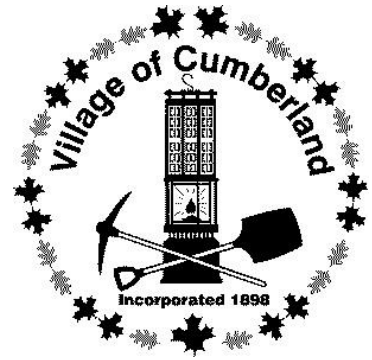


COUNCIL REPORT



REPORT DATE: February 17, 2016

MEETING DATE: February 22, 2016

TO: Mayor and Councillors

FROM: Sundance Topham, Chief Administrative Officer

SUBJECT: LWMP Project Coordinator – Project Road Map Report

RECOMMENDATION

- i. THAT Council receive the LWMP Project Coordinator – Project Road Map Report.
- ii. THAT Council receive the Proposed Road Map for Liquid Waste Management Plan Report presented by Paul Nash, LWMP Project Coordinator.

SUMMARY

Village of Cumberland Council unanimously adopted the following resolution at its December 14, 2015 Regular Council meeting:

THAT Council approve the hiring of a Liquid Waste Management Planning Project Coordinator consultant to assist the Village in its Liquid Waste Management Planning Process.

The Village issued a Request for Proposals for the project coordinator consultant position, and Paul Nash was the successful proponent.

Mr. Nash will be providing Council with an overview of the proposed road map for moving forward with the LWMP as outlined in the attached report.

BACKGROUND

Mr. Paul Nash comes to the Village of Cumberland fresh off of an assignment for the District of Sechelt where he worked in a contract position as the Project Coordinator for the award winning Sechelt Water Resource Centre.

During his time working for the District of Sechelt Mr. Nash was engaged in a full time contract position to coordinate the District's involvement in the construction of a \$25m Design-Build, innovative, tertiary level, LEED gold, wastewater treatment plant. Mr. Nash's responsibilities included liaising with Project Manager, General Contractor Design-Build team, Owner's Technical Consultants, municipal Council, Sechelt Indian Band, Provincial and Federal funding agencies, Ministry of Environment, operations staff as well as performing public engagement.

Mr. Nash was the main public contact for the project, leading community engagement during the implementation phase with open houses, community meetings, site tours, technical tours. He also managed the District's liaison with the provincial government for a combined \$11.2 million in funding for the project (Building Canada Fund and Gas Tax Fund, and wrote a successful application to the Federation Canadian Municipalities Green Municipal Fund for \$1 million grant and \$7.4 million loan as additional funding for the project.

Mr. Nash has a Bachelor and Masters degree in Civil Engineering from the University of New South Wales, Sydney, Australia majoring in water and geotechnical engineering, with postgraduate work on contaminant management, groundwater hydrogeology and river hydraulics and is currently going through the PEng registration process with the Association of Professional Engineers and Geoscientists of BC.

FINANCIAL IMPLICATIONS

None

STRATEGIC OBJECTIVE

The South Sewer Project relates directly to Council's 2016 draft strategic objective of *Developing an environmentally sustainable method of treating the liquid waste that is produced by the Village.*

ATTACHMENTS

1. Schedule A – Proposed Road Map for Liquid Waste Management Plan Report prepared by Paul Nash, LWMP Project Coordinator

CONCURRENCE

None

OPTIONS

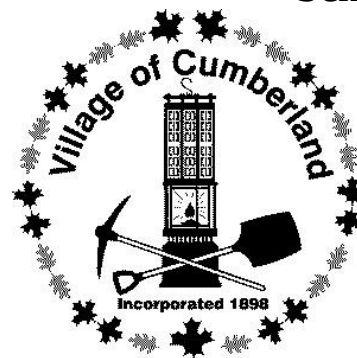
1. Receive this report.
2. Any other action deemed appropriate by Council.

Respectfully submitted,



Sundance Topham
Chief Administrative Officer
Village of Cumberland

COUNCIL REPORT



REPORT DATE: March 9, 2016
MEETING DATE: March 14, 2016

TO: Mayor and Councillors
FROM: Paul Nash, Liquid Waste Management Plan Project Coordinator
SUBJECT: Proposed Road Map for Liquid Waste Management Plan Report

RECOMMENDATION

- i. THAT Council receive the Proposed Road Map for Liquid Waste Management Plan Report for information.
- ii. THAT Council provide feedback on the proposed road map for the restart of the Liquid Waste Management Plan

SUMMARY

The Liquid Waste Management Plan (LWMP) process must be restarted from Stage 1, but this does not necessarily mean starting from scratch. Much of the prior work is still relevant, but there are new challenges, goals and opportunities to be examined as part of the new LWMP process

The focus is on the Stage 1 tasks – quite simply, how we will engage the stakeholders to define the mandatory “needs”, the desirable “wants” and the potential ways to achieve them.

This report outlines the proposed way forward – the “road map” – for doing the new LWMP. It lays out the approach that will be used, focusing on Stage 1, with the “performance goal” being to achieve the best possible LWMP in the the most expedient manner.

BACKGROUND

1. LWMP Progression

The basic progression of the LWMP can be conceptualized as follows, this is the overall Road Map
Stage 1 – Broaden the thinking;

- a) Define the baseline – where are we now?
- b) Set the goals – where do we want and need, to be?
- c) Broad list of options to get there, and mechanism to evaluate them
- d) Identify knowledge gaps and studies needed to fill them

Stage 2 – Sharpen the focus

- a) Screen the options to create the short list
- b) Carry out required studies, how do they impact the options?
- c) Detailed evaluation of the short list
- d) Select preferred option

Stage 3 – How to make it happen

- a) Detailed study of preferred option
- b) Identify steps for implementation
- c) Develop financing plan
- d) Document the process
- e) Decision to adopt and implement

There is a relatively well defined process to achieve this that includes:

- Extensive public engagement;
- Council and staff input;
- Regulatory agencies (Ministry of Environment, Department of Fisheries and Oceans, Ministry of Community, Sport and Cultural Development, etc.);
- Other stakeholders (e.g. First Nations, local environmental groups);
- Expert consultants, and
- More extensive public engagement.

It is possible to combine two stages into one, with approval of Ministry of Environment (MoE). This can include either combining Stages 1 & 2, or Stages 2 & 3. There is one instance where all three were combined into one. A notable advantage of combining stages is that it eliminates the time associated with the Ministry of Environment review process.

The challenge with an LWMP is to follow the process, and get an outcome, without getting bogged down in the process. Keeping it focused and moving forward is the key, and this is the primary task of the LWMP Project Coordinator.

While the above list represents the waypoints along the road map, it is also important to determine who is in the car, what the rules of the road will be, how fast we want to drive, and identify potential potholes.

The following is some discussion of the major aspects of executing the LWMP, and particularly Stage 1, with some questions for Council to consider.

2. Ministry of Environment involvement

The Ministry of Environment owns the LWMP process, and the current set of rules is in the 2011 [Interim Guidelines for Preparing Liquid Waste Management Plans](#).

In the past, MoE was very actively involved in LWMP preparation, usually being on one or both of the Advisory Committees. As the wastewater regulations have become more defined, the major environmental goals are more prescriptive. This is particularly so with the new Federal wastewater regulations, where there is no relaxation of any of the requirements. Thus, the

mandatory environmental requirements are often already defined, and there is less need for the MoE to be intimately involved in the process.

The wastewater legislation has changed since 2011, so an updated statement from MoE is required in terms of the winter and summer discharge criteria. Once this is received, MoE may decide to not participate in the Committee, and just be copied on major correspondence, with specific meetings when appropriate.

MoE also allows variations to both the committee structure and the stage progression, which are discussed later. The Village has been in contact with the MoE to discuss their preferred level of involvement, however as of the writing of this report we are awaiting response, and we're hopeful this will be confirmed shortly.

3. Setting the scope

The intent of the Stage 1 process is to consider all available options, but some of these have been previously rejected. If they are still technically feasible, should they be brought back onto the table for re-consideration? The most obvious ones being;

- Joining the South Sewer Project
- Having CVRD landfill leachate, pre-treated, coming to the Cumberland WWTP for final treatment and "disposal"
- Having Cumberland wastewater going to the CVRD landfill to a new, combined WWTP, with effluent return for disposal

The assumption going into the renewed Stage 1 process is that there is no appetite for Council to reinvestigate these options again.

Question: Should these options, especially the South Sewer Project, be ruled out from the start?

4. Goal Setting – Needs, wants, and knowing the difference

Arguably the most critical part of the LWMP is setting the goals, and ensuring that these are the right goals for the community. By design, the LWMP focuses on three things:

1. Bringing the community into compliance with the current wastewater regulations
2. Creating a financing plan, including borrowing authority if needed
3. Ensuring that there has been appropriate public engagement

For the context of the LWMP, these are the "needs" – they *must* be satisfied.

They also represent each of the three legs of the "triple bottom line" approach – environmental, economic and social.

But while these goals are *necessary*, they may not be *sufficient* to get a truly successful outcome.

Communities typically have other goals that are relevant, but not defined in the LWMP. This is particularly true for "aspirational goals" that are often set in Vision Plans, Official Community Plans and Sustainability Plans. These can be characterized as "wants", some are specific to wastewater, others are applicable to the whole community. Examples of wastewater specific goals are:

- Noise and odour reduction
- Reclaimed water

- Maximizing other resource recovery (biosolids, energy)
- Aesthetics to complement the existing community
- Specific land use goals (e.g. move the WWTP out of town)
- How much future capacity to build?
- Stormwater handling
- Minimizing/eliminating external inputs, especially chemicals

And examples of broader goals, that can be applicable to most municipal projects, include:

- Pursuing innovative solutions
- Using life-cycle cost analysis, not just first cost
- Maximizing use of outside funding
- Reducing CO2 emissions
- Encouraging economic development
- Desire for public interaction with public facilities, multiple use of public facilities (e.g. meeting space)
- Maximizing local content in construction and operation
- Social purchasing

The major upgrade and expansion of the wastewater treatment system is often the single largest capital project a community takes on. As such, it should not only embody the values of the major Plans (Vision, OCP, Sustainability Plan, etc.), *it should be an exemplary case of implementing them.* It can easily be seen that a narrow focus purely on the MoE defined needs of the LWMP process can lead to something that is not consistent with the community's broader goals.

Thus, the LWMP represents an opportunity to look at all the aspirational goals, and see how the wastewater project(s) can work towards them, and even outright achieve them. Some goals that would not normally be associated with wastewater might be achievable, if emphasis is placed on them.

It inevitably involves some difficult decisions in that achieving the aspirational goals usually - but not always - increases the costs of a project. It may also show that certain goals are mutually exclusive, or are simply unachievable. In effect, the goal setting process is laying out the evaluation system for the options, and ultimately, for a tender or Request for Proposals for the future construction project.

The LWMP process is then a true test of the importance the community places on achieving its aspirational goals, and how well the major Plans have laid out the decision making process.

This is the most important part of the public engagement, to capture the aspirations of the community into goals and evaluation process of the LWMP.

Question: What aspirational goals does Council want to see for the LWMP process?

5. The Committee Structure

A LWMP typically has three committees, the Public Advisory Committee, the Technical Advisory Committee, both reporting to a Project Steering Committee. This structure works well (or is supposed to) for large cities and complex situations like Victoria. For a small community, a

simplified approach with a combined advisory committee is possible, and often preferable, and it usually speeds up the process.

It is proposed to combine the PAC and TAC to create a single Wastewater Advisory Committee (WAC). For Cumberland, some of the technical work, like the Environmental Impact Study (EIS), which investigated excess Wet Weather Flow (WWF) management, has already been done, and the initial focus of this committee will be more on stakeholder input. As the LWMP proceeds, there is more technical work to be done outside the committee, but all such work is reported back to the WAC.

The second requirement is for a Project Steering Committee, which is often a subcommittee of Council, but in the case of Cumberland this committee – which makes the actual decisions - can be Council itself.

Thus, it is proposed to have a single Wastewater Advisory Committee which reports to a Project Steering Committee that is a Committee of the Whole.

Feedback: Council feedback on Committee Structure

6. Committee membership and function

Traditionally, the advisory committees have included community, staff, Council, business interests neighboring first nations, consultants, and government representatives.

The Ministry of Environment has traditionally had a representative on the Committee, but this may not happen for Cumberland, and this need to be confirmed with the MoE.

For the Wastewater Advisory Committee, the following members are suggested to be included in the Terms of Reference and invited to participate in the committee:

- General public – Members at large selected from residents of Cumberland to provide a mix of environmental, social and economic perspectives, and age and gender representation
- Local environmental groups
- K'omoks First Nations
- Local business groups
- Provincial and federal ministries or agencies who have indicated interest or whose mandate will be affected by or will affect the planning process (e.g. Environment Canada, Fisheries and Oceans Canada);
- Council member (ex-officio)
- Staff – LWMP Project Coordinator, Chief Administrative Officer, Director of Operations, and other staff as required (ex-officio)
- Technical Consultant – advisor (ex-officio)

In terms of function, it is proposed to set a regular monthly date and time for meetings, generally aligned with the Council meeting schedule. A monthly routine is the best baseline, but if progress is being made faster, especially in the goal setting and option identification stages, then bi-weekly meetings can be held. Advisory committee meetings will be open to the public.

Some of the committee meetings will be more like a “workshop” rather than a rigid committee meeting. It is suggested to specifically plan for at least one day-long workshop for a “strategic planning” type exercise.

It is recommended that the representation on the new Wastewater Advisory Committee start from scratch, with representatives of the former Cumberland LWMP Public Advisory Committee free to apply, but required to participate in the same application process as all new members.

Once Council has provided input on the framework for the committee, the next step will be to come back with the WAC terms of reference for approval.

Feedback: Council feedback on committee membership

7. Public Engagement

Ensuring adequate public consultation is a key pillar of the LWMP process. The Advisory Committee will include members of the public, and meetings are open to the public. This may constitute sufficient public engagement, but it is possible to do much better. A truly successful public engagement will have the people taking interest, ownership and, ideally, “excitement” in the project. It is unusual for wastewater projects to (positively) inspire the public, but as the largest capital project the Village is likely to do, this should be a goal. The public are encouraged to bring their hopes, dreams, fears *and* solutions.

It is proposed to have a series of specific public engagement events, so they can get “up close and personal” with their wastewater, and Advisory Committee. To this end, the following public participation is proposed to include the following elements:

- “know where it goes” – a site tour of the existing facilities, and of the CVRD biosolids composting facility
- An open house/workshop at the start of the goal setting process, with presentations from staff and Technical Consultant
- An open house/workshop at the end of the goal setting process/start of the options development
- A session at/with the local community school students – they are, after all, the ones that will inherit the project!
- An LWMP specific portal on the Village website, with all the documentation, regular updates and opportunities for feedback. Also including links to other resources such as other town LWMPs, successful wastewater treatment projects, and FCM award winning projects like Sechelt and Cranbrook

Maintaining the interest, and productivity of engagement is key, and sometimes difficult. The more the engagement can differ from rigid “public hearing” type events, the better, without becoming mere “entertainment”. Conference planners have long grappled with this and so some of their techniques can be used, including:

- Have each event at a different location, not all of which have to be municipally owned
- Have a guest speaker at each event, showcasing a successful project, or local Member of Legislative Assembly/Member of Parliament
- Have “round table” type workshop sessions when appropriate
- Use of interactive voting, such as the [Data On The Spot](#) system used at Federation of Canadian Municipality conferences
- Provide some (lots) of sponsored product from local food and beverage businesses

- Have a “dinner” and/or a “debate” event
- Combine with some other public event
- Ensure the process does not drag on indefinitely

Suggestion: Public engagement process to be developed by the Advisory Committee

8. Role of the Project Coordinator

The main task for the LWMP Project Coordinator is to “drive” the process, to ensure all the things are happening that should, and keep it “on the road” rather than veering off onto side streets, and potential dead ends.

In order to accomplish this goal, the LWMP Project Coordinator will work closely with the Technical Consultant (to be engaged). While it is the Technical Consultant’s job to provide answers to technical questions, it is up to the both the LWMP Project Coordinator and Technical Consultant to ensure the right questions are being asked. Often, the desire to set, and limit the scope of the Technical Consultant can lead to some questions not being asked that could or should.

The project coordinator is to ensure that the LWMP is seen and developed within the context of the greater goals and aspirations of the Village – the scenery around the destination. The challenge, as with real driving, is to take in the scenery without taking one’s eyes off the road or destination, and it is the Project Coordinator’s job to do that.

Specific tasks include:

- Leading public engagement
- Providing Council with ongoing update reports
- Liaising with MoE and other external stakeholders
- Documenting the process

The Technical Consultant will be engaged through a Request for Proposals process once Council has confirmed the general parameters for the LWMP project.

9. Role of the Technical Consultant

By having a project coordinator take care of the responsibility of moving the overall process along, the engineering consultant can focus on “engineering”. In project language, they are the “owners engineer” and their job is to advise Cumberland on the best way to achieve the goals. They do not need to know all the answers, but must be able to find them if they don’t.

It is not necessarily their job to design the solution, but to determine what the characteristics of a successful solution are.

Specific tasks include

- Formalizing the mandatory environmental goals with MoE
- Analyzing the baseline data and identifying any knowledge gaps
- Setting the parameters for present and future flows and loadings
- Assist the Project Coordinator in the public engagement
- Developing options

- Reviewing all proposed options
- Reporting

For the reporting structure, it is proposed to have the Technical Consultant produce a series of Technical Memos on the major issues, that defines the key components, the relevant data, and, critically, *their interpretation/opinion on the issue*. It is very important to keep a clear distinction between ideas, data, and opinion. Anyone can bring forward ideas, and even data, but the opinion, and recommendation, on technical issues, is the sole responsibility of the technical consultant. These will be identified at the start and completed and updated as appropriate.

10. Reporting.

The LWMP requires detailed documenting and reporting, and this work will be shared between the Project Coordinator and the Technical Consultant

The Technical Consultant will produce a series of Technical Memos describing the major technical elements of the LWMP including, but not limited to:

- Flows and Loads
- Effluent Quality requirements
- Biosolids handling
- Stormwater management
- Conveyance (piping)
- Siting and site servicing

The Project Coordinator will produce a series of Project Memos describing other relevant aspects of the LWMP including;

- Context within Village of Cumberland Plans (OCP, etc.) – the “aspirational goals”
- Options for grant funding
- Public input summaries

These memos get developed as the LWMP proceeds, and are included in the stage reports. They also form the background for the evaluation of the options, and potentially a future Request for Proposals. The Project Coordinator and the Technical Consultant will collaborate on the production of the major Stage reports.

There will be two additional forms of reporting:

- Minutes from the Advisory Committee meetings, to record the development of its input
- A monthly or quarterly “status report” to the Steering Committee and community that tracks
 - Progress against the major milestones
 - Project budget
 - Anticipated developments

The object of all the reporting is to sufficiently document the process - to record what happened on the road trip, but without being so onerous as to distract from the road trip.

11. Funding Opportunities

The LWMP process includes the development of a financing plan for the proposed works, and once adopted, gives the municipality borrowing authority for this purpose.

But this is not the only way to fund a wastewater treatment project. There are various senior government grant and financing programs available:

- Building Canada fund
- Gas Tax fund
- Federation of Canadian Municipalities Green Municipal fund
- New Federal “low carbon economy” Fund (to be announced soon)

A common feature of these funds is the “better” the project, the more likely it is to qualify for external grants, and “better” these days’ means;

- Doing higher quality treatment than is required by regulation
- Reducing CO2 emissions
- Achieving benefits across all three parts of the triple bottom line
- Demonstrating innovations that can be replicated by other municipalities
- Leveraging/partnering funding from other sources

There are some additional funding options that can relate to specific aspects of a project

- Various “innovation” and “technology development” funds, (Agri-Innovations, Forestry Innovations, Sustainable Development Technology Canada)
- Economic development funds (Island Coastal Economic Trust, Western Economic Diversification)
- Potential third party funding for specific aspects of a project (RBC Blue Water Project, Bill and Melinda Gates Foundation)

There are some limited funding opportunities that might be used for parts of the LWMP process itself, specifically;

- The BC Infrastructure Planning Grant Program
- FCM’s Green Municipal Fund for Plans, Studies and Pilot Tests
- Community Planning and Economic Development programs

In order to qualify for some of these funding avenues, the project must include/address innovation, economic development, CO2 reductions etc. It is not normal to use these funding avenues for wastewater planning, but if the decision is made to specifically include these aspects in wastewater planning, then funding may be available. Integrating economic development opportunities into wastewater planning represents an innovation in itself.

As part of the process the Project Coordinator will start investigating and if feasible, applying for funding for the LWMP process, and once identified, the proposed works.

12. Potential Short Cut to the Final Destination

The LWMP process has three mandatory components of environmental compliance, a financing plan, and public consultation.

But the “final destination” of the LWMP process is not just to complete the Plan, but to have an actual project built that implements the Plan.

The major impediment to building the Planned Project is usually the financing part, as borrowing cannot happen until the entire LWMP is complete and signed off by the Minister. Even then, many communities complete their Plans but take years to implement them, often from awaiting grant funding to avoid or minimize borrowing.

If voter approval for borrowing, and/or sufficient grant funding is obtained to complete the Project, before the LWMP is completed, then permission can be obtained from MoE to register directly under the Municipal Wastewater Regulation (MWR).

It must be noted that to do this, there can be no “relief” from any of the conditions of the MWR. One of the reasons many municipalities do the LWMP in the first place is to get community specific environmental criteria, and this flexibility is given up in registering directly under the MWR.

The feasibility of this option will be discussed with MoE at the initial meeting.

13. Hitting the Road – Next steps for March - April - May 2016

Once Council has had the opportunity to provide feedback on the items reviewed in this report, the next steps are to start moving forward with the renewed LWMP Process. A general overview of next steps for the following three months is as follows:

1. Meet with Ministry of Environment
2. Prepare background report summarizing applicable work to date, for distribution to Council, future Committee members, the RFP for the Technical Consultant, and the general public
3. Prepare and release the Request For Proposals for Technical consultant
4. Set committee Terms of Reference for Council approval and recruit members
5. Identify short term funding opportunities for the LWMP process itself
6. Identify long term funding opportunities for the actual project
7. Develop public consultation plan in coordination with Advisory Committee
8. Start the process of identifying options

FINANCIAL IMPLICATIONS

There is currently \$106,370 that has been carried forward from the 2015 budget for the Liquid Waste Management Planning process; however \$37, 903 is already earmarked for the PPP Canada Business Case, leaving \$68,467.

As Council chose not to participate in the South Region Project it is possible that a portion of the money allocated for the PPP Canada Business Case won't be spent (An accounting of the costs that the Village is responsible for has been received from the CVRD and staff is currently reviewing the breakdown).

During the 2016 budgeting process additional funding will be allocated to help undertake the LWMP planning process.

STRATEGIC OBJECTIVE

Restarting the LWMP process relates directly to Council's 2016 draft strategic objective of *Developing an environmentally sustainable method of treating the liquid waste that is produced by the Village.*

ATTACHMENTS

None

CONCURRENCE

Michelle Mason, Financial Officer

Rob Crisfield, Manager of Operations

OPTIONS

1. Receive this report
2. Provide feedback on the proposed road map for the restart of the Liquid Waste Management Plan
3. Any other action deemed appropriate by Council

Respectfully submitted,



Paul Nash
Project Coordinator – Liquid Waste Management Planning
Village of Cumberland



Sundance Topham
Chief Administrative Officer

COUNCIL REPORT



REPORT DATE: March 7, 2016

MEETING DATE: March 14, 2016

TO: Mayor and Councillors

FROM: Joanne Rees, Planner

SUBJECT: Industrial Development Permit - Cumberland Ready Mix

OWNERS Cumberland Ready Mix

AGENT: John Strain

FOLIO NO.: 516 00812.020

PID: 000-351-474

LEGAL DESCRIPTION: Lot 4, Section 25, Township 10, Comox District, Plan 35738, Except Part in Plan 50023

CIVIC ADDRESS: 4616 Cumberland Road

OCP

DESIGNATION

Commercial

ZONE:

Industrial Two (I-2)

RECOMMENDATION

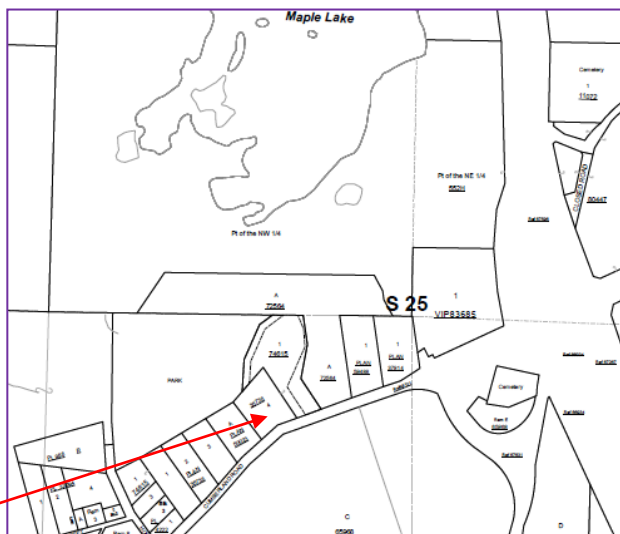
- i) THAT Council receive "Industrial Development Permit - Cumberland Ready Mix" report dated March 7, 2016.
- ii) THAT Council refer the application for a Industrial Development Permit for Cumberland Ready-Mix to the next meeting of the Advisory Planning Commission to be held on April 5, 2016.

SUMMARY

An application has been received from Cumberland Ready-Mix Ltd for an Industrial Development Permit to allow the construction of a storage building to replace an existing building.

ATTACHMENTS

Copy of the application for the Development Permit.



Subject Property

REFERRALS

Council may:

- a) Further to the section 5a of the *Advisory Planning Commission Bylaw No 999, 2014*, Council may wish to refer this application to the APC for their comments.
- b) Further to the section 8 of the *Corporation of the Village of Cumberland Heritage Commission Bylaw No. 824, 2006*, Council may wish to refer this application to the Heritage Commission for their comments.

CONCURRENCE

Rob Crisfield, Manager of Operations

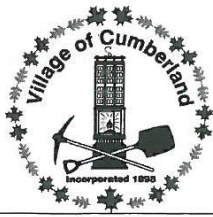


OPTIONS

- i) Refer the application to the next meeting of the Advisory Planning Commission as attached.
- ii) Do not refer the application to the Advisory Planning Commission.
- iii) Any other action deemed appropriate by Council.

Respectfully submitted,


Joanne Rees
Planner
Sundance Topham
Chief Administrative Officer



Corporation of the Village of Cumberland

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

Application for Development Permit

Application Information & Description of Property Affected			
Civic Address: 4616 Cumberland Road, Cumberland BC			
Legal Description as shown on the Certificate of Title: Lot 4, Section 25, Township 10			
Comox District, Plan 35738, Except Part in Plan 50023			
PID: 000-351-474		Folio: 516 00812.020	
Registered Property Owner			
Company Name (if applicable): Cumberland Ready Mix Ltd.			
Name:			
Mailing Address: Box 1210 Cumberland BC			Postal Code: V0R 1S0
Phone: 250 336 8515	Fax: 250 336 8517	Cell: 250 897 2127	
Email: John.2strain@gmail.com			
Applicant if different from Owner (Owner signature required as Agent)			
Company Name (if applicable):			
Contact Name:			
Mailing Address:			Postal Code:
Phone:	Fax:	Cell:	
Email:			
Development being applied for			
☐ DPA#1 Environmental Protection ☐ DPA#2 Groundwater Protection ☐ DPA#3 Farmland Protection ☐ DPA#4 Wildfire Urban Interface ☒ DPA#5 Industrial		☐ DPA#6 Residential Infill ☐ DPA#7 Residential Multi-family ☐ DPA#9 Commercial ☐ DPA#10 Intensive Residential – Carlisle Lane ☐ DPA#11 Interchange Lands	

Application Form**Purpose of Application**

To Replace existing repair/work Shop with a new 40'x60'x16' Steel Structure

Plans and Reports Attached to this application

- ☐ Project Summary
- ☒ Agent Authorization
- ☐ Riparian Area Assessment Report

Impact Studies:

- | | |
|---|---|
| ☐ Transportation Study | ☐ Parks |
| ☐ Hydrology Study | ☐ Forestry |
| ☐ Environmental Study | ☐ Historical, archaeological, or paleontological resources |
| ☐ Fire Protection | ☐ Artificial Lighting |
| ☐ Municipal Infrastructure | |
| ☐ School Facilities | |

Signature of Owner/Authorized Agent


Owner/Applicant


Date of Application

**SKETCH PLAN TO ACCOMPANY
DEVELOPMENT PERMIT APPLICATION**

**LOT 4, SECTION 25,
TOWNSHIP 10, COMOX DISTRICT,
PLAN 35738, EXCEPT PART IN
PLAN 50023**

PARCEL IDENTIFIER: 000-351-474

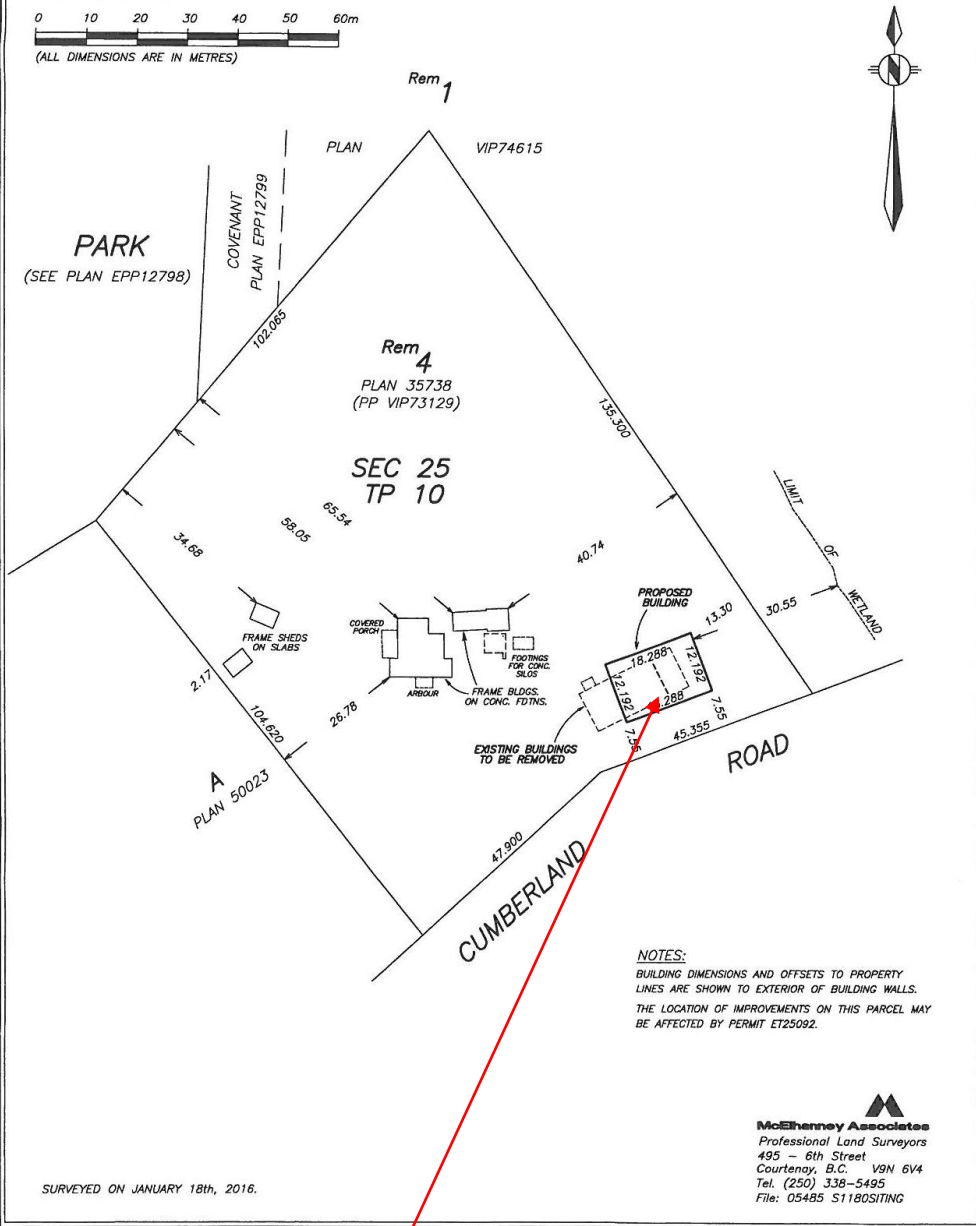
CIVIC ADDRESS:
4616 CUMBERLAND ROAD, CUMBERLAND, B.C.

PARCEL BOUNDARIES SHOWN HAVE BEEN DERIVED FROM
PLAN VIP73129 AND SURVEY EVIDENCE AS SHOWN

SCALE : 1: 750

0 10 20 30 40 50 60m
(ALL DIMENSIONS ARE IN METRES)

THIS DOCUMENT SHOWS THE RELATIVE LOCATION OF
THE SURVEYED STRUCTURES AND FEATURES WITH
RESPECT TO THE BOUNDARIES OF THE PARCEL
DESCRIBED. THIS DOCUMENT SHALL NOT BE USED
TO DEFINE PROPERTY LINES OR PROPERTY CORNERS.

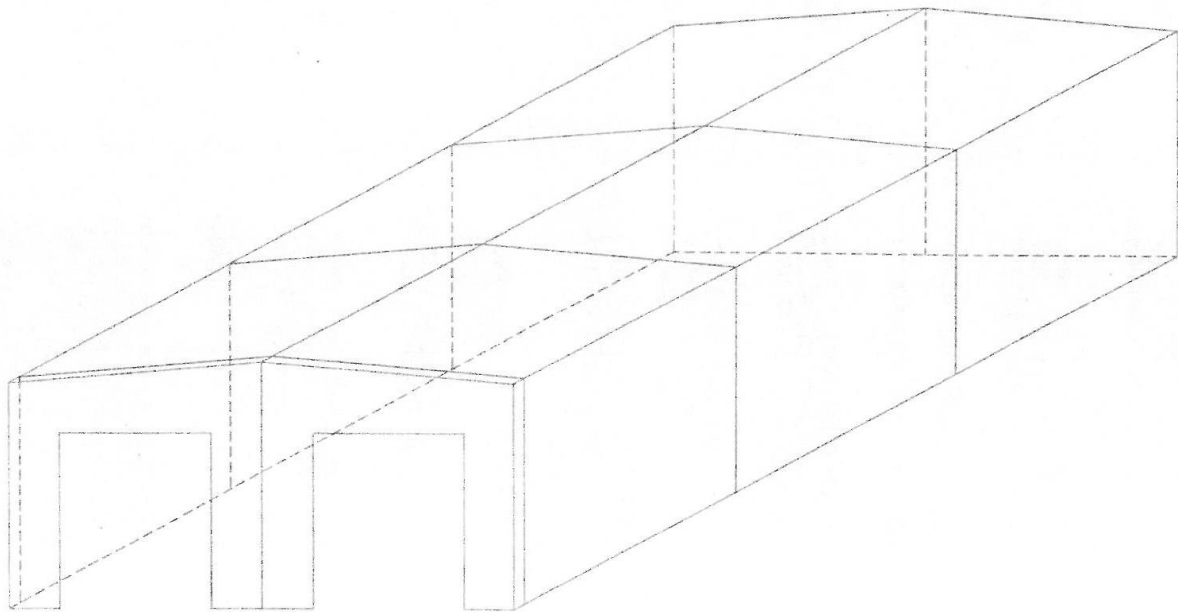


NOTES:
BUILDING DIMENSIONS AND OFFSETS TO PROPERTY
LINES ARE SHOWN TO EXTERIOR OF BUILDING WALLS.
THE LOCATION OF IMPROVEMENTS ON THIS PARCEL MAY
BE AFFECTED BY PERMIT ET25092.

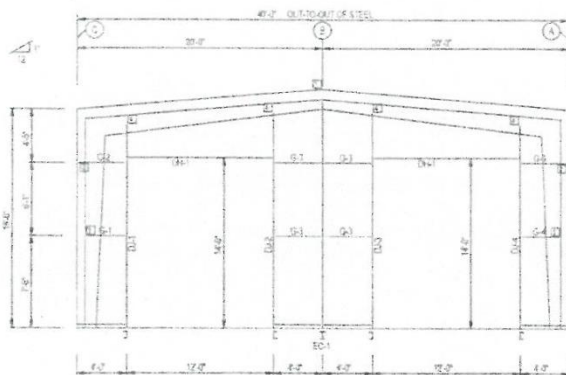
McEhneny Associates
Professional Land Surveyors
495 - 6th Street
Courtenay, B.C. V9N 6V4
Tel. (250) 338-5495
File: 05485 S1180SITING

SURVEYED ON JANUARY 18th, 2016.

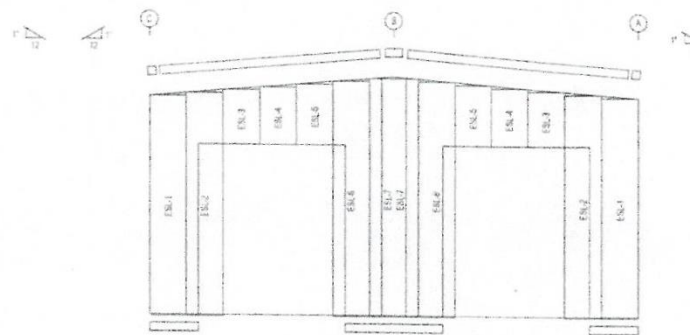
Building Location



Building Overview

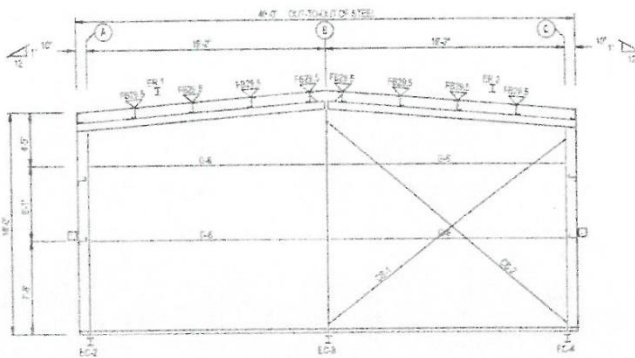


ENDWALL FRAMING FRAME LINE 1

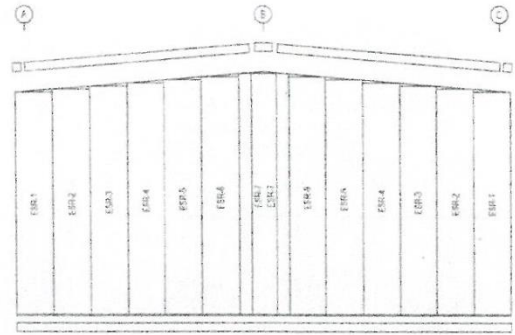


ENDWALL SHEETING & TRIM FRAME LINE 1
PANELS: 1/2" OSB OR 5/8" Ply - Paint White

West Elevation

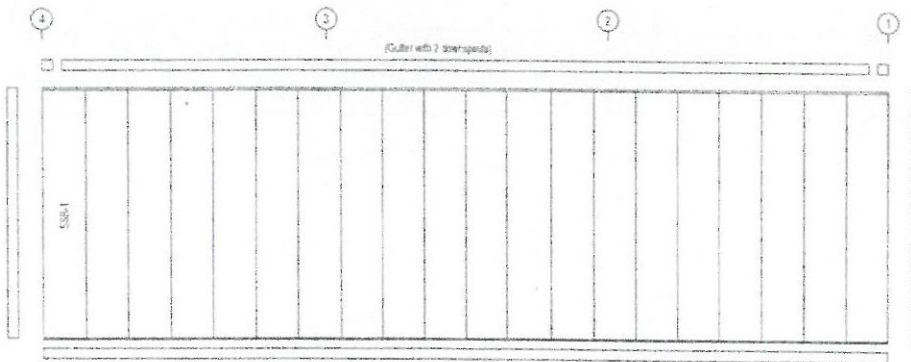


ENDWALL FRAMING FRAME LINE 4



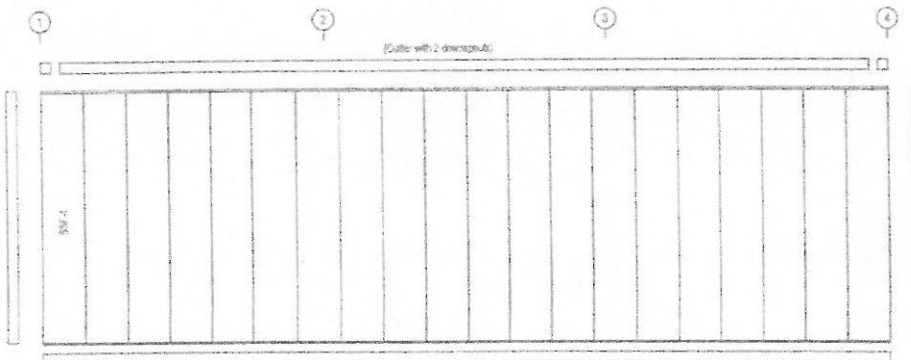
ENDWALL SHEETING & TRIM FRAME LINE 4
PANELS 26 Ga PR - Polar White

East Elevation



SIDEWALL SHEETING & TRIM FRAME LINE C
PANELS 26 Ga PR - Polar White

North Elevation



SIDEWALL SHEETING & TRIM FRAME LINE A
PANELS 26 Ga PR - Polar White

South Elevation

Commercial/Industrial COLOR CHART

SIGNATURE[®] 200 Standard Colors SILICONIZED POLYESTER



HAWAIIAN BLUE★
SR .32 SRI 35



CRIMSON RED★
SR .33 SRI 34



FERN GREEN★
SR .28 SRI 29



BURNISHED SLATE★
SR .28 SRI 29



ASH GRAY★
SR .48 SRI 56



SADDLE TAN★
SR .48 SRI 56



DESERT SAND★
SR .42 SRI 48



KOKO BROWN★
SR .28 SRI 30



CHARCOAL GRAY★
SR .28 SRI 30



POLAR WHITE★
SR .58 SRI 69



RUSTIC RED★
SR .36 SRI 40



LIGHT STONE★
SR .50 SRI 58



GALLERY BLUE★
SR .28 SRI 30

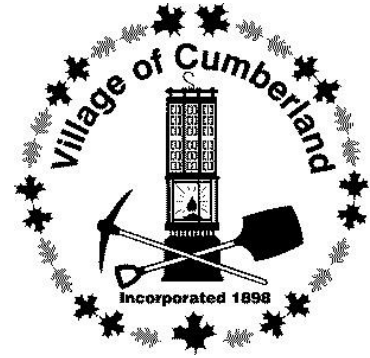


SOLAR WHITE★★
SR .70 SRI 84

1:12 pitch

Colour Proposed

COUNCIL REPORT



REPORT DATE: March 7, 2015
MEETING DATE: March 14, 2015

TO: Mayor and Councillors

FROM: Joanne Rees, Planner

SUBJECT: Development Variance Permit – Maple Street Fire Hall

FILE: 2016-01-DV

OWNER: Maple Street Holdings Ltd

FOLIO No.: 516 00701.010

PID: 00-879-801

LEGAL DESCRIPTION: Lot A, District Lot 24, Nelson District, and Section 26, Township 10, Plan 26084, Except Part in Plan VIP66517

CIVIC ADDRESS: 4382 Cumberland Road

OCP

DESIGNATION

Residential

ZONE:

Residential One (R-1)

RECOMMENDATION

- i) THAT Council receive the report “Development Variance Permit – Maple Street Fire Hall” dated March 7, 2016.
- ii) THAT Council refer the application for a Development Variance Permit for Maple Street Holdings Ltd to the next meeting of the Advisory Planning Commission to be held on April 5, 2016.

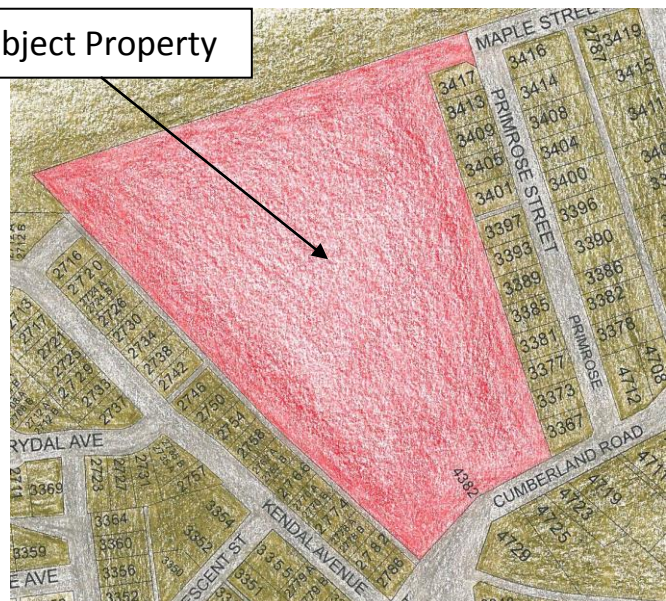
SUMMARY

An application has been received to vary the servicing requirements of the “Subdivision and Control Bylaw No. 948, 2012” to allow for a one lot subdivision which defers the required servicing to Building Permit stage.

BACKGROUND

The application is to vary the “Subdivision and Control Bylaw No. 948, 2012” in order to permit subdivision of the lands into a separate development parcel (outlined on the attached map) without requiring

Subject Property



servicing (sanitary, water, storm, etc). The *Local Government Act* ensures that the Approving Officer of the Village has the right to require servicing before this proposed lot are further subdivided or built upon.

The issuance of the DVP is proposed to be conditional upon the completed sale of the lot identified as EPP59401 on the attached drawing, to the Village of Cumberland. In this way, if for any reason the sale does not go through, the DVP will not actually be issued. The DVP is intended to be registered (and applicable) only on the proposed EPP59401

It is proposed that that there will be no expiry for the DVP or time limit for this subdivision to occur.

REFERRALS

Council may:

- a) Further to the section 5a of the *Advisory Planning Commission Bylaw No 999, 2014*, Council may wish to refer this application to the APC for their comments.
- b) Further to the section 8 of the *Corporation of the Village of Cumberland Heritage Commission Bylaw No. 824, 2006*, Council may wish to refer this application to the Heritage Commission for their comments.

CONCURRENCE

Sundance Topham, Subdivision Approving Officer



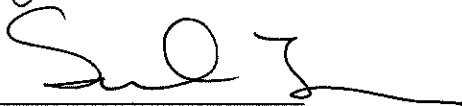
OPTIONS

- i) Refer the application to the next meeting of the Advisory Planning Committee.
- ii) Do not refer the application to the next meeting of the Advisory Planning Committee.
- iii) Any other action deemed appropriate by Council.

Respectfully submitted,



Joanne Rees
Planner



Sundance Topham
Chief Administrative Officer

PLAN EPP59401

A horizontal scale bar with markings at 0, 5, 10, 20, 30, 40, and 50 meters.

[illegible]

THE FIELD SURVEY REPRESENTED BY THIS PLAN WAS
COMPLETED ON THE 9TH DAY OF FEBRUARY, 2016
STEVEN R. HOERBURGER, BCLS #709.

COUNCIL REPORT



REPORT DATE: March 9, 2015

MEETING DATE: March 14, 2015

TO: Mayor and Councillors

FROM: Joanne Rees, Planner

SUBJECT: Development Variance Permit – 2646 Maryport Avenue

FILE: 2016-02-DV

OWNER: Kevin McPhedran and Emily Orriss

FOLIO No.: 516 00577.000

PID: 005-793-980

LEGAL DESCRIPTION: Lot 22, District Lot 24, Nelson District, Plan 6794

OCZP DESIGNATION: Residential ZONE: Residential One (R-1)

CONDITIONS UNDER APPLICATION		PERMITTED BY BYLAW	Requested Variance
SETBACKS:	Rear Yard Setback	1.5metres	1.0metre
	Left Side Yard Setback	1.5metres	1.0metre
	Right Side Yard Setback	1.5metres	0.4metres
FLOOR AREA:	Combined Accessory Buildings	50.0metres ²	63.8metres ²

RECOMMENDATION

- i) THAT Council receive the report “Development Variance Permit – 2646 Maryport Avenue” dated March 7, 2016.
- ii) THAT Council refer the application for a Development Variance Permit for 2646 Maryport Avenue to the next meeting of the Advisory Planning Commission to be held on April 5, 2016.

SUMMARY

An application has been received to vary the setbacks and combined floor area for accessory buildings in order to legalize an existing garage, garden shed and to permit construction of a studio on the subject property.

Subject Property



REFERRALS

Council may:

- a) Further to the section 5a of the *Advisory Planning Commission Bylaw No 999, 2014*, Council may wish to refer this application to the APC for their comments.
- b) Further to the section 8 of the *Corporation of the Village of Cumberland Heritage Commission Bylaw No. 824, 2006*, Council may wish to refer this application to the Heritage Commission for their comments.

CONCURRENCE

Rob Crisfield, Manager of Operations 

OPTIONS

- i) Refer the application to the next meeting of the Advisory Planning Committee.
- ii) Do not refer the application to the next meeting of the Advisory Planning Committee.
- iii) Any other action deemed appropriate by Council.

Respectfully submitted,



Joanne Rees
Planner



Sundance Topham
Chief Administrative Officer



Corporation of the Village of Cumberland

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

Application for a Development Variance Permit

Description of Property Affected	
Civic Address: 2646 MARYPORT AVE, CUMBERLAND BC V0R 1S0	
Legal Description as per Certificate of Title: LOT 22, PLAN 6794, DISTRICT LOT 24, NELSON LAND DISTRICT	
PID: 005-793-980	Folio: 00577.000

Property Owner			
Company Name (if applicable):			
Name: Kevin McPhedran + Emily Orriss			
Mailing Address:		Postal Code:	
Phone:	Fax:	Cell:	
Email:			

Authorized Agent: (owner signature required)			
Company Name (if applicable):			
Contact Name: N/A			
Mailing Address:		Postal Code:	
Phone:	Fax:	Cell:	
Email:			

Purpose of Application	
Backyard studio (accessory building) construction; request to vary rear and side yard setback from 1.5m to 1.0m; request to vary total combined floor area of accessory buildings from 50m ² to 63.8m ²	
Signature of Owner/Authorized Agent	
March 8 2016 Date of Application	 Emily Orriss Owner/Agent

PROJECT INFORMATION SHEET

		Existing		
1.	OCP designation	Residential Infill	(If space is insufficient, please use separate sheet)	
2.	Zoning	Residential One (R-1)		
3.	Lot size	587.6m ² (6325ft ²)		
4.	Setback requirements	Required		Proposed
	Front setback		☐ No change or	
	Rear setback	1.5m	☐ No change or	1.0m
	Left side setback	1.5m	☐ No change or	1.0m
	Right side setback		☐ No change or	
5.	Building height	4.5m	☒ No change or	
6.	Residential			
	a) Number of dwelling units			
	b) Type of building			
	c) Gross Floor Area	☐ No change or	Accessory building increase from 50m ² to 63.8m ²	
	d) Site coverage	Overall lot coverage would increase to 23.4%		
	e) Unit density			
7.	Commercial/Industrial			
	Number of dwelling units			
	Type of building			
	a) Gross Floor Area	☐ No change or		
	b) Site Coverage			
8.	Parking requirements			
	a) Parking spaces		☐ No change or	
	b) Loading spaces		☐ No change or	
	c) Handicapped spaces		☐ No change or	

Signature of Owner/Authorized Agent

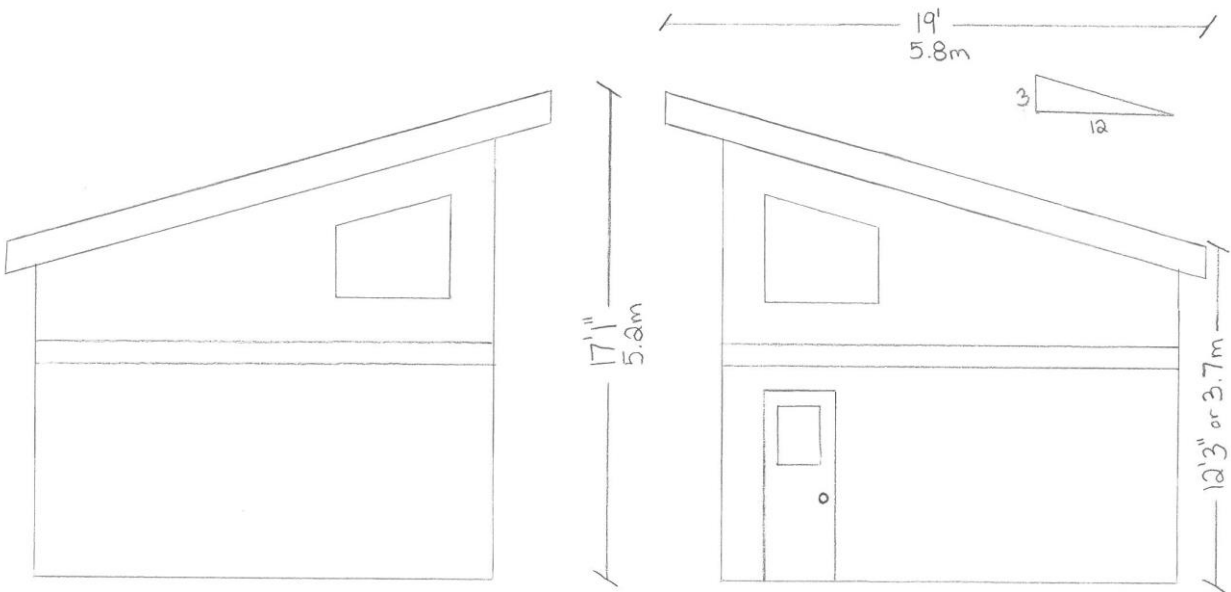
March 8 2016

Date of Application



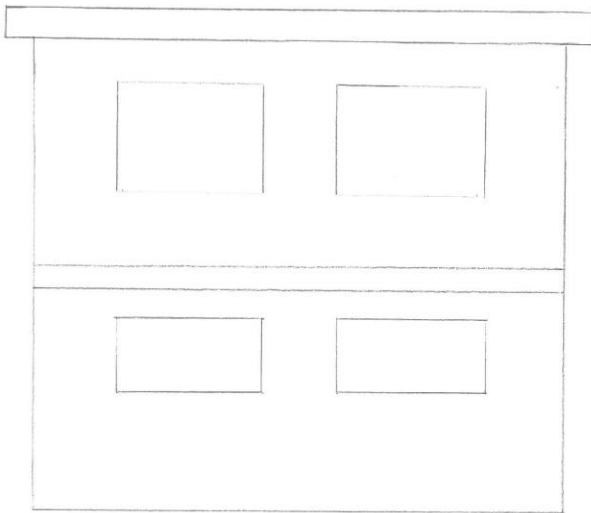
Emely Onis

Owner/Agent

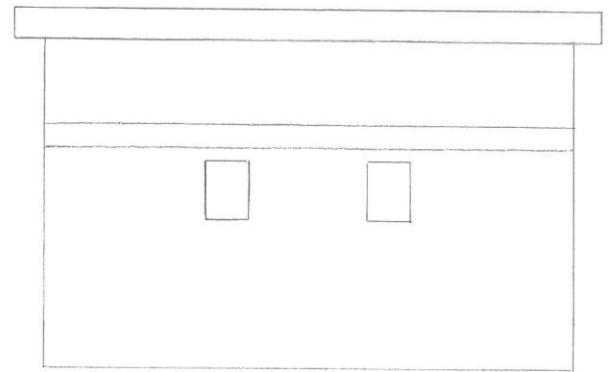


WEST ELEVATION

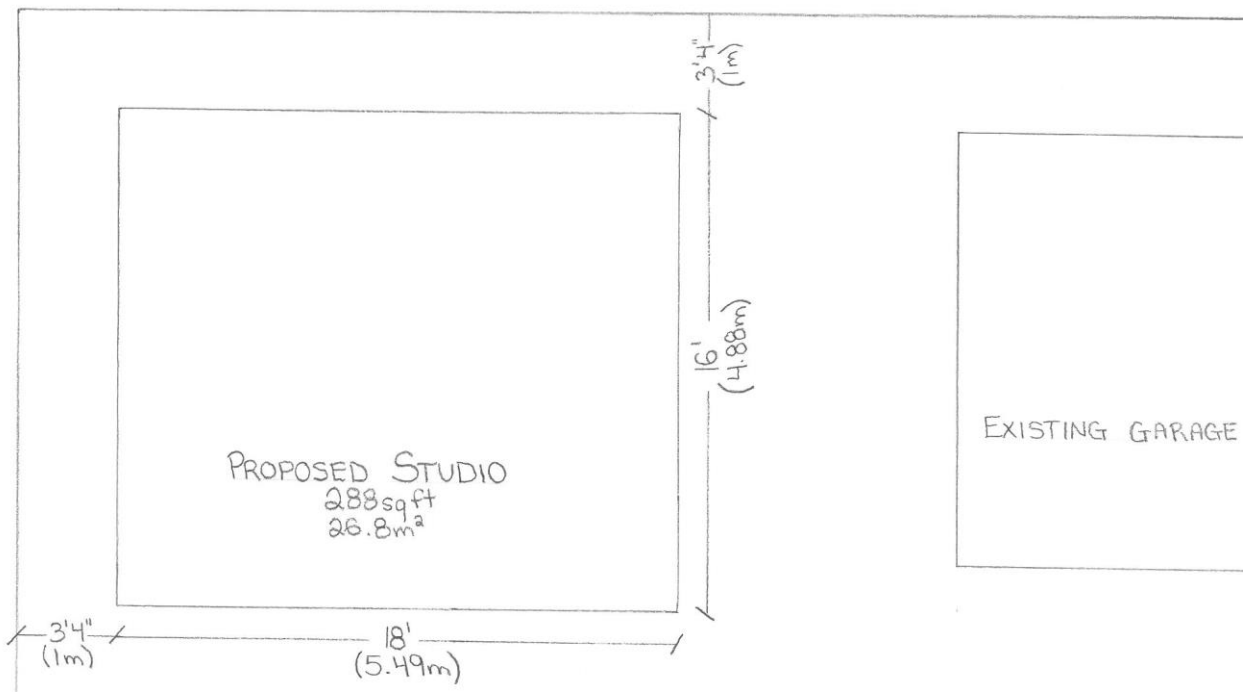
EAST ELEVATION

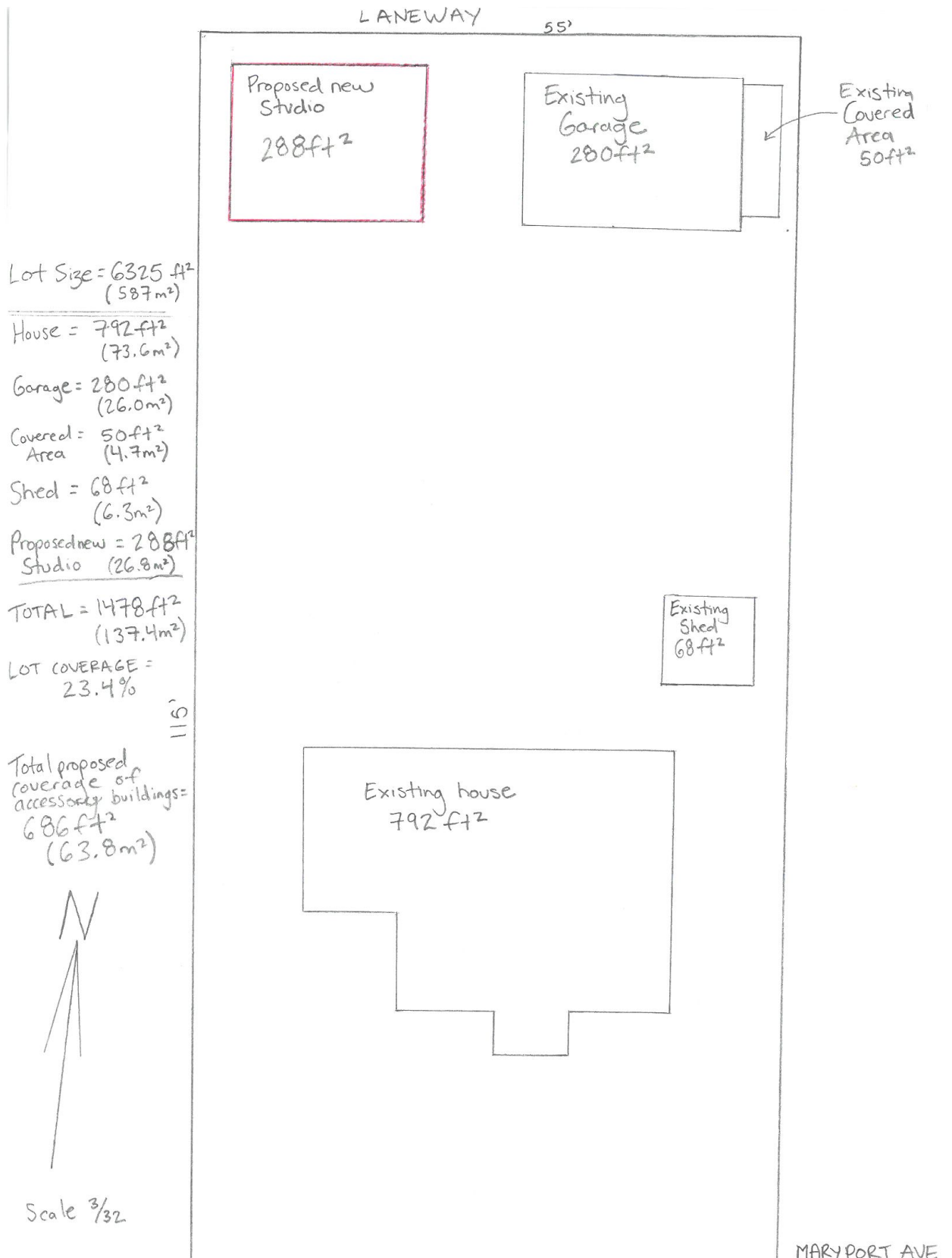


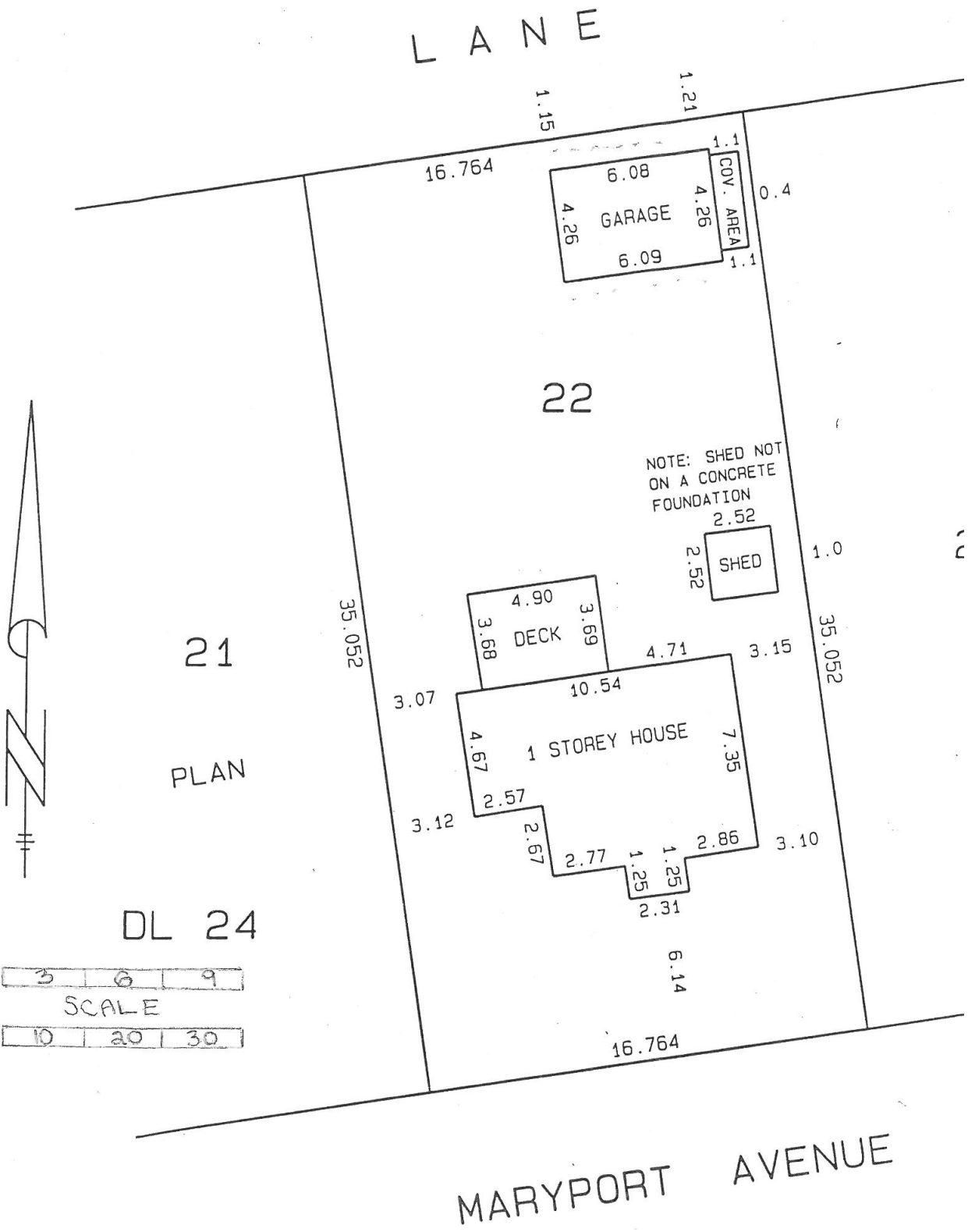
SOUTH ELEVATION



NORTH ELEVATION







COUNCIL REPORT



REPORT DATE: March 9, 2016
MEETING DATE: March 14, 2016

TO: Mayor and Councillors
FROM: Judith Walker, Senior Planner
SUBJECT: Village Park Tree Management Report

RECOMMENDATION

- i) THAT Council receive the Village Park Tree Management Report for information.

SUMMARY

As part of the TreesCanada 2016 grant application, staff is considering increasing the forest area in Village Park as it is a very popular feature and to compensate for the ailing trees in the northeast portion. The arborist, Verna Mumby of Mumby Tree Services Ltd., who provided the tree assessment for the Village Park Master Plan, was requested to update her report based on the current condition of the trees and to provide suggestions for new trees in the area.

BACKGROUND

Urban Forest Management

The forested area in Village Park is part of the urban forest of the Village of Cumberland. The urban forest is a term used to include the forested ecosystems and individual trees found within the urban landscape. This includes natural forested ecosystems, street and park trees as well as individual trees growing on private property. Urban forests are considered as separate from wildland forest which is mostly separated from human contact and use.

An Urban Forest Management Plan provides detailed information about a municipality's street and park trees, and publicly owned natural areas. Management goals, best management practices, standards for tree care, community involvement, promotion of conservation of existing tree resources to enhance canopy cover in the community and encouraging good tree management on private property are key to these types of plans. Village staff considers that the development of an urban forest management plan is critical to maintaining, managing and improving our urban forest. Staff deals with many urban tree issues: removal requests for trees on public and private lands, pruning requests, illegal pruning and removals of public trees etc. Considerable staff time is spent on site visits, documentation and negotiations with owners and the public. While there is a policy in place, it does not provide the overall, long term vision and guidance for a healthy tree population within the Village. Although there is no urban forest management plan at this time, staff suggests that the forested area of Village Park is worthy of consideration of some management options and replanting in 2016.

Village Park

Prior to the Village Park Master Plan, an arborist (New Heritage Arborists) had consulted with Public Works on the apparent ailing of the trees closest to the BMX track access. Although there is no written report, the trees were verbally reported to be in stress (poor needle colour, dead branches and tops) and it was noted that in high winds the ground moved due to lifting of roots. It was recommended that Public Works annually monitor the trees for safety concerns.

The Village Park Master Plan included a survey of the conifers in the northeast corner of the park and included an arborist report on the tree's health (October 19, 2011). At that time 12 trees were noted for varying health issues and obvious stress.

Since staff is considering the addition of more trees to the area, it is practical to consider management options of the ailing trees prior to any planting of new trees. On February 2, 2016 Verna Mumby, Dave Damery (BC Hydro Vegetation Manager) and staff met on site to assess the ailing trees adjacent to the BMX roadway. BC Hydro was asked to attend as there is a power line to the BMX building and the vegetation manager has extensive experience in assessing tree health and management options. Attached is the report from the arborist.

In summary, the arborist and BC Hydro staff recommends:

- five removals (high risk to fail and cause damage);
- four trees to be pruned (remove dead wood); and
- modify one to a wildlife tree.

BC Hydro has agreed to remove one tree, prune three and modify one, using a 120- ft. bucket truck, all at their cost. This would leave four trees to be felled and one to be pruned by a certified arborist, at the Village's cost. Staff does not have a cost estimate for that work. The Village would be responsible for all the downed trees including cleanup of the branches and a significant amount of firewood.

If this work is approved, it could be accomplished in early spring so that the park can be used over the summer for events and the new trees would be planted in the fall.

NEXT STEPS

Staff supports this tree management for Village Park. The ailing trees have long been compromised by changed grades and compaction of the adjacent roadway. While not a significant traffic roadway, there is significant pedestrian traffic in the forested area of the park, all year round. The removal and pruning provides best management practices while the replanting in a better area increases the long term forest cover for the park.

If successful for the TreeCanada grant, staff proposes to have 12-15 young conifers planted in the fall, in the area to the southwest of the existing forest. The trees proposed are Shore pine, Western Red Cedar (in moist areas), Douglas Fir and Sequoia.

FINANCIAL IMPLICATIONS

There are no financial implications to this report.

CONCURRENCE

Rob Crisfield, Manager of Operations 

ATTACHMENTS

Village of Cumberland - Village Park Report #2 February 5, 2016

OPTIONS

- i) THAT Council receive the Village Park Tree Management Report for information; or
- ii) Any other action deemed appropriate by Council.

Respectfully submitted,



Judith Walker
Senior Planner



Sundance Topham
Chief Administrative Officer

Assignment:

Perform a follow up assessment specific to report dated October 19, 2011. Provide mitigating measures.

Observations & Recommendations:

I reviewed the park in the fall of 2015, associate Aaron Wurts of Grow Tree Care looked at the trees on January 25th, 2016 and on Feb. 2nd Dave Damery, BC Hydro Vegetation Manager met me and Judy Walker on site to discuss the trees close to the single phase power line.

Structural issues include dead tops, excessive root damage, lifting root plates and excessive sap flow. Tree condition has continually declined over the years and now ranges from 40% to 50% rating. Declining health and structural damage indicates a high risk for failure from the upper canopy (dead tops breaking out) and/ or at the base of the tree (root plates decaying and lifting; structural roots damaged and decaying causing root failure).

Picture 3 shows the declining tree health, Picture 4 excessive sap flow and Picture 5 structural root damage.

Five trees noted for removal, these are high risk to fail and cause damage. Four other trees require pruning to remove dead wood and modify one to a wildlife tree.

Trees to be pruned have been painted with a P; removals have a line painted on them.

See Map 1 for location of the trees.

Tree Tag #	Mitigating Measure	Work performed by:	Picture
393	Remove dead top	BC Hydro; remove dead top	1
397	Remove dead top	BC Hydro; remove dead top	1
396	Removal	Certified Arborist	
398	Removal	Certified Arborist	
401	Removal	Certified Arborist	
409	Removal	Certified Arborist	3
411	Modify to wildlife tree	BC Hydro; modify	2
412	Removal	BC Hydro	2
413	Remove dead top	BC Hydro; remove dead top	2
405	Prune	Certified Arborist	
	Grand fir with dead portion of stem, prune down to live wood		

BC Hydro has agreed to prune three trees, remove one and modify another with the agreement with the Village the firewood will be left on site. This leaves four trees to be felled and one to be pruned by a certified arborist. All firewood left on site.



Picture 1



Picture 2



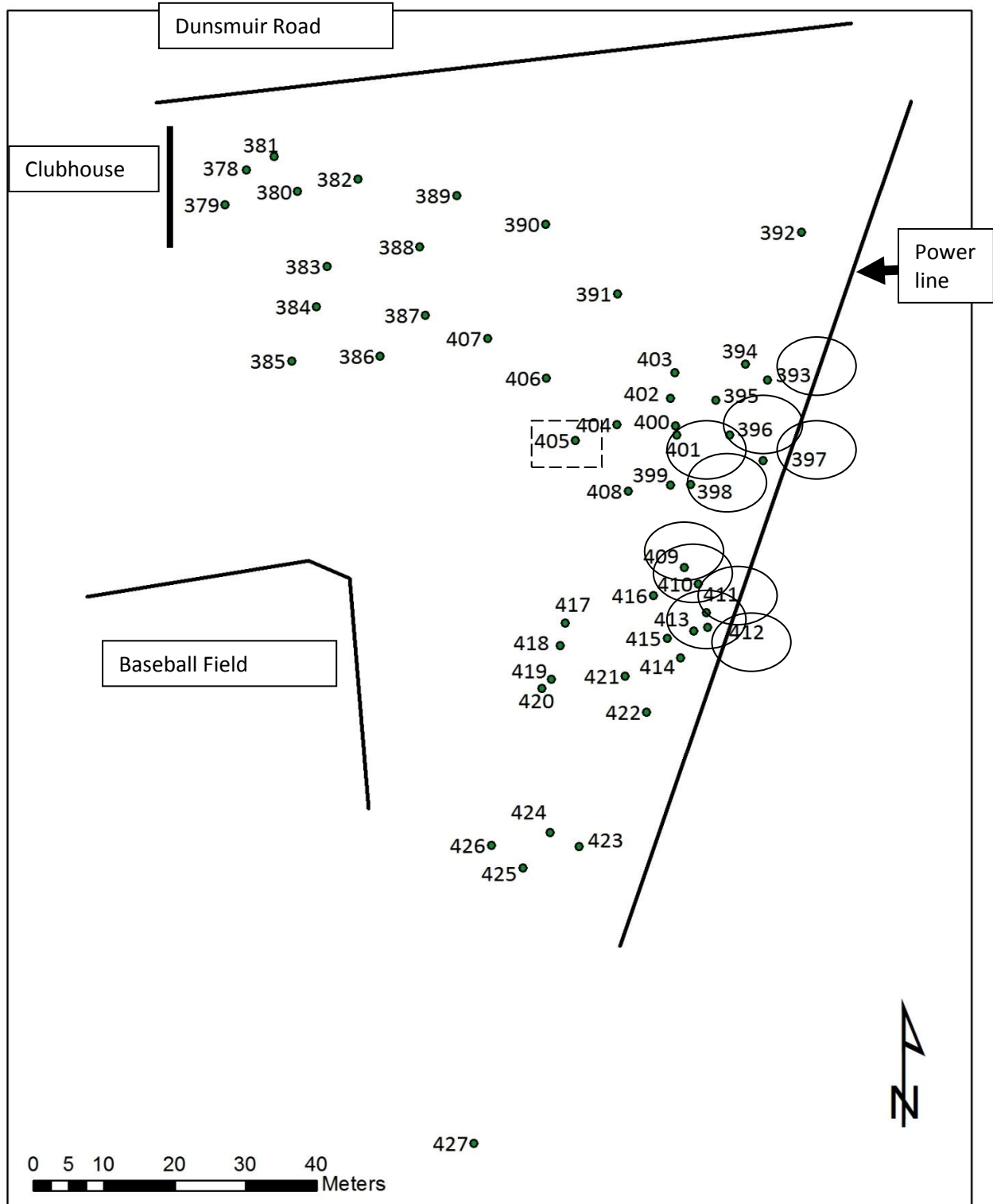
Picture 3



Picture 4



Picture 5



Map 1

Conclusion:

The involvement of BC Hydro to manage the Village trees near their single-phase power line is much appreciated. With the Village mitigating the other five trees will complete the tree risk requirements. These actions will open up areas in the park for new tree planting, better sun penetration to parts of the park, revitalize the urban forest, and make the park safer for the public to use.

ARBORIST DISCLOSURE STATEMENT

Arborists are tree specialists who use their education, knowledge, training, and experience to examine trees, recommend measures to enhance the beauty and health of trees, and attempt to reduce the risk of living near trees. Clients may choose to accept or disregard the recommendations of the arborist, or seek additional advice.

Arborists cannot detect every condition that could possibly lead to the structural failure of a tree. Trees are living organisms that fail in ways we do not fully understand. Conditions are often hidden within trees and below ground. Arborists cannot guarantee that a tree will be healthy or safe under all circumstances, or for a specified period of time. Likewise, remedial treatments, like any medicine, cannot be guaranteed.

Treatment, pruning, and removal of trees may involve considerations beyond the scope of the arborist's services such as property boundaries, property ownership, site lines, disputes between neighbors, landlord-tenant matters, etc. Arborists cannot take such issues into account unless complete and accurate information is given to the arborist. The person hiring the arborist accepts full responsibility for authorizing the recommended treatment or remedial measures.

Trees can be managed, but they cannot be controlled. To live near a tree is to accept some degree of risk. The only way to eliminate all risks is to eliminate all trees.

COUNCIL REPORT



REPORT DATE: March 2, 2016
MEETING DATE: March 14, 2016

File No. 4130

TO: Mayor and Councillors
FROM: Rachel Parker, Deputy Corporate Officer
SUBJECT: Cumberland Cemetery, Phase I Irrigation

RECOMMENDATION

THAT Council receive the Cumberland Cemetery, Phase I Irrigation report.

THAT Council consider the option of providing public water service at the cemetery through a small cistern and hand pump.

SUMMARY

Work is continuing at the Cumberland Cemetery on priority upgrades, including new layout, interment options, landscaping and irrigation as approved by Council in spring of 2015. The original plan for water service included electrical power source, a large underground cistern and electrical pump to provide water for the public on evenings and weekends. Staff is bringing forward an option to this plan for Council's consideration.

BACKGROUND

In March of 2015, Council approved Phase I improvements to the Cumberland cemetery and accompanying budget of \$47,000. This included:

- Annual funding to cemetery care fund
- Evening lock up of cemetery gates
- Cemetery border cleanup (including new works area in the southwest corner)
- Survey and design plan for new lots, landscaping and irrigation
- Installation of Phase I landscaping and irrigation system
- Electrical service, underground cistern and electrical pump
- Road works and entry road re-alignment (yet to be done)

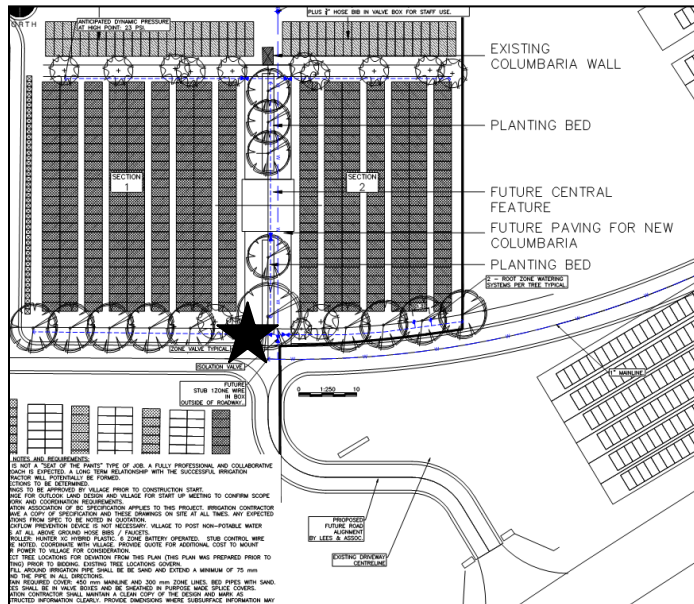
In December 2015, 33 trees were planted along the main east/west cemetery roadway and a contractor has now been selected to install the irrigation system using water kindly provided by Cumberland Sand and Gravel. The water is currently pumped from the well on that property to the east end of the cemetery. The pump at Cumberland Sand and Gravel only operates during their operating hours, therefore water is not available at the cemetery when the pump is shut

off in the evening and on weekends. This is the main demand time for public water use at the cemetery.

The original plan for water service in the Cemetery Master Plan included the installation of electrical service, an underground cistern and an electrical pump. The budget for this work is \$25,000, with \$10,000 to install a power line, meter and pole, and \$15,000 to install the cistern and pump. The final costs have not been confirmed out and actual costs could be higher.

At some point in the future it is expected that a water service will be installed along Minto Road as development occurs on the adjacent interchange land parcels (commercial/residential). Once this water service is installed, the electrical service, cistern and pump would no longer be required and the cemetery would be connected to this new water line.

Through the irrigation design process, the designer has suggested an option to that would provide water to the public on evenings and weekends at a much reduced cost. This option would see a small underground ~200L water cistern installed at an accessible location with a small hand pump.



Cemetery landscaping layout showing future entry way re-alignment, newly planted trees and potential location of hand pump (★).



Example of hand pump above an underground cistern.

As the draw of the water using this type of system would be a few feet from the underground cistern, it would only take a few easy pumps to draw water up to the spout, unlike the deep water sources at campgrounds where you might have to pump for sometime before water came to the surface. The pump would need to be maintained by public works to keep it in good working order. It is estimated that this option would cost no more than \$1500 for purchase and installation.

Although this pump option may not be preferred solution, the funds saved through this option could be reallocated to other future improvements at the cemetery, such as Phase II design, survey, landscaping and irrigation; a natural burial area communal memorialisation feature; an entry kiosk design and construction; or central garden area design and construction.

If Council indicates its preference for the original cistern and electrical pump system, staff will proceed with design and quotes for that option.

FINANCIAL IMPLICATIONS

The financial implications to this option would be savings of approximately \$24,000, which could be used for other works. Once water service is installed along Minto Road, there would be costs to connect the cemetery system to that water line.

STRATEGIC OBJECTIVE

Implement the Cemeteries Master Plan

ATTACHMENTS

None

CONCURRENCE

Rob Crisfield, Manager of Operations

OPTIONS

1. THAT Council consider the option of providing public water service at the cemetery through a small cistern and hand pump.
2. Any other action deemed appropriate by Council.

Respectfully submitted,



Rachel Parker
Deputy Corporate Officer



Sundance Topham
Chief Administrative Officer

COUNCIL REPORT



REPORT DATE: March 8, 2016
MEETING DATE: March 14, 2016

TO: Mayor and Councilors
FROM: Leah Knutson, Manager of Recreation
SUBJECT: February 2016 Recreation Department Report

RECOMMENDATION

That Council receive the February 2016 Recreation Department Report for information.

Administration

- Attended the Cumberland Community Schools Society Meeting on Feb 16th.
- Attended the Comox Valley Early Years Collaborative Meeting on Feb 29th
 - Applications forms will be circulated in early April for the 2016 funding that is available through the collaborative and its partners. Cumberland Recreation will once again be submitting applications for early years programming support.
 - Cumberland was invited to participate in the “Engaging Rural Communities” Workshop that will be held at Glacier View School on Friday April 22nd.
- Continue to work with 19th Wing CFB Comox, Manager of Operations and Megan Tremble Designs on the Cumberland Lake Park Concession Renovation Project – please refer to the Manager of Operations report for more details.
- Worked with the CV Recreation Departments Joint Marketing Committee on the Release of the improved Recreation Guide. The new guide will be delivered to homes on March 4th – registration starts March 7th.
- Assisted a new Seniors Society (HUB) in Cumberland to apply for a senior’s active aging grant that will improve recreation and social programming in Cumberland for residents over the age of 55 years.
- Assisted the Outdoor Recreation Coordinator and the Recreation Coordinator on various projects. Please see attached reports for details.

Facilities

- Worked with the Manager of Operations refining the budget for facility improvements.
- New doors were installed in the CRI mezzanine. The doors will increase efficiency of the building by having a better seal and decrease risk of injury to staff and public as the old hardware was a pinch hazard.
- Work was completed on the Cultural Centre roof project.
- We continue to work with Lifestyle Fitness and StarTrac to improve the functioning of the new weight room equipment.
- A new stage has been ordered for the Recreation Centre, it is estimated to arrive in 6 weeks.
- Continue to work with the janitorial and custodial staff for the village improving equipment and supplies to make their jobs more efficient.

Programs and Events

See attached Memorandum from the Recreation Coordinator.

Parks

See attached Memorandum from the Outdoor Recreation Coordinator.

FINANCIAL IMPLICATIONS

None

STRATEGIC OBJECTIVE

None

ATTACHMENTS

None

OPTIONS

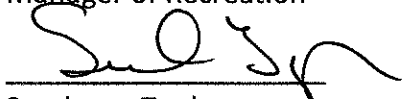
1. Receive this report for information.
2. Any other action deemed appropriate by Council.

Respectfully submitted,



Leah Knutson

Manager of Recreation



Sundance Topham

Chief Administrative Officer



Corporation of the Village of Cumberland

Memorandum

DATE: Mar 1, 2016
TO: Leah Knutson, Manager of Recreation
FROM: Genevieve Burdett, Recreation Coordinator
SUBJECT: February 2016 Recreation Programming Report

BACKGROUND

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

Grants

- Cumberland Recreation received another Teen ParticipACTION grant (\$400) for our Youth Table Tennis program run in collaboration with Cumberland Community Schools Society and with the dedicated efforts of Adam Kuzma as lead volunteer/coach. The money will be combined with money raised by the recent Table Tennis Championships to purchase a table tennis robot that will assist with teaching youth. This is the only youth table tennis program in the Comox Valley.

Programs

- The all new Spring Comox Valley Recreation Guide will be delivered in the Mar 4th Record Newspaper. Registration for Cumberland Recreation spring programs starts Monday Mar 7th.
- Cumberland Recreation is offering over 50 programs this session (up from approximately 40 in the winter and 30 in the fall).

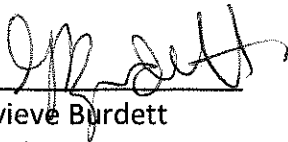
Special Events

The second annual Cumberland Tennis Table Tournament was held Feb 27th at the Cumberland Cultural Centre. Recreational players from across the Island attended, and Mayor Leslie Baird presented the medals at the end of this year's event. The event was featured in the Comox Valley Record <http://www.comoxvalleyrecord.com/sports/292424361.html>.

Upcoming Special Events

Cumberland Recreation is once again organizing the annual Easter Egg Hunt, thanks to many generous donations from local businesses. This free event will be held Sunday, March 27, at # 6 Mine Park (starting at the CRI parking lot). The event starts at 11 am and will feature eggs filled with candy and special prizes. Children ages 7 and under (divided into ages 1 - 3 and 4 - 7) are invited to join the hunt and are encouraged to bring their own baskets.

Respectfully submitted,



Genevieve Burdett
Recreation



Corporation of the Village of Cumberland

Memorandum

DATE: March 7th, 2016
TO: Leah Knutson, Manager of Recreation
FROM: Kevin McPhedran, Parks and Outdoor Recreation Coordinator
SUBJECT: February 2016 Parks and Outdoor Recreation Report

BACKGROUND

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

PROJECTS

1. Village Park Master Plan Implementation (Skatepark and Jump Park projects):
 - a. Preliminary geotechnical study of Sixth Street site: in late February, six soil test pits were dug at the proposed Sixth Street Skatepark location to gain a preliminary understanding of the soil conditions, prior to any further assessment of the suitability of the site. Results suggest that approximately 50cm of fills should be removed across the site for construction of a skateboard park on competent soils (sand, clay and gravels). Removal of these fills could then be used for construction of the Jump Park. No evidence of contaminated fills or significant organic materials was found.
 - b. Public Consultation: staff are working with the Cumberland Community Schools Society to gather public input on the proposal to build the skatepark at the Sixth Street site in Village Park. A public survey will be conducted in March (advertised and available online and in hard copy at the CRI), as well as a Public Open House; staff will report back to Council with a summary of results in early April.
2. Trails: staff have been working on various trail projects, including:
 - a. Quotes are being reviewed for the Wellington Colliery Trail improvement project (as per Coal Creek Historic Park Master Plan).
 - b. Working with Rotary Club of Cumberland Centennial and other stakeholders on the "Path to Recreation" project.
 - c. New Cumberland trail map signs and other trailhead kiosk sign improvements.
 - d. Supporting UROC in trail network management.
3. Cumberland Lake Park Operations: staff continue to work with the Cumberland Lake Wilderness Society on preparations for the 2016 season.

ongoing and conceptual plans were presented to Council in February. As an incomplete print out of "Concept A" was published in Council's February 22nd agenda package (an error not identified until after the meeting) both Concept A and B have been attached to this report for Council's review. Any additional feedback is welcome at this time and will be incorporated into the more detailed design plans currently being produced.

5. Coal Creek Historic Park Disc Golf Course: February was a productive month for the disc golf course development with volunteers from the Comox Valley Disc Golf Club organizing several work parties. Overall, progress has been positive, although several trees were felled (2" – 8" in diameter at ground level) during work parties, an activity that was not approved by the Village in advance. While the course is near completion and almost ready to open to the public, there are several wet areas as a result of the recent heavy rains and a formal opening announcement will be made once these areas dry out. A Grand Opening ceremony is also being planned for early April (staff will share more information with Council as details become available).
6. Coal Creek Historic Park Chinatown Walking Tour Signage Improvements: new walking tour sign panels continue to be developed and a sample sign proof was presented to the Coal Creek Historic Park Advisory Committee in February. The target date for project completion and installation of new signs is late spring or early summer.
7. Cumberland Community Forest Society: staff continue to work with the CCFS on future park acquisition, covenants and other related topics.

ATTACHMENTS

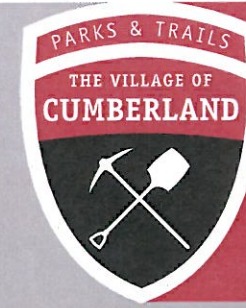
A. Cumberland Lake Park Day Use Area: Concept A and B Landscape Plans

Respectfully submitted,

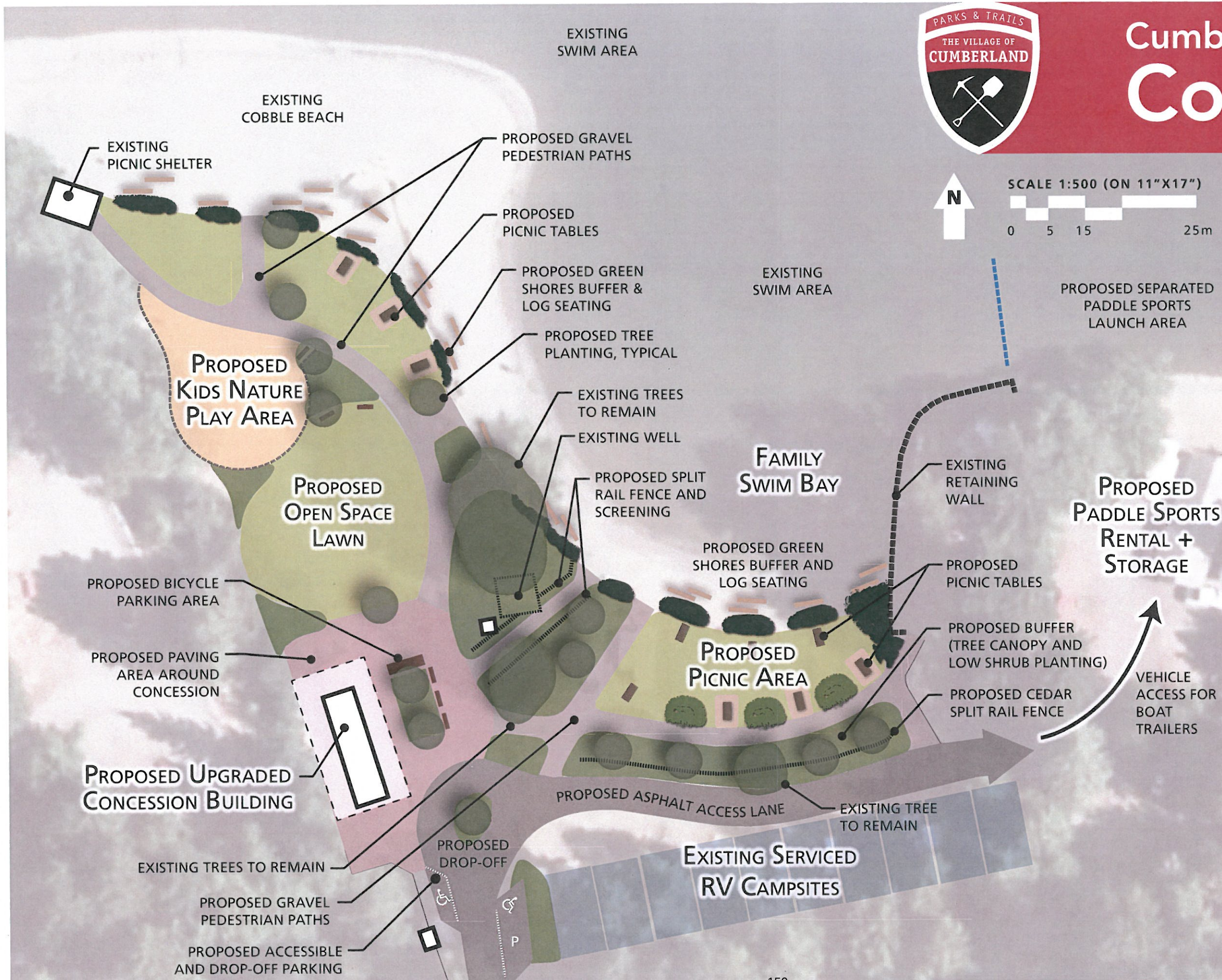


Kevin McPhedran

Parks and Outdoor Recreation Coordinator



Cumberland Lake Park Concept A



Concept Program Elements

- Upgraded Asphalt Access Lane
- Vehicle Drop-off and Loading Areas
- Accessible Parking
- Swim Bay Public Picnic Area
- Deciduous Tree, Low Shrub and Cedar Rail Fence Buffer (between campground and waterfront)
- (10) RV Serviced Campsites
- Interim Paddle Sports Rental and Storage (vehicle accessible)
- Designated Paddle Sports Launch Area
- Upgraded Concession Building with Outdoor Seating
- Paved Area Around Concession
- Bicycle Parking
- Open Space Lawn
- Kids Nature Play Area
- Greenshores Waterfront Planting
- Log and Boulder Seating along Beachfront
- Picnic Tables
- Deciduous Tree Planting
- Benches
- Garbage/Recycling Receptacles

Concept Comparison Points

- Kids Nature Play Area is a larger open area than Concept B. The play area is integrated adjacent to existing slope at the north end of the waterfront area.
- There are larger areas dedicated to unprogrammed open space for passive use and enjoyment.



Cumberland Lake Park Concept B



Concept Program Elements

- Upgraded Asphalt Access Lane
- Vehicle Drop-off and Loading Areas
- Accessible Parking
- Swim Bay Public Picnic Area
- Deciduous Tree and Cedar Rail Fence Buffer (between campground and waterfront)
- (10) RV Serviced Campsites
- Paddle Sports Rental and Storage (vehicle accessible)
- Designated Paddle Sports Launch Area
- Kids Nature Play Area
- Upgraded Concession Building with Outdoor Seating
- Paved Area Around Concession
- Bicycle Parking
- Open Space Lawn
- Sand Open Activity Area
- Greenshores Waterfront Planting
- Log and Boulder Seating along Beachfront
- Picnic Tables
- Deciduous Tree Planting
- Benches
- Garbage/Recycling Receptacles

Concept Comparison Points

- Kids Nature Play Area is integrated centrally, in close proximity to the concession building and the family swim bay beach.
- An open sand area is incorporated in the design adjacent to the existing cobble beach area. This could be used for informal activities, or for active programming such as beach volleyball.

COUNCIL REPORT



REPORT DATE: March 8, 2016
MEETING DATE: March 14, 2016

File No. 7380-20

TO: Mayor and Councillors
FROM: Mike Williamson, Fire Chief / Manager of Protective Services
SUBJECT: Protective Services Report, February 2016

RECOMMENDATION

THAT Council receives the February 2016 Protective Services Report.

SUMMARY

There were a total of 17 responses in February 2016.

Response Type	February
Fire	2
Rescue	0
First Responder	11
Motor Vehicle Incident	3
Duty Officer	1
Total Monthly	17
Total 2016	34

BACKGROUND

February was an okay month for responses with mostly first responder calls at eleven. They were some very serious calls. I witnessed some outstanding work last month with our ambulance crews and fire crews working together in the village. I would like to recognize their efforts there were four collapses with cardiac and respiratory arrest and they were able to save three of these four residents with their training skills and team working with or local BC Ambulance crews here in Cumberland. It was some outstanding team work. We often forget about ambulance crews in the Village who are very dedicated professional personnel we have on hand have been doing great job.

Lieutenant Kent Fournneau, Firefighter Steve Ellis, and I lead some training at the landfill on fire extinguishers with their crews. We let them extinguish some fire and showed them proper safe handling procedures. This also gives our personnel training experience on how to teach and be interactive with the public which is one of their training manuals.

The Department also participated in the Heritage Day at the Cumberland Recreation and had old Engine #1 out and driving around town that day. The department also took part in the lantern festival at the park and followed up with fire watch around the village and areas where the lanterns landed.

We have had three motor vehicle incidents in the Village lately. This is rare occurrence but does happen. There were no serious injuries but some very high cost vehicle damages. So I feel another safe month in the village for our residents which are very good to see.

Training

We have been full on training with mostly regular skills training last month but did a two day auto extrication training course with our members and other department members. We also finished up some first responder training of our members.

You may have seen one weekend where our engines were driving around the Village. We hosted a drivers' training program and we had two of our members attend who are now trained instructors. This will enable us to give good driver training instruction within our department at no cost and more frequently rather than bring people into train us every two or so years.

Membership

Regular Members	27
Junior Members:	1
Probationary Members:	3
Pending Applications:	1
Total	33

We have had a few new applications come in. I would like to see more as we have had some members leave the village and some retire But if you know anyone interested send them by to see me it seems most departments are struggling to keep personal for long periods of time so its continual training operation for us as well.

STRATEGIC OBJECTIVES

None

ATTACHMENTS

None

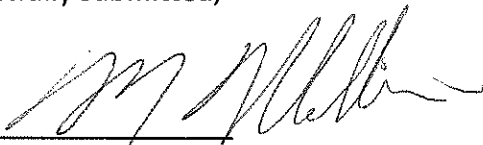
CONCURRENCE

None

OPTIONS

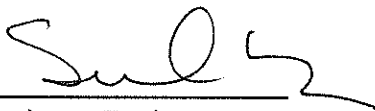
1. THAT Council receives the February 2016 Protective Services Report.
2. Any other action deemed appropriate by Council.

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: March 3, 2016
To: Mike Williamson, Manager of Protective Services
From: TJ Moore, Bylaw Enforcement Officer
Re: February 2016 Bylaw Enforcement Summary Report

Please find below a summary of complaints and issues handled in February 2016 by Village Bylaw Enforcement.

Animal Control

Currently seeing a similar number of dog tags purchased as last year. Residents are reminded to purchase dog tags for dogs over the age of six months. I continue to work with partnering agencies to enhance animal welfare. By working closely with the BCSPCA Cruelty Investigation's Constables, we have been able to jointly make a difference in several animals' lives.

Traffic/Parking

No new parking issues currently under investigation. I continue to provide feedback for the Streets and Traffic Bylaw Review to the Deputy Corporate Officer.

Noise

No new noise complaints under investigation.

Garbage

We continue to investigate each complaint received and will also be continuing with patrols looking for unsecure garbage.

I attended the open house held for the Cumberland Bear Society on February 27th, 2016. I am excited to see progress in bear education and reform around the Village as this volunteer group looks to reduce bear/human conflicts.

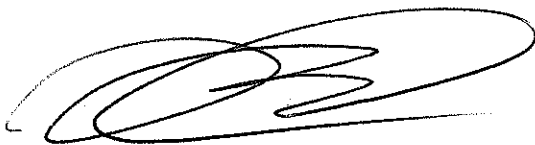
Zoning

We are currently dealing with several Zoning Bylaw related infractions. The infractions are still under investigation and enforcement action is pending. I continue to look forward to the changes coming forward in the new Zoning Bylaw later this year.

Miscellaneous

Sadly this will be my last report written for Village Council as I have accepted a Peace Officer position in Eastern Canada effective the end of March. I am very thankful for the two years I have spent serving this wonderful council and for the opportunity to be part of the Bylaw Enforcement team.

Respectfully submitted,

A handwritten signature in black ink, appearing to be 'TJ Moore', written over a horizontal line.

TJ Moore
Bylaw Enforcement Officer
Village of Cumberland

COUNCIL REPORT



REPORT DATE: March 4, 2016

MEETING DATE: March 14, 2016

TO: Mayor and Council

FROM: Rob Crisfield, Manager of Operations

SUBJECT: February 2016 – Operations Department Report

RECOMMENDATION

THAT Council receive the February 2016 – Operations Department Report for information.

SUMMARY

February 2016 – 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

Long Range Water Supply Strategy

We have now received 3 technical memorandums from the consultant analyzing water demands, water quality, and source development. We'll continue to work with the consultant on this project and hope to have a draft report by early April.

Dunsmuir Avenue I&I Project

Staff have reviewed the 50% detailed design drawings and the engineering consultant is currently working on changes and hopes to have tender ready drawings complete along with a tender package in the next couple of weeks. The same communications company mentioned below will also working on communications for this project.

Cumberland & Bevan Roads Design Work

Staff is waiting on a draft detailed design which will then be presented to Council for review and then brought back out for final public comment. Staff also continues to work with the communications consultant on preparing communication strategies and materials to keep the public informed about this project and the Dunsmuir Avenue Project above.

Lake Park Concession Renovation

Has been a challenging process trying to land the final design, get approval on the required development permits, and then get the actual building permit. Good news is we finally

have a building permit, still waiting on a demo permit, and will need to re-submit the commercial DP for form and character as the design of the building has changed. Time has become a challenge and staff has confirmed with 19 Wing that the if the project were to start in early March that it they wouldn't be able to complete it until mid to late July. As this time frame runs well into the season that the park in open, staff will now work with 19 Wing to see if they can commit to renovating and constructing the building later this year once the park is closed for the season. Stay tuned for further information as it becomes available.

Other Work

- Continue to work with the Financial Officer on preliminary 2016 budgets and refining the 5 year capital plan.
- Dam safety review – following a meeting with the provincial dam safety officer staff and the engineering consultant have done further analysis and review of the dam consequence classifications. This review has resulted in new recommended ratings and will have a positive impact on costs required to complete a mandatory dam safety review in 2016.
- Public Works laptop now set up for mobile use to access service card records and drawings while out in the field.
- Coal Valley and Carlisle Lane developments – next phases
- Statistics Canada drinking water survey
- Seasonal Parks & Trails Gardener position has been posted internally before going being posted externally.

FINANCIAL IMPLICATIONS

None

STRATEGIC OBJECTIVE

None

ATTACHMENTS

1. Planning Report for February 2016
2. Public Works Report for February 2016

CONCURRENCE

None

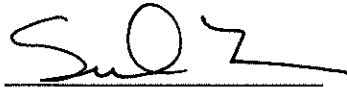
OPTIONS

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: March 3, 2016
TO: Rob Crisfield, Manager of Operations
FROM: Judith Walker, Senior Planner
SUBJECT: Planning Report for February 2016

OCP/ZONING AMENDMENTS

Zoning Bylaw Review **February:** Second draft to Council and reviewed by Commissions & Committees
2015-01-RZ **March 5th:** Second Public Event
 March 14th: Public Comment Summary to Council
 March 29th: Proposed for 1st and 2nd reading

DEVELOPMENT PERMITS

- | | |
|----|--|
| 1. | 2013-01-DP Edwards, 4640 Cumberland Road: Construction underway. Permit expires April 7, 2016. Building Permit for first building issued. |
| 2. | 2014-03-DP Coal Valley Estates Phases 5a & 6: DP granted for the 5 th and 6 th phases of this development, a total of 59 lots. Construction of Phase 5a completed. Permit expires on March 29 th , 2017. |
| 3. | 2015-01-DP – CVWMC: Construction of buildings at the Waste Management Centre for the implementation of Phase 1 of the closure plan. Permit expires May 15, 2017. |
| 4. | 2015-02-DP – Carlisle Lane Phase 2: DP granted on April 27, 2015 for Phase 2 of the PDA at Carlisle Lane for 17 lots. Awaiting conditions to be met to be issued. |
| 6. | 2015-03-DP – Coal Valley Estates: DP granted on June 22, 2015 to carry out land clearing, blasting and site fill over a portion of the site. Awaiting conditions to be met before issuing. |
| 7. | 2016-01-DP 4616 Cumberland Road: Application received to replace existing building with prefab steel building. Anticipate Council consideration on March 14, 2016 to refer to APC on April 5, 2016. |

HERITAGE ALTERATION PERMITS

- | | |
|----|---|
| 1. | 2015-01-HAP Waverley: Council granted HAP on February 23, 2015 for commercial and residential addition. Awaiting conditions to be met prior to issuing permit. |
| 2. | 2015-02-HAP Cumberland Brewing Co. Council granted HAP on March 9, 2015 exterior changes. Awaiting conditions to be met prior to issuing permit. |

DEVELOPMENT VARIANCE PERMITS

- | | |
|----|--|
| 1. | 2014-01-DV Waverley: Council granted DVP on February 23, 2015 to vary parking requirements. Issue pending payment for parking spaces forgiven. |
| 2. | 2016-01-DV 4382 Cumberland Road: Application received to vary the Subdivision Bylaw to permit a one lot subdivision for utility purposes without servicing. |

SIDEWALK CAFÉ PERMITS (approved by Manager of Operations)

Revised bylaw to Council March 14th for 1st, 2nd and 3rd reading.

SUBDIVISION

- | | | |
|----|---|---|
| 1. | Coal Valley Estates Phase 5a:
32 lots in this Phase. Final Approval September 24, 2015. | Maintenance Period Ends September 23, 2016 |
| 2. | Carlisle Lane Phase 2:
Second phase of 16 lots. PLR issued July 8, 2015. Next step: DSA | PLR expires July 7, 2016 |
| 3. | Trilogy – Initial Subdivision
PLR issued February 4, 2016. Next step: DSA | PLR expires February 3, 2017 |
| 4. | 2639 Penrith Avenue
PLR granted for 4 lot subdivision. Next step: DSA | PLR expires on December 15, 2016 |
| 5. | Coal Valley Estates Phase 7:
27 lots in this Phase. PLR granted Next step: DSA | PLR expires on February 28, 2017 |
| 6. | 3376 Mill Street:
Two lot subdivision. Staff working on PLR. | Application received December 18, 2015 |
| 7. | Maple Street Fire Hall Site
One lot subdivision. PLR granted, Next step: DVP | PLR expires on February 28, 2017 |

BUSINESS LICENSING:

New for February	Non-Resident Business	None
	Home Occupation	2725 Ulverston Avenue, EPi Cycles Consulting
	Resident Business	2704 Dunsmuir Avenue, Sew Sisters Artist Guild Society (SSAGS) Studios Cumberland
	InterCommunity	EPi Cycles Consulting

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 February	2016	New Residential	Residential Reno & Additions	Residential Accessory (new or reno)	Industrial, Commercial, or Institutional	Demolition
	Building	4	0	1	0	0
	Plumbing	1	0	0	0	0

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.

BYLAWS IN PROCESS

1. Manufactured Home Park Bylaw No. 971, 2013 (Repeals Bylaw 498, 1981) Rewrite to regulate the establishment, extension, design & servicing of MHP.
2. Tree Management Bylaw No. ____, 2015 Revisions to bylaw in process.
3. Pesticide Use Control Bylaw No. ____, 2015 *Repeals Bylaw 838* For public lands: what pesticides are included, and its use for invasive plants
4. Business License Bylaw No. 991, 2015 Amendment to require license fee at time of application

PROJECTS

1. **Highway Entrance Signage:** Request for Quote issued to 6 contractors. Submission deadline is March 15, 2016. Construction to take place in spring 2016.
2. **TreeCanada/BC Hydro Grant 2015:** Application for TreeCanada Grant for 2016 submitted.
3. **Heritage Management Plan:** Consultants met with Heritage Commission on January 26, 2016. Planning for public workshop in April.
4. **Museum Landscape Design:** In-house landscape design for entrance, walkway and side bed on 1st Street. Collaborating with museum staff. Project proposed for consideration in 2016 budget process.

PROJECTS (cont'd)

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5. **Pruning of Public Trees:** Trees have been pruned as previously outlined. Five hawthorns are slated for removal on Maryport, due to disease, rot and/or instability, and replacements to be planted in other parks or public spaces.

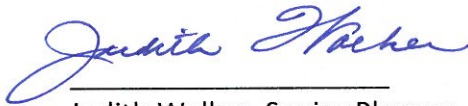
COMMISSIONS & COMMITTEES

-
1. **Heritage Commission:** Next meeting Monday March 7, 2016 at 5:30PM.
 2. **Advisory Planning Commission:** Next meeting Tuesday April 5, 2016.
 3. **Homelessness and Affordable Housing Committee:** Next meeting Wednesday March 16, 2016.
 4. **Accessibility Committee:** Next meeting Monday March 21, 2016.

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
2016*	8	\$930,000	2	\$7,500	Discontinued category included as new residential or renovations		1	\$10,000	0	\$0	0	\$0	11	\$7937,500
2015*	26	\$2,885,000	15	\$414,500			7	\$152,000	5	\$530,000	1	\$5,000	56	\$3,986,500
2014	28	\$5,335,305	14	\$404,200			5	\$118,300	7	\$902,000	1	\$10,000	55	\$6,769,805
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	\$286,580			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	397	\$60,563,715	248	\$4,932,720	38	\$1,374,000	64	\$884,943	80	\$17,674,020	8	\$45,000	835	\$85,474,398

*This year, the number of plumbing permits are being included in the data to more accurately reflect the workload.



Corporation of the Village of Cumberland

Memorandum

DATE: 01/03/2016
TO: Rob Crisfield, Manager of Operations
FROM: Kevin Fitzgerald, Public Works Foreman
SUBJECT: Public Works– Monthly Report for the period Ending 29/02/2016

Water: Henderson Dam and Allen Lake are at full capacity. Unable to inspect other dams at this time due to snow.

All water samples met the drinking water guidelines.

The well has been online for the most of February after making some repairs to the chlorine injection system.

A fire hydrant at the south end of 2nd. Street was hit by a vehicle. There was minor damage and it has been repaired.

A number of small water repairs.

The 2015 annual water report has been completed and submitted to V.I.H.A.

Sewer & Storm: An abandoned sewer main at 2764 Windermere Avenue was investigated. A temporary crossover to the new sanitary that was originally to be removed during construction but missed was removed. The fitting to the new sanitary was then capped. A camera inspection was done on the old sanitary. It was determined the line was full of gravel and would have no effect to the house at 2764 Windermere.

General maintenance to the rest of the system continues.

Roads Patching and grading is ongoing.

Met with the engineers to go over the Dunsmuir Ave. and lanes north of Dunsmuir project.

All roads were kept clear of snow this month.

Buildings: Repairs to Cultural Center and C.R.I. are ongoing.

The concession stand at Lake Park has been prepared (cleaned out) for the upcoming renovation project.

Miscellaneous Four employees have renewed their flagging tickets.

Respectfully submitted,



Kevin Fitzgerald
Public Works



Hopefully a nicer March

COUNCIL REPORT



REPORT DATE: March 8, 2016
MEETING DATE: March 14, 2016

TO: Mayor and Councillors
FROM: Michelle Mason, Financial Officer and
Rachel Parker, Deputy Corporate Officer
SUBJECT: February 2016 Finance and Administration Report

RECOMMENDATION

THAT Council receive the February 2016 Finance and Administration Report for information.

SUMMARY

In February, staff continued to provide financial and administrative support to all departments. Staff will continue to work on finance and administration projects that have been carried forward from 2015 to the 2016 budget.

BACKGROUND

The following provides Council with details on the tasks over and above regular daily duties that were undertaken by the Finance and Administration department.

Financial Reporting and Budget Variance Analysis

With the exception to January and February, management reports are prepared monthly which provide financial information for budget managers about their department costs against budget. The Financial Officer has reviewed expenditures to date and all departments are on track based on the 2016 provisional budget.

Quarterly financial reports are provided to Council and the first quarter will be based on the 2016 provisional budget and will be presented to Council in April.

Year-End Audit

The auditors conducted the year-end audit during the week of February 29th and the final account reconciliations were completed by the audit date. 2015 financial

statement preparation was also a key focus during February. The audit field work went smoothly and staff worked well with the auditors. There are a couple of outstanding tasks that staff continue to work with the auditors on and this should be wrapped up shortly. A new accounting standard that deals with possible liabilities with contaminated sites was implemented for the 2015 year-end and staff had to add tasks to include this standard into the year-end verifications and financial statement presentation. At this point, staff believe that they have satisfied the requirements but will work with the auditors to tweak anything that is deemed necessary. The auditors are expected to come to Council as a delegation and present management's audited financial statements for Council approval in April.

Financial Planning

The draft proposals for the 2016-2020 Financial Plan has been reviewed at a management level based on strategic priorities, work plans and funding restrictions. The plan will be presented to Council March 18, 2016.

Annual infrastructure replacement projects for 2016 that were approved in the 2015-2019 Financial Plan Bylaw along with any 2015 projects approved to carry forward to 2016 may be started or completed prior to finalization of the 2016-2020 Financial Plan.

Utility Billings and Property Taxes

Fourth quarter levies that were outstanding as of the end of the day on February 22nd received a 10% penalty. The next water meter reading will take place the first week of April and second quarter utility bills are expected to be sent during the second or third week of April.

The parcel tax roll was updated for new properties and was advertised for inspection. As per section 205 of the Community Charter, a person may make a written complaint to the parcel tax roll review panel (this is Council) on one or more of the following grounds:

- there is an error or omission respecting a name or address on the parcel tax roll;
- there is an error or omission respecting the inclusion of a parcel;
- there is an error or omission respecting the taxable area or the taxable frontage of a parcel; and
- an exemption has been improperly allowed or disallowed.

The deadline for submission was March 4th. Staff did not receive anything in writing by that date, so we do not require a Parcel Tax Panel meeting and the Roll is deemed authenticated as per section 208 (10) of the Community Charter.

Human Resources

Regular cross training between the positions in the front office is continuous. There were no training opportunities taken during February.

The Accounting Clerk and Corporate Services Assistant positions have been split between three employees in the front office to allow for a job sharing arrangement. The arrangement is to accommodate the regular Accounting Clerk working three days per week for a one year period. After the one year period both positions will return to two full-time employees. The office has been running smoothly under this arrangement and it has allowed us to retain the temporary employee who filled the employee leave in 2015 which benefits the organization as a whole.

Year-end payroll reconciliations, reporting and T4 preparation were completed in February.

Customer Service

Staff responded to public inquiries about the following matters:

- Business licence renewals/new applications
- Dog Licences
- Utility Bills
- Burning Permits
- Updated Zoning Bylaw
- Building Permits
- Garbage inquiries – garbage was not collected

Information Technology

The year-end closes were performed for all Diamond financial system modules with exception to the general ledger. The final step once the 2015 year-end audit has been completed is that the general ledger will be closed and balances will be brought forward to 2016.

Annual computer replacements are in process and should improve efficiencies.

Special Events

Applications and inquiries for street closures have been received for events including

- Snow to Surf
- Labour Day Parade (May 1st)
- Market Days
- Pregnancy Care Centre Lake Run
- Atmosphere

These requests will not be considered until construction schedules have been determined.

Staff also is working with Recreation on streamlining the special events application process. The special event equipment loan process was updated.

Communications

There were 13 news posts published at cumberland.ca for the month. Staff is providing support for the 2016 Village Upgrades communications strategy. Improvements to cumberland.ca are ongoing, including improved search results, printable pages, tables, and point of interest maps. Staff are working on a call for photo submissions in March or April for a website refresh.

Cemetery

Rights of Interment (Licences)

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2016	3	1										
2015	2	1	0	3	3	3	1	0	3	1	0	0

Interment Permits (lot open and close)

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2016	1	1										
2015	1	1	2	2	4	3	2	0	1	1	0	0

Phase I irrigation system for the Cumberland cemetery was awarded to Banner Landscaping. Installation will be taking place in March.

Miscellaneous

- 2015 year end records management and disposal is ongoing
- Community grant applications were received
- Staff participated in the Municipal Insurance Association member advisory group
- Cash flow investment analysis
- Office equipment maintenance
- Process and procedure reviews are continuous

FINANCIAL IMPLICATIONS

None

STRATEGIC OBJECTIVE

None

ATTACHMENTS

None

CONCURRENCE

None

OPTIONS

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

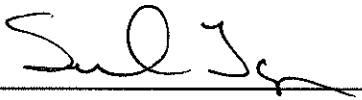
Respectfully submitted,



Michelle Mason
Financial Officer

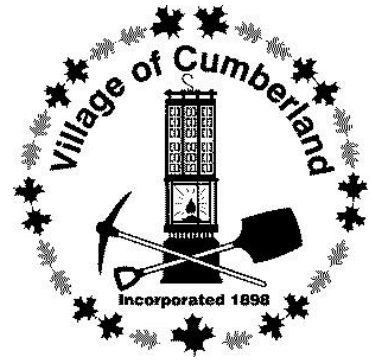


Rachel Parker
Deputy Corporate Officer



Sundance Topham
Chief Administrative Officer

COUNCIL REPORT



REPORT DATE: March 8, 2016
MEETING DATE: March 14, 2016

TO: Mayor and Councillors
FROM: Sundance Topham, Chief Administrative Officer
SUBJECT: February 2016 Chief Administrative Officer Report

RECOMMENDATION

THAT Council receive the February 2016 Chief Administrative Officer Report for information.

SUMMARY

The month of February included the continuation of the Zoning Bylaw rewrite, ongoing work in relation to the purchase of Community Forest land on behalf of the Cumberland Community Forest Society, ongoing preparation for budgeting and the continuation of a number of municipal projects.

BACKGROUND

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

Development Services

Zoning Bylaw:

Worked with the consultants from Stantec and planning staff on the second draft Zoning Bylaw.

Trilogy:

Issued new Preliminary Layout Review Letters for Trilogy's initial subdivision application in my role as Approving Officer. Participated in a phone conversation with Mayor Baird and John Evans to discuss Trilogy's development plans.

Coal Valley Estates

Issued the Preliminary Layout Review Letter for Coal Valley Estate's latest subdivision application in my role as Approving Officer.

Carlisle Lane

Issued an amendment to the Preliminary Layout Review Letter for Carlisle Lane Phase Two subdivision application in my role as Approving Officer.

Miscellaneous Development

Issued a Preliminary Layout Review Letter for a subdivision for the purposes of creating a utility lot. The lot in question is located on Cumberland Road and is proposed to be the home of the new Village of Cumberland Fire Hall. The subdivision will require a Development Variance Permit to remove the requirement for servicing at the subdivision stage. The Development Variance Permit is scheduled to come to Council on March 29, 2016 for referral to the Advisory Planning Commission.

Regional Initiatives

Comox Valley Economic Development:

Liaised with Ministry of Community, Sport and Cultural Development officials and other participants in the service to discuss Cumberland's withdrawal from the CVRD economic development service.

Comox Valley Regional District South Sewer Project

Attended a meeting with Union of British Columbia Municipalities and Comox Valley Regional District representatives to discuss the grant funding awarded to the South Sewer Project.

Comox Valley Emergency Program

Attended the quarterly Comox Valley Emergency Program administration meeting. Mr. Howie Siemens has been hired as the new Emergency Program Coordinator for the Comox Valley Regional District. Mr. Siemens previously worked in the same capacity for the Strathcona Regional District.

Miscellaneous

- Attended the quarterly Village Hall meeting
- Attended a Local Government Law Seminar in Victoria
- Attended the quarterly Comox Valley Chief Administrative Officer's meeting
- Selected the successful proponent for the Liquid Waste Management Plan Project Coordinator consultant.

FINANCIAL IMPLICATIONS

None

STRATEGIC OBJECTIVE

None

ATTACHMENTS

None

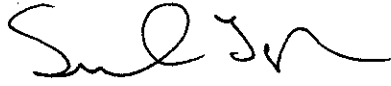
CONCURRENCE

None

OPTIONS

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

Respectfully submitted,



Sundance Topham
Chief Administrative Officer
Village of Cumberland

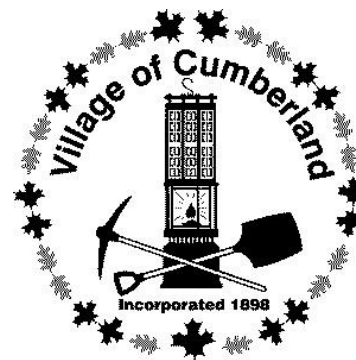
COUNCIL MEMBER REPORT



DATE: March 7, 2016
 TO: Mayor and Councillors
 FROM: Mayor Leslie Baird
 SUBJECT: February 2016 Monthly Report

Date	Event	Comments
Feb. 13	Comox Valley Refugees Roundtable	Topics included funding, housing, clothing and food, language acquisition, education, medical services, post traumatic stress, transportation, job search, community integration.
Feb. 14	Cumberland Bear Initiative	Meeting to discuss survey workshop.
Feb. 14	St. Joseph's General Hospital Board and Mayor's of Comox Valley	Future plans for hospital site.
Feb. 14	WinterJam	Launch Party
Feb. 15	Comox Valley Community Foundation Annual Enrichment Awards	Cumberland Empire Events Society \$6,5000. Cumberland Recreation \$2,580.00.
Feb. 19	Ribbon Cutting for the land access agreement with Timberwest and Handcock Forest Company.	Presented gifts of our Minders Lamp.
Feb. 21	Comox Valley Chamber of Commerce "Eyes on the Future"	Presenters from Vancouver Island Economic Alliance.
Feb. 21	16th Annual Business Excellence Awards for Vancouver Island	
Feb. 22	Council Strategic Planning Workshop	
Feb. 30	Comox Valley Chamber of Commerce Annual Awards	

COUNCIL MEMBER REPORT



DATE: Mar 1, 2016

TO: Mayor and Councillors

FROM: Councillor Jesse Ketler

SUBJECT: Monthly Report – February 2016

Date	Event	Discussion
Feb 1	Village Hall	Various topics
Feb 2	CVEDS Board Meeting	Employment Lands Summary, Destination BC funding announcement, budgets etc.
Feb 3	Meeting with staff to approve council agenda	Duty as acting Mayor
Feb 9	Regular Council Meeting	
Feb 11	Phone interview with Goat Radio to discuss Council agenda topics	Duty as acting Mayor
Feb 16	Meet with Mayor Baird at Village Office	Debrief on previous weeks events
Feb 17	Homeless and Affordable Housing Committee	Discussed rent banks and microloans
Feb 20	Cumberland Bear Survey Workshop	Received surveys and pamphlets
Feb 20	Cumberland Lantern Festival and Heritage Fair	Attended events at Cultural Centre, Museum, CRI and Village Park
Feb 22	Regular Council Meeting	
Feb 23	Cumberland Bear Initiative	Survey - door to door
Feb 24	Cumberland Credit Union	Sign Village Documents
Feb 25	Cumberland Bear Initiative	Survey – door to door

COUNCIL MEMBER REPORT



DATE: Mar. 1, 2016

TO: Mayor and Councillors

FROM: Councillor Roger Kishi

SUBJECT: Councillor Report – February 2016

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

Date	Event	Comments
Feb. 11	Comox Strathcona Solid Waste Management	
	Comox Strathcona Regional Hospital District	Chair- Charlie Cornfield, Vice- Chair- Erik Eriksson
Feb. 12	CFB Comox- IPSC Ceremony	
Feb. 16	CCFS AGM	
Feb. 20	Heritage Faire- FN Opening	
	Cumberland Bear Initiative	
	Cumberland Lantern Parade	
Feb. 24	St. Joseph's Hospital Finance Committee	
Feb. 25	CVCJC Campagnolo Lecture	Svend Robinson- "Broken Minds, Broken Laws: Restoration & Justice"
Feb. 26	Lunch with MLA Scott Fraser	

I am also attending CV Homelessness Coalition meetings from work.

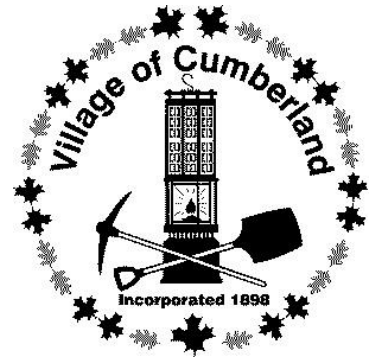
COUNCIL MEMBER REPORT



DATE: March 10, 2016
 TO: Mayor and Councillors
 FROM: Councillor Sullivan
 SUBJECT: February 2016 Monthly Report

Date	Event	Comments
Feb.1st	Village Hall	
Feb 3rd	CAO Evaluation	
Feb.9th	Council Meeting	
Feb.15th	Dodgewood High	Theatrical Improv
Feb.17th	CCSS Bingo	Bingo at the Legion supports CCSS
Feb.22nd	Council Meeting	
Feb.22nd	Liased with CVDGC	Meeting with Disc Golf Club
Feb.25th	Waverley Stage Opening	Attended the opening show on the new stage

COUNCIL REPORT



REPORT DATE: March 9, 2016
 MEETING DATE: March 14, 2016
 TO: Mayor and Councillors
 FROM: Judith Walker, Senior Planner
 SUBJECT: Sidewalk Café Bylaw Revision

File No. 5400

RECOMMENDATION

- i) THAT Council receive the Sidewalk Café Revision Report dated March 9, 2016.
- ii) THAT Council give 1st, 2nd and 3rd reading to “Sidewalk Café Amendment No.1 Bylaw No. 1032”.

SUMMARY

On April 27, 2015, Council adopted the Sidewalk Café Bylaw and directed that the Bylaw be reviewed at the end of the 2015 permit season. At the end of the 2015 season, staff gathered comments from the public, sidewalk café owners, staff and the Accessibility Committee regarding the sidewalk cafes and provide recommendations for Councils consideration. Council approved the recommended changes on February 22, 2016. The amendment bylaw is presented to Council for consideration of 1st, 2nd and 3rd reading. If approved, the bylaw will return to Council on March 29, 2016 for 4th reading and adoption.

BACKGROUND

Staff presented recommendations at the February 22 meeting and all were approved to be included in the revised bylaw. Also recommended by Council was the review of the Sidewalk Café Bylaw at the end of the 2016 season to assess for any needed changes. Since the hanging baskets installed by the Village on Dunsmuir Avenue is an operational issue, it is not needed to be included in the revised bylaw.

Although the bylaw lists the season for operation of a sidewalk café is from March 1- October 31 of each year, staff proposes to accept applications for a delayed start to the season of April 1, 2016 for the season.

FINANCIAL IMPLICATIONS

There are no financial implications to this report.

ATTACHMENTS

1. Sidewalk Café Amendment Bylaw No. 1032
2. Sidewalk Café Bylaw No. 1019 with proposed amendments.

CONCURRENCE

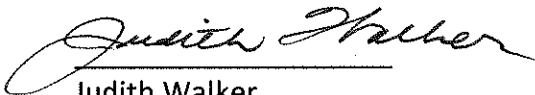
Rachel Parker, Deputy Corporate Officer



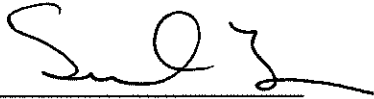
OPTIONS

1. THAT Council gives 1st, 2nd and 3rd reading to Bylaw No. 1032; or
2. Any other action deemed appropriate by Council.

Respectfully submitted,



Judith Walker
Senior Planner



Sundance Topham
Chief Administrative Officer

THE CORPORATION OF THE VILLAGE OF CUMBERLAND

BYLAW NO. 1032

A bylaw to amend the Sidewalk Café Bylaw.

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

1. This Bylaw may be cited as “Sidewalk Café Amendment No. 1 Bylaw No. 1032, 2016.”
2. Sidewalk Café Bylaw No. 1019, 2015 is amended as follows:
 - (a) in section 14 by adding the following:
 - (cc) Bikes must not be parked and dogs must not be tied to any part of a sidewalk cafe in any way that impedes pedestrian travel.
 - (b) by repealing section 15 and substituting the following:
 15. A sidewalk café located on a sidewalk
 - (a) must provide at least one clear pedestrian travel lane 1.5m wide at all times through an area with fixed structures, such as, but not limited to, benches, bike racks, lamp standards and planters; and
 - (b) must not be located within 0.5 metre of the sidewalk curb where the adjacent lane is used for parking.
 - (c) by repealing section 16 and substituting the following:
 16. To meet the specifications set out in this bylaw, a sidewalk cafe
 - (a) may be located in one or two complete parking stalls, or
 - (b) may utilize a boardwalk located in one or two complete parking stalls.
 - (d) section 17 is repealed;
 - (e) by repealing paragraph 18(a) and renumbering the first paragraph 18(b) as 18(a);

- (f) in section 18 by adding:
 - (b.1) Boardwalks must not have any gaps over ¼" in the surface to limit problems with pedestrians and scooters;
- (g) by repealing paragraph 18(e) and substituting the following:
 - (e) Boardwalks must be a minimum of 1.8m wide on the section parallel to the roadway and must be a minimum of 2.0m wide on the angled sections connecting to the sidewalk; angled turns of 45° or less are recommended to maintain pedestrian traffic flow.
- (f) by adding the following paragraph in section 18:
 - (g) Boardwalks must have bi-directional reflectors every 30cm along the roadway face;
- (g) in Schedule A, section 1 by striking out "\$50" and substituting "\$100".

READ A FIRST TIME THIS	DAY OF	2016.
READ A SECOND TIME THIS	DAY OF	2016.
READ A THIRD TIME THIS	DAY OF	2016.
ADOPTED THIS	DAY OF	2016.

Mayor

Corporate Officer

THE CORPORATION OF THE VILLAGE OF CUMBERLAND

BYLAW NO. 1019

A bylaw to regulate sidewalk cafés.

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

1. This Bylaw may be cited as “Sidewalk Café Bylaw No. 1019, 2015.”
2. In this bylaw,
 - “boardwalk” means any temporary structure constructed on a highway providing a pedestrian route around an area used for a sidewalk café permitted by a sidewalk café permit,
 - “manager of operations” means the manager of operations for the Corporation of the Village of Cumberland, and includes the chief administrative officer,
 - “parking stall” means the area marked for parking along a highway adjacent to the sidewalk,
 - “sidewalk” means the area between the curb lines or lateral lines of a road and the adjacent property lines improved for the use of pedestrians,
 - “sidewalk café” means a temporary outdoor patio, sidewalk patio, street patio or deck located on a sidewalk or other portion of a highway, including parking stalls, permitted by a sidewalk café permit for the purpose of serving food and beverages in an outdoor setting to seated patrons in conjunction with an existing business directly adjacent to the sidewalk café.

Application

3. Except as specifically authorized by a permit, or under this bylaw or other enactment, as applicable, a person must not
 - (a) occupy a sidewalk, boulevard or other portion of a highway for the purpose of a sidewalk café or boardwalk,
 - (b) place furniture, including tables and chairs, on a sidewalk or other part of a highway in a commercial zone.

4. A person may place tables and chairs on a sidewalk for a business in a commercial zone without a sidewalk café permit if
 - (a) the tables and chairs are located on the sidewalk immediately adjoining the existing business and wholly located within 1.0 metre of the property line of the parcel on which the business is located,
 - (b) the sidewalk is unimpeded at a minimum width of 1.5 metre for the length of the sidewalk for which tables and chairs are placed,
 - (c) the tables and chairs are removed at the close of business each day,
 - (d) there is no area demarcated for the business's own use on the sidewalk,
 - (e) there are no constructed items or fixtures on the sidewalk adjacent to the business, including a patio, fencing, planters, tables or chairs, and
 - (f) liquor is not served to patrons sitting at the tables and chairs.

Authority of the Manager of Operations

5. The manager of operations is authorized to
 - (a) determine the form of an application for a sidewalk café permit,
 - (b) prescribe the form of a sidewalk café permit, which may include a licence of occupation agreement,
 - (c) issue and renew a permit for the operation of a sidewalk café in accordance with terms and specifications set out in this bylaw, and impose additional terms, conditions, restrictions and requirements,
 - (d) refuse to issue or renew a permit
 - (i) when information submitted is insufficient to determine compliance with the provisions the this bylaw or another enactment,
 - (ii) when incorrect information is submitted,
 - (iii) when there was contravention of any specification or condition of the permit being considered for renewal,
 - (iv) that would authorize any building, structure or occupancy that would not be permitted by this bylaw,
 - (v) that would be prohibited by any other bylaw or regulation, or

- (vi) if the manager of operations considers that the activities proposed or contemplated under the permit cannot be carried out safely and with a minimum risk of injury to persons, damage or loss to property, inconvenience to others using the highway, residents or businesses in the vicinity, or to the public generally.
- (e) suspend, amend, vary, revoke , or cancel any permit, without compensation to the permit holder, if
 - (i) there is a contravention of any specification or condition of the permit,
 - (ii) the permit was issued in error,
 - (iv) the permit was issued on the basis of incorrect information,
 - (v) in the opinion of the manager of operations, a portion of the sidewalk café area is required for the installation of municipal utilities or other municipal purposes, or
 - (vi) the manager of operations considers that the activities under the permit are not being carried out safely and with a minimum risk of injury to persons, damage or loss to property, inconvenience to others using the highway, residents or businesses in the vicinity, or to the public generally.

Sidewalk Café Application and Permit

- 6. Before constructing and operating a sidewalk café or boardwalk, a person must
 - (a) obtain and hold a valid sidewalk café permit from the manager of operations, and
 - (b) pay the applicable annual sidewalk café permit fees set out in this bylaw.
- 7. To apply for a sidewalk café permit, a person must
 - (a) submit a completed application for a permit on the applicable form provided by the Village, and
 - (b) pay a non-refundable application fee in the amount set out in Schedule A to this bylaw.
- 8. An application must include
 - (a) the endorsement of the registered owner of the building,

- (b) a scaled site plan showing the proposed sidewalk café area and boardwalk, including
 - (i) all existing buildings and structures on private property,
 - (ii) all fixtures located within 3 metres of the proposed sidewalk café area and any boardwalk,
 - (iii) existing ground levels and levels of the proposed sidewalk café and any boardwalk,
 - (iv) location of all fixtures, fencing, improvements, furniture, equipment, chattels, personal property and materials, landscaping, umbrellas, shading devices, signage and any other amenities, and
 - (c) any additional information required by the manager of operations.
- 9. An expired permit may be renewed, without payment of an application fee, in the following year if any of the following has not changed:
 - (a) the ownership of the business;
 - (b) the ownership of the building in which the business operates;
 - (c) the type of business;
 - (d) the layout and design of the sidewalk café and any boardwalk.
- 10. Before a permit is issued or renewed, a person must
 - (a) submit evidence of the applicant's comprehensive general liability insurance in the amount set out in Schedule A to this bylaw per occurrence with the Village of Cumberland named as an additional insured,
 - (b) indemnify and save harmless the Village of Cumberland and its elected officials, officers, employees and agents from and against all actions, proceedings, claims and demands of any kind by any person arising out of or in any way connected with the permission to occupy or the existence of a sidewalk café and/or boardwalk, or construction, maintenance, use of fixtures and amenities,
 - (c) pay the annual sidewalk café permit fee in the amount set out in Schedule A to this bylaw, and
 - (d) pay to the Village a security deposit in the amount set out in Schedule A to this bylaw.
- 11. (1) The annual sidewalk café permit fee must be paid

- (a) for a sidewalk café located on a sidewalk, for the area of sidewalk identified as the permit area in the sidewalk café permit, and
 - (b) for a sidewalk café located in a parking stall, for the complete parking stall area.
 - (2) The sidewalk cafe permit fee is not payable on the area of a parking stall used for a boardwalk.
12. Every permit holder must
- (a) comply with this bylaw,
 - (b) ensure that all of the restrictions, requirements, specifications, terms and conditions of the sidewalk café permit are met,
 - (c) comply with the plans and specifications forming part of a permit, and complete the work required by the plans and specifications of a permit,
 - (d) submit a request to the manager of operations to inspect the sidewalk café before use of the sidewalk café and any boardwalk, and
 - (e) be bound by any waiver and indemnity which forms part of a permit application and a permit.
13. Where the permit holder fails to keep the sidewalk café and any boardwalk in accordance with the specifications and conditions of a permit, the Village may draw on the security deposit to pay the costs of the Village maintaining or removing the amenities and restoring the highway and shall return any unused balance to the permit holder. If the Village's costs exceed the amount of the security deposit, the permit holder must pay the Village the shortfall immediately upon receipt of the Village's invoice.

Sidewalk Café Permit Specifications

14. The following specifications apply to all sidewalk cafés and boardwalks as conditions and requirements of a sidewalk café permit:
- (a) A sidewalk café permit is valid from March 1 to October 31 in the year it is issued;
 - (b) Upon expiry of a permit, all fixtures and structures placed within a highway must be completely removed within two days;

- (c) Sidewalk cafés are permitted in commercial zones only;
- (d) A sidewalk café must be an extension of, and an appurtenance to, the business directly adjacent to the sidewalk café area;
- (e) A sidewalk café must not extend beyond the length of the frontage of the associated business premises or lot without
 - (i) specific written permission from the owner of the affected property and affected business submitted to the Village of Cumberland,
 - (ii) specific written permission from the manager of operations, and
 - (ii) complying with any conditions the manager of operations considers to be reasonable and necessary in the circumstances;
- (f) All fixtures and amenities of a sidewalk café, including umbrellas, shade devices, signage, landscaping and plant material, must be wholly contained within the permitted sidewalk café area;
- (g) Structures, decks, awnings of any size may require a development permit, heritage alteration permit, and/or building permit;
- (h) A sidewalk café must comply with all municipal, provincial and federal bylaws and regulations;
- (i) The design of a sidewalk café must have a colour scheme and building material that complements the building containing the existing business;
- (j) A sidewalk café must utilize sturdy chairs and tables;
- (k) Umbrellas, shade devices and signage must be securely fastened;
- (l) Landscaping and plant material must be temporary and located in portable containers;
- (m) Fencing separating a sidewalk café from the sidewalk must not exceed 1.0 metre in height;
- (n) Guardrails a minimum of 1.0 metre height are required to separate a sidewalk café from vehicular traffic.
- (o) The permit holder must keep a sidewalk café, any adjacent sidewalk and boardwalk entirely clear of
 - (i) ice and snow, and

- (ii) garbage;
- (p) A sidewalk café and any boardwalk must be relocated or removed at the sole expense of the permit holder if required by a suspended, amended, varied, revoked or cancelled sidewalk café permit.
- (q) All constructed areas and fixtures must be wheelchair accessible unless it is shown to the satisfaction of the manager of operations to be impractical.
- (r) Surfaces accessed from the sidewalk must be flush and level with the sidewalk unless it can be shown to be impractical in which case steps or a ramp may be permitted by the manager of operations.
- (s) Surfaces accessed from inside a building must be flush and level with the floor of the building.
- (t) The point of entry of surfaces situated on a sloped grade must be flush and level with the sidewalk unless it is shown to be impractical in which case steps or a ramp may be permitted.
- (u) Design and construction of the sidewalk café seating area must take into account the crossfall from the sidewalk and street and must accommodate the free flow of water along the gutter/curb line.
- (v) Seating area surfaces must allow for the free flow of water through the surface or must be sloped to drain to a location acceptable to the manager of operations.
- (w) Surfaces must be non-slip.
- (x) The use of carpet is prohibited.
- (y) Amenities must be of good quality materials and must retain their visual appeal through regular maintenance or replacement.
- (z) Preferred materials are those that have durability and will retain a high visual quality from year to year. Structural materials must be repaired or replaced at the direction of the manager of operations.
- (aa) Any ramp must conform to the requirements of the BC Building Code.
- (bb) A sidewalk café and any boardwalk must be inspected, or caused to be inspected, by the manager of operations before use and operation.

(cc) Bikes must not be parked and dogs must not be tied to any part of a sidewalk café in any way that impedes pedestrian travel.

~~15. A sidewalk café located on a sidewalk~~

~~(a) must leave at least a 1.5 metre width of clear, unobstructed sidewalk for pedestrian use at all times for the entire length of the sidewalk café area, and~~

~~(b) must not be located within 1.0 metre of any other fixed structure that impedes pedestrian traffic, including a bike rack, hydro pole, lamp standard, planter, bench or tree, and~~

15. A sidewalk café located on a sidewalk

(a) must provide at least one clear pedestrian travel lane 1.5m wide at all times through an area with fixed structures, such as, but not limited to, benches, bike racks, lamp standards and planters; and

(b) must not be located within 0.5 metre of the sidewalk curb where the adjacent lane is used for parking.

~~16. To meet the specifications set out in this bylaw, a sidewalk café~~

~~(a) may be located in a parking stall, or~~

~~(b) may utilize a boardwalk located in a parking stall.~~

16. To meet the specifications set out in this bylaw, a sidewalk café

(a) may be located in one or two complete parking stalls, or

(b) may utilize a boardwalk located in one or two complete parking stalls.

~~17. A sidewalk café located in parking stall must use a maximum of one designated parking stall.~~

18. A boardwalk must meet the following specifications:

~~(a) A boardwalk must not use more than one parking stall;~~

~~(b)~~ Surfaces must be stable and firm;

- (b) Surfaces must be flush at the point at which it joins the existing sidewalk;
- (b.1) Boardwalks must not have any gaps over ¼" in the surface to limit problems with pedestrians and scooters;
- (c) Surfaces must be regular and even, with planks or seams perpendicular to the direction of travel, and have adequate drainage to avoid the accumulation of water satisfactory to the manager of operations;
- (d) All obstructions and protruding obstructions should be minimized or non-existent; obstructions that protrude (such as signs or planters) more than 10cm into the walkway and are placed higher than 60 cm from the ground are prohibited;
- ~~(e) Each section of boardwalk shall have minimum floor area dimensions of 1.8 metres wide by 1.5 metres long; angled turns of 45° or less are recommended to maintain pedestrian traffic flow;~~
- (e) Boardwalks must be a minimum of 1.8m wide on the section parallel to the roadway and must be a minimum of 2.0m wide on the angled portions connecting to the sidewalk; angled turns of 45° or less are recommended to maintain pedestrian traffic flow;
- (f) Boardwalks must be installed, inspected and completed before the sidewalk is closed for construction of a sidewalk café;
- (g) Boardwalks must have bi-directional reflectors every 30cm along the roadway face.

Offence

19. Every person who violates this bylaw commits an offence and is liable upon conviction to a penalty not exceeding \$5,000 and the cost of prosecution.

Severability

20. If any section, paragraph or phrase of this bylaw is for any reason held to be invalid by a decision of a court of competent jurisdiction, such decision will not affect the validity of the remaining portions of this bylaw.

READ A FIRST TIME THIS	27TH	DAY OF	APRIL	2015.
READ A SECOND TIME THIS	27TH	DAY OF	APRIL	2015.
READ A THIRD TIME THIS	27TH	DAY OF	APRIL	2015.
ADOPTED THIS	11TH	DAY OF	MAY	2015.

Mayor

Corporate Officer

Schedule A

Sidewalk Café Permit

Fees, Damage Deposit and Insurance Requirements

- | | | |
|----|---------------------------------|--|
| 1. | Non-refundable application fee: | \$50 <u>\$100</u> |
| 2. | Annual permit fee: | \$11 per square meter of sidewalk café area or parking stall area, as applicable |
| 3. | General liability insurance: | \$3,000,000 |
| 4. | Required damage deposit: | \$500 |

The Cumby 2016



Saturday, May 28, 2016 10:00 AM

No# 6 Mine Heritage Park , Cumberland, BC, CA

The Comox Valley Road Runners (CVRR) are hosting a 20 km trail race!

The inaugural Cumby 2016 will take place in the hills above the picturesque and historic village of Cumberland. This is a place that seems to have changed very little. Where once it was the largest Chinese community north of San Francisco and was supported by coal mining, in the last decade Cumberland has developed a new reputation as a mecca for mountain biking.

The Cumby takes advantage of an extensive system of bike trails. The route also includes parts of the Vancouver Island Spine Trail and provides scenic vistas of Baynes Sound and Georgia Strait.

The race starts in Miner's Park in downtown Cumberland and proceeds through the Cumberland Community Forest and adjacent working forests, climbing steadily to Mount Neikii. From there the route is undulating with numerous stream crossings, and quick ups and downs (short snappers). CVRR promises a race that is predominantly single track, with tough but runnable uphill climbs, fast descents and quick times.

The race is also a fundraiser for the Cumberland Community Forest Society (CCFS). A portion of every registration goes directly to the CCFS as well as all net proceeds.

Just Hills, No Frills



Courtenay and District Fish & Game Protective Association
Box 3177
Courtenay, BC V9N 5N4
250-338-0850

the-office@courtenayfishandgame.org
www.courtenayfishandgame.org

5 FEB 2016

Honorable Peter Fassbender
Minister of Community, Sport, Cultural Development
PO Box 9045
STN PROV GOVT
Victoria BC, V8W 9E2

Mister Minister,

Re: Recommendation by the Provincial Health Officer regarding a *Drinking Water Protection Plan* for the Comox Lake Watershed

It has come to the attention of the Courtenay and District Fish & Game Protective Association that the Provincial Health Officer has recommended that you approve a process to create a Drinking Water Protection Plan for the Comox Lake Watershed (letter from local Medical Health Office to the Comox Valley Regional District, Courtenay and Comox). Our Association would like to formally object to this proposal since Drinking Water Protection Plans require to be met in order for the Provincial Health Officer to make such a recommendation. As stated in section 31 of the Drinking Water Protection Act, a Drinking Water Protection Plan can only be recommended if that process “will assist in addressing or preventing a threat to drink water that...may result in a drinking water health hazard” AND “no other practicable measures available under this Act are sufficient to address or prevent the drinking water health hazard”.

This request from the Provincial Health Office is a result of extended boil water notices issued by the local Medical Health Office for Comox Lake because the turbidity in Comox Lake is slightly greater than 1 nephelometric turbidity unit (NTU) but not over 2 NTU. We believe the staff is mistakenly applying a standard that does not result in a “drinking water health hazard”.

A “drinking water health hazard” is defined in the Act and means:

- (a) a condition or thing in relation to drinking water that does or is likely to
 - (i) endanger the public health, or
 - (ii) prevent or hinder the prevention or suppression of disease,
- (b) a prescribed condition or thing, or
- (c) a prescribed condition or thing that fails to meet a prescribed standard;

The prescribed standard is laid out in Schedule A of the Act and can simply be stated as no detectable fecal coliform bacteria or *Escherichia coli* and 90% of samples have no detectable total of coliform bacteria in the treated drinking water. All the monitoring undertaken by the Comox Valley Regional District (CVRD) during the 110 days of boil water notices that the Comox Valley has been subjected to have shown NO bacterial contamination in the treated water whatsoever and therefore meet the standard prescribed by the Act.

Members of the Comox Valley Regional District Water Committee have been quoted in the local papers saying the Medical Health Office may be “crying wolf” so often that the staff is diluting the effectiveness of the boil water notices since most people are now ignoring these warnings. That aside, our point would be that a “drinking water hazard” does NOT exist which is one of the prerequisites for the Provincial Health Officer to recommend a Drinking Water Protection Plan. The cost of these boil water notices to the Comox Valley’s reputation and the direct costs to its businesses, health institutes and citizens have been immeasurable.

We also believe the Medical Health Office does not understand the true relationship between turbidity and drinking water health hazards. In a letter to the CVRD Water Committee, the Medical Health Officer states that “turbidity is a laboratory measure of the relative clarity or cloudiness of water” and “is an indirect but reliable measure of the suspended particles in the water.” However, without establishing an empirical relationship between turbidity and suspended solids for each source by actually monitoring both parameters over time, this is not a supportable hypothesis. The very fine clay particles present in the Comox Lake during large flood events scatter more light and therefore raise the turbidity reading much more than usual and out of proportion to the increase in suspended solids which is the real hazard.

The drinking water standards are meant to apply to a large number of water sources and are not specific to Comox Lake and a very slight increase in turbidity (i.e.: from 1 NTU to 2 NTU) does not indicate an elevated health risk as the bacteriological sampling demonstrated with no detectable organisms in the treated water during these events. The monitoring of Comox Lake also shows no relationship between turbidity and bacteria counts in the lake (i.e. there is no increase in bacteria associated with higher turbidity).

The water quality of Comox Lake has met the Water Quality Objectives for turbidity established by the Ministry of Environment to protect drinking water of 2 NTU during all the recent boil water notices where the turbidity has been between 1 and 2 NTU except for the first day after the storms. The Comox Valley Regional District simply shuts down the intake for the first day or so when the turbidity is over 2 NTU and runs off its reservoirs for that period.

The second condition that has to exist before the Public Health Officer (PHO) can legally recommend a Drinking Water Protection Plan is that “no other practicable measures available under this Act are sufficient to address or prevent the drinking water health hazard”. As stated above we believe that no drinking water health hazard has been demonstrated by the Comox Valley Regional District (CVRD) monitoring. We also believe that the existing process now underway in the CVRD to develop a

Watershed Protection Plan and the cooperative attitude of all participants in the Watershed Advisory Group (WAG), demonstrated the willingness of all parties to address the raw water quality issues in the watershed without the imposition of a Drinking Water Protection Plan.

There is no benefit to imposing this process on local taxpayers when we are all working to make the improvements which are likely to result from the Drinking Water Protection Plan process. The Drinking Water Protection Plan would require additional consultant time to prepare the Comox Valley Regional District's case and protect local interests at a time when they are working on the implementation of a Watershed Protection Plan and a Water Treatment Study which includes filtration as an operation.

Some of our long term members and their families have been drinking this water for over 150 years without any health related problems or illnesses due to water consumption. We feel that the request for a Drinking Water Protection Plan is a slap in the face to our local government to all the participants in these processes. So again, we would urge you not to sign off on this unnecessary request from the PHO.

Yours in conservation,

A handwritten signature in blue ink, appearing to be 'Wayne White', with a stylized, cursive script.

For the Courtenay and District Fish & Game Protective Association
Wayne White, Chair of Conservation Committee

Cc: Don McRae, MLA Comox Valley
Comox Valley Regional District Water Committee
Mayor Larry Jangula of Courtenay
Mayor Paul Ives of Comox
Mayor Leslie Baird of Cumberland