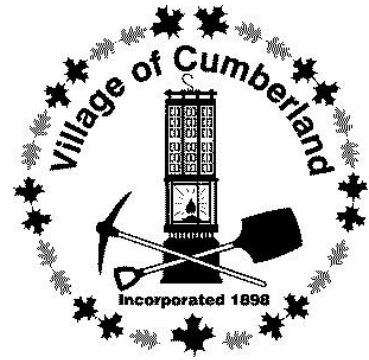


REGULAR AGENDA

22/2013/R



The Corporation of the Village of Cumberland

Regular Council Meeting
August 12th, 2013 at 5:30 p.m.
Village Council Chambers

1. Approval of Agenda

- 1.1 Agenda for regular council meeting, August 12th, 2013.
Recommend THAT Council approve the agenda for the regular council meeting, August 12th, 2013.

2. Adoption of Minutes

- 2.1 Minutes of the council meeting held July 22nd, 2013. 1
Recommend THAT Council approve the minutes of the council meeting held July 22nd, 2013.
- 2.2 Minutes of Committee of The Whole meeting held July 29th, 2013. 10
Recommend THAT Council approve the minutes of the Committee of The Whole meeting held July 29th, 2013.

3. Delegations

- 3.1 John Watson, Executive Director; Richard Hardy, VP; Lara Greasley, Marketing and Communications, Comox Valley Economic Development Society
- Present and discuss the Strategic Plan and how it relates to the Official Community Plan
- Recommend THAT Council receive the delegation of John Watson, Richard Hardy and Lara Greasley, Comox Valley Economic Development Society re: Present and discuss the Strategic Plan and how it relates to the Official Community Plan.***
- 3.2 John Evans, Trilogy
- Commercial Development Cost Charge Exemption
- Recommend THAT Council receive the delegation of John Evans, Trilogy re: Commercial Development Cost Charge Exemption.***

4. Unfinished Business

5. Correspondence

6. Reports

- 6.1 2013 Official Community Plan – Review & Revision: August 12, 2013 Status Report 13
Prepared by Judith Walker, Senior Planner
i) Recommend THAT Council receive the 2013 Official Community Plan – Review & Revision: August 12, 2013 Status Report.
ii) Recommend THAT Council approves the revised schedule for completion of the OCP in May 2014.
- 6.2 June 30, 2013 Financial Report 17
Prepared by Michelle Mason, Financial Officer
Recommend THAT Council receive the June 30, 2013 Financial Report for information.
- 6.3 Water Meter Project, Public Consultation 24
Prepared by Rachel Parker, Deputy Corporate Officer
Recommend THAT Council receive the Water Meter Project, Public Communication Report for information.
- 6.4 2013 Village Park Improvements 30
Prepared by Kevin McPhedran, Parks and Outdoor Recreation Coordinator
Recommend THAT Council receive the 2013 Village Park Improvements Report for information.
- 6.5 Committee of the Whole Recommendations 37
Prepared by the Committee of the Whole
• Host Community Agreement and Amenity Funds Update
i) Recommend THAT Council approve the expenditure of up to \$150,000 for the geotechnical survey for the landfill corridor to be funded from Comox Valley Waste Management Centre corridor upgrade funds and that staff bring forward an amendment to the adopted 2013 to 2017 financial Plan Bylaw for the \$150,000 approved expenditure.
ii) Recommend THAT Council allocate \$150,000 from 2013 host community funds and the approximately \$20,000 from the Recreation Society donation towards the skatepark project and

direct staff to bring forward an update on the skatepark project in fall 2013.

- iii) Recommend THAT Council allocate \$250,000 from amenity funds to the new fire hall land and building reserve.*
- iv) Recommend THAT Council allocate \$10,000 for street signage from the downtown enhancement funds.*

- | | | |
|------|--|----|
| 6.6 | Electronic Funds and Cheque Register Report, July 2013
<i>Recommend THAT Council receives the Electronic Funds and Cheque Register Report, July 2013 for information.</i> | 38 |
| 6.7 | July 2013 Recreation Department Report
Prepared by Margaret Robertson, Recreation Program Coordinator and Sandra Hryko, Recreation Programmer
<i>Recommend THAT Council receive the July 2013 Recreation Department Report for information.</i> | 41 |
| 6.8 | July 2013 Parks and Outdoor Recreation Report
Prepared by Kevin McPhedran, Parks and Outdoor Recreation Coordinator
<i>Recommend THAT Council receive the Parks and Outdoor Recreation Coordinator July 2013 report for information.</i> | 43 |
| 6.9 | Protective Services Report, July 2013
Prepared by Mike Williamson, Fire Chief/Manager of Protective Services <ul style="list-style-type: none">• Bylaw Enforcement Report for July 2013 <i>Recommend THAT Council receive the Protective Services Report, July 2013 for information.</i> | 46 |
| 6.10 | July 2013 Operations Department Report <ul style="list-style-type: none">• Planning Report for July 2013• Public Works Report for July 2013 <i>Recommend THAT Council receives the July 2013 – Operations Department Report for information.</i> | 52 |
| 6.11 | July 2013 Administration Department Report
Prepared by Michelle Mason, Financial Officer
<i>Recommend THAT Council receive the July 2013 Administration Department Report for information.</i> | 61 |
| 6.12 | July 2013 Chief Administrative Officer Report
Prepared by Sundance Topham, Chief Administrative Officer | 63 |

Recommend THAT Council receive the July 2013 Chief Administrative Officer Report for information.

6.13	Council Reports	
6.13.1	Mayor Leslie Baird	65
6.13.2	Councillor Conner Copeman	66
6.13.3	Councillor Kate Greening	
6.13.4	Councillor Roger Kishi	67
6.13.5	Councillor Gwyn Sproule	68

Recommend THAT the Council reports be received.

7. Bylaws

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	Gerry Furney, Mayor, Town of Port McNeill re: The Lac-Megantic rail disaster;	69
8.2	Weng Yuyao, Mayor of Putian Municipal People's Government re: Thank you.	70

Recommend THAT the Consent Calendar be received.

9. New Business

10. Notices, Motions and Announcements

11. Question Period

12. Closed Portion

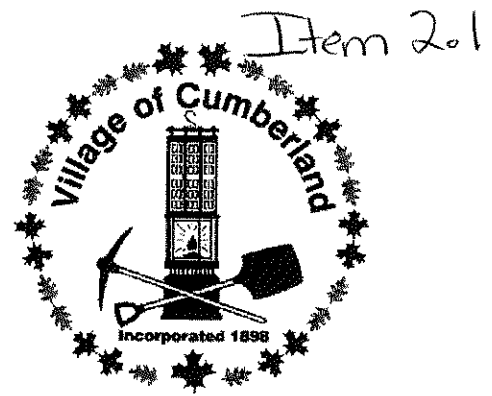
Recommend THAT pursuant to Section 90 (1) of the Community Charter Council close the meeting to the public to consider:

- personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;

13. Adjournment

REGULAR MINUTES

20/2013/R



The Corporation of the Village of Cumberland

Regular Council Meeting
July 22nd, 2013 at 5:30 p.m.
Village Council Chambers

Council Present:

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

Staff Present:

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

Regrets: Councillor Gwyn Sproule

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

1. Approval of Agenda

1.1 Agenda for regular council meeting, July 22nd, 2013.

Motion 13-363

Copeman/Kishi

THAT Council approve the agenda for the regular council meeting, July 22nd, 2013.

Carried Unanimously

2. Adoption of Minutes

2.1 Minutes of the council meeting held July 8th, 2013.

Motion 13-364

Greening/Kishi

THAT Council approve the minutes of the council meeting held July 8th, 2013.

Carried Unanimously

3. Delegations

3.1 Oliver Watkins, 3211 Third Street, Development Variance Permit Application
Motion 13-365

Copeman/Kishi

THAT Council accept the delegation of Oliver Watkins re: 3211 Third Street Development Variance Permit Application.

Carried Unanimously

4. Unfinished Business

- 4.1 2014 Pacific Northwest Labour History Association Conference
June 13-14, 2014.

Motion 13-366

Kishi/Copeman

THAT Council endorse the Pacific Northwest Labour History Association conference being held in Cumberland June 13 -15, 2014;

THAT Council designate the deputy corporate officer as point of contact to the Cumberland Historical Society for this purpose;

THAT Council encourage the Cumberland Historical Society to apply to the grant-in-aid program for municipal parks and recreational facilities; and

THAT Council provide limited publicity at cumberland.ca for the conference.

Carried Unanimously

5. Correspondence

- 5.1 Christy Clark, Premier, UBCM cabinet minister meetings
Motion 13-367

Greening/Copeman

THAT Council receive the correspondence from

Christy Clark, Premier re: UBCM cabinet minister meetings.

Carried Unanimously

Motion 13-368

Greening/Kishi

THAT Council request appointments with the Minister of Environment regarding the South Sewer Project and liquid waste; with the Minister of Forests regarding private managed forest land; and with the Minister of Community Development regarding financial assistance with capital projects for recreation and young people.

Carried Unanimously

- 5.2 Coralee Oakes, Minister, Ministry of Community, Sport and Cultural Development, Community, Sport and Cultural Development Minister meeting

Motion 13-369

Greening/Kishi

THAT Council receive the correspondence from Coralee Oakes, Minister, Ministry of Community, Sport and Cultural Development re: Community, Sport and Cultural Development Minister meeting

Carried Unanimously

- 5.3 Rick Gibson, Race Chairman, Snow to Surf 2014, Request for community to pre-race host festivities April 26, 2014.

Motion 13-370

Greening/Kishi

THAT Council receive the correspondence from Rick Gibson, Race Chairman, Snow to Surf 2014 re: Request for community to host pre-race festivities April 26, 2014.

Carried Unanimously

Motion 13-371

Greening/Kishi

THAT Council thank the Snow to Surf Society for the opportunity to host 2014 pre-race festivities and decline the offer at this time.

In favour: Mayor Baird
Councillor Greening
Councillor Kishi

Opposed: Councillor Copeman

Carried

- 5.4 John Douglas, Mayor, City of Port Alberni, Support for the Port Alberni Port Authority's Container Trans Shipment & Short Sea Shipping Hub

Motion 13-372

Greening/Copeman

THAT Council receive the correspondence from John Douglas, Mayor, City of Port Alberni re: Support for the Port Alberni Port Authority's Container Trans Shipment & Short Sea Shipping Hub.

Carried Unanimously

Motion 13-373

Greening/Kishi

THAT Council invite the Port Alberni Port Authority to appear as a delegation to Council to provide more information on the proposal to develop Port Alberni as a container transshipment and short sea shipping terminal hub.

Carried Unanimously

- 5.5 Vancouver Island Economic Alliance, State of the Island Economic Summit
October 29th & 30th, 2013

Motion 13-374

Greening/Kishi

THAT Council receive the correspondence from Vancouver Island
Economic Alliance re: State of the Island Economic Summit October 29th &
30th, 2013.

Carried Unanimously

Motion 13-375

Copeman/Greening

THAT Council allow members to determine amongst themselves which
member may attend the Vancouver Island Economic Alliance 2014
conference.

Carried Unanimously

6. Reports

- 6.1 Application for Development Variance Permit – 3211 Third Street

Motion 13-376

Kishi/Greening

THAT Council receive the report “Application for Development Variance
Permit – 3211 Third Street.’

Carried Unanimously

Motion 13-377

Greening/Kishi

THAT Council grant the Development Variance Permit (File 2013-04-DV)
for property legally described as Lot 1, District Lot 21, Nelson District, Plan
VIP58507 (3211 Third Street) to vary Section 5.1(3)(b) Siting of Principal
Buildings and Structures the required front yard setback shall be no closer
than 2.67m (8.76ft) to allow a covered porch;

THAT Council deny the application for a variance to allow two second
storey decks;

THAT Council allow the south side deck to remain; and

THAT Council require a survey certificate prepared by a BC Land Surveyor
that confirms that the non-conforming additions have been removed be
attached to the Development Variance Permit (File 2013-04-DV) as
Schedule A.

Carried Unanimously

- 6.2 2013 Official Community Plan – Review & Revision: July 22, 2013 Status
Motion 13-378

Copeman/Greening

THAT Council receive the 2013 Official Community Plan – Review & Revision: July 22, 2013 Status Report.

Carried Unanimously

Motion 13-379

Greening/Baird

THAT Council direct staff to extend the 2013 Official Community Plan – Review & Revision Stage 3 wrap up from August 9, 2013 to September 15, 2013.

In favour: Mayor Baird
Councillor Copeman
Councillor Greening

Opposed: Councillor Kishi

Carried

- 6.3 Consumption Based Water and Sewer Billing Update
Motion 13-380

Copeman/Greening

THAT Council receive the Consumption Based Water and Sewer Billing Update report for information.

Carried Unanimously

Greening/Copeman

THAT Council delay water consumption billing to 2015.

In favour: Councillor Copeman
Councillor Greening

Opposed: Mayor Baird
Councillor Kishi

Defeated

Motion 13-381

Kishi/Baird

THAT Council direct staff to delay water consumption billing and bring forward consumption based water rate bylaws for adoption before March 31, 2014 for the second quarter meter reading period in 2013 (April, May and June).

Carried Unanimously

Motion 13-382

Greening/Copeman

THAT Council no longer develop wastewater (sewer) rate structure based on a percentage of the new water consumption until further notice.

Carried Unanimously

- 6.4 Steven's Lake Dam Design Request for Proposal (RFP) Report Prepared by Rob Crisfield, Manager of Operations

Motion 13-383

Kishi/Copeman

THAT Council receives the Steven's Lake Dam Design RFP Report.

Carried Unanimously

Motion 13-384

Copeman/Kishi

THAT Council direct staff to award the Steven's Lake Dam Design to EBA Consulting Engineers and Scientists with additional costs of \$18,000 and \$15,000 for environmental assessment.

Carried Unanimously

Motion 13-385

Greening/Copeman

THAT Council approves the deferral of the Steven's Lake Dam Construction until 2014 based on the comments received in both RFP submissions.

Carried Unanimously

- 6.5 Committee of the Whole Meeting July 29th, 2013

Motion 13-386

Greening/Kishi

THAT Council receive the Committee of the Whole Meeting, July 29, 2013 report.

Carried Unanimously

Motion 13-387

Copeman/Kishi

THAT Council hold a Committee of the Whole meeting on July 29, 2013 at 5:30 p.m.

Carried Unanimously

- 6.6 Outstanding Action Items Report

Motion 13-388

Greening/Kishi

THAT Council receive the Outstanding Action Items Report for information.
Carried Unanimously

6.7 Electronic Funds and Cheque Register Report, June 2013

Motion 13-389

Kishi/Greening

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

Carried Unanimously

7. Bylaws

7.1 Carlisle Lane – 2012-01 (OCP & Rezoning amendment Application)

Prepared by Judy Walker, Senior Planner

Motion 13-390

Kishi/Greening

THAT Council receive the Carlisle Lane – 2012 - 01 OCP & Rezoning Amendment Application July 22, 2013 report.

Carried Unanimously

Motion 13-391

Greening/Copeman

THAT Council give "Corporation of the Village of Cumberland Official Community Plan Amendment Bylaw No. 966, 2012" fourth reading and adoption.

Carried Unanimously

Motion 13-392

Greening/Kishi

THAT Council give "Corporation of the Village of Cumberland Zoning Amendment Bylaw No. 967, 2012" fourth reading and adoption.

Carried Unanimously

Motion 13-393

Greening/Kishi

THAT Council give "Corporation of the Village of Cumberland Phased Development Agreement (Carlisle Lane) Bylaw No. 983, 2013" fourth reading and adoption and authorize the mayor to execute the phased development agreement.

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 Julian C. Pain, Assistant Deputy Minister, Local Government Division, and Gary MacIsaac, Executive Director, Union of BC Municipalities, Provincial, Union of BC Municipalities Green Communities Committee, re: corporate greenhouse gas emissions for the 2012 reporting year.

Members discussed the use of the “green communities” branding.

9. New Business

None

10. Notices, Motions and Amendments

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

- Development Cost Charge public meeting July 25, 2013 at 7 pm
- Committee of the Whole, budget meeting, July 29, 2013 at 5:30 pm
- Construction on Third Street from Derwent to Penrith Avenue

11. Question Period

Comments were received regarding Third Street construction and the official community plan review first draft.

12. Closed Portion

Motion 13-394

Greening/Kishi

THAT pursuant to Section 90 (1) of the Community Charter Council close the meeting to the public to consider the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

Carried Unanimously

13. Adjournment

Motion 13-395

Greening/Kishi

THAT Council adjourn the meeting at 7:51 p.m.

Carried Unanimously

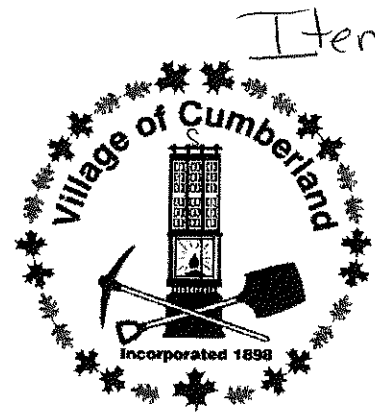
Certified Correct:

Mayor

Corporate Officer

C.O.T.W. MINUTES

21/2013/COTW



The Corporation of the Village of Cumberland

Committee of the Whole Meeting

July 29, 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

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

1. Approval of Agenda

- 1.1 Agenda for the Committee of the Whole meeting of July 29, 2013

Greening/Sproule

THAT Council approve the agenda for the Committee of the Whole meeting, July 29, 2013.

Carried Unanimously

2. Reports

- 2.1 Host Community Agreement and Amenity Funds Update

Greening/Copeman

THAT Council receive the Host Community Agreement and Amenity Funds Update report.

Carried Unanimously

Members discussed the cash flow from the Comox Valley Regional District potential limitations on expenditures, and the accuracy of the geotechnical survey estimates.

Greening/Copeman

THAT the Committee recommend that Council approve the expenditure of up to \$150,000 for the geotechnical survey for the landfill corridor to be funded from Comox Valley Waste Management Centre corridor upgrade funds and that staff bring forward an amendment to the adopted 2013 to 2017 Financial Plan Bylaw for the \$150,000 approved expenditure.

Carried Unanimously

Members discussed preferred projects for the use of amenity funds including:

- Skateboard park
- New fire hall reserve funds
- General reserves for strategic planning projects
- Greenhouse gas reduction efficiencies
- Comox Lake Road reserves
- Sewage treatment reserves
- Solid waste containers
- Council chambers sound system
- Street sign blades and directional signage
- Lake Park upgrades
- Painting the Cultural Centre
- Road resurfacing

Copeman/Sproule

THAT the Committee recommend that Council allocate \$150,000 from 2013 host community funds and the approximately \$20,000 from the Recreation Society donation towards the skatepark project and direct staff to bring forward an update on the skatepark project in fall 2013.

In favour: Mayor Baird
Councillor Copeman
Councillor Kishi
Councillor Sproule

Opposed: Councillor Greening

Carried

Kishi/Greening

THAT the Committee recommend that Council allocate \$250,000 from amenity funds to the new fire hall land and building reserve.

Carried Unanimously

Copeman/Sproule

THAT the Committee recommend that Council allocate \$10,000 for street signage from the downtown enhancement funds.

Carried Unanimously

3. Question Period

There were no questions from the public.

4. Adjourn

Greening/Copeman

THAT the Committee adjourn the meeting at 7:24 p.m.

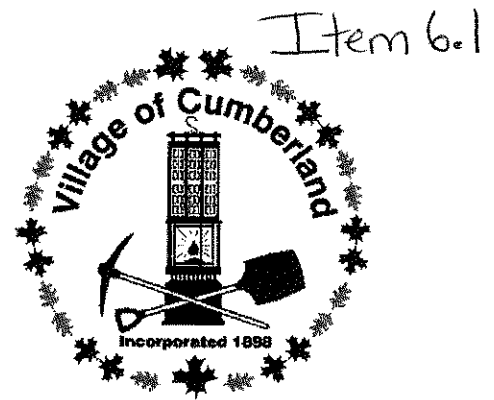
Carried Unanimously

Certified Correct:

Mayor

Corporate Officer

COUNCIL REPORT



REPORT DATE: August 7, 2013
MEETING DATE: August 12, 2013

TO: Mayor and Councillors
FROM: Judith Walker, Senior Planner
SUBJECT: 2013 Official Community Plan – Review & Revision: August 12, 2013 Status Report

RECOMMENDATION

- i) THAT Council receive the 2013 Official Community Plan – Review & Revision: August 12, 2013 Status Report; and
- i) THAT Council approves the revised schedule for completion of the OCP in May 2014.

SUMMARY

During the Official Community Plan (OCP) Review & Revision process, staff is providing regular status reports on the ongoing activities and offering clarification and information as requested by Council. The OCP is now in Stage 3 of the Engagement Implementation Plan. The draft OCP document was released on July 9, 2013 and is available online, and hard copies are available at the municipal office. Stage 3 deadline for input on the draft OCP is Sunday, September 15th.

BACKGROUND

Due to direction from Council to extend the timeline to review the draft document, staff is presenting a revised schedule, for Council's consideration. The new dates shown in the attached revised OCP schedule proposes that the OCP would receive adoption in late May 2014.

OCP Activities: Public Engagement Strategy

The OCP process is currently in Stage 3 of the engagement strategy. A new online survey was released on July 11 and is due on September 15th. This survey is available on PlaceSpeak, the Village website and paper copies are available at the front office.

Comments from the LCAG, roving kiosk, sounding boards, community dialogue event and survey will be compiled by Stantec as a Summary of the Stage 3 Engagement and will be provided to Council on October 15, 2013 at the regular Council meeting. At that meeting, Council will

provide direction to staff on how Council wishes to incorporate the input from the Stage 3 phase of public engagement. Changes, if necessary, will be made to the draft OCP, which will then be released to Council and the public on November 8, 2013. This draft will be discussed at the Committee of the Whole meeting on November 27, 2013. The first and second reading of the OCP bylaw is scheduled for January 13, 2014.

Local Community Advisory Group

The draft OCP was presented to LCAG on July 11 and a working session of the LCAG members was held on July 24th. Another working session of LCAG is scheduled for August 21st at 5:30 pm. LCAG is requested to provide a summary of all their comments on the draft OCP, to staff by September 15, 2013. This summary will be forwarded to Stantec to form part of the Stage 3 summary that will be presented to Council on October 15, 2013.

Next Events

The sounding boards will continue to be present in the community. Another roving kiosk will occur in early September (date to be confirmed) to remind the community of the September 15th deadline for comments on the draft document. Stage 4 Engagement begins with the submission to the Village on November 8, 2013 of the revised draft OCP. That draft will be presented at the Committee of the Whole of Council on November 27, 2013 where Council can discuss and provide direction to staff for changes to be made to the document.

Legal Review

The main legal review has been completed and the draft OCP reflects the recommendations of Village counsel.

K'ómoks First Nations

K'ómoks First Nations (KFN) have been in discussion with the Village regarding their participation in the review of the OCP. The Stage 3 Summary will be provided to KFN on October 10, 2013 and a meeting is proposed for November 12, 2013 for Stantec and staff to present and discuss the revised OCP.

FINANCIAL IMPLICATIONS

There are no financial implications outlined in this report. However, due to the extended timetable, staff involvement is now extended five additional months. Projects planned for the first half of 2014 will have lower priority than the completion of the OCP, as directed by Council.

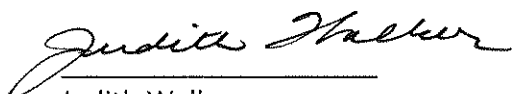
ATTACHMENTS

Updated Village of Cumberland OCP Review and Revise Schedule (August 2013)

OPTIONS

- i) THAT Council receive the 2013 Official Community Plan – Review & Revision: August 12, 2013 Status Report and approve the revised schedule for completion of the OCP in May 2014; or
- ii) Any other action deemed appropriate by Council.

Respectfully submitted,



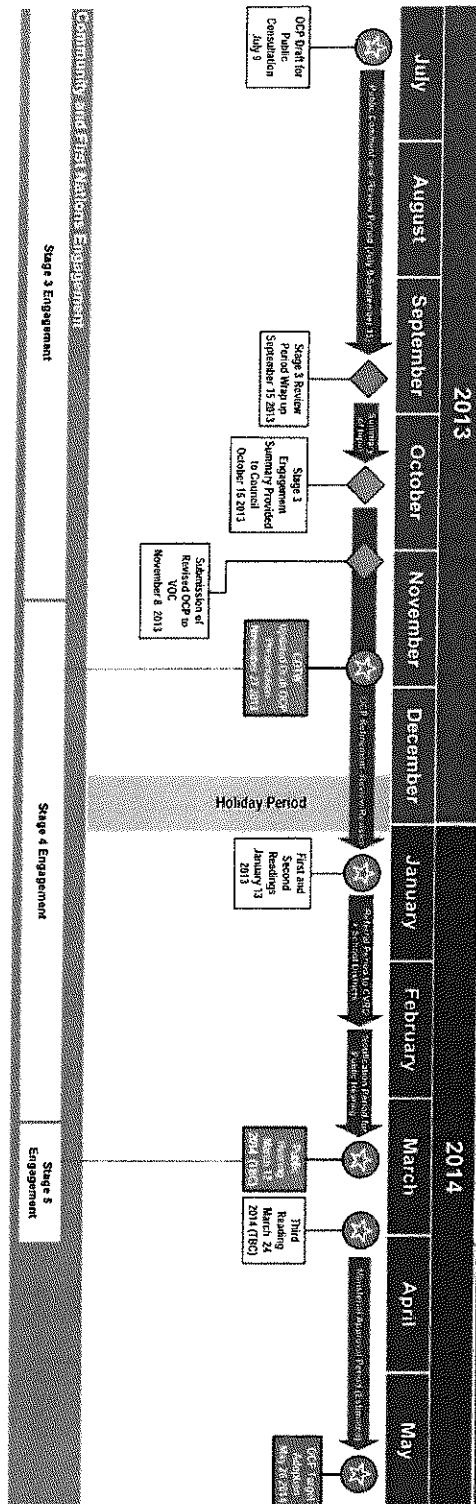
Judith Walker
Senior Planner



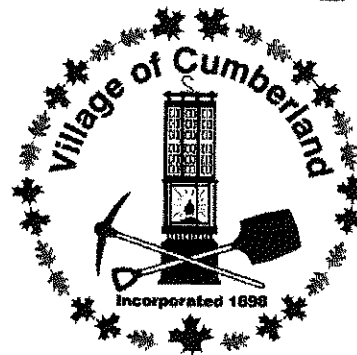
Sundance Topham
Chief Administrative Officer

Updated Village of Cumberland 2012 OCP Review and Revise Schedule

Revised August 2013 (Subject to periodic review, update and approval)



COUNCIL REPORT



REPORT DATE: August 6, 2013
MEETING DATE: August 12, 2013

TO: Mayor and Councillors
FROM: Michelle Mason, Financial Officer
SUBJECT: Financial Report – June 30, 2013

RECOMMENDATION

THAT Council receive the Financial Report – June 30, 2013 report for information.

SUMMARY

Revenue and expense items are currently running within budget and all departments are currently in a surplus position. There are no significant concerns to note at this time. The overall surplus based on financial plan is just over \$1.5 million.

BACKGROUND

Attached to the report are financial summaries as at June 30, 2013 with comparisons to the 2013 financial plan and 2012 audited amounts. These financial summaries are not audited and do not meet all accounting standards which would otherwise be applied for final year-end financial statement purposes. Amortization on assets and expense accruals are not booked, prepayments and inventories have not been adjusted. Principal on lease payments are reflected in operating costs and not transferred to debt. The summaries are intended for internal purposes only.

The attached *Consolidated Statements of Financial and Municipal Position (Attachment 1)*, *Operations and Accumulated Surplus (Attachment 2)* and *Change in Net Financial Assets (Attachment 3)* as at June 30, 2013 provide information in financial statement format. The attached *Reconciliation of Financial Statement Surplus to Financial Plan Surplus (Attachment 4)* as at June 30, 2013 provides a list of adjustments to reconcile surplus for financial reporting purposes to surplus for financial plan purposes. For budget variance analysis we recommend focusing on the *Consolidated Statement of Operations and Accumulated Surplus (Attachment 2)* and the *Reconciliation of Financial Statement Surplus to Financial Plan Surplus (Attachment 4)*.

In reviewing budget variance please note that asset amortization is a significant accounting expense that is not being booked throughout the year and is not within budget manager's ability to control, consequently Attachment 2 and 3 have been modified to show the 2013 financial plan

figures with and without amortization in order to provide a better comparative figure for a review of performance against budget.

Based on the above information and the fact that year-end adjustments and some invoices are still outstanding, we can expect an approximate 45-50% use of budget for operating expenses. Grants and development cost charge revenues are expected to reflect similar timing to related capital project expenses. Brief variance comments are included on Attachment 2 and 3 and more significant variances and other items of note are provided below.

Cumberland Fire Protection District service fees revenue, budgeted at \$104,280, will be invoiced in August 2013. Audit fees are not recognized until year-end and the Volunteer Fire Fighter compensation is not paid until December each year.

Some of the larger operating projects such as the Liquid Waste Management Plan (LWMP), green house gas facility projects and the Cultural Centre building upgrades still do not have any costs associated with them at this early stage. The \$1.4 million variance in other revenues, conditional grants and DCC revenue is offset by a variance in capital expenditures of \$2 million. We expect to incur these costs over the next six months. Camp Road and the Coal Creek Well capital projects are complete, but the revenue associated with these projects will not be recorded until July when all the costs have been finalized.

On Attachment 1, property taxes receivable appears substantially higher than in 2012 but as at June 30th it does not reflect post-dated payments, mortgage company transfers and last day tax collections. We achieved a 91% collection rate on current year taxes by the deadline date.

The financial plan surplus to date is \$1,559,782 due to the fact that 100% of the property tax and utility levies along with the Small Community Grant are recognized early in the year; whereas, there is less than a 50% use of expenditures as at June 30, 2013.

FINANCIAL IMPLICATIONS

As mentioned above.

STRATEGIC OBJECTIVE

None.

ATTACHMENTS

- Attachment 1 - Consolidated Statement of Financial and Municipal Position as at June 30, 2013;
- Attachment 2 - Consolidated Statement of Operations and Accumulated Surplus as at June 30, 2013;
- Attachment 3 - Consolidated Statement of Change in Net Financial Assets as at June 30, 2013; and
- Attachment 4 - Reconciliation of Financial Statement Surplus to Financial Plan Surplus as at June 30, 2013.

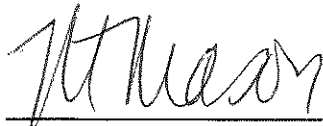
CONCURRENCE

None.

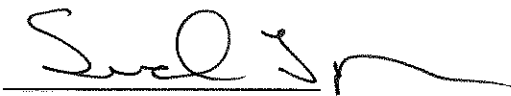
OPTIONS

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

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Michelle Mason", written over a horizontal line.

Michelle Mason
Financial Officer

A handwritten signature in black ink, appearing to read "Sundance Topham", written over a horizontal line.

Sundance Topham
Chief Administrative Officer

THE CORPORATION OF THE VILLAGE OF CUMBERLAND
Consolidated Statement Of Financial And Municipal Position
As At
June 30, 2013
UNAUDITED

	<u>2013</u> (Note 1)	<u>2012</u>
FINANCIAL ASSETS		
Cash and equivalents	\$ 7,207,613	\$ 5,845,705
Property taxes receivable	1,774,377	329,275
Accounts receivable	706,200	1,419,703
	<u>9,688,190</u>	<u>7,594,683</u>
LIABILITIES		
Accounts payable and accrued liabilities	(1,574,429)	(769,668)
Trust and other deposits	(231,893)	(209,186)
Deferred revenue	(3,053,689)	(3,483,577)
Debenture and long term-debt	(2,847,917)	(2,843,069)
	<u>(7,707,928)</u>	<u>(7,305,500)</u>
NET FINANCIAL ASSETS / (DEBT)	1,980,262	289,183
NON-FINANCIAL ASSETS		
Tangible Capital Assets	36,229,498	35,624,005
Inventories	80,235	80,235
Prepaid expenses	3,611	4,306
	<u>36,313,345</u>	<u>35,708,546</u>
ACCUMULATED SURPLUS	<u>\$ 38,293,607</u>	<u>\$ 35,997,729</u>
MUNICIPAL POSITION		
Operating funds	\$ (4,243,717)	\$ (2,568,880)
Reserves	(668,308)	(647,913)
Equity in capital assets	<u>(33,381,581)</u>	<u>(32,780,936)</u>
	<u>\$ (38,293,607)</u>	<u>\$ (35,997,729)</u>

Note 1:

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THE CORPORATION OF THE VILLAGE OF CUMBERLAND
Consolidated Statement of Operations and Accumulated Surplus
Interim Statement as at
June 30, 2013
UNAUDITED

	2013 FINANCIAL PLAN	ADJUSTMENT (Note 1)	2013 ADJUSTED FINANCIAL PLAN	2013 ACTUAL-YTD (Note 2)	% USE OF ADJUSTED BUDGET	VARIANCE	2012 ACTUAL	COMMENTS
REVENUES								
Property value taxes	\$ (2,032,695)	\$ -	\$ (2,032,695)	\$ (2,032,699)	100%	\$ 4	\$ (1,926,723)	Taxes for the year are recognized when levied in May
Grants in lieu of taxes	(53,360)	-	(53,360)	(28,455)	53%	(24,905)	(50,651)	Utility 1% PIL still outstanding - received in July 2012
Frontage taxes	(177,450)	-	(177,450)	(177,452)	100%	2	(171,862)	Frontage Taxes for the year are recognized when levied in May
Sale of services	(1,065,150)	-	(1,065,150)	(1,030,411)	97%	(34,739)	(1,031,936)	Utility fees for the year are recognized when invoiced in March
Sale of services to other government	(306,750)	-	(306,750)	(79,663)	26%	(227,087)	(246,880)	Cumberland Fire Protection District payment August
Transfer from other governments - unconditional	(468,400)	-	(468,400)	(468,400)	100%	-	(468,000)	SCG received for the year
Transfer from other governments - conditional	(527,055)	-	(527,055)	(42,558)	8%	(484,497)	(316,991)	Grants relate to timing of capital & operating projects
Other revenue	(459,940)	-	(459,940)	(174,877)	38%	(285,063)	(378,618)	Other revenues relate to timing of capital & operating projects
DCC revenue realized	(649,530)	-	(649,530)	(16,894)	3%	(632,636)	(871,946)	DCC revenue relates to timing of capital & operating projects
Contributed Assets	-	-	-	-	-	-	(1,208,793)	
Loss on disposal of tangible capital assets	-	-	-	-	-	-	754	
	<u>(5,740,330)</u>	<u>-</u>	<u>(5,740,330)</u>	<u>(4,051,409)</u>	<u>71%</u>	<u>(1,688,921)</u>	<u>(6,671,646)</u>	
EXPENSES								
General government services	689,610	(16,360)	673,250	250,159	37%	423,091	622,808	Audit fees recognized at YE, most projects partially outstanding
Transportation services	1,140,480	(381,150)	759,330	361,441	48%	397,889	966,246	
Protective services	496,690	(60,280)	436,410	177,187	41%	259,223	405,383	Volunteer fire department paid out at YE, most projects partially outstanding
Environmental health services	1,485,610	(319,650)	1,165,960	461,408	40%	704,552	1,232,551	Sewer inflow & infiltration investigation project & LWMP outstanding
Public health services	22,030	(1,910)	20,120	10,251	51%	9,869	31,776	
Environmental planning and development services	497,300	-	497,300	207,630	42%	289,670	328,738	Professional costs lower at this point in the year
Recreation and cultural services	647,010	(42,470)	604,540	287,455	48%	317,085	578,026	
	<u>4,978,730</u>	<u>(821,820)</u>	<u>4,156,910</u>	<u>1,755,531</u>	<u>42%</u>	<u>2,401,379</u>	<u>4,165,528</u>	
ANNUAL SURPLUS								
	(761,600)	(821,820)	(1,583,420)	(2,295,878)	145%	712,458	(2,506,118)	
ACCUMULATED SURPLUS, BEGINNING OF YEAR	(35,997,729)	-	(35,997,729)	(35,997,729)	100%	-	(33,491,611)	
ACCUMULATED SURPLUS, END OF YEAR	<u>\$ (36,759,329)</u>	<u>\$ (821,820)</u>	<u>\$ (37,581,149)</u>	<u>\$ (38,293,607)</u>	<u>102%</u>	<u>\$ 712,458</u>	<u>\$ (35,997,729)</u>	

Note 1:

The adjustment being made is for amortization that will not be recorded until year end.

Note 2:

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THE CORPORATION OF THE VILLAGE OF CUMBERLAND
Consolidated Statement of Change in Net Financial Assets
Interim Statement as at
June 30, 2013
UNAUDITED

	2013 FINANCIAL PLAN	ADJUSTMENT (Note 1)	2013 ADJUSTED FINANCIAL PLAN	2013 ACTUAL-YTD (Note 2)	% USE OF BUDGET	VARIANCE	2012 ACTUAL	COMMENTS
ANNUAL SURPLUS	\$ (761,600)	\$ (821,820)	\$ (1,583,420)	\$ (2,295,878)	145%	\$ 712,458	\$ (2,506,118)	
Amortization of tangible capital assets	821,820	(821,820)	-	-	-	-	(782,032)	
Change in supplies inventories	-	-	-	-	-	-	(8,339)	
Change in prepaid expense	-	-	-	(694)	-	694	730	
Loss on sale of tangible capital assets	-	-	-	-	-	-	(754)	
Acquisition of tangible capital assets	2,666,670	-	2,666,670	605,493	23%	2,061,177	2,595,251	Camp Road & well projects complete, Coal Creek historical bridge complete- all other capital projects still in preliminary stage or costs expected in July & August.
CHANGE IN NET DEBT (FINANCIAL ASSETS)	2,726,890	(1,643,640)	1,083,250	(1,691,079)	(62%)	2,774,329	(701,262)	
NET (FINANCIAL ASSET) / DEBT, BEGINNING OF YEAR	(289,183)	-	(289,183)	(289,183)	100%	-	412,079	
NET (FINANCIAL ASSETS) / DEBT, END OF YEAR	<u>\$ 2,437,708</u>	<u>\$ (1,643,640)</u>	<u>\$ 794,067</u>	<u>\$ (1,980,262)</u>	<u>(81%)</u>	<u>\$ 2,774,329</u>	<u>\$ (289,183)</u>	

Note 1:
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Note 2:
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THE CORPORATION OF THE VILLAGE OF CUMBERLAND
Reconciliation of Financial Statement Surplus to Financial Plan Surplus
Interim Statement as at
June 30, 2013
UNAUDITED

	2013 FINANCIAL PLAN	ADJUSTMENT (Note 1)	2013 ADJUSTED FINANCIAL PLAN	2013 ACTUAL-YTD (Note 2)	% USE OF BUDGET	VARIANCE	2012 ACTUAL
ANNUAL SURPLUS PER FINANCIAL STATEMENTS	\$ (761,600)	\$ (821,820)	\$ (1,583,420)	\$ (2,295,878)	145%	\$ 712,458	\$ (2,506,118)
ADJUSTMENTS AS PER FINANCIAL PLAN							
Acquisition of tangible capital assets	2,666,670	-	2,666,670	605,493	23%	2,061,177	2,595,251
Remove amortization expense	821,820	(821,820)	-	-	-	-	(782,032)
Proceeds from borrowing	(809,980)	-	(809,980)	(13,461)	2%	(796,519)	(27,752)
Principals payments on debt	231,810	-	231,810	8,613	4%	223,197	201,061
Remove DCC revenue realized	649,530	-	649,530	16,894	3%	632,636	871,946
Add DCC reserve interest earned	-	-	-	(3,059)	-	3,059	-
Add Non-Cash Adjustments	-	-	-	-	-	-	(8,363)
CHANGE IN CONSOLIDATED BALANCES	2,798,250	(1,643,640)	1,154,610	(1,681,398)		2,836,008	343,993
TRANSFER TO / (FROM) OTHER RESERVES							
Development Cost charges	(649,530)	-	(649,530)	(13,834)	2%	(635,696)	(871,946)
Reserves	(505,080)	-	(505,080)	135,450	-27%	(640,530)	259,892
TRANSFER TO / (FROM) OTHER RESERVES	(1,154,610)	-	(1,154,610)	121,616	(11%)	(1,276,226)	(612,054)
SURPLUS PER FINANCIAL PLAN	\$ 1,643,640	\$ (1,643,640)	\$ -	\$ (1,559,782)		\$ 1,559,782	\$ (268,061)

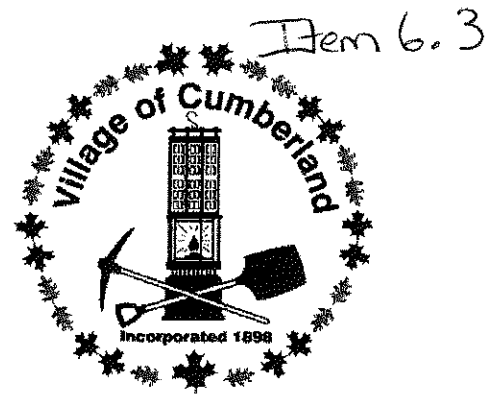
Note 1:

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Note 2:

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COUNCIL REPORT



REPORT DATE: August 6, 2013
MEETING DATE: August 12, 2013

File No. 1820-02

TO: Mayor and Councillors
FROM: Rachel Parker, Deputy Corporate Officer
SUBJECT: Water Meter Project, Public Consultation

RECOMMENDATION

- i. THAT Council receive the Water Meter Project, Public Communication report.
- ii. THAT Council approve the water meter project goals
 1. To reduce the total average water summer consumption by 36% to 700 litres per capita per day.
 2. To encourage responsible water use, particularly outdoor water use in the summer months.
 3. To create a user-pay system based on a combination of a base rate and a consumption rate.
- iii. AND THAT Council direct staff to bring forward an amendment to the 2013-2017 Financial Plan Bylaw to provide for no more than \$5000 from general revenue for a water use reduction program in spring 2014.

SUMMARY

Council has set water rates for mock billing for the second and third quarter readings of 2013. On July 22, 2013 Council directed staff to delay water consumption billing until the second quarter reading in 2014.

This report reviews the Village's actions in regard to water demand management over the past ten years, and sets out proposed goals for the water meter project, public consultation program key messages and timeline.

BACKGROUND

Since 1997, the Province of BC has promoted a Water Conservation Strategy to guide and encourage efficient and cost-effective water use throughout the province.

In 2005 the Village adopted the Master Municipal Construction Documents standards for all new construction which required that meter boxes be installed for all new lots in order to be meter ready. In April 2007, Council adopted a motion requiring the installation of a meter box as well as a meter for all new commercial water service connections (larger than 25 mm diameter).

In March 2007, the Village applied to renew its water licences for Cumberland Creek and for Perseverance Creek.

In December 2007, Village Council adopted a Water Demand Management Study, which was initiated in April 2007 likely as a result of requirements from the Ministry of Environment in regard to the Village's water licence applications. This study identified the potential water deficiency for Cumberland and Royston based on growth and summer drought. Demand management was offered as an alternative to increasing capacity which would be difficult considering the necessary capital investment and senior government approvals.

The study reviewed demand management approaches and separated them into soft conservation strategies, such as water stewardship and public information; and hard conservation strategies of universal water metering, leak detection programs, and water restrictions. Through Council's adoption of this study in December 2007 and a motion to use the study as a basis for implementing a demand management program, the Village made a commitment to reduce water consumption in the Village and recognized that the best way to do this was through metered water and to implement billing based on water consumption.

In early 2008, the Ministry of Environment advised that it required a specific implementation schedule for the Village's water conservation program in order to approve its application for water licences submitted the year previously. To satisfy this requirement, Council adopted a motion in July 2008 that, subject to successful grant applications,

- the Village would require meters on all new service connections [residential, multi-family, commercial and institutional] as of January 1, 2010, and
- by December 31, 2012 meters would be installed on at least 30% of service connections that existed prior to implementation of the 2005 meter-ready service box requirement.

Also in February 2008, the Village Council resolved to apply for senior government funding to install water meters in the Village and was successful in its application. Water meters were installed for residential and commercial properties from 2009 to 2011.

Cumberland's Water Conservation Plan, adopted by Council in 2011, identifies the target of average summer consumption of 700 litres (0.7 m³) per capita per day which is approximately a 36% reduction in the current demand. The report states that "this objective has been established for the summer average since it is clear that irrigation is a significant component of the total water consumption in the Village during dry summer months." The plan includes integrated mechanisms to reach this goal, including inclined billing rates in a water rates bylaw, mock billing, educational materials, and public information process.

The Village issued water consumption notices from May 2012 (starting with February 2012 consumption) with the last consumption notice issued in April 2013.

Information presented to Council in June 2013 from Econics, showed that average residential water use in Cumberland roughly triples in the summer months when there is less rainfall and not as much water in the reservoirs. Taking into account

- the Village's Water Conservation Plan, and
- the mock rate design proportioned so that 60% is a base rate to provide for revenue stability for fixed capital infrastructure costs and 40% is a consumption rate to reduce water use,

staff is seeking Council's approval for the following water meter project goals:

1. To reduce the total average water summer consumption by 36% to 700 litres per capita per day.
2. To encourage responsible water use, particularly outdoor water use in the summer months.
3. To create a user-pay system based on a combination of a base rate and a consumption rate.

If Council agrees to these project goals, and following Council's strategic objective to provide an adequate and high quality source of water for the current and future residents of the Village, the following communication messages for residential, business and industrial water users would be utilized:

1. Water is a limited and valuable resource.
2. It is better to use less water in the summer.
3. The Village supports local food production that uses water wisely.
4. There are annual operating costs and capital replacement costs, as well as new treatment and dam stability projects that add to the cost of water service.

With the first mock bill expected to be issued the week of August 19, 2013, an information flyer will be included that focuses on the adopted project goals and key messages. An online survey will be opened focusing on two areas:

1. Project goals and rate options
2. Outdoor water use and conservation methods

The proposed timeline for public consultation:

Date	Event	Action
Jun 24 2013	Council meeting	Council set rates for first two mock billing periods
Week of Aug 21	Mock Bill Start of Public Consultation	First mock bill issued for April/May/June with information sheet Online survey opens (closes Nov 25, 2013)
Sep 30	Village Hall	Opportunity for informal input to the first mock bills
Oct 21	Mock Bill	Second mock bill issued for July/Aug/Sep with info on open house
Nov 4 or Nov 18	Open House	7 pm on November 4, or 5 pm on November 18 before Village Hall meeting
Nov 18	Village Hall	Informal opportunity for input on the second mock bills
Nov 25	End of public consultation	Survey closes
Jan 13 2014	Council meeting	Results of public consultation, direction to staff for analysis of change to mock rate
Jan 24	Mock Bill	Third mock bill issued for Oct/Nov/Dec
Jan 27	Council meeting	Council meeting: determine final mock rates and consumption rate for bylaw
Feb 11	Council meeting	Water Bylaw first reading Amend water conservation bylaw to promote night time watering

Feb 24	Council meeting	Water Bylaw second and third reading
March 10	Council meeting	Water Rates Bylaw adopted
April 22	Mock Bill	Fourth mock bill issued for Jan/Feb/Mar and flat rate bill issued for Jan/Feb/Mar with info sheet Kick off for summer water use reduction program
May 17	Market Day	Summer water use reduction promotion
July 21	Billing	First consumption-based bill issued for Apr/May/June

FINANCIAL IMPLICATIONS

A water conservation public information program starting in spring 2014 and targeting summer water consumption would require funding in Council's 2013 five year plan. It is recommended that if Council wishes to undertake such a program, the 2013-2017 Financial Plan Bylaw be amended to include funds for this purpose. Funds would be taken from the general water revenue for this program.

Below is a tentative public information program budget:

Water restrictions fridge magnet:	\$1,300
Publication materials:	1,000
Market Day booth staffing:	500
Product rebate or supply:	<u>2,200</u>
Total:	\$5,000

STRATEGIC OBJECTIVE

- Establishing an adequate and high quality source of water for the current and future residents of the Village
- An ongoing civic engagement process

ATTACHMENTS

None

CONCURRENCE

Michelle Mason, Financial Officer



OPTIONS

1. THAT Council approve the water meter project goals
 - To reduce the total average water summer consumption by 36% to 700 litres per capita per day.
 - To encourage responsible water use, particularly outdoor water use in the summer months.
 - To create a user-pay system based on a combination of a base rate and a consumption rate.

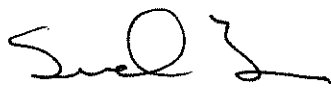
AND THAT Council direct staff to bring forward an amendment to the 2013-2017 Financial Plan Bylaw to provide for no more than \$5000 from general revenue for a water use reduction program in spring 2014.

2. Any other action deemed appropriate by Council.

Respectfully submitted,

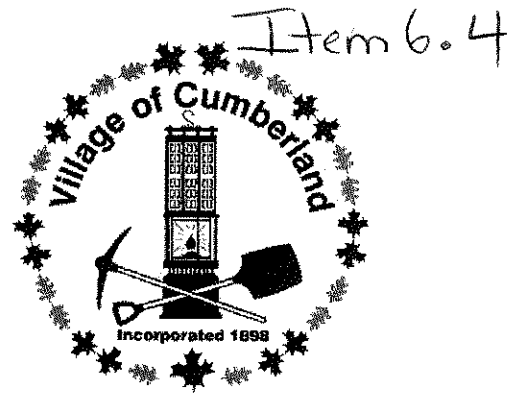


Rachel Parker
Deputy Corporate Officer
Village of Cumberland



Sundance Topham
Chief Administrative Officer

COUNCIL REPORT



REPORT DATE: August 8, 2013
MEETING DATE: August 12, 2013

TO: Mayor and Councillors
FROM: Kevin McPhedran, Parks and Outdoor Recreation Coordinator
SUBJECT: 2013 Village Park Improvements

RECOMMENDATION

- i) THAT Council receive the 2013 Village Park Improvements report; and
- ii) AND THAT Council direct staff to bring forward an amendment to the adopted 2013-2017 Financial Plan Bylaw to include additional revenue to be allocated to enable infrastructure improvements in Village Park in 2013 as follows:
 - a. Revenue of \$82,500 from Carlisle Lane Amenity funding;
 - b. Revenue of \$4,969 in unspent funds from the Village Park wind damage insurance claim;
 - c. Allocation of \$1,670 in Development Cost Charges, and;
 - d. Revenue of a \$60,000 donation from Cumberland Rotary
- iii) AND THAT Council direct staff to enter into a contract for up to \$176,000 (excluding tax) with Habitat Systems Inc. to layout, supply and install playground equipment and safety surfacing at Village Park.

SUMMARY

This report provides an update on planned 2013 improvements in Village Park, including the replacement of the children's playground and improvements to the dog park area, and the financial considerations required in order to proceed with these improvements.

BACKGROUND

In Council's 2013 budget, \$112,500 has been allocated to fund Village Park improvements in 2013 and staff have been working to implement these improvements as per the Village Park Master Plan. In the 2013 fiscal year, scheduled improvements include replacement of the children's playground facility and reconfiguration and improvements to the dog park area.

Playground

Staff issued a Request for Proposal for the design, supply, and installation of playground equipment on July 10th, 2013 with a closing date of July 26th, 2013. Nine proposals were received from six proponents and were evaluated by Village staff. Proposals were evaluated based on the following criteria:

- overall play value of the proposed play structures;
- inclusion of the playground features and components deemed to be most popular through community surveys results from spring of 2013;
- methodology, work plan and scheduling;
- company reputation, experience, capacity and references;
- appearance, design, quality and durability of equipment, including maintenance, service and warranty considerations; and
- other factors as outlined in the RFP

While the Village received several strong submissions, the proposal submitted by Habitat Systems Inc. provides the Village with the best overall value and best meets the needs of the community. Key features of the chosen playground and considerations of the chosen proponent include:

- Quality play features and components that were the most popular in community surveys, including: linking features such as a tube, monkey bars and rings; climbing features including a wall and other ladders; multiple spinning features; four swings (two for each age category); multiple slides; and two coil spring features;
- Incorporation of a zip-line;
- A well balanced combination of modular ("traditional") structures and more modern (contemporary) individual play components;
- Strong reference checks;
- Quality materials and an excellent warranty;
- Inclusion of a maintenance kit to ensure proper care of the facility;
- Handicap accessible play features;
- Engineered Wood Fibre safety surfacing that meets accessibility standards and exceeds the required depth;

As such, staff are seeking approval from Council to enter into a contract with Habitat Systems Inc. to supply and install playground equipment and safety surfacing at Village Park.

See Attachment A for a diagram of the proposed playground. However, please note that changes may occur as final design and layout modifications are ongoing.

In conjunction with the installation of the new playground equipment and safety surfacing, other associated improvements are also planned at the site including minor landscaping and site furnishing upgrades; however current budget restraints do not allow for full replacement of site furnishings including benches, picnic tables or waste receptacles, or the installation of a drinking water fountain. Site preparation and construction of the new playground facility is targeted to begin in early September with an anticipated opening date of the new playground in October 2013.

Dog Park

Staff are planning for dog park improvements to take place in the fall of 2013. Planned upgrades include the reconfiguration of the dog park area into a trapezoidal shape (thereby enabling the construction of an expanded Bicycle Jump Park), fencing upgrades, and new signage and site furnishings.

FINANCIAL IMPLICATIONS

In order for the above projects to be completed, the Village Park improvements need to be financed through a combination of existing funding as identified in the 2013 budget and through amendments to the 2013-2017 Financial Plan bylaw to incorporate the following:

1. Amenity funding from Carlisle Lane (\$82,500)
2. Existing Village funds from a Village Park wind storm damage insurance claim (\$4,969) that was received in 2009. This source of funding is remaining from a claim resulting from major wind storm in late 2007 where damage occurred to the Village Park dugouts and scoreboard. Repairs to the dugouts were made at that time; however remaining funds were deemed insufficient to properly repair the scoreboard and were deferred for future park improvements upon completion of the Village Park Master Plan. No restrictions exist on these funds.
3. Development Cost Charges in the amount of \$1,670; no restrictions exist on these funds and they can be used for any park improvements.
4. \$60,000 provided by Cumberland Rotary for the installation of Poured in Place rubber surfacing. This \$60,000 total is made up of a \$30,000 grant that Cumberland Rotary received from Tire Stewardship BC, and a \$30,000 matching cash donation from Cumberland Rotary.

Summary of Funding:

	Project Revenue	
Existing 2013 Budget:	1. Reserve, Trilogy Amenity, Rotary Gaming Grant, Municipal Insurance Association risk management grant	\$112,900
Amendments to 2013-2017 Financial Plan Bylaw:	2. Carlisle Lane Amenity	\$82,500
	3. Village Park Wind Damage Insurance Claim	\$4,969
	4. Development Cost Charge Funds	\$1,670
	5. Cumberland Rotary/Tire Stewardship	\$60,000
	TOTAL	\$262,039
	Estimated 2013 Expenditures	
	1. Habitat Systems Inc Contract (playground equipment and safety surface supply and install)	\$176,000
	2. Other Playground- site preparation, drainage, concrete border, furniture improvements, 15% contingency, taxes, etc.	\$64,000
	Subtotal (Playground only)	\$240,000
	3. Dog Park: fencing, other improvements, including taxes and 15% contingency	\$21,995
	TOTAL	\$261,995

Upon completion of the Playground and Dog Park projects, staff plan to bring forward a Report to Council in late fall, 2013 outlining any remaining funds from 2013 projects; the intention of this Report will be to seek Council direction on use any remaining funds, including further improvements to Village Park as per the Master Plan.

STRATEGIC OBJECTIVE

Completion of the Village Park Master Plan, finalized earlier in 2013, is identified as a short term priority (end of 2013) in the 2013 Corporate Strategic Priorities. Infrastructure and improvements to Village Park outlined in this report can be considered the first phase of several phases of the implementation of the Master Plan.

ATTACHMENTS

- A. Map of Village Park showing park layout as per the 2013 Village Park Master Plan (note the location of the playground facility in the context of the "family area" and the reconfiguration of the dog park area.)
- B. Diagram of the Playground facility and layout from Habitat Systems Inc. *Please note that changes may occur as final design and layout modifications are ongoing.*

CONCURRENCE

Michelle Mason, Chief Financial Officer 

Rob Crisfield, Manager of Operations

Rachel Parker, Deputy Corporate Officer 

OPTIONS

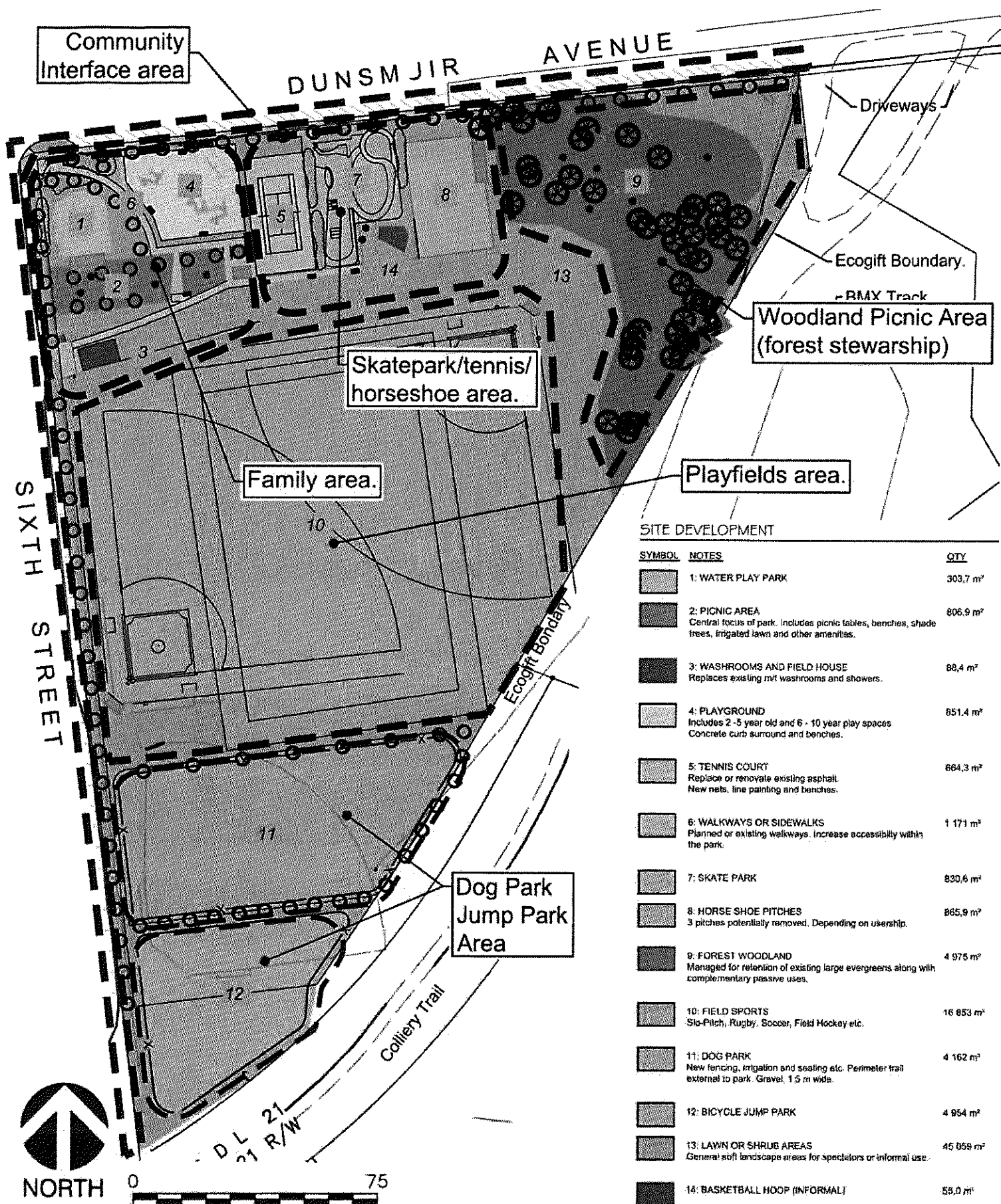
- 1. THAT Council direct staff to bring forward an amendment to the adopted 2013-2017 Financial Plan Bylaw to include additional revenue to be allocated to enable infrastructure improvements in Village Park in 2013.
- 2. THAT Council direct staff to enter into a contract for up to \$176,000 (excluding tax) with Habitat Systems Inc. to layout, supply and install playground equipment and safety surfacing at Village Park.
- 3. Any other action deemed appropriate by Council.

Respectfully submitted,

Kevin McPhedran
Parks and Outdoor Recreation Coordinator



Sundance Topham
Chief Administrative Officer



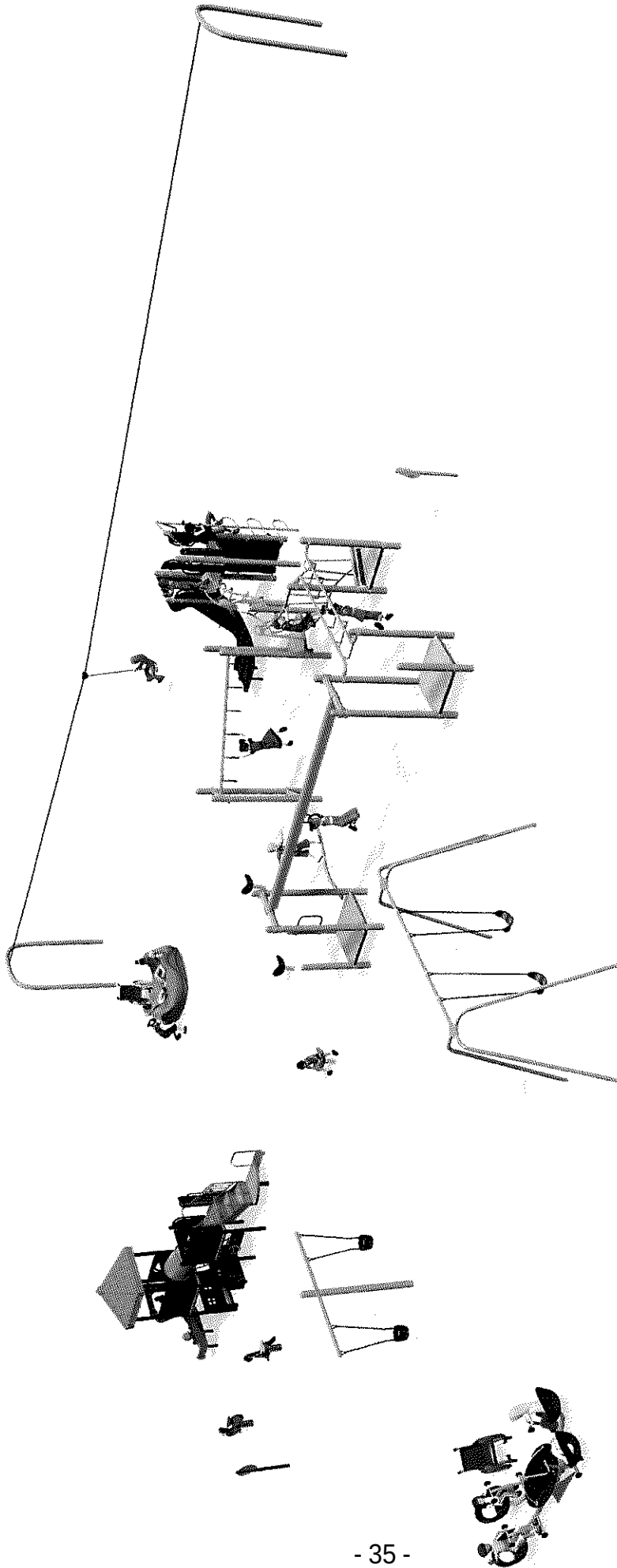
NORTH

0 75

Village Park Planning Areas
Village of Cumberland, BC

Village Park

Cumberland, BC July 31, 2013 69332-2-3



- 35 -

Custom product manufacturing time for this project will be 8 weeks from the time of LSI order acceptance.

See
landscape
structures



Better playgrounds.
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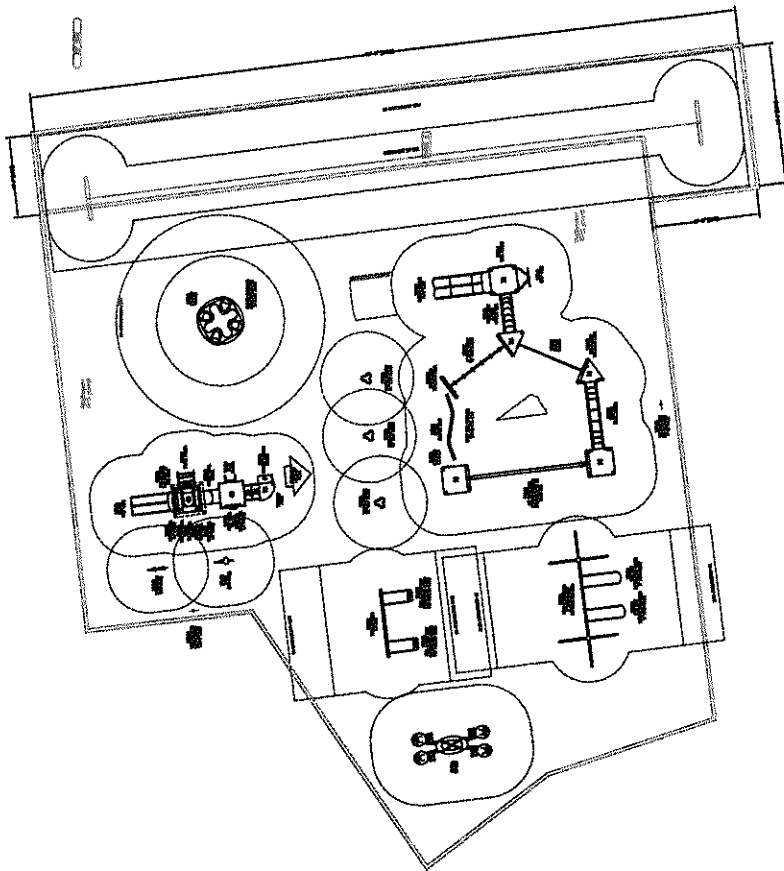
Dave Warner



habitat

systems incorporated

Dunsmuir Avenue



tennis court

water park.

Custom product manufacturing time
for this project will be 8 weeks from
the time of LSI order acceptance.

LSI
landscape
structures



IPEMA
CERTIFIED
The IPEMA logo is a mark of
certification for playground
equipment that meets or exceeds
the requirements of the IPEMA
Standard (EN1176-1:2007).

THIS PLAY AREA & EQUIPMENT IS
DESIGNED FOR A 5-15 YEARS
UNLESS OTHERWISE NOTED ON PLAN.

THE COMPANY PLAN WAS BASED ON
INFORMATION PROVIDED BY THE
CONSTRUCTION DETAILS THE INFORMATION
INCLUDING THE DIMENSIONS, TOPOGRAPHY
AND SURROUNDING AREAS. THE COMPANY
DRAINAGE SOLUTIONS SHOULD BE OBTAINED
PRIOR TO CONSTRUCTION. THE PLAN AREA
SHOULD BE LIMITED TO THE PLAN AREA
AND NOT BE USED FOR OTHER PURPOSES.
ALL DIMENSIONS, EQUIPMENT, AND
SITE INFORMATION SHOULD BE
OBTAINED PRIOR TO CONSTRUCTION.
PAGE THE 1ST AFTERNOON SUN.

CHOOSE A PROTECTIVE SURFACING MATERIAL
PRIOR TO CONSTRUCTION. THE BEST
PRACTICE IS TO USE A 1/2" DEEP
THE MINIMUM FALL HEIGHT FOR THE
EQUIPMENT SET. A 1/2" DEEP STANDARD
FOR PLAYING EQUIPMENT FOR PUBLIC
USE. SECTION 8 CURRENT MATERIAL.
ACCESSIBLE/PROTECTIVE
EQUIPMENT SHOULD BE
(ENGINEERED INTO FREE FALL SUGGESTED)
7141 SALT.

DESIGNED BY:

TPX

COMPANY 2/23/13
LANDSCAPE STRUCTURES, INC.
101 W. 10TH STREET - 101 W. 101
PO BOX 1000 - 101 W. 101
7141 SALT.

Date Previous Drawing # Edition

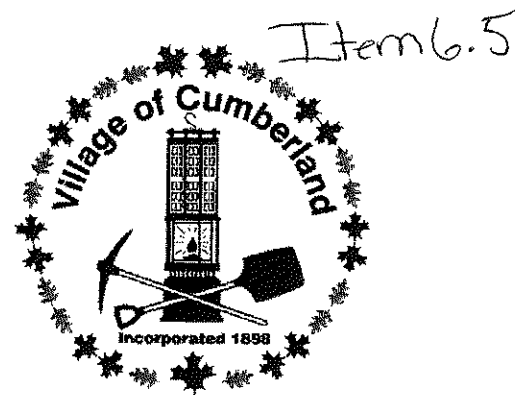
SYSTEM TYPE:
PlayShaper/PlayBooster
DRAWING #:
69332-2-1

Habitat
Systems Inc.
Dave Warner

Village Park
Cumberland, BC



COUNCIL REPORT



REPORT DATE: August 7, 2013
MEETING DATE: August 12, 2013

File No. 0550-01

TO: Mayor and Councillors
FROM: Committee of the Whole
SUBJECT: Committee of the Whole Recommendations

The following items were considered by the Committee of the Whole at its meeting held July 29, 2013 and are now forwarded to Council for its consideration:

RECOMMENDATION

1. Host Community Agreement and Amenity Funds Update

THAT Council approve the expenditure of up to \$150,000 for the geotechnical survey for the landfill corridor to be funded from Comox Valley Waste Management Centre corridor upgrade funds and that staff bring forward an amendment to the adopted 2013 to 2017 Financial Plan Bylaw for the \$150,000 approved expenditure.

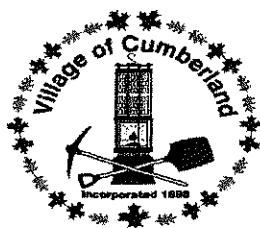
THAT Council allocate \$150,000 from 2013 host community funds and the approximately \$20,000 from the Recreation Society donation towards the skatepark project and direct staff to bring forward an update on the skatepark project in fall 2013.

THAT Council allocate \$250,000 from amenity funds to the new fire hall land and building reserve.

THAT Council allocate \$10,000 for street signage from the downtown enhancement funds.

Respectfully submitted,

Leslie Baird, Mayor
Chair, Committee of the Whole



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

Document Date	Vendor Name	Document Number	Document Amount
7/5/2013	Municipal Pension Plan	00000000000010795	8,704.59
7/9/2013	603212 B.C. Ltd.	031952	16,800.00
7/9/2013	Andrew Sheret Ltd.	031953	42.92
7/9/2013	Baird, Laurie	031954	75.00
7/9/2013	Coastal Mountain Fuels	031955	1,360.33
7/9/2013	Courtenay Auto Supply Ltd.	031956	11.18
7/9/2013	Cumberland Museum & Archives	031957	120.00
7/9/2013	E.B. Horsman & Son	031958	869.60
7/9/2013	Endless Biking Ltd.	031959	500.00
7/9/2013	Footprints Security Patrol Inc.	031960	228.22
7/9/2013	Graphic Controls Canada Co	031961	71.76
7/9/2013	Hartman Auto Supply 1996 Ltd.	031962	229.63
7/9/2013	Hyland Precast Inc.	031963	438.18
7/9/2013	Iron Mountain	031964	225.36
7/9/2013	Lordco Auto Parts	031965	1,371.84
7/9/2013	North Island Communications Inc.	031966	50.40
7/9/2013	North Island Tractor Ltd.	031967	94.79
7/9/2013	Northern Ropes & Industrial Supply Ltd.	031968	160.11
7/9/2013	Pilon Tool Rentals (1972) Ltd.	031969	89.33
7/9/2013	Praxair Distribution, Div of Praxair Canada Inc	031970	107.11
7/9/2013	Purin, Paul	031971	100.00
7/9/2013	Receiver General For Canada	031973	17,970.38
7/9/2013	Receiver General - GST/HST	031972	3,658.45
7/9/2013	RPM Sheet Metal	031974	750.00
7/9/2013	Russell Food Equipment Ltd.	031975	2,485.55
7/9/2013	Shaw Cablesystems G.P.	031976	26.83
7/9/2013	Shields Ind Services (2004) Ltd.	031977	69.43
7/9/2013	SPCA, Comox Valley	031978	100.00
7/9/2013	Strathcon Industries	031979	57.16
7/9/2013	Tayco Paving Company	031980	293.44
7/9/2013	Vranjes, David	031981	140.00
7/9/2013	WesternOne Rentals & Sales	031982	101.44
7/9/2013	Williamson, Michael	031983	187.88
7/9/2013	WorkSafeBC	031984	6,029.97
7/15/2013	Konica Minolta	CASH	1,000.59
7/19/2013	Municipal Pension Plan	CASH	8,813.92
7/22/2013	Alsco Nanaimo	031985	230.05
7/22/2013	Assessment Authority, BC	031986	33,554.75

Document Date	Vendor Name	Document Number	Document Amount
7/22/2013	Baird, Laurie	031987	75.00
7/22/2013	Baird, Leslie	031988	308.00
7/22/2013	BFI Canada - Comox	031989	479.69
7/22/2013	BK Short Engineering Ltd.	031990	346.50
7/22/2013	Bossom, Kevin	031991	26.00
7/22/2013	Carvello Law Corporation	031992	9,030.83
7/22/2013	Chartered Professional Accountants of Canada	031993	114.71
7/22/2013	Corix Water Products Limited Partnership	031994	1,043.40
7/22/2013	Cumberland General Store	031995	361.02
7/22/2013	Dialect Communications Group	031996	354.38
7/22/2013	Econics	031997	11,088.00
7/22/2013	Gledhill Peter	031998	22.00
7/22/2013	Greyhound Courier Express	032000	50.87
7/22/2013	Grieve, Glen	032001	1,108.44
7/22/2013	Harmison Chris	032002	1,125.00
7/22/2013	Hartman Auto Supply 1996 Ltd.	032003	458.13
7/22/2013	Hyland Precast Inc.	032004	262.08
7/22/2013	IABC of Victoria (View Royal) BC	032005	282.84
7/22/2013	Imperial Welding Ltd.	032006	23.45
7/22/2013	Industrial Plastics & Paints	032007	34.24
7/22/2013	Jim & Don Investments Ltd.	032008	95.26
7/22/2013	LexisNexis Canada Inc.	032009	170.36
7/22/2013	Manara Mike	032010	500.00
7/22/2013	McElhanney Consulting Services Ltd.	032011	14,005.02
7/22/2013	Minister of Finance - PTB	032013	117,811.17
7/22/2013	Monk Office	032014	575.03
7/22/2013	Municipal Finance Authority	032015	102.30
7/22/2013	North Island Communications Inc.	032016	100.80
7/22/2013	North Island Tractor Ltd.	032018	511.10
7/22/2013	OnDeck Systems Inc.	032019	9,828.72
7/22/2013	Ono Trading Courtenay	032020	143.64
7/22/2013	Outlook Land Design Inc	032021	144.38
7/22/2013	Michelle Peters	032012	260.00
7/22/2013	Pilon Tool Rentals (1972) Ltd.	032022	90.91
7/22/2013	Price's Alarm Systems Ltd.	032023	188.69
7/22/2013	Rees Joanne	032025	230.73
7/22/2013	Regional District, Comox Valley	032026	456.75
7/22/2013	Regional Library, Vancouver Island	032027	29,787.00
7/22/2013	Revenue Services of British Columbia	032028	2,535.00
7/22/2013	Robertson, Margaret	032029	147.96
7/22/2013	Savage, Graham	032030	787.00
7/22/2013	Shaw Cablesystems G.P.	032031	302.03
7/22/2013	Slegg Construction Materials Ltd./Slegg Lumb	032032	917.40
7/22/2013	South Country Feed	032033	78.38

Document Date	Vendor Name	Document Number	Document Amount
7/22/2013	Speedpro Signs Courtenay	032034	64.61
7/22/2013	Speedy Glass	032035	263.20
7/22/2013	Topham Sundance	032036	264.00
7/22/2013	Tower Fence Products	032037	1,062.60
7/22/2013	Tran Sign (1999) Ltd.	032038	21.05
7/22/2013	Van Houtte Coffee Services	032039	196.47
7/22/2013	Vranjes, David	032040	140.00
7/22/2013	Walker, Judith	032041	62.97
7/22/2013	Walmart Stores Inc.	032042	222.83
7/22/2013	Wandering Moose Cafe, The	032043	76.50
7/22/2013	WL Solutions Ltd.	032045	1,456.00
7/22/2013	Gregg Distributors (B.C.) Ltd.	031999	35.62
7/22/2013	WesternOne Rentals & Sales	032044	26.50
7/22/2013	Price's Security Locksmiths	032024	3.35
7/22/2013	North Island Laboratories Ltd.	032017	52.50
7/25/2013	Bill Crowther	032060	250.00
7/25/2013	GROW tree care	032061	1,648.50
7/25/2013	Knappett Industries (2006) Ltd.	032062	91,009.48
7/25/2013	Sue Loveless	032063	250.00
7/25/2013	Receiver General For Canada	032064	17,464.03
7/25/2013	Regional District, Comox Valley	032065	398,440.13
7/25/2013	Property Tax overpayment refund	032066	2,003.47
7/25/2013	Property Tax overpayment refund	032067	275.00
7/25/2013	0793670 BC Ltd BC Bike Rake	032068	1,750.00
7/25/2013	AC Industrial Instrument Services Limited	032069	1,176.67
7/25/2013	BFI Canada - Comox	032070	250.15
7/25/2013	Robert Carter	032071	250.00
7/25/2013	Iron Mountain	032072	50.40
7/25/2013	Mastercraft Projects Ltd.	032073	330.75
7/25/2013	S. Healy	032074	1,575.00
7/25/2013	Property Tax overpayment refund	032075	275.00
7/25/2013	Property Tax overpayment refund	032076	592.58
7/25/2013	Property Tax overpayment refund	032077	501.35
7/25/2013	Property Tax overpayment refund	032078	578.00
7/25/2013	Property Tax overpayment refund	032079	708.13
7/25/2013	Property Tax overpayment refund	032080	770.00
7/26/2013	Building permit Deposit Refund	032081	750.00
7/26/2013	Regional Hospital District, Comox Strathcona	032082	408,219.00
7/30/2013	Mastercard, Credit Union	032083	4,718.48

\$1,251,268.72

COUNCIL REPORT



REPORT DATE: July 29th, 2013
 MEETING DATE August 12th, 2013
 TO: Mayor and Councilors
 FROM: Margaret Robertson, Recreation Program Coordinator
 Sandra Hryko Recreation Programmer
 SUBJECT: July 2013 Recreation Department Report

RECOMMENDATION

That Council receive the July 2013 Recreation Department Report for information.

Facilities

- June 29th – July 1st was very busy with the BC Bike Race in town. The village Park was used for camping and the CRI Hall was used for breakfast and dinner during their three day stay.
- A lock has been put on the gas stove on/off lever in the CRI kitchen as we have been having a problem with people turning it on when it is not in use.
- CRI hallways, shower rooms and washroom to have the floors stripped and waxed in August.
- Upstairs Cultural Centre floors and hallways to be stripped and waxed in August.
- The new treadmill has arrived in the fitness studio our customers are extremely happy with the new piece of equipment.
- New floor buffer has been purchased for use in all municipal buildings.

Programs

- A tracking system is being developed by recreation staff to keep accurate information on the number of class participants, revenue generated from each program and the instructor costs associated with running the programs. This will give us a better idea of which programs are meeting the needs of the community.
- Advertising is being done for instructors with new program ideas and for volunteers to help out with the recreation activities.
- Summer Camp went very well. Both weeks were fully attended. The children enjoyed many activities such as games, crafts, museum visits, day trips a visit to the Cumberland Fire Hall, cooling off in the Water Park and great art in the park sessions.
- Staff is working on the Fall Program and has added many new programs including both sports and art programs.
- This year Cumberland Elementary will have a 12:30 dismissal time every second Wednesday starting on September 11th. The CRI will be offering a Multi-sport program during this time.

- The Village of Cumberland is now registered for Cultural Days. We will be holding two activities. The Earth Art Mobile Studio will be in # 6 Mine Park on Saturday Sept 28th from 11:00am – 1:00 pm with hands on activities for all ages which will include Painting aprons, Little Workers Preschool and a collaborative outdoor acrylic painting on the theme of “Community Past and Present”. Then all are welcome to enjoy the Climbing Wall from 1:00 pm – 4:30 pm. All equipment will be supplied.
- This will be the 35th anniversary that the popular youth floor hockey program has been operating in the CRI on Thursday’s from 6:00pm – 9:00pm it is entirely ran by volunteers from the organization Youth for Christ Comox Valley.

Upcoming Special Events

- August 9th – 11th Cumberland Motorcycle Round Up.

FINANCIAL IMPLICATIONS

None

STRATEGIC OBJECTIVE

None.

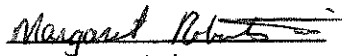
ATTACHMENTS

None.

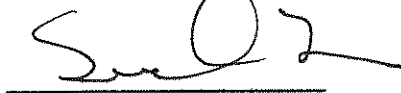
OPTIONS

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

Respectfully submitted,

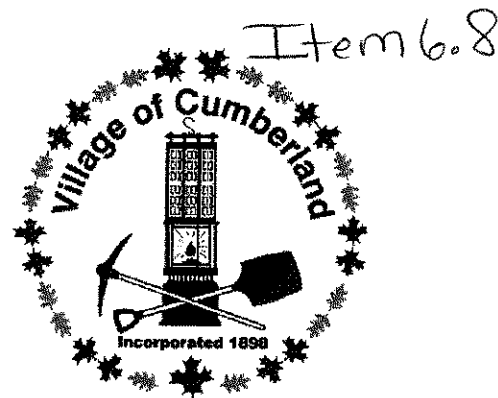


Margaret Robertson
Recreation Program Coordinator
Village of Cumberland



Sundance Topham
Chief Administrative Officer

COUNCIL REPORT



REPORT DATE: August 2, 2013

MEETING DATE: August 12, 2013

TO: Mayor and Councillors

FROM: Kevin McPhedran, Parks and Outdoor Recreation Coordinator

SUBJECT: July 2013 Parks and Outdoor Recreation Report

RECOMMENDATION

THAT Council receive the Parks and Outdoor Recreation Coordinator July 2013 report for information.

BACKGROUND

This report provides a synopsis of the ongoing projects and tasks relating to parks and outdoor recreation in Cumberland.

PROJECTS

1. Coal Creek Historic Park:
 - a. Worked with the Coal Creek Historic Park Advisory committee and local volunteers to create a "Chinatown Historic Walking Tour." Historic photographs have been mounted on cedar sign posts and a preliminary brochure is available on site. Minor upgrades and work still to be completed.
 - b. Met with representatives from the committee and the Cumberland Museum and Archives to strategize and collaborate on further heritage upgrades to the park, specifically the Jumbo's cabin park entry area. Museum to update the layout and design of the walking tour brochure and to assist staff by providing historical content for the layout and design of interpretive signage upgrades. Committee to provide direction, support and feedback on signage design, layout and content.
2. Cumberland Community Forest: ongoing monitoring of decommissioned trail (*Shock Therapy*). To date no issues have been observed.
3. Land access agreement initiative: continue to work with UROC and private landowners on formal land access agreement initiative.

4. Lake Park:
 - a. Ongoing oversight of operating contract and implementation of the group campsite facility.
 - b. Liaised with Comox Valley Regional District on the replacement of CVRD drinking water supply education signage at Lake Park.
 - c. Preliminary research begun on options for future operating models of Lake Park campground and facilities.
5. Village Park Master Plan Implementation:
 - a. Ongoing project management of playground replacement and dog park reconfiguration projects. (Please note: specific details on 2013 planned improvements- playground and dog park- can be found in a separate report on this agenda.)
 - b. Jump Park project: ongoing coordination and research on scope of work and other requirements such as maintenance considerations, signage plans, etc. Work is in partnership with UROC.
6. Village Park Skatepark project: ongoing work with the Cumberland Community Schools Society- Skatepark Committee on defining roles and responsibilities of each party and structure of the relationship to work towards constructing a community skatepark. More details to come in the near future.
7. Park Sign Standards: ongoing collaboration with Matthias Reinicke of Lime Design Village of Cumberland Parks and Trails sign standards manual. Intention is to have new and or/replacement sign projects to be using new standards by late summer or early fall.
8. Park Use Permits: continue to assist CRI staff on processing park use permits and park permit related issues.

FINANCIAL IMPLICATIONS

Financial resources required to support the above projects have been requested through the 2013 budget process unless otherwise stated.

STRATEGIC OBJECTIVE

Ongoing projects are in line with *Goal J: Develop ecotourism plan* of the 2013 Corporate Strategic Priorities.

ATTACHMENTS

None.

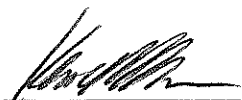
CONCURRENCE

None.

OPTIONS

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

Respectfully submitted,

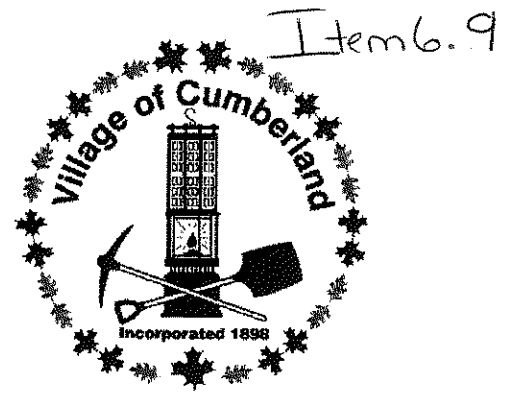


Kevin McPhedran
Parks and Outdoor Recreation Coordinator



Sundance Topham
Chief Administrative Officer

COUNCIL REPORT



REPORT DATE: August 7, 2013
MEETING DATE: August 12, 2013

TO: Mayor and Councillors
FROM: Mike Williamson, Fire Chief / Manager of Protective Services
SUBJECT: Protective Services Report, July 2013

RECOMMENDATION

THAT Council receive the July 2013 Protective Services Report.

SUMMARY

The department had 20 responses in July and has had some major calls and been very active.

July 2013 Responses:

Response Type	July
Fire	6
Rescue	0
First Responder	9
Motor Vehicle Incident	2
Duty Officer	3
Total Monthly 2013:	20
Total 2013:	119

BACKGROUND

We have had a nice hot and dry July. Our call outs have mainly been normal with 20 calls. We have had two calls with people lighting fires on Hancock property very near Maple Lake, which has been identified as future park area. This has me concerned as this time of year could easily destroy this beautiful site we are trying to save for everyone to enjoy in Comox Valley. I had RCMP on these calls trying to discover who these people are on every incident there has been 4x4 quads in the area. At one fire there were tires lit and rolled down the bank of the pit the other was pallets lit very close to standing timber. Hancock has hired a person to do private

patrols on their property for the summer months which may help us find the people responsible. We will also be looking at this area when possible.

Not sure how long the dry weather will keep us in fire season but as long as it does we need to take more caution and be more active. The duty officers are making nightly rounds of Cumberland and have been doing so for the last month going to high points and checking the adjacent wooded areas around Cumberland core. Fires burn slower at night but can be a real threat in these dry woods.

I was out for a few hours late when the lighting and thunder came through there was five fires lit from this strikes, three in the Cruikshank Valley Comox Lake and two in the Mount Albert Edward area and another 18 on the mainland. BCFS reported they were all extinguished within two days after the event. There were no fires reported from this in the Comox Valley. It was a interesting show with the fork lighting that night. The good and the bad about our wild land area is that people are active and most fires are reported by people.

Membership

Regular Members:	21
Junior Members:	4
Probationary Members:	9
Pending Applications:	4

Training

The majority of members are moving forward on their certification and evaluation and we have the newer members working on the study guide and learning basic training. In the summer months I hope to get the crew outside a little more - a break from the book work and more practical hands on work.

We have been running a Wednesday practice for new people. Captain Jess French and Captain Mike Bossom have been working very hard to help new recruits and some regulars getting them ready for Craig Windley so he can set up JIBC Module testing and practical testing. This takes a lot of coordination and great amount of time by everyone involved but we are getting there steadily moving forward. I thank them all for their extra effort to help them become certified firefighters for the Village of Cumberland.

Other

We have received a donation from Hancock Logging we would like to use this to start a fund for a Structural Protection Unit (SPU). An SPU is an equipment trailer with house protection

equipment that we could set up on houses in a certain area being threatened by wild fire when the fire is too high of a risk to leave firefighters in the area to defend them.

For the location for new fire hall we have been looking at ideas for this but it's difficult to find a good location as most positions are occupied. We have found a few that require some research.

FINANCIAL IMPLICATIONS

None

STRATEGIC OBJECTIVE

Putting together some site prospects for the new fire hall land. The Chief Administrative Officer and Manager of Operations and myself will be checking some of these spots out.

ATTACHMENTS

None

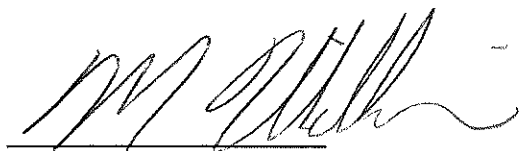
CONCURRENCE

None

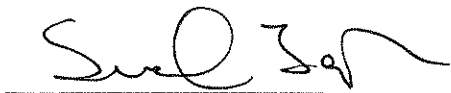
OPTIONS

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

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Mike Williamson', written over a horizontal line.

Mike Williamson
Fire Chief/ Manager of Protective Services

A handwritten signature in black ink, appearing to read 'Sundance Topham', written over a horizontal line.

Sundance Topham
Chief Administrative Officer



The Corporation of the Village of Cumberland

Bylaw Enforcement Report

Date: July 31st, 2013
To: Mike Williamson, Manager of Protective Services
From: Darby Arseneault, Bylaw Enforcement Officer
Re: July 2013 Bylaw Enforcement Report

Nature of Complaint	
Animal Control	3
Illegal Dumping	
Noise/Nuisance	3
Other	3
Sightline	
Traffic/Parking	2
Unsightly	2
Zoning	1
Total Received July 2013	14
Total complaints carried over from June 2013	7
Total complaints completed and filed July 2013	8
Total Remaining at Month End	13

Wildlife:

The month of July has seen a large influx of bear activity throughout Cumberland. Several sightings of a sow and two cubs have been reported from behind Keswick Avenue, along Wellington Colliery and out towards Jumbos cabin.

The "Old Orchard" at the end of Dunsmuir is frequently visited and damage to those trees is clearly visible.

Reports of bears getting into unsecure garbage containers have been reported by residents in the Cumberland Road area as well as First Street, Maryport Avenue and Keswick Avenue.

A bear was sighted crossing Royston Road as well as two cubs in the area of Grant and Small Road towards Slegg Lumber.

Residents are strongly encouraged to assess their properties and remove or secure all bear attractants.

Bylaw Enforcement has been in contact with Conservation Officers and continues to work with them in efforts to reduce human/bear conflict within the Village.

Furthermore, there has been several cougar sightings in the area. All bear and cougar sightings should be reported to Conservation Officers 24 hour reporting line at the time of the sighting or as soon after as possible at 1-877-952-7277.

A "Bear Aware" presentation was conducted at the BC SPCA summer camp again this year. This presentation teaches participants how to reduce bear/human conflict and learn more about the "Bear Aware" program by use of visual aids and a short film.

Land Use:

A follow up inspection was conducted after receiving a second complaint of a property being used contrary to the Zoning Bylaw. Health and safety concerns have been noted and Bylaw Enforcement is working with Protective Services as well as VIHA Health Inspectors to rectify this situation.

Chickens:

A follow up inspection was conducted at one resident regarding illegal keeping of chickens. It was found that the chickens had been removed without incident.

Parking:

Complaints were received regarding uninsured vehicles on the boulevard and are currently under investigation.

Dogs:

Two dogs were impounded in July for being "at large". One dog was wearing a current licence however efforts to contact the owner were unsuccessful. The other dog was not wearing a current licence. Both dogs were transported to the SPCA where they were eventually redeemed.

Two barking complaints were received. The dog owners were notified of the complaint against them and no further issues have been reported.

One complaint of a dog not being picked up after was received. The dog owner was contacted and the issue was corrected.

Unsightly:

One complaint regarding an unsightly property was received in July. This property has had previous complaints against it and the owners were contacted. Efforts to have this property cleaned up are currently underway.

A follow up inspection was conducted at the site of another unsightly complaint. Significant progress has been made with the removal of uninsured vehicles, a washing machine, a drier, a hot water tank, a toilet and several other items from this property. Bylaw Enforcement continues to work with the homeowner to bring this property into compliance.

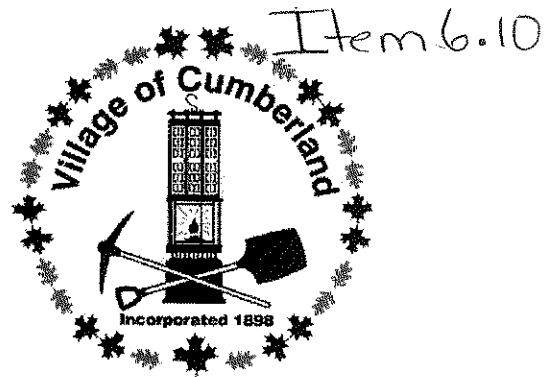
Prevention of Public Nuisances:

Bylaw Enforcement in conjunction with Public Works began efforts to reduce pedestrian and vehicular interference by unattended growth protruding from properties as well as sight line issues. Residents were advised by a hand delivered letter of the obstruction and requirements to have the hazard removed.

Garbage:

Patrols were conducted in the evenings to ensure compliance of the Garbage Collection and Disposal Regulations and Rates Bylaw No. 887, 2007. In particular to ensure waste containers were not being placed curbside prior to the day of pick up. Letters were ultimately sent out to 40 residents advising them of the requirements pertaining to this Bylaw.

COUNCIL REPORT



REPORT DATE: August 1, 2013
MEETING DATE: August 12, 2013

TO: Mayor and Council
FROM: Rob Crisfield, Manager of Operations
SUBJECT: July 2013 – Operations Department Report

RECOMMENDATION

THAT Council receive the July 2013 – Operations Department Report for information.

SUMMARY

July 2013 – Operations Department Report

BACKGROUND

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

Manager of Operations Activities

Transit Management Advisory Committee (TMAC)

The recent Transit Future Plan public engagement was a huge success. Apparently we had the second highest number of participants compared to other communities/regional areas in the province, of which some are substantially larger. The Head Planner and I also attended the first 'stakeholders' meeting as part of the Transit Future Plan planning process.

Coal Creek Well Project

While substantial completion was completed we still have a few minor issues to resolve and continue to work with the engineer and consultant on finding a solution.

Water 'Filtration' Treatment Deferral

Provided the Vancouver Island Health Authority (VIHA) Environmental Protection & Health Services officer a tour of our 'surface water system' (Allen's Lake and the Cumberland Creek reservoirs) as part of our water filtration deferral request. Watershed protection measures were discussed and will be required as part of the deferral request by 2015.

Comox Lake Road

Continue to pursue the Ministry of Transportation and Infrastructure as a stakeholder in the design and repair of this road.

Third Street Construction

Construction began the week of July 22nd and is progressing relatively well. As expected a few challenges have been encountered such as unsuitable material (large tree stumps) and a pipe crossing conflict, but nothing that can't be dealt with.

Pavement Management Plan

The majority of the work has been completed on this plan with some final input required to reflect road reconstruction strategy costs. Mapping is also currently being finalized and staff hopes to have a complete plan sometime in September.

Steven's Lake Dam

A purchase order and contract have been signed to initiate the design work for the reconstruction of Steven's Lake Dam. Staff anticipate a final design will be ready late fall.

Carlisle Lane

A subdivision application has been received for the Carlisle Lane development, and staff are working with the developer and their agent.

Cumberland & Bevan Roads Geotechnical Investigation

Staff hope to issue a Request for Proposal for a geotechnical investigation and report on Cumberland and Bevan Roads as part of the agreement with the CVRD and as identified in the Comox Strathcona Solid Waste Management Plan, sometime in late August/early September. This report is a first step in the process to upgrade the Cumberland and Bevan Road corridors leading to the landfill.

Other Items

- Work continues on the backup generator with the transfer switch now in place, the only remaining item is the placement of the generator and tie-in to the tech cable. Once this work is complete staff will arrange a trial run to ensure the system operates properly and then schedule a mock run or our EOC.
- Computer server relocation work is underway and staff hopes to complete this work including the installation of the new server sometime in August.

FINANCIAL IMPLICATIONS

None

STRATEGIC OBJECTIVE

None

ATTACHMENTS

Planning Report for July 2013

Public Works Report for July 2013

CONCURRENCE

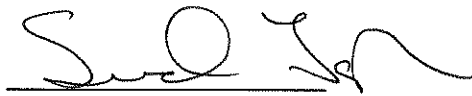
None

OPTIONS

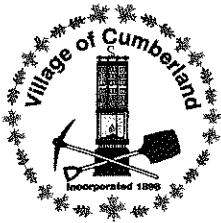
1. Receive this report for information.
2. Any other action deemed appropriate by Council.

Respectfully submitted,

Rob Crisfield
Manager of Operations



Sundance Topham
Chief Administrative Officer



Corporation of the Village of Cumberland

Memorandum

DATE: August 7, 2013
TO: Rob Crisfield, Manager of Operations
FROM: Judith Walker, Senior Planner
SUBJECT: Planning Report for July 2013

OCP/ZONING AMENDMENTS

1. **2012-01 OCP&RZ Carlisle Lane Proposal:** Adoption July 22, 2013.
2. **2013-01-OCP Review:** Draft OCP document available to Council on July 8, 2013; and is on Village website. Presentation to LCAG and to KFN on July 11th. Photo contest closed and winners were announced at July 18th Community Dialogue event. (see status report for details)

DEVELOPMENT PERMITS

1. 2012-01-DP Library, 2748 Dunsmuir Avenue: Conditions met, DP issued. Construction is underway.
2. 2013-01-DP Edwards, 4640 Cumberland Road: Application to develop building and washroom in an Industrial Park. Council granted, staff awaiting conditions to be met in order to issue.

DEVELOPMENT VARIANCE PERMITS

1. 2013-01-DV 3249 First Street: Variance to permit lot line change. Expected to be presented to Council in August/September.
2. 2013-02-DV Trilogy Lot 9a: Variance to permit initial subdivision without servicing. Expected to be presented to Council in August/September.

SUBDIVISION

1. **Coal Valley Estates** Phase 4 (7lots) & 4a (35lots): Final Approval issued on 21Sep12. Maintenance Period expires September 13, 2013. Staff to contact heritage consultant to assess fan house current heritage value.
2. **3349 Third Street:** Application for one lot subdivision made on 5Nov12. Preliminary Layout Review Expires January 8, 2014.
3. **Initial Trilogy Subdivisions:** Lots 3a, 3b, 3c, 4, 6, 7, 8a, 8b, 9a, 9b, 10a, 10b, 11: Received 6Feb13: Preliminary Layout Review sent June 28, 2013
4. **3249 First Street:** Village initiated application to complete a lot line change for private property within the Village Works Yard. Surveyor engaged to provide drawings.
5. **Bevan Road:** Application received July 9, 2013 Two lot subdivision (20&30 acres)
6. **Carlisle Lane:** Application received July 25, 2013. First phase of 8 lots.

BUSINESS LICENSING

New for July	Non-Resident Business	•Palladian Developments Inc civil contractor
	Home Occupation	•2734 Kendal Avenue Meredith Rose Photography •2705 Derwent Avenue: Little Squirrel's Burrow (change from daycare to preschool)
	Resident Business	•2687 Dunsmuir Avenue (Masonic Hall) Gourmet to Go Catering

BUILDING PERMITS

1. Provided advice/information on-Building/Plumbing Permits, prepared and kept forms and statistics, processed Building/Plumbing Permit applications and prepared them for review by Building Inspector.

Month of July	New Residential	Residential Reno & Additions	Residential Accessory (new or reno)	Industrial, Commercial, or Institutional	Demolition
	2	4	1	0	1

OTHER

1. Provided verbal and written responses to enquiries regarding OCP and Zoning bylaw interpretation and potential land use and development proposals. Met with public to confirm conformity of land use and siting with Village bylaws.
2. Provided verbal and written advice/information on recycling, organics pilot, as required.

BYLAWS IN PROCESS

1. Water Service Connection, Use, Extension, & Fees No. 952, 2013
2. Storm Sewer Connection, Use, Extension, & Fees No. 953, 2013 - In final draft, staff review in process, Council consideration Summer 2013
3. Sanitary Sewer Connection, Use, Extension, & Fees No. 954, 2013
4. Zoning Bylaw Amendment No. 970, 2013 (Amends Bylaw 717, 1997) Changes to B&B, Home Occupation, MH, Secondary Suites, and to simplify an existing Zone. Following OCP approval.
5. Manufactured Home Park Bylaw No. 971, 2013 (Repeals Bylaw 498, 1981) Rewrite of existing Bylaw which regulates the establishment, extension, design and servicing of MHP. Following OCP approval.
6. Tree Management Bylaw No. 947, 2011 Council direction to staff to amend the bylaw. Significant tree inventory in process.
7. Advisory Planning Commission Bylaw No.____, 2012 NEW Staff preparing a draft bylaw for Council's consideration. On hold during OCP

8. Pesticide Use Control Bylaw No. ____,
2012 *Repeals Bylaw 838*
- Amendment to clarify what pesticides are included, bylaw to permit pesticide use for invasive plants on public lands: in progress

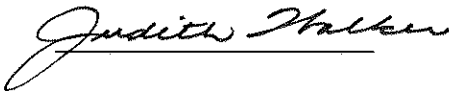
PROJECTS

1. Drafts of bylaws are being prepared for Council's consideration in the future: refer to "Bylaws in Progress".
2. Cumberland Enhancement Study: New bus shelter is stored, awaiting "Transit Future Plan" in 2013. Library location is proposed for a bus stop. Builder in support; Village has acquired bench (memorial bench request). Staff preparing a staff report on entrance sign options.
3. Greenhouse Gas (GHG) Reduction: Targets, policies & action for inclusion into OCP.
4. Organics Compost Pilot Project: Pilot started in June 19th, 2013. Brochures, posters and website provide information on organics content and collection system.
5. Community Gardens Report: Council directed 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.

PARKS PLANNING

1. Village Square had spring cleanup with pruning, additional plantings and mulch installed. Irrigation modified to accommodate new plantings.

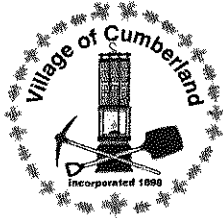
Respectfully submitted,



Judith Walker
Senior Planner

Year	New Residential		Residential Reno & Additions		Foundation / Relocated Homes		Residential Accessory (new or reno)		Industrial, Commercial, or Institutional		Demolition		Totals	
	# of Permits	Value of Construction	# of Permits	Value of Construction	# of Permits	Value of Construction	# of Permits	Value of Construction	# of Permits	Value of Construction	# of Permits	Value of Construction	# of Permits	Value of Construction
2013	3	\$641,000	12	\$170,500	Discontinued category included as new residential or renovations		3	\$94,000	2	\$310,000	4	\$20,000	24	\$1,510,500
2012	10	\$2,104,000	18	\$286,850			3	\$122,000	6	\$873,000	0	\$0	37	\$3,385,580
2011	20	\$3,905,000	17	\$480,000			1	\$10,000	7	\$1,623,000	0	\$0	45	\$6,018,000
2010	29	\$5,260,000	27	\$754,340			3	\$63,000	6	\$3,408,300	0	\$0	65	\$9,485,640
2009	15	\$3,164,400	20	\$394,700			3	\$24,600	3	\$73,000	2	\$10,000	43	\$3,666,700
2008	69	\$11,932,080	18	\$365,220	22	\$1,154,000	7	\$105,640	2	\$101,000	0	\$0	118	\$13,657,940
2007	67	\$9,640,000	14	\$219,000	1	\$1,000	4	\$43,000	9	\$4,723,000	0	\$0	95	\$14,626,000
2006	60	\$7,177,625	18	\$315,500	2	\$38,000	5	\$24,920	5	\$1,045,000	0	\$0	90	\$8,601,045
2005	34	\$4,320,630	17	\$193,300	5	\$36,500	2	\$9,000	8	\$1,363,000	0	\$0	66	\$5,922,430
2004	13	\$1,508,675	6	\$87,000	1	\$4,500	5	\$28,000	2	\$2,103,675	0	\$0	27	\$3,731,850
2003	2	\$200,000	2	\$59,000	4	\$35,000	6	\$30,883	2	\$120,000	0	\$0	16	\$444,883
2002	5	\$470,000	18	\$362,500	2	\$30,000	3	\$9,600	5	\$59,000	0	\$0	33	\$931,100
2001	2	\$190,000	7	\$114,430	0	\$0	1	\$5,000	5	\$371,000	0	\$0	15	\$680,430
2000	No data		15	\$171,250	1	\$75,000	3	\$20,000	6	\$69,045	0	\$0	25	\$335,295
Totals	329	\$50,513,410	209	\$3,973,320	38	\$1,374,000	49	\$549,643	68	\$16,242,020	6	\$30,000	699	\$72,997,393

Updated 30 July 13



Corporation of the Village of Cumberland

Memorandum

DATE: 06/08/2013
TO: Rob Crisfield, Manager of Operations
FROM: Kevin Fitzgerald, Public Works Foreman
SUBJECT: Public Works– Monthly Report for the period Ending 31/07/2013

Water: Allen Lake level is at 16 feet 4 inches (full is 17 feet 6 inches). All other dams are doing well for this time of year.

Some minor issues with the well have been resolved and it is back online.

One of the sampling sites came back with a total coliform count of 9.9 This site was immediately resampled and came back less than 1. This met the drinking water guidelines and satisfied any concerns the Health Board had.

The municipal metering program has been completed (metering all municipal buildings and parks).

An automatic flushing device has been installed at the end of the water main past the Discovery Center.

Two water repairs in July. One at the Dog Park and one on Dunsmuir Ave. (a service line in the camp area)

Some maintenance was done to the gas chlorination system. Everything is working well.

Discussed proper permits and testing procedures with a contractor installing a new water line in the trailer park off of 7th Street.

The V.I.H.A annual Dam inspection has been completed.

A fire hydrant was hit by a motor vehicle on Ulverston Ave. and has been repaired

Sewer & Storm: The new aerator for the Lagoon has been installed.

Roads The annual line painting has been completed.

Dust control and main entrance brushing is complete.

The concrete fence at Peace Park was struck again. The owner of the motor vehicle arrived at the office the next day and agreed to pay for the damages.

The third street project has been started.

Buildings:

The electrical work in preparation for backup power for the Municipal Office has been completed.

The back room next to the photocopy room has been renovated to be used as the new computer server room.

Parks

The washroom doors at the Water Park have been painted

A quote for a new controller for the Water Park has been requested. The existing one is having issues.

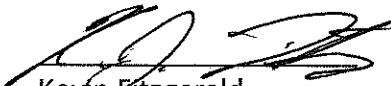
The new docks at Lake Park have been installed.

Miscellaneous

The bus stop signs have been changed to the new style

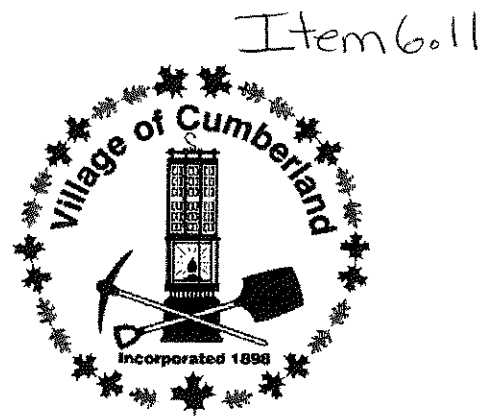
New crosswalk signs were place on Bruce Street

Respectfully submitted,



Kevin Fitzgerald
Public Works

COUNCIL REPORT



REPORT DATE: August 7, 2013
MEETING DATE: August 12, 2013

TO: Mayor and Councillors
FROM: Michelle Mason, Financial Officer
SUBJECT: July 2013 Administration Department Report

RECOMMENDATION

THAT Council receive the July 2013 Administration Department report for information.

SUMMARY

The following is a review of the activities that took place in the Administration department during July.

BACKGROUND

In July, the Department cycled through the start of annual vacations which will continue through August and September. Staff continued to provide financial and administrative support to all departments.

With the crunch time of the year-end audit, financial planning process, statutory reporting and tax season coming to an end, the Department focus was on financial reporting, other taxing authority remittances and catching up on other tasks. June financial analysis and reports have been prepared and delivered to management and department supervisors. The first and second quarter financial report for Council is on this agenda for Council review.

The new Accounting Clerk started July 16th and the transition has been seamless with training taking place and processes continuing to improve for efficiencies. The addition to the department appears to be a great fit. The new organics collections pilot program started in June and staff continue to receive comments and field inquiries surrounding the program and pick-up scheduling. Staff are in various stages of completion for finance and administration projects that have been approved for 2013.

Corporate Administration was kept busy in July continuing with projects. Staff continued to assist other departments with a new fire regulation bylaw and service policy review, the new village park playground, and working alone implementation. The municipal website receives updates regularly. It is expected that staff will be bringing forward a report to Council in

September on a proposed inter-community business licence scheme involving communities from Duncan to Campbell River. Staff have been working on a community consultation program for the roll out of the water meter project starting in August and have reviewed the fee structure of the 2009 cemetery bylaw and is consulting with Consumer Protection BC in this regard.

In addition to the day to day tasks during August, staff will concentrate on taxes in arrears and tax sale notifications, mock water bills, installation of the new phone system and the South Regional Sewer project consultation.

FINANCIAL IMPLICATIONS

None.

STRATEGIC OBJECTIVE

None.

ATTACHMENTS

None.

CONCURRENCE

None.

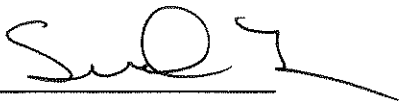
OPTIONS

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

Respectfully submitted,

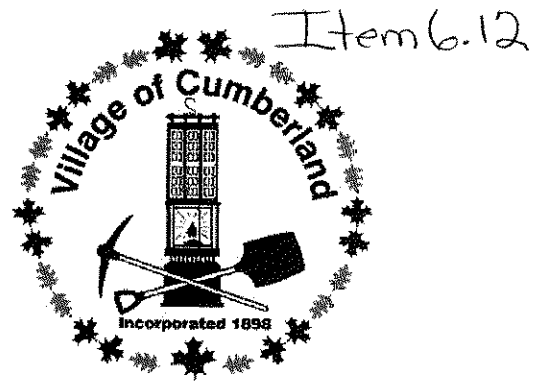


Michelle Mason
Financial Officer



Sundance Topham
Chief Administrative Officer

COUNCIL REPORT



REPORT DATE: August 7, 2013
MEETING DATE: August 12, 2013

TO: Mayor and Councillors
FROM: Sundance Topham, Chief Administrative Officer
SUBJECT: July 2013 Chief Administrative Officer Report

RECOMMENDATION

THAT Council receive the July 2013 Chief Administrative Officer Report for information.

SUMMARY

July was a busy month, with the Village taking advantage of the summer construction window to move forward a number of projects. There are also a number of ongoing initiatives that have continued through the summer, and a large amount of time was spent working with staff and consultants on the Official Community Plan Review and Revision. The Village also began preliminary discussions with the Comox Valley Regional District on the examination of the costs for the proposed South Regional Sewer project.

BACKGROUND

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

Development

Trilogy:

Discussions with Trilogy representatives and Village staff and consultants in regards to their Initial Subdivision application. The Village has sent Preliminary Layout Review (PLR) letters to Trilogy.

Carlisle Lane:

Worked with Village staff on finalizing the details of the proposed Carlisle Lane development project. We have received a subdivision application for the first phase of the development.

Development Cost Charge (DCC) Bylaw:

Worked with Village staff and engineering consultants on the development of a new DCC bylaw for Council review.

Regional Initiatives

Proposed South Regional Sewer System:

Met with Comox Valley Regional District staff for a preliminary examination of the costs for the proposed South Regional Sewer project.

Miscellaneous

- Met with Council to discuss amenity fund allocation
- Continued to prepare for Collective Bargaining
- Worked with Village staff on the implementation of the Village Park Master Plan, including plans for a new playground and dog park layout
- Continued to work on land access agreements with private managed forest land owners
- Worked with the Manager of Protective Services and Deputy Corporate Officer on a new Fire Bylaw

FINANCIAL IMPLICATIONS

None

STRATEGIC OBJECTIVE

None

ATTACHMENTS

None

CONCURRENCE

None

OPTIONS

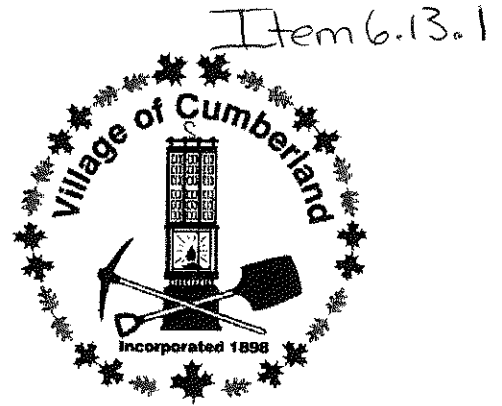
1. Receive this report for information.
2. Any other action deemed appropriate by Council.

Respectfully submitted,



Sundance Topham
Chief Administrative Officer
Village of Cumberland

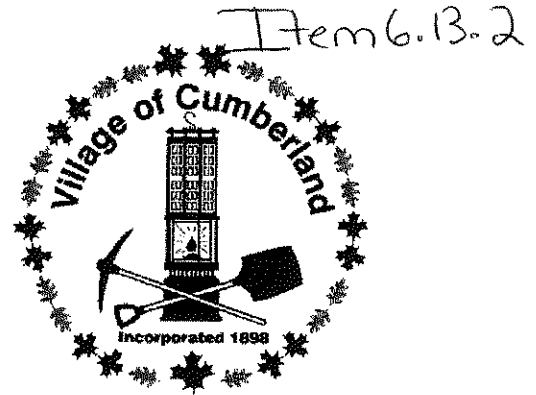
COUNCIL MEMBER REPORT



DATE: August 6, 2013
TO: Mayor and Councillors
FROM: Mayor Leslie Baird
SUBJECT: Monthly Report – July 2013

1 st	Campbell River	Parade and opening ceremonies in Ostler Park.
3 rd	Victoria	Commodore Bob Auchterlonie's ceremony to Commander Canadian Fleet Pacific.
5 th	Dinner	St. Joseph's Foundation "Gala in the Gardens" Centennial Celebration dinner.
10 th	19 Wing	Change of Command ceremony between Major B.M. Paydan and Major C.M. Shapka.
11 th	Comox	Meeting with First Nations and Cumberland to discuss our draft OCP.
15 th	Village Office	Nick Uluorta (Shrine Club) to discuss possible support planting trees on Village property to raise funds for the Children's hospital. They are also contacting Courtenay, Comox and the Regional District.
18 th	Village	Draft OCP Community Dialogue
23 rd	Village Office	Meeting with representatives of CAPP Canadian Association of Petroleum Producers.
24 th	Village	Draft OCP meeting to listen to committee members.
25 th	Village	DDC bylaw open house.

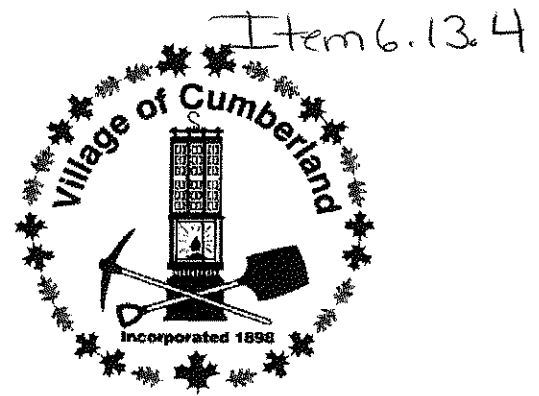
COUNCIL MEMBER REPORT



DATE: August 7, 2013
TO: Mayor and Councillors
FROM: Councillor Conner Copeman
SUBJECT: Councillor Report – July 2013

Date	Event
July 3	Meeting involving recreation improvement
July 8	Council meeting
18 July	Official community plan meeting
July 22	Council meeting

COUNCIL MEMBER REPORT



DATE: August 5, 2013

TO: Mayor and Councillors

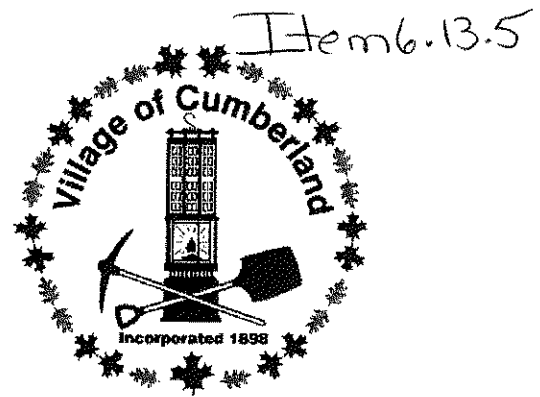
FROM: Councillor Roger Kishi

SUBJECT: Councillor Report – July 2013

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

Date	Event	Comments
July 1	Courtenay Canada Day Parade & Events	Represented Village
July 3	St. Joseph's Hospital Finance Committee	
July 5	St. Joseph's Hospital AGM	
	St. Joseph's Hospital Centennial Gala	
July 7	St. Joseph's Hospital Centennial Celebrations	
July 16	CVRD- CoTW meeting	3L Developments application to amend Regional Growth Strategy, CVEDS service review.
July 18	Comox Strathcona Solid Waste Management	Update on CR Closure plans & Host Community Agreement.
	OCP Public meeting.	
July 25	Pacific Glider School Aeronatics Grad Parade	Represented Village
	DCC Bylaw Public meeting	
July 29	Special CoTW meeting	Amenity Fund(s)

COUNCIL MEMBER REPORT



DATE: August 7, 2013
TO: Mayor and Councillors
FROM: Councillor Gwyn Sproule
SUBJECT: Councillor Report – July 2013

29th July VoC COW

30th July CVRD Board meeting - Two recommendations from COW concerning 3L Developments were referred to staff for legal opinion before next COW on 13th.

-\$2 million set aside for South Reg. Sewage Treatment project from Areas A and C Community Works Fund

-\$200,000 set aside from Community Works for Areas A, B and C for S. Sewage

-\$45,000 for above from Area A

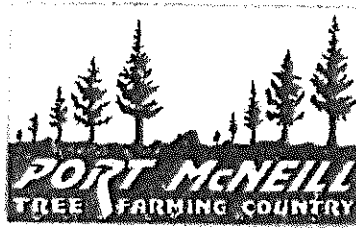
-An electoral Area Arts, Rec, and Culture Grant will go to Cumberland Museum

-Scope of work for EDS Reviews approved

Gwyn

Item 8.1

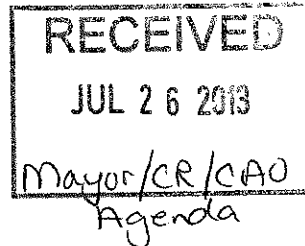
Mayor Gerry Furney
Town of Port McNeill
P.O. Box 728
Port McNeill, B.C. V0N 2R0



Town Office: (250) 956-3111
Fax: (250) 956-4300
Residence: (250) 956-2446
Cell: (250) 230-1911

July 24, 2013

Mayor Colette Roy-Laroche
5527, rue Frontenac
Bureau 200
Lac-Mégantic
Québec G6B 1H6



File No. 0400-60

Dear Mayor,

The Lac-Mégantic rail disaster has shocked, saddened and affected all Canadians.

Our Town council and the people of Port McNeill, join with me in expressing our heartfelt sorrow and sympathy to you, as you come to grips with the challenges that face you.

The distance across our great nation prevents us from being able to offer direct physical help to you and your people.

We can however, offer a modicum of help, and to that end our Town Council has agreed unanimously to contribute a dollar for every citizen in our community to help you in meeting the many challenges that lie ahead.

We are asking all other Municipal and Regional Councils in Canada through their various associations to join us in this tangible and practical way.

We are aware that our Federal Government and your Provincial Government have committed to contribute generously to help the physical rebuilding of your community.

We hope our contribution will help towards the psychological and social rebuilding that will be required.

I am sending a copy of this letter to all other municipal leaders across our great country with the hope that all my fellow Canadians in Local and Regional Governments will participate in this National effort to generate tangible and meaningful support for you and the people of your Community.

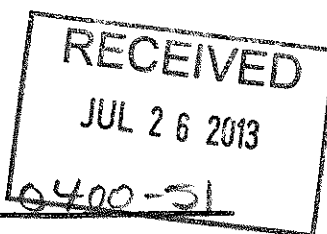
Sincerely

Gerry Furney
Mayor

Cc All Canadian Local & Regional Mayors & Chairs

Honorable Mayor Leslie Baird,

File No.



Mayor
CR
CAO
Agenda

I'm glad to hear from you and Thank you very much for the beautiful cards from you. Those cards let me know more about the extraordinary journey of the log, which traveled overseas and finally came to Putian last year.

The log now is placed in the square of Art and Crafts City in Putian and it's a symbol of friendship between two cities. I'm sure more and more Putian people will learn more about Village of Cumberland through inscription. I sincerely may friendship between Putian City and Village of Cumberland live forever.

Best Wishes for you and People of Cumberland!

Your sincerely

Weng Yuyao

Mayor of Putian Municipal People's Government