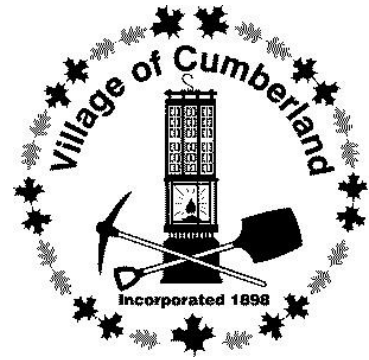


REGULAR AGENDA

24/2013/R



The Corporation of the Village of Cumberland

Regular Council Meeting
September 23rd, 2013 at 5:30 p.m.
Village Council Chambers

1. Approval of Agenda

- 1.1 Agenda for regular council meeting, September 23rd, 2013.
Recommend THAT Council approve the agenda for the regular council meeting, September 23rd, 2013.

2. Adoption of Minutes

- 2.1 Minutes of the council meeting held September 9th, 2013. 1
Recommend THAT Council approve the minutes of the council meeting held September 9th, 2013.

3. Delegations

4. Unfinished Business

5. Correspondence

- 5.1 Nina Adrianna, Vancouver Island Public Schools Association 9
- Request to meet with Council regarding cultural and economic partnerships with China
- Recommend THAT Council receive the correspondence from Nina Adrianna, Vancouver Island Public Schools Association re: Request to meet with Council regarding cultural and economic partnerships with China.***

6. Reports

- 6.1 Knotweed Program: Budget Reallocation 11
Prepared by Kevin McPhedran, Parks and Outdoor Recreation Coordinator
- i) ***Recommend THAT Council receive the Knotweed Program: Budget Reallocation report;***

- ii) ***Recommend THAT Council direct staff to reallocate the \$2,270 in budget for the Cumberland Community Forest Maintenance Plan- Invasive Plant Education and Treatment, to a Village-Wide Invasive Plant Treatment and Education program targeting Knotweed species.***

- 6.2 Comox Valley Airport Commission Member Nominating Process 14
Prepared by Rachel parker, Deputy Corporate Officer
- 1. ***Recommend THAT Council receive the Comox Valley Airport Commission Member Nominating Process report.***
 - 2. ***Recommend THAT Council request that the Comox Valley Airport Commission consider altering its nominating process for members to the Board of Directors.***
- 6.3 Inter-Community Business Licence Program 17
Prepared by Rachel Parker, Deputy Corporate Officer
- 1. ***Recommend THAT Council receive the Inter-Community Business Licence Program report.***
 - 2. ***Recommend THAT Council approve in principal the Inter-Community Business Licence program.***
 - 3. ***Recommend THAT Council direct staff, upon approval in principal by the City of Courtenay and Town of Comox, to commence the statutory notification process for changes to business regulations and to prepare the appropriate inter-community business licence bylaw for Council's consideration.***
- 6.4 BC Hydro Distribution Equipment Project 23
Prepared by Rachel Parker, Deputy Corporate Officer
- 1. ***Recommend THAT Council receive the BC Hydro Distribution Equipment Project report.***
 - 2. ***Recommend THAT Council consider approving the BC Hydro distribution equipment painting project and approving the design concepts presented.***
 - 3. ***Recommend THAT, if Council approves this program, Council enter into a Graffiti Removal Agreement with the British Columbia Hydro and Power Authority dated June 20, 2013, and enter into an agreement with Debbie Bowman to manage the painting of Hydro distribution equipment and to be responsible for the funds.***

- 6.5 Royston Water Local Service Area (RWLSA) – Expansion of Boundaries 49
Prepared by Sundance Topham, Chief Administrative Officer
1. Recommend THAT Council receive the Royston Water Local Service Area (RWLSA) – Expansion of boundaries report.
2. Recommend THAT the Village of Cumberland allow the expansion of the RWLSA boundaries to allow the inclusion of 3680 Ibbotson Road.
- 6.6 Outstanding Action Items Report 91
Recommend THAT Council receive the Outstanding Action Items Report for information.
- 6.7 Electronic Funds and Cheque Register Report, August 2013 98
Recommend THAT Council receives the Electronic Funds and Cheque Register Report, August 2013 for information.
- 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 Cynthia Fitton, BScN, MA Community Development Executive 102
Director, LUSH Valley Food Action Society re: Comox Valley Food Round Table, World Food Week Comox Valley, October 11-19th, 2013.
Recommend THAT the Consent Calendar be received.
- 9. New Business**
- 10. Notices, Motions and Amendments**
Matters considered here may include notices or motions to hold a meeting of the Committee of the Whole, a Village Hall meeting, a public hearing, and notices of motion introduced by a council member.
- Village Park Playground now closed for the new playground project;
 - Village Hall meeting, September 30th, 2013 at 7:00pm
- 11. Question Period**

12. Closed Portion

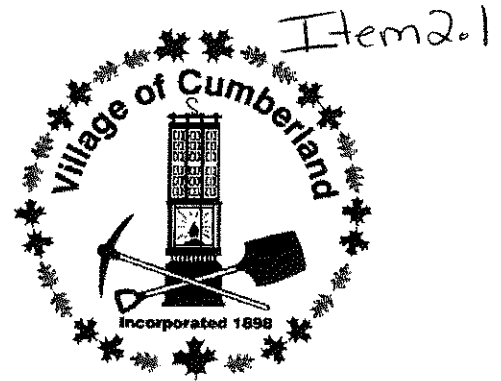
***Recommend THAT pursuant to Section 90 (1) of the Community Charter
Council close the meeting to the public to consider:***

- Labour relations or other employee relations

13. Adjournment

REGULAR MINUTES

23/2013/R



The Corporation of the Village of Cumberland

Regular Council Meeting
September 9th, 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
Mike Williamson, Manager of Protective Services

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

1. Approval of Agenda

- 1.1 Agenda for regular council meeting, September 9th, 2013.

Motion 13-426

Sproule/Greening

THAT Council approve the agenda for the regular council meeting, September 9th, 2013 with the addition of the report on Third Street Project Optional Work.

Carried Unanimously

2. Adoption of Minutes

- 2.1 Minutes of the council meeting held August 12th, 2013.

Motion 13-427

Sproule/Kishi

THAT Council approve the minutes of the council meeting held August 12th, 2013.

Carried Unanimously

3. Delegations

- 3.1 Janice Cashin, Volunteer Coordinator, Raise a Reader Campaign,
Background information on Raise a Reader Campaign

Motion 13-428

Kishi/Greening

THAT Council receive the delegation of Janice Cashin, Volunteer Coordinator, Raise a Reader Campaign re: Background information on Raise A Reader Campaign

Carried Unanimously

- 3.2 Linda Cheu, Dr. T. Vrain , Arzeena Hamir, G E Watch Comox Valley, To ask the BC Government to Declare British Columbia a Genetically Engineered Free Area

Motion 13-429

Greening/Copeman

THAT Council receive the delegation of Linda Cheu, Dr. T. Vrain, Arzeena Hamir, G E Watch Comox Valley re: To ask the BC Government to Declare British Columbia a Genetically Engineered Free Area

Carried Unanimously

4. Unfinished Business

- 4.1 John Evans, Trilogy Properties Corporation – Request for Commercial Development Cost Charge Exemption.

Motion 13-430

Greening/ Sproule

THAT Council direct staff to advise Trilogy Properties Corporation that the Village of Cumberland is not interested in exempting commercial development cost charges at this time.

Carried Unanimously

5. Correspondence

- 5.1 Bryan Tasaka, Event Director, Mind Over Mountain Event Company, Mind Over Mountain Adventure Race (MOMAR), Saturday, September 21st, 2013 request for street closure.

Motion 13-431

Copeman/Greening

THAT Council receive the correspondence from Bryan Tasaka, Event Director, Mind over Mountain Event Company re: Mind Over Mountain Adventure Race (MOMAR), Saturday, September 21st, 2013 request for street closure.

Carried Unanimously

Motion 13-432

Sproule/Copeman

THAT Council approve the closure of Second Street between Dunsmuir Avenue and the alley north of Derwent Avenue from Friday, September 20, 2013 at 9 a.m. to Saturday, September 21, 2013 at 6:30 p.m.; and Dunsmuir Avenue from First Street to Third Street on September 21, 2013 from 9 am to 6:30 p.m. for the Mind Over Mountain Adventure Race.

Carried Unanimously

- 5.2 Anna Rambow, Events and Outreach Coordinator, Cumberland Museum and Archives, Foggy Mountain Fall Fair, Saturday, October 5th, 2013, request for street closure

Motion 13-433

Kishi/Sproule

THAT Council receive the correspondence from Anna Rambow, Events and Outreach Coordinator, Cumberland Museum and Archives re: Foggy Mountain Fall Fair, Saturday, October 5th, 2013, request for street closure.

Carried Unanimously

Motion 13-434

Kishi/Sproule

THAT Council approve the closure of First Street from Dunsmuir Avenue to Penrith Avenue on October 5, 2013 from 9 a.m. to 5 p.m. for the Foggy Mountain Fall Fair.

Carried Unanimously

- 5.3 Marisa Newton, Municipal Insurance Association of BC, MIABC Alternate Delegate for Annual General Meeting

Motion 13-435

Greening/Kishi

THAT Council receive the correspondence from Marisa Newton, Municipal Insurance Association of BC re: MIABC Alternate Delegate for Annual General Meeting.

Carried Unanimously

Motion 13-436

Kishi/Sproule

THAT Council appoint Councillor Greening as the alternate delegate #1 and Councillor Copeman as alternate delegate #2 for the Municipal Insurance Association annual general meeting.

Carried Unanimously

6. Reports

6.0 Third Street Project Optional Work (Paving from Penrith to North Lane)

Motion 13-437

Kishi/Greening

THAT Council receive the Third Street Project Optional Work (Paving from Penrith to North Lane)

Carried Unanimously

Motion 13-438

Greening/Sproule

THAT Council direct staff to proceed with the Third Street project optional work of road reconstruction and paving of Third Street from Penrith Avenue to the lane north and to use \$30,450 from tax surplus from BC Assessment reporting error and \$14,550 from the 2012 annual general surplus to fund this work.

Carried Unanimously

6.1 Fire Suppression Service Levels

Motion 13-439

Greening/Sproule

THAT Council receive the Fire Protection Service Levels report.

Carried Unanimously

Motion 13-440

Greening/Kishi

THAT Council direct staff to bring forward a fire service and regulation bylaw establishing assessment and initial attack fire suppression for forested land, and partial fire suppression for high hazard industrial lands and to consult with property owners regarding this proposed policy.

Carried Unanimously

- 6.2 Multi Materials BC – Residential Curbside Recycling Collection Incentives
Motion 13-441

Kishi/Sproule

THAT Council receives the Multi Materials BC – Residential Curbside Recycling Collection Incentives Report.

Carried Unanimously

Motion 13-442

Greening/Sproule

THAT Council proceed with the incentive officer for residential curbside collection with Multi Material BC with the understanding that the negotiated agreement will come before Council for approval.

In favour: Mayor Baird
Councillor Copeman
Councillor Kishi
Councillor Sproule

Opposed: Councillor Greening

Carried

- 6.3 August 2013 Recreation Department Report
Motion 13-443

Greening/Sproule

THAT Council receive the August 2013 Recreation Department Report for information.

Carried Unanimously

- 6.4 August 2013 Parks and Outdoor Recreation Report
Motion 13-444

Greening/Sproule

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

Carried Unanimously

- 6.5 Protective Services Report, August 2013

- Bylaw Enforcement Report for August 2013

Motion 13-445

Sproule/Kishi

THAT Council receive the Protective Services Report, August 2013 for information.

Carried Unanimously

6.6 August 2013 Operations Department Report

- Planning Report for August 2013
- Public Works Report for August 2013

Motion 13-446

Sproule/Greening

THAT Council receives the August 2013 – Operations Department report for information.

Carried Unanimously

6.7 August 2013 Administration Department Report

Motion 13-447

Sproule/Greening

THAT Council receive the August 2013 Administration Department Report for information.

Carried Unanimously

6.8 August 2013 Chief Administrative Officer Report

Motion 13-448

Sproule/Greening

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

Carried Unanimously

6.9 Council Reports

- 6.9.1 Mayor Leslie Baird
- 6.9.2 Councillor Conner Copeman
- 6.9.3 Councillor Kate Greening
- 6.9.4 Councillor Roger Kishi
- 6.9.5 Councillor Gwyn Sproule

Motion 13-449

Copeman/Kishi

THAT the Council reports be received.

Carried Unanimously

7. **Bylaws**

7.1 2014 Permissive Tax Exemption Bylaw

Motion 13-450

Greening/Kishi

THAT Council receive the 2014 Permissive Tax Exemptions report for information.

Carried Unanimously

Motion 13-451

Sproule/Greening

THAT Council give first reading of the "Permissive Tax Exemption 2014 Bylaw No. 989, 2013" and that Council direct staff to give notice of the proposed bylaw as required by section 227 of the *Community Charter*.

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 Linda Oprica, Comox Valley Airport Commission Board Chair re: Annual Public Meeting on Wednesday, September 18th, 2013 at 2:00pm;
- 8.2 Selina Robinson, MLA, Official Opposition Critic for Local Government and Sport re: Official Opposition UBCM Breakfast;
- 8.3 Stewart Young, Mayor, City of Langford re: Downloading of Infrastructure Costs from BC Hydro;
- 8.4 Jim Kincaid, Interim Chief Administrative Officer, District of Stewart re: Ambulance Services Resolution; and
- 8.5 Shannon Pickering, Coordinator, Comox Valley Housing Task Force re: Building Housing Solutions Together: Comox Valley Affordable Housing and Homelessness Community Forum.

Motion 13-452

Sproule/Greening

THAT the Consent Calendar be received.

Carried Unanimously

9. New Business

10. Notices, Motions and Announcements

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

- Comments on the Draft OCP and completed Surveys must be received by Sunday, September 15th, 2013;
- Parks and Recreation Grant in Aid applications now available for 2014 events – Deadline October 28, 2013.

11. Question Period

Questions were received on the contaminated soil from the Third Street project, the upstairs residences of the new library building, and road works during the summer months in the business core.

12. Closed Portion

Motion 13-453

Greening/Sproule

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.

Carried Unanimously

13. Adjournment

The meeting was adjourned at 8:10 pm.

Certified Correct:

Mayor

Corporate Officer

Subject: FW: Request to Meet with You



From: "Nina Adrianna" <nina.adrianna@vischools.ca>

Date: 17 September, 2013 1:00:12 PM PDT

To: mayor.baird@cumberland.ca

Subject: Request to Meet with You

Reply-To: nina.adrianna@vischools.ca

Dear Mayor Leslie Baird,

There is no question: China is becoming 'the' big player economically and politically.

This is our hypothesis: By enabling B.C. youth to connect with Chinese culture and language, B.C.'s current and long-term economic opportunities and resilience will substantially increase.

Our focus: We assist school districts throughout Vancouver Island to usher in a more internationally-oriented education system.

This revenue-neutral approach attracts significant investment to B.C. from international students and their families. It helps Vancouver Island communities develop critical cultural awareness and language skills; needed to fully participate in a Chinese-led global economy.

Success Story: This past May, Superintendent Cam Pinkerton along with His Worship Mayor John Douglas of Port Alberni, joined the Vancouver Island Public Schools Association (VIPS), and visited China. The result has been over \$500,000 of revenue for their community and school district within 5 months of their visit. Long-term sustained benefits will continue.

We are seeking your help to support Vancouver Island leaders, so that we can expand on Port Alberni's success in connecting with China's influential people!

We've been working with B.C. Trade Ministers on the ground in China, and have a meeting scheduled with B.C. Minister of Social Development and Social Innovation Don McRae on Sept 23.

Director Eric Gibb would like to meet with your Council to share our ideas regarding the following topic:

Vancouver Island Secondary Schools & Chinese Partnerships: The Cultural & Economic Opportunity for Your Community

Our asks from the Council are to:

1. Join the Vancouver Island Public School Association
2. Participate in meetings in China to establish cultural & economic partnerships that will lead to long-term and sustained economic benefits

Thank-you and we look forward to meeting with you,

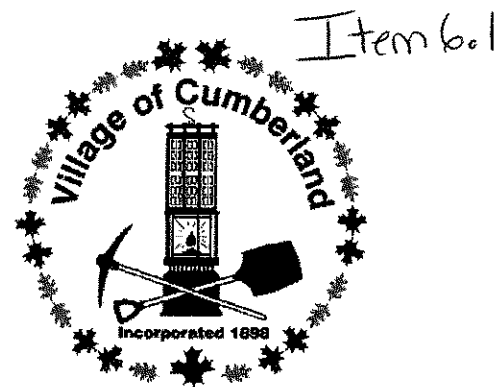
Nina Adrianna
778-847-6462

Canadian Office: School District 71 - Comox Valley 607 Cumberland Road
Courtenay, British Columbia, V9N 7G5, Canada

Vancouver Island Public Schools Association (VIPS) is the leading education services provider in the Asia Pacific. It provides professional services for international programs, curriculum development, market research, schools partnerships, mergers and acquisitions, and investments into key-growth markets in the Asia Pacific region. We pride ourselves in providing quality services, training, and management solutions to our valued partners across the globe.

For more info visit: vischools.ca

COUNCIL REPORT



REPORT DATE: September 17th, 2013

MEETING DATE: September 23rd, 2013

TO: Mayor and Councillors

FROM: Kevin McPhedran, Parks and Outdoor Recreation Coordinator

SUBJECT: Knotweed Program: Budget Reallocation

RECOMMENDATION

- i) THAT Council receive the Knotweed Program: Budget Reallocation report;
- ii) AND THAT Council direct staff to reallocate the \$2,270 in budget for the Cumberland Community Forest Maintenance Plan- Invasive Plant Education and Treatment, to a Village-Wide Invasive Plant Treatment and Education program targeting Knotweed species.

SUMMARY

This report outlines an option to reallocate budget in the existing 2013-2017 Financial Plan to enable staff to have broader flexibility in the use of these funds to treat invasive knotweed species in the Village. In the existing Financial Plan Bylaw, the only funds allocated to invasive plant management have been allocated specifically to education and treatment in the Cumberland Community Forest. Knotweed has been identified as a priority invasive plant to manage by the Coastal Invasive Species Committee, and a recent Comox Valley Regional District program that focuses on eradicating knotweed in Electoral Areas A, B, and C has raised the profile of the issue in the region, including the Village; the Village of Cumberland has an opportunity to build off this heightened awareness and begin to manage knotweed within the municipality. Knotweed is not known to exist in the Cumberland Community Forest, although an infestation does exist adjacent to the park and may present a threat to the park in the future if left uncontrolled.

BACKGROUND

In late August, 2013, the Comox Valley Regional District, in partnership with the Coastal Invasive Species Committee (CISC), announced a pilot project aimed at eradicating knotweed species from the Comox Valley. The program seeks to raise the profile of knotweed, and includes a public reporting system, an education campaign and treatment of knotweed on select sites. Under the program, treatment of knotweed is limited to sites within Electoral Areas A, B, and C; however, citizens across the Comox Valley, including residents of Cumberland, have been exposed to outreach from the program. As such, heightened

awareness of knotweed species currently exists and the program has received several knotweed reports within the boundaries of the Village.

Meanwhile, during 2013 budget planning, funds were allocated to manage invasive plants in the Cumberland Community Forest. Of primary concern is an infestation of *lamium* near the yellow gate. While this infestation remains a concern, the most practical and effective time of year for treatment is in the spring or early summer. Due to other competing priorities, the *lamium* was not treated in 2013. As such, \$2270 remains in the 2013 budget for Cumberland Community Forest Invasive Plant Education and Treatment.

An option exists to reallocate this budget to a more general invasive species budget which will enable staff to implement a program in the Village to work toward eradicating knotweed species. While details on the precise nature of this program are outstanding, one possibility includes a partnership program with the Coastal Invasive Species Committee similar to the CVRD of which treatment of priority knotweed infestations is included.

Knotweed species are not known to currently exist in the Cumberland Community Forest; however, an infestation does exist on both the south and north sides of Comox Lake Road, adjacent to the Cumberland Community Forest and therefore perceived as a potential future threat to the park area and adjacent forest and marsh. Other knotweed infestations reported on Village lands include on Cumberland Road, adjacent to the South Wellington Colliery Trail, and in Coal Creek Historic Park.

FINANCIAL IMPLICATIONS

Staff recommends the \$2270 budget for invasive plant treatment and education in the Cumberland Community Forest be reallocated to a general invasive plant education and treatment budget.

STRATEGIC OBJECTIVE

In Council's 2013 Corporate Strategic Priorities, protection of natural resources is identified under Comprehensive Community Planning; invasive species are identified to be a threat to biodiversity and the health of local ecosystems.

ATTACHMENTS

None.

CONCURRENCE

None.

OPTIONS

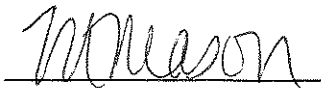
1. THAT Council direct staff to reallocate the \$2,270 in budget currently for the Cumberland Community Forest Maintenance Plan- Invasive Plant Education and Treatment, to a Village-Wide Invasive Plant Treatment and Education program targeting Knotweed species.
2. Any other action deemed appropriate by Council.

Respectfully submitted,



Kevin McPhedran

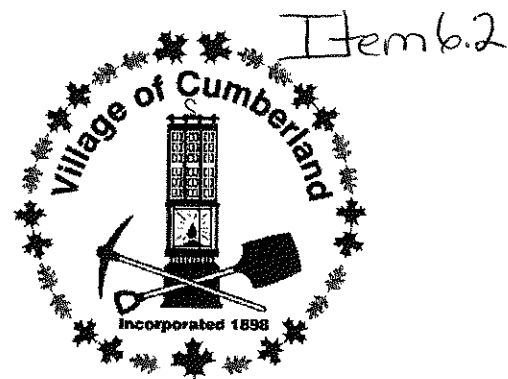
Parks and Outdoor Recreation Coordinator



Michelle Mason

Acting Chief Administrative Officer

COUNCIL REPORT



REPORT DATE: September 17, 2013

MEETING DATE: September 23, 2013

File No. 0360-20

TO: Mayor and Councillors

FROM: Rachel Parker, Deputy Corporate Officer

SUBJECT: Comox Valley Airport Commission Member Nominating Process

RECOMMENDATION

THAT Council receive the Comox Valley Airport Commission Member Nominating Process report.

AND THAT Council request that the Comox Valley Airport Commission consider altering its nominating process for members to the Board of Directors.

SUMMARY

Mayor Baird is requesting that Council consider recommending a change to the nomination process for new local government member to the Comox Valley Airport Commission.

BACKGROUND

The Comox Valley Airport Commission (CVAC) is made up of a nine member Board of Directors. Individuals are nominated by the following organizations and are appointed by the Board:

Nominating entities	Number of Representatives on the Board	Nominees Required for a Vacancy
City of Courtenay	Five members (at least one from Courtenay and at least one from Comox)	More nominees suggested than vacancies to be filled.
Town of Comox		
Village of Cumberland		
Comox Valley Regional District		
Comox Valley Economic Development Society	One member	Two candidates

Comox Valley Chamber of Commerce	One member	Two candidates
Board of Directors of the Commission	Two members	n/a

Under CVAC Policy, a director on the Board must possess the following attributes and core competencies:

a) Personal attributes:

- High ethical standards & integrity in professional and personal dealings
- Ability & willingness to raise potentially controversial issues//encourages dialogue
- Flexibility, responsiveness and willingness to consider change
- Ability & willingness to listen to others
- Capability for a wide perspective on issues
- Ability to work as a team member

b) Core Competencies:

- Well-developed faculty for critical & strategic analysis
- Financial literacy, inc. ability to read financial statements, use ratios, and use other indices to measure performance.
- Appreciation of the unique role of CVAC as the stakeholder of the Commission
- Thorough knowledge of the responsibilities & duties of a director
- Ability to distinguish corporate governance from management
- Demonstrate leadership skills from either voluntary or employed organizations

CVAC's current nominating process for the local government nominating entities is as follows:

1. CVAC issues a notice to the local governments of the vacancy and the gives details of required skill sets for a board member, including the personal attributes and core competencies listed above.
2. A nomination "organizer" is recruited amongst the local governments.
3. Each local government advertises for candidates and collects candidate nominations and submits them to the "organizer".
4. The "organizer" receives the candidate applications from the other local governments and provides these applications to the Board.
5. The four local government nominating entities must submit at least two candidates for the Board's consideration that meet the requirements of the Commission.

Mayor Baird is requesting that Council consider requesting that the Board of Directors alter this process so that the Commission advertises for local government candidates, receives applications from candidates, screens the applications, interviews candidates and then refers the recommended candidate to the local government entities for comment before the individual is appointed by CVAC. This change would require an amendment to the Commission's bylaws.

FINANCIAL IMPLICATIONS

None

STRATEGIC OBJECTIVE

None

ATTACHMENTS

None

CONCURRENCE

None

OPTIONS

1. THAT Council request that the Comox Valley Airport Commission consider altering its nominating process for members to the Board of Directors.
2. Any other action deemed appropriate by Council.

Respectfully submitted,

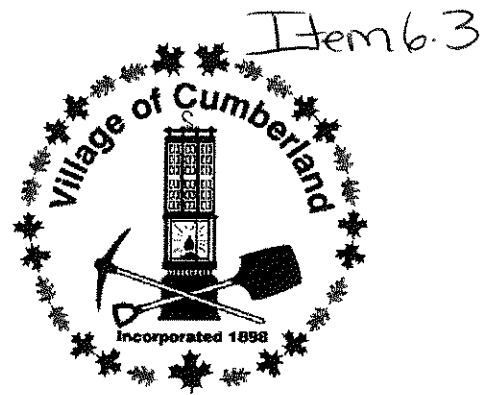


Rachel Parker
Deputy Corporate Officer
Village of Cumberland



Sundance Topham
Chief Administrative Officer

COUNCIL REPORT



REPORT DATE: September 16, 2013

MEETING DATE: September 23, 2013

File No. 4320-20-00

TO: Mayor and Councillors

FROM: Rachel Parker, Deputy Corporate Officer

SUBJECT: Inter-Community Business Licence Program

RECOMMENDATION

THAT Council receive the Inter-Community Business Licence Program report.

THAT Council approve in principal the Inter-Community Business Licence program; and

THAT Council direct staff, upon approval in principal by the City of Courtenay and Town of Comox, to commence the statutory notification process for changes to business regulations and to prepare the appropriate inter-community business licence bylaw for Council's consideration.

SUMMARY

A number of central and northern Vancouver Island municipalities are considering entering into an inter-community business licence program that would enable mobile businesses to purchase an inter-community business licence from their home municipality that would be recognized in the twelve participating municipalities. This program is similar to inter-community business licence programs currently in place in the Okanagan Valley and Capital Regional District.

To implement this program each of the participating communities must adopt an identical inter-community business licence bylaw and fee schedule that would operate in addition to their existing business licence bylaws.

BACKGROUND

A "mobile business" is a business that performs a service in more than one community by moving from client to client rather than having a client come to a fixed place of business. Such a business may or may not have a storefront or physical location in a community. Mobile businesses include but are not limited to trades, plumbers, electricians, cleaning services, pest control or other similar businesses. A mobile business does not include businesses selling goods or services from fixed or semi fixed locations where customers come to them, such as fruit stands, roadside vehicle vendors, mobile stores, flea markets, concession stands and trade shows.

An inter-community business licence program would require a mobile business to continue to purchase a business licence and, at their option, also purchase an "Inter-Community Business Licence". Both licences would be purchased from the community in which they have a storefront or physical location. This inter-community licence would authorize the business to operate in any of the participating communities in the Inter-Community Business Licence program.

For such a program to be of maximum benefit, all communities within the Central Vancouver Island area would need to be a participating community. The communities considering participation are:

	Approved in Principal	Not yet Considered
City of Campbell River	X	
City of Courtenay		X
Town of Comox		X
Village of Cumberland		X
City of Port Alberni		X
Town of Qualicum Beach		X
City of Parksville	X	
City of Nanaimo	X	
Town of Ladysmith	X	
District of North Cowichan	X	
City of Duncan	X	
Town of Lake Cowichan	X	

Inter-Community Business Licence programs have been established in one form or another in several areas of the province including the Capital Regional District, the Okanagan Valley including communities in the North, Central and South Okanagan Regional Districts, the Cowichan Valley Regional District and between Courtenay and Comox.

Licence Fee Revenue Analysis

Implementation experiences in both the Okanagan Valley and Capital Regional District resulted in little or no change to the collective or individual business licence revenue levels. More specifically, when the program was implemented in the Okanagan Valley in 2008, the participating communities anticipated the City of Kelowna, as the major hub of the region, would experience a revenue increase at the expense of the smaller neighboring communities. In consideration of this anticipated shift, the program included provisions for a revenue sharing formula. To date that formula has never been exercised as the anticipated drop in revenue did not occur.

Some reductions were experienced by communities in the Cowichan Valley, but apparently these reductions were short lived and business licence revenues have since returned to their pre Inter-Community Business Licence levels.

The program not only reduced costs to some businesses operating legitimately with multiple licences, it also encouraged other businesses operating without business licences to legitimize their operations, such that the member communities experienced virtually no change in business licence revenues.

The Ministry of Jobs, Tourism and Skills Training, Small Business Branch, within the limits inherent to available data, analyzed the 2012 non-resident business licence revenues from each of the potentially participating communities with the intent of identifying any revenue shifts and determining what the inter-community business licence fee should be to minimize the potential impact in revenues. The analysis considered businesses in the participating municipalities that held more than one non-resident business licence and calculated

- the loss of revenue from non-resident business licences from businesses in the participating municipalities
- the addition of new revenue to each municipality from the sale of the new inter-community businesses licences at a \$150 fee; a \$175 fee was also analyzed and was not recommended

This analysis indicates relative revenue neutrality at around the \$150 to \$175 licence fee range with total revenues of \$168,021 and \$185,796 respectively, compared to the 2012 baseline revenue of \$161,728. However, not all participating communities, including Cumberland, would see a corresponding increase to their respective baseline revenues as follows:

Community	2012 Baseline Revenue	Revenue Change with \$150 Fee
Campbell River	\$28,350	-\$10,400
Comox	\$4,350	\$3,500
Courtenay	\$26,700	\$650
Cumberland	\$4,180	-\$1320
Duncan	\$3,600	\$2,800
Ladysmith	\$2,200	\$3,800
Lake Cowichan	\$900	\$300
Nanaimo	\$42,010	\$8,015
North Cowichan	\$6,100	\$3,700
Parksville	\$23,250	-\$6,150
Port Alberni	\$6,337	-\$2,731
Qualicum Beach	\$13,751	\$4,129
Total	\$161,728	\$6,293

These projections are conservative and likely represent a worst case scenario. Also, if compliance rates increase more than the 5% used in the projections, (other regions where inter-community business licences have been introduced experienced compliance increases of up to 30%) these decreases may be eliminated.

A projection was also done using \$175 as the inter-community business licence fee. It is not recommended that this rate be implemented as it is higher than the range of current non-resident business licence fees, and only results in a marginal change in the revenue decreases for the four affected communities. Therefore, the proposed licence fee for the program is \$150.

Revenue sharing options for both of these scenarios were also run. However revenue sharing is not being recommended as the cost of administration would negate the benefit.

Internal staff review of fee revenue shows that the Village of Cumberland received \$18,535 in licence fees in 2012 and is expected to receive \$19,400 in 2013. In 2012, Cumberland issued approximately 45 non-resident licences to businesses located in the twelve participating municipalities, receiving \$4950 in fees. If these businesses purchase inter-community licences from their home or "principal municipality" (most from Courtenay, Comox and Nanaimo) this fee revenue would be lost to Cumberland. However, Cumberland would also collect a \$150 licence fee for each inter-community licence it sold to Cumberland businesses. If Cumberland issued 33 inter-community licences, this would make up for the lost fee revenue. However, it should be noted that under the Community Charter, fees are a cost-recovery measure intended to recover the cost of regulating businesses. Therefore, if the cost to administer the business licence program is less, the fees recovered should be also be less.

Benefits to the Program

This program has been created to help make obtaining a business licence easier and more cost efficient for mobile businesses that work, conduct business or provide services in more than one community in the participating area. The expected benefits of the program to businesses include:

- Reduce the time and cost of buying multiple licences
- Save the burden of remembering to renew multiple licences
- Simpler process for the inter-community licence gives less room for errors and non-compliance
- Provides access to larger market, across total of participating communities
- Allows consumers greater choice of service providers
- Allows greater opportunity for businesses to grow their client base regardless of the client location

The benefit to the individual local governments includes goodwill from the business community from providing a service that is in demand, and expected overall general economic benefit to business. It also encourages businesses to obtain a licence as is more beneficial to them.

All of these potential benefits are, however, contingent upon the number of participating communities with the actual benefit to each participating community increasing or decreasing depending upon proximity of participants. Specifically for Cumberland, the critical communities include Courtenay and Comox, as well as Campbell River and Qualicum Beach and Parksville.

If Cumberland chose not to participate, the consequences may include a less friendly business environment in the community as Cumberland businesses would continue to have to be required to purchase a licence in every municipality in which it did business. Cumberland could consider participating in the future, however every participating municipality would be required to amend its bylaw to add an additional partner into the program.

Public Notice

For this program to work under the current proposal, each participating municipality must adopt the same bylaw and the same inter-community business licence fee. Council must determine whether it wishes to participate in the program this fall if it wishes to participate for the 2014 licence year. If Council directs staff to proceed, a bylaw would be brought forward in the coming month for Council's consideration.

Before adopting the bylaw, Council is required by the *Community Charter* to

- give notice of its intention to do so in the form and manner and at the times and as often as the council considers reasonable, and
- provide an opportunity for persons who consider they are affected by the bylaw to make representations to council.

If Council gives approval in principal for the program, and both the City of Courtenay and Town of Comox approve of the program in principal, staff may provide notice of the proposed program through mail and email to businesses, at cumberland.ca, and, if possible, in Cumberland, and facilitate the opportunity to make representations to council in writing.

FINANCIAL IMPLICATIONS

Depending upon changes in business license compliance rates and the number of Cumberland businesses purchasing an inter-community licence, total business licence revenues are projected to decrease by \$1,320 to \$4950.

There will also be some minimal start-up costs for advertising the program, for development of application forms, software set-up and application processing, which is expected to be less than \$500. On an ongoing basis there will be the annual costs of renewal notices and processing new licence applications which is expected to be no more than an additional \$500 per year. These costs can be absorbed within existing budgets.

STRATEGIC OBJECTIVE

Review the business licence scheme

ATTACHMENTS

None

CONCURRENCE

Michelle Mason, Financial Officer

Rob Crisfield, Manager of Operations 

OPTIONS

1. THAT the Inter-Community Business Licence Program report be received; AND THAT Council approve in principal the Inter-Community Business Licence program; AND THAT upon similar approval by the City of Courtenay and Town of Comox staff be directed to commence the statutory notification process for changes to business regulations and to prepare the appropriate inter-community business licence bylaw for Council's consideration.
2. Any other action deemed appropriate by Council.

Respectfully submitted,

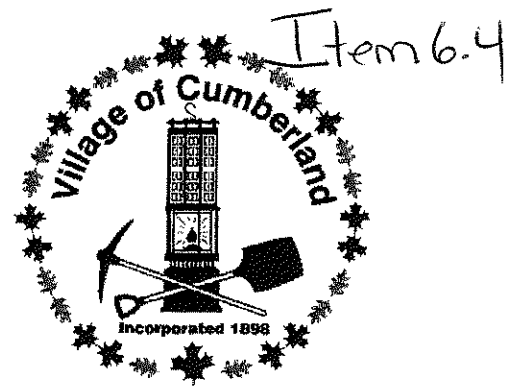


Rachel Parker
Deputy Corporate Officer
Village of Cumberland



Sundance Topham
Chief Administrative Officer

COUNCIL REPORT



REPORT DATE: September 17, 2013

MEETING DATE: September 23, 2013

File No. 5400-05

TO: Mayor and Councillors

FROM: Rachel Parker, Deputy Corporate Officer

SUBJECT: BC Hydro Distribution Equipment Project

RECOMMENDATION

THAT Council receive the BC Hydro Distribution Equipment Project report.

AND THAT Council consider approving the BC Hydro distribution equipment painting project and approving the design concepts presented.

AND THAT, if Council approves this program, Council enter into a Graffiti Removal Agreement with the British Columbia Hydro and Power Authority dated June 20, 2013, and enter into an agreement with Debbie Bowman to manage the painting of Hydro distribution equipment and to be responsible for the funds.

SUMMARY

The Village Art in the Streets Cumberland (VAST) is proposing to paint BC Hydro boxes and poles located in the Village.

BACKGROUND

The VAST Cumberland group proposes to paint seven boxes and eight poles located in the Village as follows:

	Artist	Design	Hydro #	Location
Box 1	Anne Wichmann	Space	1411	Eighth Avenue
Box 2	Gillian Brooks	Eagle	1370	Kendal Avenue
Box 3	Maryann Kym Coyle	Children	1365	Rydal Avenue (2 side by side boxes)
Box 4	Maryann Kym Coyle	Children	1366	Rydal Avenue (2 side by side boxes)
Box 5	Marianna LaViolette	Clothes closet	1368	Rydal Avenue at First Street
Box 6	Marianna LaViolette	Apples	1406	Rydal Avenue at First Street

Box 7	Marianna LaViolette	Flowers	1408	Rydal Avenue at Forest Hall
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	Artist	Design	Hydro #	Location
Pole 1	Corre Alice	Leaves		Dunsmuir Avenue at Fifth Street
Pole 2	Rhia Ironside	red "Earth"	248 4549	Dunsmuir Avenue at Third (at Cameron's)
Pole 3	Rhia Ironside	Orange "water"	248 3478	Dunsmuir Avenue between Second Third (at Rusty Rooster)
Pole 4	Rhia Ironside	Orange "fire"	247 3979	Dunsmuir Avenue at Second (at Cumberland Hotel)
Pole 5	Rhia Ironside	Green "air"	248 2072	Dunsmuir Avenue at Second (at The Patch)
Pole 6	Rhia Ironside	Blue "sound"	248 4336	Dunsmuir Avenue Between Second and First (at BC Liquor Store)
Pole 7	Rhia Ironside	Purple "light"	248 4492	Dunsmuir Avenue at First (at corner)
Pole 8	Rhia Ironside	White "thought"	248 4544	Dunsmuir Avenue at First (at Cultural Centre)

The design concepts have been provided to Council for its approval to determine suitability for the community. The designs are attached to this report. Please note that each box has five sides. Poles are expected to be painted about six feet from the ground, subject to BC Hydro's requirements.

Most of the boxes sit within areas landscaped and maintained by the adjacent resident. At this time, there is no plan for the Village or for VAST to consult with adjacent residents. Earlier this year, the Village did advise adjacent property owners of the Telus box painting program in advance of the painting.

BC Hydro has not yet completed its guidelines for this program and the project cannot take place until this occurs, however it is hoped that the guidelines will be completed early in 2014.

At this point, there is no contingency plan for long term maintenance of the boxes and poles and the life span of the artwork is unknown. When the artwork fades or becomes unsightly, it is expected that either the Village would be required to repaint the boxes and poles or that VAST would either touch up or paint new artwork. There may be provisions in BC Hydro's guidelines for this.

BC Hydro Funding and Agreement

BC Hydro is willing to provide \$1,000 in funding for the program at this time upon the Village entering into the attached graffiti removal agreement. If the Council is willing to enter into this agreement and accept this contribution, the Village may either

- assist VAST in the purchase of equipment and supplies using these funds; or
- turn over the funds to VAST with Ms. Bowman to manage the project. Ms. Bowman, in turn, would be required to enter in to an agreement with the Village to abide by the terms of the graffiti removal agreement and the use of the funds for the purpose of the program and provide a final report and receipts to the Village.

Participants in the project will be required to sign a release of liability/waiver of claims.

Ms. Bowman estimates that one painting kit (which would provide paint for one to two boxes/poles) cost approximately \$100. The Hydro funding would provide materials for ten paint kits for approximately fifteen boxes/poles, an average of \$66 in materials per box/pole.

If Council approves the design concepts and locations, and enters into the agreements, BC Hydro is willing to provide the funds this fall and proceed with the process to approve the box/poles to be painted. VAST can prepare for the painting to take place in the spring and summer of 2014 in anticipation of BC Hydro providing its program guidelines.

FINANCIAL IMPLICATIONS

The Village may be required to manage the repainting of the boxes and poles in the future if the artwork becomes unattractive due to age.

STRATEGIC OBJECTIVE

None.

ATTACHMENTS

1. VAST letter dated September 16, 2013
2. VAST design proposals.
3. BC Hydro Graffiti Removal Agreement
4. Bowman Agreement

CONCURRENCE

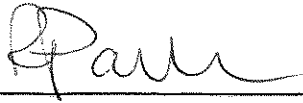
Rob Crisfield, Manager of Operations 

OPTIONS

1. THAT Council receive the BC Hydro Distribution Equipment Project report; AND THAT Council consider approving the BC Hydro distribution equipment painting project and approving the design concepts presented; AND THAT, if Council approves this program, Council enter into a Graffiti Removal Agreement with the British Columbia Hydro and Power Authority dated June 20, 2013, and enter into an agreement with Debbie Bowman to manage the painting of Hydro distribution equipment and to be responsible for the funds.

2. Any other action deemed appropriate by Council.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "R Parker", written over a horizontal line.

Rachel Parker
Deputy Corporate Officer

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

Sundance Topham
Chief Administrative Officer

From: Andrew and Debbie Bowman |
Sent: Monday, September 16, 2013 4:21 PM
To: Rachel Parker
Subject: updated letter for council



Dear Mayor Baird and Council Members,

As you know, VAST (Village Art in the Streets), is a non-profit group of citizens with the goal of encouraging community art throughout the village. It is our hope that by facilitating community works of art VAST will help to build community spirit and enrich our village with vibrant colour.

The four Telus boxes which Telus and the Village Council allowed to be painted are now half completed - two are still to be finished. Though the designs changed from the original approved sketches, they do look beautiful. However, in the future, VAST will ask the artists to stay as true to the approved sketch as they possibly can.

Now VAST is hoping to paint all the BC Hydro power boxes as well as some power poles. Like the Telus boxes, these works of art will be completed by members of our community.

At this time we have seven boxes and seven power poles earmarked for painting by five artists. Please see the enclosed sketches and locations of the boxes and the poles.

We ask that Council enter into the Anti-Graffiti agreement that BC Hydro has written up. It is our understanding that we will still have to wait for Hydro to create its community painting policy, however, we'd like to get Council's approval for these projects ahead of time. VAST and our volunteers agree to abide by the agreements.

We hope this is the beginning of another fantastic community art project.

Thank you for your time and consideration.

Debbie Bowman for VAST

From: Andrew and Debbie Bowman [
Sent: Monday, September 16, 2013 4:30 PM
To: Rachel Parker
Subject: power pole series



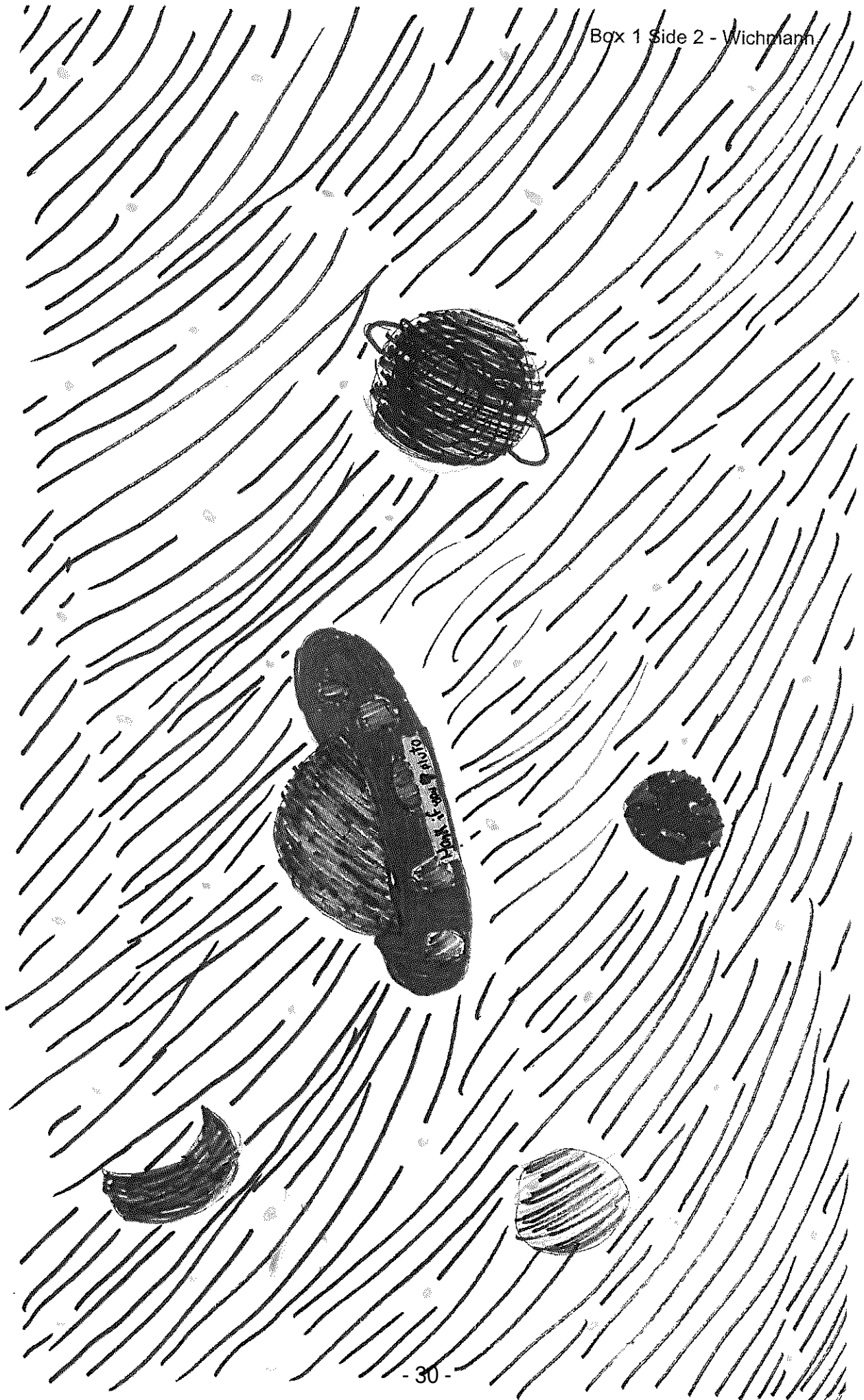
Hi Rachel,

Here is an explanation of the power pole art for up Dunsmuir.

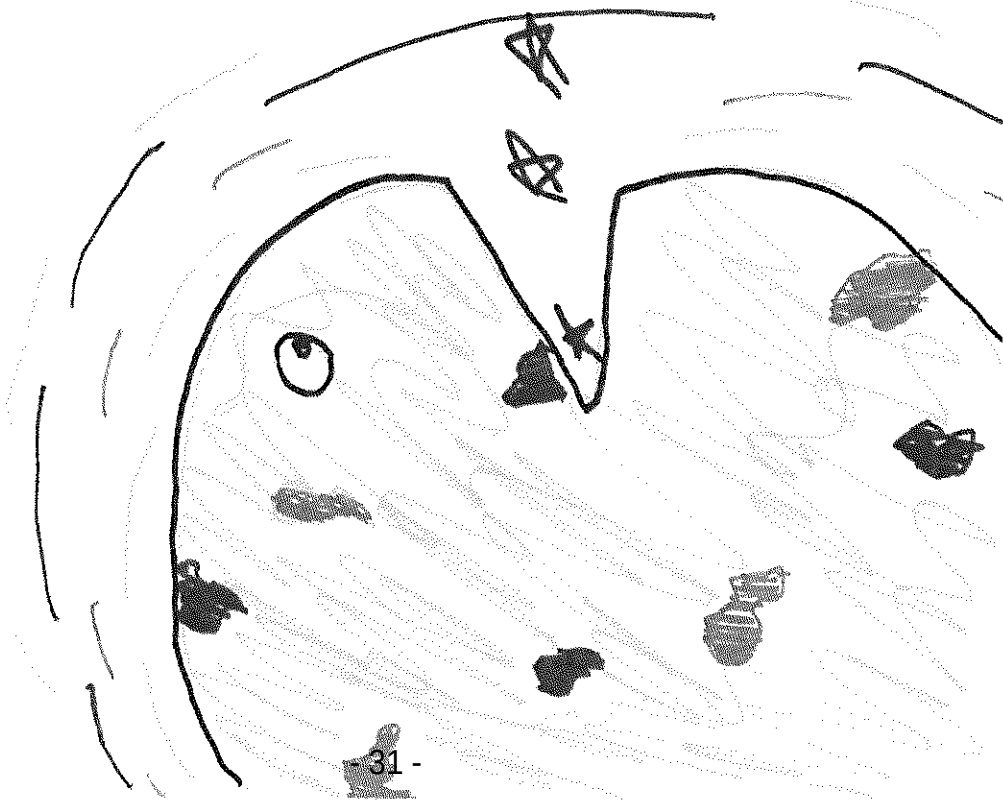
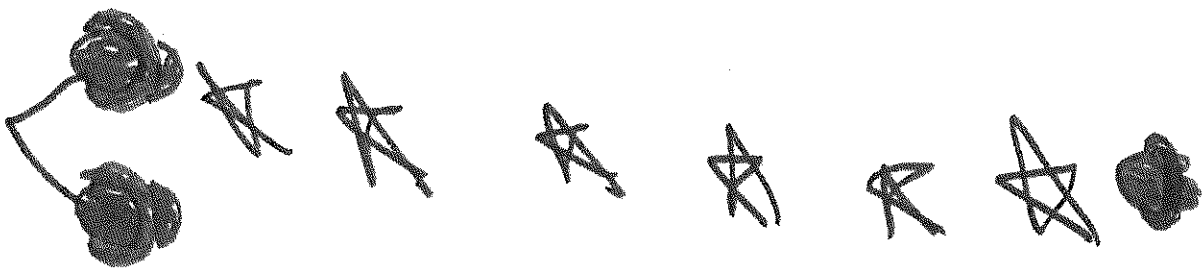
The seven sketches represent the seven chakras - elements from Eastern religion. VAST feels that this is a series of paintings that many citizens will enjoy. Even if one does not practice Eastern religion, the poles will look bright and pretty. There won't be any words, so there is nothing that could be found offensive. We hope Council decides that this series would be a beautiful addition to our downtown street.

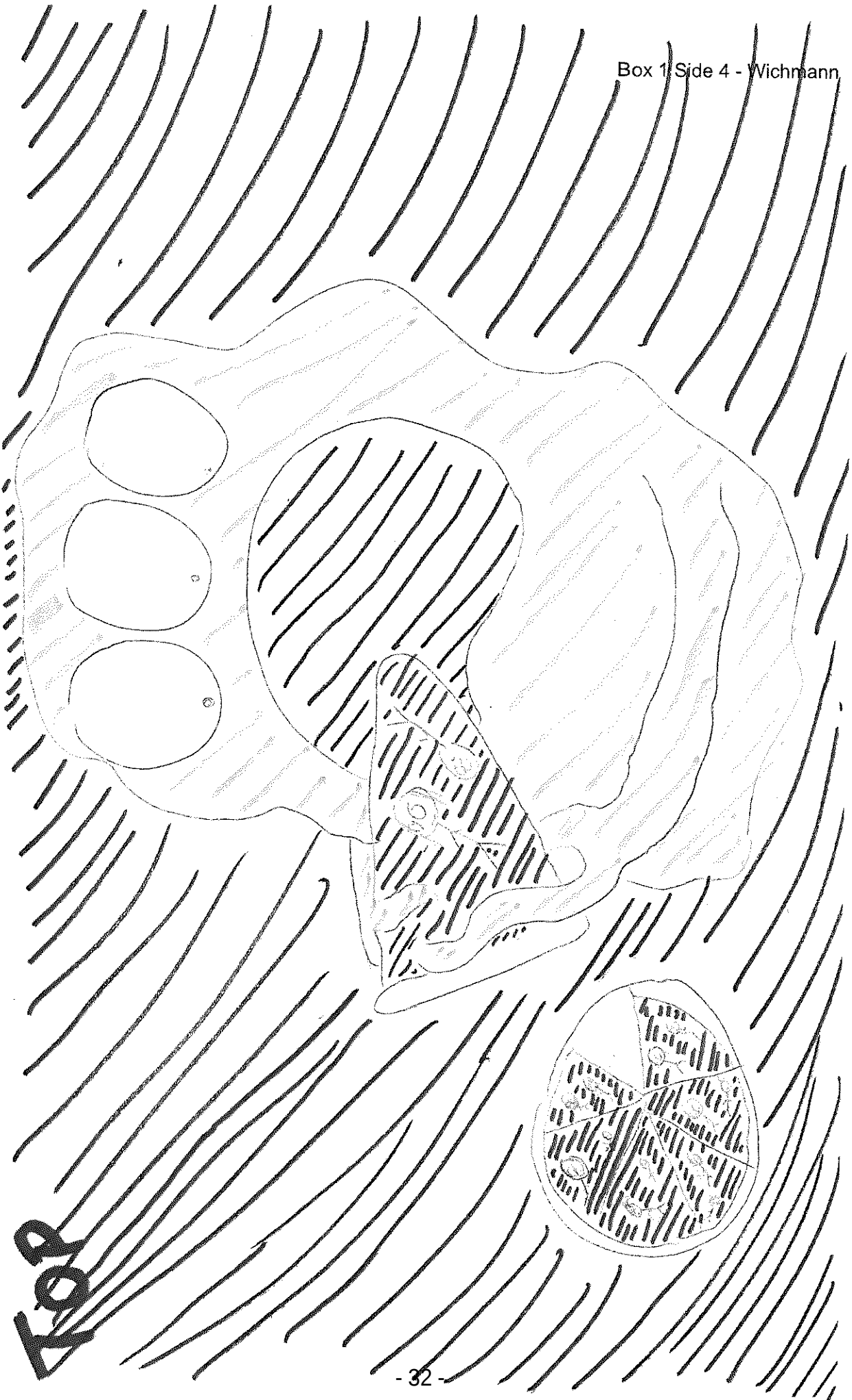
The artist is Rhia Ironside

Thanks, Debbie Bowman

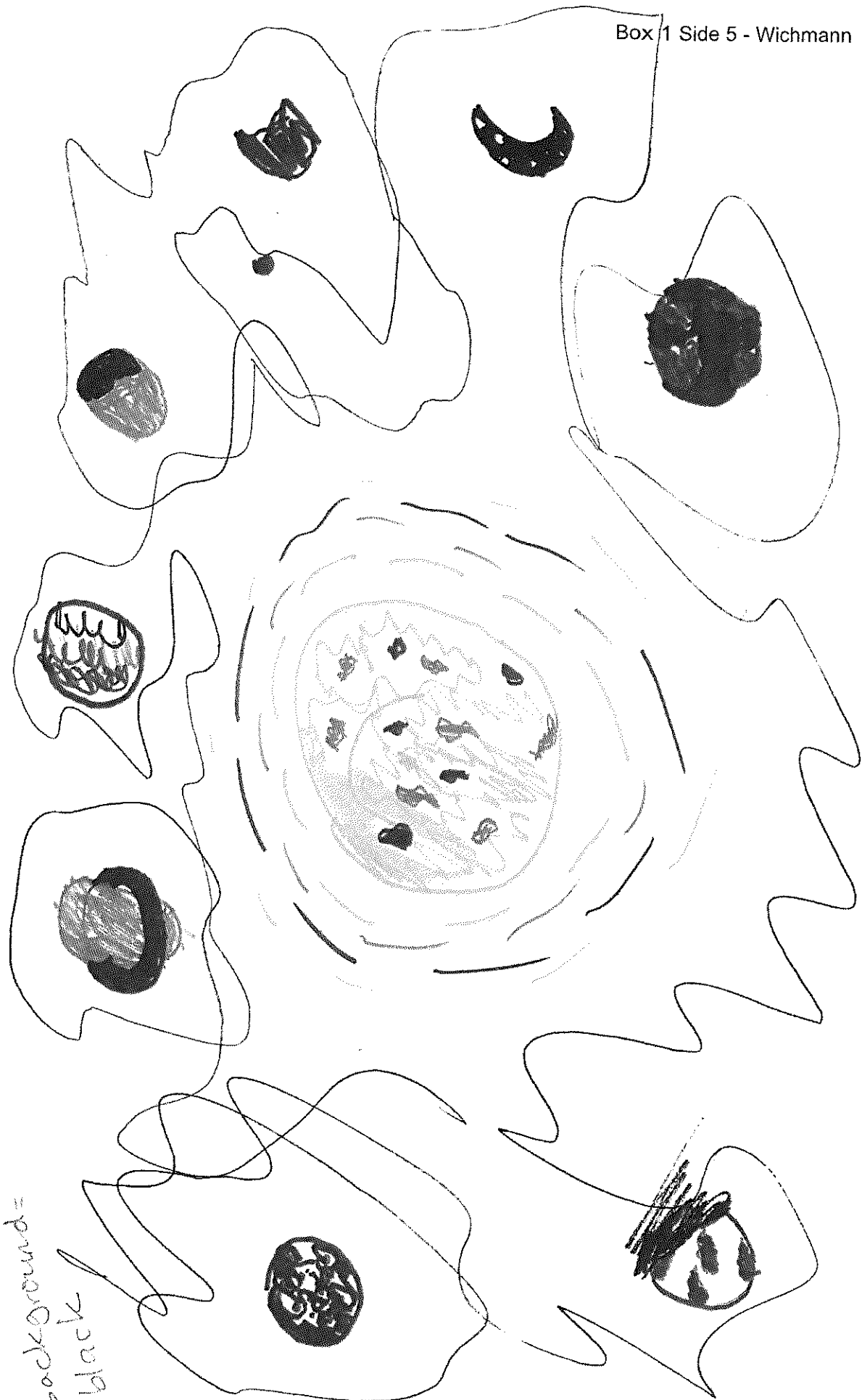


Pac Planet





TOP



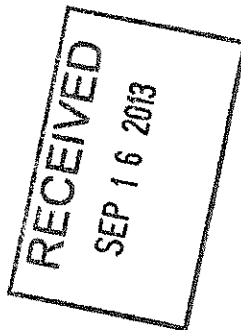
ATTN: Rachael Parker

BC Hydro Box Submission

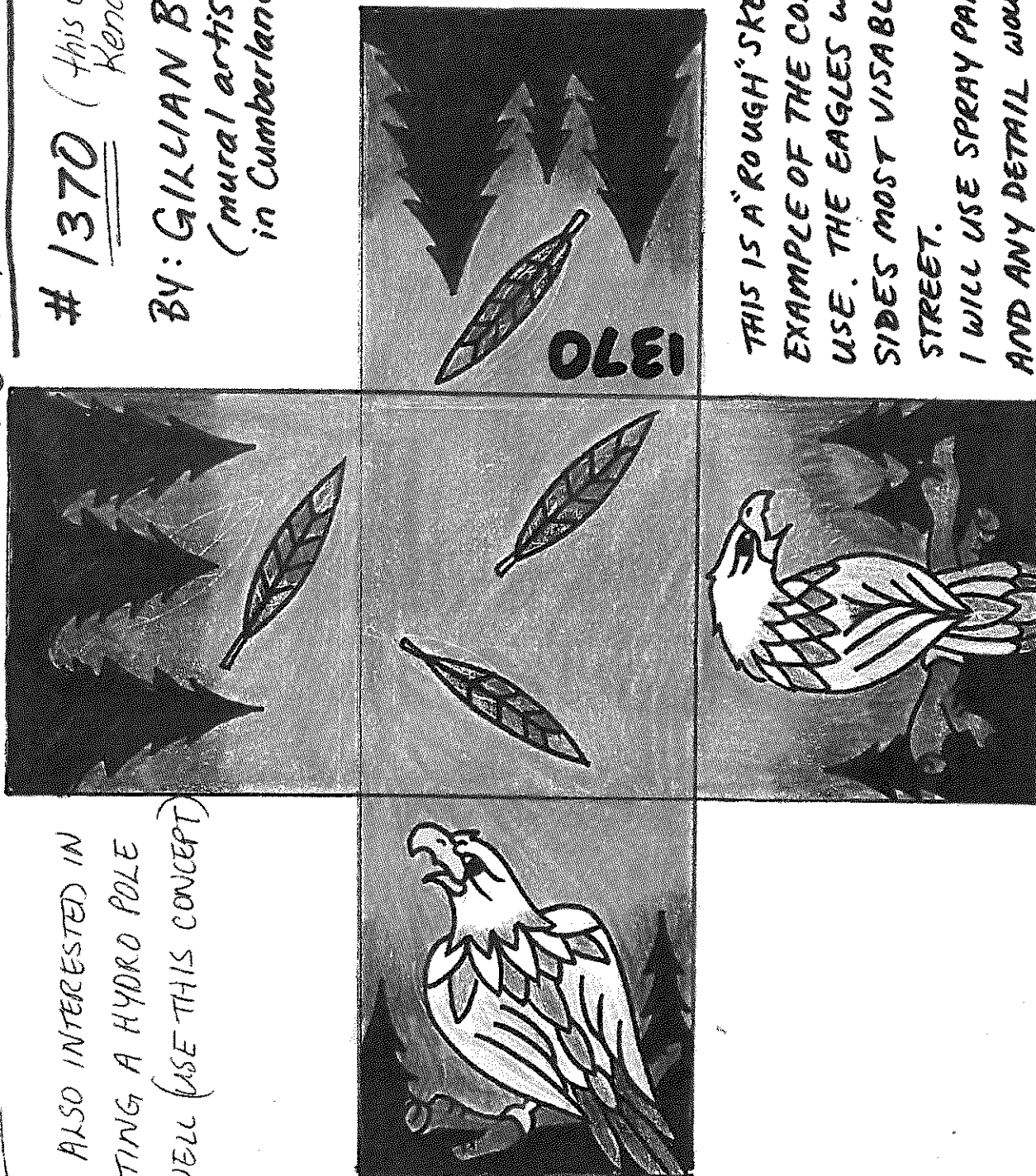
I AM ALSO INTERESTED IN
PAINTING A HYDRO POLE
AS WELL (USE THIS CONCEPT)

1370 (this one is on my street!)
Kendal Ave.

BY: GILIAN BROOKS.
(mural artist)
in Cumberland

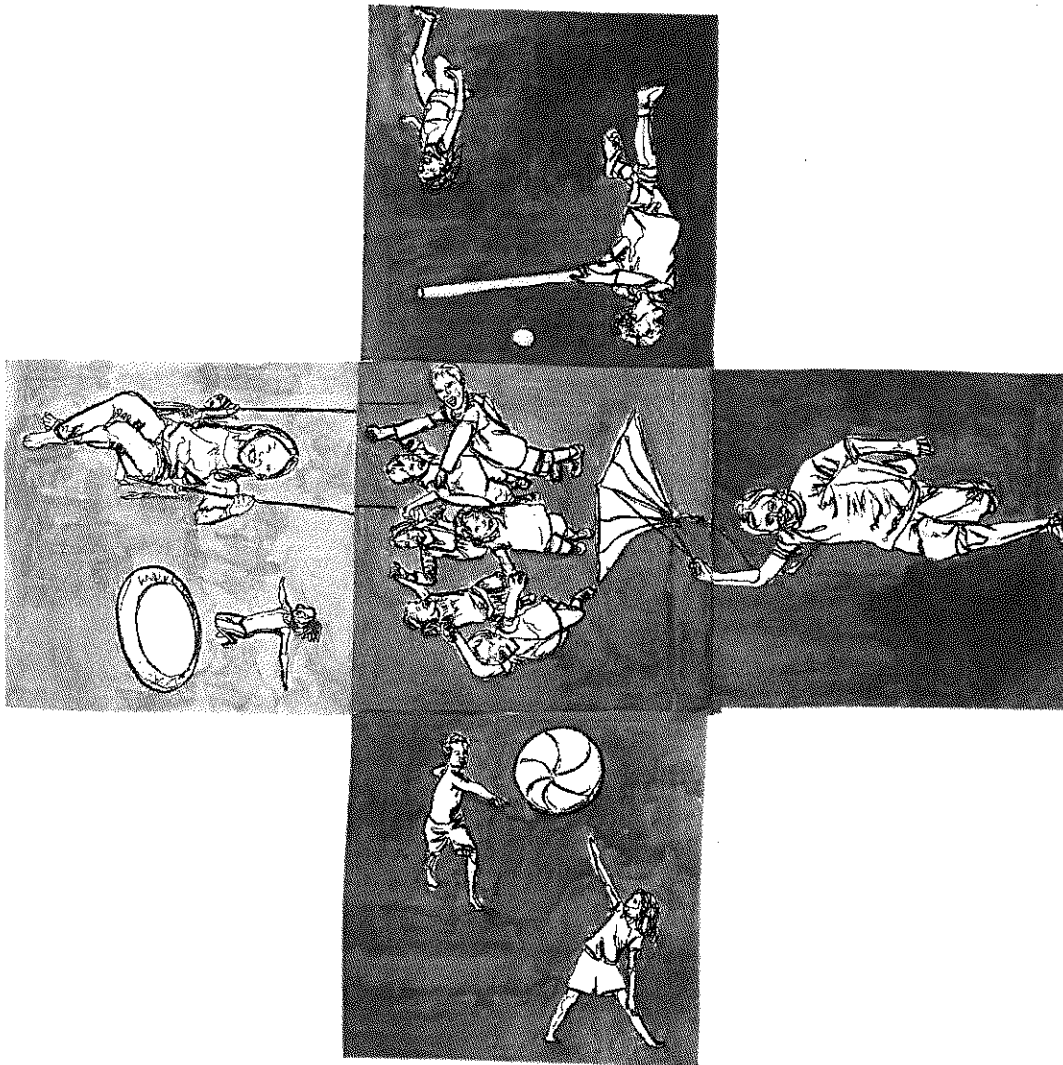


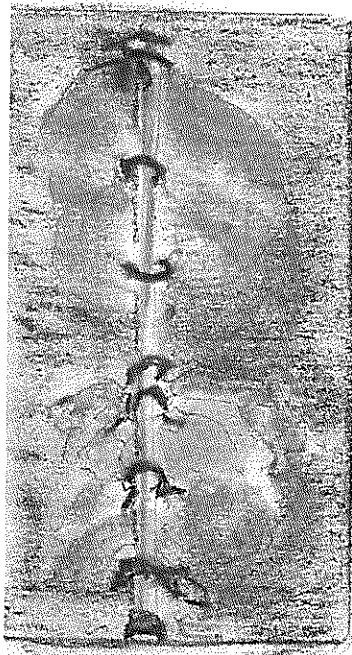
Box 2 - Brooks



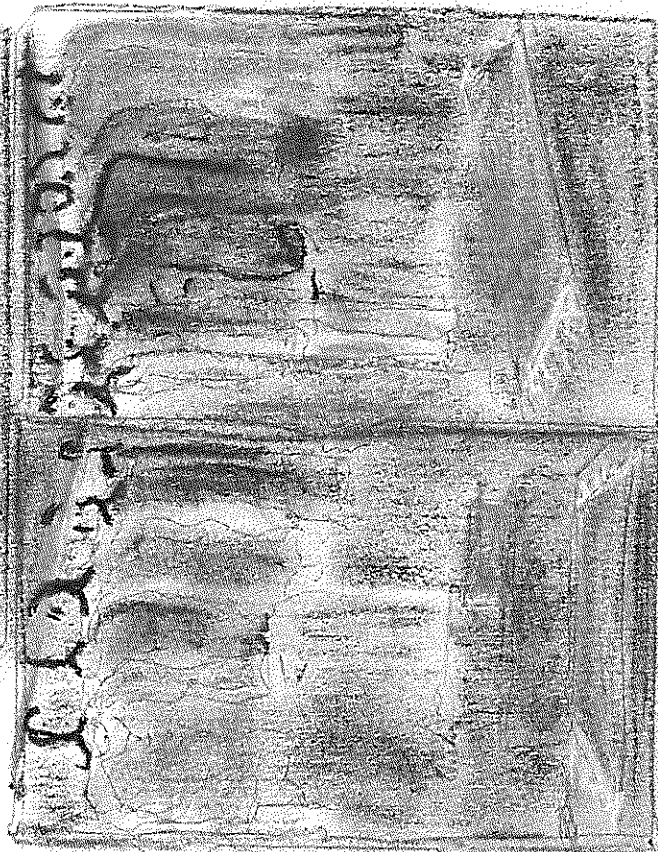
THIS IS A "ROUGH" SKETCH WITH AN
EXAMPLE OF THE COLOURS I WOULD
USE. THE EAGLES WOULD BE ON THE
SIDES MOST VISABLE FROM THE
STREET.

I WILL USE SPRAY PAINT FOR BACKGROUND
AND ANY DETAIL WOULD BE HAND PAINTED
BY BRUSH WITH LATEX. I CAN PROVIDE
MY OWN MATERIALS IF NEEDED! THANK
YOU!

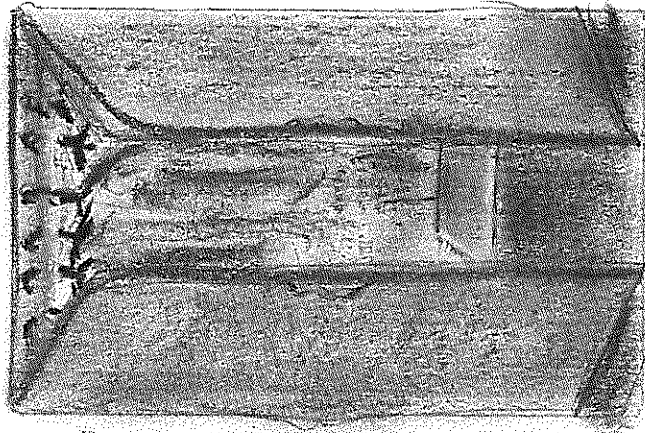




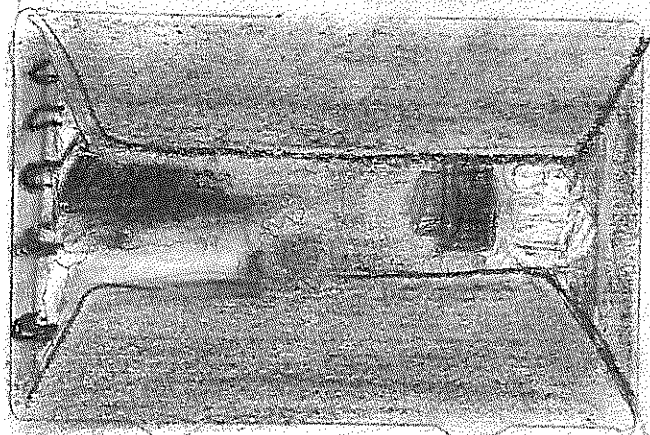
Top



Front



Side



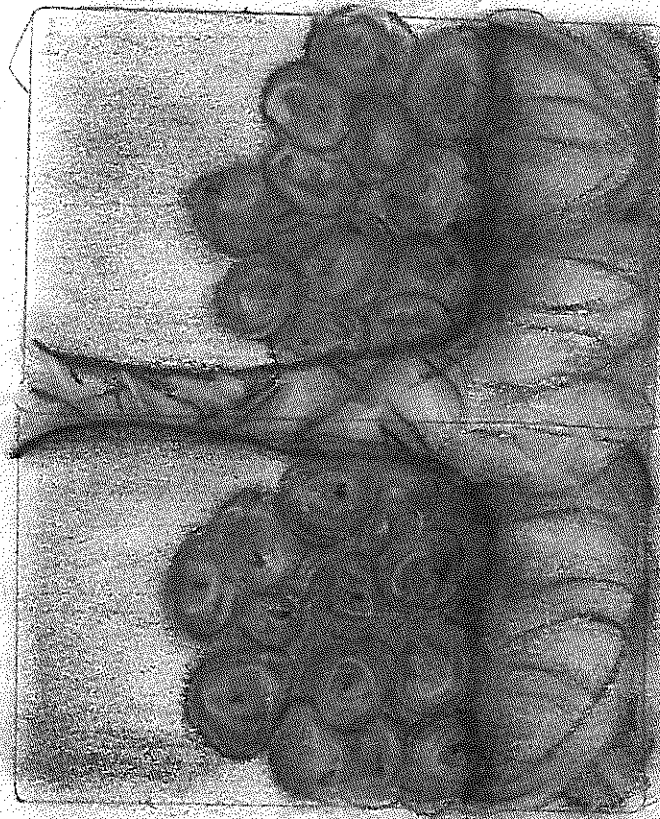
Back

I was thinking of the Big Batch store
with all the colourful clothing & characters
they always have around. M. G. L.

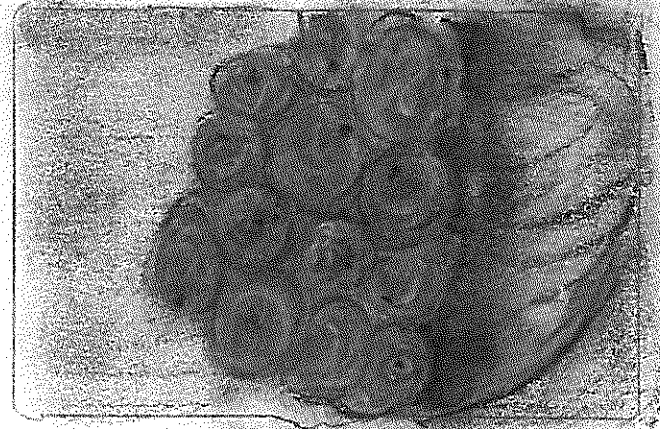
I picked apples as
the subject since we have our
beautiful apple orchard.
The apples can also be a
mix fruit basket.
M. H.



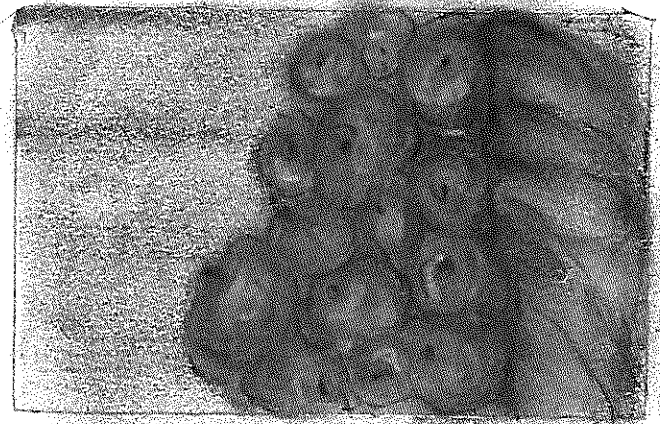
Top



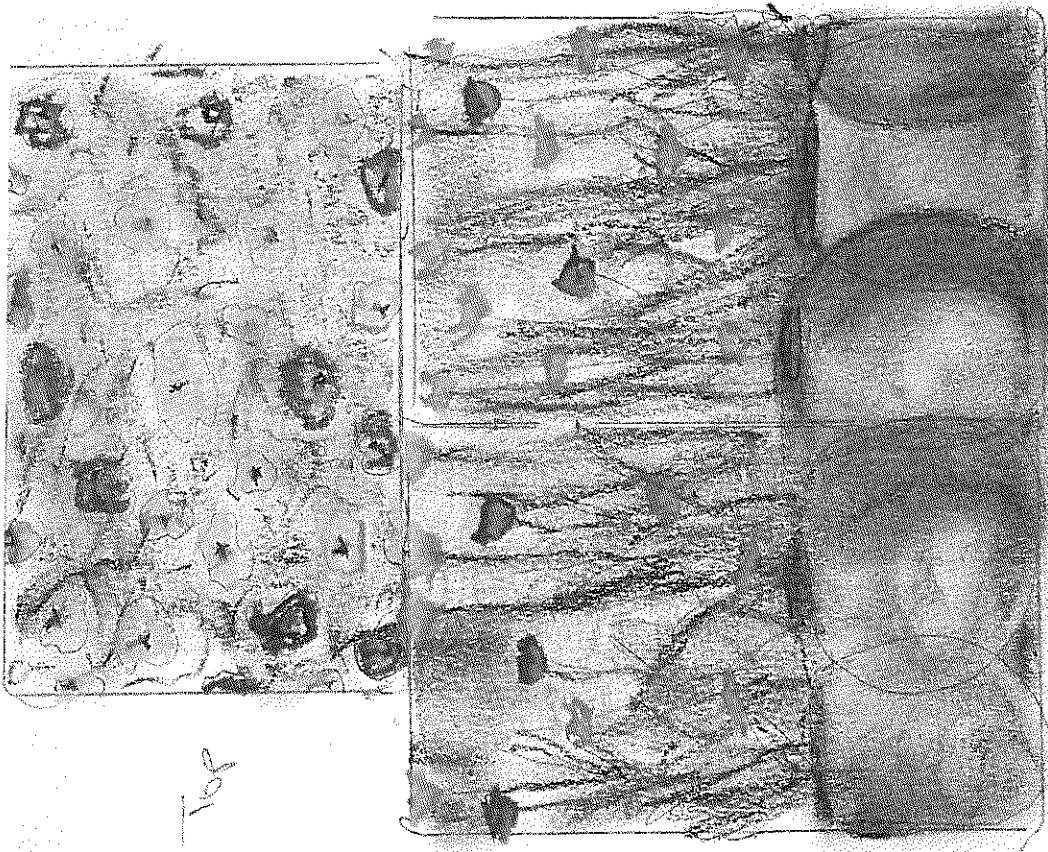
Front



Side



Side

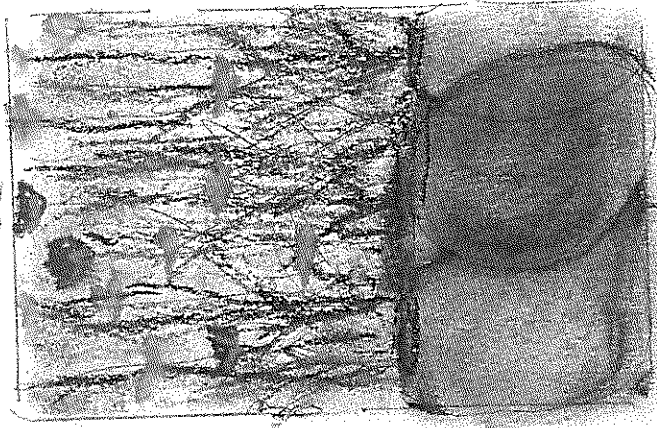


Top



Side

Side



Front & Back

Something like this would look nice
in a residential area, or in front
of a shop.
the flowers can be changed to
iris, tulips or a mixed flower garden.
W.W.

RACHEL

Pole 1 - Corre Alice

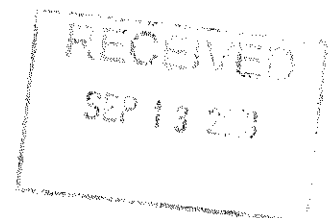


MYROD POLE DESIGN

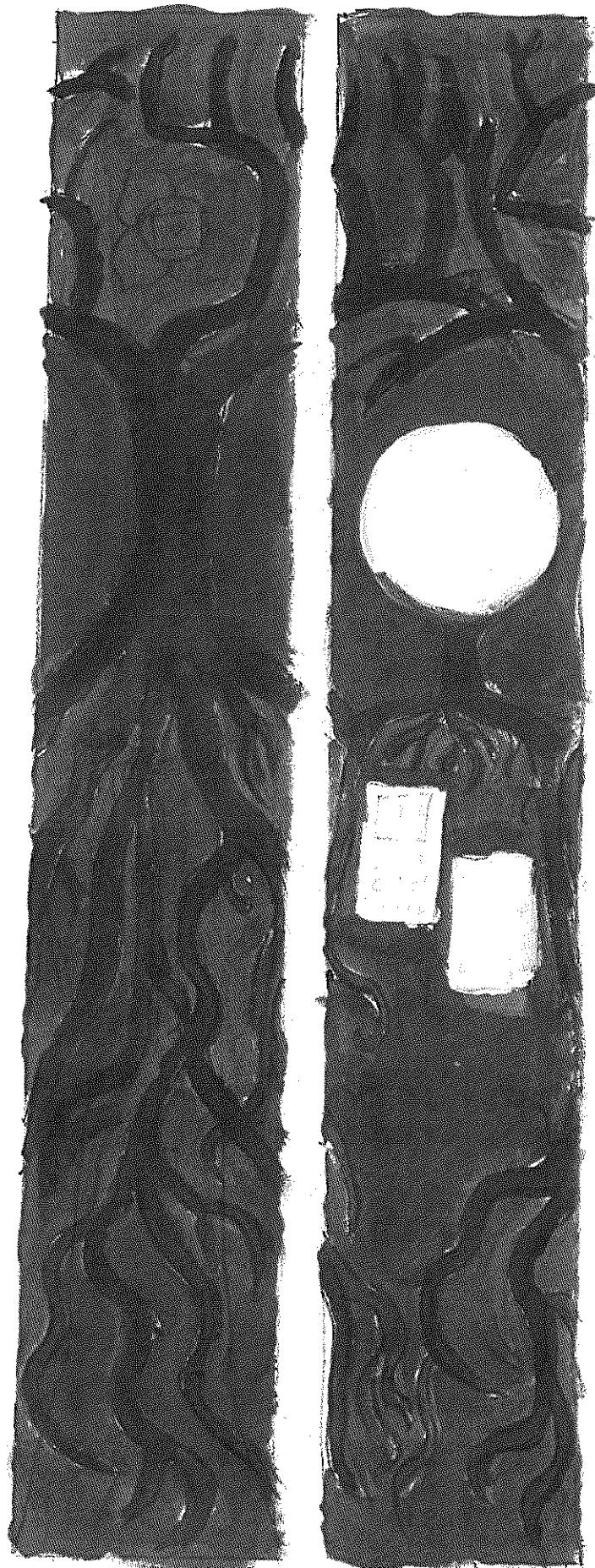
#

CORRE ALICE

280-400-4099



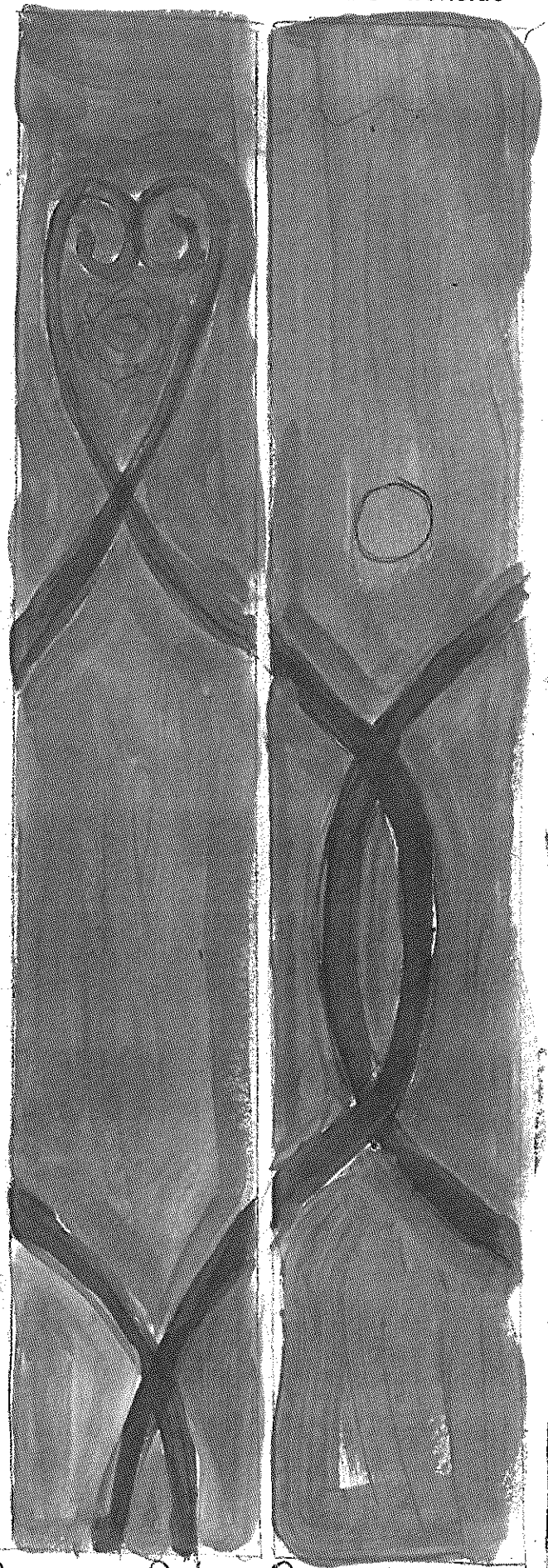
Root - Earth



Pole # 2484549

Polarity - Water

Poles 2 and 3 - Ironside

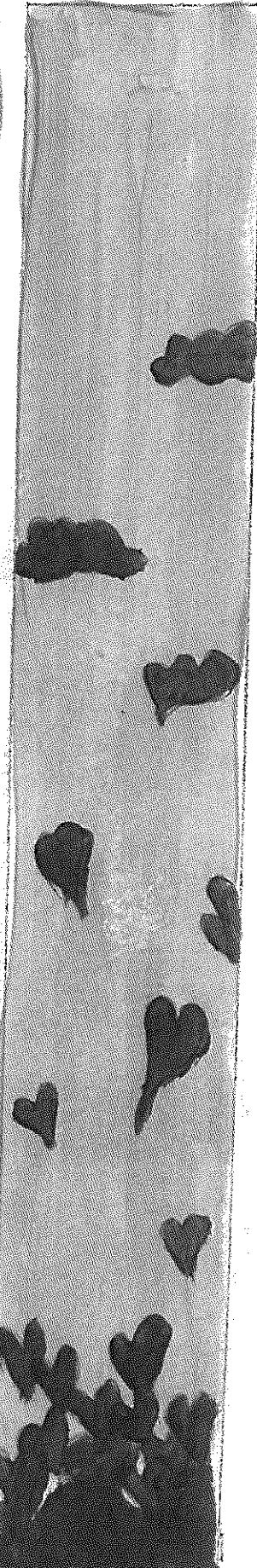
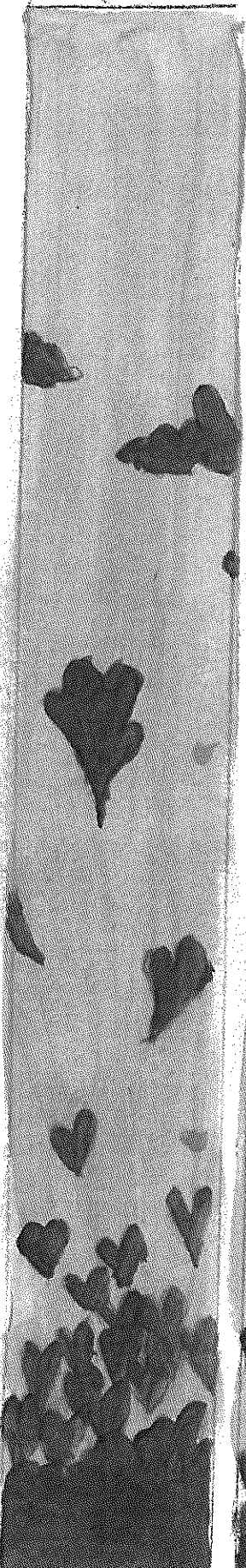


Pole # 2483478

Energy - Fire

Love - Air

Poles 3 and 4 - Ironside

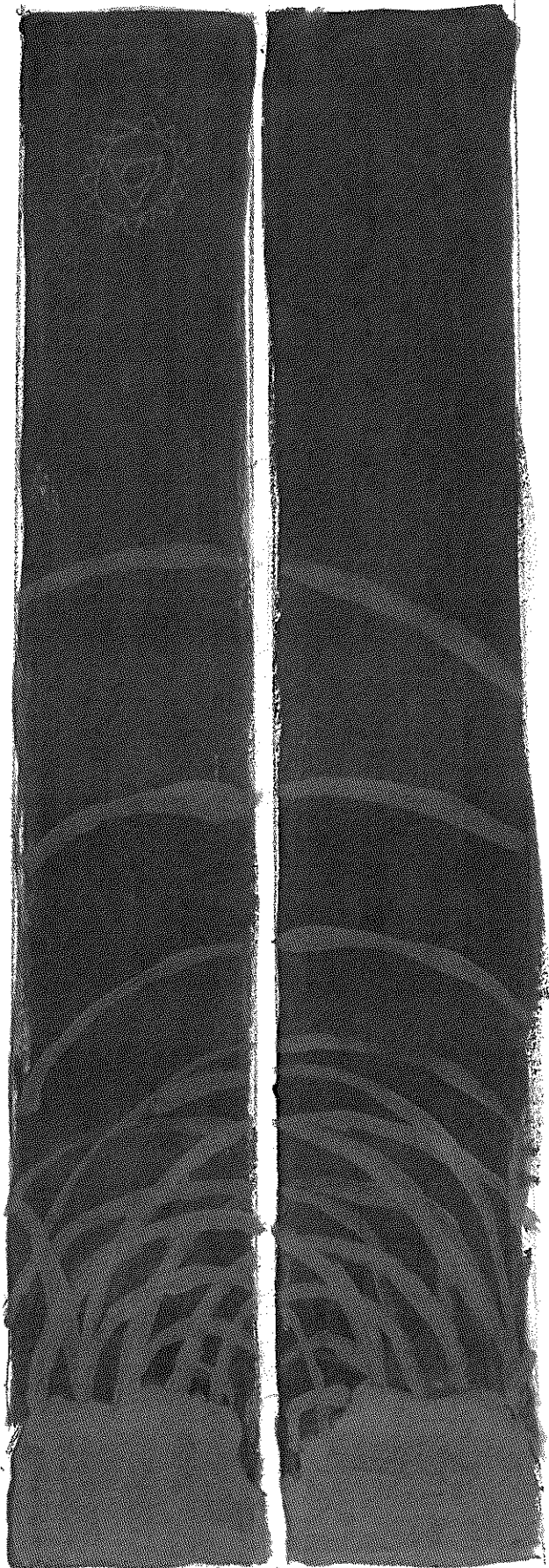


Pole # 247 3979

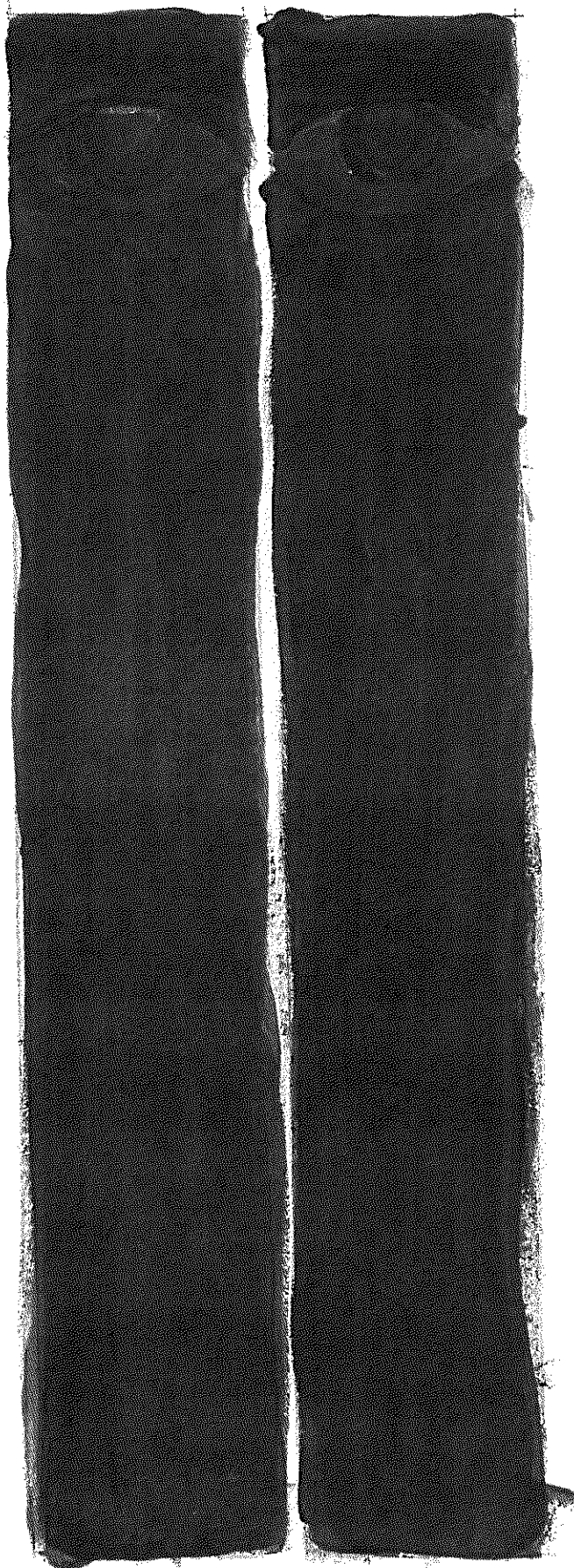
-41- Pole # 2482072

Communication-Sound

Seeing-Light Poles 6 and 7 - Ironside



Pole # 2484336

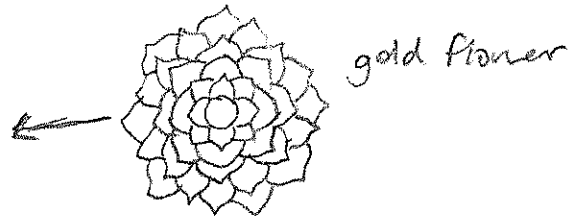
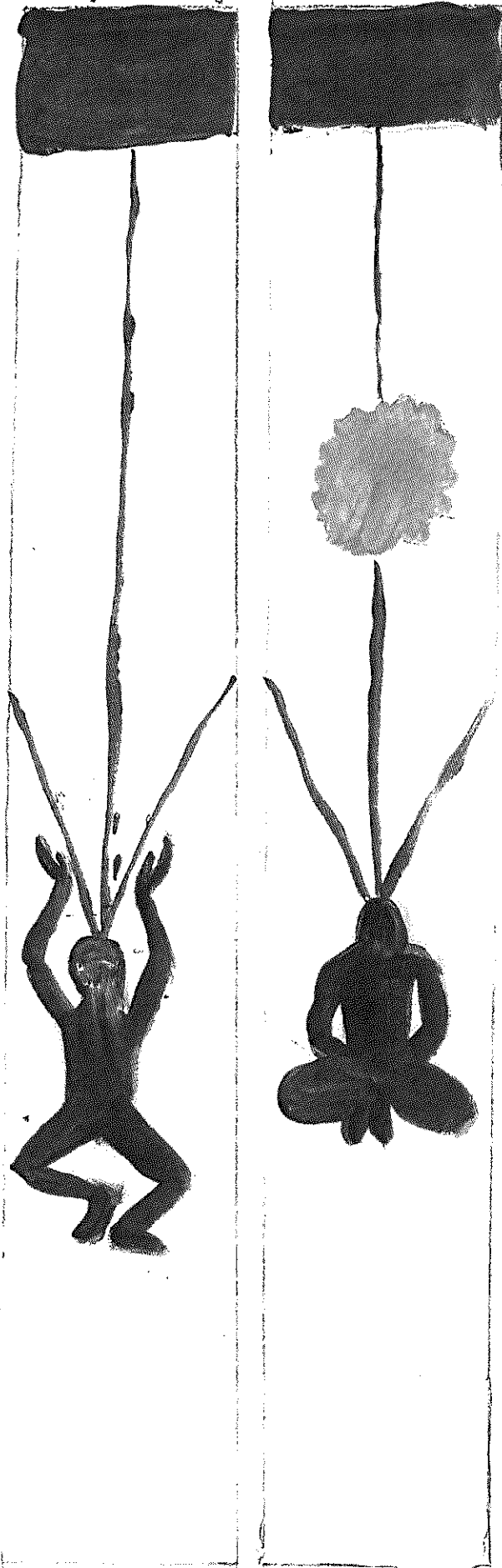


- 42 -

Pole # 2484492

Knowledge - Thought

Pole 8 - Ironside



Red pole at Rider's
Pizza, going thru
rainbow/chakras up to
this white one by
the Waverley.

Pole # 248 4548
Dunsmuir 1st

- 43 -

Rhia Ironside
rhia@ironside.ca
250 420 8722

Graffiti Removal Agreement

Dated: June 20, 2013

Between: British Columbia Hydro and Power Authority ("BC Hydro")
6911 Southpoint Drive,
Burnaby, BC, V3N 4X8

And: The Corporation of the Village of Cumberland (the "Village")
2673 Dunsmuir Avenue
Box 340
Cumberland, BC V0R 1S0

The parties agree as follows:

A. Background

1. BC Hydro removes graffiti from BC Hydro property, specifically BC Hydro distribution equipment, where the graffiti is socially offensive or located in high profile or sensitive areas. However, BC Hydro is willing to participate in community programs to remove all/other graffiti.
2. The Village including its staff and volunteers wishes to remove graffiti on BC Hydro distribution equipment in the Village of Cumberland.

B. Graffiti Removal

1. The Village will remove graffiti from BC Hydro property, specifically BC Hydro distribution equipment, located in the Village of Cumberland ("Graffiti Removal").
2. BC Hydro will provide a safety awareness sheet outlining potential hazards of the equipment. The Village will ensure the Village's staff and volunteer's review this sheet prior to undertaking graffiti removal.
3. The Village will ensure that all of its staff and volunteers performing the Graffiti Removal are aware of any instructions or safety guidelines provided by BC Hydro for the Graffiti Removal.
4. The Village, its staff and volunteers will comply with all instructions or safety guidelines provided by BC Hydro for the Graffiti Removal and will undertake the Graffiti Removal in a safe and responsible manner.
5. The Village will inform BC Hydro of any BC Hydro distribution equipment or property they encounter that may be damaged or in disrepair such that it, in the opinion of the Village, creates a public safety hazard.
6. If any of the Village's staff or volunteers are under the age of 19, they will have a signed letter of permission from their parent or guardian to participate in the Graffiti Removal.

C. Materials and Contribution

1. The Village will supply the following for the Graffiti Removal:
 - Labour of the Village's staff and volunteers
 - Miscellaneous materials including, but not limited to, graffiti wipes, paint brushes, and paper towels
 - Photo examples of the graffiti on BC Hydro distribution equipment before and after the Graffiti Removal
2. BC Hydro will supply the following ("BC Hydro Materials") for the Graffiti Removal:
 - Paint in official BC Hydro colours
 - Any decals required to be affixed to the BC Hydro distribution equipment
 - General Safety awareness information
 - Instructions (if any) for the Graffiti Removal
 - A cash contribution of \$1000 to support the Graffiti Removal within the Village
3. At the termination of this Agreement, the Village will return all unused BC Hydro Materials to BC Hydro.
4. The Village will receive no financial compensation from BC Hydro for the Graffiti Removal.

D. No Employment

1. The Village and its staff or volunteers are not employees of BC Hydro for any purpose whatsoever and the Village acknowledges and agrees that this Agreement will not give or extend to it or its staff or volunteers any rights with respect to BC Hydro employment benefits, including but not limited to Workers' Compensation Board coverage or any insurance coverage.

E. Limitation of Liability and Indemnity

1. The Village acknowledges that the Graffiti Removal entails known and unanticipated risks, which could result in physical injury to the Village's staff and volunteers, to property, or to third parties. The Village understands that such risks simply cannot be completely eliminated. THE VILLAGE VOLUNTARILY AGREES TO ASSUME ALL SUCH RISKS AND DANGERS on behalf of itself and its staff and volunteers, including the risk of injury or death that may be associated with my participation in the Graffiti Removal.
2. The Village agrees to fully and forever, discharge and release BC Hydro, and its officers, agents, employees, and independent contractors from any and all liability, all claims and demands, actions and causes of action arising out of any damages, costs, expenses and any and all claims, whether caused by their negligence or for any other reason, which may arise in any way from the Village's or its staff or volunteers' preparation for or participation in the Graffiti Removal.
3. The Village agrees not to sue BC Hydro, its officers, agents, employees, and independent contractors and not to initiate any claim, of any nature or kind, for damages or cause of action which the Village, its staff, or volunteers may have by reason of personal injury or death or destruction to of the Village's property associated with the Graffiti Removal.
4. THE VILLAGE WILL INDEMNIFY AND HOLD HARMLESS BC HYDRO, ITS OFFICERS, AGENTS, EMPLOYEES, AND INDEPENDENT CONTRACTORS FROM ANY LOSS, CLAIMS, ACTION, CAUSES OF ACTION, OR PROCEEDINGS OF ANY KIND WHICH MAY BE INITIATED BY THE VILLAGE, ITS STAFF OR VOLUNTEERS, OR ANY THIRD PARTIES INCLUDING DEMANDS, JUDGEMENT, COST, OR EXPENSES, INCURRED BY THE VILLAGE OR THE HARMLESS BC HYDRO, ITS OFFICERS, AGENTS, EMPLOYEES, AND INDEPENDENT CONTRACTORS ARISING FROM THE ACTIVITIES ASSOCIATED WITH GRAFFITI REMOVAL.

F. General

1. Either party may terminate this agreement with 7 days notice to the other party.
2. If any term of this Agreement is partially or wholly invalid or unenforceable, the remainder of this Agreement will not be affected, and each remaining term will be separately valid and enforceable.
3. This Agreement will be governed by and construed in accordance with British Columbia law.
4. This Agreement may be amended only by a written agreement signed by each party.
5. This Agreement is the entire agreement between the parties and supersedes any prior agreement. Neither party is bound by any warranty or agreement not included in this Agreement, and in particular, no warranty of a party not expressed in this Agreement is to be implied.
6. Nothing in this Agreement or the performance of this agreement will create any partnership between the parties.
7. Neither Party may assign this Agreement without the prior consent of the other Party.

TO EVIDENCE THEIR AGREEMENT each of the parties has executed this Agreement on the date appearing below.

**BRITISH COLUMBIA HYDRO AND POWER
AUTHORITY, on behalf of itself and its
affiliates**

By: _____

Title: _____

Date: _____

**THE CORPORATION OF THE VILLAGE OF
CUMBERLAND, on behalf of itself, Village
staff and volunteers**

By: _____

Title: _____

Date: _____

BC HYDRO GRAFFITI REMOVAL FUNDING AGREEMENT

THIS AGREEMENT dated for reference _____, 2013 is

BETWEEN:

DRAFT

The Corporation of the Village of Cumberland
Box 340
Cumberland, BC V0R 1S0

"Village of Cumberland"

AND:

Debbie Bowman

WHEREAS:

- A. The Village of Cumberland has entered into a graffiti removal agreement with the British Columbia Hydro and Power Authority on behalf of the Village Art in the Streets organization and its proposal set out in Schedule A to this agreement;
- B. The Village of Cumberland has agreed to the Terms and Conditions of the Graffiti Removal Agreement set out in set out in Schedule B to this agreement;
- C. The British Columbia Hydro and Power Authority has approved funding for the work in the amount of \$1000 under the Graffiti Removal Agreement.
- D. The Village of Cumberland wishes to transfer management of the BC Hydro box and pole painting project to the Village Art in the Streets organisation managed by Debbie Bowman, and to limit its liability in regards to accepting the above funds, and place the responsibility to comply with sections B, C, and D of the agreement terms and conditions to Debbie Bowman.

THIS AGREEMENT IS EVIDENCE THAT in consideration of the covenants and agreements set forth, and for other good and valuable consideration (the receipt and sufficiency of which are acknowledged by each of the parties), the parties covenant and agree as follows:

1. Term

This Agreement will continue in force and effect until the final report is submitted by Debbie Bowman to the Village of Cumberland no later than November 9, 2014.

2. Village of Cumberland Covenants

- a) To transfer the funds provided to the Village of Cumberland from BC Hydro to Debbie Bowman in a timely manner.

3. Debbie Bowman Covenants and Agrees

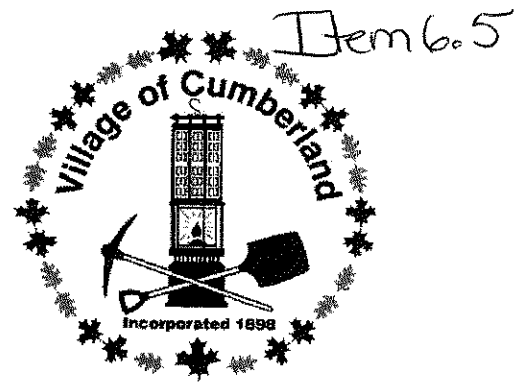
- a) To carry out the project as set out in the Village Art in the Streets proposal set out in Schedule A to this agreement and provide the following information to the Village
- Proposal and artwork design concepts for approval,
 - project planning updates, and
 - final report including copies of all receipts for all materials and list of detailed expenditures
- b) To comply with sections B, C, and D of the agreement terms and conditions, including but not limited to:
- i) provide a copy of the BC Hydro safety awareness sheet, and any instructions and safety guidelines to volunteers,
 - ii) inform the Village of any distribution equipment encountered by me or made aware to me that is damaged or in a state of disrepair,
 - iii) obtain and provide a release of liability for every volunteer,
 - iii) obtain and provide to the Village a letter of permission from a parent of any volunteers under the age of 19,
 - iv) provide the labour of volunteers, and
 - v) provide materials to volunteers.
- c) To accept the funds, and to use the funds for painting materials for the purpose of the project, to account for all expenses, and provide copies of all receipts to the Village.
- c) To ensure that none of the funds are provided directly to any members of the Village Art in the Streets organization.
- d) To return the funds in full to the Village of Cumberland if Debbie Bowman or the Village Art in the Streets fails to comply with the terms and conditions set out in this agreement; and to return any portion of the funds that are not used for painting materials by the end of the term of this agreement to the Village of Cumberland.

AS EVIDENCE of the intentions to be bound by this Agreement, each of the parties have executed this Agreement on the dates written below.

The Corporate Seal of the Corporation	)	
of the Village of Cumberland was	)	
hereunto affixed in the presence of:	)	
	)	C/S
_____	)	
Mayor:	)	
	)	
_____	)	
Chief Administrative Officer:	)	
	)	
Date: _____		

	)	Witness:
	)	
_____	)	_____
Debbie Bowman	)	
	)	
Date: _____	)	

COUNCIL REPORT



REPORT DATE: September 12, 2013

MEETING DATE: September 23, 2013

TO: Mayor and Councillors

FROM: Sundance Topham, Chief Administrative Officer

SUBJECT: Royston Water Local Service Area (RWLSA) – Expansion of boundaries

RECOMMENDATION

1. THAT Council receive the Royston Water Local Service Area (RWLSA) – Expansion of boundaries report.
2. THAT the Village of Cumberland allow the expansion of the RWLSA boundaries to allow the inclusion of 3680 Ibbotson Road.

SUMMARY

The Village of Cumberland currently supplies the Royston Water Local Service Area (RWLSA) with bulk water. This water is sold to the RWLSA through the terms and conditions contained within the *Royston Water Agreement* between the Village and the Comox Valley Regional District (CVRD). This agreement requires that the Village of Cumberland approve any proposed new connection to the water system within RWLSA required by way of expansion of the boundaries of the RWLSA. The CVRD has requested that the Village consider the expansion of the boundaries of the RWLSA to include 3680 Ibbotson Road.

BACKGROUND

The owners of 3680 Ibbotson Road first made application to the CVRD for inclusion in the RWLSA in 2010. When that application was made the Village of Cumberland had a moratorium on new water connections, which has subsequently been lifted, and the Village advised the CVRD that it was not in support of the inclusion of this property. Based on this information the CVRD denied the application for inclusion.

In 2012 the property owners made a subsequent application to the CVRD for inclusion in the RWLSA. In their request the applicant stated that the reason they wanted to join the service was because their well water was contaminated by ditch drainage from an adjacent road. This application was reviewed by the CVRD, and as per their existing policies for new water connections to rural water systems in the Comox Valley, the applicant was asked to retain a professional hydrologist to demonstrate that water could not be sourced from the property that meets the *Guidelines for Canadian Drinking Water Quality*.

The applicant has supplied the CVRD with the requested hydrological report, and a formal request has been received from the CVRD for the expansion of the RWLSA boundaries to allow the inclusion of 3680 Ibbotson Road.

Staff have reviewed this request based on the following information:

- The property is 7.8 Ha.
- The property is located within the Agricultural Land Reserve and cannot be subdivided.
- The connection to the property would be a metered $\frac{3}{4}$ " residential line.

With the recent addition of the Coal Creek Well to the Village of Cumberland water supply, the demonstrated need provided in the request, and the above noted information about the property, staff is recommending approval of the expansion of the RWLSA boundaries to include 3680 Ibbotson Road.

FINANCIAL IMPLICATIONS

The Village sells bulk water to the CVRD at the current rate of \$2.65 per 1000 imperial gallons of water. Any expansion of the RWLSA area to include more properties has the potential to increase the overall volume of water sold and therefore increase revenue.

STRATEGIC OBJECTIVE

None

ATTACHMENTS

1. Appendix A – Royston Water Local Service Area – Proposed property expansion
2. Appendix B – Background report from CVRD in regards to proposed expansion
3. Appendix C – McElhanney Engineering report on water quality at 3680 Ibbotson Road
4. Appendix D – Royston Water Agreement

CONCURRENCE

Michelle Mason, Financial Officer



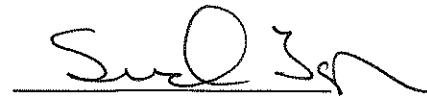
Rob Crisfield, Manager of Operations



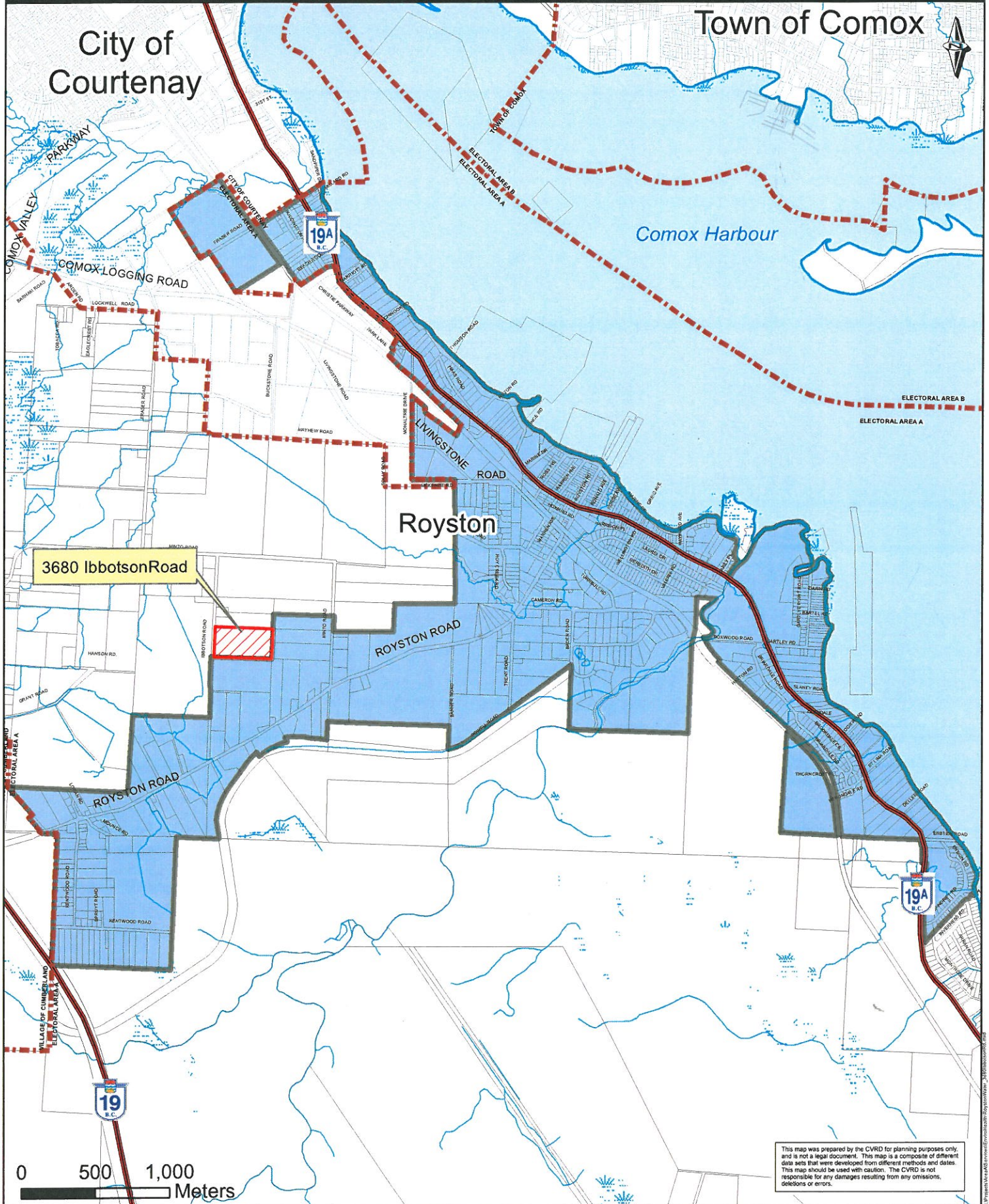
OPTIONS

1. Allow the expansion of the RWLSA boundaries to allow the inclusion of 3680 Ibbotson Road.
2. Deny the expansion of the RWLSA boundaries to allow the inclusion of 3680 Ibbotson Road.
3. Any other action deemed appropriate by Council.

Respectfully submitted,

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

Sundance Topham
Chief Administrative Officer
Village of Cumberland



DATE: October 11, 2012**FILE:** 5650-04**TO:** Chair and Members
Royston Water Advisory Select Committee**FROM:** Debra Oakman, CMA
Chief Administrative Officer**RE:** Royston water local service area boundary adjustment

Purpose

To present an application for inclusion within the Royston water local service area (RWLSA) boundary.

Policy analysis

Bylaw No. 111, being the “Royston Water Service Regulation, Fees and Charges Bylaw, 2010” provides the costs for connection to the water system.

Bylaw No. 105, being the “Royston Water Service Parcel Tax Bylaw, 2010” sets the parcel tax within the Royston water service.

Bylaw No. 126, being the “Royston Water Service Establishment Bylaw No. 126, 2010” establishes the supply of water to the Royston water service, sets the maximum tax requisition and defines those properties that participate in the service.

Executive summary

The RWLSA was established in January 2010 following the conversion of the Royston Improvement District (RID) water service to a regional district water service. The historical RID service had been in place since the 1950's. The RWLSA provides drinking water within a defined area of Royston and is located south of the City of Courtenay in Electoral Area 'A'.

In May 2012 (and previously in October 2010) the Comox Valley Regional District (CVRD) received an application from a property owner adjacent to the RWLSA to join the service area and connect to the water system. The applicant stated in his letter that his well water was contaminated by ditch drainage from an adjacent road. The application did not include any water quality information.

The CVRD does not have specific policy in place that guides how properties should be added to the RWLSA. However the CVRD does have regional policy in place, along with specific policy for its other water services areas that are relevant for the RWLSA. The CVRDs regional growth strategy (RGS) supports the expansion of rural water service areas but only when there is need to address public health and environmental issues. In addition to the RGS, the Village of Cumberland has a shortage of source water, both for its own needs and for supply to the RWLSA. Although the Village lifted its moratorium on new water connections in August 2011, they have not expanded their source water capabilities and have asked to remain involved in approving new water connections in Royston. The CVRD also has policy in place to guide how new water connections are made to rural water systems within the Comox Valley. This policy requires that the applicant retain a professional hydrologist to demonstrate that there is a public health issue or that a minimum specified volume is not available.

Based on the above, it is recommended that the applicant provide specific water quality information that further supports his request to be added to the RWLSA, and that staff develop guiding policy for the RWLSA that determines criteria for how properties will be considered for inclusion in the service.

Recommendations from the chief administrative officer:

1. THAT a letter be sent to Mr. W.J. Woods requesting that for the property located at 3680 Ibbotson Road, a professional hydrologist be retained to demonstrate that water cannot be sourced from the property which complies with the *Guidelines for Canadian Drinking Water Quality*;
2. THAT policy be developed to specifically guide how the Royston water local service area boundaries may be adjusted.

Respectfully:

D. Oakman

Debra Oakman, CMA
Chief Administrative Officer

History/background factors

The RWLSA is a CVRD service providing drinking and fire water distribution within a defined area of Royston, located in the northern part of Electoral Area 'A'. Historically the Royston water service was governed by the RID but beginning January 1, 2010 the RID water distribution service was converted to a CVRD service.

Bylaw No. 126, being the "Royston Water Service Establishment Bylaw No. 126, 2010" defines those properties that participate in the service and sets the service area boundary. This boundary is shown on the attached map (see Appendix A).

In May 2012, the CVRD received a letter from Mr. W.J. Woods, the property owner at 3680 Ibbotson Road, requesting access to the RWLSA water system (Appendix B). The letter states that the well water supplying the property "gets contaminated by the ditch water from Ibbotson Road, producing foul smelling well water". Mr. Woods has not provided any water quality test reports for his well. The property at 3680 Ibbotson Road is in a 19 acre rural parcel located within the agricultural land reserve (ALR).

The CVRD does not currently have policy in place that specifically governs the expansion of the RWLSA boundary. However, the following factors should be considered in the review of this application.

1. Historical RID bylaws:
The RID did not have any specific policy in place governing how the service area would review applications for access to the service. However, the RID did utilize their Bylaw No. 295, being the "Subdivision Water Regulations Bylaw No. 295" to govern subdivisions within the service area. Subdivisions within a water service area are similar to boundary expansions in that both result in additional lots and service connections being added to the service. RID's subdivision water regulations bylaw focused mainly on the water systems ability to supply the newly created

parcels and ensuring that any system improvements required to service the newly created properties be funded by the applicant. Bylaw No. 295 became a CVRD bylaw as part of the conversion of the RID to a CVRD service.

2. Bulk water capacity – Village of Cumberland:

All of the water used within the RWLSA is purchased from the Village of Cumberland as bulk water. The Village has a shortage of source water and in April 2007 instituted a policy to restrict new water connections beyond those that were “in-stream” at that time. Since 2007, the Village has installed universal water metering in an effort to reduce per capita consumption, and has explored opportunities for additional source water supply.

On October 14, 2010 the Village informed the CVRD that they had received a letter from Mr. W.J. Woods advising of his application to the CVRD for inclusion in the RWLSA (Appendix D). At the time, the Village did not support Mr. Woods’ application and in a letter to the CVRD provided the following council resolution:

“THAT the Council of the Corporation of the Village of Cumberland does not support this application for a new water connection.”

The letter went on to say that “the Village of Cumberland does not have sufficient water capacity at this time within our existing system to accommodate any further growth, development or new water connections.”

In recognition of the Village of Cumberland’s challenges in providing additional source water CVRD staff supported the Village and advised Mr. Woods that the RWLSA could not be expanded at the time. In addition, the CVRD provided the Village with clarity as to how future applications to the RWLSA would be reviewed (see Appendix E). Essentially the CVRD advised the Village that all properties within the RWLSA were entitled to a connection but that for new properties created either by subdivision or by expansion of the boundary a new water connection would not be provided until such time as the Village had resolved their source water issues.

In August 2011 the Village of Cumberland lifted their restrictions on new water connections (Appendix C). Even though the moratorium on new water connections has been lifted, the Village has not expanded their source water capabilities at this time and remains interested in how the RWLSA might grow in the future.

3. Other relevant CVRD policy:

In January 2011 the CVRD approved the RGS which puts in place various goals and objectives related to future growth in the Comox Valley. In general terms, the RGS only supports the extension of public water services to rural properties when there is a need to address public health or environmental issues.

The CVRD has an existing policy (Appendix F) which provides the requirements and guiding principles for how properties are added to the Comox Valley water system. Although this policy does not currently apply to the RWLSA water system, many of the goals and objectives are also relevant to the Royston water system.

Essentially the above factors support water system expansions but only when there is a proven public health risk, source water is available and the applicant bears all costs associated with any

required system improvements. For the application by Mr. Woods it is recommended that he be requested to comply with these objectives prior to his application being considered.

Options

The committee has the following options to consider:

1. To allow the property at 3680 Ibbotson Road to be added to the RWLSA.
2. To not allow the property at 3680 Ibbotson Road to be added to the RWLSA.
3. To request that the applicant at 3680 Ibbotson Road retain a professional hydrologist to demonstrate that they cannot produce water to an acceptable standard, as currently specified by the health based standards contained in the *Guidelines for Canadian Drinking Water Quality*, or that they cannot produce water to an acceptable volume defined as 2,500 litres/day per dwelling unit.

The CVRD RGS along with the water service connection policy for the Comox Valley water system both support the expansion of water service areas but only in order to resolve known public health issues. The information provided by the applicant speaks to adjacent ditch water contaminating the ground water well. However, no water quality information was provided by the applicant and it is unknown whether another site on the property might produce good quality well water. Therefore, only option no. 3 above is recommended.

Financial factors

Provided that access to the RWLSA is ultimately approved, the applicant will be responsible for a capital improvement charge of \$4,000 (for each new parcel added), a water system connection fee of \$1,000 and for all water system extension costs required.

Legal factors

Provided that access to the RWLSA is ultimately approved, the boundaries of the RWLSA would be amended to include the property at 3680 Ibbotson Road. The Ministry of Community, Sport and Cultural Development normally approves the boundary expansion however, a recent change to the *Local Government Act* would allow the applicant to petition the CVRD directly without the approval of the Inspector of Municipalities.

Sustainability implications

The Comox Valley sustainability strategy is a regional plan that creates new knowledge and leading approaches to sustainability for communities in the Comox Valley. In section 3.0, infrastructure services, the strategy states that infrastructure in the Comox Valley should be integrated, efficient and cost effective. The extension of water services to a 20 acre rural parcel in the ALR is not normally considered to be cost effective or efficient, however may be acceptable to resolve known public health issues.

Intergovernmental factors

The RWLSA purchases its source water in bulk from the Village of Cumberland. In April 2007 the Village instituted a moratorium on new water connections which was eventually lifted in August 2011. Currently the Village has requested that applications for new water connections in the RWLSA be referred to the Village for their approval.

The CVRD is currently negotiating an agreement for water with the Village of Cumberland for the RWLSA, and continues to work closely with the Village on the issue of water supply for Royston.

Interdepartmental involvement

The property services branch is leading this work.

Citizen/public relations

The CVRD is working directly with the applicant on this issue.

Prepared by:

M. Rutten

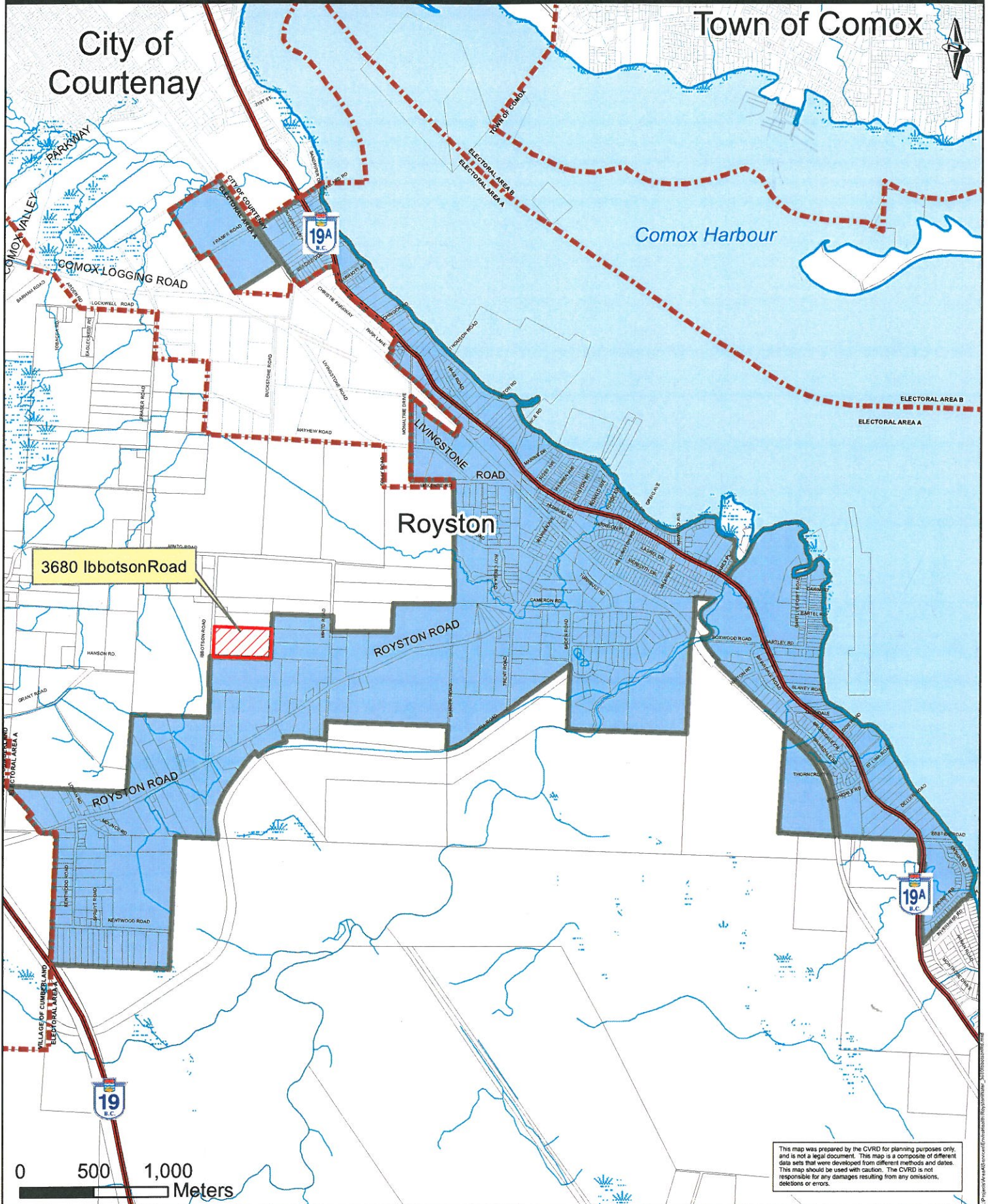
Marc Rutten, P. Eng.
Senior Manager of Engineering
Services

Concurrence:

K. Lorette

Kevin Lorette, P. Eng., MBA
General Manager of Property
Services Branch

Attachments: Appendix A – “Boundary map”
Appendix B – “letter dated May 2012, W.J Woods, request for water connection”
Appendix C – “Village of Cumberland policy”
Appendix D – “letter dated October 2010, Village of Cumberland to CVRD”
Appendix E – “letter dated November 2010, CVRD to Village of Cumberland”
Appendix F – “CVRD water connection policy”



Bill Woods
1910 Piercy Ave.
Courtenay B.C.
250-338-8816
May 16, 2012.

Comox Valley Regional District
RECEIVED

File: 5650-04
MAY 17 2012

To: MARC RUTTEN
CC: KERRY MAYO

Mr. Mark Rutten,

I am requesting inclusion of my property in the Royston water local service area. The property is 3680 Ibbotson Road. The well water supplying the house gets contaminated by the ditch water from Ibbotson Road. (Lot 4, Plan 1928, Sec. 9, Township 11, PID # 006-722-661)

Every year the Ibbotson Road ditch in front of my property fills up and does not drain. This ditch water floods into my field and covers about one acre. This ditch water floods my field from fall to summer and stagnates. The field is still flooded today – May 16.

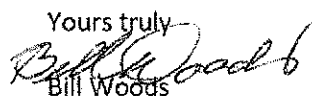
The stagnant flood water is about 5 to 6 feet higher than the well water. The stagnant water fills the well and contaminates the water supply to the house. The water smells so foul the girls will not shower with it, let alone being able to drink the water.

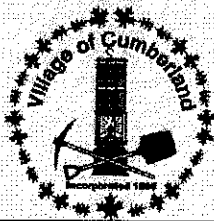
The well was shocked, pumped out, and cleaned 3 weeks ago and is stinky and contaminated again. I have to supply bottled water for drinking and cooking. This water problem has been ongoing for the last 1 ½ years. I have tried draining the Ibbotson Road ditch water through my property but the water does not go anywhere and will not infiltrate fast enough. The well has to be located in its current area to be a minimum of 100 feet from the septic system. The septic system is new (2 years old), properly installed, and maintained.

The Cumberland Water Board will supply the water, and the Fire Chief wants a fire hydrant on Ibbotson Road for fire protection. There is no hydrant on Ibbotson Road.

I am aware of the capital costs associated with extension of the water line to my property, including capital improvement cost charges (\$4000), connection fee (\$1000), and servicing charges(?). I am willing to pay all reasonable costs associated with extension of the water line to my property.

I am hoping to get a water supply to my property as soon as possible.

Yours truly

Bill Woods



Corporation of the Village of Cumberland

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

POLICY ON RESTRICTING NEW WATER CONNECTIONS

WHEREAS the recently completed Water System Master Plan and subsequent review by McElhanney Consulting Services Ltd. has concluded that there should be sufficient storage for existing water connections and current in-stream development during a 150-day summer drought, provided that an effective demand management program is instituted;

AND WHEREAS it is further concluded that additional development beyond the current in-stream projects will add to the risk of a shortage in the water system storage reservoirs during a similar drought period;

NOW THEREFORE the Council of the Corporation of the Village of Cumberland adopts the following *Policy on Restricting New Water Connections*:

1. The Village of Cumberland shall immediately restrict new water connections until such time as sufficient improvements are made to the Village's water supply and storage systems.
2. This policy shall apply to all new water connections for developments that are not currently "in-stream." In-stream developments are defined to be those subdivision applications that have received Preliminary Layout Review, approved building permits, and approved development permits prior to the effective date of this policy. This policy is intended to restrict new development, including those properties that are not currently zoned to permit the intended use.
3. It is intended that the Village will permit each legal lot currently in existence within the Village boundary as of the date of this policy to have a single residential water service connection (regardless of zoning), but no additional connections will be permitted.
4. An exception to this policy may be considered by Council.
5. This policy on Restricting New Water Connections shall be effective immediately.

Adopted by Council Resolution April 16, 2007

Original Signed by C. Makarowski
Corporate Administration Officer

Lifted by Council Resolution August 8, 2011

Original Signed by D. Durrant
Acting Chief Administrative Officer

The policy restricting additional water connections was lifted by Council on August 8, 2011. However, additional water supply has not yet been located to service new lots. Investigations are under way with regard to a new well located Coal Creek Park. Further information about the results of these well tests will be available in mid-September.



Corporation of the
Village of Cumberland

PO Box 340
2673 Dunsmuir Avenue
Cumberland, BC V0R 1S0
Telephone: 250-336-2291
Fax: 250-336-2321
Email: info@cumberlandbc.net

October 14, 2010

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

Attention: James Warren

Dear Sirs:

**Re: Request to CVRD for Inclusion into the Royston Water Local Service Area;
Request for support by Village of Cumberland by Owner**

We have received a letter from Mr. W.J. Woods advising of his application to the Chair of the Electoral Services Committee of the CVRD for inclusion into the Royston Water Local Service Area.

Please be advised that the Council of the Village of Cumberland reviewed this request at its meeting on October 12, 2010, and passed the following resolution:

"That the Council of the Corporation of the Village of Cumberland does not support this application for a new water connection."

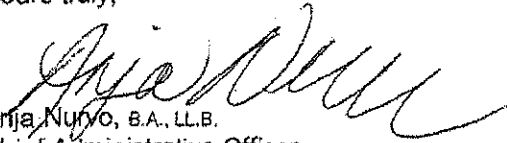
Attached is a copy of a Resolution passed by the Council of the Village of Cumberland on April 16, 2007 adopting a Policy on Restricting New Water Connections. This Policy was passed since the Village of Cumberland does not have sufficient water capacity at this time within our existing system to accommodate any further growth, development or new water connections. Since the passing of this "moratorium on new water connections" the Village of Cumberland has turned down several applications for new water connections within our own boundaries. We are accordingly not prepared to support any applications outside of our boundaries.

We are continuing to try to find viable short and long term solutions to our water capacity issues. As you are aware, we have recently written to the City of Courtenay and requested that they take over the distribution of water to the Royston area. We are of the opinion that water to Royston should be provided by the CVRD as part of its bulk water supply system. In our letter, we requested a meeting between staff at the City of Courtenay, the CVRD and the Village of Cumberland to further review this option and we await scheduling of such a meeting in the near future.

We trust that until such time as the Village of Cumberland has resolved its water capacity issues or until the Royston Water Local Service Area is provided with water through the CVRD bulk water system, or another alternative source, that the CVRD will continue to comply with Cumberland's Policy on Restricting New Water Connections and will not permit any further water connections in the Royston Water Local Service Area to Cumberland's water system.

We look forward to receiving confirmation from the CVRD that it has not permitted this property to be connected to the water supply and be included in the Royston Water Local Service Area.

Yours truly,


Arja Nurvo, B.A., LL.B.
Chief Administrative Officer

Encl.

RESOLUTION:

Whereas the recently completed Water System Master Plan and subsequent review by McElhanney Consulting Services Ltd. has concluded that there should be sufficient storage for existing water connections and current in-stream development during a 150 day summer drought, provided that an effective demand management program is instituted;

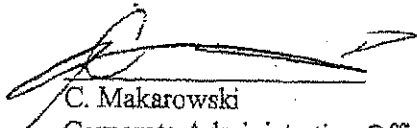
And Whereas it is further concluded that additional development beyond the current in-stream projects will add to the risk of a shortage in the water system storage reservoirs during a similar drought period;

Now Therefore the Council of the Corporation of the Village of Cumberland adopts the following **Policy on Restricting New Water Connections:**

1. The Village of Cumberland shall immediately restrict new water connections until such time as sufficient improvements are made to the Village's water supply and storage systems.
2. This Policy shall apply to all new water connections for developments that are not currently "in-stream." In-stream developments are defined to be those subdivision applications that have received Preliminary Layout Review, approved building permits, and approved development permits prior to the effective date of this Policy. This Policy is intended to restrict new development, including those properties that are not currently zoned to permit the intended use.
3. It is intended that the Village will permit each legal lot currently in existence within the Village boundary as of the date of this Policy to have a single residential water service connection (regardless of zoning), but no additional connections will be permitted.
4. An exception to this Policy may be considered by Council.
5. This Policy on Restricting New Water Connections shall be effective immediately.

Adopted by Council
Resolution
April 16, 2007

Certified as official record of The Corporation of The Village of Cumberland


C. Makarowski
Corporate Administration Officer

Office of the Chief Administrative Officer

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



File: 5650-01

November 8, 2010

Corporation of the Village of Cumberland
 PO Box 340
 2673 Dunsmuir Ave
 Cumberland, BC V0R 1S0

Attention: Anja Nurvo, B.A., LL.B.
 Chief Administrative Officer

Re: New water service connections – Royston water local service area

Thank you for your letter dated October 14, 2010 regarding the application from Mr. W.J. Woods to be added to the Royston Water Local Service Area (RWLSA). The Comox Valley Regional District (CVRD) respects the Village of Cumberland's challenges in securing adequate water supply and as such has advised Mr. Woods that the Royston service area cannot be expanded at this time.

In order to provide the Village of Cumberland with some clarity regarding the CVRD process of providing water to residents in the RWLSA the following internal CVRD process is currently being followed:

1. If a property is within the service area (as shown on the attached Schedule "A") but not currently connected to the water system, their application for connection will be accepted.
2. If a property is within the service area and applies for subdivision, a connection will only be provided for the original property. The newly created lots will not be provided water from the Royston system.
3. If a property is not within the RWLSA and applies to be added to the service area their application will be denied.

The rationale for item #1 above, is that all properties in the service area, whether connected to water or not, contribute to the water system through an annual parcel tax. As such, properties not connected but within the service area contribute to system improvements and are entitled to a connection. This is in line with the Village of Cumberland resolution, item #3, dated April 16, 2007.

In order to ensure consistency between our local governments the new bulk water agreement for Royston, currently being drafted by Cumberland as per your meeting notes dated August 17, 2010, would also include policy for new water connections. Please forward this DRAFT agreement by November 15, 2010 in order that the CVRD can review and meet board meeting deadlines before December 31, 2010.

I trust that the above CVRD process meets the needs of the Village of Cumberland in that it restricts the addition of any new properties, and hence water connections, to the Royston water system.

If you have any questions, or require further information on the above please feel free to contact me at any time.

Sincerely,

D. Oakman

Debra Oakman, CMA
Chief Administrative Officer

Attachment

cc: Marc Rutten, senior manager of engineering services
Kevin Lorette, general manager of property services

\kg

Comox Valley Regional District

COMOX VALLEY REGIONAL DISTRICT

BYLAW NO. 126

A bylaw to establish a service within Electoral Area 'A' to provide for the supply of water to the Royston water service

WHEREAS under section 800 of the *Local Government Act* the Comox Valley Regional District is authorized to adopt a service establishment bylaw prior to operating a service;

AND WHEREAS order in council no. 626 was issued by the Lieutenant Governor in Council ordering the transfer of obligations from the Royston Improvement District to the Comox Valley Regional District and the Royston Improvement District water service was established as a Comox Valley Regional District service by the conversion on January 1, 2010;

AND WHEREAS participating area approval has been obtained in writing from the director of Electoral Area 'A' (Baynes Sound – Denman / Hornby Islands) under section 801.5 of the *Local Government Act*;

NOW THEREFORE the board of the Comox Valley Regional District in open meeting assembled enacts as follows:

Service Established

1. The Comox Valley Regional District hereby establishes within Electoral Area 'A' a service for the supply of water for the area to be known as the Royston water service.

Boundaries of the Service Area

2. The boundaries of the Royston water service are shown on the map attached to this bylaw as schedule 'A'.

Participating Area

3. The only participating area for the Royston water service is Electoral Area 'A'.

Cost Recovery

4. The annual cost of providing the service shall be recovered by one or more of the following:
 - a) the requisition of money under section 803 of the *Local Government Act* to be collected by a parcel or frontage tax;
 - b) the imposition of fees and other charges that may be fixed by separate bylaw.

Maximum Requisition

5. In accordance with section 800.1(1)(e) of the *Local Government Act*, the maximum amount that may be requisitioned annually for the cost of the service is \$2.00 per \$1,000 applied to the net taxable value of land and improvements for regional hospital district purposes.

Citation

6. This Bylaw No. 126 may be cited for all purposes as "Royston Water Service Establishment Bylaw No. 126, 2010".

Read a first and second time this	25th	day of	May	2010.
Read a third time this	25th	day of	May	2010.
Rescinded third reading and amended this	27th	day of	July	2010.
Reread a third time, as amended, this	27th	day of	July	2010.

I hereby certify the foregoing to be a true and correct copy of Bylaw No. 126 being "Royston Water Service Establishment Bylaw No. 126, 2010" as read a third time by the board of the Comox Valley Regional District on the 27th day of July 2010.

D. Oakman

Deputy Corporate Legislative Officer

Approved by the Ministry of Community and Rural Development this	13th	day of	August	2010.
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Adopted this	31st	day of	August	2010.
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G. T. Phelps

Chair

J. Warren

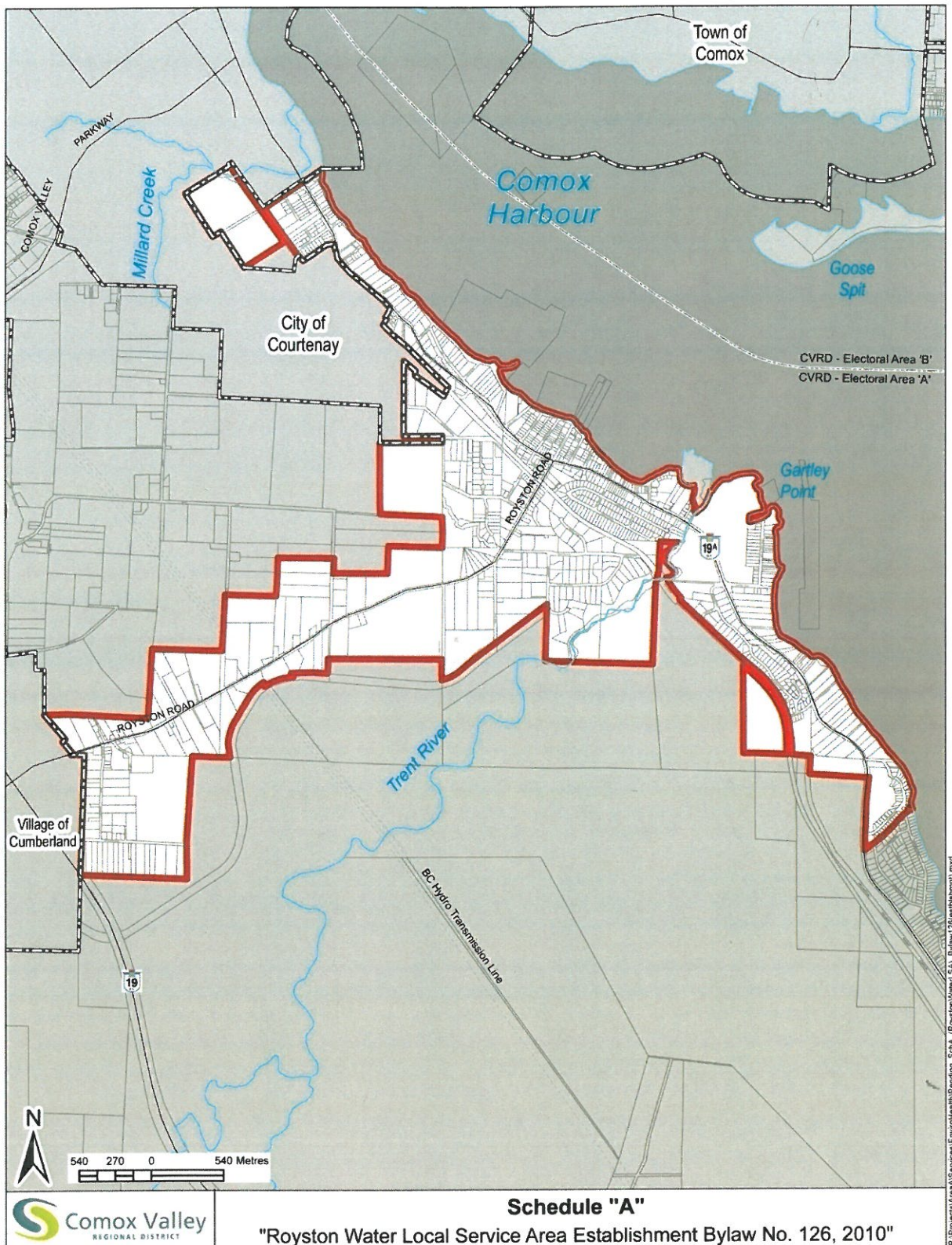
Corporate Legislative Officer

I hereby certify the foregoing to be a true and correct copy of Bylaw No. 126 being "Royston Water Service Establishment Bylaw No. 126, 2010" as adopted by the board of the Comox Valley Regional District on the 31st day of August 2010.

J. Warren

Corporate Legislative Officer

Schedule "A"



Subject: Water Service Connection - CVWS	
Category: Property Services Branch	Policy Reference: 5610-00

Purpose

1. The purpose of this policy is to provide the requirements and guiding principles for how properties are added to the Comox Valley water system.

Scope

2. This policy applies to all properties in the City of Courtenay, the Town of Comox and the Comox Valley Regional District (CVRD).

Guiding Principle

3. The CVRD regional growth strategy (RGS) puts in place various goals and policies to guide and manage growth in the Comox Valley. The RGS provides policy specific to providing water services and provides guidance for when water should be made available.

Definitions

4. The following definitions apply:
 - a) Comox Valley Water System – means the Comox Valley water system owned and operated by the CVRD that provides water in bulk to the City of Courtenay, the Town of Comox and the local service areas.
 - b) Member Municipality – means the City of Courtenay and the Town of Comox.
 - c) Local Service Area – means the CVRD water local service areas of Arden, Comox Valley, England Road, Marsden/Camco, and Greaves Crescent water local service areas.
 - d) Professional Hydrologist – means a person who is registered as a professional geoscientist or professional engineer with competency in the field of hydrology.
 - e) Settlement Expansion Area – means settlement expansion area as defined in the CVRD RGS.

Policy Statement

5. Water service connections will be allowed to the Comox Valley water system provided the following conditions can be met:
 - a) the property is within the boundaries of a member municipality; or
 - b) the property is within a local service area in the CVRD areas A, B or C; or
 - c) the applicant has:
 - (i) retained a professional hydrologist to demonstrate that they cannot produce water to an acceptable standard, as currently specified by the health based standards contained in the Guidelines for Canadian Drinking Water Quality, or that they cannot produce water to an acceptable volume defined as 2,500 litres/day per dwelling unit.
 - (ii) any existing septic tank and field systems have been adequately maintained and pumped, and proof of maintenance is provided;

- (iii) the applicant has paid or deposited sufficient security for all costs associated with the extension of services for the service connection including any deposits, charges, DCC's, or Latecomer agreements;
- (iv) for properties within *settlement expansion areas* a covenant under Section 219 of the *Land Title Act* is registered against the property at the owner's expense prohibiting any subdivision of the land until it is within a municipality, or until a satisfactory servicing agreement has been established; and
- (v) that any extension of the water mains or water connections are in accordance with the Comox Valley water system long range infrastructure plans and good engineering practices.

Approval History

Policy adopted:	March 1997
Policy amended:	February 2000 June 2011 (CV Water Committee)

June 27, 2013

Our File: 2211-70100-0

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

Attention: **Marc Rutten, P.Eng**

Dear Sir,

**REQUEST FOR INCLUSION IN THE ROYSTON WATER LOCAL SERVICE AREA
LOT 4, PLAN 1928, SECTION 29, NELSON LAND DISTRICT (3680 IBBOTSON ROAD)**

This is in response to CVRD correspondence to Mr. Bill Woods, dated November 6, 2012, requesting the need to demonstrate that potable water cannot be sourced from the subject property (Lot 4, Plan 1928). The nature of this CVRD request is that of a prerequisite condition to CVRD agreement for provision of a potable water connection to the subject parcel.

We have reviewed publicly available documentation in regard to neighbouring existing wells, listed on the British Columbia Water Resources Atlas (BCWRA). Based on this and on discussions with well established, reputable local well drilling contractors, we conclude there to be a very low probability of developing a well on the subject parcel which will both meet the Canadian Drinking Water Standards and be of sufficient yield. The attached sketch SK-1 shows the general location of the subject property, the existing zoning and known existing wells with a 1km radius of the property.

The existing well on the subject property has been sampled twice by North Island Laboratories in the last five years. Both samples indicate the water does not meet the Canadian Drinking Water Guidelines (test results attached). In the attached letter dated October 16, 2012 from David Slade of Drillwell Enterprises Ltd., he notes that previous attempts to find a good ground water source in the area have been unsuccessful. A review of well records (attached), acquired from the BCWRA for seven existing wells within a 1km radius of the subject property, demonstrates that ground water is scarce in the area. Only three of the seven wells reviewed produce any water; one of them is noted as having a "sulphury smell and taste". Of the seven wells, only one of them produces a sufficient quantity for domestic use.

We trust that this summary, the attached sketch and well records provide the Regional District with the detail needed to accept there is a very low probability of developing a well on the subject property of sufficient quantity for domestic use.

Page 1 of 2



Should you have any questions regarding the information presented, we ask that you please contact our office.

Yours truly,

McELHANNEY CONSULTING SERVICES LTD.

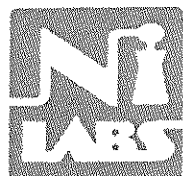
Chris Durupt, P.Eng
Project Engineer

Ian Whitehead, P.Eng
Regional Vice-President

CD:njg

Enclosures

cc: CVRD, Debra Oakman
Owner, Bill Woods



North Island Laboratories

• 2755 B Moray Avenue, Courtenay, B.C. V9N 8M9 Tel: (250) 338-7786 Fax: (250) 338-7553

Certificate of Analysis

Report To: Bill Woods
1910 Piercy Avenue
Courtenay, B.C.
V9N 3G3

Lab Number: 72274
Date Reported: 13 Mar 09
Date Completed: 13 Mar 09
Date Received: 10 Mar 09 11:21

Ibbotson
72274-01 ~~Emmison~~ Road

Well

Kitchen Tap

Sampled By: Bill
Sampling Date: 10 Mar 09 0:00

Test	Result	Units	Drinking Water Guideline
Total Coliforms	36	CFU/100mL	<1
E. coli	<1	CFU/100mL	<1

AO = Aesthetic Objective; MAC = Max. Allowable Concentration; IMAC = Interim MAC

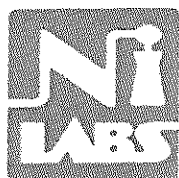
> = Greater than; < = Less than

Results relate only to samples as submitted

Canadian Drinking Water Guidelines as listed on Dec. 5th, 2005 and are subject to change.

13/03/2009 12:16

Page 1 of 2



North Island Laboratories

• 2755 B Moray Avenue, Courtenay, B.C. V9N 8M9 Tel: (250) 338-7786 Fax: (250) 338-7553

72274-01

This water sample, at the time it was taken, does not meet the Canadian Drinking Water Guidelines for one or more the parameters tested. Please refer to your results.

This analysis is not to be interpreted as a Water Potability Certificate as this is beyond the authority of North Island Laboratories Ltd.

Fax results to Rick

For further information regarding sampling, lab results and well disinfection, please check our web site:

<http://www.nilabs.com>. For information on wells and ground water see: www.wellwaterprotection.bc.ca

We suggest the following Health Canada website for further information regarding the latest drinking water quality guidelines to help you assess your results:

<http://www.hc-sc.gc.ca/ewh-semt/water-eau/drink-potab/guide/index-eng.php>

Total Coliform: The Total Coliform group (of micro-organisms) includes: The fecal coliform, which are common to the intestinal tract of both man and animals, and the non-fecal coliforms that are naturally present in soils and on vegetation. The precise sanitary significance of the Total Coliform test may be difficult to establish. The test is offered as an indicator of bacterial contamination.

E.coli: E.coli has been shown to be an indicator of the potential presence of enteric pathogens in water. The maximum acceptable concentration (MAC) of E. coli in drinking water is none detectable per 100 mL.

Any untreated supply that contains E.coli should receive disinfection.

Test	Method	Analyst	Date
E. coli	Coliform MF APHA chapter 9	NIsL	10/03/2009
Total Coliforms	Coliform MF APHA chapter 9	NIsL	10/03/2009

Approved By: _____

Sandra Felgenhauer, M.Sc. or
Catherine Black B.Sc. (co-owners)

AO = Aesthetic Objective; MAC = Max. Allowable Concentration; IMAC = Interim MAC

> = Greater than; < = Less than

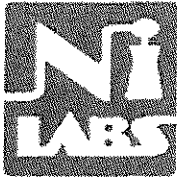
Results relate only to samples as submitted

Canadian Drinking Water Guidelines as listed on Dec. 5th, 2005 and are subject to change.

13/03/2009 12:16

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2012



North Island Laboratories

• 2755 B Moray Avenue, Courtenay, B.C. V9N 8M9 Tel: (250) 338-7786 Fax: (250) 338-7553

Certificate of Analysis

Report To: Bill Woods
1910 Piercy Avenue
Courtenay, B.C.
V9N 3G3

Lab Number: 98588
Date Reported:
Date Completed: 15 Oct 12
Date Received: 12 Oct 12 13:47

98588-01 ~~1910 Piercy Avenue~~

Well

Wellhead

Sampled By:

Sampling Date: 12 Oct 12 0:00

Test	Result	Units	Drinking Water Guidelines
Total Coliforms (DES)	17.8	MPN/100mL	<1
E. coli (DES)	<1.0	MPN/100mL	<1

quality

quantity

AO = Aesthetic Objective; MAC = Max. Allowable Concentration; IMAC = Interim MAC
> = Greater than; < = Less than

Results relate only to samples as submitted. This certificate must not be reproduced, except in its entirety, without written consent from the laboratory.

Canadian Drinking Water Guidelines as listed on Dec. 5th, 2005 and are subject to change.

10/15/2012 11:00

Page 1 of 2



North Island Laboratories

• 2755 B Moray Avenue, Courtenay, B.C. V9N 8M9 Tel: (250) 338-7786 Fax: (250) 338-7553

98588-01

This water sample, at the time it was taken, does not meet the Canadian Drinking Water Guidelines for one or more of the parameters tested. Please refer to your results.

This analysis is not to be interpreted as a Water Potability Certificate as this is beyond the authority of North Island Laboratories Ltd.

For further information regarding sampling, lab results and well disinfection, please check our web site:

<http://www.nilabs.com>. For information on wells and ground water see: www.wellwaterprotection.bc.ca

We suggest the following Health Canada website for further information regarding the latest drinking water quality guidelines to help you assess your results:

<http://www.hc-sc.gc.ca/ewh-semt/water-eau/drink-potab/guide/index-eng.php>

Total Coliform: The Total Coliform group (of micro-organisms) includes: The fecal coliform (E.coli), which are common to the intestinal tract of both man and animals, and the non-fecal coliforms that are naturally present in soils and on vegetation. The precise sanitary significance of the Total Coliform test may be difficult to establish. The test is offered as an indicator of bacterial contamination.

E.coli: E.coli has been shown to be an indicator of the potential presence of enteric pathogens in water. The maximum acceptable concentration (MAC) of E. coli in drinking water is <1 per 100 mL. Any untreated supply that contains E.coli should receive disinfection.

Test	Method	Analyst	Date
E. coli (DES)	Enzyme Substrate, APHA 9223 B -modified	NIsL	10/12/2012
Total Coliforms (DES)	Enzyme Substrate, APHA 9223 B -modified	NIsL	10/12/2012

Approved By:

Catherine Black, Owner/Operator

AO = Aesthetic Objective; MAC = Max. Allowable Concentration; IMAC = Interim MAC
> = Greater than; < = Less than

Results relate only to samples as submitted. This certificate must not be reproduced, except in its entirety, without written consent from the laboratory.

Canadian Drinking Water Guidelines as listed on Dec. 5th, 2005 and are subject to change.

10/15/2012 11:00

Page 2 of 2

DRILLWELL ENTERPRISES LTD
4994 POLKEY RD.
DUNCAN, B.C., V9L 6W3
PH: 250 746-5268 FAX: 250 746-8404
Email: drill@drillwell.com Website: www.drillwell.com

Oct. 16, 2012

To Whom It May Concern:

Regarding the drilling of a water supply well in the vicinity of Minto and Ibbotson Rd Courtenay, specifically at 3710 Ibbotson Rd.

This area of the Comox Valley is underlain by glacial tills, and Nanaimo Group sedimentary rocks, most of which are shale.

These formations are notoriously poor for finding water. Wells in this area tend to be very low producers, and often have poor quality water. Common issues are foul odour, bad taste, and salt contact.

In our opinion, chances of finding a good supply of high quality groundwater in this area are poor, as previous attempts on nearby properties have been largely unsuccessful.

If you have any questions, please feel free to contact myself.

Regards



David Slade
Drillwell Enterprises Ltd.

*Copy to Lenilton Eng,
Kilpatrick Ave Courtenay*



Report 1 - Detailed Well Record

Well Tag Number: 12389 Owner: A L OLSEN Address: Area: WELL LOCATION: NELSON Land District District Lot: Plan: Lot: Township: Section: 32 Range: 11 Indian Reserve: Meridian: Block: Quarter: SE Island: BCGS Number (NAD 27): 092F066134 Well: 2 Class of Well: Subclass of Well: Orientation of Well: Status of Well: New Well Use: Private Domestic Observation Well Number: Observation Well Status: Construction Method: Dug Diameter: 0.0 inches Casing drive shoe: Well Depth: 10 feet Elevation: 0 feet (ASL) Final Casing Stick Up: inches Well Cap Type: Bedrock Depth: feet Lithology Info Flag: File Info Flag: Sieve Info Flag: Screen Info Flag: Site Info Details: Other Info Flag: Other Info Details:	Construction Date: 1950-01-01 00:00:00 Driller: Unknown Well Identification Plate Number: Plate Attached By: Where Plate Attached: PRODUCTION DATA AT TIME OF DRILLING: Well Yield: 0 (Driller's Estimate) Development Method: Pump Test Info Flag: Artesian Flow: Artesian Pressure (ft): Static Level: WATER QUALITY: Character: Colour: Odour: Well Disinfected: N EMS ID: Water Chemistry Info Flag: Field Chemistry Info Flag: Site Info (SEAM): Water Utility: Water Supply System Name: Water Supply System Well Name: SURFACE SEAL: Flag: Material: Method: Depth (ft): Thickness (in): WELL CLOSURE INFORMATION: Reason For Closure: Method of Closure: Closure Sealant Material: Closure Backfill Material: Details of Closure:			
Screen from	to feet	Type	Slot Size	
Casing from	to feet	Diameter	Material	Drive Shoe
GENERAL REMARKS:				
LITHOLOGY INFORMATION:				
From 0 to 0 Ft. till with shale at bottom				

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Report 1 - Detailed Well Record

Well Tag Number: 74379 Owner: KEN JIM Address: IBBOTSON RD Area: ROYSTON WELL LOCATION: NELSON Land District District Lot: Plan: 1928 Lot: 5 Township: Section: 29 Range: Indian Reserve: Meridian: Block: Quarter: Island: BCGS Number (NAD 27): 092F066131 Well: 4 Class of Well: Subclass of Well: Orientation of Well: Status of Well: New Well Use: Private Domestic Observation Well Number: Observation Well Status: Construction Method: Drilled Diameter: 7.0 inches Casing drive shoe: Well Depth: 135 feet Elevation: 0 feet (ASL) Final Casing Stick Up: inches Well Cap Type: Bedrock Depth: feet Lithology Info Flag: File Info Flag: Sieve Info Flag: N Screen Info Flag: Site Info Details: Other Info Flag: Other Info Details:	Construction Date: 1987-04-18 00:00:00 Driller: Anderson Well Drilling Well Identification Plate Number: Plate Attached By: Where Plate Attached: PRODUCTION DATA AT TIME OF DRILLING: Well Yield: 5 (Driller's Estimate) U.S. Gallons per Minute Development Method: Pump Test Info Flag: Y Artesian Flow: Artesian Pressure (ft): Static Level: 5 feet WATER QUALITY: Character: Colour: Odour: Well Disinfected: N EMS ID: Water Chemistry Info Flag: N Field Chemistry Info Flag: Site Info (SEAM): Water Utility: Water Supply System Name: Water Supply System Well Name: SURFACE SEAL: Flag: Material: Method: Depth (ft): 0 feet Thickness (in): Liner from To: feet WELL CLOSURE INFORMATION: Reason For Closure: Method of Closure: Closure Sealant Material: Closure Backfill Material: Details of Closure:
---	--

Screen from	to feet	Type	Slot Size
0	0		0
0	0		0
0	0		0
0	0		0

Casing from	to feet	Diameter	Material	Drive Shoe
0	0	0	null	null

GENERAL REMARKS:
 STEEL CASING, 0.0 TO 11.0, .250 THICK, 53 LBS, PUMP TEST RATE 5 USGM, 135 FT AFTER 1 HRS

LITHOLOGY INFORMATION:
 From 11 to 135 Ft. SHALE
 From 0 to 11 Ft. OVERBURDEN HARDFAN

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Report 1 - Detailed Well Record

Well Tag Number: 12005 Owner: R GINGE Address: Area: WELL LOCATION: NELSON Land District District Lot: Plan: Lot: Township: Section: 30 Range: 11 Indian Reserve: Meridian: Block: Quarter: NW Island: BCGS Number (NAD 27): 092F066133 Well: 1 Class of Well: Subclass of Well: Orientation of Well: Status of Well: New Well Use: Private Domestic Observation Well Number: Observation Well Status: Construction Method: Dug Diameter: 0.0 inches Casing drive shoe: Well Depth: 26 feet Elevation: 0 feet (ASL) Final Casing Stick Up: inches Well Cap Type: Bedrock Depth: feet Lithology Info Flag: File Info Flag: Sieve Info Flag: Screen Info Flag: Site Info Details: Other Info Flag: Other Info Details:	Construction Date: 1950-01-01 00:00:00 Driller: Unknown Well Identification Plate Number: Plate Attached By: Where Plate Attached: PRODUCTION DATA AT TIME OF DRILLING: Well Yield: 0 (Driller's Estimate) Development Method: Pump Test Info Flag: Artesian Flow: Artesian Pressure (ft): Static Level: 12 feet WATER QUALITY: Character: Colour: Odour: Well Disinfected: N EMS ID: Water Chemistry Info Flag: Field Chemistry Info Flag: Site Info (SEAM): Water Utility: Water Supply System Name: Water Supply System Well Name: SURFACE SEAL: Flag: Material: Method: Depth (ft): Thickness (in): WELL CLOSURE INFORMATION: Reason For Closure: Method of Closure: Closure Sealant Material: Closure Backfill Material: Details of Closure:		
Screen from	to feet	Type	Slot Size
Casing from	to feet	Diameter	Material
Drive Shoe			
GENERAL REMARKS:			
LITHOLOGY INFORMATION:			
From	0 to	0 Ft.	till and shale

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Report 1 - Detailed Well Record

Well Tag Number: 35218	Construction Date: 1976-07-01 00:00:00		
Owner: WILLIAM WILLIAMS	Driller: Ken's Drilling		
Address: IBBOTSON RD	Well Identification Plate Number:		
Area: COURTENAY	Plate Attached By:		
WELL LOCATION:	Where Plate Attached:		
NELSON Land District	PRODUCTION DATA AT TIME OF DRILLING:		
District Lot: Plan: 8726 Lot: B	Well Yield: 1.5 (Driller's Estimate) Gallons per Minute (U.S./Imperial)		
Township: Section: 11 Range:	Development Method:		
Indian Reserve: Meridian: Block:	Pump Test Info Flag:		
Quarter:	Artesian Flow:		
Island:	Artesian Pressure (ft):		
BCGS Number (NAD 27): 092F066133 Well: 11	Static Level:		
Class of Well:	WATER QUALITY:		
Subclass of Well:	Character:		
Orientation of Well:	Colour:		
Status of Well: New	Odour:		
Well Use: Unknown Well Use	Well Disinfected: N		
Observation Well Number:	EMS ID:		
Observation Well Status:	Water Chemistry Info Flag:		
Construction Method: Drilled	Field Chemistry Info Flag:		
Diameter: 6.5 inches	Site Info (SEAM):		
Casing drive shoe:	Water Utility:		
Well Depth: 150 feet	Water Supply System Name:		
Elevation: 0 feet (ASL)	Water Supply System Well Name:		
Final Casing Stick Up: inches	SURFACE SEAL:		
Well Cap Type:	Flag:		
Bedrock Depth: 13 feet	Material:		
Lithology Info Flag:	Method:		
File Info Flag:	Depth (ft):		
Sieve Info Flag:	Thickness (in):		
Screen Info Flag:	WELL CLOSURE INFORMATION:		
Site Info Details:	Reason For Closure:		
Other Info Flag:	Method of Closure:		
Other Info Details:	Closure Sealant Material:		
	Closure Backfill Material:		
	Details of Closure:		
Screen from	to feet	Type	Slot Size
Casing from	to feet	Diameter	Material
			Drive Shoe
GENERAL REMARKS:			
AUG. 79. OWNER SAYS WATER HAD A SULPHURY SMELL AND TASTE AND WAS NEITHER HARD NOR SOFT.			
LITHOLOGY INFORMATION:			
From	0 to	13 Ft.	overburden dirt, clay and hardpan
From	13 to	128 Ft.	bedrock
From	0 to	0 Ft.	shale
From	0 to	0 Ft.	steady drilling to 128'
From	0 to	0 Ft.	moisture at 128'
From	0 to	141 Ft.	approx. 1 1/2 GPM
From	0 to	150 Ft.	bottom of hole
From	0 to	0 Ft.	
From	0 to	0 Ft.	Est. yield: 1 1/2 GPM

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Report 1 - Detailed Well Record

Well Tag Number: 12608 Owner: R HUNTE Address: Area: WELL LOCATION: NELSON Land District District Lot: Plan: Lot: Township: Section: 31 Range: 11 Indian Reserve: Meridian: Block: Quarter: SE Island: BCGS Number (NAD 27): 092F066133 Well: 5 Class of Well: Subclass of Well: Orientation of Well: Status of Well: New Well Use: Private Domestic Observation Well Number: Observation Well Status: Construction Method: Dug Diameter: 0.0 inches Casing drive shoe: Well Depth: 22 feet Elevation: 0 feet (ASL) Final Casing Stick Up: inches Well Cap Type: Bedrock Depth: feet Lithology Info Flag: File Info Flag: Sieve Info Flag: Screen Info Flag: Site Info Details: Other Info Flag: Other Info Details:	Construction Date: 1950-01-01 00:00:00 Driller: Unknown Well Identification Plate Number: Plate Attached By: Where Plate Attached: PRODUCTION DATA AT TIME OF DRILLING: Well Yield: 0 (Driller's Estimate) Development Method: Pump Test Info Flag: Artesian Flow: Artesian Pressure (ft): Static Level: WATER QUALITY: Character: Colour: Odour: Well Disinfected: N EMS ID: Water Chemistry Info Flag: Field Chemistry Info Flag: Site Info (SEAM): Water Utility: Water Supply System Name: Water Supply System Well Name: SURFACE SEAL: Flag: Material: Method: Depth (ft): Thickness (in): WELL CLOSURE INFORMATION: Reason For Closure: Method of Closure: Closure Sealant Material: Closure Backfill Material: Details of Closure:			
Screen from	to feet	Type	Slot Size	
Casing from	to feet	Diameter	Material	Drive Shoe
GENERAL REMARKS:				
LITHOLOGY INFORMATION:				
From	0 to	0 Ft.	Dug well: till	
From	0 to	0 Ft.	Drilled well: sand	

• [Return to Main](#)



Report 1 - Detailed Well Record

Well Tag Number: 12363 Owner: E L REID Address: Area: WELL LOCATION: NELSON Land District District Lot: Plan: Lot: Township: Section: 31 Range: 11 Indian Reserve: Meridian: Block: Quarter: SE Island: BCGS Number (NAD 27): 092F066133 Well: 4 Class of Well: Subclass of Well: Orientation of Well: Status of Well: New Well Use: Private Domestic Observation Well Number: Observation Well Status: Construction Method: Dug Diameter: 0.0 inches Casing drive shoe: Well Depth: 27 feet Elevation: 0 feet (ASL) Final Casing Stick Up: inches Well Cap Type: Bedrock Depth: 6 feet Lithology Info Flag: File Info Flag: Sieve Info Flag: Screen Info Flag: Site Info Details: Other Info Flag: Other Info Details:	Construction Date: 1950-01-01 00:00:00 Driller: Unknown Well Identification Plate Number: Plate Attached By: Where Plate Attached: PRODUCTION DATA AT TIME OF DRILLING: Well Yield: 0 (Driller's Estimate) Development Method: Pump Test Info Flag: Artesian Flow: Artesian Pressure (ft): Static Level: WATER QUALITY: Character: Colour: Odour: Well Disinfected: N EMS ID: Water Chemistry Info Flag: Field Chemistry Info Flag: Site Info (SEAM): Water Utility: Water Supply System Name: Water Supply System Well Name: SURFACE SEAL: Flag: Material: Method: Depth (ft): Thickness (in): WELL CLOSURE INFORMATION: Reason For Closure: Method of Closure: Closure Sealant Material: Closure Backfill Material: Details of Closure:
---	---

Screen from	to feet	Type	Slot Size
Casing from	to feet	Diameter	Material
			Drive Shoe

GENERAL REMARKS:

CORRODES BRASS!

LITHOLOGY INFORMATION:

From 0 to 6 Ft. gravel

From 6 to 26 Ft. bedrock

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Report 1 - Detailed Well Record

Well Tag Number: 26516	Construction Date: 1972-06-26 00:00:00		
Owner: J WYNDENES	Driller: Anderson Well Drilling		
Address:	Well Identification Plate Number:		
Area:	Plate Attached By:		
WELL LOCATION:	Where Plate Attached:		
NELSON Land District	PRODUCTION DATA AT TIME OF DRILLING:		
District Lot: 17 Plan: 24910 Lot: 1	Well Yield: 1 (Driller's Estimate) Gallons per Minute (U.S./Imperial)		
Township: Section: Range:	Development Method:		
Indian Reserve: Meridian: Block:	Pump Test Info Flag:		
Quarter:	Artesian Flow:		
Island:	Artesian Pressure (ft):		
BCGS Number (NAD 27): 092F066133 Well: 10	Static Level: 20 feet		
Class of Well:	WATER QUALITY:		
Subclass of Well:	Character:		
Orientation of Well:	Colour:		
Status of Well: New	Odour:		
Well Use: Unknown Well Use	Well Disinfected: N		
Observation Well Number:	EMS ID:		
Observation Well Status:	Water Chemistry Info Flag:		
Construction Method: Drilled	Field Chemistry Info Flag:		
Diameter: 6.0 inches	Site Info (SEAM):		
Casing drive shoe:	Water Utility:		
Well Depth: 90 feet	Water Supply System Name:		
Elevation: 0 feet (ASL)	Water Supply System Well Name:		
Final Casing Stick Up: inches	SURFACE SEAL:		
Well Cap Type:	Flag:		
Bedrock Depth: 0 feet	Material:		
Lithology Info Flag:	Method:		
File Info Flag:	Depth (ft):		
Sieve Info Flag:	Thickness (in):		
Screen Info Flag:	WELL CLOSURE INFORMATION:		
Site Info Details:	Reason For Closure:		
Other Info Flag:	Method of Closure:		
Other Info Details:	Closure Sealant Material:		
	Closure Backfill Material:		
	Details of Closure:		
Screen from	to feet	Type	Slot Size
Casing from	to feet	Diameter	Material
			Drive Shoe
GENERAL REMARKS:			
EST. YIELD 1 GPM			
LITHOLOGY INFORMATION:			
From 0 to 90 Ft. shale			

- [Return to Main](#)
- [Return to Search Options](#)
- [Return to Search Criteria](#)

Information Disclaimer

The Province disclaims all responsibility for the accuracy of information provided. Information provided should not be used as a basis for making financial or any other commitments.

WATER AGREEMENT

THIS AGREEMENT made as of the 11th day of December, 2012.

BETWEEN:

THE CORPORATION OF THE VILLAGE OF CUMBERLAND

(hereinafter referred to as the "Village")

OF THE FIRST PART

AND

COMOX VALLEY REGIONAL DISTRICT

(hereinafter referred to as "CVRD")

OF THE SECOND PART

WHEREAS:

- A. The Village entered into an agreement dated the 21st day of April, 2008 with Royston Improvement District ("RID") whereby the Village agreed that it would sell and the RID agreed that it would purchase bulk water from the Village upon the terms and conditions set forth in the Agreement;
- B. The Royston Improvement District was dissolved by Order In Council No. 626 and all of its obligations under the water service were transferred to the CVRD, and the CVRD established a local service for the supply of water for the Royston Water Local Service Area (RWLSA);
- C. The Village and CVRD entered into an amendment to the said agreement setting the bulk water rate for 2010;
- D. The said agreement expired on the 31st day of December, 2010 and the Parties hereto wish to enter into a further agreement for the supply of bulk water, subject to the terms and conditions contained in this agreement and provided always that the Village retain the ownership of its present water supply system and retain the authority under law to maintain, improve and extend said water supply system.

- E. The Village is moving towards providing bulk water that meets the 4321 objectives of the Vancouver Island Health Authority's Drinking Water Treatment for Surface Water Supplies policy by the year 2017.

NOW THEREFORE in consideration of the covenants contained herein and other good and valuable consideration the receipt and sufficiency of which is hereby acknowledged, the Parties hereto agree as follows:

1. The Village shall sell water to the CVRD and the CVRD shall purchase water from the Village subject to the terms and conditions hereinafter set out. The bulk water purchased by the CVRD shall be solely used for supplying water to the RWLSA and for redistribution to the City of Courtenay for use within areas of the City currently served by the RWLSA. No new expansion of water usage by the City of Courtenay is permitted.
2. It is acknowledged that it is not possible for the Village to warrant the supply of water, as droughts and other conditions beyond the control of the Village of Cumberland impact the amount of water available for the Village to distribute to its residents and the RWLSA.
3. During times of diminished water supply, the terms of any bylaw or policy of the Village restricting water consumption shall apply equally to the residents of RWLSA and the CVRD shall adopt and make all reasonable efforts to enforce bylaws consistent with the Village's to govern the use of bulk water in RWLSA.
4. The CVRD acknowledges that the Village has existing water storage capacity limitations and demands for increased water consumption within the Village, and agrees that it will complete a review, prior to the expiry of this agreement, to determine the feasibility of an alternative water source for RWLSA.
5. The Parties agree that in the event water consumption by the RWLSA exceeds an average of 425,000 imperial gallons per day in any one month period, the surcharge set out in clause 8 hereof shall apply. The parties acknowledge that in the event that water consumption by the CVRD exceeds the said average daily consumption limit due to an unforeseeable major system supply break, fire, Act of God or other natural disaster or emergency, the surcharge set out in clause 8 hereof shall not apply.
6. The CVRD shall be solely responsible for the design, installation and maintenance of all necessary facilities and infrastructure for the distribution of water within RWLSA, including any required reservoirs, treatment system and pressure reducing valves where

necessary, in a manner that their operation does not negatively affect the operation of the Village's waterworks system.

7. The Parties shall meet regularly as required to discuss planned expansions and upgrades to the bulk water supply system.
8. During 2013, the CVRD shall pay to the Village for all water supplied under this Agreement the rate of \$2.65 per 1000 imperial gallons of water. In the event water consumption exceeds the maximum quantity set out in clause 5 hereof in any month, the CVRD shall pay a surcharge equal to 100% of any amount that exceeds the maximum quantity for that month. The Village shall invoice the CVRD and the CVRD shall pay the Village at three month intervals throughout the term of this Agreement.
9. The bulk water rate set out in clause 8 shall be adjusted annually by the mutual agreement of the Parties hereto, and any such adjustments shall be based upon the volume of water consumed by the CVRD as a percentage of the total cost borne by the Village in supplying bulk water, including any debt, operating and capital costs associated with the Village water supply and distribution systems attributable to supplying bulk water to the RWLSA. This rate adjustment shall be completed by October 1st annually in order to allow for timely completion of any bylaw adoption process.
10. The Village agrees to properly maintain a satisfactory meter to record the amount of water consumed by the RWLSA pursuant to this Agreement. In the event it is found that the meter has malfunctioned, the Village will adjust accounts to the CVRD based on the average quantity of water purchased by the CVRD in the immediately preceding period similar to the period in which the meter malfunctioned. In the event that the Village meter does not correspond within 5% of the CVRD meter the dispute will be resolved as per section 20 of this agreement.
11. The Village is not liable for interruptions in service or supply and the Village will remedy such interruptions as expeditiously as reasonably possible. The Village agrees to notify the CVRD of any interruption in service and provide the expected time for return to service. The CVRD agrees to indemnify and save harmless the Village from any and all causes of action or claims for any loss caused by a "shut off" of the water supply.
12. In the event that the Village knowingly causes a reduction in water quality due to the operation or maintenance of the bulk water supply system the CVRD is to be notified of such a reduction in a timely manner.

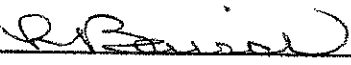
13. During the currency of this Agreement, any proposed new connection to the water system within RWLSA required by way of expansion of the boundaries of the RWLSA shall be subject to the written approval of the Village. This approval shall not be unreasonably withheld, but must be in compliance with any existing policy of the Village restricting water connections.
14. Upon approval of all new water connections with the RWLSA, the CVRD shall ensure that a water meter is installed.
15. The Village, its elected and appointed officers and employees shall not be responsible for any loss occurring as a result of the inability to fight fire or carry on gardening or any other use within the RWLSA due to insufficient supply of water, insufficient water pressure or any other reason relating to the provision of bulk water under this Agreement.
16. The CVRD shall indemnify and save harmless the Village, its elected and appointed officers and employees from any and all actions, causes of action, suits or other liability whatsoever which may arise as a consequence of the Village entering into or carrying out the provisions of this Agreement.
17. This Agreement shall come into force as of the date of its execution by the parties and shall terminate on the 31st day of December 2014, unless the Parties mutually agree to an earlier termination date. This Agreement may be renewable in one year increments by mutual agreement of the Parties.
18. This Agreement shall not be assigned by any of the Parties hereto except with the prior written consent of the other, which consent shall not be unreasonably withheld.
19. Termination of this agreement will be by mutual consent of both Parties. Either Party may initiate the termination upon six (6) months' written notice to the other Party. Where such notice is given and is mutually consented to, and upon the expiry of the six month period, this Agreement will terminate and the Parties will be under no further obligation to each other except that the CVRD shall pay to the Village any amounts outstanding for services supplied up to the date of termination.
20. If a dispute relating to this Agreement should arise, and the Parties cannot settle the dispute through mutual agreement or negotiation, then the Parties must attempt in good faith to resolve the dispute through non-binding mediation, with each Party appointing one impartial mediator. If mediation is unsuccessful, the Parties may submit

the dispute to binding arbitration pursuant to the *Commercial Arbitration Act (BC)*. If any dispute is referred to mediation or to an arbitrator, the costs shall be borne equally by the Parties.

21. This Agreement may be amended from time to time upon terms and conditions mutually acceptable to the Parties and any amendments must be in writing and executed by the Parties.

IN WITNESS WHEREOF the Parties hereto have executed this Agreement as evidence by the signatures of their duly authorized signatories.

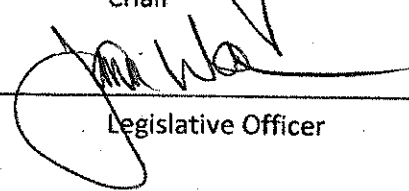
THE CORPORATION OF THE VILLAGE OF
CUMBERLAND

Per: 
Mayor

Per: 
Corporate Officer

COMOX VALLEY REGIONAL DISTRICT

Per: 
Chair

Per: 
Legislative Officer

Council Motions - Outstanding Action Items

September 17, 2013

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

#	RESOLUTION	STAFF	STATUS
12.20	THAT the Village of Cumberland Purchase of Goods and Services Policy be reviewed by staff and that a new Purchase of Goods and Services Policy be brought to Council for consideration.	Michelle & Rachel	In Process
12.64	THAT Council approve the expenditure of up to \$22,000 for the installation of a bus shelter and waste receptacles on Dunsmuir Avenue.	Judy	Bus shelter location TBD
12.67	THAT the Village of Cumberland explore the pros and cons of establishing other park operating models for the Lake Park, such as creating Corporations within Corporations, during the time frame of the current agreement, January 20 th , 2012 to December 31 st , 2014.	Kevin	Spring 2014
12.111	THAT staff review Development Cost Charge Bylaw No. 934 in 2012 and include Commercial Development Cost Charge fees as a major amendment to the Bylaw, and that as part of the review staff ensure that the Bylaw receives more than the required public consultation as part of the process.	Engineering	Fall 2013

March 12, 2012

12.186	THAT Advisory Planning Commission be formed	Judy	Dec 2013
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March 26, 2012

12.218	THAT Staff re-establish the Cumberland Liquid Waste Management Public Advisory Committee and as part of the process confirm the existing members and determine whether additional members are needed, and upon reestablishment of the Public Advisory Committee that the Public Advisory Committee review the March 20 th , 2012 Liquid Waste Management Plan Status Update report prepared by Bob Hoffstrom, P.Eng., Village Engineer & Dan Hooper, P.Eng., McElhanney Consulting and report back to the Steering Committee.	Sundance Rob	Deferred
12.226	THAT staff research and report back to Council on the possibility of parking fees at Cumberland Lake Park and Cumberland Recreation Institute.	Rob	Winter 2014

April 10, 2012

12.281	THAT Council request staff to get more clarification regarding Coal Valley Estates' responsibility in regards to the runoff from their proposed development adjacent to Camp Road in relation to the Official Community Plan section that states development needs to keep 90 per cent of rain on their development properties.	Rob	To be considered at Subdivision
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Ivanels

April 23, 2012

12.291	THAT the Council of the Corporation of the Village of Cumberland: Agrees to participate in the current CVRD funding application for the proposed south regional sewage treatment system and authorizes staff to finalize the details of such application; and Directs that such participation in the south regional sewage treatment system is conditional upon the finalized and approved LWMP Stage 2 Supplemental Report supporting the selection of the south regional sewage treatment system as Cumberland's preferred long range strategy for sewage treatment and disposal, and is further conditional upon addressing financing and governance issues to the satisfaction of Cumberland.	Sundance Rob	In Process
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May 14, 2012

12.335	THAT Council direct staff to put back up the <i>no motorized vehicles</i> signage in Coal Creek Historic Park and THAT Council direct staff to research costs to erect other signage reflecting park rules and regulations, including <i>no camping</i> signage	Kevin M.	Winter 2014
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June 11, 2012

12.406	THAT Council refer the correspondence from Meaghan Cursons, Executive Director, Cumberland Museum and Archives re: Initiatives related to the space outside the Museum facility to staff.	Rob	Winter 2014
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June 25, 2012

12.449	THAT Council forward the May 31 st , 2012 correspondence from Imogene Lim, Vancouver Island University re: Parks Canada, Commemorations (current & future) to the Heritage Commission.	Rachel	Spring 2014
12.458	THAT Council direct staff to prepare a report on block party policies for consideration by Council.	Rachel	Spring 2014

July 9, 2012

12.509	THAT Council direct staff to prepare a report on the economic development potential of the industrial lands and schedule a Committee of the Whole meeting in the fall of 2012.	Sundance	Winter 2014
12.512	THAT Council move forward on the tree bylaw and direct staff to revise the bylaw to apply it to all lands in Cumberland, reduce the fees, and address the significant tree list.	Judy	In Process

July 23, 2012

12.536	THAT Council directs staff to incorporate recommendations from the Active Transportation Consultant meeting notes dated July 4, 2012 in drafting the active transportation plan for the Village.	Rob	Winter 2014
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August 13, 2012

12.560	THAT Council direct staff to conduct further research to more fully address how the Village could provide funding to acquire, maintain and upgrade municipal parking areas.	Jo	Winter 2014
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September 10, 2012

12.581	THAT Council direct staff to provide a report on the concept of green burials at the Cumberland Cemetery.	Rachel	Winter 2014 Master Plan
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October 9, 2012

12-631	THAT Council direct staff to proceed to retain, fence and sign the No. 5 fan house.	Judy	In Process
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November 13, 2012

12.689	THAT Council defer consideration of the re-establishment of the Cumberland Liquid Waste Management Plan Public Advisory Committee until it is determined whether the South Regional Sewage Collection, Treatment & Discharge Project, 2012 Application under the "Gas Tax Agreement's General Strategic Priorities Fund (GSPF) and Innovations Fund (IF) has been successful.	Sundance Rob	Deferred
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December 10, 2012

12-750	THAT Council direct staff to develop a Village policy, along with an accompanying fee schedule, including a lease, for any gardens created by the public on Village-owned lands, based on the Community Gardens Report.	Judy	In Process
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February 12, 2013

13.62	THAT Council approve the proposed parks and recreation facility user fees in principle and direct staff to prepare amendments to the applicable bylaws;	Rachel	Winter 2014
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February 25, 2013

13.103	THAT Council direct staff to complete a water rate analysis based on a quarterly billing cycle; THAT Council approves the expenditure of up to \$17,000 plus tax from the Community Works Funds prior to final adoption of the 2013 budget, to engage a rate specialist to assist staff with analysis of water consumption data and to work with staff and Council on an appropriate water rate structure; THAT Council direct staff to develop a wastewater (sewer) rate structure based on a percentage of the new water rate structure, with consideration for a reduced summer time rate to reflect outside water usage, on the same billing cycle as water; and THAT Council direct staff to include solid waste collection fees on a quarterly basis with the same bill for water and wastewater, beginning in 2014.	Michelle	Complete
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April 8th, 2013

13.174	THAT Council direct staff to move toward the elimination of the sale of single-use bottled water in any Village owned or administered concessions, vending machines or public facilities where access to municipal tap water exists.	Rob	In Process
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April 22nd, 2013

13.213	THAT Council direct staff to develop a traffic regulations and traffic calming information flyer to be posted on the website and distributed to all mail boxes, and that the Village not proceed with the printing and distribution of signs due to lack of budget.	Rob	In Process
13.227	THAT Council direct staff to draft a policy for Council's consideration on the investment of preferred local carbon offset projects.	Sundance	In Process

May 13, 2013

13.254	THAT Council direct staff to delay the establishment of the Parks and Cemeteries Select committee and review the concept of the committee in spring 2014.	Kevin M.	Spring 2014
13.256	THAT Council approve the expenditure of up to \$6,000, to be funded through Council's Tax Surplus Reserve, for the development of a Village of Cumberland Parks Sign Standards manual; and THAT Council direct staff to bring forward an amendment to the adopted 2013-2017 Financial Plan Bylaw to reflect this expenditure.	Kevin M. Michelle	Complete In Process
13.264	THAT Council direct staff to wait for the completion of the Official Community Plan review and revision process before moving forward on considering amendments to the regulation of backyard chickens.	Sundance	Summer 2014

May 27, 2013

13.287	THAT Council adopt the Maple Lake Fundraising Policy and direct staff to advertise for volunteers to the committee.	Rachel Michelle	In Process
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June 10 2013

13.308	THAT Council grant the Development Permit (File 2013-01-DP) for property legally described as Lot 1, Section 25, Township 10, Comox District, Plan 35738 (4640 Cumberland Road) for the purposes of construction of a building containing 6 light industrial rental units and a handicap accessible washroom addition to the existing ATCO trailer. The development will be substantially in the form of the Development Permit presented; THAT Council recommends that if, at the time of building permit, Development Cost Charges are paid partially, that the owner (at the time of Building Permit) register on title, a covenant which outlines what has been paid and what will be required to be paid in the future; and THAT Council direct staff to initiate the discharge of the notation on the title of the subject property of two abandoned Development Permits being documents numbered EK72715 (1996)	Joanne	In Process
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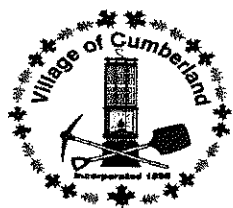
	and EP69988 (2006).																						
June 24 2013																							
13.329	THAT Council grant the Development Variance Permit (File 2011-01-DV) for property legally described as Lot 21, District Lot 24, Nelson District, Plan 13640 (2584 Dunsmuir Avenue); THAT a Highway Encroachment Agreement, suitable to the Village, be obtained for the building extending past the front lot line onto the right-of-way for Dunsmuir Avenue.	Joanne	Complete																				
13.331	THAT Council grant the Development Variance Permit (File 2013-03-DV) for property legally described as Lot 10, Block 21, Nelson District, Plan 522C (2797 Penrith Avenue) in accordance with the survey drawing prepared by McElhanney Associates, dated August 27 th , 2012 and attached to the Development Variance Permit as Schedule A.	Joanne	Complete																				
13.340	THAT Council move forward with the following rates for mock billing cycles for April to June 2013 and July to September 2013: a) Residential: Fixed charge of \$31 per quarter and uniform rate of \$0.42/m ³ b) Multi-Family: Fixed charge of \$27 per unit per quarter and uniform rate of \$044/m ³ c) Commercial: Fixed charge based on meter size as shown per quarter, plus \$0.68/m ³ <table><tr><td>Meter Size</td><td>5/8"</td><td>3/4"</td><td>1"</td><td>1.25"</td><td>1.5"</td><td>2"</td><td>3"</td><td>4"</td><td>6"</td></tr><tr><td>Quarterly Charge</td><td>\$24.00</td><td>\$29.18</td><td>\$38.40</td><td>\$49.15</td><td>\$58.37</td><td>\$76.80</td><td>\$115.20</td><td>\$153.60</td><td>\$230.40</td></tr></table>	Meter Size	5/8"	3/4"	1"	1.25"	1.5"	2"	3"	4"	6"	Quarterly Charge	\$24.00	\$29.18	\$38.40	\$49.15	\$58.37	\$76.80	\$115.20	\$153.60	\$230.40	Michelle	Complete
Meter Size	5/8"	3/4"	1"	1.25"	1.5"	2"	3"	4"	6"														
Quarterly Charge	\$24.00	\$29.18	\$38.40	\$49.15	\$58.37	\$76.80	\$115.20	\$153.60	\$230.40														
July 8 2013																							
13.353	THAT Council approve the request to use Village roads for the Simon's Cycles YANA Ride on August 18 th , 2013 from 11:00am to 2:00pm.	Rachel	Complete																				
July 22, 2013																							
13.366	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.	Rachel	Complete																				
13.368	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	Rachel Trisha	Complete																				

	land; and with the Minister of Community Development regarding financial assistance with capital projects for recreation and young people.		
13.371	THAT Council thank the Snow to Surf Society for the opportunity to host 2014 pre-race festivities and decline the offer at this time.	Rachel	Complete
13.373	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.	Rachel	Complete
13.375	THAT Council allow members to determine amongst themselves which member may attend the Vancouver Island Economic Alliance 2014 conference.	Trisha	Complete
13.377	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); 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.	Joanne	Complete
13.379	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.	Judy	Complete
13.381	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).	Michelle	Complete
13.382	THAT Council no longer develop wastewater (sewer) rate structure based on a percentage of the new water consumption until further notice.	Michelle	Complete
13.383	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.	Rob	In Process
13.384	THAT Council approves the deferral of the Steven's Lake Dam Construction until 2014 based on the comments received in both RFP submissions.	Rob	Complete

August 12, 2013

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

	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; Revenue of a \$60,000 donation from Cumberland Rotary		
13.409	THAT Council direct staff to enter into a contract for up to \$116,000 (excluding tax) with Habitat Systems Inc. to layout, supply and install playground equipment and Engineered Wood Fibre safety surfacing at Village Park.	Kevin M	Complete
13.410	THAT Council grant approval to the Chief Administrative Officer to enter into a contract for up to \$60,000 (excluding tax) with Habitat Systems Inc., or an alternative playground safety surfacing manufacturer and supplier, to supply and install pour in place rubber safety surfacing at Village Park.	Kevin M	Complete
13.411	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.	Rob Michelle	In Process In Process
13.412	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.	Kevin M Michelle	In Process
13.413	THAT Council allocate \$250,000 from amenity funds to the new fire hall land and building reserve.	Michelle Mike	In Process
13.414	THAT Council allocate \$10,000 for street signage from the downtown enhancement funds.	Michelle Rob	In Process
13.417	THAT Staff send a thank you card to Youth for Christ for providing the floor hockey program for 35 years.	Trisha	Complete



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

Item 6.7

Document Date	Vendor Name	Document Number	Document Amount
8/1/2013	Earth Art Studios	032084	\$82.00
8/1/2013	Four Star Waterworks Ltd.	032085	\$182.56
8/1/2013	One Call, BC	032086	\$60.90
8/1/2013	Michelle Peters	032087	\$319.00
8/1/2013	Renaissance Greenhouse & Gardens	032088	\$1,496.00
8/1/2013	Shields Ind Services (2004) Ltd.	032089	\$915.99
8/1/2013	Vranjes, David	032090	\$323.76
8/1/2013	AC Industrial Instrument Services Limited	032091	\$929.60
8/1/2013	Acklands-Grainger Inc.	032092	\$13.03
8/1/2013	Alsco Nanaimo	032093	\$230.05
8/1/2013	Andrew Sheret Ltd.	032094	\$82.28
8/1/2013	Baird, Laurie	032095	\$37.50
8/1/2013	BK Short Engineering Ltd.	032096	\$4,427.33
8/1/2013	Diamond Municipal Solutions	032097	\$1,596.00
8/1/2013	FORTISBC-Natural Gas	032098	\$622.72
8/1/2013	Gledhill Peter	032099	\$22.00
8/1/2013	Hydro & Power Authority, BC	032100	\$11,922.58
8/1/2013	Hydro, BC	032101	\$583.93
8/1/2013	Justice Institute of British Columbia	032102	\$395.00
8/1/2013	Kal Tire	032103	\$61.50
8/1/2013	Pacific Blue Cross	032104	\$4,175.95
8/1/2013	Shaw Cablesystems G.P.	032105	\$105.11
8/1/2013	Smith Cameron Pump Solutions	032106	\$43.93
8/1/2013	Sun Coast Waste Services	032107	\$10,788.75
8/1/2013	Telus Communications	032108	\$620.40
8/1/2013	Wandering Moose Cafe, The	032109	\$219.50
8/1/2013	Willy's Collision Ltd.	032110	\$186.67
8/1/2013	Regional District, Comox Valley	032111	\$3,427.50
8/2/2013	Municipal Pension Plan	CASH	\$8,845.76
8/9/2013	BowRio Water Technologies Inc.	032112	\$10,517.92
8/9/2013	Centerline Machine Ltd.	032114	\$15.68
8/9/2013	Cloverdale Paint Inc.	032115	\$608.54
8/9/2013	Corix Water Products Limited Partnership	032116	\$18,956.14
8/9/2013	Cupe Local 556	032117	\$1,535.95
8/9/2013	Echo, Comox Valley	032118	\$59.05
8/9/2013	Engrave It!	032119	\$27.95
8/9/2013	Greyhound Courier Express	032120	\$46.34
8/9/2013	Imperial Welding Ltd.	032121	\$47.40
8/9/2013	Insurance Centres Inc., Vancouver Island	032122	\$381.00
8/9/2013	Jancowski, Richard	032123	\$250.00
8/9/2013	Laagee Networks	032125	\$200.00
8/9/2013	Lee Mac Electric Ltd.	032126	\$396.89

Document Date	Vendor Name	Document Number	Document Amount
8/9/2013	Life and Casualty Company, BC	032127	\$2,598.07
8/9/2013	Monk Office	032128	\$180.88
8/9/2013	Ono Trading Courtenay	032129	\$54.72
8/9/2013	Optrics Inc.	032130	\$1,703.10
8/9/2013	Price's Security Locksmiths	032131	\$117.27
8/9/2013	Record, Comox Valley	032132	\$148.05
8/9/2013	Reliable Auto Body Ltd.	032133	\$424.95
8/9/2013	Revenue Services of British Columbia	032134	\$2,535.00
8/9/2013	Rocky Mountain Phoenix	032135	\$215.10
8/9/2013	Sew What, I Sew	032136	\$33.60
8/9/2013	South Country Feed	032138	\$78.38
8/9/2013	Speedpro Signs Courtenay	032139	\$779.52
8/9/2013	Telus Communications	032141	\$593.97
8/9/2013	Van Houtte Coffee Services	032142	\$169.69
8/9/2013	Carate, Darryl	032113	\$6,953.85
8/9/2013	Refund Credit on Tax Roll	032124	\$770.00
8/9/2013	Refund Credit on Tax Roll	032137	\$770.00
8/9/2013	Refund Credit on Tax Roll	032140	\$578.00
8/15/2013	Baird, Laurie	032185	\$18.75
8/15/2013	Rec & Park Rental Deposit Refund	032188	\$981.46
8/15/2013	Coastal Mountain Fuels	032192	\$1,169.67
8/15/2013	EDS Pumps & Water Treatment Ltd.	032194	\$2,188.48
8/15/2013	Gledhill Peter	032195	\$22.00
8/15/2013	Grieve, Glen	032196	\$1,247.50
8/15/2013	Telus Mobility	032221	\$2,077.91
8/15/2013	Vranjes, David	032223	\$140.00
8/15/2013	Refund Credit on Tax Roll	032190	\$275.00
8/15/2013	Refund Credit on Tax Roll	032199	\$177.42
8/15/2013	Refund Credit on Tax Roll	032198	\$268.65
8/15/2013	Refund Credit on Tax Roll	032189	\$275.00
8/15/2013	Refund Credit on Tax Roll	032211	\$275.00
8/15/2013	Refund Credit on Tax Roll	032220	\$770.00
8/15/2013	Refund Credit on Tax Roll	032193	\$775.18
8/15/2013	Refund Credit on Tax Roll	032213	\$275.00
8/15/2013	Refund Credit on Tax Roll	032218	\$2,281.27
8/15/2013	Refund Credit on Tax Roll	032215	\$770.67
8/15/2013	Refund Credit on Tax Roll	032200	\$275.00
8/15/2013	Refund Credit on Tax Roll	032187	\$2,715.13
8/15/2013	Refund Credit on Tax Roll	032212	\$275.00
8/15/2013	Refund Credit on Tax Roll	032216	\$275.00
8/15/2013	Refund Credit on Tax Roll	032224	\$771.42
8/15/2013	Refund Credit on Tax Roll	032203	\$770.00
8/15/2013	Refund Credit on Tax Roll	032184	\$875.52
8/15/2013	Refund Credit on Tax Roll	032219	\$275.00
8/15/2013	Refund Credit on Tax Roll	032208	\$1,236.97
8/15/2013	Refund Credit on Tax Roll	032222	\$770.00
8/15/2013	Refund Credit on Tax Roll	032204	\$275.00

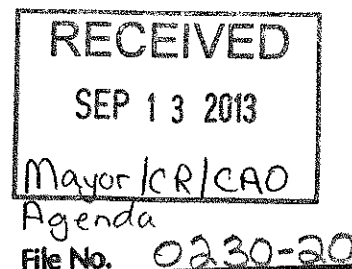
Document Date	Vendor Name	Document Number	Document Amount
8/15/2013	Refund Credit on Tax Roll	032210	\$875.57
8/15/2013	Refund Credit on Tax Roll	032197	\$769.90
8/15/2013	Refund Credit on Tax Roll	032186	\$275.00
8/15/2013	Refund Credit on Tax Roll	032201	\$122.02
8/15/2013	Refund Credit on Tax Roll	032207	\$275.00
8/15/2013	Refund Credit on Tax Roll	032214	\$1,237.59
8/15/2013	Refund Credit on Tax Roll	032205	\$2,247.22
8/15/2013	Refund Credit on Tax Roll	032202	\$770.00
8/15/2013	Refund Credit on Tax Roll	032191	\$1,108.04
8/15/2013	Refund Credit on Tax Roll	032209	\$770.00
8/15/2013	Refund Credit on Tax Roll	032206	\$1,307.71
8/16/2013	Refund Credit on Tax Roll	032225	\$61.87
8/16/2013	Refund Credit on Tax Roll	032226	\$59.33
8/16/2013	Refund Credit on Tax Roll	032227	\$20.99
8/16/2013	Municipal Pension Plan	EFT	\$8,920.21
8/20/2013	Coal Valley Estates	032228	\$6,059.74
8/20/2013	Receiver General For Canada	EFT	\$1,834.14
8/22/2013	Volunteer Firefighter Compensation	032229	\$250.00
8/22/2013	Volunteer Firefighter Compensation	032230	\$30.00
8/26/2013	DPOC Neopost Canada Ltd	032231	\$2,625.00
8/27/2013	Receiver General For Canada	EFT	\$13,539.56
8/28/2013	Municipal Finance Authority	EFT	\$19,954.25
8/29/2013	Aloyd Fitness Equipment	032299	\$5,460.00
8/29/2013	Alsco Nanaimo	032300	\$206.68
8/29/2013	Andrew Sheret Ltd.	032301	\$154.16
8/29/2013	Arseneault, Darby	032302	\$52.32
8/29/2013	BFI Canada - Comox	032303	\$916.75
8/29/2013	BK Short Engineering Ltd.	032304	\$2,868.14
8/29/2013	Canadian Tire #350	032305	\$33.58
8/29/2013	Carvello Law Corporation	032306	\$2,506.21
8/29/2013	Chameleon Creative Graphic & Web Design Inc.	032307	\$26.25
8/29/2013	Comox Pacific Express Ltd.	032308	\$389.87
8/29/2013	Corix Water Products Limited Partnership	032309	\$3,037.56
8/29/2013	Crisfield, Robert	032310	\$10.60
8/29/2013	Cumberland General Store	032311	\$361.02
8/29/2013	Cupe Local 556	032312	\$1,554.38
8/29/2013	Diamond Municipal Solutions	032313	\$10,056.13
8/29/2013	Emcon Services Inc	032314	\$2,304.86
8/29/2013	Environmental Operators Certification Program	032315	\$210.00
8/29/2013	Footprints Security Patrol Inc.	032316	\$389.92
8/29/2013	FORTISBC-Natural Gas	032317	\$299.91
8/29/2013	Greyhound Courier Express	032318	\$26.18
8/29/2013	Building Deposit Refund	032319	\$1,500.00
8/29/2013	Hartman Auto Supply 1996 Ltd.	032320	\$3,058.41
8/29/2013	Hydro & Power Authority, BC	032321	\$5,416.95
8/29/2013	Hyland Precast Inc.	032322	\$234.51
8/29/2013	Iron Mountain	032323	\$50.65

Document Date	Vendor Name	Document Number	Document Amount
8/29/2013	Jim & Don Investments Ltd.	032324	\$231.06
8/29/2013	Kal Tire	032325	\$85.81
8/29/2013	Lime Design Inc	032326	\$5,250.00
8/29/2013	Local Govt. Mgmt. Association	032327	\$140.00
8/29/2013	Lordco Auto Parts	032328	\$1,211.44
8/29/2013	McElhanney Consulting Services Ltd.	032329	\$10,435.23
8/29/2013	McPhedran Kevin	032330	\$174.39
8/29/2013	Minister of Finance - WM	032331	\$1,096.66
8/29/2013	Ministry of Environment	032332	\$578.23
8/29/2013	Nelson Roofing & Sheet Metal Ltd.	032333	\$2,756.25
8/29/2013	Building Deposit Refund	032334	\$250.00
8/29/2013	North Island Laboratories Ltd.	032335	\$1,007.48
8/29/2013	OnDeck Systems Inc.	032336	\$2,172.80
8/29/2013	Ono Trading Courtenay	032337	\$177.45
8/29/2013	Outlook Land Design Inc	032338	\$837.38
8/29/2013	Pacific Blue Cross	032339	\$4,175.95
8/29/2013	Planet Clean	032340	\$1,247.80
8/29/2013	Price's Alarm Systems Ltd.	032341	\$637.78
8/29/2013	Price's Security Locksmiths	032342	\$22.40
8/29/2013	Profire Emergency Equipment	032343	\$558.75
8/29/2013	Rec Hall Rental Refund	032344	\$250.00
8/29/2013	Record, Comox Valley	032345	\$71.66
8/29/2013	Regional District, Comox Valley	032346	\$3,970.63
8/29/2013	Russell Food Equipment Ltd.	032347	\$790.72
8/29/2013	Safety Authority, British Columbia	032348	\$840.00
8/29/2013	Shades Tankers (1976) Ltd.	032349	\$4,961.25
8/29/2013	Shaw Cablesystems G.P.	032350	\$383.67
8/29/2013	Slegg Construction Materials Ltd./Slegg Lumber	032351	\$1,533.15
8/29/2013	Sun Coast Waste Services	032353	\$10,847.55
8/29/2013	Island Pacific Telecommunication Solutions	032354	\$3,700.25
8/29/2013	Septic Work Deposit Refund	032355	\$1,200.00
8/29/2013	ThyssenKrupp Elevator	032356	\$896.43
8/29/2013	Tower Fence Products	032357	\$1,108.42
8/29/2013	Tran Sign (1999) Ltd.	032358	\$518.62
8/29/2013	UBS Industries	032359	\$932.96
8/29/2013	Vranjes, David	032360	\$140.00
8/29/2013	WesternOne Rentals & Sales	032361	\$79.77
8/29/2013	WESTVIEW FORD	032362	\$150.30
8/29/2013	Wishbone Industries Limited	032363	\$7,112.00
8/29/2013	WL Solutions Ltd.	032364	\$420.00
8/29/2013	YANA	032365	\$250.00
8/29/2013	Palladian Developments	032366	\$34,752.72
8/29/2013	Receiver General For Canada	EFT	\$16,874.92
8/30/2013	Municipal Pension Plan	EFT	\$8,862.90
8/30/2013	Mastercard, Credit Union	EFT	\$6,779.67
			<u>\$371,679.94</u>

Item 8.1

Comox Valley Food Round Table

1126F Piercy Avenue, Courtenay, BC V9N 3E6
(250) 331-0152 www.lushvalley.org



September 12, 2013

Dear Cumberland Council,

World Food Week Comox Valley (October 15th to 19th 2013) is 5 days of education, engagement and celebration about local and global food security issues. Presented by the Comox Valley Food Roundtable, an initiative of LUSH Valley Food Action Society, this event marks the United Nations World Food Day and profiles local and global efforts to provide safe, healthy, just and sustainable food for all.

World Food Week Comox Valley is also an opportunity for local government, residents and food producers to engage in dialogue about important issues related to our local food system and food security issues in our community.

With this in mind, we are writing to invite you and your staff to join us for **lunch and a special presentation from Peter Ladner on Friday October 18 at 12 noon till 2 pm in the CVRD Board Room** as part of **World Food Week Comox Valley**.

Peter Ladner is author of *The Urban Food Revolution: Changing the Way We Feed Cities*. He is a former Vancouver City Councillor, Metro Vancouver vice-chair and business owner. He is currently a weekly columnist at *Business in Vancouver* newspaper, which he co-founded in 1989.

From 2009-2011 he was a fellow at the SFU Centre for Dialogue researching, teaching and organizing public events around the theme *Planning Cities as if Food Matters*. He has grown food in his own gardens for 35 years, most recently on what used to be his front lawn. As a city councillor, he worked with the Vancouver Food Policy Council in initiating the city's program to add 2010 food-producing community garden plots by 2010.

He is vice-chair of the *The Natural Step Canada*, a national organization that advances sustainability in communities and businesses.

Peter has more than 40 years of journalistic experience in print, radio and television and is a frequent speaker on food, business and community issues. He has a BA from UBC and completed a year of graduate studies at the UBC School of Regional and Community Planning.

What is Food Security?

Food security is all about the availability of safe, healthy food for everyone. This means globally, nationally, in our communities, in our homes and during emergencies. Food security is also about

facing the threat of climate change and working for the development of sustainable methods to meet local and global food demands in the future.

Food security is also about poverty. Many families and individuals in our own communities, including many seniors and children, lack the resources to access safe, nutritious and culturally appropriate food.

What is the goal of World Food Week Comox Valley?

The goal of this event is to increase local knowledge and inspire coordinated efforts to address local food security issues. The Comox Valley food system is vibrant with passionate food producers and processors. This event will highlight their successes and promote tangible initiatives to address gaps in the local food system.

Sponsors and supporters of **World Food Week Comox Valley** include the City of Courtenay, LUSH Valley Food Action Society, BC Healthy Communities, Area C Director Edwin Grieve and Comox Valley Growers and Seed Savers. This list is growing by the day and we look forward to great community collaboration for this 1st annual event.

We sincerely hope that you will be able to join us for the presentation from Peter Ladner and for other activities during **World Food Week Comox Valley**.

Please RSVP to

We look forward to the opportunity to work with you and to addressing food security issues in the Comox Valley. If you have any questions please do not hesitate to contact us

Sincerely,

Cynthia Fitton, BScN,
MA Community Development
Executive Director, LUSH Valley Food Action
Society
cynthifitton@lushvalley.org
250-331-0152

Meaghan Cursons
Event Coordinator
World Food Week Comox Valley
cursons@shaw.ca
250-218-0520



BC Healthy Communities
People. Place. Potential.

**World Food Week Comox Valley
Draft Events Schedule**

Tuesday Oct. 15 th	"Grow" - A documentary about the energy, passion and independence of fresh crop of young farmers today – Stan Hagen Theatre, North Island College
Wednesday Oct. 16th	"Stone Soup" Hyper - Local Community Supper and UN World Food Day, K'omoks Band Hall
Thursday Oct. 17th	1st Annual Bean Festival at Lake Trail School sponsored by Comox Valley Seed Savers and Lake Trail Neighbourhood Connections
Friday Oct. 18th	A) Special presentation with former Vancouver City Councillor Peter Ladner "The Urban Food Revolution: Changing the Way we Feed Cities." Local Government Lunch and Presentation 12-2 CVRD Boardroom b) Special presentation with former Vancouver City Councillor Peter Ladner "The Urban Food Revolution: Changing the Way we Feed Cities." Community Food Security Showcase 5-7 Filberg Centre Public Presentation 6-9 Filberg Centre
Saturday October 19th	Local Food Specials from local restaurants, farms and food producers