REGULAR AGENDA

10/2016/R

The Corporation of the Village of Cumberland

Regular Council Meeting
March 29, 2016 at 5:30 p.m.
Village Council Chambers

1. Approval of Agenda

1.1 Agenda for regular Council meeting, March 29, 2016
Recommend THAT Council approve the agenda for the regular Council meeting, March 29, 2016.

2. Adoption of Minutes

2.1 Minutes of the Council meeting held March 14, 2016 — 1
Recommend THAT Council approve the minutes of the Council meeting held March 14, 2016.

2.2 Minutes of the Committee of the Whole meeting held March 18, 2016 — 10
Recommend THAT Council approve the minutes of the Committee of the Whole meeting held March 18, 2016.

2.3 Receipt of Committee/Commissions Minutes: — 12
Recommend THAT Council receive the minutes of the:

- ***Homelessness and Affordable Housing Select Committee, March 16, 2016***
- ***Accessibility Select Committee, March 21, 2016***

3. Delegations

3.1 John Bowman, President, North Island College — 16

- North Island College Five Year Strategic Plan, NIC Plan2020

Recommend THAT Council receive the delegation of John Bowman, President, North Island College Re: North Island College Five Year Strategic Plan, NIC Plan2020.

3.2 Wendy Byrne, Manager of Financial Planning, Comox Valley Regional District
- Proposed 2016-2020 CVRD Financial Plan

Recommend THAT Council receive the delegation of Wendy Byrne, Manager of Financial Planning, Comox Valley Regional District Re: Proposed 2016-2020 CVRD Financial Plan.

4. Unfinished Business

4.1 Cameron Noble 17
- Opening a Medicinal Cannibis Society Dispensary

Recommend THAT Council consider directing staff to look into amending bylaws to allow the retail sale of medicinal cannabis.

5. Correspondence

5.1 Bob Wells, Chair, Comox Valley Water Committee 18
- Water Governance Forum January 12, 2016 Reporting

i) Recommend THAT Council receive the correspondence from Bob Wells, Chair, Comox Valley Water Committee Re: Water Governance Forum January 12, 2016 Reporting.

ii) Recommend THAT Council provide responses to questions outlined in the Water Governance Forum January 12, 2016 Reporting correspondence by March 31, 2016:

1) Did you receive value from participating in the forum?

2) Please provide suggestions on how we could make future discussions more valuable to you.

3) What would you like the next steps to be?

4) Would you like to be involved in future discussions on water governance?

6. Reports

6.1 Application for an Amendment to a Development Variance Permit Referral – 2645 Penrith Avenue 19
Prepared by Joanne Rees, Planner

i) Recommend THAT Council receive the report "Application for an Amendment to a Development Variance Permit – 2645 Penrith Avenue" dated March 22, 2016.

ii) Recommend THAT Council refer the amendment to the Development Variance Permit (2015-06-DV) to the next meeting of the Advisory Planning Commission.

8. Consent Calendar

All matters listed here are considered to be routine and non-controversial and will be received by one motion. There will be no separate discussion of these items unless a member so requests, in which case the item will be removed from the Consent Calendar and considered immediately after the adoption of the Consent Calendar.

9. New Business

10. Notices, Motions and Announcements

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

- March 30, 2016 at 7:00 p.m. Skatepark Open House in Council Chambers.
- April 4, 2016 at 7:00 p.m. Village Hall meeting - Strategic Priorities Budget and Property Tax on the agenda.

11. Question Period

12. Closed Portion

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

- Negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public.
- Personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality.

13. Adjournment

REGULAR MINUTES

8/2016/R

The Corporation of the Village of Cumberland

Regular Council Meeting
March 14, 2016 at 5:30 p.m.
Village Council Chambers

Council Present:
Mayor Leslie Baird
Councillor Jesse Ketler
Councillor Roger Kishi
Councillor Gwyn Sproule
Councillor Sean Sullivan

Staff Present:
Sundance Topham, Chief Administrative Officer
Rob Crisfield, Manager of Operations
Leah Knutson, Manager of Recreation
Rachel Parker, Deputy Corporate Officer
Joanne Rees, Planner
Judith Walker, Senior Planner
Mike Williamson, Fire Chief
Paul Nash, Liquid Waste Management Plan Coordinator

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

1. Approval of Agenda

1.1 Agenda for regular council meeting, March 14, 2016
Motion 16-95
Ketler/Sproule
THAT Council approve the agenda for the regular Council meeting, March 14, 2016.
Carried Unanimously

2. Adoption of Minutes

2.1 Minutes of the Council meeting held February 22, 2016
Motion 16-96
Sullivan/Ketler
THAT Council approve the minutes of the Council meeting held February 22, 2016.
Carried Unanimously

3. Delegations

3.1 Sheree-Lee Powsey and Clive Powsey, Cumberland Resident Re: Wood Smoke and Air Quality in the Village of Cumberland
Motion 16-97
Kishi/Baird
THAT Council receive the delegation of Sheree-Lee Powsey and Clive Powsey, Cumberland Resident Re: Wood Smoke and Air Quality in the Village of Cumberland.
Carried Unanimously

3.2 Cameron Noble Re: Opening a Medicinal Cannabis Society Dispensary
Motion 16-98
Ketler/Sullivan
THAT Council receive the delegation of Cameron Noble Re: Opening a Medicinal Cannabis Society Dispensary.
Carried Unanimously

4. Unfinished Business

4.1 Jessica Sandy, Executive Director, North Island Students' Union Re: Canadian Federation of Students BC's Don't Close the Doors Campaign
Motion 16-99
Kishi/Sproule
THAT Council write a letter to minister Andrew Wilkinson stating support for Adult Basic Education and requesting the Ministry to reinstate funding for Adult Basic Education programs and that the letter be copied to the Canadian Federation of Students BC and the North Island Students' Union and to copy Association of Vancouver Island Coastal Community members.
Carried Unanimously

4.2 Inspector Tim Walton, OIC, Comox Valley RCMP Re: Comox Valley Detachment 2016 Annual Performance Plan
Motion 16-100
Ketler/Sproule
THAT Council receive the correspondence on the Comox Valley RCMP's 2016 community priorities.
Carried Unanimously

Members indicated the following focus areas for input on the 2016 Comox Valley RCMP priorities: relationship-building through community policing, in particular with youth; domestic violence; road safety, in particular impaired driving; drugs; dirt bikes; and organized crime.

5. Correspondence

5.1 Rob Everson, Chief Councillor, K'ómoks First Nation, Community to Community Forum Invitation

Motion 16-101

Kishi/Ketler

THAT Council receive the correspondence from Rob Everson, Chief Councillor, K'ómoks First Nation Re: Community to Community Forum Invitation.

Carried Unanimously

5.2 Peter Fassbender, Minister of Community, Sport and Cultural Development and Minister Responsible for TransLink, Province of British Columbia, Invitation to Engage on the Climate Leadership Team's Recommendations

Motion 16-102

Sproule/Ketler

THAT Council receive the correspondence from Peter Fassbender, Minister of Community, Sport and Cultural Development and Minister Responsible for TransLink, Province of British Columbia Re: Invitation to Engage on the Climate Leadership Team's Recommendations.

Carried Unanimously

Motion 16-103

THAT Council give feedback to the Climate Leadership Team on the new Climate Leadership Plan for British Columbia:

- Recommendation #28 in regard to offset policy: THAT the process to offer certified offsets be simplified in order for local organizations to be able to offer carbon offsets within their own jurisdictions; and THAT the carbon credit program focus on supporting and sustaining alternate and sustainable energy sources;
- Recommendation #16/#17 in regard to forestry and agriculture policy and forest residue: THAT the 2011 proposed changes to the Open Burning Smoke Control Regulation be implemented;
- Recommendation #14: in regard to clean energy for natural gas and LNG: THAT this strategy include large-scale geothermal energy to fill the energy gap;

- THAT the Plan include an overall strategy to reduce greenhouse gases by moving away from fossil fuel extraction towards alternate and sustainable energy sources and production.

Carried Unanimously

5.3 Find Azer Kids Now Campaign, Request for Support
Motion 16-104
Kishi/Ketler
THAT Council write to the Prime Minister of Canada requesting that the Government of Canada act immediately to ensure that the abducted Azer Children are returned to Canada and copy this request to the Ministers of National Defence, Foreign Affairs, and Justice.
Carried Unanimously

6. Reports

6.1 Zoning Bylaw 2015-2016: Second Draft Zoning Bylaw Summary of Feedback
Motion 16-105
Kishi/Ketler
THAT Council receive the Zoning Bylaw 2015-2016: Second Draft Zoning Bylaw Summary of Feedback report.
Carried Unanimously

Motion 16-106
Sproule/Kishi
THAT Council defer consideration of feedback and revisions to the second draft of the Zoning Bylaw 2015-2016 to the April 11, 2016 regular Council meeting.
Carried Unanimously

6.2 Liquid Waste Management Plan (LWMP) Project Coordinator – Project Road Map Report
Motion 16-107
Kishi/Ketler
THAT Council receive the Liquid Waste Management Plan (LWMP) Project Coordinator – Project Road Map Report.

Motion 16-108
Ketler/Sullivan
THAT Council receive the Proposed Road Map for Liquid Waste

Management Plan Report presented by Paul Nash, LWMP Project Coordinator.
Carried Unanimously

6.3 Industrial Development Permit Referral – Cumberland Ready Mix, 4616 Cumberland Road
Motion 16-109
Sullivan/Ketler
THAT Council receive "Industrial Development Permit - Cumberland Ready Mix" report dated March 7, 2016.
Carried Unanimously

Motion 16-110
Sproule/Kishi
THAT Council refer the application for a Industrial Development Permit for Cumberland Ready-Mix 4616 Cumberland Road to the next meeting of the Advisory Planning Commission to be held on April 5, 2016.
Carried Unanimously

6.4 Development Variance Permit Referral – Maple Street Fire Hall, 4382 Cumberland Road
Motion 16-111
Kishi/Sproule
THAT Council receive the report "Development Variance Permit – Maple Street Fire Hall" dated March 7, 2016.
Carried Unanimously

Motion 16-112
Sullivan/Ketler
THAT Council refer the application for a Development Variance Permit for Maple Street Holdings Ltd, 4382 Cumberland Road, to the next meeting of the Advisory Planning Commission to be held on April 5, 2016.
Carried Unanimously

6.5 Development Variance Permit Referral – 2646 Maryport Avenue
Motion 16-113
Kishi/Sullivan
THAT Council receive the report "Development Variance Permit – 2646 Maryport Avenue" dated March 7, 2016.
Carried Unanimously

Motion 16-114
Sproule/Kishi
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.
Carried Unanimously

6.6 Village Park Tree Management Report
Motion 16-115
Kishi/Sullivan
THAT Council receive the Village Park Tree Management Report for information.
Carried Unanimously

6.7 Cumberland Cemetery, Phase I Irrigation
Motion 16-116
Kishi/Sproule
THAT Council receive the Cumberland Cemetery, Phase I Irrigation report.
Carried Unanimously

Motion 16-117
Ketler/Sproule
THAT Council approve the option of providing public water service at the cemetery through a small cistern and hand pump.
Carried Unanimously

6.8 February 2016 Recreation Department Report
Motion 16-118
Ketler/Sproule
THAT Council receive the February 2016 Recreation Department Report for information.
Carried Unanimously

6.9 February 2016 Protective Services Report
Motion 16-119
Kishi/Ketler
THAT Council receive the February 2016 Protective Services Report for information.
Carried Unanimously

6.10 February 2016 Operations Department Report
Motion 16-120
Kishi/Ketler
THAT Council receives the February 2016 Operations Department Report for information.
Carried Unanimously

6.11 February 2016 Finance and Administration Department Report
Motion 16-121
Kishi/Sullivan
THAT Council receive the February 2016 Administration Department Report for information.
Carried Unanimously

6.12 February 2016 Chief Administrative Officer Report
Motion 16-122
Kishi/Sproule
THAT Council receive the February 2016 Chief Administrative Officer Report for information.
Carried Unanimously

6.13 Council Reports
6.13.1 Mayor Leslie Baird
6.13.2 Councillor Jesse Ketler
6.13.3 Councillor Roger Kishi
6.13.4 Councillor Gwyn Sproule
6.13.5 Councillor Sean Sullivan
Motion 16-123
Kishi/Sproule
THAT the Council reports be received.
Carried Unanimously

7. Bylaws

7.1 Sidewalk Café Bylaw Revision
Motion 16-124
Kishi/Ketler
THAT Council receive the Sidewalk Café Revision Report dated March 9, 2016.
Carried Unanimously

Motion 16-125
Kishi/Sullivan
THAT Council give first, second and third reading to "Sidewalk Café Amendment No. 1 Bylaw No. 1032, 2016".
Carried Unanimously

8. Consent Calendar

All matters listed here are considered to be routine and non-controversial and will be received by one motion. There will be no separate discussion of these items unless a member so requests, in which case the item will be removed from the Consent Calendar and considered immediately after the adoption of the Consent Calendar.

8.1 Comox Valley Road Runners Re: The Cumby 2016

8.2 Wayne White, Chair of Conservation Committee, Courtenay and District Fish & Game Protective Association Re: Recommendation by the Provincial Health Officer regarding a Drinking Water Protection Plan for the Comox Lake Watershed.

Motion 16-126
Kishi/Sproule
THAT Council receive the Consent Calendar.
Carried Unanimously

9. New Business

10. Notices, Motions and Announcements

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

- April 4, 2016 at 7:00 p.m. Village Hall meeting - Strategic Priorities Budget and Property Tax Revenue on the agenda.
- Skatepark Questionnaire Deadline on Friday, April 1, 2016.

11. Question Period

Comments were received on the Liquid Waste Management Report.

12. Closed Portion

Sproule/Kishi
THAT pursuant to Section 90 (1) of the *Community Charter* Council close the meeting to the public to consider negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages

and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public, law enforcement, if the council considers that disclosure could reasonably harm the conduct of an investigation under or enforcement of an enactment.
Carried Unanimously

13. Adjournment
Sproule/Kishi
THAT Council adjourn the meeting at 9 p.m.
Carried Unanimously

Certified Correct:

______________________________ ______________________________
Mayor Corporate Officer

C.O.T.W.
MINUTES

09/2016/COTW

The Corporation of the Village of Cumberland

Committee of the Whole Meeting
March 18, 2016
In Camera Portion at 9 a.m.
Public Portion at 9:30 a.m.
Village Council Chambers

Council Present:	**Staff Present:**
Mayor Leslie Baird	Sundance Topham, Chief Administrative Officer
Councillor Jesse Ketler	Michelle Mason, Financial Officer
Councillor Roger Kishi	Rob Crisfield, Manager of Operations
Councillor Gwyn Sproule	Leah Knutson, Manager of Recreation
Councillor Sean Sullivan	Rachel Parker, Deputy Corporate Officer

The meeting was called to order at 9:05 a.m.

1. Approval of Agenda

1.1 Agenda for the Committee of the Whole meeting, March 18, 2016.
Ketler/Sullivan
THAT Council approve the agenda for the Committee of the Whole meeting, March 18, 2016.
Carried Unanimously

2. Closed Portion
Sproule/Ketler
THAT pursuant to Section 90 (1) of the *Community Charter* Council close the meeting to the public to consider labour relations or other employee relations.
Carried Unanimously

The open portion of the meeting was called to order at 9:35 a.m.

3. Draft 2016 – 2020 Financial Plan Report

Kishi/Ketler

THAT Council receive the Draft 2016-2020 Financial Plan report.

Carried Unanimously

Ketler/Kishi

THAT the Committee direct staff to make the following changes to the draft 2016-2010 financial plan:

(1) The Comox Lake Road paving at $115,500 be undertaken in 2016 along with design of the Sutton Road bike land at $15,000 and traffic safety improvements to the Sutton Road/Comox Lake Road corner; and the Sutton Road bike lane project be constructed in 2017 at $125,000.

(2) Confirm that $100,000 from host amenity funds be contributed to the skatepark project funding;

(3) That $23,000 for cemetery improvements be transferred from 2016 to 2017 projects;

(4) That the policing reserve be maintained at $78,000 in 2017;

(5) That the infrastructure asset renewal reserve contribution be reduced from $200,000 to $160,000 in 2017.

Carried Unanimously

Kishi/Sproule

THAT the Committee direct staff to prepare the public meeting package for the April 4, 2016 Village Hall meeting, and to prepare the 2016 – 2020 financial plan bylaw and 2016 tax rates bylaws as directed.

Carried Unanimously

4. Question Period

There were no questions from the public.

5. Adjournment

Sproule/Sullivan

THAT the meeting be adjourned at 3:15 p.m.

Carried Unanimously

Certified Correct:

__________________________ __________________________

Mayor Corporate Officer

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

Corporation of the Village of Cumberland

Homelessness and Affordable Housing Select Committee
Minutes
March 16, 2016 at 9 a.m.
Council Chambers

Members Present: Ian Cooper, presiding member
Roger Albert, chair
Kathy Duperron
Elaine Julian

Regrets: Mark Fortin
Christopher Newell-Bate, vice-chair
Councillor Jesse Ketler

Staff: Rachel Parker, Deputy Corporate Officer

Mr Cooper called the meeting to order at 9:15 a.m.

1. Approval of Agenda
Duperron/Julian: THAT the agenda be approved.
Carried

2. Adoption of Minutes
Albert/Julian: THAT the minutes of February 17, 2016 be adopted.
Carried

3. Business Arising
None

4. Updates

(a) Comox Valley Coalition to End Homelessness
Ms Duperron reported that the Coalition reported that CVRD homelessness service funding has been allocated, discussions on how the Coalition will receive funding from Comox, a memorandum of understanding with Ma'kola Housing , a vital signs point in time homeless count will take place in April, and the public awareness campaign.

(b) Comox Bay Care Society, Care-A-Van Pilot to continue until April 2016
Ms Julian reported that four individuals attended for the tail gate lunch.

(c) Review of Zoning Bylaw Update, second draft
Mr Albert reported that the zoning bylaw review was good and that the need for policy was identified.

5. B.C. to Spend $355 on Affordable Housing, Premier Says
Discussion took place that this funding is not new and the focus will be on the lower mainland.

6. Affordable Housing Implementation Framework
(a) Cumberland Seniors Housing Society data for “summary of housing needs and priority housing issues” - received
(b) 2016 Budget Request: $11,000 + $1,000 advertising, etc. - received
(c) Request for Proposals
Julian/Duperron: THAT The Committee include “current and future” housing needs and priorities; that the framework address “the next five years”; and that a requirement for a public open house be included.
Carried
Staff will bring proposals back to the May meeting for consideration.

7. Review of Terms of Reference and Work Plan
- 2016 work plan and budget request - received

8. New Business
Discussion took place on a Cumberland resource card and the Comox Valley Resource Guide and its distribution.

9. Next meeting date: April 20, 2016 at 9 am: meeting with the Comox Valley Coalition Housing Development Committee on zoning, housing issues, Cumberland's approach to the issue of affordable housing and homelessness, development cost charges for housing operated by non-profits

10. Closed Portion:
Albert/Duperron: That the Committee close the meeting to the public under section 90(1) of the Community Charter as the subject matter relates to law enforcement, if the considered that disclosure could reasonably be expected to harm the enforcement of an enactment; and the security of the property of the municipality.
Carried

11. Adjournment: The meeting was adjourned at 11 a.m.

Certified Correct:

Chair | Deputy Corporate Officer

Corporation of the Village of Cumberland

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

Accessibility Select Committee
Minutes
March 21, 2016 at 5:30 pm
Council Chambers

Members Present: Michael Walton, chair
Christopher Newell-Bate, vice-chair
Cindy Patterson
Councillor Sean Sullivan

Staff: Rachel Parker, Deputy Corporate Officer

Mr Walton called the meeting to order at 6:30 p.m.

1. Approval of Agenda
   Sullivan/Patterson: THAT the agenda be approved.
   Carried

2. Adoption of Minutes: January 18, 2016
   Newell-Bate/Sullivan: THAT the minutes of January 18, 2016 be adopted.
   Carried

3. Updates
   (a) Sidewalk Café Review - Amendment bylaw at third reading includes no gaps greater than ¼" in boardwalks, width on angled section of boardwalk increased to minimum 2m, no dogs or bikes to be attached - received
   (b) Cumberland Recreation Facility, Renovation Study January 2016: life & safety improvements in 2016 - received
   (c) Budget Update - received
      i. Village Square accessible pathway: proposed budget at $2,000
      ii. Accessibility plan: proposed budget at $7,500
      iii. Brochure layout and printing: proposed budget at $1,000
      iv. Implementation: proposed budget at $10,000 per year for 2017 to 2020
   (d) Cumberland Lake Park, Feedback on Day Use Area Concept Plans
   Patterson/Newell-Bate: THAT the Committee recommend that for the Cumberland Lake Park Day Use Area Concept Plans at least 5% of the total parking stalls in the park be designated for persons with a disability or a minimum of four designated spaces be provided, whichever is greater, and that these spaces be located in the day use area, exclusive of the drop off area.
   Carried

4. DRAFT Request for Proposals (RFP) for Accessibility Plan for Village Facilities; prioritization of projects; content for accessibility strategy for public and commercial buildings; on-street designated parking

   Members discussed timelines, on-street parking let downs and the Dunsmuir Corridor project, consultant consultation with the Committee, and public input. The RFP will be issued in April and proposals will be presented to the Committee at the May meeting.

5. Access Awareness Day, June 4, 2016

   Members extended an invitation to Cumberland Council members to join the Committee on an "Accessibility Tour" on Saturday, June 4, 2016 at 11 a.m.

6. Correspondence
   (a) Comox Valley Accessibility Committee
   Members agreed to invite the Comox Valley Accessibility Committee members to the next meeting on May 16, 2016.

7. Next meeting dates:
   - May 16, 2016 at 6:30 pm
   - July 18, 2016 at 6:30 pm
   - September 26, 2016 at 6:30 pm
   - November 21, 2016 at 6:30 pm

8. Adjournment
   The meeting was adjourned at 6:40 p.m.

Certified Correct:

______________________________	______________________________
Chair	Deputy Corporate Officer

OFFICE OF THE PRESIDENT

NORTH ISLAND COLLEGE

February 4, 2016

Mayor Leslie Baird and Council
The Village of Cumberland
2673 Dunsmuir Avenue
Box 340
Cumberland, BC
V0R 1S0

Dear Mayor Baird and Council:

North Island College (NIC) finalized a new five-year strategic plan, ***NIC Plan2020*** in June of 2015. We are very excited and committed to the overall directions that it provides for the future.

In the coming year (2016/17), we will continue striving to address the North Island region's post-secondary education and training priorities, as well as to make substantial progress in relation to our institutional goals.

The purpose of this letter, is to request an opportunity for me to meet with Council (during the April to June 2016 time period) in order to share and discuss:

- highlights of NIC's recent progress and contributions to people, community and economic development;
- our specific focus and plans for the Comox Valley region; and
- the distinctive opportunities and challenges we face as a rural college serving a large geographic area and widely-dispersed population.

In the fall of this year, my hope is that the Council will join with NIC and other similar regional community organizations to advocate to the provincial government for changes to policies and the college funding system that would be more equitable and supportive of providing access to educational and training programs within our region and closer to home.

Thank you for considering this request. I look forward to visiting and speaking with you.

My Executive Assistant (Sue Bate) will follow-up this letter to confirm a possible date for me to attend one of your regular meetings.

Sincerely,

John Bowman
President

From: cameronarthurnoble . [mailto:[redacted]
Sent: Saturday, February 20, 2016 6:10 PM
To: info
Subject: Society Proposal

To The Mayor And Councillors,

My name is Cameron Noble and I am writing to you today to talk about the future of the community of Cumberland. I represent a group of like-minded individuals devoted to providing high-quality, consistent, safe, and affordable cannabis medicine to those who need it, and we believe the people of Cumberland should be given access to such medicine. Therefore, I am approaching you today to ask for the opportunity to propose opening a medicinal society for your community.

I understand that there is a stigma associated with "weed stores"; I know that in the eyes of some we are nothing more than a cabal of opportunistic criminals who are selling poisonous and untested junk to minors and recreational users. I would like the opportunity to put those fears to rest. Our vision for the society is that it would be a flagship dispensary; a place that has a nurse practitioner on staff with a comprehensive knowledge of cannabis as a medicine to consult with potential patients, a place that works with a select and hand-picked group of suppliers to only offer clean, safe, consistent, and tested medicinal-grade products, a place that is safe, friendly, professional, and secure, and a place that strictly adheres to the guidelines set in place by the Canadian Association of Medicinal Cannabis Dispensaries. The CAMCD requires, among other things, a medical prescription or a verified proof of condition in order to offer cannabis medicine to patients, and for the society to be accessible to with disability. In short, my vision for our Cumberland location is not your stereotypical pot shop; it is a medicinal dispensary that offers access to quality medicine to the people of the Cumberland.

What I would like from you all is the ability to present our case to you, and to work together to make this vision a reality. I am eager to open this dispensary as soon as I am able. I know that there are some hurdles to overcome and I'm sure that you may have some questions regarding the minutia of this vision. What I propose is this: if you could offer me some feedback on this issue I would be delighted. Furthermore, if you would like to speak with me in person I am always looking for an excuse to head up to the mountain. I welcome the opportunity to show the potential benefits that a dispensary would provide for your community, and I truly believe that together we can find an amiable way to realize this vision.

Thank you for your time and I look forward to hearing from you.

Warm Regards,

Cameron Noble

[redacted]

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

Comox Valley REGIONAL DISTRICT

File: 540-20/CVW

March 10, 2016

Sent via email only: rparker@cumberland.ca

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

Dear Mayor Baird:

Re: Water governance forum January 12, 2016

Attached you will find the report from Circle Square Inc., facilitators, for the water governance forum held January 12, 2016.

We ask that your forum participant(s) review the following questions and provide responses by March 31, 2016 via email to administration@comoxvalleyrd.ca. Responses will be summarized and provided to the Comox Valley water committee to consider next steps.

1. Did you receive value from participating in the forum?
2. Please provide suggestions on how we could make future discussions more valuable to you.
3. What would you like the next steps to be?
4. Would you like to be involved in future discussions on water governance?

Thank you for your time and we appreciate your organizations participation.

Sincerely,

B. Wells

Bob Wells
Chair
Comox Valley Water Committee

Enclosure: Circle Square water governance reporting (Available in Council Reader)

cc: Sundance Topham, Chief Administrative Officer, Village of Cumberland

COUNCIL REPORT

REPORT DATE: March 22, 2016
MEETING DATE: March 29, 2016

TO: Mayor and Councillors

FROM: Joanne Rees, Planner

SUBJECT: Application for an
Amendment to at Development Variance Permit – 2645 Penrith Avenue

FILE:	**2015-06-DV**		
OWNER:	**Caprice Harshey**	AGENT:	**Ken Hansen**
FOLIO NO.:	**516 813.012**	PID:	**000-363-731**
LEGAL DESCRIPTION:	**Lot 1, District Lot 24, Nelson District, Plan 35770**		
OCP DESIGNATION	**Residential**	ZONE:	**Residential One (R-1)**

CONDITION UNDER APPLICATION	PERMITTED BY BYLAW	REQUESTED VARIANCE TO
Accessory Building Height	4.5metres (14.8feet)	6.7metres (22.0 feet)
Accessory Building Floor Area	50.0metres² (538.2feet²)	**132.0metres² (1,422.0feet²)** Existing Shed: 12.5m² (135.0ft²) New building 1st floor: 66.9m² (720.0ft²) New building 2nd floor: 52.7m² (567.0ft²)

RECOMMENDATION

1. THAT Council receive the report "Application for an Amendment to a Development Variance Permit – 2645 Penrith Avenue" dated March 22, 2016.

2. THAT Council refer the amendment to the Development Variance Permit (2015-06-DV) to the next meeting of the Advisory Planning Commission.

SUMMARY

A Development Variance Permit was granted by Council on February 22, 2016. Since that time, the applicant had decided to proceed with a different style and size of building that will require the approved by Council.

The new building is also two storey, the bottom floor is 5.6metres² less than the previously considered but the second floor (intended to be used as storage) is increased from 35.7m² to 52.7m² for an increased combined floor area of 132.0metres². Lot coverage for this amended proposed is reduced from 21% to 19.7%.

Subject Property

The height variance was granted at 6.7metres and no change to this requirement is requested.

As this is a large change to the look and massing of the previously approved building, staff is recommending that Council re-refer this application to the next meeting of the Advisory Planning Commission to be held on April 5, 2016.

ATTACHMENTS

1. The approved site plan of the two-storey garage and the new elevation drawings of what the building will look like.

REFERRALS

Council referred this application to the Advisory Planning Commission. At their meeting on February 2, 2016, the APC recommended the following:

THAT the Advisory Planning Commission recommends that Council grant the application for a Development Variance Permit to on property described as Lot 1, District Lot 24, Nelson District, Plan 35770 (2645 Penrith Avenue to vary:

a) the maximum height of an accessory building from the permitted 4.5metres to 6.7metres; and

b) the maximum floor area of an accessory building from the permitted 50.0metres^2 to a combined total of 120.7metres^2.

CONCURRENCE

Rob Crisfield, Manager of Operations

OPTIONS

i) Refer the amendment variance to the APC.

ii) Grant the amendment to the variance as requested without referral to the APC.

iii) Deny the amendment to the Variance.

iv) Any other action deemed appropriate by Council.

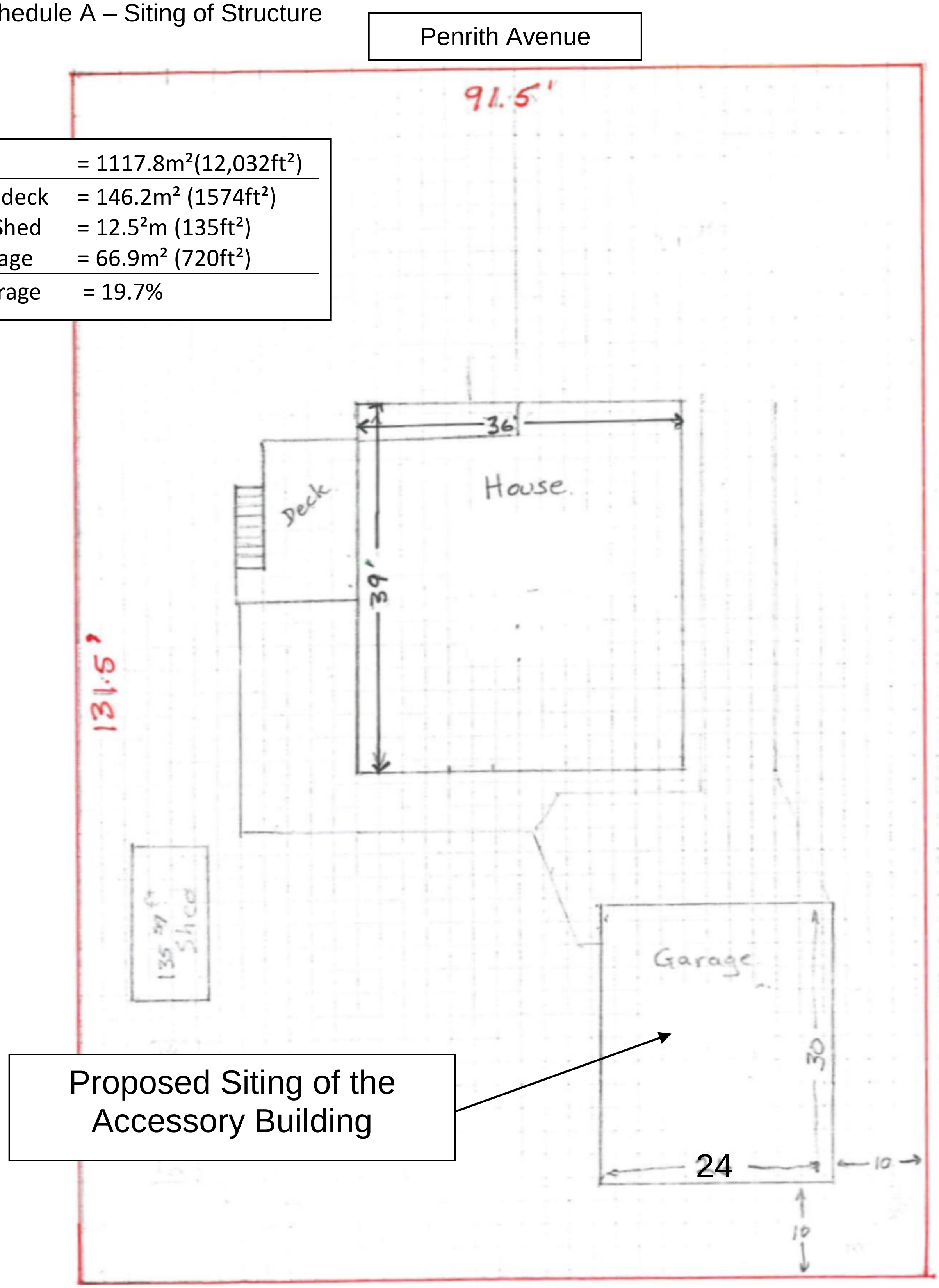
Respectfully submitted,

Joanne Rees
Planner

Sundance Topham
Chief Administrative Officer

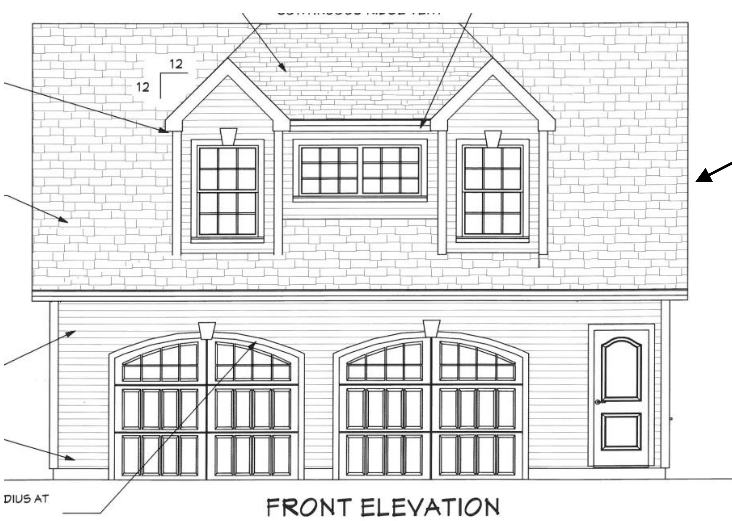
Schedule A – Siting of Structure

Lot Size	= 1117.8m²(12,032ft²)
House & deck	= 146.2m² (1574ft²)
Existing Shed	= 12.5²m (135ft²)
New Garage	= 66.9m² (720ft²)
Lot Coverage	= 19.7%



Schedule B – Form and Character of Structure

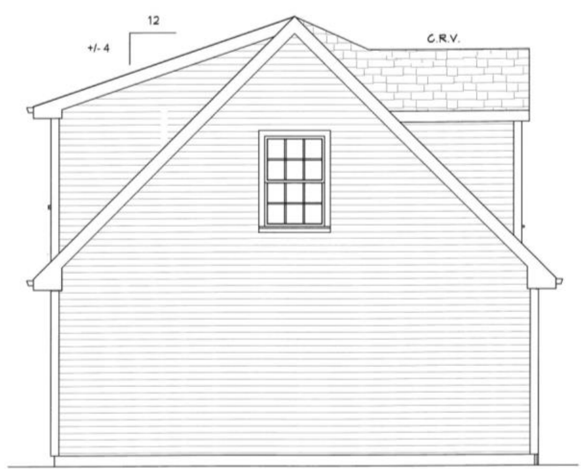
Previously Approved Building



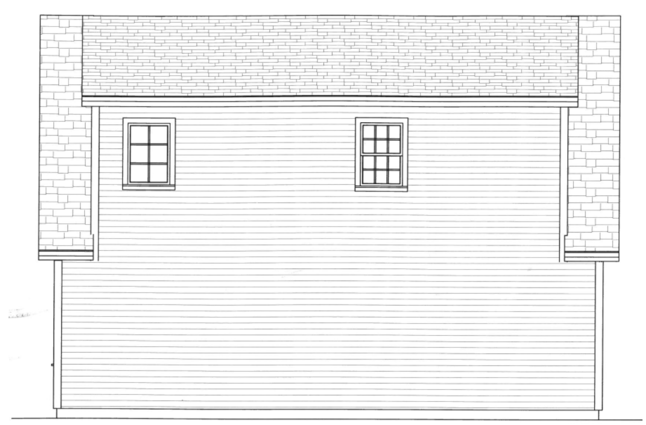
FRONT ELEVATION

Proposed Building

RIGHT ELEVATION



LEFT ELEVATION



REAR ELEVATION

COUNCIL REPORT

REPORT DATE: March 23, 2016
MEETING DATE: March 29, 2016

TO: Mayor and Councillors

FROM: Judith Walker, Senior Planner

SUBJECT: Heritage Management Plan – Status Report

RECOMMENDATION

i) THAT Council receive the Heritage Management Plan status report for information.

SUMMARY

The development of a Heritage Management Plan is listed as a short term priority in the 2016 Corporate Strategic Priorities. This plan is currently in process.

Staff has met with the consultants, Denise Cook Design, who are preparing to engage the public in two community workshops on Saturday April 16th. The workshops will be held from 10am-noon and again from 1-3pm., in a drop- in format.

The Heritage Commission has been invited to the upcoming workshops and will aid in providing community outreach for the workshops. The workshops have been advertised in the April edition of Currently Cumberland and a bulk mailout invitation will be sent to all Village residents and owners to encourage attendance. The Museum Board and staff have been notified and encouraged to attend the workshops. The Village website will also post all the pertinent information.

The workshops will be held in Council chambers and will include two stations, each with presentation boards, maps, questionnaires and work stations, and the consultants will be on hand. The community is asked questions such as "What does Cumberland's heritage mean to you?" and "What do you value about your community?". It is the first step in understanding the broad meaning of "heritage" in the community. The questionnaire and information from the workshops will be available online on the Village website.

Council is invited to attend this important public event.

FINANCIAL IMPLICATIONS

There are no financial implications to this report

STRATEGIC OBJECTIVE

Under *Comprehensive Community Planning: Goal P: Develop a heritage management plan.*

CONCURRENCE

Rachel Parker, Deputy Corporate Officer

OPTIONS

i) THAT Council receive the Heritage Management Plan status report for information; or

ii) Any other action deemed appropriate by Council.

Respectfully submitted,

Judith Walker
Senior Planner

Sundance Topham
Chief Administrative Officer

COUNCIL REPORT

REPORT DATE: March 21, 2016
MEETING DATE: March 29, 2016

TO: Mayor and Councillors

FROM: Sundance Topham, Chief Administrative Officer

SUBJECT: Cumberland Community Forest – Acquisition Update

RECOMMENDATION

THAT the Cumberland Community Forest – Acquisition Update Report be received for information.

SUMMARY

On December 14, 2015 Council agreed to enter into a Memorandum of Understanding (MOU) with the Cumberland Community Forest Society to help the Society with the acquisition and protection of forests, creeks, wetlands and riparian areas surrounding the Village of Cumberland.

On January 11, 2016 Council agreed to provide up to $67,500 in funding to the Cumberland Community Forest Society to cover costs associated with the Village taking unencumbered possession of the gravel pit utilized by the Village of Cumberland on Comox Timber land, as well as the subdivision, survey and legal costs associated with the transfer of land from Comox Timber to the Village of Cumberland.

Staff have been actively assisting the Cumberland Community Forest Society in the land acquisition process, and this report provides Council with an update as to the current status of the project.

BACKGROUND

The Cumberland Community Forest Society has identified a 39 Ha piece of property adjacent to the existing Cumberland Community Forest for acquisition (The property is located both to the east and to the south of the existing Community Forest, and contains the popular Black Hole and Space Nugget trails). Through the hard work of the society, and the generous donations they've received, the funding is in place to acquire the lands and the purchase of the property has been included in the draft 2016 Village of Cumberland budget.

As per the terms of the MOU the Village has been assisting the CCFS in the acquisition parameters with the landowners, and the Village, with the assistance of the CCFS has formalized the agreement to purchase the property on behalf of the CCFS.

The purchase of the property is subject to the subdivision of the lands from a larger parent parcel, and because the lands fall within the jurisdiction of both the Village of Cumberland and the Comox

Valley Regional District, this process has necessitated a subdivision application to both organizations.

Due to the size and location of the parcel it's expected that the subdivision process will require Development Variance Permits to relieve the requirements for parcel size, servicing and frontage. Even with these additional conditions it is hoped that the subdivision process will be complete by early May, and that the transaction will be completed by the end of June, at which time the land will be transferred to the municipality.

FINANCIAL IMPLICATIONS

There is no financial implication to receiving this report. On January 11, 2016 Council agreed to provide up to $67,500 in funding to the Cumberland Community Forest Society to cover costs associated with the Village taking unencumbered possession of the gravel pit utilized by the Village of Cumberland on Comox Timber land, as well as the subdivision, survey and legal costs associated with the transfer of land from Comox Timber to the Village of Cumberland.

As per the Memorandum of Understanding the Cumberland Community Forest Society will transfer the agreed upon funds to the Village for the purchase price.

STRATEGIC OBJECTIVE

The South Sewer Project relates directly to Council's draft 2016 strategic objective of *Supporting tourism through parks and recreation, heritage and environmental conservation.*

ATTACHMENTS

1. Schedule A – Signed Memorandum of Understanding between the Village of Cumberland and the Cumberland Community Forest Society.

CONCURRENCE

Michelle Mason, Financial Officer

OPTIONS

1. Receive the Cumberland Community Forest – Acquisition Update Report.
2. Any other action deemed appropriate by Council.

Respectfully submitted,

Sundance Topham
Chief Administrative Officer

Corporation of the Village of Cumberland

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cumberland.ca

2240-20

MEMORANDUM OF UNDERSTANDING

BETWEEN: The Corporation of the Village of Cumberland
(the "Village")

AND: Cumberland Community Forest Society
(the "CCFS")

DATE: Dec 15, 2015

WHEREAS:

A. The Village of Cumberland and the Cumberland Community Forest Society wish to continue to work together toward the acquisition and protection of forests, creeks, wetlands and riparian areas surrounding the Village of Cumberland.

B. These forests, creeks, wetlands and riparian areas are purchased by the Village with funds raised by the CCFS.

NOW THEREFORE the parties agree as follows:

1. BACKGROUND

1.1 This Memorandum of Understanding serves to provide clarity on terms, roles, responsibilities, and commitments of each party.

1.2 Entering into this strategic alliance, and subsequently pursuing the acquisition of and protection of forests, creeks, wetlands and riparian areas, will serve to meet a mutual goal of both organizations: to provide the community with accessible forest lands for non-motorized recreation and to facilitate conservation of forests, creeks, wetlands and riparian areas for habitat connectivity, fresh water protection and the long-term ecological health of the area.

1.3 The name of any parkland acquired through this collaboration between the Village and CCFS is the Cumberland Community Forest.

2. CCFS ROLES AND RESPONSIBILITIES

2.1 With respect to the acquisition of forests, creeks, wetlands and riparian areas surrounding the Village of Cumberland, the CCFS agrees to:

- 2.1.1 take the lead on fundraising, donor development and grant applications to secure funds for the acquisition of lands to the south and south-west of the Village of Cumberland;
- 2.1.2 liaise with the landowners as necessary to establish areas of interest, agreements to purchase, timelines, and appraisals;
- 2.1.3 liaise with donors and supporters to communicate areas of interest, timelines and fundraising goals;
- 2.1.4 liaise with the Village to communicate areas of interest and rationale, timelines and fundraising goals;
- 2.1.5 transfer agreed upon funds to the Village for acquisitions;
- 2.1.6 take the lead in the development of any conservation covenants; and,
- 2.1.7 fund and manage the development, construction and installation of donor recognition signage in the Cumberland Community Forest. All signage will follow the Village of Cumberland's Parks and Trails Signage Guidelines in order to stay consistent with sign standards.

3. VILLAGE ROLES AND RESPONSIBILITIES

3.1 With respect to the acquisition of forests, wetlands and riparian areas surrounding the Village of Cumberland, the Village agrees to:

- 3.1.1 complete contracts and acquisition transactions with landowners;
- 3.1.2 refer funding opportunities to support CCFS conservation and acquisition initiatives;
- 3.1.3 develop a management plan for the Cumberland Community Forest based upon the conservation covenant(s) and best practices for non-motorized recreation use;
- 3.1.4 permit donor recognition signage to be installed in the Cumberland Community Forest;
- 3.1.5 refer any Cumberland Community Forest Park Information Kiosk signage to the CCFS for input; and,
- 3.1.6 provide input into the development of the covenant on the lands.

4. FINANCIAL OBLIGATIONS

4.1 The Village shall use any funds transferred to them by the CCFS for land acquisition and associated costs mutually agreed upon in writing only.

5. NOTICES

5.1 Any notice, request, consent, approval or communication that either party desires or is required to give to the other party shall be in writing addressed to the other party at the address as follows:

TO THE VILLAGE: Kevin McPhedran
Parks and Outdoor Recreation Coordinator
Village of Cumberland
Box 340, Cumberland, BC
V0R 1S0
kmcphedran@cumberland.ca

TO CCFS: Andrew Nicoll, Chair
Cumberland Community Forest Society
PO Box 1239
Cumberland, BC
V0R 1S0
info@cumberlandforest.com

The Parties hereby agree to work together to reach mutual goals subject to the above terms.

THE CORPORATION OF THE VILLAGE OF CUMBERLAND

Per ....
Leslie Baird
Mayor

Per..
Sundance Topham
Chief Administrative Officer

CUMBERLAND COMMUNITY FOREST SOCIETY

Per..
Andrew Nicoll
President

COUNCIL REPORT

REPORT DATE: March 23, 2016
MEETING DATE: March 29, 2016

TO: Mayor and Councillors

FROM: Paul Nash, Project Coordinator, Liquid Waste Management Planning

SUBJECT: LWMP Wastewater Advisory Committee Terms of Reference

RECOMMENDATION

i. THAT Council receive the LWMP Wastewater Advisory Committee Terms of Reference report;

ii. AND THAT Council approve the attached LWMP Wastewater Advisory Committee Terms of Reference.

SUMMARY

The Liquid Waste Management Planning process requires an advisory committee structure, which normally consists of separate Public and Technical Advisory Committees. As detailed in the LWMP "Road Map" report presented at the last Council meeting it is proposed to have a single, joint Wastewater Advisory Committee to simplify and expedite the process. The proposed Terms of Reference for this committee are attached for Council's consideration. These will define the operation of the Wastewater Advisory Committee for the duration of the LWMP process.

Once approved, advertising for the Committee members will begin promptly, with an April 18, 2016 application deadline, and candidates to be decided by Council at the April 25, 2016 Council meeting.

BACKGROUND

The LWMP process is first and foremost a "consultative process". This does not mean its just about consultants, though they are certainly a large part of it. It also means that there must be proper consultation with the community and other external stakeholders as appropriate. While there has been lots of consultation done over the 17 year history of the LWMP, by returning to Stage 1 of the process, it has to be done again, in accordance with the consultation guidelines from Ministry of Environment.

This normally takes the form of two separate Committees the Public Advisory Committee (PAC) and the Technical Advisory Committee (TAC), each of which runs for the duration of the LWMP process. While suitable and even necessary for large communities, it is not necessary nor always desirable to have separate committees for small communities. To expedite the process, it is proposed to have just one joint Public and Technical Advisory Committee. To minimize acronyms, it is proposed to simply call it the Wastewater Advisory Committee.

This committee will be made up of the following:

- 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)

The proposed Terms of Reference for this Committee are attached. This committee will run for the duration of the LWMP process.

Pending approval of the Terms of reference, it is proposed to advertise for members immediately, with a list of prospective members to come before Council four weeks hence. An overview timeline of the proposed Stage 1 LWMP process has also been attached.

A basic backgrounder document has also been created. This document is meant to accompany the Terms of Reference in order to provide overall context to potential members. This document will be updated into a detailed background document to be available for committee members in advance of their first meeting (and made available to the public).

FINANCIAL IMPLICATIONS

Any costs associated with the formation of the Wastewater Advisory Committee will be contained within the overall LWMP project.

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, and there is currently an additional $135,000 budgeted for the LWMP in the 2016 and 2017 years of the draft 2016 – 2020 Financial Plan Bylaw. Community Works Funds is the proposed funding source for the total budgets for the LWMP process.

STRATEGIC OBJECTIVE

Forming the Wastewater Advisory Committee is an integral part of the LWMP process, which is primary means of achieving 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. Draft LWMP Wastewater Advisory Committee Terms of Reference
2. LWMP Background Document
3. Cumberland LWMP – Process Timeline

CONCURRENCE

Michelle Mason, Financial Officer MM

Rob Crisfield, Manager of Operations RC

OPTIONS

1. Receive the LWMP Wastewater Advisory Committee Terms of Reference Report.
2. Approve the Terms of Reference as attached; or,
3. Recommend changes to the Terms of Reference; or,
4. Any other action deemed appropriate by Council.

Respectfully submitted,

Paul Nash

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

Sundance Topham

Sundance Topham
Chief Administrative Officer

COUNCIL POLICY

Liquid Waste Management Plan - Wastewater Advisory Committee
Terms of Reference
March 29, 2016

The Terms of Reference defined in this document outline the purpose of the Wastewater Advisory Committee, and the expectation and commitments of its members in developing the Liquid Waste Management Plan (LWMP) for the Village of Cumberland.

Purpose of the Wastewater Advisory Committee

The LWMP process is a consultative process, involving municipal staff and elected officials, technical specialists, Provincial government, regional stakeholders, First Nations and extensive public consultation.

While the responsibility for the management of the LWMP ultimately rests with Village Council, the Wastewater Advisory Committee's purpose is to be the gathering and discussion portal for all relevant information for the LWMP, and subsequently make recommendations to the Steering Committee for the major decisions relating to the LWMP.

With broad representation from government, technical and public interests, the Wastewater Advisory Committee will;

- Act as a representative for, and liaison to the general public or other unrepresented stakeholders, as appropriate;
- Develop plans for public consultation;
- Review information provided by the Village, consultants, Committee members, special interest groups and the general public;
- Identify knowledge gaps, if any, and provide feedback to Village staff and consultants; and,
- Make recommendations to the Steering Committee.

The Wastewater Advisory Committee will run for the duration of the LWMP, though membership may be adjusted along the way. Once the LWMP is implemented, a new Monitoring Committee will be struck.

Membership

It is proposed that the Wastewater Advisory Committee will have from 10 to 15 members. This committee will be made up of the following:

- 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);and,
- Technical Consultant – advisor (ex-officio).

A posting will be made for Members from the general public, with the number and identity of participants to be selected by the Village Council.

Roles and Responsibilities of members

Participating on the Committee is both privilege and an obligation. It is not necessary for members to have a technical or even environmental background to participate. They are expected to bring their own perspectives to the table, but must also develop a broad understanding of the issues and process. Members must participate constructively in the process, and be prepared to provide to, and disseminate from the Committee, the full range of perspectives, including those with which they may disagree.

Members are expected to:

- Prepare themselves for meetings by reading all relevant materials;
- Support open and inclusive discussion;
- Speak in terms of interests versus positions;
- Be open to outcomes, not attached them;
- Where a member is espousing a favored position or course of action, they must fully and honestly disclose the reasons for their positions;
- Disclose any potential conflicts of interest;
- Liaise with any groups which they may represent, and ensure that they have the authority to speak on behalf of such groups; and,
- Attend all meetings as practical.

For members representing specific groups, an alternate representative must be nominated in the event the original member cannot attend. If an individual member cannot continue to attend meetings, they must inform the Chair, and assist in making arrangements for an alternate.

If a member consistently misses meetings, or conducts themselves poorly at meetings, they may be excluded from the Committee at the discretion of the Village.

Meeting Frequency

Meetings will be expected to occur both on an ongoing basis and as required to addressing pressing LWMP process issues that arise. It is expected that five to eight Committee meetings will be held during business hours over Stage 1 of the LWMP Process. Meetings will nominally be once a month, but may be more or less frequent as the workload and rate of progress demands. There will be several public open houses during the process and Committee members are expected to attend these, though it is not mandatory.

Committee Protocol

The Committee will select a Chair and an alternate from amongst its representative at its inaugural meeting. The main role of the Chair is to manage the meetings and ensure all voices are heard, and that meetings stay to their agenda. Being the Chair does not preclude them from taking part in discussion or voting. Large portions of the meetings will be facilitated by the Project Coordinator and/or Technical Consultant, who will work with the Chair on the arrangements for such.

Meetings will be held in public, unless there is some information to be discussed that would require a closed meeting under the provisions of the *Community Charter*. The public may listen to, but not participate in the Committee process, unless specifically invited to do so by the Chair. Where time permits, there can be a public question and answer period after the Committee meetings.

Any committee member can request an item of new business to be included on the agenda for a meeting, but such inclusion will be at the discretion of Village project staff in consultation with the Chair.

Decision Making

Wherever possible, decision making will be made by consensus, and recorded as such. Where the decision is regarding a recommendation to be made to the Steering committee, there will be a formal motion and a vote. A consensus recommendation may include the identification of a specific issue or concern to be noted in the record as a consideration, but not a limiting factor. If a consensus cannot be reached after suitable deliberation, then a vote will be taken. The dissenting members will be required to provide a statement for the record, at the meeting, outlining their rationale for dissenting, and this statement will be included in the meeting minutes and both majority and dissenting opinions presented to the Steering Committee for final decision.

The Council representative, Village Staff and consultants will be non-voting members of the Committee.

The Advisory Committee does not have the authority to incur expense on behalf of the Village. Any recommendations or decisions that require significant study of new issues by the consultants, thus incurring significant time and expense, are subject to review by staff and consultants, and must be approved by the Steering Committee.

Reporting and Communications

Village staff will prepare any official reports from or to the Advisory Committee. These may also be to the Steering Committee, other levels of government or third parties.

Any official communication on behalf of the Committee to the media or other official entities will be by Village staff or the Chair. The latter only applies if there is agreement by the Village project staff and committee.

All agendas, minutes and reports will become part of the public record and be published as soon as practicable unless required to be kept in-camera.

Committee Members are expected to interact with the general public, and should do so in accordance with the principles of good conduct outlined in the Members Roles and Responsibilities. In such discussions, members can give their personal opinions, and accounts of the meetings, but may not purport to represent either the Committee or the Village. Similarly, members should not discuss opinions expressed by other members without their consent first.

Administration and Resources

Village staff and consultants will be responsible for providing administrative support to the Committee. This will include arranging the meetings, preparing agendas and minutes, reports and recommendations for both the Advisory committee and the Steering Committee. Meeting minutes shall include the key points from discussion of agenda items, and the ensuing decisions and action items, and voting records where appropriate.

Direct meeting expenses such as venues, advertising, materials, food and beverage (other than sponsored product) will be covered by the Village. Committee members are responsible for their own travel and expenses, if any. Participation on the Committee by public members is voluntary, with no remuneration provided.

Corporation of the
Village of Cumberland

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Background to the LWMP Process

The Village of Cumberland operates a wastewater system – collection, treatment and discharge – under Permit PE-0197 from the BC Ministry of Environment. The collection system serves the entire village core and also includes some areas of combined sanitary and storm sewers. The treatment system consists of screening, and two shallow lagoons, one aerated and one for settling. The effluent discharge is to Maple Lake Creek and is not currently disinfected. The collection system has components that are over 100 years old, while the treatment system was originally constructed in 1968, and has had various upgrades over the years. Despite these improvements, the treatment is out of compliance with the Permit conditions, and falls short of today's quality standards for discharges to freshwater streams.

There are some significant challenges to overcome in developing a new or upgraded treatment system;

1. The combined storm/sanitary sewers lead to very large wet weather flows, with winter flows peaking at 15,000 cu.m/day, compared to summer flows in the order of 1000 cu.m/day. This is a significant challenge to effective treatment and disinfection in winter months.
2. Maple Lake Creek, and the receiving stream of the Trent River experience low summer flows. Summertime effluent discharges to Maple Lake Creek will be subject to strict effluent quality limits, in particular for phosphorous, which is the major risk factor for algae blooms
3. The Trent River flows into Baynes Sound, which is a significant shellfish farming area, so there is an expectation that any effluent discharge into the system will be treated to a high quality.
4. Growth projections, as outlined in various Official Community Plans (OCP), have increased over the past two decades, and the capacity of planned wastewater infrastructure must increase accordingly.

The BC Ministry of Environment has a process for developing Liquid Waste Management Plans, which is a structured, public process to develop a plan for financing and upgrading the treatment to current standards, and anticipating the likely wastewater needs for the next 20 years. The LWMP is a three stage process:

1. Definition of current conditions, treatment requirements and conceptual options;
2. Detailed assessment of short list of options, and selection of preferred option; and,
3. Detailed study of selected option, financing plan, implementation schedule, and adoption of the Plan.

Each Stage is reviewed and approved by the Ministry of Environment before commencing to the next one, and the final plan is signed into effect by the Minister.

The Village of Cumberland started developing its LWMP in 1999, completing Stage 1 in 2001, and Stage 2 in 2003. The growth strategy for Cumberland was changed in the 2004 OCP, which necessitated a change in the LWMP. The next revision to Stage 2 was completed in 2008, with further work being done in 2009-2011, but Stage 3 was never completed.

Concurrently, the Comox Valley Regional District (CVRD) began development of a Liquid Waste Management Plan for the "South Region", to create a regional wastewater collection and treatment system, which included the option of connecting the Village of Cumberland. In 2011, the Village of Cumberland had developed three options for wastewater treatment:

1. Construction of a mechanical treatment plant, with enhanced phosphorous removal in summer, and treated water discharged to Maple Lake Creek. Winter and excess flows are diverted through a constructed wetland to be built adjacent to the existing lagoons;
2. Construction of a mechanical plant, with treated water pumped to a ground discharge area near the CVRD landfill, and excess winter flows disinfected and discharged to Maple Lake Creek; and,
3. Connection to the CVRD South Sewer Project, with excess winter flows disinfected and discharged to Maple Lake Creek.

The 2011 cost estimates ranged, in order, from $27million, to $20m and $22m, with the South Sewer project having a projected operational cost of half that of options 1 and 2. The triple bottom line (economic, environmental and social) analysis at the time had the South Sewer project as the highest rated option and in 2011 the Village of Cumberland decided to make the South sewer Project its preferred option.

The South Sewer Project continued to be developed from 2011 to 2015, and changed from the original concept of a treatment plant discharging into Baynes Sound, to a connection to the Comox discharge at Cape Lazo, with a significant increase in costs. In 2015, the Village of Cumberland decided the South Sewer Project was no longer the best option to achieve its liquid waste management objectives and decided to withdraw and once again pursue its own treatment options.

In the 17 years since the original LWMP was started in 1999, various conditions have changed, from growth projections, environmental regulations, treatment technologies and public attitudes. Thus, it is necessary for the LWMP process to return to Stage 1, in order to:

- establish today's baseline conditions;
- determine the current goals and aspirations of the Village of Cumberland for its liquid waste management and particularly of wastewater treatment; and,
- Identify a range of options to achieve these goals.

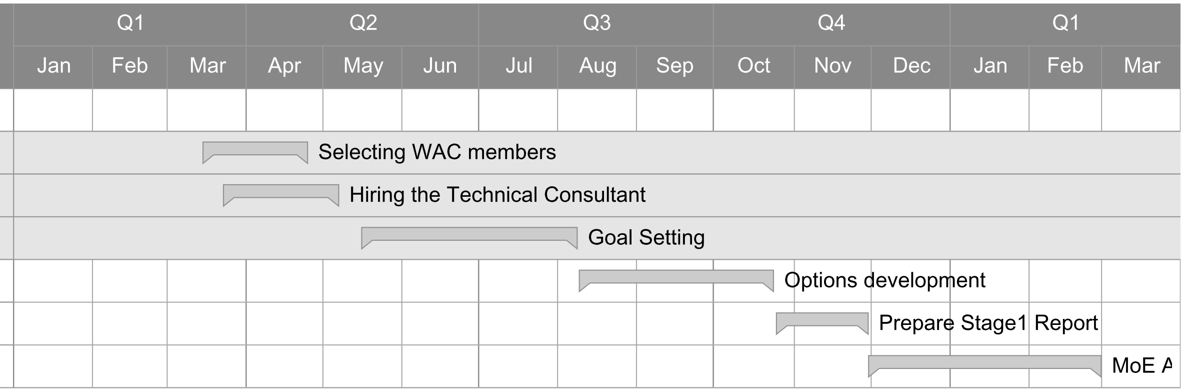
Stage 2 will examine the shortlist of options and identify a preferred option, and stage 3 will be the detailed development of that option.

The resulting Plan, when completed and implemented, will bring Cumberland into compliance will all the current environmental regulations and set the direction for wastewater treatment for the next 20 years.

The wastewater treatment project will likely be the largest capital project in the history of Cumberland, so the proper planning for it is of great importance.

Cumberland LWMP 2016

	Task Name	Start Date	End Date	Duration
1				
2	**Selecting WAC members**	**03/15/16**	**04/25/16**	**29d**
8	**Hiring the Technical Consultant**	**03/23/16**	**05/06/16**	**33d**
12	**Goal Setting**	**05/16/16**	**08/08/16**	**60d**
23	Options development	08/09/16	10/24/16	54d
34	Prepare Stage1 Report	10/25/16	11/30/16	26d
38	MoE Approval	11/30/16	02/28/17	65d



The Corporation of the Village of Cumberland
Electronic Funds and Cheque Register
From February 1 to 29, 2016

Document Date	Vendor Name	Cheque #	Payment Amount
2/2/2016	Bailey Western Star Trucks Inc.	14599	2,390.76
2/2/2016	Baird, Leslie	14600	107.90
2/2/2016	Carvello Law Corporation	14601	2,823.08
2/2/2016	Cintas	14602	168.88
2/2/2016	Coast Waste Management Association	14603	65.00
2/2/2016	Corix Water Products Limited Partnership	14604	891.17
2/2/2016	Cullen Diesel Power Ltd	14605	294.01
2/2/2016	Cupe Local 556	14606	721.09
2/2/2016	DEKRA-LITE	14607	3,254.84
2/2/2016	E.B. Horsman & Son	14608	128.43
2/2/2016	Gregg Distributors (B.C.) Ltd.	14609	251.71
2/2/2016	Hartman Auto Supply 1996 Ltd.	14610	385.23
2/2/2016	Rec Key Deposit Refund	14611	50.00
2/2/2016	Kal Tire	14612	1,239.43
2/2/2016	McPhedran Kevin	14613	174.51
2/2/2016	MD Charlton Co. Ltd.	14614	44.73
2/2/2016	Monk Office	14615	91.99
2/2/2016	Maxxam Analytics	14616	26.25
2/2/2016	North Island Tractor Ltd.	14617	861.38
2/2/2016	Pacific Blue Cross	14618	9,159.40
2/2/2016	Pilon Tool Rentals (1972) Ltd.	14619	2,390.80
2/2/2016	Price's Alarm Systems Ltd.	14620	273.74
2/2/2016	Revenue Services of British Columbia	14622	3,160.00
2/2/2016	Sampson, Bruce	14623	100.00
2/2/2016	Damage Deposit Refund	14624	250.00
2/2/2016	Shaw Cablesystems G.P.	14625	44.75
2/2/2016	St. John Ambulance	14626	2,296.50
2/2/2016	Stockand Trisha	14627	39.52
2/2/2016	Tarbell's Deli	14628	144.90
2/2/2016	Megan Trumble	14629	480.00
2/2/2016	Village Bakery, Cumberland	14630	43.04
2/2/2016	Walker, Judith	14631	68.39
2/2/2016	Wedler Engineering	14632	7,927.72
2/2/2016	Tax Credit Transfer to AP	14633	443.74
2/2/2016	WL Solutions Ltd.	14634	280.88
2/2/2016	Zone West Enterprises Ltd.	14635	117.66
2/2/2016	Municipal Finance Authority	0000000000019630	7,777.48
2/2/2016	Municipal Finance Authority	0000000000019631	612.87

Document Date	Vendor Name	Cheque #	Payment Amount
2/3/2016	Regional District,Comox Valley	14636	400.00
2/4/2016	Anderson, Anna	14637	90.00
2/4/2016	Baird, Laurie	14638	171.32
2/4/2016	Nickole Berg	14639	40.00
2/4/2016	Emily Blezard	14640	26.00
2/4/2016	Brown, Sally	14641	87.75
2/4/2016	Leza Bygrove	14642	151.20
2/4/2016	Dixon, Dana	14643	270.00
2/4/2016	Franjo Gasparovic	14644	75.00
2/4/2016	Lacourse, Megan	14645	153.00
2/4/2016	Briana Noot	14646	75.00
2/4/2016	Powsey, Clive	14647	240.00
2/4/2016	Purin, Paul	14648	50.00
2/4/2016	Kathleen Radford	14649	60.00
2/4/2016	Riopelle Cathy	14650	150.00
2/4/2016	Roffey, Sheri	14651	200.00
2/4/2016	Traci Skuce	14652	240.00
2/4/2016	Telus Mobility	00000000000019629	526.40
2/10/2016	Blake, Russell	14654	317.10
2/10/2016	Brenntag Canada Inc.	14655	818.72
2/10/2016	Cintas	14656	168.88
2/10/2016	City of Courtenay	14657	279.87
2/10/2016	Coastal Mountain Fuels	14658	1,732.17
2/10/2016	Columbia Fuels	14659	174.50
2/10/2016	Comox Pacific Express Ltd.	14660	185.37
2/10/2016	Corix Water Products Limited Partnership	14661	15.94
2/10/2016	Cumberland General Store	14662	207.36
2/10/2016	Cumberland Sand & Gravel Ltd	14663	85.18
2/10/2016	Environmental Operators Certification Program	14664	157.50
2/10/2016	Footprints Security Patrol Inc.	14665	264.47
2/10/2016	Hach Sales & Service Canada LP	14666	257.49
2/10/2016	Hand in Hand Early Years Nature Education	14667	707.40
2/10/2016	Herold Engineering	14668	2,748.27
2/10/2016	Imperial Welding Ltd.	14669	198.92
2/10/2016	Iron Mountain	14670	49.19
2/10/2016	Journey Recycling	14671	23.63
2/10/2016	Kal Tire	14672	1,193.70
2/10/2016	Lordco Auto Parts	14673	1,430.63
2/10/2016	Membership Refund	14674	108.15
2/10/2016	McElhanney Consulting Services Ltd.	14675	4,200.00
2/10/2016	Morfco	14676	722.78
2/10/2016	Maxxam Analytics	14677	26.25
2/10/2016	Outlook Land Design Inc	14678	472.50
2/10/2016	Parker Rachel	14679	11.34
2/10/2016	Planet Clean	14680	127.24

Document Date	Vendor Name	Cheque #	Payment Amount
2/10/2016	Purolator Courier Ltd.	14681	43.55
2/10/2016	Refrigeration & Air Conditioning Ltd., Comox Valley	14682	63.00
2/10/2016	Regional District,Comox Valley	14683	533.50
2/10/2016	Shaw Cablesystems G.P.	14684	66.03
2/10/2016	Sitko Paul	14685	453.70
2/10/2016	Slegg Construction Materials Ltd./Slegg Lumber	14686	354.88
2/10/2016	SPCA, Comox Valley	14687	104.15
2/10/2016	Tayco Paving Company	14688	611.66
2/10/2016	Slegg Construction Materials Ltd./Slegg Lumber	14689	27.62
2/11/2016	Hydro & Power Authority, BC	00000000000019675	6,558.70
2/11/2016	Telus Communications	00000000000019676	1,044.11
2/18/2016	Amar, Aaron	14690	84.50
2/18/2016	Anderson, Anna	14691	25.00
2/18/2016	Nickole Berg	14692	80.00
2/18/2016	Brown, Sally	14693	104.00
2/18/2016	Corrigan Tia	14694	48.00
2/18/2016	Dixon, Dana	14695	225.00
2/18/2016	Franjo Gasparovic	14696	105.00
2/18/2016	Guay, Bernard	14697	52.00
2/18/2016	Lacourse, Megan	14698	76.50
2/18/2016	Briana Noot	14699	50.00
2/18/2016	Powsey, Clive	14700	345.00
2/18/2016	Purin, Paul	14701	300.00
2/18/2016	Riopelle Cathy	14702	262.50
2/18/2016	Roffey, Sheri	14703	100.00
2/18/2016	Traci Skuce	14704	240.00
2/18/2016	Werner, Tao	14705	52.00
2/22/2016	ABC Printing	14706	166.88
2/22/2016	Accu-Tech Torch & Regulator Repair	14707	60.38
2/22/2016	Bank of Nova Scotia	14708	770.00
2/22/2016	Progressive Waste Solutions Canada Inc	14709	882.58
2/22/2016	Black Press Group Ltd	14710	503.63
2/22/2016	Burdett, Genevieve	14711	92.40
2/22/2016	Buy Social Canada	14712	525.00
2/22/2016	Christopher G.Nation	14713	797.99
2/22/2016	Cintas	14714	168.88
2/22/2016	Comox Pacific Express Ltd.	14715	146.14
2/22/2016	Comox Firefighters Association	14716	1,000.00
2/22/2016	Corix Water Products Limited Partnership	14717	693.79
2/22/2016	Courtenay Glass	14718	331.96
2/22/2016	Courtenay Fish & Game Club	14719	40.00
2/22/2016	Cupe Local 556	14720	760.46
2/22/2016	Diamond Municipal Solutions	14721	1,076.25
2/22/2016	Dixon, Dana	14722	542.16
2/22/2016	Black Press Group Ltd	14723	663.59

Document Date	Vendor Name	Cheque #	Payment Amount
2/22/2016	Fire Rescue Society, Cumberland	14724	4,000.00
2/22/2016	Flaghouse	14725	643.89
2/22/2016	FORTISBC-Natural Gas	14726	2,150.54
2/22/2016	Frontline Fire Department Training Inc	14727	1,522.50
2/22/2016	Grieve, Glen	14728	1,137.36
2/22/2016	Hunter Overhead Doors Ltd	14729	720.30
2/22/2016	Hyland Precast Inc.	14730	101.87
2/22/2016	Imperial Welding Ltd.	14731	69.94
2/22/2016	Jim & Don Investments Ltd.	14732	103.15
2/22/2016	Lee Mac Electric Ltd.	14733	140.70
2/22/2016	McElhanney Consulting Services Ltd.	14734	19,855.50
2/22/2016	Monk Office	14735	327.77
2/22/2016	Nelson Roofing & Sheet Metal Ltd.	14737	178.50
2/22/2016	Maxxam Analytics	14738	503.48
2/22/2016	Ono Trading Courtenay	14739	161.73
2/22/2016	Planet Clean	14740	340.51
2/22/2016	Presentations Plus Training & Consulting	14741	262.50
2/22/2016	Price's Security Locksmiths	14742	109.76
2/22/2016	Purusa Movement + Mind	14743	170.80
2/22/2016	Receiver General For Canada	14744	53.97
2/22/2016	Regional District,Comox Valley	14745	4,272.47
2/22/2016	Shaw Cablesystems G.P.	14746	232.96
2/22/2016	Speedpro Signs Courtenay	14747	253.69
2/22/2016	Springford Mark	14748	43.51
2/22/2016	Stericycle Communication Solutions	14749	441.46
2/22/2016	Topham Sundance	14750	297.78
2/22/2016	Damage Deposit and Key Refund	14751	300.00
2/22/2016	Wandering Moose Cafe, The	14752	77.50
2/24/2016	Baird, Leslie	14753	1,122.23
2/24/2016	Ketler, Jesse	14754	476.33
2/24/2016	Kishi Roger	14755	419.57
2/24/2016	Sproule, Gwyn	14756	667.45
2/24/2016	Sullivan Sean	14757	569.31
2/24/2016	Regional District,Comox Valley	14759	1,341.25
2/24/2016	Regional District,Comox Valley	14758	1,341.25
2/25/2016	Mastercard, Credit Union	00000000000019754	4,398.97
2/26/2016	Regional District,Comox Valley	14760	3,750.00
2/26/2016	Canada Post Corporation	14761	281.36
2/28/2016	Municipal Finance Authority	00000000000019759	8,129.36
	Total		**$ 151,475.71**

Council Motions - Outstanding Action Items

March 23, 2016

Please note: In-camera action items are not included

#	RESOLUTION	STAFF	STATUS
April 10, 2012			
12.281	THAT Council request staff to get more clarification regarding Coal Valley Estates' responsibility in regards to the runoff from their proposed development adjacent to Camp Road in relation to the Official Community Plan section that states development needs to keep 90 per cent of rain on their development properties.	Rob	To be considered at Subdivision
July 9, 2012			
12.512	THAT Council move forward on the tree bylaw and direct staff to revise the bylaw to apply it to all lands in Cumberland, reduce the fees, and address the significant tree list.	Judy	In Process
December 10, 2012			
12-750	THAT Council direct staff to develop a Village policy, along with an accompanying fee schedule, including a lease, for any gardens created by the public on Village-owned lands, based on the Community Gardens Report.	Judy	In Process
January 27, 2014			
14-46	THAT Council refer the property agreements for Cumberland OAP and Coal Valley BMX back to staff.	Rachel	In Process
July 14, 2014			
14-340	That Council direct Staff to bring the Bike Parking request from Bill and Lisa Ransom, back to Council after that the BC Transit discussion has been completed.	Rob	2016
July 28, 2014			
14-380	THAT signage depicting "Historic Business Centre" be erected on both off ramps.	Judy	In Process
14-382	THAT Council approve the installation of 'wayfinding' signs in the format shown in this report and in the locations described in the Cumberland Enhancement Study.	Rob	Spring 2016
January 12, 2015			
15-16	THAT upon resolution of the Village of Cumberland's participation in the South Regional Sewer Project that the Village of Cumberland re-establish the LWMP Public Advisory Committee (PAC), Technical Advisory Committee (TAC) and Steering Committees.	Sundance	Complete
January 26, 2015			
15-36	THAT Council direct staff to seek an appraisal of the Saito House and determination of its current condition and report back to Council with a view to the option of purchasing.	Judy	Fall 2016

February 23, 2015

15-106	THAT Council direct staff to charge a one time fee to the applicant of Waverley Hotel Development Variance Permit 2015-01-DVP (2692 Dunsmuir Avenue) to go toward minor improvements for municipal parking, and that fee be based on the sum of the cost of improvements to Dunsmuir Avenue parking, Cultural Centre parking lot, and Cumberland Recreation parking lot, being $250, divided by three, being $83.33 per parking space.	Joanne	In Process
15-109	THAT Council grant the Heritage Alteration Permit (File 2015-01-HAP) for property legally described as the Easterly 18.5 feet of Lot 1; Lot 2; and the Westerly ½ of Lot 3; all of Block 3, District Lot 21, Nelson District (2692 Dunsmuir Avenue) for the purposes of adding a 511.0m2 addition to the existing Waverley Hotel & Pub which includes commercial space and two residential units as well as relocating the women's washroom in the Pub as shown on Schedule A to the staff report.	Joanne	In Process
15-110	THAT Council grant the Development Variance Permit (File 2015-01-DV) for property legally described as the easterly 18.5 feet of Lot 1; Lot 2; and the Westerly ½ of Lot 3; all of Block 3, District Lot 21, Nelson District (2692 Dunsmuir Avenue) for the purposes of varying the required on-site parking from the required 1 space per 37.5metres to 1 space per 80.0metres as substantially shown on Schedule B to the staff report.	Joanne	In Process

April 27, 2015

15-185	THAT Council delegate the responsibility to ensure that each individual lot in Phase 2 of the Carlisle Lane development meets the requirements of the Development Permit (File 2015-02-DP) as granted by Council above, to the Planner or designate.	Joanne	In Process

May 11, 2015

15-217	THAT Council direct staff to provide a report on implication of a bylaw prohibiting smoking in public places.	Rachel	In Process
15-284	THAT Council approve the Cumberland Lake Park project of renovating the existing washroom and shower facilities building adjacent to the concession building, and constructing a new accessible washroom and shower building attached to the existing shower/concession building; and direct staff to bring forward an amendment to the 2015 Financial Plan Bylaw to include an expenditure in 2015 of $55,000 from the 2014 annual surplus and $50,000 from the Host Community Funds.	Rob Michelle	Fall 2016 Complete

June 22, 2015

15-315	THAT Council grant the Development Permit (File 2015-03-DP Coal Valley Estates) for property legally described as District Lot 24, Nelson District, Except Parts in Plans 21RW, 522E, 3130,	Joanne	In Process

	3268, 4222, 4661, , 4824, 4869, 6793, 6794, 11068, 12569, 13409, 13580, 13640, 14028, 30068, 30809, 32692, 35790, 36785, 35098, 50021, VIP64656, VIP65968, VIP65482, VIP67269, VIP71673, and except Parcel A (DD27356N) and Parcel B (DD M7897) and except Parts in Plans VIP72020, VIP72022, VIP73804, VIP74156, VIP75434, EPP15708, EPP17313, EPP18594, and EPP20118 AS SHOWN ON THE SCHEDULE A dated May 28, 2015 to the draft Development Permit ONLY for the purposes of blasting and fracturing rock in some areas and filling other areas to design depths prior to construction of adjacent homes, acknowledging that future development permits continue to be required for other parts of the Lands and for other purposes, respectively.		

July 13, 2015

15-390	THAT Council invite elected representatives from regional local governments to discuss a parade entry partnership.	Mayor Baird	Complete

September 14, 2015

15-417	THAT Council direct staff to bring forward a purchasing policy with staff recommended changes as outlined in this report and establishing updated authorization limits	Michelle	In Process

October 13, 2015

15-469	THAT Council direct staff to bring forward an amendment to the 2015 budget for up to $1800 from 2014 surplus for equipment and additional public works labour for the Wetlands Water Gauge Project.	Rob	In Process
15-478	THAT the Village of Cumberland engage a consultant to re-examine and update the Village of Cumberland Long Range Water Supply Strategy, at a cost of up to $75,000.	Rob	In Process
15-484	THAT Council approve the expenditure of $150,000 for the upgrade of specific sections of old sidewalk and sidewalk letdowns as additional scope of work to the Dunsmuir Area I&I Reduction Project, to be funded from the Developer Amenity Funds.	Rob	In Process
15-509	THAT Council direct staff to review maximum boat size and regulations on the flushing out of boats for the Comox Lake Park boat launch.	Kevin M	In Process
November 23, 2015			
15-566	THAT Council approve the expenditure of $450 from the Accessibility Committee 2015 budget to construct an accessible pathway to the picnic table at Village Square.	Rachel	Complete

December 14, 2015

15-579	THAT in regard to the request from Hans Peter Meyer of #WeAreYQQ Council would like the Cumberland business community to provide feedback on the proposal.	Rachel	Complete
15-587	THAT Council approve the hiring of a Liquid Waste Management Planning Project Coordinator	Sundance	Complete

	consultant to assist the Village in its Liquid Waste Management Planning Process; AND THAT Council approve $25,000 in funding for the Liquid Waste Management Planning Project Coordinator consultant from Community Works funds.		
January 11, 2016			
16-3	THAT Council provide up to $67,500 in funding to the Cumberland Community Forest Society to cover costs associated with the Village taking unencumbered possession of the gravel pit utilized by the Village of Cumberland on Comox Timber land, as well as the subdivision, survey and legal costs associated with the transfer of land from Comox Timber to the Village of Cumberland and defer consideration of the funding source until Council's budget meeting.	Sundance Michelle	In Process Complete
January 25, 2016			
16-31	THAT Council endorse the Rotary Club of Cumberland Centennial "Path to Recreation" trail proposal to partner to develop a trail from the Village core to Comox Lake in principle, direct staff to proceed with further investigations into the feasibility of the project, and report back to Council; and THAT Council direct staff to draft a Partnership Agreement with the Rotary Club of Cumberland Centennial to clarify the roles of each organization in the project, and to report back to Council.	Kevin M	In Process

February 9, 2016

16-44	THAT Council direct staff to conduct public consultation on the proposed changes to the Skateboard Park project.	Kevin M	In Process
16-50	THAT Council postpone consideration of temporary street closure/use requests for 2016 special events until construction project schedules and details are finalized.	Rachel	In Process
16-56	THAT Council direct that the draft 2016 Corporate Strategic Priorities be included on the April 4, 2016 Village Hall meeting agenda for community consultation.	Rachel	In Process
16-63	THAT Council approve the projects in the 2015 Budget Year Projects list dated February 2, 2016 totaling $1,312,985 to be carried forward to the 2016 budget year; and THAT Council approve the additional 2016 budget of $3,000 for the Cultural Centre re-siding project to be funded by Community Works Funds (gas tax).	Michelle	Complete

February 22, 2016

16-78	THAT Council appoint Leslie Baird as liaison and Jesse Ketler as alternate liaison to the Comox Valley Regional District South Sewer Select Committee.	Rachel	Complete
16-80	THAT Council consent to the adoption of Comox Valley Regional District Bylaw No. 419 being "Comox Valley Exhibition Grounds Service Conversion Bylaw No. 136, 2010, Amendment No.	Rachel	Complete

	1" that would increase the maximum requisition for the Comox Valley exhibition grounds service by 25 percent under section 346 of the Local Government Act (RSBC, 2015, C.1).		
16-82	THAT Council grant the application for a Development Variance Permit for property described as Lot 1, District Lot 24, Nelson District, Plan 35770 (2645 Penrith Avenue) to vary: a) the maximum height of an accessory building from the permitted 4.5metres to 6.7metres; and b) the maximum floor area of an accessory building from the permitted 50.0metres² to a combined total of 120.7metres²	Joanne	Complete
16-88	THAT Council direct staff to revise the Sidewalk Café bylaw as follows: a) Allow up to two parking spaces to be utilized for each café and each full space (no partial spaces permitted) must be paid for, based on the rate in the bylaw. b) If any parking space or portion of a parking space fronts an adjacent business, written approval to utilize that parking space must be obtained by the applicant. c) Boardwalks constructed around the cafes should be increased to a minimum of 1.8 metres wide, on the side parallel to Dunsmuir Avenue and 2m wide on the angled portions connecting back to the sidewalk. d) Boardwalks must not have any gaps over ¼" in the surface to limit problems with pedestrians and scooters. e) Boardwalks must have bi-directional reflectors every 30cm along the face of the walkway along the travel roadway. f) There must be at least one clear pedestrian travel lane of 1.5m wide at all times, through an area with fixed structures such as, but not limited to, bench, bike rack, lamp standard, and planter (Note that the Village is in the process of relocating the bike racks to the curb). g) It is the responsibility of the owner of the business/sidewalk café to not permit parked bikes or tied up dogs at the sidewalk cafe to impede this 1.5m wide pedestrian travel lane. h) The Village will not hang flower baskets in a sidewalk café area due to the inability to maintain the baskets. i) Application fees to be increased to $100 to cover staff time for processing application and site visit(s). This is added to the annual fee but is not applicable to renewals that have no changes of owner, to the design or construction of the sidewalk café. AND THAT Council the Sidewalk Cafe Bylaw be reviewed after the 2016 cafe season.	Judy	In Process
16-90	THAT Council approve Bronze level sponsorship of the Vancouver Island MusicFest through the	Rachel	Complete

	loan of equipment and supplies.		
16-92	THAT Council support the submission of a BikeBC grant application through the BC Ministry of Transportation and Infrastructure for the proposed bike lanes on Cumberland Road between Bevan Road and Union Road.	Rob	In Process

March 14, 2016

16-99	THAT Council write a letter to minister Andrew Wilkinson stating support for Adult Basic Education and requesting the Ministry to reinstate funding for Adult Basic Education programs and that the letter be copied to the Canadian Federation of Students BC and the North Island Students' Union and to copy Association of Vancouver Island Coastal Community members.	Rachel	Complete
16-103	THAT Council give feedback to the Climate Leadership Team on the new Climate Leadership Plan for British Columbia	Rachel	Complete
16-104	THAT Council write to the Prime Minister of Canada requesting that the Government of Canada act immediately to ensure that the abducted Azer Children are returned to Canada and copy this request to the Ministers of National Defence, Foreign Affairs, and Justice.	Rachel	Complete
16-110	THAT Council refer the application for a Industrial Development Permit for Cumberland Ready-Mix 4616 Cumberland Road to the next meeting of the Advisory Planning Commission to be held on April 5, 2016.	Joanne	Complete
16-112	THAT Council refer the application for a Development Variance Permit for Maple Street Holdings Ltd, 4382 Cumberland Road, to the next meeting of the Advisory Planning Commission to be held on April 5, 2016.	Joanne	Complete
16-114	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.	Joanne	Complete
16-117	THAT Council approve the option of providing public water service at the cemetery through a small cistern and hand pump.	Rachel	Complete

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	**14TH**	**DAY OF**	**MARCH**	**2016.**
READ A SECOND TIME THIS	**14TH**	**DAY OF**	**MARCH**	**2016.**
READ A THIRD TIME THIS	**14TH**	**DAY OF**	**MARCH**	**2016.**
ADOPTED THIS		**DAY OF**		**2016.**

_______________________________ Mayor

_______________________________ Corporate Officer