,060.00	$ -	$ 221,060.00	$ 55,265.00	$ 165,795.00	$ 1,657.95	$ 164,137.05
W340	West Cumberland Storage & Appurtenances	$ 1,768,480.00	$ -	$ 1,768,480.00	$ 221,060.00	$ 1,547,420.00	$ 15,474.20	$ 1,531,945.80
W341	East Cumberland Storage & Appurtenences	$ 1,768,480.00	$ -	$ 1,768,480.00	$ 221,060.00	$ 1,547,420.00	$ 15,474.20	$ 1,531,945.80
	Total	$ 7,826,637.85	$ -	$ 7,826,637.85	$ 874,697.95	$ 6,951,939.91	$ 69,519.40	$ 6,882,420.51

Account Bal.	$ 18,807
Net DCC	$ 6,863,613
Prorated DCC study Costs	$ 6,332
DCC per person	$ 1,374
DCC per SF lot	$ 4,259

Summary By Type	Density(ppl/unit)	Units	Total
Single Family/Duplex	3.1	u	$ 4,259
Townhouse	2.5	u	$ 3,435
Apartment	2	u	$ 2,748
Industrial	18	ha	$ 24,732
Institutional	0.011	sm	$ 15.11
Commercial	0.013	sm	$ 17.86

Village of Cumberland DCC Projects

TABLE 5 - Park Improvements

Development Cost Charges for Parkland Improvements

Project	Cost Estimate	Grants	Balance	25% Benefit to Exist.	DCC share	1% Assist Factor	DCC
Proposed Parks : Improvements							
Maple Lake Park	$ 163,584.40	$ -	$ 163,584.40	$ 40,896.10	$ 122,688.30	$ 1,226.88	$ 121,461.42
Lagoon Greenway	$ 76,265.70	$ -	$ 76,265.70	$ 19,066.43	$ 57,199.28	$ 571.99	$ 56,627.28
Existing Parks : Improvements							
Peace Park	$ 69,965.49	$ -	$ 69,965.49	$ 17,491.37	$ 52,474.12	$ 524.74	$ 51,949.38
Coal Creek Historic Park	$ 506,393.20	$ -	$ 506,393.20	$ 126,598.30	$ 379,794.90	$ 3,797.95	$ 375,996.95
Rotary Orchard Park	$ 25,425.00		$ 25,425.00	$ 6,356.25	$ 19,068.75	$ 190.69	$ 18,878.06
Village Park	$ 2,720,695.95	$ -	$ 2,720,695.95	$ 680,173.99	$ 2,040,521.96	$ 20,405.22	$ 2,020,116.74
Totals	$ 3,562,329.74	$ -	$ 3,562,329.74	$ 890,582.43	$ 2,671,747.30	$ 26,717.47	$ 2,645,029.83
Account Balance							$ 80,710
Net DCC							$ 2,564,320
DCC cost per person (pop increase of 4908)	$ 522						

Using the equivalent population figures the following is a summary of Parkland DCC's by type.

Summary by Type	Density(ppl/unit)	Total
Single Family/Duplex	3.1	$ 1,620
Townhouse/Mobile Home	2.5	$ 1,306
Apartment	2	$ 1,045
Industrial	n/a	$ -
Institutional	n/a	$ -

Village of Cumberland DCC Projects

TABLE 6 - Parkland Acquisition

Development Cost Charges for Parkland Acquisition

Project	Area	Cost /ha	Cost Estimate	25% Benefit to Exist.	DCC share	1% Assist Factor	DCC
Community Forest Extension (Ha)	50	$ 16,380.55	$ 819,027.30	$ 204,756.83	$ 614,270.48	$ 6,142.70	$ 608,127.77
Coal Creek Historic Park Extension	24	$ 16,381.00	$ 393,144.00	$ 98,286.00	$ 294,858.00	$ 2,948.58	$ 291,909.42
Maple Lake Park (Ha)	32	$ 16,380.55	$ 524,177.47	$ 131,044.37	$ 393,133.10	$ 3,931.33	$ 389,201.77
Totals			$ 1,736,348.77	$ 434,087.19	$ 1,302,261.58	$ 13,022.62	$ 1,289,238.96
Account Balance (Parkland DCC Acquistion Fund)	(see park improvements)						$ -
Prorated DCC study Costs							$ 6,332
Net DCC							$ 1,295,571
DCC cost per person (4908 people)	$ 263.97						
DCC cost per single family lot	$ 818						

Summary by Type	Density(ppl/unit)	Total
Single Family/Duplex	3.1	$ 818
Townhouse/Mobile Home	2.5	$ 660
Apartment	2	$ 528
Industrial	n/a	$ -
Institutional	n/a	$ -

THE CORPORATION OF THE VILLAGE OF CUMBERLAND

BYLAW NO. 987

A bylaw amend the Development Cost Charges Bylaw.

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

1. This Bylaw may be cited as "The Corporation of the Village of Cumberland Development Cost Charges Amendment Bylaw No. 987, 2013."

2. The "Corporation of the Village of Cumberland Development Cost Charges Bylaw No. 934, 2010" is amended as follows:

   (a) in section 2 by adding the following definition:

COMMERCIAL USE	means any activity in which goods and services are exchanged for monetary gain.

   (b) by repealing Schedule 'A' and substituting Schedule A to this bylaw.

READ A FIRST TIME THIS	**DAY OF**	**2013.**
READ A SECOND TIME THIS	**DAY OF**	**2013.**
READ A THIRD TIME THIS	**DAY OF**	**2013.**
APPROVED BY THE INSPECTOR OF MUNICIPALITIES THIS		
ADOPTED THIS	**DAY OF**	**, 2013.**

______________________________ ______________________________

Mayor Corporate Officer

Village of Cumberland
DCC SUMMARY
June 19,2013

	Dwelling, Single Family(per lot) or Duplex (per dwelling unit)	Dwelling, Patio home,Townhouse Rowhouse or Manufactured home in MHP (per dwelling Unit)	Dwelling, Multi family (per dwelling Unit)	Industrial Use (per hectare of land developed)	Institutional Use (per sq.m. of GFA)	Commercial Use (per sq.m. of GFA)
Water	$4,259	$3,435	$2,748	$24,732	$15.11	$17.86
San Sewer	$9,664	$7,794	$6,235	$56,116	$34.29	$40.53
Roads	$2,305	$1,859	$1,487	$13,387	$8.18	$9.67
Storm Sewer	$977	$528	$322	$21,985	$2.93	$3.13
Parks	$2,438	$1,966	$1,573	$0	$0.00	$0.00
Total	**$19,644**	**$15,582**	**$12,366**	**$116,220**	**$60.52**	**$71.18**

Item 8.1

The Corporation of the **CITY OF NORTH VANCOUVER**

CITY CLERK'S DEPARTMENT

File: 0230-01

June 13, 2013

All Union of British Columbia Municipalities **BY EMAIL**

RECEIVED
JUN 18 2013

<u>Attention Mayor and Council:</u>

Re: Support of a Genetically Engineered Free Zone in the City of North Vancouver

The City Council at its regular meeting of Monday, June 10, 2013 unanimously endorsed the following resolution:

> "**THAT** the planting and growing of genetically modified crops, trees, and plants be banned in the City of North Vancouver;
>
> **AND THAT** the City call upon the Federal and Provincial governments to implement a regime of mandatory labelling of all genetically modified organisms (GMO's) for sale in BC and Canada;
>
> **AND THAT** the City call upon the Federal and Provincial governments to impose a moratorium on bringing further GMO's to market for sale until a regime of independent and transparent scientific assessment and GMO management is introduced;
>
> **AND THAT** staff be directed to investigate the opportunities to ban the sale of GMO crops, meat, fish, poultry and seeds in the City of North Vancouver;
>
> **AND THAT** this resolution be circulated to the Premier, Prime Minister, all North Shore MLA's and MP's, FCM, and UBCM municipalities."

Yours truly,

K. Graham

Karla Graham, CMC
City Clerk

(Electronic version of correspondence posted on www.cnv.org/city hall/council meetings/council meeting agenda)

cc M. Hunter, Manager, Parks & Environment
C. Jackson, Section Manager, Environmental Sustainability, Engineering
B. McRae, Manager, Bylaw Services
W. Beier, Purchasing Manager

Document: 1060058-v1

Item 8.2

Vancouver Island Regional Library
Administration
Box 3333 | 711 Poplar Street
Nanaimo, BC Canada V9S 5L8
t: 250.758.4697 f: 250.758.2482
e: info@virl.bc.ca w: www.virl.bc.ca

June 9, 2013

Her Worship Leslie Baird and Council
Village of Cumberland
Box 340
Cumberland, BC V0R 1S0

Dear Mayor and Council

I am very pleased to enclose a copy of our 2012 Annual Report.

This past year we celebrated the official opening of three bigger and better branches in the communities of Bella Coola, Gabriola Island, and Quadra Island. We also introduced new programs and saw visits to our branches increase almost 14% over 2011. These are exciting times!

We are proud of the work done by our staff and our Board to develop strong library branches that are vital community destinations for knowledge, inspiration, innovation and renewal.

On behalf of the Board of Trustees of Vancouver Island Regional Library, I offer our thanks for the support and cooperation that we continue to receive from you. Your support helps us to maintain a strong public library system that connects people to information, ideas and experiences that enrich their lives and strengthen our community.

I invite you to take some time to read our report. Please feel free to contact me at rbonanno@virl.bc.ca with any comments or questions.

Sincerely,

Rosemary Bonanno

Rosemary Bonanno, BA MLS
Executive Director
Vancouver Island Regional Library

Encl.