

REGULAR AGENDA

22/2014/R



The Corporation of the Village of Cumberland

Regular Council Meeting
September 8th, 2014 at 5:30 p.m.
Village Council Chambers

1. Approval of Agenda

- 1.1 Agenda for regular council meeting, September 8th, 2014
Recommend THAT Council approve the agenda for the regular council meeting, September 8th, 2014.

2. Adoption of Minutes

- 2.1 Minutes of the council meeting held August 11th, 2014 1
Recommend THAT Council approve the minutes of the council meeting held August 11th, 2014.
- 2.2 Minutes of the special council meeting held August 25th, 2014 9
Recommend THAT Council approve the minutes of the special council meeting held August 25th, 2014.

3. Delegations

- 3.1 Tom Sparrow, Chief Project Engineer, North Island Hospitals Project 11
• North Island Hospital Project Update
Recommend THAT Council receive the delegation of Tom Sparrow, Chief Project Engineer, North Island Hospitals Project re: North Island Hospital Project Update.
- 3.2 Mike Tymchuk, Riders Pizza 12
• Sidewalk Cafe Proposal at #2 2730 Dunsmuir Avenue
Recommend THAT Council receive the delegation of Mike Tymchuk, Riders Pizza re: Sidewalk Cafe Proposal at #2 2730 Dunsmuir Avenue.

4. Unfinished Business

- 4.1 Dave Petryk, Jody Young and Lana Kingston, Tourism Vancouver Island Vancouver Island and the Sunshine Coast, Hiking Trails Strategy – Phase 1. 16

Recommend THAT Council provide direction on whether or not to contribute \$2,500 to support the first phase of the Vancouver Island and Sunshine Coast, Hiking Trails Strategy.

5. Correspondence

6. Reports

- 6.1 South Sewer Project-Governance Update 18
Prepared by Sundance Topham, Chief Administrative Officer
Recommend THAT the South Sewer Project – Governance Update report be received for information.

- 6.2 Parks and Recreation Facility Grant in Aid Program. 41
Prepared by Kevin McPhedran, Parks and Outdoor Recreation Coordinator
i) Recommend THAT Council receive the Parks and Recreation Facility Grant in Aid Program report.
ii) Recommend THAT Council provide staff with direction on the future of the program.

- 6.3 CVRD Referral Report: Rural Comox Valley Official Community Plan 59
(Copies of the OCP available for review in Council reader)
Prepared by Judith Walker, Senior Planner
i) Recommend THAT Council receive the CVRD Referral Report: Rural Comox Valley Official Community Plan for information.
ii) Recommend THAT Council provide staff with specific comments on the Rural Comox Valley Official Community Plan to forward to the CVRD.

- 6.4 Village of Cumberland Entrance Sign Status Report 65
Prepared by Judith Walker, Senior Planner
i) Recommend THAT Council receive the Village of Cumberland Entrance Sign Status report.
ii) Recommend THAT Council provides direction to staff on the entrance sign.

- 6.5 Foggy Mountain Fall Fair Street Closure Request 67
Prepared by Jaclyn Casler, Deputy Corporate Officer
i) Recommend THAT Council receive the Foggy Mountain Fall Fair Street Closure Request report.
ii) Recommend THAT Council approve the closure of First Street between Dunsmuir and Penrith for the hours of 9:00am to 5:00pm on Saturday, October 4th, 2014 for festival activities.
- 6.6 Banner Hanging on Cumberland Road 71
Prepared by Jaclyn Casler, Deputy Corporate Officer
i) Recommend THAT Council receive the Banner Hanging on Cumberland Road report.
ii) Recommend THAT Council provide direction on how to process these requests, and whether a formal policy is required.
- 6.7 Comox Lake Road Funding Options 73
Prepared by Rob Crisfield, Manager of Operations
i) Recommend THAT Council receive the Comox Lake Road Funding Options report.
ii) Recommend THAT Council approve the expenditure of funds in the amount of \$400,000 in the 2015 capital budget to commence work on the slope stabilization of Comox Lake Road.
iii) Recommend THAT Council provide staff with direction on which funding sources it wishes to use, based on the information provided in the attached memorandum.
iv) Recommend THAT Council direct staff to bring forward an amendment to the 2015 year of the 2014-2018 Financial Plan bylaw to reflect this expenditure.
- 6.8 Cumberland Road and Bevan Road Design Award 80
Prepared by Rob Crisfield, Manager of Operations
Recommend THAT Council receive the Cumberland Road and Bevan Road Design report for information.
- 6.9 August 2014 Recreation Department Report 82
Prepared by Leah Knutson, Manager of Recreation
• August 2014 Parks and Outdoor Recreation Report
Recommend THAT Council receive the August 2014 Recreation Department Report for information.

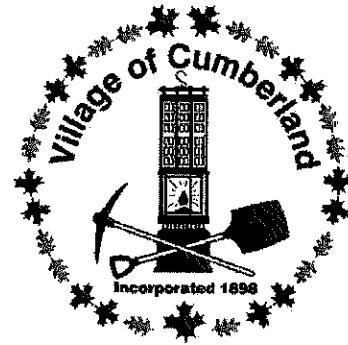
- 6.10 August 2014 Protective Services Report 86
Prepared by Mike Williamson, Manager of Protective Services
• August 2014 Bylaw Enforcement Report
Recommend THAT Council receive the August 2014 Protective Services Report for information.
- 6.11 August 2014, Operations Department Report 91
Prepared by Rob Crisfield, Manager of Operations
• Planning Report for August 2014
• Public Works Report for August 2014
Recommend THAT Council receives the August 2014 – Operations Department Report for information.
- 6.12 August 2014, Administration Department Report 100
Prepared by Michelle Mason, Financial Officer
Recommend THAT Council receive the August 2014 Administration Department Report for information.
- 6.13 August 2014, Chief Administrative Officer Report 103
Prepared by Sundance Topham, Chief Administrative Officer
Recommend THAT Council receive the August 2014 Chief Administrative Officer Report for information.
- 6.14 Council Reports 105
6.14.1 Mayor Leslie Baird
6.14.2 Councillor Conner Copeman – Oral Report
6.14.3 Councillor Kate Greening – Oral Report
6.14.4 Councillor Roger Kishi
6.14.5 Councillor Gwyn Sproule
Recommend THAT the Council reports be received.
7. Bylaws
- 7.1 Municipal Ticket Information Bylaw No. 997, 2014 108
i) ***Recommend THAT Council receive the Municipal Ticket Information Bylaw No. 997, 2014 report.***
ii) ***Recommend THAT Council give first, second and third reading to Municipal Ticket Information Bylaw No. 997, 2014.***

- 7.2 Permissive Tax Exemptions 2015 Bylaw No. 1010, 2014 124
Prepared by Michelle Mason, Financial Officer
- i) ***Recommend THAT Council receive the 2015 Permissive Tax Exemptions report for information.***
 - ii) ***Recommend THAT Council give first reading to the “Permissive Tax Exemption 2015 Bylaw No. 1010, 2014” and that Council direct staff to give notice of the proposed bylaw as required by section 227 of the Community Charter.***
8. **Consent Calendar** 128
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 James Warren, Corporate Legislative Officer, Comox Valley Regional District re: Bylaw No. 325 – Crime Stoppers grant contribution service establishment bylaw;
 - 8.2 Frank van Gisbergen, Chair, Comox Valley Airport Commission re: Nominating Entities Agenda.
 - 8.3 Emergency Resolution – 2014 UBCM Convention re: District of Taylor Resolution.
Recommend THAT the Consent Calendar be received.
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.
- Reminder of Stage 2 Water Restrictions
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:
- (f) law enforcement, if the council considers that disclosure could reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment.

13. Adjournment

REGULAR MINUTES

20/2014/R



The Corporation of the Village of Cumberland

Regular Council Meeting August 11th, 2014 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
Jaclyn Casler, Deputy Corporate Officer
Rob Crisfield, Manager of Operations
Judy Walker, Senior Planner
Joanne Rees, Planner
Mike Williamson, Manager of Protective Services
Leah Knutson, Manager of Recreation

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

1. Approval of Agenda

- 1.1 Agenda for regular council meeting, August 11th, 2014
Motion 14/403

Copeman/Greening

THAT Council approve the agenda for the regular council meeting, August 11th, 2014 as amended to show the inclusion of Unfinished Business regarding Mr. Willie Coyle (Council delegate from July 28) and On-Table Item 5.1, regarding a Cyclocross Criterium.

Carried Unanimously

2. Adoption of Minutes

- 2.1 Minutes of the council meeting held July 28th, 2014
Motion 14-404

Kishi/Greening

THAT Council approve the minutes of the council meeting held July 28th, 2014, as amended to read in motion 14-376:

"Be it further resolved that the Village of Cumberland urge the Provincial and Federal governments to use...."

AND

"to notify Provincial and Federal government representatives and officials, as well as Comox Valley local government representatives and officials, of this resolution."

Carried Unanimously

3. Delegations

- 3.1 Dave Petryk Tourism Vancouver Island re: Vancouver Island and the Sunshine Coast, Hiking Trails Strategy – Phase 1
Motion 14-405

Greening/Sproule

THAT Council receive the delegation of Dave Petryk, Tourism Vancouver Island re: Vancouver Island and the Sunshine Coast, Hiking Trails Strategy – Phase 1.

Carried Unanimously

4. Unfinished Business

Willie Coyle, Delegate to Council July 28, 2014

5. Correspondence

- 5.1 Jeremy Grasby, United Riders of Cumberland re: Request for Road Closure on September 13, 2014 for Cyclocross Criterium
Motion 14-406

Greening/Sproule

THAT Council receive the request for Road Closure from Jeremy Grasby on behalf of the organizers of the Cumberland Cyclocross Criterium.

Carried Unanimously

Motion 14-407

Kishi/Sproule

"THAT Council approve the following road closures from 5:30-7:30pm on Saturday, September 13th for the Cumberland Cyclocross Criterium:

- Dunsmuir Avenue between 1st and 2nd;
- 2nd Street from Dunsmuir to Alleyway;
- Alley from 2nd Street to 1st Street (behind hostel).

Carried Unanimously

6. Reports

- 6.1 Village of Cumberland Cemeteries Master Plan Presented by Catriona Hearn, Lees and Associates

Motion 14-408

Sproule/Kishi

THAT Council receive the Village of Cumberland Cemeteries Master Plan.

Carried Unanimously

Motion 14-409

Greening/Sproule

THAT Council take a five minute break.

Carried Unanimously

- 6.2 2014 Cumberland Election – Appointment of Officers

Motion 14-410

Kishi/Sproule

THAT Council receive the 2014 Cumberland Election – Appointment of Officers report.

Carried Unanimously

Motion 14-411

Greening/Sproule

THAT Council appoint Deputy Corporate Officer Rachel Parker as Chief Election Officer and Chief Administrative Officer Sundance Topham as Deputy Chief Election Officer for conducting the Village of Cumberland 2014 Municipal election.

Carried Unanimously

- 6.3 August 2014 - Capital Projects Update

Motion 14-412

Sproule/Kishi

THAT Council receive the August 2014 – Capital Projects Update report for information.

Carried Unanimously

- 6.4 July 2014 Recreation Department Report

- July 2014 Parks and Outdoor Recreation Report

Motion 14-413

Copeman/Kishi

THAT Council receive the July 2014 Recreation Department Report for information.

Carried Unanimously

- 6.5 July 2014 Protective Services Report
Motion 14-414

Kishi/Greening

THAT Council receive the July 2014 Protective Services Report for information.

Carried Unanimously

- 6.6 July 2014, Operations Department Report
- Planning Report for July 2014
 - Public Works Report for July 2014

Motion 14-415

Sproule/Kishi

THAT Council receives the July 2014 – Operations Department Report for information.

Carried Unanimously

- 6.7 July 2014, Administration Department Report
Motion 14-416

Sproule/Kishi

THAT Council receive the July 2014 Administration Department Report for information.

Carried Unanimously

- 6.8 July 2014, Chief Administrative Officer Report
Motion 14-417

Sproule/Kishi

THAT Council receive the July 2014 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 (Oral Report)
- 6.9.4 Councillor Roger Kishi
- 6.9.5 Councillor Gwyn Sproule

Motion 14-418

Greening/Copeman

THAT Council write a letter to BC Transit asking them for specific plan for Cumberland residents who want to ride the bus within the Village of Cumberland.

Carried Unanimously

Motion 14-419

Kishi/Sproule

THAT the Council reports be received.

Carried Unanimously

7. Bylaws

7.1 Village of Cumberland Official Community Plan, Bylaw No. 990, 2014

Motion 14-420

Kishi/Sproule

THAT Council receive the Village of Cumberland Official Community Plan Bylaw No. 990, 2014: Adoption report.

In favour Mayor Baird
 Councillor Copeman
 Councillor Kishi
 Councillor Sproule

Opposed: Councillor Greening

Carried

Motion 14-421

Sproule/Kishi

THAT Council give fourth reading and adoption to the "Village of Cumberland Official Community Plan, Bylaw No. 990, 2014".

In favour Mayor Baird
 Councillor Copeman
 Councillor Kishi
 Councillor Sproule

Opposed: Councillor Greening

Carried

- 7.2 Development Procedures and Fees Bylaw No. 1008, 2014
Motion 14-422
Kishi/Sproule
THAT Council give fourth reading and adoption to the
“Development Procedures and Fees Bylaw No. 1008, 2014”.
In favour Mayor Baird
Councillor Copeman
Councillor Kishi
Councillor Sproule
Opposed: Councillor Greening
Carried
- 7.3 Corporation of the Village of Cumberland Development Approval
Information Amendment Bylaw No. 1009, 2014
Motion 14-423
Copeman/Kishi
THAT Council give fourth reading and adoption to the “Corporation
of the Village of Cumberland Development Approval Information
Amendment Bylaw No. 1009, 2014”.
In favour Mayor Baird
Councillor Copeman
Councillor Kishi
Councillor Sproule
Opposed: Councillor Greening
Carried
- 7.4 Fire Protection Services and Regulation Bylaw, No. 988, 2014
Motion 14-424
Greening/Sproule
THAT Council give fourth reading and adoption to the “Fire
Protection Services and Regulation Bylaw, No. 988, 2014”.
Carried Unanimously
- 7.5 Pidgeon Lake Road Closure and Disposal Bylaw No. 1007, 2014
Motion 14-425
Copeman/Sproule
THAT Council give fourth reading and adoption to the “Pidgeon
Lake Road Closure and Disposal Bylaw No. 1007, 2014”.
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 Debra Oakman, Chief Administrative Officer, Comox Valley Regional District re: Nomination or reappointment to board of directors policy update.

Councillor Greening requested that item 8.1 be pulled from the Consent Calendar for discussion.

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.

- Street Closure Consultation Plan
- Reminder of Water Restrictions – Village of Cumberland
- Fire Ban

11. Question Period

No questions were received.

12. Closed Portion

Motion 14-426

Greening/Sproule

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

- (g) litigation or potential litigation affecting the municipality.

Carried Unanimously

13. Adjournment

Motion 14-427

Sproule/Kishi

THAT the meeting be adjourned at 8:10p.m.

Carried Unanimously

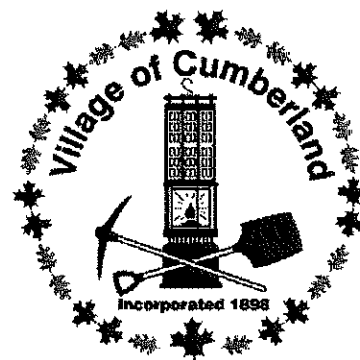
Certified Correct:

Mayor

Corporate Officer

SPECIAL MINUTES

21/2014/S



The Corporation of the Village of Cumberland

Special Council Meeting
August 25, 2014 at 5:30 p.m.
Village Council Chambers

Council Present:

Mayor Leslie Baird
Acting Mayor Roger Kishi
Councillor Gwyn Sproule

Staff Present:

Rob Crisfield, Manager of Operations,
Jaclyn Casler, Deputy Corporate Officer
Michelle Mason, Financial Officer, Acting CAO

Acting Mayor Roger Kishi called the meeting to order at 5:32p.m.

1. Approval of Agenda

1.1 Agenda for Special Council Meeting, August 25th, 2014.

Motion 14-428

Baird/Sproule

THAT Council approve the agenda for the special Council Meeting,
August 25th, 2014.

Carried Unanimously

2. Reports

2.1 Stage 2 Water Use Restrictions

Motion 14-429

Sproule/Baird

THAT Council receives the Stage 2 Water Use Restrictions report.

Carried Unanimously

Motion 14-430

Baird/Sproule

THAT Council approve implementation of Stage 2 water use restrictions
commencing Tuesday September 2nd and remaining in effect until
completion of the Steven's Lake Dam project.

Carried Unanimously

3. Adjournment

Motion 14-431

Sproule/Kishi

THAT the meeting be adjourned at 5:34p.m.

Carried Unanimously

Certified Correct:

Mayor

Corporate Officer

Jaclyn Casler

From: Hebert, Monique [Monique.Hebert@viha.ca]
Sent: Friday, July 25, 2014 2:44 PM
To: Jaclyn Casler
Cc: Sparrow, Tom
Subject: Delegation to Council

Follow Up Flag: Follow up
Due By: Thursday, July 31, 2014 8:00 AM
Flag Status: Completed

Good afternoon Jessica,

As you may be aware, the North Island Hospitals Project is advancing into the design and construction phase. If agreeable to Mayor and Council, Tom Sparrow, Chief Project Officer, would appreciate an opportunity to make a presentation to Mayor and Council to provide a project update.

Tom would be available the week of August 11th or later. I look forward to hearing from you,

Respectfully,

Monique

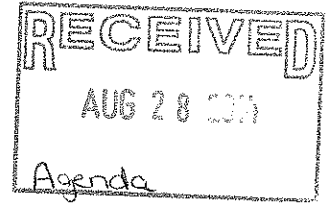
Monique Hebert
Project Coordinator Campbell River Site
(and Executive Assistant to Tom Sparrow, Chief Project Officer)
North Island Hospitals Project
Vancouver Island Health Authority
375 - 2nd Avenue | Campbell River, BC | V9W 3V1
Tel: 250-850-2944 | Fax: 250-850-2639 | Mobile: 250-202-8271
www.viha.ca





2730 Dunsmuir Ave.
Cumberland, BC V0R 1S0
(250) 400-RIDE (7433)

Item 3.2



August 28, 2014

To Mayor and Council, Village of Cumberland

Riders Pizza has to date appreciated the benefit of placing a couple of tables on the sidewalk in front of our business to be used by our guests. With the nearly intolerable heat generated by our pizza oven, the outside seats are used frequently. Regrettably, our liquor licence does not currently extend beyond the limits of our interior space and as such, our guests are unable to enjoy a beer or glass of wine with their pizza while sitting outdoors. We know through discussions with our customers that the appeal of outdoor seating on Dunsmuir Avenue while enjoying a meal and a beer or glass of wine is very high.

We would ask Council to consider the options presented for a patio area in front of Riders Pizza suitable for licensing by the BC Liquor Board. Our expectations are that, with Municipal support, the BCLCB would license the area for between 20-30 guests.

It is our understanding that the list of requirements for a use agreement- liability insurance coverage, standards for construction of the raised parking area, length of seasonal use and fee (many municipalities have a cost /sq. ft. of roadway used) etc. is in development by Village Staff. Additional requirements will include those dictated by the BC Liquor Control Board. These will include occupancy limits, space defining requirements (i.e. fences or barriers) and allowable hours of operation. Ultimately, Riders Pizza will need to perform a cost/benefit analysis of the project once we have an understanding all associated costs identified by the BCLCB and the Village Staff Report. With the 2014 summer season behind us, we believe there is ample time to address all relevant issues before the 2015 patio season begins.

We hope that with the success of this pilot project, other businesses would choose to develop a larger street presence enhancing the pedestrian experience of the "Dunsmuir Avenue stroll". A more developed and vibrant pedestrian-friendly downtown business area is consistent with the OCP and should be embraced by this Council.

We would like to thank the Mayor and Council for their time to consider this matter, and look forward to your decision.

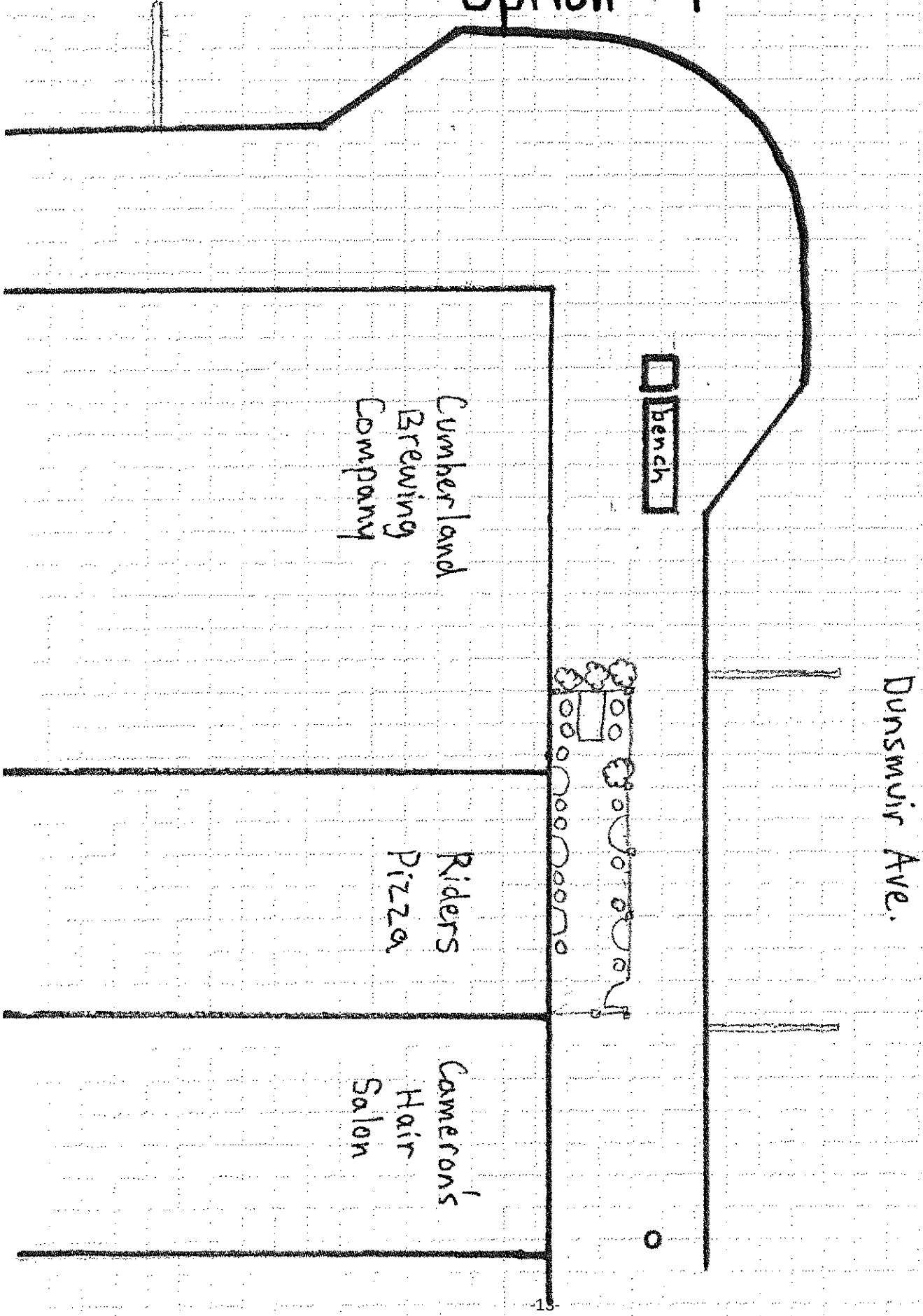
Sincerely,

Michael Tymchuk for Caroline Tymchuk, Owner of Riders Pizza

caroline@riderspizzacom; 250-400-3128

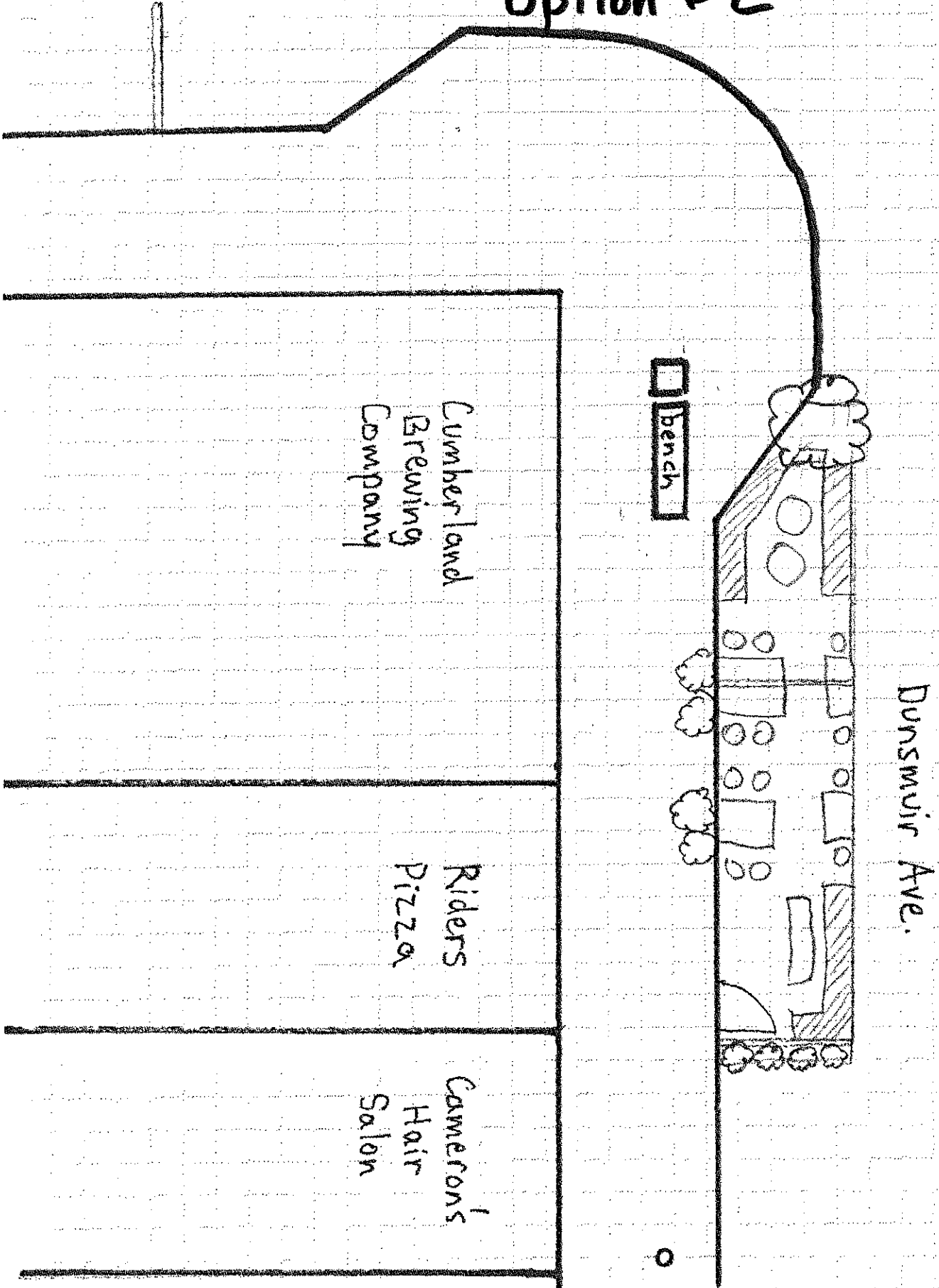
3rd Street.

Option #1



3rd Street.

Option #2



3rd Street.

Option #3

Cumherland
Brewing
Company

Riders
Pizza

Cameron's
Hair
Salon

bench

Dunsmuir Ave.

July 11, 2014

Village of Cumberland
Attn: Mayor and Council
2673 Dunsmuir Avenue
Cumberland, BC
VOR 1S0



RE: Vancouver Island and the Sunshine Coast, Hiking Trails Strategy – Phase 1

Dear Mayor and Council:

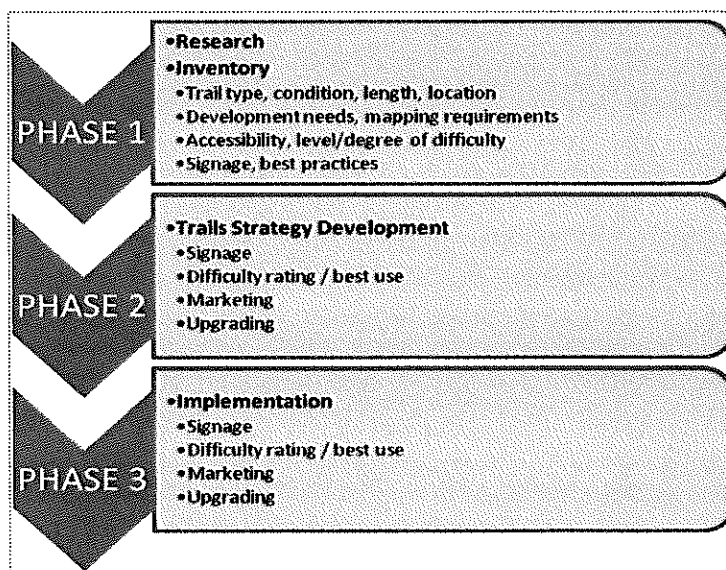
Tourism Vancouver Island is seeking funding support for Phase 1 of a multi-phase trails strategy for the Vancouver Island region. Tourism Vancouver Island has been successful with an application to the Island Coastal Economic Trust, through the Economic Development Readiness Program, to proceed with the first phase of a three-phase project that will result in the development and implementation of a Vancouver Island and Sunshine Coast Trails Strategy. We are looking to your community for a \$2,500 financial commitment to support the first phase of this exciting project. Tourism Vancouver Island will be contacting numerous communities, municipalities and regional districts within the Vancouver Island region to obtain the matching funds required by ICET.

Project Overview: The Vancouver Island and the Sunshine Coast regions have incredible assets in trails; however there is presently a significant lack of coordination in the development, rating, mapping, marketing, etc., to fully utilize these assets. The opportunity to grow the economic and social potential in the regions through the development and implementation of a trails strategy will be instrumental in attracting visitors from around the world. Trail utilization has been identified as one of the most popular activities of leisure travellers, in addition to being an amenity that is enjoyed by the residents of our communities.

About The Project: Phase 1 of this Trails Project will become the foundation that guides the way to a well-defined trails strategy. The inventory will be a searchable data base of the highest potential trails and will define a set of key attributes that assists us in understanding what is required to ensure that trails within the regions provide visitors and local residents with exceptional experiences. Tourism Vancouver Island will manage the process through a firm that has experience in hiking trail development and management. Community and trail group leaders from throughout the regions will be engaged in the process to assist in identifying the trails to be included in the inventory, in addition to determining the attributes required to make the inventory valuable.

Phase 1 Activities:

- Establishing a consultation process with communities engaged in trails and trails development;
- Conducting research and inventory that identifies the agencies that presently are active and investing in some form of trails development activities within the region to assess duplication, gaps and appetite for collaboration;



- Engaging in dialogue about potential “shared approaches” to trails development where tourism is embedded in a more comprehensive way;
- Building an inventory of the highest potential hiking trails and documenting key attributes.

Phases 2 & 3 (future projects)

Project Objectives: Trails are enjoyed by a diverse range of users and provide opportunities for outdoor activities that promote physical and mental health and wellbeing, while fostering respect for the environment. Trails serve a multi-functional purpose including transportation, tourism and leisure. The Vancouver Island Trails Strategy is aimed at accomplishing the following objectives:

- Increase the awareness of trail use in the Vancouver Island region that contributes to economic and social growth
- Increase the investment of government agencies in support of tourism and trails development
- Increase the investment of tourism stakeholders in trails development and marketing
- Increase the investment of economic development agencies in promoting the amenities and lifestyles of the region through trail use and enjoyment
- Increase the alignment and collaboration of agencies with the capacity to attract visitation, investment, workforce and relocation to the region using the outdoor recreational opportunities as attractants
- Increase visitation to the region by providing a one-stop-shop for visitors to seek comprehensive trail-use information
- Establish a trail network system, as a destination benefit for residents and visitors, which focuses on the sustainable use and protection of natural areas and green spaces
- Establish an initiative or process that is replicable for the province, country or abroad
- Produce an exportable product for Canada

Our Request: Phase 1 has been approved for funding of \$30,000 through Island Coastal Economic Trust’s (ICET) Economic Development Readiness Program. We are seeking your financial support of \$2,500 for Phase 1 of this project and would welcome the opportunity to present the information to Council as a delegation.

Sincerely,



Dave Petryk
President & CEO

Tourism Vancouver Island
501 – 65 Front Street
Nanaimo, BC V9R 5H9
Phone: 250-754-3500 Fax: 250-754-3599
www.tourismvi.ca info@tourismvi.ca

COUNCIL REPORT



REPORT DATE: September 4, 2014

MEETING DATE: September 8, 2014

TO: Mayor and Councillors

FROM: Sundance Topham, Chief Administrative Officer

SUBJECT: South Sewer Project – Governance Update

RECOMMENDATION

THAT the South Sewer Project – Governance Update report be received for information.

SUMMARY

Village of Cumberland participation in the proposed South Sewer Project is conditional on addressing financing and governance issues to the satisfaction of the Village of Cumberland. To this end Village representatives have been working with Comox Valley Regional District (CVRD) and K'ómoks First Nation representatives to develop costing and grant allocation scenarios and potential governance models for the proposed South Sewer project.

To help facilitate the governance discussion the CVRD engaged Colin Stewart, from Staples McDannold Stewart Barristers & Solicitors to provide a report on potential governance models for the proposed South Sewer Project. This report was presented to Council and Council concerns and comments in regards to the governance report were relayed to the CVRD.

CVRD staff used the governance report from Colin Stewart, along with feedback from the Village of Cumberland and K'ómoks First Nation, as a basis to come up with draft bylaws and flow charts to outline a potential governance model. This potential governance model was reviewed by Council, and after the revisions necessary for Council's approval were incorporated into the documents, and the governance structure was approved by the South Sewer Select Committee, the final proposed model went to the Comox Valley Regional District Committee of the Whole on August 26, 2014, where it was approved.

BACKGROUND

The Village of Cumberland is currently at Stage 2 of its Liquid Waste Management Plan (LWMP) process. This stage includes finalizing the preferred option for the treatment of municipal liquid waste, and the finalization of a Stage 2 report for the Ministry of Environment with recommended options.

The South Regional Sewer option was identified by the Public Advisory Committee (PAC) as the preferred option for finalizing Stage 2 of the LWMP, based on addressing financing and governance concerns.

The proposed governance model (attached to this report as Appendix A) will see the project managed through the creation of three services – one for electoral area conveyance and collection, one service for Cumberland conveyance, and one for all shared infrastructure. A commission made up of all three partners will be created to manage these services. This establishes how decisions will be made regarding the construction of the proposed project and ongoing operational management into the future. This governance structure will be implemented once the liquid waste management plans (LWMP) for the Village of Cumberland and CVRD are complete.

In terms of next steps, the outstanding issues still remaining on the governance structure include determining the cost apportionment formula for the south sewer treatment plant service (i.e. by volume, or by connection, or some other manner) and the CVRD will need to identify the method of determining their necessary elector approval. The liquid waste management planning processes that are underway in both jurisdictions will influence how this takes place.

Although financing concerns are still outstanding, the Village of Cumberland and CVRD have received \$15 million in Gas Tax funding from the Union of British Columbia Municipalities' (UBCM), and are working with K'ómoks First Nation to try and access PPP Canada funding for the project.

FINANCIAL IMPLICATIONS

There is no financial implication to receiving this report.

STRATEGIC OBJECTIVE

The South Sewer Project relates directly to Council's 2014 strategic objective of *Developing an environmentally sustainable method of treating the liquid waste that is produced by the Village.*

ATTACHMENTS

1. Appendix A – South sewer treatment plant service bylaw
2. Appendix B – Union Bay – Royston collector service bylaw
3. Appendix C – Cumberland trunk sewer service bylaw
4. Appendix D – South sewer commission establishment bylaw

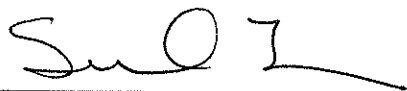
CONCURRENCE

None

OPTIONS

1. Receive the South Sewer Project – Governance Update report for information.
2. 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

COMOX VALLEY REGIONAL DISTRICT

BYLAW NO. XX

A bylaw to establish the south sewer waste water treatment plant service to finance, construct, operate and manage all infrastructure such as trunk sewers and the wastewater treatment plant that will serve Electoral Area A and the Village of Cumberland

WHEREAS under section 796 of the Local Government Act a regional district may operate any service the board considers necessary or desirable for all or part of the regional district;

AND WHEREAS the board of the Comox Valley Regional District wishes to establish three services to finance, construct, operate and manage all infrastructure for a sewer collection and treatment system that will serve Electoral Area A and the Village of Cumberland and be known as the south sewer services;

AND WHEREAS one component of the of the south sewer services is the south sewer waste water treatment plan service and the board of the Comox Valley Regional District wishes to establish such a service to finance, construct, operate and manage all infrastructure such as trunk sewers and the wastewater treatment plant that will serve Electoral Area A and the Village of Cumberland;

AND WHEREAS the approval of the inspector of municipalities has been obtained under section 801 of the Local Government Act;

AND WHEREAS the approval for the participating areas was obtained by assent of the electors under section 801.2 of the Local Government Act;

OR

AND WHEREAS the approval for the participating areas was obtained by alternative approval process under section 801.3 of the Local Government Act;

OR

AND WHEREAS the approval for the participating areas was obtained by consent on behalf of municipal participating areas under section 801.4 of the Local Government Act and/or consent on behalf of electoral area directors under section 801.5 of the Local Government Act;

OR

AND WHEREAS pursuant to the Environmental Management Act where a waste management plan has been approved under the Environmental Management Act, a bylaw adopted for the purpose of preparing or implementing the waste management plan does not require the assent of the electors, a petition, an initiative plan or consent on behalf of the electors referred to in the Local Government Act;

AND WHEREAS the regional district and Village of Cumberland have each prepared a liquid waste management plan approved under the Environmental Management Act on {DATE _____} and {DATE _____} respectively that describe the regional district's service to finance, construct, operate and manage all infrastructure such as trunk sewers and the wastewater treatment plant that will serve Electoral Area A and the Village of Cumberland;

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

Service

1. (1) The service established by this bylaw is to finance, construct, operate and manage all infrastructure such as trunk sewers and the wastewater treatment plant that will serve Electoral Area A and the Village of Cumberland.
- (2) The service shall be known as the south sewer waste water treatment plant service (the 'service').

Boundaries

2. The boundaries of the service area are coterminous with the boundaries of the Village of Cumberland and of those portions of Electoral Area 'A' (Baynes Sound – Denman/Hornby Islands) as identified in schedule 'A' attached to and forming part of this bylaw.

Participating areas

3. The Village of Cumberland and Electoral Area 'A' (Baynes Sound – Denman/Hornby Islands) include participating areas in the service.

Cost recovery

4. As provided in section 803 of the Local Government Act, the annual cost for this service shall be recovered by one or more of the following:
 - (a) property value taxes;
 - (b) parcel taxes;
 - (c) fees and charges imposed under section 363 of the Local Government Act;
 - (d) revenues raised by other means authorized by the Local Government Act or another Act; and
 - (e) revenues received by way of agreement, enterprise, gift, grant or otherwise,

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 the greater of \$XXXXXXX or \$XX.XX per \$1,000 applied to the net taxable value of land and improvements for regional hospital district purposes.

Cost apportionment

6. The annual costs of the service shall be apportioned on the basis of the converted value of land and improvements in the service area among the participating areas for the service.

Board voting rules

7. On all resolutions and bylaws relating to the administration and operation of the service each of the participating areas shall be entitled to three votes to be exercised by the director representing the participating area.

Commission appointment

8. (1) The board will establish a commission to be known as the south sewer services commission to which decisions regarding the administration and operation of the service shall be delegated.
- (2) In accordance with section 800.2(1)(c) of the Local Government Act the board must appoint to the south sewer services commission, as established by the South Sewer Services Commission Establishment Bylaw No. XXX:
 - (a) two persons from the Village of Cumberland council;
 - (b) two persons on the recommendation of the electoral area director for Electoral Area 'A'; and
 - (c) one person from the K'ómoks First Nation
- (3) Terms of appointments, commission rules of order and delegation of authority are described in the South Sewer Services Commission Establishment Bylaw No. XXX, 2014.

Commission voting rules

9. In accordance with section 800.2(1)(c) of the Local Government Act:
 - (a) On matters respecting the administration and operation of a matter involving only the Union Bay and Royston collector sewer service, which is established by Bylaw No. XXX, only those commission members representing Electoral Area A are entitled to vote and each have one vote;
 - (b) On matters respecting the administration and operation of only the Cumberland trunk sewer service, which is established by Bylaw No. XXX, only those commission members representing Cumberland are entitled to vote and each have one vote;
 - (c) On all other matters, each commission member has one vote.
 - (d) Despite subsections (a) and (b) voting in the commission shall be in accordance with subsection (c) until the commissioning of the waste water treatment plant to be constructed pursuant to the South Sewer Waste Water Treatment Plant Establishment Bylaw No. XXX, 2014.

Service review

10. All aspects of the south sewer waste water treatment plant service shall be reviewed every five years, with the first review occurring in 2019.

Citation

This Bylaw No. XXX may be cited as "South Sewer Waste Water Treatment Plant Service Establishment Bylaw No. XXX, 2014".

Read a first and second time this day of 2014.

Read a third time this day of 2014.

I hereby certify the foregoing to be a true and correct copy of Bylaw No. XX being "South Sewer Waste Water Treatment Plant Service Establishment Bylaw No. XXX, 2014" as read a third time by the board of the Comox Valley Regional District on the day of 2014.

Corporate Legislative Officer

Participating area approval
obtained this day of 2014.

Approved by the
Inspector of Municipalities this day of 2014.

Adopted this day of 2014.

Chair

Corporate Legislative Officer

I hereby certify the foregoing to be a true and correct copy of Bylaw No. XX being "South Sewer Waste Water Treatment Plant Service Establishment Bylaw No. XXX, 2014" as adopted by the board of the Comox Valley Regional District on the day of 2014.

Corporate Legislative Officer

SCHEDULE A – BOUNDARIES OF THE SOUTH SEWER WASTE WATER TREATMENT PLANT SERVICE

DRAFT

COMOX VALLEY REGIONAL DISTRICT

BYLAW NO. XX

A bylaw to establish the Union Bay and Royston collector sewer service to finance, construct, operate and manage any collector or trunk sewer infrastructure that would be of sole benefit to lands in Electoral Area A being Union Bay and that part of Royston upstream from the Royston pump station

WHEREAS under section 796 of the Local Government Act a regional district may operate any service the board considers necessary or desirable for all or part of the regional district;

AND WHEREAS the board of the Comox Valley Regional District wishes to establish three services to finance, construct, operate and manage all infrastructure for a sewer collection and treatment system that will serve Electoral Area A and the Village of Cumberland and be known as the south sewer services;

AND WHEREAS one component of the of the south sewer services is the Union Bay and Royston collector sewer service and the board of the Comox Valley Regional District wishes to establish such a service to finance, construct, operate and manage any collector or trunk sewer infrastructure that would be of sole benefit to lands in Electoral Area A being Union Bay and that part of Royston upstream from the Royston pump station;

AND WHEREAS the approval of the inspector of municipalities has been obtained under section 801 of the Local Government Act;

AND WHEREAS the approval for the participating areas was obtained by assent of the electors under section 801.2 of the Local Government Act;

OR

AND WHEREAS the approval for the participating areas was obtained by alternative approval process under section 801.3 of the Local Government Act;

OR

AND WHEREAS the approval for the participating areas was obtained by consent on behalf of electoral area directors under section 801.5 of the Local Government Act;

OR

AND WHEREAS pursuant to the Environmental Management Act where a waste management plan has been approved under the Environmental Management Act, a bylaw adopted for the purpose of preparing or implementing the waste management plan does not require the assent of the electors, a petition, an initiative plan or consent on behalf of the electors referred to in the Local Government Act;

AND WHEREAS the regional district has prepared a liquid waste management plan approved under the Environmental Management Act on {DATE _____} that describe the regional district's service to finance, construct, operate and manage any collector or trunk sewer infrastructure that would be of sole benefit to lands in Electoral Area A being Union Bay and that part of Royston upstream from the Royston pump station;

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

Service

1. (1) The service established by this bylaw is to finance, construct, operate and manage any collector or trunk sewer infrastructure that would be of sole benefit to lands in the service area established under this bylaw, being that part of Electoral Area A within the boundaries described in section 2 of this bylaw.
- (2) The service shall be known as the Union Bay and Royston collector sewer service (the 'service').

Boundaries

2. The boundaries of the service area are coterminous with the boundaries of those portions of Electoral Area 'A' (Baynes Sound – Denman/Hornby Islands) as identified in schedule 'A' attached to and forming part of this bylaw.

Participating areas

3. Electoral Area 'A' (Baynes Sound – Denman/Hornby Islands) is the sole participating area in the service.

Cost recovery

4. As provided in section 803 of the Local Government Act, the annual cost for this service shall be recovered by one or more of the following:
 - (a) property value taxes;
 - (b) parcel taxes;
 - (c) fees and charges imposed under section 363 of the Local Government Act;
 - (d) revenues raised by other means authorized by the Local Government Act or another Act; and
 - (e) revenues received by way of agreement, enterprise, gift, grant or otherwise,

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 the greater of \$XXXXXXX or \$XX.XX per \$1,000 applied to the net taxable value of land and improvements for regional hospital district purposes.

Board voting rules

6. On all bylaws and resolutions of the board relating to the administration and operation of the service the electoral area director from Electoral Area 'A' (Baynes Sound – Denman/Hornby Islands) has five votes and the municipal director from the Village of Cumberland has one vote.

Cost allocation

7. All costs associated with delivering this service are the sole responsibility of the participating area.

Commission appointment

8. (1) The board will establish the south sewer services commission referred to in section 7 of the South Sewer Waste Water Treatment Plant Service Establishing Bylaw No. XXX, 2014 (the “WWTP service bylaw”) to which decisions regarding the administration and operation of the service shall be delegated.
- (2) Appointments to the commission referred to in section 7(1) shall be made as set out in section 7(2) of the WWTP service bylaw.
- (3) Terms of appointments, commission rules of order and delegation of authority are described in the South Sewer Services Commission Establishment Bylaw No. XXX.

Commission voting rules

9. In accordance with section 800.2(1)(c) of the Local Government Act:
- (a) On matters respecting the administration and operation of a matter involving only the Union Bay and Royston collector sewer service, only those commission members representing Electoral Area A are entitled to vote and each have one vote;
- (b) On matters respecting the administration and operation of only the Cumberland trunk sewer service, which is established by Bylaw No. XXX, only those commission members representing Cumberland are entitled to vote and each have one vote;
- (c) On all other matters, each commission member has one vote.
- (d) Despite subsections (a) and (b) voting in the commission shall be in accordance with subsection (c) until the commissioning of the waste water treatment plant to be constructed pursuant to the South Sewer Waste Water Treatment Plant Establishment Bylaw No. XXX, 2014.

Service review

10. All aspects of the Union Bay and Royston collector sewer service shall be reviewed every five years, with the first review occurring in 2019.

Citation

This Bylaw No. XXX may be cited as “Union Bay and Royston Collector Sewer Service Establishment Bylaw No. XXX, 2014”.

Read a first and second time this day of 2014.

Read a third time this day of 2014.

I hereby certify the foregoing to be a true and correct copy of Bylaw No. XX being “Union Bay and Royston Collector Sewer Service Establishment Bylaw No. XXX, 2014” as read a third time by the board of the Comox Valley Regional District on the day of 2014.

Corporate Legislative Officer

Participating area approval
obtained this

day of 2014.

Approved by the
Inspector of Municipalities this

day of 2014.

Adopted this

day of 2014.

Chair

Corporate Legislative Officer

I hereby certify the foregoing to be a true and correct copy of Bylaw No. XX being "Union Bay and Royston Collector Sewer Service Establishment Bylaw No. XXX, 2014" as adopted by the board of the Comox Valley Regional District on the day of 2014.

Corporate Legislative Officer

DRAFT

COMOX VALLEY REGIONAL DISTRICT

BYLAW NO. XX

A bylaw to establish the Cumberland trunk sewer service to finance, construct, operate and manage the design, construction, operation and extension of any part of the trunk sewer infrastructure upstream of the Royston Pump Station that would be of sole benefit to the Village of Cumberland

WHEREAS under section 796 of the Local Government Act a regional district may operate any service the board considers necessary or desirable for all or part of the regional district;

AND WHEREAS the board of the Comox Valley Regional District wishes to establish three services to finance, construct, operate and manage all infrastructure for a sewer collection and treatment system that will serve Electoral Area A and the Village of Cumberland and be known as the south sewer services;

AND WHEREAS one component of the of the south sewer services is the Cumberland trunk sewer service and the board of the Comox Valley Regional District wishes to establish such a service to finance, construct, operate and manage the design, construction, operation and extension of any part of the trunk sewer infrastructure upstream of the Royston Pump Station that would be of sole benefit to the Village of Cumberland;

AND WHEREAS the approval of the inspector of municipalities has been obtained under section 801 of the Local Government Act;

AND WHEREAS the approval for the participating areas was obtained by assent of the electors under section 801.2 of the Local Government Act;

OR

AND WHEREAS the approval for the participating areas was obtained by alternative approval process under section 801.3 of the Local Government Act;

OR

AND WHEREAS the approval for the participating areas was obtained by consent on behalf of municipal participating areas under section 801.4 of the Local Government Act;

OR

AND WHEREAS pursuant to the Environmental Management Act where a waste management plan has been approved under the Environmental Management Act, a bylaw adopted for the purpose of preparing or implementing the waste management plan does not require the assent of the electors, a petition, an initiative plan or consent on behalf of the electors referred to in the Local Government Act;

AND WHEREAS the Village of Cumberland has prepared a liquid waste management plan approved under the Environmental Management Act on {DATE _____} that describes the service to finance, construct, operate and manage the design, construction, operation and extension of any part of the trunk sewer infrastructure upstream of the Royston Pump Station that would be of sole benefit to the Village of Cumberland;

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

Service

1. (1) The service established by this bylaw is to finance, construct, operate and manage the design, construction, operation and extension of any part of the trunk sewer infrastructure upstream of the Royston Pump Station that would be of sole benefit to the Village of Cumberland.
- (2) The service shall be known as the Cumberland trunk sewer service (the 'service').

Boundaries

2. The boundaries of the service area are the boundaries of the Village of Cumberland.

Participating areas

3. The Village of Cumberland is the sole participating area in the service.

Cost recovery

4. As provided in section 803 of the Local Government Act, the annual cost for this service shall be recovered by one or more of the following:
 - (a) property value taxes;
 - (b) parcel taxes;
 - (c) fees and charges imposed under section 363 of the Local Government Act;
 - (d) revenues raised by other means authorized by the Local Government Act or another Act; and
 - (e) revenues received by way of agreement, enterprise, gift, grant or otherwise,

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 the greater of \$XXXXXXX or \$XX.XX per \$1,000 applied to the net taxable value of land and improvements for regional hospital district purposes.

Board voting rules

6. On all bylaws and resolutions of the board relating to the administration and operation of the service the municipal director from the Village of Cumberland has five votes and the electoral area director from Electoral Area 'A' (Baynes Sound – Denman/Hornby Islands) has one vote.

Cost allocation

7. All costs associated with delivering this service are the sole responsibility of the participating area.

Commission appointment

8. (1) The board will establish the south sewer services commission referred to in section 7 of the South Sewer Waste Water Treatment Plant Service Establishment Bylaw No. XXX, 2014 (the "WWTP service bylaw") to which decisions regarding the administration and operation of the service shall be delegated.

-33-

Inspector of Municipalities this day of 2014.

Adopted this _____ day of _____ 2014.

Chair

Corporate Legislative Officer

I hereby certify the foregoing to be a true and correct copy of Bylaw No. XX being "Cumberland Trunk Sewer Service Establishment Bylaw No. XXX, 2014" as adopted by the board of the Comox Valley Regional District on the day of 2014.

Corporate Legislative Officer

COMOX VALLEY REGIONAL DISTRICT

BYLAW NO. XX

A bylaw to establish the south sewer services commission to provide for the administration and operation of the south sewer waste water treatment plant service, the Cumberland trunk sewer service and the Union Bay and Royston collector sewer service

WHEREAS a regional district may establish a commission under section 176 (1)(g) of the Local Government Act to operate regional district services, undertake operation and enforcement in relation to the regional district board's exercise of its regulatory authority, and manage property or an interest in property held by the regional district;

AND WHEREAS the board adopted three services to finance, construct, operate and manage all infrastructure for a sewer collection and treatment system that will serve Electoral Area A and the Village of Cumberland as follows:

- Bylaw No. XX being "South Sewer Waste Water Treatment Plant Service Establishment Bylaw No. XXX, 2014" on the XX day of XX 2014 to establish a service to finance, construct, operate and manage all infrastructure such as trunk sewers and the wastewater treatment plant that will serve Electoral Area A and the Village of Cumberland;
- Bylaw No. XX being "Cumberland Trunk Sewer Service Establishment Bylaw No. XXX, 2014" on the XX day of XXX 2014 to establish a service to finance, construct, operate and manage the design, construction, operation and extension of any part of the trunk sewer infrastructure upstream of the Royston Pump Station that would be of sole benefit to the Village of Cumberland; and
- Bylaw No. XX being "Union Bay and Royston Collector Sewer Service Establishment Bylaw No. XXX, 2014" on the XX day of XXX 2014 to establish a service to finance, construct, operate and manage any collector or trunk sewer infrastructure that would be of sole benefit to lands in Electoral Area A being Union Bay and that part of Royston upstream from the Royston pump station

collectively known as the south sewer services;

AND WHEREAS the board desires to establish a commission for the administration and operation of the south sewer services;

AND WHEREAS the board wishes to delegate authority from the board to the commission, and provide for appointment and membership of commission members and rules of order as applicable to the commission;

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

Interpretation

1. In this bylaw, unless context otherwise requires:
 - (a) Board means the board of the Comox Valley Regional District;
 - (b) Commission means the commission established under section 2;
 - (c) Cumberland means the Corporation of the Village of Cumberland;

- (d) Director means the electoral area director representing Electoral Area A;
- (e) Financial plan means the regional board's financial plan adopted under Part 24 of the *Local Government Act*;
- (f) Service establishment bylaws means Comox Valley Regional District bylaws:
 - (i) Bylaw No. XX being "South Sewer Waste Water Treatment Plant Service Establishment Bylaw No. XXX, 2014";
 - (ii) Bylaw No. XX being "Cumberland Trunk Sewer Service Establishment Bylaw No. XXX, 2014"; and
 - (iii) Bylaw No. XX being "Union Bay and Royston Collector Sewer Service Establishment Bylaw No. XXX, 2014"
- (g) "South sewer project" means all works and services forming part of the facilities associated with the south sewer services.
- (h) "South sewer services" means those services established by service establishment bylaws and being the south sewer waste water treatment plant service, the Cumberland trunk sewer service and the Union Bay and Royston collector sewer service.

Commission established

- 2. The board hereby establishes the south sewer services commission with authorities as further described in this bylaw for the services established under:
 - (a) Bylaw No. XX being "South Sewer Waste Water Treatment Plant Service Establishment Bylaw No. XXX, 2014";
 - (b) Bylaw No. XX being "Cumberland Trunk Sewer Service Establishment Bylaw No. XXX, 2014"; and
 - (c) Bylaw No. XX being "Union Bay and Royston Collector Sewer Service Establishment Bylaw No. XXX, 2014"
- as amended from time to time.

Membership

- 3. The commission shall be comprised of five persons (and alternates) appointed by the board as follows:
 - (a) Two persons from Village of Cumberland council; and two alternates from Village of Cumberland Council;
 - (b) Two persons on the recommendation of the Electoral Area 'A' director, and two alternates, all of whom may or may not be local government elected officials; and
 - (c) One person from K'ómoks First Nation and one alternate from K'ómoks First Nation, each of whom may or may not be a K'ómoks First Nation member.

Commission voting

4. (1) In accordance with the service establishment bylaws, each commission member receives one vote on matters referred to in subsection (4).
- (2) On matters respecting the administration and operation of only the Cumberland trunk sewer service, only those commission members representing Cumberland are entitled to vote and each have one vote.
- (3) On matters respecting the administration and operation of a matter involving only the Union Bay and Royston collector sewer service, only those commission members representing Electoral Area A are entitled to vote and each have one vote.
- (4) On all other matters, each commission member has one vote.
- (5) Despite subsections (2) and (3) voting in the commission shall be in accordance with subsection (4) until the commissioning of the waste water treatment plant to be constructed pursuant to the South Sewer Waste Water Treatment Plant Establishment Bylaw No. XXX, 2014.

Term of office

5. (1) The term of office for a member of the commission shall be for a four year period commencing the first day of January following each such appointment or until successors are appointed.
- (2) The term of office for the initial appointees shall commence on the inaugural meeting of the commission and continue for that year plus an additional three years or until successors are appointed.

Nominations

6. (1) The board shall appoint the initial commission members based on written notice or advertisements posted for at least 45 days prior to the regional district board meeting in December. The Village of Cumberland and K'ómoks First Nation will submit its appointees.
- (2) For subsequent appointees, the commission must accept nominations for the regional district members of the commission to be appointed effective the following first of January on the basis of written notice or advertisements posted for at least 45 days prior to the regional district board meeting in December.
- (3) The names of the persons nominated under subsection (2) must be forwarded immediately to the Electoral Area director and in any event before the date when the agenda for the first meeting of the regional district board in December of that year is distributed to the regional directors.
- (4) The Village of Cumberland will submit appointees to the regional district for appointment to the commission.
- (5) K'ómoks First Nation will submit its appointee to the regional district for appointment to the commission.
- (6) Nominees may be elected officials and members of the public.

- (7) Regional district and Village of Cumberland staff are not eligible for nomination to the commission.

Appointment

7. (1) The board shall within two months from the date of enactment of this bylaw appoint persons to act as members of the commission as provided in section 6 above.
- (2) In the event of the death, resignation or disqualification of a member of the commission, the board shall appoint a successor for the remainder of such member's term, as provided in section 6 above.
- (3) The board may terminate the commission appointment of the commission member who fails to attend three consecutive regular meetings without permission of the commission.
- (4) No person may serve more than three consecutive terms as a member of the commission.

Commission procedure

8. (1) The commission must, at its inaugural meeting and at the first meeting in January of each year, by secret ballot, elect a chair and vice-chair from among its members.
- (2) The rules and procedures which govern the board shall apply to the commission where applicable.
- (3) Meetings of the commission shall be open to the public unless the commission determines, in accordance with sections 90 and 91 of the *Community Charter*, that a meeting should be closed to the public.
- (4) Commission minutes shall be received by the commission at subsequent meetings.
- (5) Members of the commission shall not disclose the substance of in camera deliberations or a copy of a document or other confidence considered at a meeting closed to the public except as authorized by the commission.

Delegation of power and duties

9. (1) The board hereby delegates to the commission the following power and duties:
 - (a) the authority to review proposals and select a proponent for the construction of the works necessary or convenient for the completion of construction and operation of the south sewer project, award the contract and supervise construction and commissioning during the construction phase of the south sewer project;
 - (b) the authority to award contracts, establish policies and set policy direction for the south sewer services before, during and after commissioning of the south sewer services;
 - (c) the authority to approve a financial plan for the south sewer services (note: while the commission may approve the financial plan, it is the board which adopts the financial plan bylaw);

- (d) the authority to recommend to the board fees, charges and regulations bylaws for the south sewer services.
- (2) If the board does not support a recommendation from the commission, the board shall advise the commission of its reasons and provide the commission with any recommendations for revision, amendment or alteration of the commission's recommendations to the board prior to any final decisions being made.

Financial plan

- 10. (1) Before the end of November of each year, the regional district corporate financial office shall cause to be provided to the commission a five-year operating and capital financial plan for the south sewer services, which shall include estimates for the administrative, development, maintenance, operational and other expenses, including debt charges.
- (2) The commission shall submit such expenditure estimates, together with estimates for expected revenue, in a form approved by the regional district financial officer for the approval of the board and for inclusion in the board's financial plan.
- (3) The approval of the south sewer services five-year financial plan and any amendments required during the financial plan year are the responsibility of the commission.
- (4) The south sewer services financial plan is included in the regional district financial plan bylaw that is adopted by the board prior to March 31st in each year.
- (5) The board intends to, if required, only make changes to the south sewer services financial plan of an administrative nature, such as a mathematical correction, subsequent to any financial plan approvals by the commission.

Remuneration and expenses

- 11. (1) The board may determine remuneration payable to commission members.
- (2) Expenses of commission members incurred while engaged in business of the commission shall be reimbursed in accordance with applicable policies of the regional board.

Reporting to the board

- 12. The commission must report to the board from time to time as necessary and upon request of the board regarding the implementation and progress of the south sewer project and shall, where necessary, advise the board of any issues that arise in connection with the south sewer project.

Unauthorized expenditures

- 13. The commission shall not authorize any expenditure other than an expenditure provided for in the financial plan as included in the approved financial plan of the regional district.

Contracts

- 14. (1) The commission shall not enter into contracts on behalf of the regional district except where the commission has been granted authority to do so under this bylaw or the regional district delegation of purchasing authority bylaw.

- (2) All contracts that are approved by the commission shall be executed in the name of the regional district.

Severability

15. Should any section or provision of this bylaw be declared by a court of competent jurisdiction to be invalid, such decision will not affect the validity of the bylaw as a whole or any part thereof, other than the part so declared to be invalid.

Commission review

16. All aspects of the south sewer services commission shall be reviewed every five years, with the first review occurring in 2019.

Citation

This Bylaw No. XX may be cited as the "South Sewer Services Commission Establishment Bylaw No. XXX, 2014".

Read a first and second time this	day of	2014.
Read a third time this	day of	2014.
Adopted by 2/3rds of the votes cast this	day of	2014.

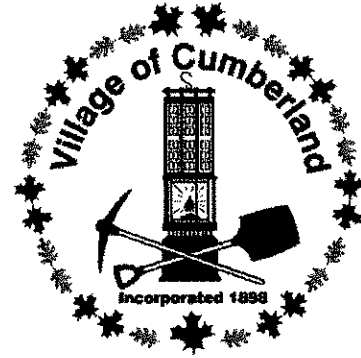
Chair

Corporate Legislative Officer

I hereby certify the foregoing to be a true and correct copy of Bylaw No. XX being the "South Sewer Services Commission Establishment Bylaw No. XXX, 2014" as adopted by the board of the Comox Valley Regional District on the _____ day of _____ 2014.

Corporate Legislative Officer

COUNCIL REPORT



REPORT DATE: September 2nd, 2014
MEETING DATE: September 8th, 2014

File No: 1850-20

TO: Mayor and Councillors
FROM: Kevin McPhedran, Parks and Outdoor Recreation Coordinator
SUBJECT: Parks and Recreation Facility Grant in Aid Program

RECOMMENDATION

- i. THAT Council receive the *Parks and Recreation Facility Grant in Aid Program* report.
- ii. AND THAT Council provide staff with direction on the future of the program.

SUMMARY

This report provides an overview of the Village's Parks and Recreation Facility Grant in Aid program that has been in place in each of the 2013 and 2014 fiscal years. It also provides options for possible future alternatives to the program from the existing status quo.

BACKGROUND

Beginning in 2013, the Village implemented a Grant in Aid program whereby community non-profit organizations could apply for rental fees to be waived for the use of Village facilities and parks. At the same time as implementing this program, park use permit and facility rental fees were amended *in principle* by Council, which included a significant reduction in fees for the use of Village parks and facilities by non-profit organizations. As part of the rationale for reducing fees, it was envisioned that non-profit organizations that could afford to pay the reduced fees may choose to pay the fees rather than go through the rigorous grant in aid application process, while organizations that had a demonstrated need for Village financial support would apply to have their fees waived. Under program requirements, applicants are to submit detailed financial statements so that Council is able to assess each request for financial assistance.

A copy of this Grant in Aid policy can be found as an attachment to this report.

In order to administer previous iterations of this program, a budget of \$2,500 was established for the Grant in Aid function in both the 2013 and 2014 fiscal. The amount of \$2,500 was chosen because it was estimated that with the reduction in fees, Council should be able to approve a considerable number of, but possibly not all, grant requests. While Council was able to award all grant requests within the 2013 budget, the 2014 budget was increased to \$3,200 but even then not all 13

organizations were approved for their 29 events. One organization was denied as they were not deemed eligible for the program as their event was not considered a "public event".

Consequently, Council resolved at the March 24, 2014 Regular Council Meeting that staff "review the grant in aid policy". In the 2014-2018 Financial Plan Bylaw, an annual budget of \$3,200 has been set for the program based on Council's 2014 resolution. In advance of receiving applications for events in 2015, an evaluation of the program has been completed. The following points were considered in the review:

1. Each event hosted by a community non-profit organization is unique, therefore requiring individual consideration as each event has different needs and impacts on the community.
2. The implications of the Village providing financial assistance might be much different on one organization than it is on another:
 - a. For example, an organization that hosts a small community gathering focused on children may require a Grant in Aid in order for the event to proceed, while an organization that hosts a large adventure sport race with entrance fees may not consider financial assistance as a requirement in order for the event to proceed.
 - b. This consideration is best evaluated through the study of each organization's Financial Statement, as required to be submitted with an application, in the context of the reduced fee schedule implemented concurrently to the Grant in Aid program.
3. As previously noted, it was envisioned that organizations that could "afford" to pay the reduced fees would do so, while those that had a demonstrated requirement for a Grant in Aid in order to host their event would apply to the program; however, this has not proven to be the case and the majority of non-profit organizations operating in the Village have submitted grant applications regardless of their financial situations.
4. When assessing an organization or event to determine grant allocations, the current application form is also designed to gather information on how the organization/event benefits the Village; these indices assess such things as whether the event: encourages the promotion of arts, heritage, culture and/or sport; encourages fundraising for local benefit; and provides indirect benefits to local businesses. (See attachments for further details)
5. Several organizations/special events in the Village have had park and facility fees waived for many years (historically through a primarily informal process, and more recently a formal process), and/or have also received significant assistance through in-kind support such as services done through Public Works. These organizations may have grown accustomed to having fees waived during event planning and budgeting which may limit their ability to adapt to change in Grant in Aid procedure and/or fees.
6. New non-profit organizations/special events have become established more recently, and may have a greater ability to adapt to fee changes.

7. Significant staff resources are required to administer and manage special events using Village parks and recreation facilities, and in most cases, the current non-profit fees do not adequately cover the Village administration and/or maintenance costs.
8. Significant staff resources are required to administer the Grant in Aid program, including advertising the program, assisting applicants to ensure all requirements are met, receiving and processing applications, etc.
9. Non-profit special event use of Village parks and recreation facilities is growing yearly; as a result, other considerations will need to be evaluated and presented at budget time to ensure sustainability of the parks and facilities as well as the services provided in conjunction with them.
10. It is recognized that through the park use permit and/or facility rental process additional costs are incurred by the event organizers such as insurance and damage deposit fees. For example, events accessing Cumberland's trail network, non-profit organizations are also required to pay permit fees to other land owners/managers

Future Options

After thoroughly considering the existing program, staff feel as though there are four options for Council consideration in regards to the Grant in Aid program.

1. Continue the program as is presently constructed, with the possibility of some applicants receiving no funding. To assist in evaluating applications, Council may wish to consider the use of an evaluation matrix as a tool in evaluating applications (see Attachment C for an example of a proposed matrix).
2. Continue to offer the program in 2015 with a set budget (\$3,200 or other set value as per Council resolution) and determine the allocation of funds based on set criteria (focused on the demonstrated need for financial assistance of each organization). Delegate authority to the Manager of Recreation to disperse funds, who will provide Council with a semi-annual report on waived fees. Evaluation of applications, and disbursement of funding, will be based on ranking events in order of overall requirement for funding and benefit to the community, using the evaluation matrix in Attachment C.
3. Eliminate the Grant in Aid program: this would simplify the park and facility rental fee collection process, with all users paying the Council-approved fees, which as noted have already been reduced.
4. Revise the Grant in Aid program budget in each year to reflect the total amount requested, direct staff to amend the Financial Plan Bylaw to reflect this yearly revision, and determine grant allocations based on the revised budget. This option requires significant staff resources to administer the program, while also implying that any organization that meets program requirements will receive their requested grant. As more events are hosted by non-profit organizations in the Village, the burden placed on Village resources will concurrently increase

without additional financial support. This option is essentially what occurred in 2014 and its sustainability requires consideration.

FINANCIAL IMPLICATIONS

The total increase in program budget for the 2014 program (\$2500 to \$3200) is deemed to be negligible overall in terms of the Village's broader financial plan, particularly given that the Village's past practices included the waiving of a significant amount of fees for community events. However, the number of non-profit events in the Village appears to be growing, meaning requirements to amend the budget to ensure all eligible organizations receive grants is likely to become common practice under the status quo (in addition to the more staff resources that are subsequently required to administer and manage the use of the Village's parks and recreation facilities, including the Grant in Aid program.)

STRATEGIC OBJECTIVE

Implementing an ongoing policy and bylaw review of fees and charges.

ATTACHMENTS

Attachment A. *Parks and Recreation Fees Grant Policy 4.1*

Attachment B. *Parks and Recreation Fees Summary* based on fees approved-in-principle

Attachment C. *Existing Grant in Aid Application Form and Sample Evaluation Matrix*

CONCURRENCE

Jaclyn Casler, Deputy Corporate Officer

Leah Knutson, Manager of Recreation

Michelle Mason, Financial Officer



OPTIONS

1. THAT Council receive this report.
2. AND THAT Council provide staff with direction on the future of the Grant in Aid program.
3. Any other action deemed appropriate by Council.

Respectfully submitted,



Kevin McPhedran

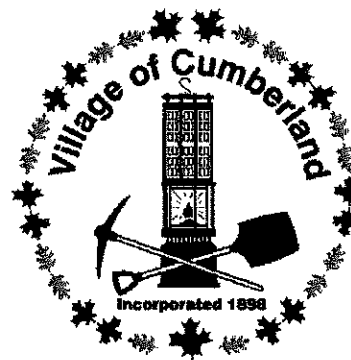
Parks and Outdoor Recreation Coordinator



Sundance Topham

Chief Administrative Officer

COUNCIL POLICY



Title: Parks and Recreation Fees Grant Policy	No. 4.1
Authority: Community Charter	Section:
Adopted Date: February 13, 2013	Motion No.
Amended Date:	

Purpose

The Cumberland Parks and Recreation Grant Program is designed to assist organizations with payment for fees and charges for Village of Cumberland parks and recreation facilities for not-for-profit events that serve the well-being of the Cumberland community.

Policy

Where the Council has established a Parks and Recreation Fees Grant budget for the following year, Council will consider applications for grants for payment of fees for parks and recreational facilities. Grants may not be attributed towards damage deposits and additional staff services.

Eligibility Criteria

The applicant organization must be a non-profit organization or a not-for-profit society.

Applications will be considered by Council

- in November each year for the following year, and
- in June each year if any funding remains in the grant-in-aid budget

Application Procedures

The application must include:

- the amount of the grant-in-aid requested and fees to which the grant would apply
- the nature and reason for the event,
- the names of those who will be involved in carrying out the project and the names of the directors of the Board,

- projected statement of revenue and expenses for the project OR the organization's most recent financial statements,
- the projected impact of the project on the Village,
- the estimated number of residents and youth residents benefiting, attending, or being served by the event,
- any other grants or support from the Village received in the past three years, such as permissive tax exemption, lease of Village land, public works services at no charge, etc.

Applications must

- be made on the form provided by the Village
- not contain any confidential or personal information.
- be received by the date established by the Village

Assessment Process

Cumberland Council will receive and review all applications at an open council meeting.

It is recommended that a representative from an applicant organization be present at the meeting at which grants are considered to answer any questions from members of the Council.

Council may consider the following criteria when assessing grant applications:

The event

- is open to the public or is accessible to a large portion of the Cumberland's residents
- has a significant number of Cumberland residents participating
- has no entrance fee
- encourages healthy living and physical activity for Cumberland residents
- encourages participation of Cumberland youth (under 19 years)
- has no entrance fee for Cumberland youth
- encourages volunteerism in Cumberland
- fosters arts and culture for Cumberland residents
- fosters community identity for Cumberland residents
- promotes Cumberland heritage
- fosters the protection of the local environment
- promotes public safety or beautification of Cumberland
- provides fundraising for local benefit
- draws visitors to Cumberland and provides indirect economic benefits to local businesses

Grant Approvals

If Council approves a grant application or partial application, fees for parks and recreation facilities will be waived upon application. No funds will be disbursed.

Attachment B. Parks and Recreation Fees Summary based on fees approved-in-principle

Cumberland Council approved the following fees *in-principle* at its meeting of February 12, 2013. Not-for-profit applicants for grant-in-aid may use this summary to help calculate fees. A bylaw will be brought forward for Council's consideration to formally impose these fees.

Fee Categories

1. "Not-for-profit event" means an event organized by a not-for-profit organization or registered society and includes public funerals;
2. "Private event" means an event that is not open to the public and includes but is not limited to a funeral, a wedding, an event to celebrate a wedding, anniversary, and a birthday, a block party and a neighbourhood picnic; A private event in a park may not have exclusive use of the park.
3. "Commercial event" means an event organized by a business for a for-profit purpose and an event organized by a political organization.
4. "Commercial business" means a commercial business providing **personal** services included guided use, instructional, etc.

Multi/day and Multi/Facility Discounts

1. Consecutive Multi-day events will receive a 25% discount for each additional day.
2. Multi-venue events will receive a 25% discount for each additional facility used on the same day.
3. Consecutive multi-day and multi-venue events will receive a 50% discount for each additional day and venue.

Parks Fees

Park	Not-for-Profit Event	Private Event	Commercial Event	Commercial Business
Village Park	\$100 per day \$25 per hour	\$25 per hour	\$500 per day	Single event: \$15 Seasonal: \$50 (4 month) Annual: \$100
Village Park playground area	Not Available	\$25 per hour	Not Available	
No 6 Mine Heritage Park	\$50 per day	\$25 per hour	\$200 per day	
Village Square	\$50 per day	\$25 per hour	\$200 per day	
Coal Creek Historic Park	\$50 per day	\$25 per hour	\$200 per day	
Peace Park	\$50 per day	\$25 per hour	\$200 per day	
Derwent Avenue Park	\$50 per day	\$25 per hour	\$200 per day	
Egremont Park	\$50 per day	\$25 per hour	Not Available	
Ulverston Station Park	\$50 per day	\$25 per hour	Not Available	
Trail Network*	No Fee	No Fee	\$100 per day OR \$1 per event participant per day, whichever is greater	Single event: \$15 Seasonal: \$50 (4 month) Annual: \$100
Damage Deposit	\$250 per park per day	n/a	\$250 per park per day	\$250 per park per seasonal or annual booking

* Trail Network includes trails located in: Cumberland Community Forest, Coal Creek Historic Park, South Wellington Colliery Trail, and undesignated Village lands located in the Perseverance Creek Watershed (map available). Please note that separate permissions/permits may be required from private landowners for trail-based events.

Village Park Sports Fields Fees

Use	Fee	Damage Deposit	Required Insurance
Ball Diamonds			
Adult League Practice/Game	\$7/practice \$14/game	Signed agreement with League regarding damages.	Proof of league indemnification
Youth League Practice/Game	No charge		Proof of league indemnification

Tournaments (2 diamond)	\$100/1day \$150/2days \$200/3days	\$250/event	As per insurance risk rating for event
Tournaments (1 diamond)	\$35/game		As per insurance risk rating for event
Non league sanctioned events	\$7/practice \$14/game	\$250/event	As per insurance risk rating for event
Soccer/Rugby/Football Fields			
Adult Practice/Game	\$10/practice \$15/game	Signed agreement with League regarding damages.	Proof of League Indemnification
Youth Practice/Game	No charge		Proof of League Indemnification
Tournaments	\$35/game \$100/1day \$150/2days \$200/3days	\$250/event	As per insurance risk rating for event
Field Lights (all groups)	\$4 per hour game/ practice; no charge to youth teams	n/a	n/a
Centennial Bldg Showers	\$5 per game/ practice	\$50 key deposit \$250/season	Proof of League Indemnification
Ball Diamond A and B Washrooms	No charge	\$50 key deposit \$250/season	Proof of League Indemnification

Facility Fees

Facility	Not-for-Profit Event	Private Event	Commercial Event	Damage Deposit
CRI Hall	\$100 per day	\$402.50 per day \$45.00 per hour (four hours or less)	\$402.50 per day \$45.00 per hour (four hours or less)	\$250 per day for full day booking
CRI kitchen	\$50 per day	\$115 per day \$35.00 per hour	\$115 per day \$35.00 per hour	N/A
Cultural Centre	\$100 per day	\$287.50 per day \$45.00 per hour (four hours or less)	\$287.50 per day \$45.00 per hour (four hours or less)	\$250 per day for full day booking
Cultural Centre kitchen	\$50 per day	\$115 per day \$35.00 per hour	\$115 per day \$35.00 per hour	N/A
CRI Parking Lot	No Charge	No Charge	\$50 per day	N/A

Attachment C. Existing Grant in Aid Application Form and Sample Evaluation Matrix

Background

The existing application form, as well as an evaluation matrix, can be found within this attachment. This application form is required to be completed in full and submitted by all non-profit organizations applying for a grant-in-aid from the Village. The form collects information related to non-profit organizations and their events including: an organization's past use of Village resources (Part A); the minimum grant requirement in order for an event to proceed (Part B); the event's benefits to the community (Part C) and the organization's financial information (Part D).

How the Evaluation Matrix Would Work:

Option 1: Council Evaluates Applications and Disperses Funds

For assistance in evaluating grant-in-aid applications, Council would have an option of using the evaluation matrix. The data acquired from the results of the evaluation process could then be used to aid in decision making and allocation of funding within the set program budget.

Option 2: Council Delegates Authority to Staff to Evaluate Applications and Disperse Funds

Upon receiving the Grant in Aid applications, staff would take the information submitted within the application to evaluate the event's requirement for a grant in aid, as well as its overall benefit to the Village; this would occur by simply transferring information from the application into the evaluation matrix and tallying the results. Based on a points system, events could then be ranked from highest to lowest based on their overall requirement for assistance and overall benefit to the community. Using this evaluation model would ensure that the each event was evaluated in an objective and transparent manner. Subsequently, staff would disperse funds to the highest ranked events within the allocated program budget.

Note: Should the Village proceed with the use of the Evaluation Matrix, the Grant in Aid application will require minor modifications to ensure all required information is collected for each individual event applied for. For example, the checklist in *Part C: Event Information* will be required to be completed by the applicant for each individual event, and not for the organization as a whole.

Parks and Recreation Fees Grant-In-Aid Application 2014

This application is for funding of Village of Cumberland parks and recreation fees for not-for-profit events taking place between January 1 and December 31, 2014. Retroactive applications for events taken place before January 1, 2014 will not be accepted. Commercial/for-profit organizations are not eligible for grants under this program. Damage deposits and fees for additional staff services are not eligible.

Requests for grants must be approved by Council resolution. Upon grant approval, fees will be reduced or waived accordingly. No funding will be disbursed. There is an annual budget of \$2,500 for this program.

Deadline for Applications: October 28, 2013

Part A: Organization	
Name:	☐ Registered Society ☐ Not-for-Profit Organization
Mailing Address:	
Contact Person:	Position:
Phone:	Email:
Purpose of Organization:	
Names of organization's directors:	Names of individuals organizing the event:

Has your organization ever received any of the following from the Village?

- ☐ grant /fee waiver
- ☐ property tax exemption for the land/building that the organization occupies
- ☐ facilities and/or land provided by the Village
- ☐ public works services at no charge

Please provide details:

Part B: Grant-In-Aid Request Calculation

Park and Facility Fees:

Village Park	\$100 per day
	\$25 per hour
No. 6 Mine Heritage Park	\$50 per day
Village Square	\$50 per day
Coal Creek Historic Park	\$50 per day
Cultural Centre	\$100 per day
Cultural Centre kitchen	\$50 per day
CRI	\$100 per day
CRI kitchen	\$50 per day

Single-day and Single-facility Events (for events that take place over non-consecutive days)

Event:	Date:	
Park or Facility:	Fee:	
Grant-In-Aid Request:		\$

Event:	Date:	
Park or Facility:	Fee:	
Grant-In-Aid Request:		\$

Event:	Date:
--------	-------

Park or Facility:	Fee:
Grant-In-Aid Request:	\$

Event:	Date:
Park or Facility:	Fee:
Grant-In-Aid Request:	\$

Event:	Date:
Park or Facility:	Fee:
Grant-In-Aid Request:	\$

Event:	Date:
Park or Facility:	Fee:
Grant-In-Aid Request:	\$

Multi-day and/or Multi-facility events (for events that take place over consecutive days)

Event:	Dates:	
Park or Facility:	Date(s): Fees:	
Park or Facility:	Date(s): Fees:	
Park or Facility:	Date(s): Fees:	
Park or Facility:	Date(s): Fees:	
Park or Facility:	Date(s): Fees:	
What is the fee of the park/facility with the highest per-day fee:		\$
Calculate the fees for the remaining facilities and days:		\$
Calculate the Discount on the additional days/ facilities (select one only):		
☐ Multi-day events (25% discount for each additional day):	x 75% =	+ \$
☐ Multi-venue events (25% discount for each additional facility):	x 75% =	+ \$
☐ Multi-day and multi-venue events (50% discount for each additional day and venue):	x 50% =	+ \$
Grant-In-Aid Request:		= \$

Event:		Date(s):	
Park or Facility:	Date(s):	Fees:	
Park or Facility:	Date(s):	Fees:	
Park or Facility:	Date(s):	Fees:	
Park or Facility:	Date(s):	Fees:	
Park or Facility:	Date(s):	Fees:	
What is the fee of the park/facility with the highest per-day fee:			\$
Calculate the fees for the remaining facilities and days:		\$	
Calculate the Discount on the additional days/ facilities (select one only):			
☐ Multi-day events (25% discount for each additional day):		x 75% =	+ \$
☐ Multi-venue events (25% discount for each additional facility):		x 75% =	+ \$
☐ Multi-day and multi-venue events (50% discount for each additional day and venue):		x 50% =	+ \$
Grant-In-Aid Request:			= \$

Event:		Date(s):	
Park or Facility:	Date(s):	Fees:	
Park or Facility:	Date(s):	Fees:	
Park or Facility:	Date(s):	Fees:	
Park or Facility:	Date(s):	Fees:	
Park or Facility:	Date(s):	Fees:	
What is the fee of the park/facility with the highest per-day fee:			\$
Calculate the fees for the remaining facilities and days:		\$	
Calculate the Discount on the additional days/ facilities (select one only):			
☐ Multi-day events (25% discount for each additional day):		x 75% =	+ \$
☐ Multi-venue events (25% discount for each additional facility):		x 75% =	+ \$
☐ Multi-day and multi-venue events (50% discount for each additional day and venue):		x 50% =	+ \$
Grant-In-Aid Request:			= \$

Total Grant-In-Aid Request:	\$
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The Village has a limited budget for grant-in-aid requests and the program may be oversubscribed. Therefore, the Village may not be able to provide full funding of the request. Please indicate the minimum grant-in-aid required for the event(s) to proceed: \$

Comments:

Part C: Event Information

Council may consider benefits to the community when assessing grant-in-aid applications. Please indicate by checking the appropriate boxes whether the event(s) meets any of the following criteria.

- ☐ is open to the public or is accessible to a large portion of the Cumberland's residents
- ☐ has a significant number of Cumberland residents participating
- ☐ has no entrance fee
- ☐ encourages healthy living and physical activity for Cumberland residents
- ☐ encourages participation of Cumberland youth (under 19 years)
- ☐ has no entrance fee for Cumberland youth
- ☐ encourages volunteerism in Cumberland
- ☐ fosters arts and culture for Cumberland residents
- ☐ fosters community identity for Cumberland residents
- ☐ promotes Cumberland heritage
- ☐ fosters the protection of the local environment
- ☐ promotes public safety or beautification of Cumberland
- ☐ provides fundraising for local benefit
- ☐ draws visitors to Cumberland and provides indirect economic benefits to local businesses

Please describe the estimated number of Cumberland residents and Cumberland youth benefitting, attending, or being served by the event(s):

Please estimate the total number of people participating in and/or attending the event:

Number of years the event(s) has taken place?

Briefly explain the purpose and target audience of the event(s):

Additional Information:

Part D: Financial Information

Please attach one of the following:

- ☐ the projected statement of revenue and expenses for the event, or
- ☐ the organization's most recent financial statements

If your statements indicate cash reserves or balances, briefly explain their purpose:

Part E: Declaration

On behalf of the organization, I declare that all the information presented and provided with this application is true and correct.

Name:

Position:

Date:

For your application, please

- submit any additional information supporting your application
- submit documents single-sided, including financial statements
- do not include booklets
- do not include confidential information
- do not include more than 10 single-sided pages, including this form

Submit your completed application to: Mayor and Council, Village of Cumberland

- by email to info@cumberland.ca (you must receive a reply to confirm receipt)
- by mail to Box 340 Cumberland, BC V0R 1S0
- in person to 2673 Dunsmuir Avenue

Applications are due by October 28, 2013 at 4 p.m.

Applications will be considered at a Council meeting in November 2013.

It is recommended that a representative attend this meeting to answer any question Council members may have. View Council meeting agendas at cumberland.ca.

For more information or if you have questions, please contact Kevin McPhedran, Parks and Outdoor Recreation Coordinator, at kmcphebran@cumberland.ca or at 250-336-2291.

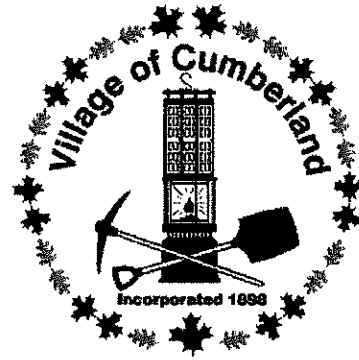
Sample Grant in Aid Application Evaluation Matrix

Organization: _____

Event: _____

	EVAULATION CRITERIA	Yes	No	
				Points
1	Event Revenue	14	0	
	a. Has no entrance fee			
	b. Has no entrance fee for Cumberland youth			
Subtotal (/28)				
2	Target Audience	7	0	
	a. Is open to the public or is accessible to a large portion of Cumberland's residents			
	b. Has a significant number of Cumberland residents participating			
	c. Encourages participation of Cumberland's youth			
Subtotal (/21)				
3	Community Benefits	4	0	
	a. Encourages healthy living and physical activity for Cumberland residents			
	b. Encourages volunteerism in Cumberland			
	c. Fosters arts and culture for Cumberland residents			
	d. Fosters community identity for Cumberland residents			
	e. Promotes Cumberland heritage			
	f. Fosters protection of the local environment			
	g. Promotes public safety or beautification of Cumberland			
	h. Provides fundraising for local benefit			
	i. Draws visitors to Cumberland and provides indirect economic benefits to local businesses			
Subtotal (/36)				
4	Other Assistance from the Village	15	0	
	a. Organization does not currently receive any of the following: property tax exemption for the land/building that the organization occupies; facilities or land provided by the Village; Public Works services at no charge			
Subtotal (/15)				
Grand Total (/100)				

COUNCIL REPORT



REPORT DATE: September 3, 2014
MEETING DATE: September 8, 2014
TO: Mayor and Councillors
FROM: Judith Walker, Senior Planner
SUBJECT: CVRD Referral Report: *Rural Comox Valley Official Community Plan*

RECOMMENDATION

- i) THAT Council receive the CVRD Referral Report: *Rural Comox Valley Official Community Plan* for information; and
- ii) THAT Council provide staff with specific comments on the *Rural Comox Valley Official Community Plan* to forward to the CVRD.

SUMMARY

Staff has received a referral from the CVRD for the DRAFT Rural Comox Valley Official Community Plan. As a local government in the Comox Valley and having adjacent areas affected by the OCP, the Village has been asked for comments. The entire document is available at www.comoxvalleyrd.ca and a copy of an excerpt is in the Council reader.

BACKGROUND

Staff received the draft OCP for an informal referral on July 28, 2014. The plan received first and second reading on August 26th and was sent out for formal referral to local governments and agencies. The Village receives the referral as a local government in the Comox Valley that shares boundaries with Electoral Area A (Baynes Sound-Denman/Hornby Island) and Electoral Area C (Puntledge/Black Creek) of the CVRD. There are several areas of *Settlement Expansion Areas* bordering the Village, as designated in the Regional Growth Strategy. These areas are on the northern and eastern boundary of the Village (refer to attached map).

Staff expects that where a proposed development in the CVRD impacts the Village of Cumberland, as in a proposal in a shared watershed, Village staff would be referred the proposed development for comment. Staff has reviewed the draft OCP for particular issues of relevance to the Village and provides the following comments for Council consideration.

OCP Page No.	OCP Section	OCP language	Staff comment
14	Part 2 Natural Environment – objectives	4. To consider impacts of a development application on a watershed scale	Village lands may be within a watershed for an adjacent development and any proposals within the Village should consider CVRD OCP objectives and policies.
		5. To ensure all developments within drinking water supply watersheds adopt precautionary principles when being reviewed for approval	
		7. To maintain or restore hydrological regime in CVRD watersheds, including natural rates of surface runoff, infiltration to shallow groundwater (interflow) and infiltration to deep groundwater	
		11. To foster share responsibility among all levels of government and the community, for protecting and restoring watershed, estuary and coastline health.	
p.16	Natural Environment –surface water and ground water policies	7.1. Protect watersheds and water sources by: a) Considering all development proposals using the principles of precaution, connectivity and restoration for initiatives within drinking water supply watersheds.	
		7.2. An aquifer protection development permit area will be established with guidelines that address groundwater quantification, vulnerability and protection measures.	
p.23	Transportation-objectives	22.1)Addressing the transportation needs of the Comox Valley to enhance travel options for rural residents, reduce reliance on single-car travel and support long termed land use and housing objectives by these expanded transportation options.	Similar to Village OCP. Transportation crosses jurisdictional boundaries.

OCP Page No.	OCP Section	OCP language	Staff comment
p.24	Transportation-policies	23.7) Work with MoTI and neighbouring municipalities of Courtenay, Cumberland and Comox to achieve network improvements including greenways, bikeways and off road greenway improvements in order to provide for more active transportation options, giving priority to those routes identified in the 2014 transportation road network plan	Transportation crosses jurisdictional boundaries.
p.28	Settlement Expansion Areas	34. The settlement expansion area have been identified as future growth areas for the adjacent municipalities.....generally significant change to the existing land use or further subdivision that increases the density, impact or intensity of use of land is not envisioned until these areas have been amalgamated.....	SEA's are not to be developed to more dense land use until amalgamated by an adjacent municipality.
	Settlement Expansion Area -objectives	34.....It is anticipated that a municipality will be expected to demonstrate their efforts to intensity development within existing municipal boundaries prior to expanding into a settlement expansion area.	Village is expected to demonstrate why an SEA would be considered for a boundary extension i.e. that a further land base is needed to provide for development
p.41	Resource area policies (general)	63.5 Watershed and water sources must be protected.	Village lands may be within a watershed for an adjacent development and any proposals within the Village should consider CVRD OCP objectives and policies.
p.46	Part 4 Administration of the OCP: Community Partnerships	74.(2) Endeavor to work with adjacent jurisdictions and other agencies to create opportunities for planning within natural boundaries; over and above those established by the jurisdictions to better incorporate connectivity of natural systems in public policy decisions.	As demonstrated in CAVI and other Comox Valley initiatives: the need to plan within natural boundaries, as opposed to only jurisdictional boundaries is very important- Natural systems, social and economic issues are Valley –wide and should be treated as such.
		74.(3 Endeavor to work with adjacent jurisdictions and other agencies to create opportunities for planning outside of political boundaries established by jurisdictions, to better incorporate social, economic interests in public investments such as infrastructure, sewage and water systems, transit and other related policy decisions.	

OCP Page No.	OCP Section	OCP language	Staff comment
		74.(4) Seek opportunities to develop drinking water protection plans for the Comox Valley, in partnership with other jurisdictions and agencies responsible for the provision and safety of drinking water.	As demonstrated in CAVI and other Comox Valley initiatives: the need to plan within natural boundaries, as opposed to only jurisdictional boundaries is very important- Natural systems, social and economic issues are Valley –wide and should be treated as such
p.73	Farmland protection development permit areas: ALR buffer DPA	88.,Justification: The incorporation of a 30metre wide buffer between non-agricultural land and lands used for food production will protect the food production value of the latter.	May be relevant to ALR properties outside of the Village.

Submission to CVRD

Staff recommends the following be submitted to the CVRD:

The Village of Cumberland recognizes the need for working together with the Comox Valley Regional District as well as the City of Courtenay, the Town of Comox and the K'omox First Nation. Many issues cross jurisdictional boundaries such as services (transportation including transit, water and sewage treatment options), but most important are the natural systems such as watersheds, environmentally sensitive habitats and biodiversity corridors, that do not recognize political and jurisdictional boundaries.

The Village commits to working with the CVRD to create community partnerships for Valley-wide issues.

FINANCIAL IMPLICATIONS

There are no financial implications for the Village of Cumberland related to this report.

ATTACHMENTS

Appendix A: Regional Growth Strategy: excerpt of map

CONCURRENCE

Jaclyn Casler, Deputy Corporate Officer



OPTIONS

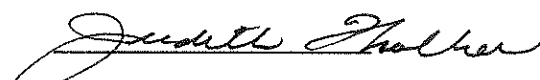
- i) THAT Council approved the following be submitted to the CVRD regarding the draft Rural Comox Valley Official Community Plan:

The Village of Cumberland recognizes the need for working together with the Comox Valley Regional District as well as the City of Courtenay, the Town of Comox and the K'omox First Nation. Many issues cross jurisdictional boundaries such as services (transportation including transit, water and sewage treatment options), but most important to consider are the natural systems such as watersheds, environmentally sensitive habitat and biodiversity corridors, that do not recognize political and jurisdictional boundaries.

The Village commits to working to create community partnerships for Valley-wide issues; or

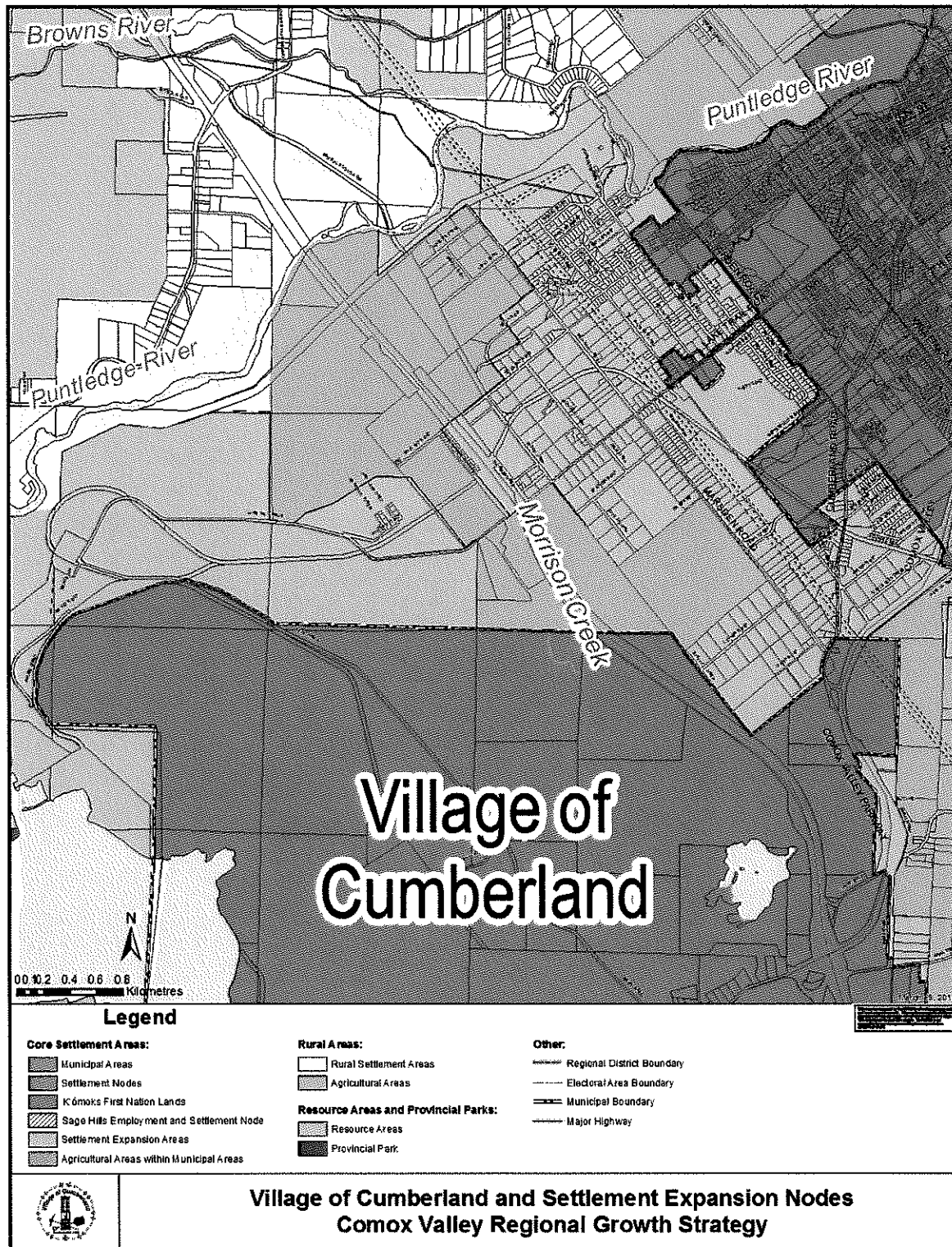
- ii) Any other action deemed appropriate by Council.

Respectfully submitted,

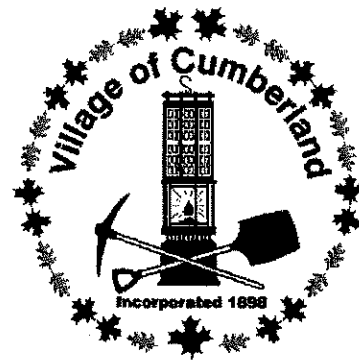

Judith Walker, Senior Planner
Sundance Topham, Chief Administrative Officer

Appendix A

Regional Growth Strategy: Village of Cumberland & SEA's (excerpt)



COUNCIL REPORT



REPORT DATE: September 4, 2014

MEETING DATE: September 8, 2014

TO: Mayor and Councillors

FROM: Judith Walker, Senior Planner

SUBJECT: Village of Cumberland Entrance Sign Status Report

RECOMMENDATION

- i) THAT Council receive the Village of Cumberland Entrance Sign Status Report; and
- ii) THAT Council provides direction to staff on the entrance sign.

SUMMARY

On October 28, 2013, staff presented a report with options for an entrance sign for Cumberland based on the "Cumberland Enhancement Study", which focused on locations along Cumberland Road. Staff was directed by Council to bring forward a report with *"further information on locations and costs for an entrance sign that focuses on drawing drivers to Cumberland from Highway 19."* A staff report was presented to Council on July 28th and staff was instructed to contact Ministry of Transportation and Infrastructure (MoTI) regarding the process for obtaining approval for a Council decision to locate the sign just north of the Royston Road overpass. This report provides a status report following contact with MoTI.

BACKGROUND

Ministry of Transportation and Infrastructure (MoTI) were contacted with Council's approved location, and asked to comment on the process for obtaining approval as the Inland Island Highway is within their jurisdictional control.

MoTI staff previously confirmed that a new Comox Valley sign is being designed to replace the aging sign 30km to the south, at the CVRD boundary. This new sign will include mention of all three communities and will be approximately located near the Trent River. MoTI provided the link to that Comox Valley Welcome Sign Project, and that information is attached. There is no timeline as to the design, production and installation of this sign.

MoTI Comments

Ken Grant (Town of Comox Councillor) approached MoTI two years ago to replace the ageing sign with a new sign that would better depict the Comox Valley. When the initial sign request came in for replacing the one, it was agreed by the Ministry and the Chamber of Commerce that one sign would be allowed that covered all 3 communities. The Village is one of the partners for this sign,

whether through the Chamber of Commerce or CVEDS. Ken Grant is the chair of the Comox Valley Signage Committee. The following is the emailed response from MoTI:

The Ministry of Transportation and Infrastructure will not support individual "Welcome To" signs along the Inland Island Highway (freeway classification) for either Courtenay, Comox or Cumberland which are the 3 primary communities that make up the Comox Valley. To ensure these 3 communities have equal opportunity it was agreed by the Chamber of Commerce and the MOTI that one (1) "Welcome To" sign would be permitted to identify the "Comox Valley". This permission was granted for the installation of the existing "Welcome To" sign that Ken Grant and his group are wanting to replace. The ministry has agreed to the replacement and will issue the appropriate permit at such time as Ken has finalized his sign design and has raised the appropriate funds to cover the cost of fabrication and installation.

Should further information be required regarding the status of this sign, please contact Ken Grant, Town of Comox Councillor."

FINANCIAL IMPLICATIONS

There are no financial implications to this report.

STRATEGIC OBJECTIVE

The entrance sign project is considered part of the Comprehensive Community Planning items contained in the 2013 Corporate Strategic Priorities of Council- *Reviewing and implementing the Community Beautification Plan (Goal M).*

ATTACHMENTS

- Comox Valley Welcome Sign Project- Overview

CONCURRENCE

Rob Crisfield, Manager of Operations 

OPTIONS

- i) THAT Council receive the Village of Cumberland Entrance Sign Status Report; and
- ii) THAT Council provide direction to staff on entrance sign; or
- iii) Any other action deemed appropriate by Council.

Respectfully submitted,

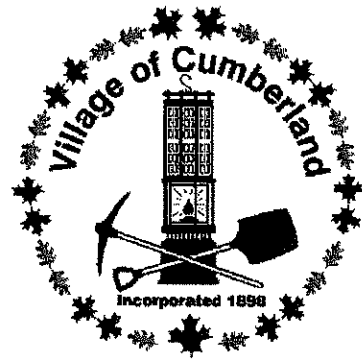


Judith Walker
Senior Planner



Sundance Topham
Chief Administrative Officer

COUNCIL REPORT



REPORT DATE: September 2, 2014

MEETING DATE: September 8, 2014

File No. 4520-70-20

TO: Mayor and Councillors
FROM: Jaclyn Casler, Deputy Corporate Officer
SUBJECT: Foggy Mountain Fall Fair Street Closure Request

RECOMMENDATION

THAT Council receive the Foggy Mountain Fall Fair Street Closure Request report.

THAT Council approve the closure of First Street between Dunsmuir and Penrith for the hours of 9:00am to 5:00pm on Saturday, October 4th, 2014 for festival activities.

SUMMARY

The Foggy Mountain Fall fair is a popular annual event. In order to facilitate their festivities, Museum organizers are requesting the closure of First Street between Dunsmuir and Penrith on Saturday October 4th. Because the street closure being requested is of such a small section of street, Village staff have no concerns with this request.

BACKGROUND

Anna Rambow, Events and Outreach Coordinator for the Cumberland Museum and Archives submitted a request for road closure for the Foggy Mountain Fall Fair on Friday August 8th. In anticipation for this event, BC Transit representatives, the Village Public Works Foreman, and the Fire Chief were contacted. No concerns with implication of closure with this event were identified.

If Council approves this closure request, event organizers will be informed of their requirement to submit proof of a \$1,000,000 liability policy with the Village of Cumberland identified as additional insured, and they will also be required to commit to effective cleanup of First Street upon completion of their event. Under current practices, no damage deposits are required of applicants for street closures. Once the draft street closure policy (that is currently out for consultation) has been adopted by Council, damage deposits will be collected from street closure applicants. It will then be from these damage deposits collected, that fees for insufficient clean up, if it occurs, will be charged so as to recoup the costs of Village Public Works staff having to complete necessary cleanup activities.

FINANCIAL IMPLICATIONS

None

STRATEGIC OBJECTIVE

None

ATTACHMENTS

1. Cumberland Museum and Archives – Street Closure Request
2. Foggy Mountain Fall Fair – Street Closure Site Map

CONCURRENCE

Rob Crisfield, Manager of Operations

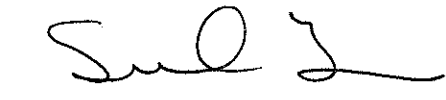
OPTIONS

1. THAT Council receive the Foggy Mountain Fall Fair Street Closure Request report.
2. THAT Council approve the closure of First Street between Dunsmuir and Penrith for the hours of 9:00am to 5:00pm on Saturday, October 4th, 2014 for festival activities.

Respectfully submitted,



Jaclyn Casler
Deputy Corporate Office
Village of Cumberland



Sundance Topham
Chief Administrative Officer



August 8th, 2014

Attn: Mayor & Councillors
Village of Cumberland

Re: Street Closure October 4, 2014 - Foggy Mountain Fall Fair

The Cumberland Museum and Archives is once again producing 'The Foggy Mountain Fall Fair' (Formerly Apples, Blackberries and Bears), this year in partnership with the Cumberland Community Forest Society, and the Comox Valley Community Arts Council.

Foggy Mountain Fall Fair features hands on heritage crafts and activities, live music, and opportunities for vendors with a focus on wild crafting, harvest, local food and craft demos. We'll also be scheduling guided walking tours of the Museum, the Village, the Cumberland Forest and Chinatown. We hope to include composting, fruit harvest and bear awareness education. The Museum anticipates approximately 400 attendees throughout the day.

We are asking the Village for permission to close First Street between Dunsmuir and Penrith for the hours of 9:00 am to 5:00 pm on Saturday, October 4th, 2014, for festival activities.

We would also like to borrow four (4) barricades from the Village.

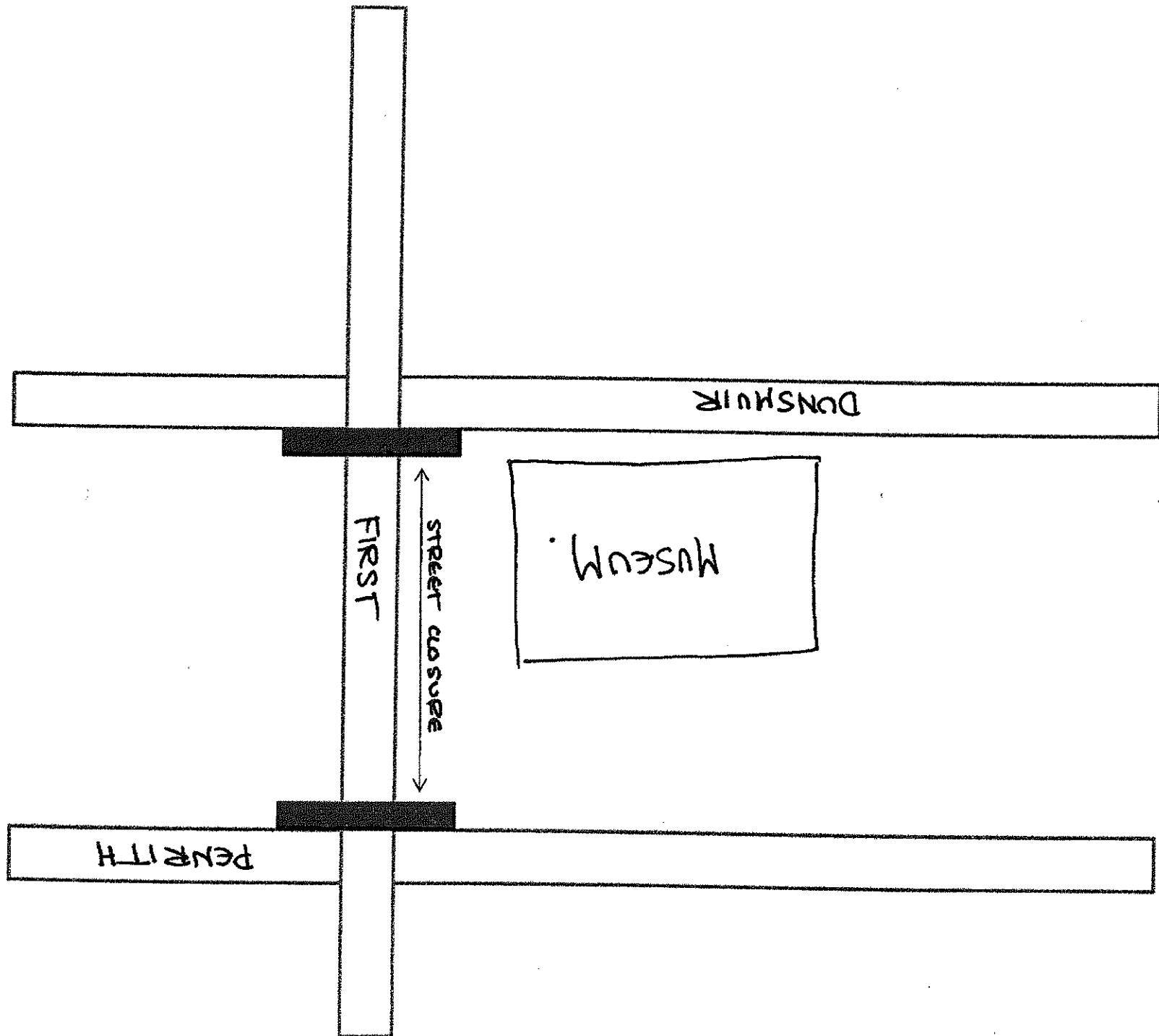
Thank you for your consideration.

Sincerely,

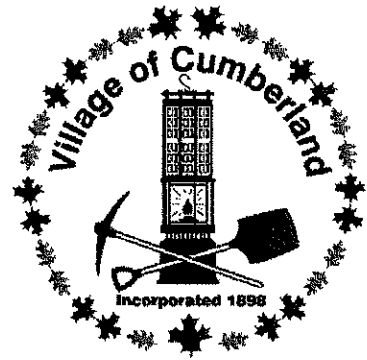
Anna Rambow

Anna Rambow
Events and Outreach Coordinator,
Cumberland Museum and Archives

Box 258 - 2680 Dunsmuir Ave. Cumberland BC, V0R 1S0
www.cumberlandmuseum.ca - 250-336-2445



COUNCIL REPORT



REPORT DATE: September 3, 2014

MEETING DATE: September 8, 2014

File No. 1470

TO: Mayor and Councillors
FROM: Jaclyn Casler, Deputy Corporate Officer
SUBJECT: Banner Hanging on Cumberland Road

RECOMMENDATION

THAT Council receive the Banner Hanging on Cumberland Road report.

THAT Council provide direction on how to process these requests, and whether a formal policy is required.

SUMMARY

Direction is being sought from Council regarding the hanging of banners on Cumberland road. Current practice is that banners are hung at no cost, by Public Works staff, on request by community organizers. These banners are hung so that they attract travellers on Cumberland road coming into Cumberland. Public Works staff require two men for one hour to hang, and then take down each banner. Costs for these services are not being recovered from applicants.

BACKGROUND

Public Works staff recently brought forward a concern about the frequency with which requests for banner hanging are being received. Current practice for processing requests is for front counter staff to receive requests, and then pass them on to Public Works staff who hang the banners. Hanging these banners takes one hour of staff time for two men, and removing these banners takes another one hour of time for two men.

In particular, it was noted that North Island College has made three requests in 2014 for the North Island College banner to be hung on Cumberland Road. Other organizations requesting that their banners be hung have included an annual request from the Courtenay Fish and Game Society, and an annual request from the Motor Cycle Roundup organizers.

Because there is potential for competing requests for banner hanging, and because the hanging of these banners requires staff time for which no compensation is received or required of the applicant, direction is needed from Council on how to proceed on this issue. Introduction of a Cumberland Road Banner Hanging policy with an appropriate fee schedule is recommended by

staff because the current hanging of banners at no cost by Village staff, could be perceived as subsidizing certain business and community organizations.

FINANCIAL IMPLICATIONS

Fees charged for this service should include costs such as staff time for hanging the banners and administration costs for processing the request. Staff can analyze these costs and bring them back to Council for further consideration. One benchmark approximation of costs would be \$170 for 4 hours of Public Workers Labourer time to hang and remove each banner.

STRATEGIC OBJECTIVE

ATTACHMENTS

None.

CONCURRENCE

Rob Crisfield, Manager of Operations

Michelle Mason, Financial Officer



OPTIONS

1. THAT Council receive the Banner Hanging on Cumberland Road report.
2. THAT Council provide direction on how to process these requests, and whether a formal policy is required.

Respectfully submitted,



Jaclyn Casler

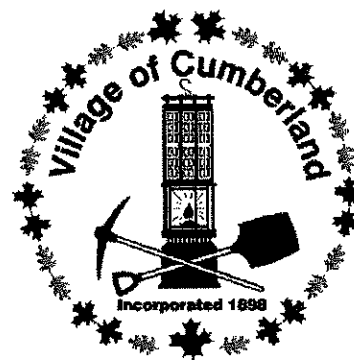
Deputy Corporate Officer



Sundance Topham

Chief Administrative Officer

COUNCIL REPORT



REPORT DATE: September 2, 2014

MEETING DATE: September 8, 2014

TO: Mayor and Council

FROM: Rob Crisfield, Manager of Operations

SUBJECT: Comox Lake Road Funding Options

RECOMMENDATION

THAT Council receive the Comox Lake Road Funding Options report;

AND THAT Council approve the expenditure of funds in the amount of \$400,000 in the 2015 capital budget to commence work on the slope stabilization of Comox Lake Road;

AND THAT Council provide staff with direction on which funding sources it wishes to use, based on the information provided in the attached memorandum;

AND THAT Council direct staff to bring forward an amendment to the 2015 year of the 2014-2018 Financial Plan bylaw to reflect this expenditure.

SUMMARY

In 2012 a geotechnical report was completed on a short section of Comox Lake Road, following noticeable slope movement affecting the westbound lane of the road. A subsequent engineering recommendation to reduce the road to a single lane for approximately 200 meters was approved by Council. Since this time staff has been working on construction options and possible funding sources to stabilize the slope and reopen the westbound lane.

BACKGROUND

Currently two road segments within a 200 meter section of Comox Lake Road have been reduced to single lane traffic approximately 450 meters east of Comox Lake Park and boat launch (see the figure below for general location). The lane closure in 2012 was a result of noticeable road cracking and settlement due to slope movement on the lake side of the road. This road is the only link to the Lake Park which is open to the general public for camping approximately May to September of each year, with limited use outside of these months, and is used by boaters year round as it's the only 'public' access point to Comox Lake. Preliminary estimates to stabilize the slope through conventional methods are in the neighborhood of \$1.2 million, as opposed to a new method through the utilization of a soil nail technology which is approximately half that cost at around \$500,00 to \$600,000.

In May of 2013, staff prepared a report to Council seeking direction on engaging BC Hydro and the Ministry of Transportation & Infrastructure (MoTI) on a three way funding partnership, recognizing each organization's impacts or past ownership of the road. While the Village has been successful with BC Hydro who has committed funds in the amount of \$200,000 towards the project, the results with MoTI have not been favourable. BC Hydro has indicated that the offer to fund up to \$200,000 (one third of the project costs) is valid until the end of their fiscal year, March 31, 2015, as they will need to commit these funds to other projects if they remain unspent. What this means, should Council wish to proceed with the project, is work would need to commence prior to March 31st.



By delaying this project the Village will lose the BC Hydro funding opportunity and risk an increase in project costs, should the work be completed in future years. It would be especially costly if the slope were to completely fail and slide into Comox Lake requiring traditional slope mooring or piling construction.

An economic benefit analysis was completed by the Comox Valley Economic Development Society in support of funding requests to MoTI is included below for reference. While much of the economic benefit is recognized as being valley wide, there is some economic benefit to the Village of Cumberland for proceeding with the slope stabilization.

Overnight Camping Impacts

- \$215,000 in tourist spending in the Comox Valley
- \$365,000 in total economic output
- 3 local jobs (all of Comox Valley, not just Cumberland)

Daytime Users (assumed to visit for access to hiking trails, rock climbing, beach access, etc.) - assuming 50% of summertime users are tourists, based on average traffic counts from the mid-90s)

- \$1.7 million in tourist spending in the Comox Valley
- \$2.95 million in total economic output
- 21 local jobs

Recently Golder & Associates was engaged to undertake public consultation and development of a master plan for Comox Lake Park. A questionnaire was developed as part of the public engagement process with specific questions relating to the park as well as an opportunity to provide general feedback or comments. Interestingly enough the most common comment was in relation to access to the park relating to the road conditions, lack of bike lanes, and the area of Comox Lake Road currently reduced to single lane traffic.

FINANCIAL IMPLICATIONS

Without participation from MoTI, an additional \$200,000 is required bringing the Villages contribution to the project to \$400,000. The attached memorandum indicates possible funding sources for Council's consideration.

STRATEGIC OBJECTIVE

Nothing noted for this project.

ATTACHMENTS

1. Funding Sources for Comox Lake Road Repairs Memorandum.

CONCURRENCE

Michelle Mason, Financial Officer

OPTIONS

1. THAT Council approve the expenditure of funds in the amount of \$400,000 in the 2015 capital budget to commence work on the slope stabilization of Comox Lake Road;
2. That Council provide staff with direction on which funding sources it wishes to use, based on the information provided in the attached memorandum;
3. That Council direct staff to bring forward an amendment to the 2015 year of the 2014-2018 Financial Plan bylaw to reflect this expenditure.
4. Not move forward with the project and leave the single lane closure in place.
5. Any other action deemed appropriate by Council.

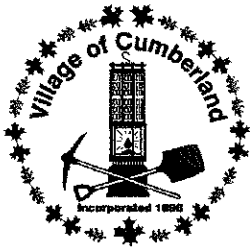
Respectfully submitted,

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

Rob Crisfield
Manager of Operations
Village of Cumberland

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

Sundance Topham
Chief Administrative Officer



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

MEMORANDUM

TO: Rob Crisfield and Sundance Topham
FROM: Michelle Mason, Financial Officer
DATE: September 3, 2014
SUBJECT: Funding sources for Comox Lake Road repairs

GeoStabilization International Inc. provided an estimate to the Village of Cumberland for extensive road repairs and stabilization to the Comox Lake Road shoulder slump for a maximum of \$600,000. The estimate is dated March 15, 2013 and therefore, the estimated costs may have increased since.

BC Hydro has committed to providing \$200,000 to the Village to partner in the road stabilization and requires commitment to the project prior to March 31, 2015. Ministry of Transportation and Infrastructure does not have any funds available to partner with the Village. Therefore, \$400,000 must be funded through Village funds if Council wishes to go ahead with this project and options for funding this project are below.

Internal Funds Available:

If the estimated costs stay at a maximum of \$600,000, the following funding sources are available to be used for the remaining \$400,000.

Funds	2014 Balance	2015 Balance
Community Works Funds (Gas Tax)	\$ 403,276.69	\$ 492,580.05
Host Community Amenity Funds	\$ 79,077.73	\$ 383,627.73
Developer Amenity Funds	\$ 304,429.73	\$ 308,079.73
General Capital Reserve Funds	\$ 108,389.41	\$ 109,689.41
	\$ 924,577.62	\$ 1,320,755.04

Community Works Funds (CWF) have the following restrictions on them:

1. the project outcome must be reduced green house gas emissions, cleaner air, cleaner water etc.
2. legal costs are not eligible expenditures;
3. a sign based on CWF regulations would need to be installed at the site (costs to paid from budget);

4. in-house labour and equipment costs are basically not eligible expenditures;
5. administration costs are not eligible expenditures; and
6. routine repair and maintenance costs are not eligible expenditures.

If CWF are used for this project, the balance available for other eligible future projects would be reduced by the amount used. Following is the current estimated five year CWF balances, which includes usage of these funds in the approved 2014-2018 Financial Plan Bylaw and the committed future gas tax contributions:

2014	2015	2016	2017	2018
\$ 403,277	\$ 492,580	\$ 696,683	\$ 903,237	\$ 1,121,806

Borrowing Options:

The project could be funded in whole or part with Municipal Finance Authority short-term or long-term borrowing. Both would reduce the Village's borrowing capacity for the term of the loans.

Short-term borrowing is an option and if used, I would recommend it pursuant to section 175 and not section 178 of the Community Charter. The Village can enter into a liability under agreement with short-term borrowing with only a few restrictions. The term has to be a maximum of five years and the Village would not need an electoral ascent but would need a Council resolution approving the short-term borrowing. The current variable rate of interest for this type of borrowing is 1.75% (prime less 1.25%) and the highest annual payment to borrow the entire \$400,000 would be \$86,410 (this would decline each year) with a total borrowing cost of \$18,050. The risks associated with this type of borrowing are that the loan must be paid within five years with no renewals permitted and the interest rate is variable so it can increase if the Bank of Canada increases prime and the benefit would be that the loan can be paid off or down at any point within the five years without penalty.

Long-term borrowing could be for terms between 10 and 30 years and the current rates of interest vary between 3.35% and 3.79%. Electoral ascent and a loan authorization bylaw would be needed for long-term borrowing and the annual payments vary between \$46,700 down to \$22,300.

Council can internally borrow all or a portion of the project costs from amenity or reserve funds and pay the funds back with property taxes over a number of years. This would allow Council to complete the project in a timely manner but not spike the tax rate all in one year; the \$400,000 funded in one year would be almost a 20% tax increase. However, if internal funds are borrowed and paid back over 10 years, the internal interest rate would be 2% (lost interest for a one year term deposit) and the annual payment would be \$44,530 which would be equal to a 2% tax increase. The financial cost for borrowing internally is approximately \$22,000 less than borrowing from MFA for 10 years. These figures will change depending on the amount and payment terms for borrowing and could increase based on the prime interest rates during

the term of the repayments. Given current rates for short-term borrowing, this option is more expensive for short-term but could be less expensive for long-term if interest rates remain constant.

The rates above are based on current rates of interest which can change at any time.

Use of Accumulated Surplus:

There is also approximately \$1.5 million available in the general accumulated surplus fund; however, I don't recommend that these funds be used permanently for this project because these funds should be held on hand for emergency situations.

Recommendation:

With the short-term variable borrowing rate at 1.75%, I would recommend taking advantage of this low rate by borrowing \$100,000 for five years with a combination of \$300,000 from the Community Works Funds (CWF) to offset the hit on the tax payer. The Community Works Funds have project eligibility restrictions but based on the criteria and a discussion with the ministry, I would deem this project to be eligible.

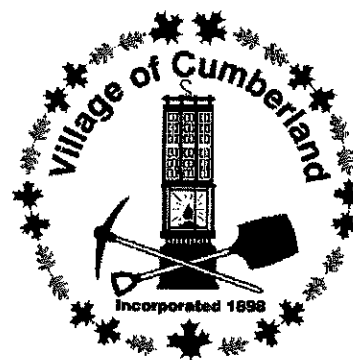
If this combination is used, the estimated CWF balances for the next five years would be as follows:

2014	2015	2016	2017	2018
\$ 99,677	\$ 185,340	\$ 385,753	\$ 588,577	\$ 803,377

If Council does not wish to use any CWF funds then I would recommend that they borrow internally from amenity and capital reserve funds because this is the next lowest interest rate at 2%. The following four options, which includes #1 as my recommended option above, shows the % increase needed each year for property taxes, depending which funds Council wishes to use if this project is chosen to go ahead:

	Community Works Funds	Borrowing 5 Years	Borrow Internally 10 Years	Total	Annual Payments	% Increase in taxes
1	\$ 300,000.00	\$ 100,000.00		\$ 400,000.00	\$ 21,602.33	1.06
2	\$ 200,000.00	\$ 200,000.00		\$ 400,000.00	\$ 43,204.66	2.13
3	\$ 100,000.00	\$ 300,000.00		\$ 400,000.00	\$ 64,806.99	3.19
4	\$ -	\$ 200,000.00	\$ 200,000.00	\$ 400,000.00	\$ 87,735.27	4.32

COUNCIL REPORT



REPORT DATE: September 2, 2014

MEETING DATE: September 8, 2014

TO: Mayor and Council

FROM: Rob Crisfield, Manager of Operations

SUBJECT: Cumberland Road and Bevan Road Design Award

RECOMMENDATION

THAT Council receive the Cumberland Road and Bevan Road Design report for information.

SUMMARY

Through the Host Community Agreement with the Comox Valley Regional District (CVRD), funding is being provided by the CVRD for the upgrade of the landfill corridor through Cumberland. As part of this work, staff through Levelton Consultants has completed a geotechnical study of the roads and recently issued a Request for Proposal for a functional and detailed design of the corridor. Staff has reviewed the six proposals received and evaluated them based on the requirements in the RFP.

BACKGROUND

The Village of Cumberland through the CVRD has been and will be provided funding over the next couple of years to complete an upgrade to the landfill corridor on Cumberland Road between Union Road and Bevan Road, and on Bevan Road between Cumberland Road and the entrance to the landfill. The Village has already completed a geotechnical study to assist with the design work and capital construction, and recently issued a request for proposal for a functional design and detailed design of these roads. Six proposals were received from consulting firms in response to the call for proposals and include, AMEC, JE Anderson & Associates, McElhanney Consulting Services, Morrison Hershfield, Onsite Engineering, and Wedler Engineering.

Within the RFP are requirements and conditions to be met as part of the evaluation process looking for items such as team and company experience, proposed fees and project schedule, demonstration of keeping to budget and schedule, quality of proposal and innovative considerations etc.... Based on an evaluation and review of the proposals by staff, award of the design work will be to McElhanney Consulting. Public engagement was a requirement of the RFP and has been included in proposals but additional items such as a cost benefit analysis per segment of road to determine best spending value, and optional work for streetscaping on Cumberland Road and a short section of Bevan Road to beautify these sections of road and effect some traffic calming were included in the McElhanney proposal. Consideration will also be given

to options for stormwater management including the use of various best management practices and will include modeling of pre and post development flows. These and other items will be presented through public and business consultation. Feedback from residents and businesses along with costing will help define the detailed design scope of work. Total fees for McElhanney's proposal are \$141,038 with an additional \$40,199 in optional work.

FINANCIAL IMPLICATIONS

Currently \$200,000 has been identified for expenditures in 2014 specifically for the geotechnical work completed at the beginning of the year, and the design work. Current remaining funds available are \$173,135.53. It's anticipated that the design work will not be fully completed by the end of the year and some of the costs for the design will be included in the 2015 budget. Funding for this work is being provided by the CVRD as part of the Host Community Agreement for the upgrade of Cumberland Road and Bevan Road.

The 2015 and 2016 budgets for the remainder of the work which will mainly comprise construction but may also include design and further geotechnical work are \$1,942,460 and \$857,540 respectively.

STRATEGIC OBJECTIVE

None

ATTACHMENTS

None

CONCURRENCE

Michelle Mason, Financial Officer

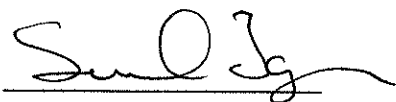
OPTIONS

1. THAT Council receive the Cumberland Road and Bevan Road Design report for information.
2. Any other action deemed appropriate by Council.

Respectfully submitted,

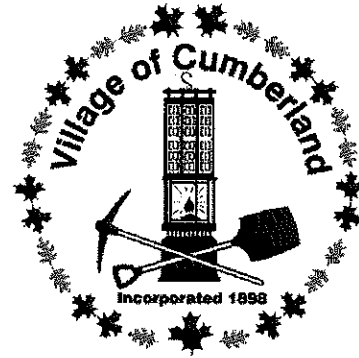


Rob Crisfield
Manager of Operations
Village of Cumberland



Sundance Topham
Chief Administrative Officer

COUNCIL REPORT



REPORT DATE: September 3, 2014
MEETING DATE: September 8, 2014
TO: Mayor and Councilors
FROM: Leah Knutson
Manager of Recreation
SUBJECT: August 2014 Recreation Department Report

RECOMMENDATION

That Council receives the August 2014 Recreation Department Report for information.

Administration

- Focus group and survey questions are being developed in conjunction with the Sociable Scientists Laural Sliskovic regarding the program and facility review. Public consultation will start mid-September through October including a community event showcasing the Recreation Department's programs and facilities.
- A new agreement has been developed for the facility rentals.
- A new sign in sheet for the CRI that includes a waiver of liability has been developed and will be implemented September 2.
- New parental consent waivers have been developed for the Youth Programs.

Facilities

- A risk assessment on the Cultural Centre was completed by the Municipal Insurance Agency (MIA). A small amount of funding is available through MIA for improvements, that grant will be completed and submitted in September.
- Old broken equipment from the basement has been removed by public works and they are working on creating a more user friendly space to store files.

Programs and Events

- Meetings were held with current fitness instructors to discuss their programs and the minimum qualifications that are required to teach for the Recreation Department. It is industry standard that all personal trainers and group fitness instructors hold current certification and only train clients within their scope of practice. The Village also requires them to hold current First Aid, CPR, and provide a clear criminal record check if they are working with special populations (youth, seniors and persons with special needs).

- All but one instructor either holds the appropriate certification and/or is actively pursuing the appropriate training.
- The Recreation Department is actively looking for qualified instructors to fill in gaps in service.
- The practice of giving exclusive rights to fitness classes during peak times in the weight room was evaluated and has been discontinued. As such the weight room will now be open to everyone all hours, but class times will be posted and the equipment they will use will be marked with a red card to let the other users know they are reserved for class use.
- Fall Programs have been developed and advertised online at Cumberland.ca, and an in-house flier was developed for the public. New programs are being added weekly as more members of the public become aware that the CRI is looking for new programs and instructors.

Parks

See attached Memorandum from the Parks and Recreation Coordinator.

FINANCIAL IMPLICATIONS

None

STRATEGIC OBJECTIVE

None

ATTACHMENTS

None

OPTIONS

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

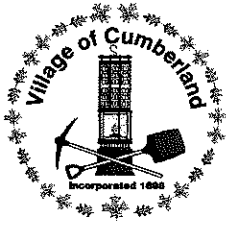
Respectfully submitted,



Leah Knutson
Manager of Recreation
Village of Cumberland



Sundance Topham
Chief Administrative Officer



Corporation of the Village of Cumberland

Memorandum

DATE: September 2, 2014
TO: Leah Knutson, Manager of Recreation
FROM: Kevin McPhedran, Parks and Outdoor Recreation Coordinator
SUBJECT: August 2014 Parks and Outdoor Recreation Report

BACKGROUND

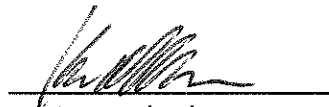
This report provides a synopsis of the major ongoing projects and tasks relating to parks and outdoor recreation in Cumberland.

PROJECTS

1. Work in Partnership with the United Riders of Cumberland:
 - a. Land access agreement initiative: staff continues to support UROC on access agreement proposals submitted to major landowners and plans are in place to meet with TimberWest staff in September.
 - b. Jump Park: staff continue to work with UROC on consideration of various models for the design of the Jump Park; while taking longer than expected, the project continues to progress. A project update is expected to be brought forward to Council in fall 2014, with construction now targeted for spring 2015.
 - c. Ongoing monitoring of trail counters.
 - d. Preliminary project plans are being developed for a trailhead kiosk sign at the yellow gate (also in partnership with the Cumberland Community Forest Society).
 - e. A joint application (Village - UROC) was submitted to the National Trails Coalition grant for federal funds to assist with Cumberland Trail Network improvements.
2. Skatepark Project: a Request for Proposal for the conceptual and technical design of the skatepark and adjacent hard court play areas (tennis and basketball facilities) was posted on August 14th with a closing date of September 11th. In conjunction with the CCSS Skatepark Committee, staff will review proposals and anticipate awarding the project in late September or early October (a Council report will be brought forward prior to project award). Community engagement and project design work will then commence beginning in October 2014.
3. Park Use Permits: ongoing processing of Park Use Permit applications for events and commercial use of Village parks in 2014.

4. Coal Creek Historic Park: staff are working in conjunction with the Cumberland Museum and Archives on improvements to the Chinatown Walking Tour signage.
5. Invasive plants: working with Coastal Invasive Species Committee (CISC) and neighbouring municipalities, a knotweed program has been initiated for 2014; with the public outreach and reporting stage now complete, treatment of priority sites in the Village are due to begin imminently.
6. Lake Park Master Plan: the deadline for public questionnaire responses was August 11th and over 300 questionnaire submissions were received. Golder Associates is now using the information received from the community to prepare conceptual park plans which will be presented at the first (of two) Public Open Houses scheduled for 7:00pm on Wednesday September 17th.
7. 2014 Capital Projects: planning, coordination and implementation of 2014 park improvements.

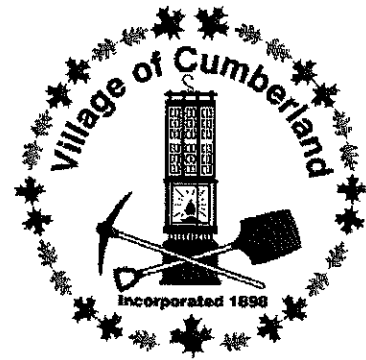
Respectfully submitted,



Kevin McPhedran

Parks and Outdoor Recreation Coordinator

COUNCIL REPORT



REPORT DATE: August 31, 2014
MEETING DATE: September 8, 2014

TO: Mayor and Councilors
FROM: Mike Williamson, Fire Chief / Manager of Protective Services
SUBJECT: Protective Services Report, August 2014

RECOMMENDATION

THAT Council receive the August 2014 Protective Services Report.

SUMMARY

Incidents for June = 20 responses

Response Type	August
Fire	3
Rescue	0
First Responder	5
Motor Vehicle Incident	3
Duty Officer	8
Total Monthly	20
Total 2014	120

BACKGROUND

Fire responses were about normal for August with nothing too serious, which was very good considering the heat spell we went through. Of note, is that Duty officer calls were increased in August, mostly due to people reporting smoke and fires they were concerned about. This is a positive practice, because with the weather the way it was and the ground so dry we take every call seriously and investigate thoroughly.

We did one call for WFM Wildland Fire Management {Forestry} which was out of our area near the Puntledge river area. It was a large fire with big logs that had been left by some party people on a very windy night. It was around 1 am, and the fire was close to bush when it was

finally extinguished. I contacted Forestry the next day, and sent them pictures and GPS coordinates of the fire, and explained that because it was very close to our area, we extinguished it rather than wait for their crew. Forestry has since been invoiced for this fire, and they have agreed to pay.

We had a serious MVI on the Highway 19, at 8:30 am on August 30. This call really put our skills to the test because it involved serious head and arm entrapment that required some lifting and cutting with the Jaws of Life to release the patient. It was a very intense situation but it went well, with the crew doing a great job working in 3 ft of water and foot of mud about 100 ft off the highway. Following the cut, the patient was air lifted to hospital from the site, and I have since heard that she is expected to make a full recovery.

I spent few nights with Conservation Officers looking for Cougars showing them the areas and how to enter areas. We have made sure to put up warnings signs and keep them dated. It would appear that the cougars have moved back to the hills because reports have slowed down. The COs spent a considerable amount of time trying to locate the cats with hunting dogs and cameras, but never captured them.

On the prevention side of things, I wrote my regular article for Currently Cumberland. I have also been working closely with the new Bylaw officer. Together we have managed a smooth transition back to active enforcement. Lastly, I have been spending time researching options for budget items so as to ensure that the Village gets the best deal for our money. I will be working on bringing a report forth to Council on fire hall apparatus needs and future planning.

Membership

Regular Members	24
Junior Members:	2
Probationary Members:	8
Pending Applications:	1
Total	34

Training

We had lots of people training this month. Even with the summer vacation time we still averaged 60 % of our membership at practice. During these practices, we worked on wild fire training and skills training. We also have some of our officers upgrading their ICS skills and one officer taking Fire officer 1 Program.

FINANCIAL IMPLICATIONS

None.

STRATEGIC OBJECTIVE

Quality Infrastructure Planning and Development: Purchasing Land and constructing a new fire hall. We have been around looking at properties and contacting owners in order to do assessments and evaluations on their properties.

ATTACHMENTS

August 2014 Bylaw Enforcement Report

CONCURRENCE

None.

OPTIONS

1. THAT Council receive the August 2014 Protective Services Report.
2. Any other action deemed appropriate by Council.

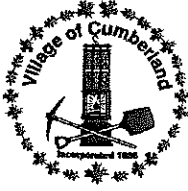
Respectfully submitted,



Mike Williamson
Fire Chief/ Manager of Protective Services



Sundance Topham
Chief Administrative Officer



The Corporation of the Village of Cumberland

Bylaw Enforcement Report

Date: September 3, 2014
To: Mike Williamson, Manager of Protective Services
From: TJ Moore, Bylaw Enforcement Officer
Re: August 2014 Bylaw Enforcement Summary Report

Please find below a summary of complaints and issues handled in August 2014 by Village Bylaw Enforcement.

Animal Control

Animal Control duties still occupy the majority of the Bylaw Enforcement Officer's time. Proactive patrols have reduced dogs off leash along with dogs at large. Over the month of August, only 4 Village dogs were impounded, and one transported to the SPCA for pound services. The remaining 3 dogs were returned home to their owners. Education rather than enforcement has been the approach thus far and appears to be having a positive effect. I continue to work with the SPCA to foster our relationship.

Traffic/Parking

Parking on Kendal Ave has been highlighted as a problem area. Proactive enforcement at varying hours has greatly reduced violators parking on the wrong side of the road, unsafely parking in front of stop signs and vehicles parking on the sidewalk. In addition to our proactive patrols for illegal parking, we have observed an increase in uninsured vehicles parked on the boulevard. We are actively addressing these issues through the issuance of Warnings and Tickets.

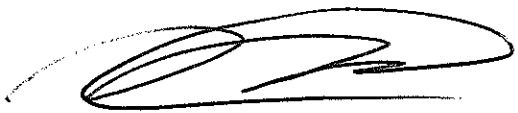
Noise

There have been a number of dog related noise complaints. These complaints have been mitigated through education and enforcement. There are no ongoing open complaint files at this time. A complaint regarding Emterra Recycling causing noise in the morning contrary to our bylaw has also been addressed. I was also onsite during the Atmosphere Gathering and had to deal with a noise violation on the Sunday night of the show.

Garbage

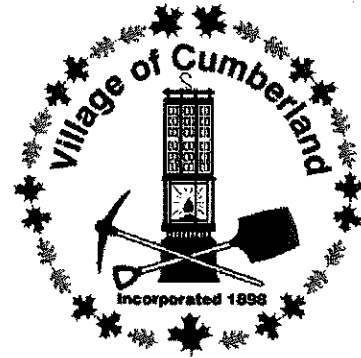
We have observed garbage being taken from residences on a daily occurrence by bears and strewn about neighboring property. We are actively investigating each garbage complaint received and delivering written warning notices to residents in contravention of our Solid Waste Bylaw. In one day, we issued 25 warning notices to residents about unsecure and early placement outside of their solid waste.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'TJ Moore', with a large, stylized loop at the end.

TJ Moore
Bylaw Enforcement Officer
Village of Cumberland

COUNCIL REPORT



REPORT DATE: September 2, 2014
MEETING DATE: September 8, 2014

TO: Mayor and Council

FROM: Rob Crisfield, Manager of Operations

SUBJECT: September 2014 – Operations Department Report

RECOMMENDATION

THAT Council receive the September 2014 – Operations Department Report for information.

SUMMARY

September 2014 – Operations Department Report

BACKGROUND

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

Manager of Operations Activities

Stevens Lake Dam

A pre-construction meeting was held on August 19th. While it was anticipated work would start the last week of August, restrictions on certain activities on forested lands has delayed the project. Currently the reservoir is drained and our hope is Mother Nature will provide weather conditions that will allow commencement of this work the first week of September.

Cumberland & Bevan Roads Design Work

The RFP for this design work has now closed with six proposals being received. Staff has reviewed the proposals and will be presenting a report on the successful proponent.

2014 Capital Road and Utility Work

Work for these projects has been awarded to Upland Contracting from Campbell River. Activity will commence the first week of September and take approximately two months to complete.

Comox Lake Road Stabilization

Staff have consulted with BC Hydro, the prospective contractor GIS International, and have completed a review of internal funding sources, with a report to be presented to Council on September 8th.

Dam Safety Review

Final copies of the dam inundation study have been issued to the Village. The findings in the report don't significantly change any of the current consequence ratings of the dams. A copy of the report has now been forwarded to the Dam Safety Branch at BC Ministry of Environment. Staff will wait to see what, if any, the next steps will be.

Carlisle Lane Subdivision

Onsite and offsite work is mostly complete including the storm sewer upsizing on Ulverston Avenue.

Other Work

- Cumberland School Campus site development.
- Work continues on the Utilities Replacement Plan as time permits.
- Working on a CRI parking lot layout & connection corridor to the bottom of Sutton Rd. as well as a concept plan for future parking improvements along Sixth Street immediately adjacent to Village Park.
- Water & Sewer GIS Mapping through the CVRD.

FINANCIAL IMPLICATIONS

None

STRATEGIC OBJECTIVE

None

ATTACHMENTS

1. Planning Report for September 2014
2. Public Works Report for September 2014

CONCURRENCE

None

OPTIONS

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

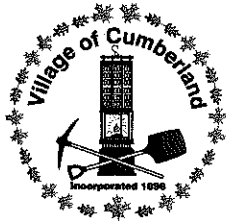
Respectfully submitted,

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

Rob Crisfield
Manager of Operations

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

Sundance Topham
Chief Administrative Officer



Corporation of the Village of Cumberland

Memorandum

DATE: September 3, 2014
TO: Rob Crisfield, Manager of Operations
FROM: Judith Walker, Senior Planner
SUBJECT: Planning Report for August 2014

OCP/ZONING AMENDMENTS

1. none
-

DEVELOPMENT PERMITS

1. **2013-01-DP Edwards, 4640 Cumberland Road:** Construction underway. Permit expires April 7, 2016.
 2. **2013-02-DP Carlisle Lane** – Construction underway. Permit expires March 27, 2016.
-

DEVELOPMENT VARIANCE PERMITS

1. **2013-01-DV 3249 First Street:** Variance to permit lot line change. In process.
 2. **2013-02-DV Trilogy Lot 9a:** Variance to permit initial subdivision without servicing. To be presented to Council when additional details are available.
-

SUBDIVISION

1. **3339 Third Street:** **PLR expires January 8, 2015**
Application for one lot subdivision. Design drawings have been approved and "Approval to Construct" is awaiting several items.
 2. **Initial Trilogy Subdivisions:** **PLR expires June 27, 2015.**
Lots 3a, 3b, 3c, 4, 6, 7, 8a, 8b, 9a, 9b, 10a, 10b, 11.
 3. **3249 First Street:** Village initiated application to complete a lot line change for private property within the Village Works Yard. Surveyor completed drawings late July. Staff is working on Land Agreement and DVP.
 4. **Carlisle Lane:** **PLR expires August 14, 2015.**
First phase of 8 lots. Construction has been approved and is underway.
 5. **2803 Keswick Avenue:** **PLR expires January 16, 2015.**
Application received October 30th. Awaiting Final Approval.
 6. **Ulverston School Campus:** **PLR expires May 20, 2015.**
Construction drawings have been approved.
-

BUSINESS LICENSING:

New for August	Non-Resident Business	None
	Home Occupation	2835 Bruce Street Kirsten Werner RMT
	Resident Business	2719 Dunsmuir Avenue Sweet Treats Candy Shop
	InterCommunity	None

BUILDING PERMITS

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

New for August	New Residential	Residential Reno & Additions	Residential Accessory (new or reno)	Industrial, Commercial, or Institutional	Demolition
	1	2	0	2	0

A great deal of time has been spent on investigating the outstanding Building Permit damage deposits (to public infrastructure) which go back to 2004. A list has now been compiled, letters will be sent and as appropriate, refund cheques will follow.

OTHER

1. Provided verbal and written responses to enquiries regarding OCP and Zoning bylaw interpretation and potential land use and development proposals. Meet with public to confirm conformity of land use with Village bylaws.
2. Trees on public property: dealing with public's concerns for potential hazardous trees; coordinating arborist reports, pruning /removal, liaison with adjacent owners.

BYLAW ENFORCEMENT

1. **Comox Lake Land Corporation:** A complaint was received regarding a deck being built on a house/cottage directly on the Lake. A Stop Work Order was placed April 15, 2014. The Owner is in the process of putting together the reports that are required in order to make an application for an ESA Development Permit, a Building Permit, and requesting (if necessary) a Floodplain Exemption.
2. **3310 Ninth Street:** A complaint was received on March 10, 2014 that a property owner was constructing a shed without a permit. A Stop Work Order was placed March 13, 2013. A letter was sent to the Owner from legal counsel and on September 2, 2014 staff were advised that the shed has been moved. File will be closed.
3. **3379 First Street:** Public Works staff advised that it appeared that the owner of the subject property (a corner lot) was building a retaining wall on the adjacent boulevard. A survey drawing has been provided which reveals a portion of the wall on the side and the wall on the front are on public road-right-way. Staff is carrying out further investigation on this issue.

BYLAWS IN PROCESS

1.	Water Service Connection, Use, Extension, & Fees No. 952, 2014	In final draft, staff review in process, Council consideration Fall of 2014
2.	Storm Sewer Connection, Use, Extension, & Fees No. 953, 2014	
3.	Sanitary Sewer Connection, Use, Extension, & Fees No. 954, 2014	

BYLAWS IN PROCESS (cont'd)

4.	Zoning Bylaw Amendment No. 970, 2013 (Amends Bylaw 717, 1997)	Changes to B&B, Home Occupation, MH, Secondary Suites, simplify an existing zone, medical marijuana production as industrial use etc.
5.	Manufactured Home Park Bylaw No. 971, 2013 (Repeals Bylaw 498, 1981)	Rewrite of Bylaw which regulates the establishment, extension, design & servicing of MHP.
6.	Tree Management Bylaw No. 947, 2011	Revisions to bylaw in process.
7.	Pesticide Use Control Bylaw No. ____, 2012 <i>Repeals Bylaw 838</i>	Amendment to clarify what pesticides are included, and its use for invasive plants on public lands. In progress
8.	Business License Bylaw No. 991, 2013	Amendment to require license fee at time of application. In progress.
9.	Parks & Greenways Bylaw No. 998, 2014	To Council for 1 st & 2 nd reading Fall 2014

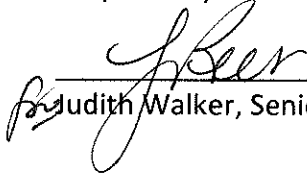
PROJECTS

1. Cumberland Enhancement Study: Council has directed staff to propose a directional entrance sign on the Inland Island Highway, north of Royston Road. Staff report on MoTI comments on Sept. 8, 2014 Council meeting.
2. Community Gardens Report: Council directed staff to develop a Village policy, along with an accompanying fee schedule, including a lease, for any gardens created by the public on Village-owned lands, based on the Community Gardens Report. Staff participating in Comox Valley Food Strategy 2014 which includes community gardens.
3. Heritage Commission: Met June 16th to review Street Sign Design report and Coal Creek Historic Park Draft Master Plan. No summer meeting scheduled to date.

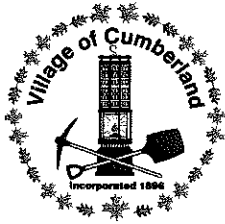
PARKS PLANNING

1. *For other parks activities, please refer to report by Parks & Outdoor Recreation Coordinator.*

Respectfully submitted,


Judith Walker, Senior Planner

	New Residential		Residential Reno & Additions		Foundation / Relocated Homes		Residential Accessory (new or reno)		Industrial, Commercial, or Institutional		Demolition		Totals	
Year	# of Permits	Value of Construction	# of Permits	Value of Construction	# of Permits	Value of Construction	# of Permits	Value of Construction	# of Permits	Value of Construction	# of Permits	Value of Construction	# of Permits	Value of Construction
2014	20	\$3,794,305	8	\$254,200	Discontinued category included as new residential or renovations		5	\$118,300	4	\$520,000	0	\$0	37	\$4,86,805
2013	8	\$1,551,000	20	\$303,700			4	\$109,000	2	\$310,000	4	\$20,000	38	\$2,293,700
2012	10	\$2,104,000	18	\$286,850			3	\$122,000	6	\$873,000	0	\$0	37	\$3,385,580
2011	20	\$3,905,000	17	\$480,000			1	\$10,000	7	\$1,623,000	0	\$0	45	\$6,018,000
2010	29	\$5,260,000	27	\$754,340			3	\$63,000	6	\$3,408,300	0	\$0	65	\$9,485,640
2009	15	\$3,164,400	20	\$394,700			3	\$24,600	3	\$73,000	2	\$10,000	43	\$3,666,700
2008	69	\$11,932,080	18	\$365,220	22	\$1,154,000	7	\$105,640	2	\$101,000	0	\$0	118	\$13,657,940
2007	67	\$9,640,000	14	\$219,000	1	\$1,000	4	\$43,000	9	\$4,723,000	0	\$0	95	\$14,626,000
2006	60	\$7,177,625	18	\$315,500	2	\$38,000	5	\$24,920	5	\$1,045,000	0	\$0	90	\$8,601,045
2005	34	\$4,320,630	17	\$193,300	5	\$36,500	2	\$9,000	8	\$1,363,000	0	\$0	66	\$5,922,430
2004	13	\$1,508,675	6	\$87,000	1	\$4,500	5	\$28,000	2	\$2,103,675	0	\$0	27	\$3,731,850
2003	2	\$200,000	2	\$59,000	4	\$35,000	6	\$30,883	2	\$120,000	0	\$0	16	\$444,883
2002	5	\$470,000	18	\$362,500	2	\$30,000	3	\$9,600	5	\$59,000	0	\$0	33	\$931,100
2001	2	\$190,000	7	\$114,430	0	\$0	1	\$5,000	5	\$371,000	0	\$0	15	\$680,430
2000	No data		15	\$171,250	1	\$75,000	3	\$20,000	6	\$69,045	0	\$0	25	\$335,295
Totals	354	\$55,217,715	225	\$4,360,720	38	\$1,374,000	55	\$722,943	72	\$16,762,020	6	\$30,000	748	\$78,417,398



Corporation of the Village of Cumberland

Memorandum

DATE: 31/08/2014
TO: Rob Crisfield, Manager of Operations
FROM: Kevin Fitzgerald, Public Works Foreman
SUBJECT: Public Works– Monthly Report for the period ending 31/08/2014

Water: Stevens Lake reservoir has been drained to accommodate the seismic stability work that is commencing on the dam. The lower three Cumberland Creek reservoirs are full along with Allen Lake that is sitting around 2/3 full. With the draining of Stevens Lake, the reservoir levels will start to drop depending on weather conditions and demand for water.

The well continues to operate at 10 liters per second on average.

Have fixed another two leaks on Comox Lake Road near Jumbo's Cabin as well as other leaks in town.

Drained Stevens Lake reservoir and have been working with the engineering consultant and contractor on gearing up for the stabilization work.

Sewer & Storm: Sewer Lagoon maintenance has begun.

General maintenance, locates and sewer inquiry requests.

Gearing up to assist with the 2014 Capital Utility and Road work to be completed by Upland Contracting. Work to commence on Maryport Avenue.

Roads Road marking painting continues as time permits in between other projects and demands on crew time.

After numerous phone calls and e-mails requesting a date that the contracted company would be doing our main center lines I was informed they would not be doing them this year. Still working on getting a new company to come to Cumberland to complete this work.

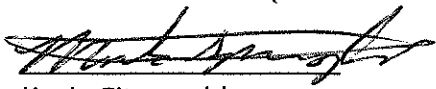
Road shoulder mowing has been a struggle with a couple of mechanical issues affecting the contractor. This work will hopefully be completed in September.

Road pot hole patching and misc. repairs as required.

Buildings: As time permits, continue to clean out and repair the old west end shower room at the C.R.I.

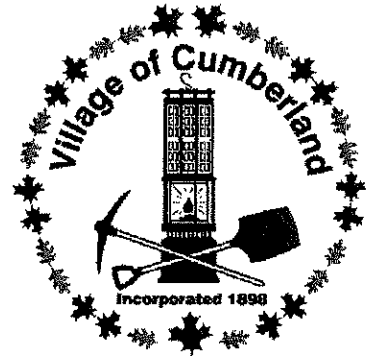
Parks General parks maintenance and repairs.

Respectfully submitted,

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

Kevin Fitzgerald
Public Works

COUNCIL REPORT



REPORT DATE: September 2, 2014

MEETING DATE: September 8, 2014

TO: Mayor and Councillors

FROM: Michelle Mason, Financial Officer

SUBJECT: August 2014 Administration Department Report

RECOMMENDATION

THAT Council receive the August 2014 Administration Department report for information.

SUMMARY

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

BACKGROUND

In August, the Department continued to cycle through annual vacations which will continue through September. Staff continued to provide financial and administrative support to all departments. Staff are in various stages of completing finance and administration projects that have been approved for 2014. Staff will issue a "Request for Proposal" in September for the year-end external audit and will come back to Council with recommendations for the appointment of municipal auditor based on the proposals received. Following best practice staff will be looking for audit pricing on a three-year commitment with the possibility of a two year extension which will include an opt out provision based on performance.

Management reports are prepared monthly which provide financial information for budget managers about their departments costs against budget. All departments are on track and progress has been made on approved projects.

The first installment of the Community Works Funds (CWF) was received in August which included an additional \$1472.97 for interest that was earned during the first CWF agreement. The first grant claim that was made for the OCP gas tax grant has been paid to the Village and the final claim will be paid in the fall now that the OCP bylaw has been adopted. The Village also received the recreation grant from Comox Valley Regional District in August.

The second quarter utility bill, which included water fees based on consumption along with flat rate sewer and solid waste fees, was issued in July 2014 and the due date was August 26, 2014. There were concerns raised by approximately 1% of the utility rate payers about the new consumption based billing and most of those concerns were resolved when staff provided assistance with understanding the bills and giving comparisons to the previous flat fee bills. Any second quarter levies that were outstanding as of the end of day of August 26th received a 10% penalty and we had an 80% collection rate by the deadline which is similar to previous years. Of the total 2014 second quarter utility bills paid by the deadline, 30% of those payments were online or financial institution payments. This has increased from the first quarter and staff expects this increase to continue.

Financial staff is making considerable efforts to avert a tax sale this year; however, there are still nine properties that have delinquent taxes owing to date. If any delinquent taxes remain owing on a property as of September 29, 2014 at 10am, it will be subject to tax sale under the Local Government Act.

In August, Corporate Administration continued with projects, tasks and correspondence as directed by Council. Staff provided support to other departments with bylaws, special events, communications, and projects, such as finalization of the cemeteries master plan and reviewing burial options at the Chinese cemetery. Other projects underway include election advertising, election worker review, and candidate info package preparation, drafting an updated streets and traffic bylaw, and reviewing Village records management procedures.

FINANCIAL IMPLICATIONS

None.

STRATEGIC OBJECTIVE

None.

ATTACHMENTS

None.

CONCURRENCE

Jaclyn Casler, Deputy Corporate Officer

**OPTIONS**

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

Respectfully submitted,



Michelle Mason
Financial Officer



Sundance Topham
Chief Administrative Officer

COUNCIL REPORT



REPORT DATE: September 3, 2014
MEETING DATE: September 8, 2014

TO: Mayor and Councillors

FROM: Sundance Topham, Chief Administrative Officer

SUBJECT: August 2014 Chief Administrative Officer Report

RECOMMENDATION

THAT Council receive the August 2014 Chief Administrative Officer Report for information.

SUMMARY

I spent the first half of August working on a number of ongoing initiatives, and the last two weeks on vacation. A large amount of time was spent working with School District 71 officials on the completion of the land exchange and road closure for Ulverston Avenue.

BACKGROUND

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

Development

Carlisle Lane:

Worked with Carlisle Lane representatives in regards to their residential development in Cumberland, including clarifying trail layout and design requirements.

School District 71:

Continued to work with School District 71 officials on the road closure of Ulverston Avenue and subdivision of the School District lands, along with the subsequent land exchange with the Village of Cumberland.

Coal Valley Estates:

Met with Coal Valley Estates representatives for an update on their development.

Miscellaneous

- Worked with the consultant preparing the Cemeteries Master Plan.
- Continued to work with the Manager of Protective Services and Manager of Operations on reviewing potential locations for a new fire hall.

FINANCIAL IMPLICATIONS

None

STRATEGIC OBJECTIVE

None

ATTACHMENTS

None

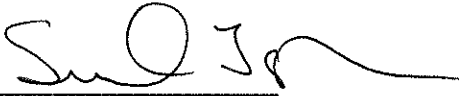
CONCURRENCE

None

OPTIONS

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

Respectfully submitted,

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

Sundance Topham
Chief Administrative Officer
Village of Cumberland

COUNCIL MEMBER REPORT



DATE: September 2, 2014
 TO: Mayor and Councillors
 FROM: Mayor Leslie Baird
 SUBJECT: Monthly Report August 2014

Date	Event	Details
4 th	Parade	Nautical Days Parade and Mayors Luncheon
6 th	19 Wing	Change of Command Ceremony Col. Dunne takes command from Col. Jim Benninger.
13 th	Lunch	Number Six Mine Committee Lunch
	Meeting	Nominating Entities Meeting at the Airport an update on achievements and highlights for the year. I have invited them to come to Council and give an update.
14 th	Parade	Regional Gliding School Graduation Parade.
17 th	19 Wing	Commander's Garden Party at Glacier Greens Golf Course.
20 th	Cemetery	Meeting John Leung, Norman Leung and May Gee to discuss the Chinese Cemetery.
	Meeting	Comox Valley Airport Commission annual Public Meeting.
26 th	Meeting	Comox Valley Regional District board meeting.

Sincerely

Mayor Leslie Baird

COUNCIL MEMBER REPORT



DATE: September 1, 2014

TO: Mayor and Councillors

FROM: Councillor Roger Kishi

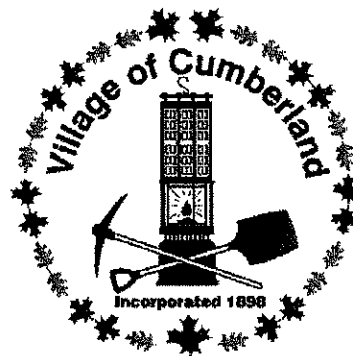
SUBJECT: Councillor Report – August 2014

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

Date	Event	Comments
Aug. 7	North Island Hospital Project	CV Groundbreaking Ceremony
Aug. 9	Attended Cumberland Motorcycle Roundup	
	Obon Ceremony- Japanese Cemetary	Attended lunch & ceremony
Aug. 12	407 Squadron Change of Command Parade	
Aug. 22	CVEX Opening Ceremony	
Aug. 25	Special Council Meeting	2 nd Stage Water Restrictions

Will be absent from Sep. 8, 2014 Regular Council meeting, as I am away on vacation Aug. 28- Sep. 12, 2014.

COUNCIL MEMBER REPORT



DATE: September 2, 2014
TO: Mayor and Councillors
FROM: Councillor Gwyn Sproule
SUBJECT: Councillor Report – August 2014

12th CVRD COW – wording for Public Opinion poll on Homelessness in November

26th CVRD Board meeting – rise and report

the board approved the south sewer governance structure

COUNCIL REPORT



REPORT DATE: September 2, 2014

MEETING DATE: September 8, 2014

File No. 3900-02

TO: Mayor and Councillors

FROM: Jaclyn Casler, Deputy Corporate Officer

SUBJECT: Municipal Ticket Information Bylaw No. 997, 2014

RECOMMENDATION

THAT Council receive the Municipal Ticket Information Bylaw No. 997, 2014 report.

THAT Council give 1st, 2nd, and 3rd reading to Municipal Ticket Information Bylaw No. 997, 2014.

SUMMARY

The Fire Protection Services and Regulation Bylaw No. 980, and the Solid Waste Bylaw No. 1003 were both updated and adopted earlier this year. At the time both new bylaws were adopted, requisite updates of the corresponding schedules in the Municipal Ticket Information (MTI) Bylaw No. 975, 2012 were not completed.

In order to address these deficiencies, and enable effective bylaw enforcement, it is necessary for Council to adopt an updated version of the MTI bylaw with current schedules.

BACKGROUND

The Fire Protection Services and Regulation Bylaw No. 988, and the Solid Waste Bylaw No. 1003 were adopted in 2014. At the time they were adopted, the corresponding schedules in the Municipal Ticket Information (MTI) bylaw No. 975, 2012 were not updated to reflect the new bylaws. Work has since been completed to ensure that corresponding Schedules (I and J in Bylaw No. 975) have been amended to reflect the recently introduced Fire Protection Services and Regulation Bylaw No. 988, and the Solid Waste Bylaw No. 1003.

Even though changes to these two Schedules (I and J) are the only changes being proposed to the existing MTI Bylaw, No. 975, staff is recommending that Council give 1st, 2nd and 3rd reading to a new MTI bylaw (No. 997) for simplification of bylaw enforcement activities.

FINANCIAL IMPLICATIONS

None.

STRATEGIC OBJECTIVE

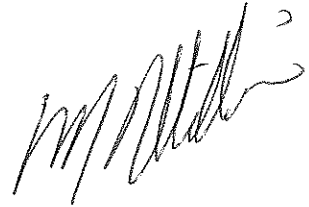
None.

ATTACHMENTS

Corporation of the Village of Cumberland Municipal Ticket Information Bylaw No. 997, 2014.

CONCURRENCE

Mike Williamson, Manager of Protective Services.

**OPTIONS**

1. THAT Council receive the Municipal Ticket Information Bylaw No. 997, 2014 report.
2. AND THAT Council give 1st, 2nd, and 3rd reading to Municipal Ticket Information Bylaw No. 997, 2014.

Respectfully submitted,



Jaclyn Casler
Deputy Corporate Officer
Village of Cumberland



Sundance Topham
Chief Administrative Officer

THE CORPORATION OF THE VILLAGE OF CUMBERLAND

BYLAW NO. 997

A Bylaw to establish a Municipal Ticket Information system.

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

1. This Bylaw shall be cited as the 'The Corporation of the Village of Cumberland Municipal Ticket Information Bylaw No. 997, 2014.'
2. The persons appointed to the job positions or titles listed in Column 2 of Schedule A to this Bylaw are designated as Bylaw Enforcement Officers pursuant to section 264.1(b) of the *Community Charter* for the purpose of enforcing the bylaws listed in Column 1 and opposite the respective job positions of Schedule A to this bylaw.
3. The bylaws designated in Schedules B through M to this Bylaw may be enforced by means of a ticket in the form prescribed for the purpose pursuant to Part 8 of the *Community Charter*.
4. The words or expressions set forth in Column 1 of Schedules B through M to this Bylaw are authorized to be used to designate the offence committed against that bylaw.
5. The penalty for an offence of a bylaw designated by this Bylaw is as follows:
 - (a) a fine not greater than the amount set out in Column 4 of Schedules B through M to this Bylaw if the amount is paid on or before the 30th day from the date on which the ticket is served; or
 - (b) a fine not greater than the amount set out in Column 3 of Schedules B through M to this Bylaw if the amount is paid after the day referred to in paragraph (a).
6. If any section or subsection of this bylaw is found to be invalid by a court of competent jurisdiction, the section or subsection may be severed from the Bylaw without affecting the validity of the remainder of the bylaw.

7. The “Corporation of the Village of Cumberland Municipal Ticket Information Bylaw No. 975, 2012” is repealed.

READ A FIRST TIME THIS	TH	DAY OF	SEPTEMBER,	2014.
READ A SECOND TIME THIS	TH	DAY OF	SEPTEMBER,	2014.
READ A THIRD TIME THIS	TH	DAY OF	SEPTEMBER,	2014.
ADOPTED THIS	TH	DAY OF	SEPTEMBER,	2014.

Mayor

Corporate Officer

Schedule A
Bylaw Enforcement Officers

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

H	Corporation of the Village of Cumberland Building Bylaw No. 949, 2012	Bylaw Enforcement Officer Manager of Protective Services Building Inspector Manager of Operations
I	The Corporation of the Village of Cumberland Fire Protection Services and Regulation Bylaw No. 988, 2014	Bylaw Enforcement Officer Manager of Protective Services Royal Canadian Mounted Police member
J	Corporation of the Village of Cumberland Solid Waste Bylaw No. 1003, 2014	Bylaw Enforcement Officer Manager of Protective Services Manager of Operations
K	Corporation of the Village of Cumberland Parks Regulation Bylaw No. 840, 2007	Bylaw Enforcement Officer Manager of Protective Services Royal Canadian Mounted Police member Manager of Operations
L	The Corporation of the Village of Cumberland Service Connection and Fees Bylaw, No.848, 2007	Bylaw Enforcement Officer Manager of Protective Services Manager of Operations
M	The Corporation of the Village of Cumberland Sanitary Sewer Use Extension and Connection Bylaw No. 849, 2007	Bylaw Enforcement Officer Manager of Protective Services Manager of Operations

Schedule B

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

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

Schedule C

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

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

Schedule D

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

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

Schedule E
The Village of Cumberland Traffic By-law No. 353

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

Schedule F

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

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

Schedule G

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

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

Schedule H

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

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

Schedule I

The Corporation of the Village of Cumberland Fire Protection Services and Regulation Bylaw, No. 988, 2014

Column 1 Word or Expression Designating Offence	Column 2 Bylaw Section	Column 3 Ticket Fine	Column 4 Early Pay Fine
Obstruct/interfere with Manager of Protective Services	30	\$500	\$250
Damage Fire Department operations or equipment	31	\$400	\$200
Interfere with access points or water access	34	\$500	\$250
Obstruction with fire safety features/materials installed in a building	35	\$400	\$200
False request for response	36	\$500	\$250
Unauthorized crossing of barricade	37	\$200	\$100
Failure to provide necessary information/assistance	38	\$200	\$100
Unauthorized removal/destruction of sign or notice posted under this bylaw	39	\$200	\$100
Failure to remove/reduce things or conditions as directed by Manager of Protective Services	40	\$200	\$100
Unsecured vacant building	43	\$400	\$200
Unsecured fire damaged building	44	\$500	\$250
Fire without permit	50	\$200	\$100
Burning contrary to permit	51	\$200	\$100
Burning that causes hazard	58	\$400	\$200
Burn prohibited materials	61	\$400	\$200
Yard waste fire contrary to bylaw	62	\$100	\$50
Recreational fire contrary to bylaw	63	\$200	\$100
Land clearing fire contrary to bylaw	64	\$1,000	\$500

Schedule J

Corporation of the Village of Cumberland Solid Waste Bylaw No. 1003, 2014

Column 1 Word or Expression Designating Offence	Column 2 Bylaw Section	Column 3 Ticket Fine	Column 4 Early Pay Fine
Failure to use garbage service	5(1)	\$200	\$100
Failure to arrange garbage collection	6(2)(a)	\$200	\$100
Failure to arrange sufficient garbage collection	6(2)(b)	\$200	\$100
Failure to store in animal proof location/container	6(2)(c)	\$200	\$100
Attempt to use Extended Service without proper garbage tag	7(2)	\$100	\$50
Prohibited material in container	8(1)	\$200	\$100
Improper removal/ disposal of prohibited material	8(3)	\$200	\$00
Non regulation container	9(1)(a)	\$100	\$50
Unmaintained container	9(1)(b)	\$100	\$50
Recyclables not contained	9(1)(c)	\$100	\$50
Organics not contained	9(1)(d)	\$100	\$50
Solid waste not stored in animal proof location or animal resistant container	9(1)(e)	\$100	\$50
Wet garbage	9(1)(f)	\$100	\$50
Liquid deposited in container	9(1)(g)	\$100	\$50
Liquid in container	9(1)(h)	\$100	\$50
Unsealed grease in container	9(1)(i)	\$100	\$50
No waterproof lid	9(1)(j)	\$100	\$50
Loaded container more than 22 kg	9(1)(k)	\$100	\$50
Solid waste out before collection day	9(1)(l)	\$200	\$100
Containers placed improperly on street for pick up	9(1)(m)	\$100	\$50
Solid waste containers left out	9(1)(n)	\$200	\$100

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

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

Schedule L

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

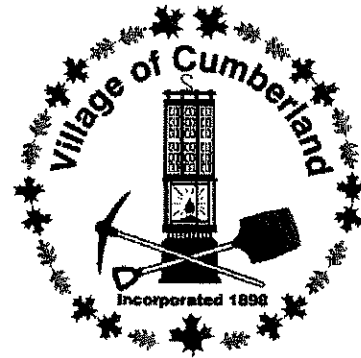
Column 1 Word or Expression Designating Offence	Column 2 Bylaw Section	Column 3 Ticket Fine	Column 4 Early Pay Fine
Failure to apply for connection permit	4.1	\$1000	\$500
Failure to pay connection fee	4.2	\$1000	\$500
Failure to connect to water service	5.1	\$1000	\$500
Failure to decommission well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

Schedule M

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

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

COUNCIL REPORT



REPORT DATE: September 2, 2014

MEETING DATE: September 8, 2014

TO: Mayor and Councillors
FROM: Michelle Mason, Financial Officer
SUBJECT: 2015 Permissive Tax Exemptions

RECOMMENDATION

THAT Council receive the 2015 Permissive Tax Exemptions report for information.

AND THAT Council consider first reading of the "Permissive Tax Exemption 2015 Bylaw No. 1010, 2014" and that Council direct staff to give notice of the proposed bylaw as required by section 227 of the Community Charter.

SUMMARY

The purpose of the report is to introduce "Permissive Tax Exemption 2015 Bylaw No. 1010, 2014".

BACKGROUND

The policy regarding granting permissive tax exemptions was discussed and adopted with *The Corporation of the Village of Cumberland 2014-2018 Financial Plan Bylaw No. 1005, 2014*. At that time it was determined that Cumberland would continue to grant exemptions for lands surrounding land and buildings subject to statutory exemption and municipal properties occupied by a community group or partner agency where the group or agency has been granted a reduced or zero lease rate but may, under Section 229 of the Charter, be subject to property tax.

The permissive tax exemptions are granted under Clauses 224 (2) (a) and (f) of the Community Charter. Bylaw 1010 was prepared based on the above noted policy and must be adopted prior to October 31, 2014 for effect in 2015. Public notice will be given that the Council proposes to adopt this Bylaw following its introduction to Council and prior to its consideration at the Council meetings scheduled for September 29 and October 14, 2014, as required by section 227 of the Community Charter.

FINANCIAL IMPLICATIONS

The policy, as outlined in the 2014-2018 Financial Plan, results in exemptions for two places of worship and two municipal properties. The 2015 property tax that might otherwise be taxable is estimated at \$8,392.

STRATEGIC OBJECTIVE

None.

ATTACHMENTS

Permissive Tax Exemption 2015 Bylaw No. 1010, 2014.

CONCURRENCE

None.

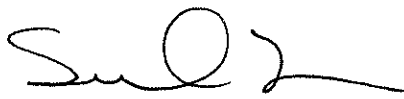
OPTIONS

1. THAT Council give first reading of the "Permissive Tax Exemption 2015 Bylaw No. 1010, 2014" and THAT Council direct staff to give notice of the proposed bylaw as required by section 227 of the Community Charter.
2. Any other action deemed appropriate by Council.

Respectfully submitted,



Michelle Mason
Financial Officer



Sundance Topham
Chief Administrative Officer

THE CORPORATION OF THE VILLAGE OF CUMBERLAND

BYLAW NO. 1010

A bylaw to exempt from taxation certain lands and improvements for the 2015 taxation year.

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

- 1 This Bylaw may be cited as "Permissive Tax Exemption 2015 Bylaw No. 1010, 2014".
- 2 The following land or improvements, or both, are exempted from taxation for the 2015 taxation year as follows:
 - (a) the following land or improvements, or both, held by a charitable, philanthropic or other not for profit corporation and meeting the provisions under section 224(2)(a) of the *Community Charter*:
 - (i) that portion of Lot 3, Block H, Plan 522E, District Lot 21, Nelson Land District, PID 008-932-212, occupied by the Cumberland and District Historical Society; and
 - (ii) that portion of Lot B, Plan 29219, District Lot 21 & 24, Nelson Land District, PID 001-418-041, occupied by the Cumberland Old Age Pensioners Organization, Branch 51;
 - (b) the following land and improvements used for the purposes of a church hall or the area of land surrounding a church as permitted under section 224(2)(f) of the *Community Charter*:
 - (i) that portion of Lot 1, Block 4, Plan 522, District Lot 21, Nelson Land District, PID 008-970-513, held by the Cumberland United Church Trustees; and
 - (ii) that portion of Lot B, Plan 43397, District Lot 21 Nelson Land District, PID 003-382-281, held by the Cumberland Community Church.

- 3 This Bylaw shall come into full force and effect and is binding on all persons during the 2015 taxation year.

READ A FIRST TIME THIS	DAY OF	2014.
READ A SECOND TIME THIS	DAY OF	2014.
READ A THIRD TIME THIS	DAY OF	2014.
ADOPTED THIS	DAY OF	2014.

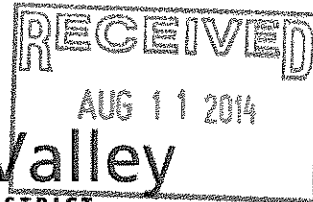
Mayor

Corporate 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



Comox Valley
REGIONAL DISTRICT



File: 4710.01 & 3900.02

August 11, 2014

Sent via email only: hil@shaw.ca

Mr. Stuart Hartman and Mr. Tom Gray
Comox Valley Crime Stoppers
PO Box 8477
Courtenay, BC V9N 5N2

Dear Mr. Hartman and Mr. Gray:

Re: Bylaw No. 325 - Crime Stoppers grant contribution service establishment bylaw

I am pleased to advise you that the Comox Valley Regional District, at its meeting of July 29, 2014, adopted Bylaw No. 325 being the "Victim Services Program and Crime Stoppers Grant Contribution Service Establishment Bylaw No. 2250, 2000, Amendment No. 2". Please find a copy of Bylaw No. 325 attached.

The Comox Valley Regional District board of directors now has authority to provide grant funding from this service to the Comox Valley Crime Stoppers beginning in 2015. Should the board award funds to the Comox Valley Crime Stoppers, you can expect such funds to be delivered in August 2015.

As part of the CVRD 2015-2019 financial planning process, your organization will receive a letter in September requesting documents for financial planning purposes. These documents would include your funding request for consideration in the CVRD 2015-2019 financial plan.

If you require further information, please do not hesitate to call me at 250-334-6007 or via e-mail at jwarren@comoxvalleyrd.ca.

Sincerely,

J. Warren

James Warren
Corporate Legislative Officer

Enclosure

\ld

COMOX VALLEY REGIONAL DISTRICT

BYLAW NO. 325

A bylaw to amend the victim services program service establishing bylaw to amend the purpose to include grant funding for the Comox Valley Crime Stoppers

WHEREAS the victim services program service was created by the adoption of Bylaw No. 2250 being "Victim Services Program Extended Service Conversion Bylaw No. 2250, 2000" on the 29th day of May 2000;

AND WHEREAS the board wishes to amend the victim services program service purpose to include grant funding for the Comox Valley Crime Stoppers;

AND WHEREAS the board has approved amending Bylaw No. 2250 with the consent of at least 2/3 of the participants under section 802 of the *Local Government Act*;

AND WHEREAS participating area approval has been obtained in writing from the directors of Electoral Areas 'A' (Baynes Sound – Denman / Hornby Islands), 'B' (Lazo North) and 'C' (Puntledge – Black Creek) under section 801.5 of the *Local Government Act*;

AND WHEREAS pursuant to section 801.4 of the *Local Government Act* the councils of the Town of Comox, the Corporation of the City of Courtenay and the Village of Cumberland have consented to the adoption of this bylaw;

AND WHEREAS the approval of the inspector of municipalities has been obtained under section 801(1)(a) of the *Local Government Act*;

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

Amendment

1. Bylaw No. 2250 being "Victim Services Program Extended Service Conversion Bylaw No. 2250, 2000" is hereby amended by:

- (a) Replacing section 1 (extended service established) which reads:

"The function of Victims Assistance Program granted by supplementary Letters Patent dated April 29th, 1989 is hereby established as an extended service and shall be operated as the Victim Services Program."

with the following:

"The function of victims assistance program granted by supplementary letters patent dated April 29th, 1989 is hereby established as an extended service and shall be operated as the victim services program. Additionally the service shall include the contribution of funds to the Comox Valley Crime Stoppers to assist with operational activities. This service is named the 'victim services program and Crime Stoppers grant contribution service'."

- (b) Replacing section 2 (boundaries of the service area) which reads:

"The boundaries of the "Victim Services Program Extended Service Area" shall be the boundaries of the Town of Comox, the City of Courtenay, the Village of Cumberland and Electoral Areas 'A', 'B', 'C' and 'K' of the Regional District of Comox-Strathcona."

with the following:

"The boundaries of the victim services program and Crime Stoppers grant contribution service shall be the boundaries of the Town of Comox, the City of Courtenay, the Village of Cumberland and Electoral Area 'A' (Baynes Sound – Denman / Hornby Islands), Electoral Area 'B' (Lazo North) and Electoral Area 'C' (Puntledge – Black Creek)."

- (c) Replacing section 3 (participating area) which reads:

"The Town of Comox, the City of Courtenay, the Village of Cumberland and Electoral Areas 'A', 'B', 'C' and 'K' are the participating areas in this extended service."

with the following:

"The Town of Comox, the City of Courtenay, the Village of Cumberland, Electoral Area 'A' (Baynes Sound – Denman / Hornby Islands), Electoral Area 'B' (Lazo North) and Electoral Area 'C' (Puntledge – Black Creek) are the participating areas in this service."

Citation

This Bylaw No. 325 may be cited as "Victim Services Program and Crime Stoppers Grant Contribution Service Establishment Bylaw No. 2250, 2000, Amendment No. 2".

Read a first and second time this 29th day of April 2014.

Read a third time this 29th day of April 2014.

Approved by the
Inspector of Municipalities this 27th day of June 2014.

Adopted this 29th day of July 2014.

E. Grieve

Chair

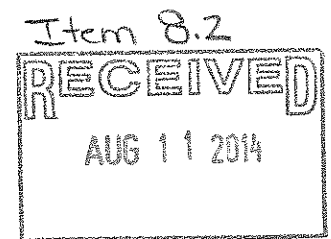
J. Warren

Corporate Legislative Officer

I hereby certify the foregoing to be a true and correct copy of Bylaw No. 325 being "Victim Services Program and Crime Stoppers Grant Contribution Service Establishment Bylaw No. 2250, 2000, Amendment No. 2" as adopted by the board of the Comox Valley Regional District on the day
of 2014.

J. Warren

Corporate Legislative Officer



From: Marilyn Jorgensen [mailto:Marilyn@comoxairport.com]
Sent: Monday, August 11, 2014 4:04 PM
To: Edwin Grieve; Paul Ives; mayor.baird; Richard Hardy; swinchester@courtenay.ca; chair@comoxvalleychamber.com; dhawkins@comoxvalleychamber.com; john@investcomoxvalley.com; communications@comoxvalleychamber.com; MBannerman@Presleyandpartners.com
Cc: operations@comoxvalleychamber.com; administration@comoxvalleyrd.ca; geoff@investcomoxvalley.com; ashley@discovercomoxvalley.com; llockhard@comox.ca; Rachel Parker; info@courtenay.ca; Frank (vangis@shaw.ca); Fred Bigelow; Fred Bates; Christianne Wile
Subject: FW: Nominating Entities Agenda

Sent by Marilyn Jorgensen on behalf of Frank van Gisbergen

Please find the agenda for the upcoming Nominating Entities meeting below. We look forward to seeing you at 3 p.m. in the CVAC Training Room on Wednesday.

Time	Item	Sponsor
3:00	Intro/Welcome -	Frank van Gisbergen
3:05	FY 13/14 Highlights and Achievements	Fred Bigelow
3:25	Audited Financial Statements	Mike Bannerman
3:30	Continued improvements to Director Recruiting	Frank van Gisbergen
3:35	Strategic Planning 2015-2020	Fred Bates
3:40	Instrument approaches recap and communication campaign plan	Fred Bigelow
3:50	Issues from the floor	Nominating Entities
4:00	Closing Remarks	Frank van Gisbergen

Feel free to contact me should you have any questions.

Sincerely,

Frank van Gisbergen



DISTRICT OF TAYLOR

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DISTRICT OFFICE

10007 - 100A Street

Phone: (250) 789-3392

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September 3, 2014

Reiko Tagami
Information & Resolutions Coordinator
Union of British Columbia Municipalities

Via email: rtagami@ubcm.ca

Re: Emergency Resolution – 2014 UBCM Convention

Please be advised that at the September 2, 2014 meeting of Council, the District of Taylor passed the following emergency resolution for submission and consideration at the 2014 UBCM Convention in September. Council deems this resolution to qualify under "emergency" status since it is a topic which has arisen since the June 30, 2014 deadline and is also one that affects libraries across the Province.

Discontinuation of Community Library Training Program

District of Taylor

WHEREAS the Community Library Training Program (CLTP) was a distance education model, coordinated by the provincial government's Libraries Branch that provided professional training and certification opportunities for public library staff without the burden and expense of having to be away from their community;

AND WHEREAS the provincial government has announced the discontinuation of the CLTP without identifying alternative training and certification opportunities, leaving current CLTP participants uncertain whether they will be able to complete the program or obtain certification, and would leave public library staff across the province, with a lack of options for professional training and certification;

THEREFORE BE IT RESOLVED that the Ministry of Education share with BC public libraries the details from the CLTP program review and communicate as soon as possible its plan for establishing or identifying professional training and certification opportunities for library staff at a level equivalent to the Community Library Training Program.

The District of Taylor Council look forward to advancing discussions towards a favorable resolution in September.

Sincerely,

Charlette McLeod
Administrator