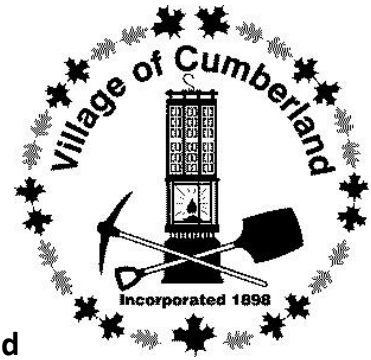


REGULAR AGENDA

18/2016/R



The Corporation of the Village of Cumberland

Regular Council Meeting
July 25, 2016 at 5:30 p.m.
Village Council Chambers

1. Approval of Agenda

1.1 Agenda for regular Council meeting, July 25, 2016.

Recommend THAT Council approve the agenda for the regular Council meeting, July 25, 2016.

2. Adoption of Minutes

2.1 Minutes of the Council meeting held July 11, 2016. 1

Recommend THAT Council approve the minutes of the Council meeting held July 11, 2016.

2.2 Receipt of Committee/Commissions Minutes: 7

Recommend THAT Council receive the minutes of the:

- ***Accessibility Select Committee, June 20, 2016***
- ***Heritage Commission, July 13, 2016***
- ***Homelessness and Affordable Housing Select Committee, June 15, 2016***

3. Delegations

4. Unfinished Business

4.1 Sally Podmore, Cumberland Resident; Paola Brodsgaard, Rusty Rooster; Aaron Salt, ISA Certified Arborist 20

- Tree Planting and Retention in Cumberland

Recommend THAT Council provide feedback on the following proposal for tree management for the Village core:

- 1) Protection: of the existing 30 year old Cherry Blossom trees on Dunsmuir.***
- 2) Enhancement and replacement: use the main street renewal project as a cost effective opportunity to enhance and replace the green infrastructure (trees and plants). Infrastructure upgrades on Dunsmuir should immediately begin the process***

of linking the village through and inviting green corridor from the Village Park to the Recreation Centre.

- 3) Vision and commitment: the Village is to formalize a vision and management plan for trees and vegetation within Cumberland consistent with best practices in other recreation focused communities.**

- 4.2 Anne Davis, President, and Bruce Curtis, Chief Administrator, Community Justice Centre, Critical Incident Response Protocol and Community Witnessing Ceremony on September 30, 2016 21
Recommend THAT Council consent to the Village of Cumberland being a signatory to the Community Justice Centre's Renewal of the Comox Valley Critical Incident Response Protocol on behalf of the Village of Cumberland.
- 5. Correspondence**
- 5.1 Lynne Scvarda, Cumberland Resident 24
• Amendment to Animal Control Bylaw for Exotic Animals
Recommend THAT Council receive the correspondence from Lynne Scvarda, Cumberland Resident Re: Adjustment to Animal Control Bylaw for Exotic Animals.
- 5.2 Reverend Grant Ikuta, Steveston Buddhist Temple 28
• Vancouver Island Obon Cemetery Visitation Tour
Recommend THAT Council receive the correspondence from Grant Ikuta, Reverend, Steveston Buddhist Temple Re: Vancouver Island Obon Cemetery Visitation Tour.
- 6. Reports**
- 6.1 Heritage Alteration Permit: Hinterland Holdings Ltd., 2706 Dunsmuir Avenue 30
Prepared by Joanne Rees, Planner
i) Recommend THAT Council receive the Hinterlands Heritage Alteration Permit (2016-01 HAP) report dated July 19, 2016.
ii) Recommend THAT the Council grant the Heritage Alteration Permit for property legally described as Lot 1, District Lot 21, Nelson District, Plan EPP56803 (2706 Dunsmuir Avenue) substantially in compliance with the attached application; and that the Permit shall not be issued until the consolidation of the two lots and lot line change has been registered at the Land Title Office.

- 6.2 Offer of Cash-in-Lieu of Parkland – Penrith Avenue Subdivision 61
Prepared by Joanne Rees, Planner
i) Recommend THAT Council receive the report Offer of Cash-in-Lieu of Parkland – Penrith Avenue Subdivision dated July 18, 2016.
ii) Recommend THAT Council accept the cash-in-lieu of parkland proposal of \$11,500 which represents 5% of the value of land as appraised by Chris Kutyn, AACI dated January 4, 2016.
- 6.3 Dunsmuir Avenue Street Trees 70
Prepared by Judith Walker, Senior Planner
i) THAT Council receive the Dunsmuir Avenue Street Trees report;
ii) THAT Council direct staff to proceed with the removal of three trees as recommended in the Village of Cumberland Tree Report: Dunsmuir Road, Cumberland, BC, July 6, 2016; and
iii) THAT Council direct staff to determine possible sites for new street trees to be located on the south side of Dunsmuir, between 4th and 5th Street.
- 6.4 Atmosphere Gathering 2016, Street Closure 83
Prepared by Rachel Parker, Deputy Corporate Officer
i) Recommend THAT Council receive the Atmosphere Gathering 2016, Street Closure report.
ii) Recommend THAT Council approve the temporary street closure of Sixth Street between Dunsmuir Avenue and Keswick Avenue from August 18, 2016 at 5 p.m. until August 22, 2016 at noon for the Atmosphere Gathering.
- 6.5 Chinese Cemetery Legacy Project 87
Prepared by Rachel Parker, Deputy Corporate Officer
Recommend THAT Council receive the Chinese Cemetery Legacy Project report.
- 6.6 Water Capital Projects Implementation Schedule Report 90
Prepared by Rob Crisfield, Manager of Operations
i) Recommend THAT Council receive the Water Capital Projects Implementation Schedule Report.
ii) Recommend THAT Council approve the implementation projects and planning timelines for the upgrades to the Village’s water treatment, storage and distribution infrastructure.

- | | | |
|------|---|-----|
| 6.7 | Cumberland Liquid Waste Management Plan – Financial Update
Prepared by Sundance Topham, Chief Administrative Officer
<i>i) Recommend THAT Council receive the Cumberland Liquid Waste Management Plan – Financial Update.</i>
<i>ii) Recommend THAT Council direct staff to bring forward an amendment to the adopted 2016 – 2020 Financial Plan Bylaw to allocate \$60,000 in LWMP community works funding from the 2017 calendar year to the 2016 calendar year.</i> | 94 |
| 6.8 | Financial Performance Report – Second Quarter 2016
<i>Recommend THAT Council receive the Financial Performance Report – Second Quarter 2016 report for information.</i> | 97 |
| 6.9 | Electronic Funds and Cheque Register June 2016
<i>Recommend THAT Council receive the Electronic Funds and Cheque Register, June 2016.</i> | 104 |
| 6.10 | Outstanding Action Items
<i>Recommend THAT Council receive the Outstanding Action Items Report.</i> | 109 |
| 7. | Bylaws | |
| 8. | Consent Calendar
All matters listed here are considered to be routine and non-controversial and will be received by one motion. There will be no separate discussion of these items unless a member so requests, in which case the item will be removed from the Consent Calendar and considered immediately after the adoption of the Consent Calendar. | |
| 8.1 | Clara Blakelock and Clifford Maynes, Green Communities Canada
Re: Soak It Up! Toolkit; | 115 |
| 8.2 | Mike Palecek, National President, Canadian Union of Postal Workers
Re: Federal Government Reviewing our Public Postal Service – Have Your Say! | 121 |
| 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.

- Zoning Bylaw No. 1027, 2016 and Official Community Plan Amendment Bylaw No. 1035, 2016 Public Hearing July 27, 2016 at 7:00 p.m. in Council Chambers

11. Question Period

12. Closed Portion

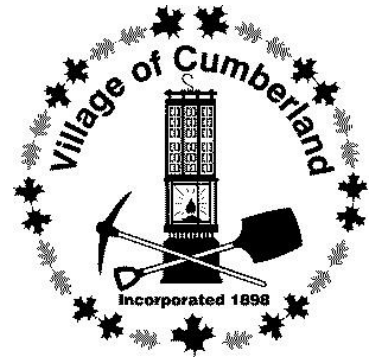
THAT pursuant to Section 90 (1) of the Community Charter Council close the meeting to the public to consider:

- Labour relations or other employee relations.

13. Adjournment

REGULAR MINUTES

19/2016/R



The Corporation of the Village of Cumberland

**Regular Council Meeting
July 11, 2016 at 5:30 p.m.
Village Council Chambers**

Council Present:

Mayor Leslie Baird
Councillor Roger Kishi
Councillor Gwyn Sproule
Councillor Sean Sullivan

Staff Present:

Michelle Mason, Financial Officer
Rob Crisfield, Manager of Operations
Rachel Parker, Deputy Corporate Officer
Judith Walker, Senior Planner
Leah Knutson, Manager of Recreation

Regrets:

Councillor Jesse Ketler

Mayor Baird called the meeting to order at 5:30 p.m.

1. Approval of Agenda

- 1.1 Agenda for regular council meeting, July 11, 2016
Motion 16-342

Sproule/Sullivan

THAT Council approve the agenda for the regular Council meeting, July 11, 2016.

Carried Unanimously

2. Adoption of Minutes

- 2.1 Minutes of the Council meeting held June 27, 2016
Motion 16-343

Sproule/Sullivan

THAT Council approve the minutes of the Council meeting held June 27, 2016.

Carried Unanimously

- 2.2 Receipt of Committee/Commissions Minutes:
Motion 16-344

Sullivan/Kishi

THAT Council receive the minutes of the Heritage Commission, June 16, 2016.

Carried Unanimously

3. Delegations

- 3.1 Anne Davis, President, and Bruce Curtis, Chief Administrator, Community Justice Centre, Critical Incident Response Protocol and Community Witnessing Ceremony
Motion 16-345

Kishi/Sproule

THAT Council receive the delegation of Anne Davis, President, and Bruce Curtis, Chief Administrator, Community Justice Centre Re: Critical Incident Response Protocol and Community Witnessing Ceremony.

Carried Unanimously

4. Unfinished Business

- 4.1 Sally Podmore, Cumberland Resident; Paola Brodsgaard, Rusty Rooster; Aaron Salt, ISA Certified Arborist, Tree Planting and Retention in Cumberland
Motion 16-346

Sullivan/Sproule

THAT Council defer consideration of the proposal for tree management in the Village core until the arborist's report is received by the Village.

Carried Unanimously

5. Correspondence

- 5.1 Bob Wells, Chair, Comox Valley Water Committee, Comox Valley Regional District, Perseverance Creek – Spillway
Motion 16-347

Sullivan/Sproule

THAT Council receive the correspondence from Bob Wells, Chair, Comox Valley Water Committee, Comox Valley Regional District Re: Perseverance Creek – Spillway.

Carried Unanimously

- 5.2 Debra Oakman, Chief Administrative Officer, Comox Strathcona Regional Hospital District, Parking at the New Campbell River and Comox Valley Hospital Sites
Motion 16-348

Kishi/Sproule

THAT Council receive the correspondence from Debra Oakman, Chief Administrative Officer, Comox Strathcona Regional District Re: Parking at the New Campbell River and Comox Valley Hospital Sites.

Carried Unanimously

Motion 16-349

Sproule/Sullivan

THAT Council advise the Comox Strathcona Regional Hospital District that Council does not support the concept of a tax requisition to cover the costs of parking at the new Campbell River and Comox Valley hospital sites and would prefer to remain at the status quo of pay parking.

Carried Unanimously

- 5.3 Kelly Kenney, Manager of Legislative Services, Comox Valley Regional District, Bylaw No. 345 being "Comox Valley Economic Development Service Conservation Bylaw No. 345, 2016"

Motion 16-350

Kishi/Sproule

THAT Council receive the correspondence from Kelly Kenney, Manager of Legislative Services, Comox Valley Regional District Re: Bylaw No. 345 being "Comox Valley Economic Development Service Conservation Bylaw No. 345, 2016".

Carried Unanimously

Motion 16-351

Sullivan/Sproule

THAT Council consent to the adoption of Comox Valley Regional District Bylaw No. 345 being "Comox Valley Economic Development Service Conversion Bylaw No. 345, 2016" under section 346 of the *Local Government Act* (RSBC, 2015, c.1)

Carried Unanimously

6. Reports

- 6.1 ESDC Canada, Enabling Accessibility Fund, Village Park and Village Office, Accessibility Improvement Projects

Motion 16-352

Sproule/Kishi

THAT Council receive the "ESDC Canada, Enabling Accessibility Fund, Village Park Landscape Improvements" report.

Carried Unanimously

Motion 16-353

Sproule/Sullivan

THAT Council approve an application to the Canada Enabling Accessibility Fund: Community Accessibility Stream for the Village Park Accessibility Improvement project;

THAT Council approve that the \$10,000 allocated to Accessibility Plan Implementation in 2017 in the Five Year Financial Plan be used for this project; and

THAT Council approve a second application to the Canada Enabling Accessibility Fund: Workplace Accessibility Stream in the amount of \$5,570 with a Village contribution of \$3,000 already identified in the 2016 budget for a total project cost of \$8,570.

Carried Unanimously

6.2 June 2016 Recreation Department Report

Motion 16-354

Sullivan/Sproule

THAT Council receive the June 2016 Recreation Department Report for information.

Carried Unanimously

6.3 June 2016 Protective Services Report

Motion 16-355

Kishi/Sproule

THAT Council receive the June 2016 Protective Services Report for information.

Carried Unanimously

6.4 June 2016 Operations Department Report

Motion 16-356

Kishi/Sproule

THAT Council receives the June 2016 Operations Department Report for information.

Carried Unanimously

6.5 June 2016 Finance and Administration Department Report

Motion 16-357

Kishi/Sproule

THAT Council receive the June 2016 Administration Department Report for information.

Carried Unanimously

6.6 Council Reports

- 6.6.1 Mayor Leslie Baird
- 6.6.2 Councillor Jesse Ketler
- 6.6.3 Councillor Roger Kishi
- 6.6.4 Councillor Gwyn Sproule
- 6.6.5 Councillor Sean Sullivan

Motion 16-358

Sproule/Sullivan

THAT the Council reports be received.

Carried Unanimously

7. **Bylaws**

7.1 Zoning Bylaw 2015-2016: and OCP Amending Bylaw No. 1035

Motion 16-359

Kishi/Sproule

THAT the Council receive Zoning Bylaw 2015-2016 and OCP Amending Bylaw No. 1035 report.

Carried Unanimously

Motion 16-360

Kishi/Sproule

THAT Council amend Zoning Bylaw No. 1027, 2016 at second reading in Schedule A, Zoning Map, and Schedule B, Zoning Map Village Centre, by changing the zone of the following properties from Manufactured Home Park (MHP-1) zone to Residential Three (R-3) zone:

Civic Address	Parcel Identifier Number (PID)	Legal Description
3009 Royston Road	015-277-712	Lot A, District Lot 24, Nelson District, Plan 49490
3011 Royston Road	000-066-583	Lot 2, District Lot 24, Nelson District, Plan 38778
3015 Royston Road	000-066-966	Lot 3, District Lot 24, Nelson District, Plan 38778
3019 Royston Road	000-985-368	Lot 4, District Lot 24, Nelson District, Plan 38778

AND THAT Council direct staff to hold a public hearing for Zoning Bylaw No. 1027, 2016, as amended, and Official Community Plan Amendment Bylaw No. 1035, 2016 on July 27, 2016 at 7pm in Council Chambers.

Carried Unanimously

8. Consent Calendar

8.1 Patrick Tibando, President, Oceanside Anglers, BC Re: Spider Lake Access
Motion 16-361

Sproule/Kishi

THAT the consent calendar be received.

Carried Unanimously

9. New Business

Members discussed the upcoming Union of BC Municipalities conference.

10. Notices, Motions and Announcements

- Medical Marihuana Dispensaries Open House on Tuesday, July 19, 2016 from 5 p.m. to 7 p.m. in Council Chambers
- Liquid Waste Management Plan Open House on Thursday, July 14, 2016 from 6 p.m. to 8 p.m.

11. Question Period

Questions were received regarding the tree management proposal, Village permits forest land use, and grants and borrowing for water infrastructure.

12. Closed Portion

Kishi/Sproule

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

13. Adjournment

Sproule/Sullivan

THAT Council adjourn the meeting at 7:07 p.m.

Carried Unanimously

Certified Correct:

Mayor

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 June 20, 2016 at 6:30 pm Council Chambers

Present: Christopher Newell-Bate, Vice Chair
Cindy Patterson
Councillor Sullivan

Absent: Michael Walton, Chair

Staff: Judith Walker, Senior Planner

Mr. Newell-Bate called the meeting to order at 6:35 p.m.

1. Approval of Agenda
Patterson/Sullivan: THAT the agenda be approved.
CARRIED
2. Adoption of Minutes: May 16, 2016
Sullivan/Patterson: THAT the minutes of the meeting held May 16, 2016 be approved.
CARRIED
3. Updates
None
4. Canada 150 Program, Cumberland Recreation Upgrades
Sullivan/Patterson: THAT the Accessibility Committee supports the application to the Canada 150 Program for Option 3 of the Cumberland Recreation Centre renovation, as presented.
CARRIED
5. Enabling Accessibility Program

Members noted that for option #4, No. 6 Mine Park under Community-Stream Options, Rotary could be considered in construction of playground equipment.

Sullivan/Patterson: THAT the Accessibility Committee endorse the option recommended by staff for the Community-Stream application to the Enabling

Accessibility Fund for Village Park family area pathways; and the Workplace Stream application to the Enabling Accessibility Fund for the Village office improvements.

CARRIED

6. Trail Upgrades Update
Members received the update provided in the agenda and Councillor Sullivan spoke to the improvements and preliminary planning for the three trails projects.
7. Accessibility Review: Lorraine Copas and Karen Williams, SPARC BC, Review of the project steps and opportunity for preliminary feedback.

The consultants discussed the review process including the action plan for understanding local needs and priorities. Costing will be assisted with their partner, Urban Systems and social demographics for the Village will be developed. SPARC consultants toured the Village and Village facilities. They discussed the matrix of low cost/high impact changes to high cost/low impact changes.

The consultants asked members for priorities. The following are Committee comments (in no particular order):

- Village office: front door- it is the public face and should be held to high standards
- Generally hard to get around the Village: including sidewalk café design, doorways, village entrance, lack of parking spot at Cumberland Recreation
- need for public education: 1 page flyer
- why when there is an option to build in accessibility, building owners do not
- seniors' residences in care facility can't maneuver outside environment- sidewalks, roadways etc.

The consultants asked of any leading businesses: The new library was cited.

8. Next meeting: July 18, 2016 at 6:30 p.m. to include presentation of draft planning framework concept, preliminary review and priority setting, review of chapter headings for accessibility guide.
9. Adjournment
The meeting was adjourned at 7:30 p.m.

Certified Correct:

Chair

Deputy Corporate Officer



Corporation of the Village of Cumberland

Heritage Commission Meeting Minutes

Minutes of the meeting of the Heritage Commission held on Wednesday July 13, 2016 in Council chambers located at 2675 Dunsmuir Avenue, Cumberland BC. The meeting commenced at 6:42pm.

PRESENT: Members Alan Ball (Acting Chair)
Mary Kornelsen
Karen Webber
Councillor Gwyn Sproule

Staff Judith Walker, Senior Planner
Joanne Rees, Planner

ABSENT: Members Gillian Brooks
Adam Robinson
Mike Tymchuk

GUESTS Dennis Cook, Denise Cook Design
James Burton, Birmingham & Wood Architects and Planners
Raphael Van Lierop, Hinterland Holdings Ltd
Terra Brown, Hinterland Holdings Ltd
Martin Hagarty, Architect for Hinterland Holdings Ltd.

1. **Call to Order**

2. **Approval of Agenda**

Sproule/Webber: "THAT the agenda be adopted as presented with the amendment of:

- i) the date of the meeting to Wednesday not Thursday;
- ii) addition of the late item regarding the nomination of the Japanese-Canadian Historic Places Recognition Project;
- iii) addition of the public submissions received at the Hinterland Public Meeting held on Monday July 10, 2016;
- iv) addition of public submission regarding the Hinterland Heritage Alteration Permit Application received on July 12, 2016."

CARRIED

3. **Approval of the Minutes June 13, 2016**

Webber/Sproule: THAT the minutes of the meeting held June 13, 2016 be adopted as amended with the removal of Janet Cochrane as an attendee."

CARRIED

4. Referrals from Council:

a) Heritage Alteration Permit Application – 2706 Dunsmuir Avenue

Mr. Hagarty presented the Hinterland development proposal and answered questions of the group.

Hinterland was asked the public submission received July 12, 2016 regarding the preservation of the mural which had been painted within the last five years.

It is Hinterland's intention to remove/cover all the art work on the walls (side and rear walls) as they, in their opinion, do not reflect either the type of business that Hinterland represents, nor do they reflect the applicable objectives and policies of the Heritage Village Commercial Core as they apply to the Heritage Conservation Area (HCA) for the protection of resources with special heritage value or heritage character.

Sproule/Kornelson: "THAT the Heritage Commission recommends that Council grant the Heritage Alteration Permit for property substantially in compliance with the attached application; and that one of the conditions of issuing the Permit shall be the registration of the consolidation of the two lots and lot line change."

CARRIED

Mr. Van Lierop, Ms. Brown, Mr. Hagarty, and Ms. Rees left the meeting at 6:20pm

5. Heritage Management Plan

The consultants presented an overview of the draft Heritage Management Plan, including the thematic framework.

Community Register

The consultants recommended a first step of developing a Community Heritage Register, and recommended that the Heritage Commission begin the Register with nominating five resources. The Register is to be built on each year- the Commission discussed having an anniversary date when nominations would be brought forward for that year. It was suggested that Heritage Week in February might be appropriate timing and raise the profile of the Register.

Statement of Significance (SOS)

Discussed this tool to aid in decisions on heritage sites. Consultants suggested that developers could be required to submit SOS on particular sites.

Draft Heritage Management Plan

Heritage Commission to provide additional comments on the first draft by August 3, 2016. The next draft will be available in September and a Village open house will be held in October.

6. Next Meeting Monday August 15, 2016 5:45 pm. Note new time!

7. Termination

Ball: THAT the meeting terminate.”

Time: 8pm.

Certified Correct:	Confirmed:
Joanne Rees/Judith Walker Recording Secretary	Mike Tymchuk Chair



Corporation of the Village of Cumberland

2673 Dunsmuir Avenue
P.O. Box 340
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cumberland.ca

Homelessness and Affordable Housing Select Committee

Minutes

June 15, 2016, 9 a.m. to 11 a.m.

Council Chambers

Members Present:

Roger Albert, chair
Christopher Newell-Bate, vice-chair
Ian Cooper
Kathy Duperron
Mark Fortin
Elaine Julian
Jesse Ketler, Councillor

Staff & Guests:

Rachel Parker, Deputy Corporate Officer
Matt Thomson, M. Thomson Consulting
Peer-Daniel Krause, M. Thomson Consulting

Regrets: None

Mr. Albert called the meeting to order at 9:05 a.m.

1. Approval of Agenda
Newell-Bate/Duperron: THAT the Committee approve the agenda.
Carried
2. Adoption of Minutes
Newell-Bate/Duperron: THAT the Committee approve the minutes of May 18, 2016.
Carried
3. Business Arising
None
4. Updates
 - (a) Comox Valley Coalition to End Homelessness: It was noted that there are five organizations preparing applications to BC Housing.
 - (b) Comox Bay Care Society, Care-A-Van: The retirement of Helen Boyd from the Care-A-Van service was noted.
5. Affordable Housing Implementation Framework, Project Initiation Meeting (2/2)
*See attached Initiation Meeting notes

6. For Information
 - (a) Donation of \$100 to Care-A-Van Service - approved by Council
 - (b) Maytree Conversations, "From a National Housing Strategy...", May 24, 2016
 - (c) Shelter Aid for Elderly Renters (SAFER) program awareness; The Village will advertise this service.
6. Next meeting date: July 20, 2016, 9 a.m. to noon
8. Adjournment
The meeting was adjourned at 10:50 a.m.

Certified Correct:

Chair

Deputy Corporate Officer

Cumberland Affordable Housing Framework Initiation Meeting with Committee

Meeting Summary

Date: June 06 and June 16, 2016

Present: Roger Albert, chair
Christopher Newell-Bate, vice-chair
Kathy Duperron
Elaine Julian
Ian Cooper
Mark Fortin
Jesse Ketler
Rachel Parker, staff
Matt Thomson
Peer-Daniel Krause

Contents

1	Moving forward	2
1.1	Actions arising from initiation meetings	2
2	Context Information.....	2
2.1	Ongoing and arising initiatives.....	3
2.2	Policy context.....	3
2.2.1	Existing Policies	3
2.2.2	Arising Policies.....	3
3	Housing Continuum – Demand and Supply Factors.....	4
3.1	Emergency and Supportive Housing	4
3.1.1	Supply (incl. support services).....	4
3.1.2	Demand	4
3.2	Non-Market Housing.....	5
3.2.1	Supply	5
3.3	Market Rental Housing.....	5
3.3.1	Summary	5
3.3.2	Supply	5
3.3.3	Demand	5
3.4	Market Ownership Housing.....	5
4	Housing Form	6

1 Moving forward

- The committee and the Village are seeking clarification on the most urgent needs and issues before considering the implementation of any further initiatives that could increase the supply of affordable housing in Cumberland.

1.1 Actions arising from initiation meetings

- Matt to send documents on BC Housing Call for EOI to chair of the committee;
- Matt to connect with Chris, Louis, as well as the John Howard Society to get information on youth;
- Consultants to clarify target audiences for the open house;
- Peer-Daniel to clarify which policies have been implemented by the municipality
- Additional data sources suggested at the meeting:
 - Information on home owner grants (non-granted proportion of homes to inform secondary rental market information) (VoC);
 - Non-resident property owners mailing list (VoC);
 - Housing types and building permits issued (VoC)
 - Homelessness coalition Homeless Count (April); important to verify methodology used to obtain information;
 - VIREB sales data;
 - OAS/GIS (Welfare and other government assistance)
- Additional general sources of information:
 - Developers working in Cumberland
 - Owners of a purpose-built rental complex
 - CVRD (regarding the regional growth strategy)

2 Context Information

- Housing became a strategic priority for council following the adoption of the OCP (August, 2014) and as a result of the last election (Fall, 2014);
- **Historically**, regardless of tenure, the cost of housing has been lower than in other municipalities in the CVRD because C. was perceived as less desirable place to live;
 - In the regional context, Comox has the highest median income apart from Electoral Area B; Incomes are relatively lower in Cumberland
 - For the region, 56% of renters paid 30% above their income on housing, as well as 14% of owners in 2011 (Census/NHS);
- **Recently Cumberland has become a more sought-out location, placing strain on the housing market** affecting particularly entry-level affordability;
 - The housing market in the Comox Valley has changed drastically between 2009 and 2014 on the demand, as well as the supply side;
 - Families are moving to Cumberland;
- **Transit service** is very poor in the Village, making it difficult for people without a vehicle to live in the Village;

- Transit is funded by the BC Transit Authority, managed by the CVRD and operated by a local company;
- With regards to the **economic context**, the construction of the Courtenay Hospital provides labour for approximately 500 workers who are said to be mostly local;
 - The finalization of this project may impact local employment and incomes;

2.1 Ongoing and arising initiatives

- **Regionally**, A November 4, 2015 “Five Year Plan to End Homelessness”, prepared by the Comox Valley Coalition to End Homelessness (Coalition) was approved by the CVRD board on December 15, 2015. The Coalition is a collective that plans, coordinates, recommends and implements community responses to homelessness. As a result the CVRD provided funding to the Comox Valley Transition Society (CVTS) and the Comox Valley Recovery Centre to operate additional supportive housing units.
- **The Provincial Investment in Affordable Housing (PIAH)** program is a commitment of \$355 million to create more than 2,000 affordable rental housing units in BC. A first deadline to submit Expressions of Interest passed on June 15, 2016. Similar calls for EOIs are likely to follow until the national housing strategy has been passed.
- **The Federal Government** is planning to have its National Housing Strategy in place by 2018. Consultations with key stakeholders have begun and will proceed during the Summer and Fall of 2016.
 - In the meantime, CMHC seed funding for non-profits seeking to develop or redevelop land for affordable housing has been raised to a \$50,000 grant, as well as up to \$200,000 as forgivable loan for feasibility and business planning.

2.2 Policy context

2.2.1 Existing Policies

- The recently updated OCP allows for added density close to the DT core through infill housing;
- Accessory dwelling units (coach houses) are receiving a lot of interest; the affordability of these units is uncertain;

2.2.2 Arising Policies

- The updated zoning bylaw includes a density bonusing scheme: An additional 25 units are permitted on top of a max of 45 units if 20% of total units are affordable; The city has not clarified the duration for which the affordability will be locked in through a covenant;
- Comox is dropping their DCCs by 50%; Cumberland has always been firm about not reducing their costs; However, duplex costs are double the cost of a single-family dwelling which may yield room for cost-reductions;

3 Housing Continuum – Demand and Supply Factors

Table 1: Affordable Housing Spectrum

Emergency shelters	Transitional Housing	Special Needs/Supportive Housing	Affordable Rental Housing	Affordable Home Ownership	Market Rental	Home Ownership
Emergency and Supportive Housing			Non-Market Housing		Market Housing	

3.1 Emergency and Supportive Housing

3.1.1 Supply (incl. support services)

- There is no Emergency and Supportive Housing in Cumberland;
- The ‘Caravan’ a mobile service unit recently started visiting Cumberland on Fridays;
- The majority of homelessness services are located in Courtenay;
 - Lilli house in Courtenay, operated by the Comox Valley Transition Society, is a transition house providing shelter for women (and their children) fleeing abuse; (4 beds for women with addictions and 5-6 beds for women fleeing violence)
 - Another society is currently creating two units of transitional housing – most likely for women transitioning out of Lilly House;
 - The Salvation Army operates the Pidcock house with 14-15 units for men and, 3(?) for women;

3.1.2 Demand

- Any type of emergency and supportive housing is very sorely lacking in the Comox Valley. None exists in Cumberland.
- **Homelessness** is a noted issue in the Comox Valley;
 - It is anecdotally known that, due to its rural nature and its fairly lax enforcement, there seems to be an increase in “stealth camping” around Cumberland;
 - In 2008, 255 individuals who are homeless were counted in the Comox Valley (issues with the count methodology were noted); Little issues with homelessness are noted for the City of Comox;
- Little supportive housing for people living with **developmental disabilities exists in the CV**;
 - Island health will take over 21 units at the Washington Inn to provide supportive housing for people struggling with mental health issues;
 - There are around 50 people on the wait list for the entire Comox Valley. Eight of them are from Cumberland; All of these individuals are currently rooming or are living with their ageing parents;
- There are currently no housing options for **youth** in the CV; The closest housing is located in Nanaimo;

- It is anecdotally known that “if an 8-bed youth shelter were to open in the CV tomorrow, it would fill right away”;
- Particularly youth in transit “fall through the cracks of the system”;

3.2 Non-Market Housing

3.2.1 Supply

- There are no Assisted Living, Residential Care or other non-market rental housing units in the Comox Valley;
- The province has committed \$50 million this year for the creation of 2,000 new, affordable rental housing units;
 - M’akola Group of Societies and the Wachiay Friendship Centre are joint project sponsors for the 30-unit transitional or supportive housing development on the Braidwood Site in the City of **Courtenay**
 - A total of 5 groups (incl. the Lions Club) are submitting proposals to BC Housing (before June 15) to develop affordable housing in **Courtenay**
 - More info: <http://www.comoxvalleyecho.com/news/378447751.html>
- **A new rental apartment building** with 90 units recently opened in **Courtenay**. The lowest rent is \$950; People are hoping that there would be trickle-down effects on cheaper units with added supply;

3.3 Market Rental Housing

3.3.1 Summary

- **Market Rental housing** is *in bad shape* all over the region, but particularly in Cumberland;
- Today rental prices may be as high as \$1,450-1,500 for a 2bdrm unit;

3.3.2 Supply

- A limited stock of rental housing exists in C.;
- No significant new rental units have been built in 30 years;
- Vacation rentals are not perceived to be an issue in Cumberland;
 - **Vacation accommodations are legalized in xxx zones**

3.3.3 Demand

- Example: It was said that a coach house for rent received 40 inquiries and a competitive bidding war ensued.
- Anecdotally, many individuals in their 20s or 30s, who are supposedly part of the local labour force, are living in tenuous rental arrangements (*attics, basements, couches*);
 - This observation hints at the tenure insecurity of inexpensive secondary rentals;

3.4 Market Ownership Housing

- Particularly those home owners working in blue collar jobs may successively be priced out of the market as their property taxes continue to rise;

4 Housing Form

- A committee member expressed that housing demand is typically for “postage stamp lots”
 - New developments at higher density, particularly multi-family unit residential buildings would likely face some pushback from the community;
 - He would like to explore policies that support higher density units;
- In the Cole Valley Estates Neighbourhood it is typical that families share their house with singles (by renting out secondary units or rooms);

**Tree Planting and Rentention in Cumberland
For June 27, 2016 Council Meeting**

Who we are:

We are a group of citizens and business owners in the Village of Cumberland united to protect, enhance and replace our green infrastructure to ensure the economic, environmental and social benefits of a healthy and vibrant ecosystem for future generations.

Here are the names and titles of our delegates:

Paola Brodsgaard - Business Owner - Rusty Rooster
Sally Podmore, BAGEO, PDPP - Citizen of the Village
Aaron Salt – ISA Certified Arborist & ASTTBC

Our question:

Will the Village of Cumberland accept the following proposal for tree management in the core of our Village?

- 1) **Protection:** of the existing 30 year old Cherry Blossom trees on Dunsmuir.
- 2) **Enhancement and replacement:** Use the main street renewal project as a cost effective opportunity to enhance and replace the green infrastructure (trees and plants). Infrastructure upgrades on Dunsmuir should immediately begin the process of linking the village through and inviting green corridor from the Village Park to the Recreation Centre.
- 3) **Vision and commitment:** The Village is to formalize a vision and management plan for trees and vegetation within Cumberland consistent with best practices in other recreation focused communities.

From: Bruce Curtis
Sent: Monday, May 16, 2016 1:09 PM
To: info
Subject: Appearance as a delegation at Council Meeting, May 24

Anne Davis, President, and Bruce Curtis, Chief Administrator would like to request the opportunity to appear as a delegation at the Council meeting on Tuesday, May 24 at 5:30 PM.

The Community Justice Centre is in the process of updating and revising the Critical Incident Response Protocol to take account of the rising use of social media to harass and carry out incidents of racism, homophobia and hate activity. This appearance before Council would facilitate explanations of the proposed revisions, provide opportunity for Council input into the subsequent drafts, and to assess their interest in participating in the Community Witnessing Ceremony planned for late August/early September of 2016.

Thank you,

Bruce Curtis

Chief Administrator
Community Justice Centre
Suite C-2 – 450 Eighth Street
Courtenay, B.C. V9N 1N5
Ph: (250) 334-8101 Fax: (250) 334-8102
Website: www.cjc-comoxvalley.com

It is an honour and a privilege to live and work on the unceded traditional territories of the K'ómoks First Nation



Community Justice Centre of the Comox Valley

Suite C-2 – 450 Eighth Street, Courtenay, B.C. V9N 1N5

Tel: (250) 334-8101 Fax: (250) 334-8102

E-mail: cjc@shawbiz.ca Web: cjc-comoxvalley.com

Patron: **The Hon. Iona V. Campagnolo, PC, OC, OBC, LLD**
27th Lieutenant Governor of British Columbia

Executive Committee

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Anne Davis

Vice-President
Tyler Voigt

Secretary
John Boccabella
LLB, BA

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BBA, CPA, CGA

Chief Administrator
Bruce Curtis
MA, B.Ed., BSc,
D&CECet, FCIS

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City of Courtenay

Counsellor **Russ Arnott**
Town of Comox

Mayor **Leslie Baird**
Village of Cumberland

Insp. **Tim Walton**
Comox Valley RCMP

Sup't. **Tom Demeo**
School District #71

Melinda Knox
C.E.O. K'ómoks First Nation

The Community Justice Centre has been honoured for its work with these awards

Ron Wiebe National Restorative Justice Award Recognition Certificate
Correctional Service of Canada, 2014

Liz Elliott Restorative Justice Memorial Award Community Safety & Crime Prevention Awards
BC Ministry of Justice, 2014

Hummingbird Award for Restorative Justice
Simon Fraser University, 2014

Nesika Award for Excellence in Diversity (BC Multiculturalism Award)
Government of BC, 2013

Volunteer Impact Award
Volunteer Comox Valley, 2014

"Champions" Award,
Comox Valley Safe Harbour, 2014

May 3, 2016

In May of 2009, 43 agencies, organizations, local and regional governments, social service groups and faith, cultural, and ethnic communities gathered together with almost 400 residents of the Comox Valley to participate and witness the signing of the Critical Incident Response Protocol. The ceremony in the K'ómoks Big House celebrated the community's collaborative efforts to establish how we, as a community, could respond to incidents involving racism, homophobia and hate activity.

One month later, Jay Phillips was assaulted by three young men at 18th and Cliffe outside the MacDonald's Restaurant. The video recorded by a witness and posted to You-Tube brought international attention to the Comox Valley. The three young men were convicted of assault and one was sentenced under the terms of Canada's hate crimes legislation.

In the intervening years, there have continued to be incidents involving racism, homophobia and hate activity with a number of them being reported to the CJC and other agencies. Community response has generally been in accord with the recommendations of the Protocol, and support for the victims of these incidents has been provided effectively by many of the agencies and services which were signatories to the Protocol.

Since the signing of the Protocol, much has changed in society. One of the most significant changes is the profound rise of social media such as Facebook, YouTube, Twitter, Tumblr, Instagram, Pinterest, Vine, Whisper, Flickr, and other similar software programs that permit a much wider range of hateful activity to go on and remain unaddressed. One incident in June of 2015 involved the hate-based verbal assault and name-calling of a young black woman visiting our community during the Elevate the Arts Festival. The incident was reported through social media, but in a way in which it was not possible to reach out to the victim to provide the supports that were needed, nor to assist in the apprehension of the individuals involved.

It is felt that some revisions to the Protocol are needed to begin to address the rise of social media incidents. The proposed amendments and revisions to the Protocol will also provide the opportunity for others who were not part of the original Protocol signing to add their names to the list of Comox Valley organizations declaring their desire to ensure that the Comox Valley continues to be known as a community which will not accept this kind of behaviour and will provide the supports needed to those who are victimized in this manner.

.../2

Fellows of the Community Justice Centre

Dr. Izzeldin Abuelaish

O.Ont, MD (Cairo), MPH (Harvard), Dip. Ob/Gyn (London)
Nobel Peace Prize Nominee
Professor of Global Health, U of Toronto

Nel Cameron

Former, CJC Office Manager

The Right Honourable Adrienne Clarkson

PC CC CMM COM CD
FRSC (hon) FRAIC (hon) FRCPSC (hon)
BA (Toronto), MA (Toronto), LLD, DHL, DUniv
26th Governor General of Canada
Colonel-in-Chief of PPCLI

Ray Crossley

Former Councillor, Town of Comox

Inspector Tom Gray

Retired O-I-C, Comox Valley RCMP Detachment

The Hon. Judge Ross Green, QC

B.Comm (Sask), LLB (Sask), LLM (Man)
Justice of the Provincial Court of Saskatchewan

The Right Honourable Beverley McLachlin

PC, B.A., M.A., LL.B. (Alta)
Chief Justice of Canada & Deputy Governor General

Dr. Brenda Morrison

BA (UBC), PhD (Australian National)
Director, SFU Centre for Restorative Justice

Ms Suzanne Murray

Former CVRD Director and Past-President

Judge Ed O'Donnell

Ret. Provincial Court Judge
Founding President, Community Justice Centre

Mr. Svend Robinson

Chevalier de l'Ordre de la Pleiade,
BA (UBC), LLB (UBC), Post-Grad Cert. (Int. Law), (LSE)
Senior Adviser, Parliamentary Relations, Global Fund To
Fight AIDS, Tuberculosis and Malaria

Dr. John Ralston Saul

CC, OOnt,
FRSC, Chevalier Arts et Lettres de France
BA (McGill), PhD (Kings, London), LLD, LittD
Past President of PEN International,

Judge Barry Stuart

BA (SFU), LLB (Queen's), LLM (LSE), LLD (York)
Chief Judge, Yukon Court, Associate, Morris J. Wosk
Centre for Dialogue, Adjunct Professor, Criminology

Althea White

Ret. CJC Chief Administrator

The Very Reverend, The Honourable Dr. Lois M. Wilson

CC, OOnt,
BA, BD, MDiv, DD, LLD, DHumL, SDT
Retired Senator of Canada
Past President World Council of Churches
Past Moderator, United Church of Canada

We have engaged some social media savvy youth to prepare a set of recommendations to revising the Protocol, and have incorporated them into an initial draft revision. It is included here for your review and perusal and to encourage your suggestions for any other needed changes. Your input and suggested revisions would be appreciated before Monday, May 30th.

When the final wording of the revised Protocol is completed, we will circulate it again and invite you to indicate if you are willing to renew your previous commitment (if your organization is a previous signatory) and /or join us in signing on to the Renewed CIRP Protocol and participate in the Community Witnessing Ceremony being planned.

The Witnessing Ceremony is being planned for late August or September of this year. We are awaiting a reply from the Prime Minister's Office as we have invited him to participate and be a speaker at the event. The ceremony will also include a short speech by Chief Robert Everson of the K'ómoks First Nation, the premiere of a newly commissioned choral work by one of Canada's leading choral composers, Brian Tate, the ceremonial signing of the Protocol by each Signatory, and a reception in the Band Hall following the events in the Big House. We anticipate that there will be an audience of up to 450 attending the event.

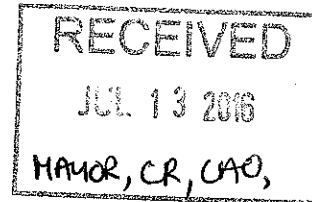
We are seeking the widest possible endorsement of the renewed Protocol and encourage your participation in this wonderful and positive community witnessing event.

Sincerely yours,



Bruce Curtis
Chief Administrator

July 13, 2016



To Cumberland Mayor and Council,

This letter is to request an amendment to our Animal Control Bylaws. Currently, they do not include any rules or regulations for exotic species but rely on the Provincial regulations for guidance.

The Provincial "Controlled Alien Species" regulation is only a minimum standard across the province. However, Municipal by-laws can be more restrictive than the provincial regulation.

City of Courtenay have gone above and beyond the Provincial regulations and imposed bylaws in place to restrict the housing of any wild or exotic animals. These are listed on Schedule B of by-law 2298 (#13 attached).

Safety is everyone's responsibility and I know Cumberland council members work hard to ensure all public safety concerns are addressed. Exotic animals, reptiles, etc. that are non native to our area or province can pose a serious safety & health threat. We need to have controls in place to ensure that all citizens are kept safe. I am greatly concerned over this issue and kindly ask that this matter be given immediate attention.

I would like to propose an exotic animal by-law be implemented similar to the City of Courtenay, by-law 2298 to include schedule B-WILD OR EXOTIC ANIMAL list.

Thank you for your time and service to our community,

Sincerely,

Lynne Scvarda

PART I - INTERPRETATION

1. In this bylaw:

"Agricultural Use" means growing, rearing, producing or harvesting agricultural crops or livestock and includes processing on a parcel the agricultural products harvested, reared or produced on that parcel primarily for the use of residents of that parcel, and the storage of farm machinery, implements and agricultural supplies, but excludes wholesale distribution of farm products.

"Animal" includes a cat, a dog and any other animal.

"Animal Control Officer" means an official, employed by the City as an Animal Control Officer or any contractor who has entered into an agreement with the City to assume the responsibilities of an Animal Control Officer pursuant to this bylaw and includes the deputy, assistants and employees of an Animal Control Officer.

"Cat" means any animal of the feline species.

"City" means The Corporation of the City of Courtenay and the territorial area within the City, as the context requires.

"Council" means the elected Council of the City.

"Dog" means an animal of the canine species.

"Livestock" includes cattle, sheep, goats and swine.

"Municipal Ticket Information" means a ticket issued under the terms of the "City of Courtenay Ticket Information Bylaw No. 1790, 1994".

"Owner" means a person having any right of custody, control or possession of an animal.

"Pound" means the premises designated by the Council from time to time for the confinement and impoundment of animals pursuant to this bylaw.

BL2298 "Wild or Exotic Animal" means any animal listed in Schedule B, attached hereto and forming part of this bylaw.

12. No person shall keep any livestock, horse, donkey or poultry on any property within the City, other than on property zoned for agricultural use by the City's zoning bylaw.

~~BL2298~~

- ~~13. No person shall sell, display, house or keep any *wild or exotic animal* within the boundaries of the City of Courtenay. In this regard:~~

- ~~(a) No person shall operate or carry on a circus, public show, exhibition, carnival or other display or performance (the "show"), whether temporary or permanent, in which *wild or exotic animals* are traveling with or otherwise accompanying the show.~~
- ~~(b) No person shall operate or carry on a circus, public show, exhibition, carnival or other display or performance where *wild or exotic animals* are required to perform tricks, fight or participate in performances by the show for the amusement or entertainment of an audience.~~

Nothing in this bylaw shall prohibit or restrict the following:

- (c) performances or shows in which a person or persons rides a horse or pony;
 - (d) displays or showings of animals, save and except *wild or exotic animals*, in agricultural fairs, pet shows or other animal shows or exhibits;
 - (e) horse races and dog races
 - (f) rodeos and any activities associated with rodeos, excluding the use of *wild or exotic animals*; or
 - (g) the use of animals, other than *wild or exotic animals*, in magic acts.
14. No more than three dogs over the age of six months shall be kept on any parcel of land in the City at one time.

SCHEDULE "B" – WILD OR EXOTIC ANIMAL

The following list of animals constitutes "wild or exotic animals" for the purposes of this bylaw. The list includes all such animals whether bred in the wild or in captivity and also includes their hybrids with domestic species. The works in parentheses are intended to act as examples only and are not to be construed as limiting the generality of the group.

1. Non-human primates (such as gorillas and monkeys)
2. Felids, except the domestic cat
3. Canids, except the domestic dog
4. Ursidae (bears)
5. Elephants
6. Pinnipeds (such as seals and walruses)
7. Crocodilians (such as alligators and crocodiles)
8. Marsupials (such as kangaroos and opossums)
9. Snakes and Venomous reptiles, amphibians and Arachnids
10. Ungulates, except domestic goats, sheep, pigs, cattle, horse, mule and donkey
11. Hyaenas
12. Mustelidae (such as skunks, weasels, otters and badgers)
13. Procyonids (such as raccoons and coatis)
14. Edentates (such as anteaters, sloths and armadillos)
15. Viverrids (such as mongooses, civets and genets)
16. Cetaceans (such as whales, porpoises and dolphins)
17. Struthioniformes, Rhsiformes, and Casauriformes (Ostriches, Rheas and Cassowaries)
18. Falconiformes (such as hawks, falcons, and eagles)
19. Strigiformes (such as owls)
20. Rodentia, except the hamster, guinea pig, domestic rat and mouse
21. Chiroptera (bats)
22. Lagomorphs, except the domestic rabbit

BC Jodo Shinshu Buddhist Temples Federation
Vancouver Island Obon
Cemetery Visitation Tour
August 20 & 21, 2016



The Vancouver Island Obon Cemetery Tour has been sponsored by the BC Jodo Shinshu Buddhist Temples Federation. We are a group of temples belonging to the Jodo Shinshu Hongwanji-ha denomination of Japanese Pure Land Buddhism.

The purpose of the Annual Vancouver Island Obon Cemetery visitation is to pay respect to the many individuals of Japanese heritage who forged their

lives on the Island and who have long since passed on. Many of the individuals buried at the cemeteries on Vancouver Island no longer have descendants living nearby and the Obon Cemetery Visitation is our way of acknowledging the pioneers of our country, letting them know that they may be gone, but they are not forgotten.

We will be visiting cemeteries in Nanaimo, Cumberland, Port Alberni, Chemainus, Duncan and Victoria

The other purpose of the Obon Cemetery Tour is to foster fellowship and understanding as we welcome people from all nationalities and faith denominations in paying tribute to those who have gone before us. Your participation in the visitation is greatly appreciated.

For more information and a schedule of when each cemetery will be visited, please contact Rev. Grant Ikuta of the Steveston Buddhist Temple at (604) 908-4140 or email at: rev.ikuta@steveston-temple.ca.

Thank you

BC Jodo Shinshu Buddhist Churches Federation

2016 Vancouver Island Obon Cemetery Services

August 19 (Friday) to August 21 (Sunday)

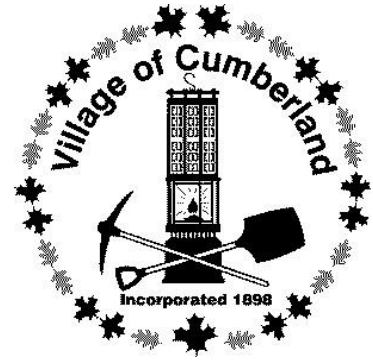
Date	Time	Location
Aug 19, Fri.	2:00 PM	Tsawwassen Ferry Terminal
	3:15 PM	Departure from Tsawwassen
		[2:00 hours]
	5:15 PM	Arrival at Duke Point (Nanaimo)
		Stay overnight in Nanaimo
Aug 20, Sat	9:30 AM	Cemetery visitation in Nanaimo
	10:00 AM	Nanaimo Obon Service at Mr. Fukui's Residence
	12:00 Noon	Lunch
	2:00 PM	Cumberland Cemetery Service
	5:00 PM	Port Alberni Cemetery Visitation
	7:30 PM	Stay overnight in Nanaimo
Aug 21, Sun	9:30 AM	Chemainus Cemetery Visitation
	11:00 AM	Duncan Cemetery Service
	12:00 Noon	Lunch
	2:30 PM	Obon Service at Ross Bay Cemetery in Victoria
	8:00 PM	Leave Victoria Swartz Bay back to Tsawwassen Terminal



We will try to clean up the memorial monument at each cemetery before or after the service.

Prepared by Rev. Grant Ikuta

REPORT TO COUNCIL



REPORT DATE: July 19, 2016

MEETING DATE: July 25, 2016

TO: Mayor and Council

FROM: Joanne Rees, Planner

SUBJECT: Heritage Alteration Permit – Hinterland Holdings Ltd.

FILE: 2016-01-HAP

OWNER: Hinterlands Holdings Ltd

AGENT: Martin Hagarty, Architect AIBC

FOLIO No.: 516 00020.000

PID: Not yet available

LEGAL DESCRIPTION: Lot 1, District Lot 21, Nelson District, Plan EPP56803 (pending)

CIVIC ADDRESS: 2706 Dunsmuir Avenue

ZONE: Commercial One (C-1)

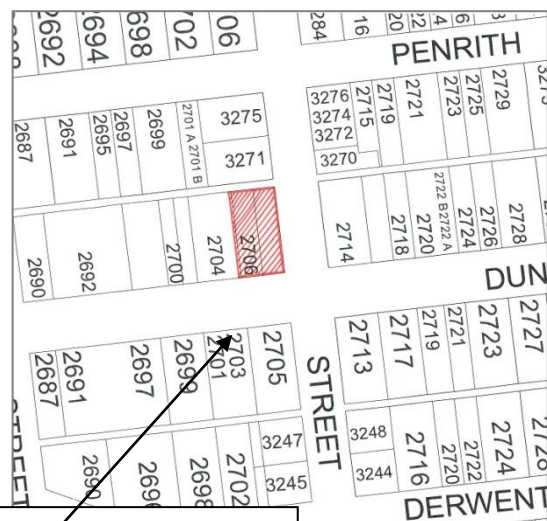
OCP DESIGNATION: Commercial Mixed Use

RECOMMENDATION

- i) THAT Council receive the Hinterlands Heritage Alteration Permit (2016-01 HAP) report dated July 19, 2016.
- ii) THAT the Council grant the Heritage Alteration Permit for property legally described as **Lot 1, District Lot 21, Nelson District, Plan EPP56803 (2706 Dunsmuir Avenue)** substantially in compliance with the attached application; and that the Permit shall not be issued until the consolidation of the two lots and lot line change has been registered at the Land Title Office.

SUMMARY

Hinterland Studios, an international video game producer, currently operating in Cumberland in the historic Marrochi Store building on Second Avenue is planning to move their entire operation, including staff now at other locations, to their new location at 2706 Dunsmuir Avenue. The exterior of the new building is in poor condition and needs extensive interior and exterior renovations. This location is within the Historic Village Commercial Core (HVCC), and as such requires a Heritage Alteration Permit for these exterior works.



Subject Properties
(soon to be one Property)

BACKGROUND

History¹

In June 1894, the original 30' by 70' two-storey portion of this building was constructed. From 1897 to 1900 the building was occupied by a general store which sold groceries, staple and fancy dry goods, clothing, boots and shoes, and crockery. (Barr, 59-61)

Early in 1900, the property was purchased by Simon Leiser of Victoria, then one of the province's biggest wholesalers and retailers. Leiser's business, The Big Store, was divided into five departments: dry goods, boots and shoes, hardware and furniture (closed May 1907), groceries, and liquor.

John Sutherland bought the dry goods and gents furnishings departments in 1920. The grocery department (the others had been phased out over the years) was purchased by Sutherland employees in 1921 and continued in the western part of the building until the 1950s. The eastern part of the store became Graham's Dry Goods in the mid-1940s, then Pickard's in 1946 when it was renovated (no details provided).

The business was purchased in 1949 and again in 1953 when the store was renamed John-Cliff Dry Goods Ltd. In 1955, the partners bought the building and renovated once again, opening up both sections of the building. The closing of John-Cliffs in 1992 was the end of 97 years of continuous use as a general, then dry goods store.

Leiser's, the Big Store, was one of the most ornate **false-fronted Frontier-type commercial** buildings in Cumberland. Both the short and the tall front façades are topped with ornate, bracketed cornices. Each half of the façade is divided into three sections, the mid-sections being the widest. Although the grade level rises from east to west, the cornice above the main floor shop windows is a continuous line. There are three front windows in the second storey of the taller section, and a pediment above the middle third denoting the end of the pitched roof. The building's most unusual feature is the long extension of the eaves on the east, supported by wooden posts set at about 45° against the side wall. Over the years, the original features of the façade had been removed or totally obliterated by several layers of siding and a large permanent canopy. In 1994, contractors restored the building, reconstructing bracket and cornice decoration and the large shop windows. In the process, a large painted sign on the east exterior wall, advertising *Simon Leiser's*, was uncovered and recreated. Since that time the building was painted pink and the advertisement covered.

The Historic Village Commercial Core

In 2014, the new Official Community Plan (OCP) designated the properties along Dunsmuir Avenue between First and Fifth Streets as the Historic Village Commercial Core (HVCC) as one of few surviving early mining town commercial areas on Vancouver Island. As well, the OCP designated the same area as a Heritage Conservation Area (HCA) a distinct district identified for heritage conservation purposes. The HCA is intended to provide long-term protection of the HVCC, which contains resources with special heritage value or heritage character. The historic form and scale of commercial buildings in the downtown area of Cumberland are integral to the appearance, feeling, and ambience of this predominately commercial area. The objective of

¹ Barr, Jennifer Nell. *Cumberland Heritage A Selected History of People Buildings Institutions and Sites 1888-1950* Cumberland: Village of Cumberland, 1997. Print.

this designation is to ensure that revitalization or new development in the downtown area is compatible with the scale and character of the existing downtown heritage character.

In 1993, the Village prepared the “Village of Cumberland Heritage Conservation Management Plan”, and more recently in 2008, a “Cumberland Enhancement Study” that identified Dunsmuir Avenue between First and Fifth Street as a ‘Historic Commercial Core’. Creating a Heritage Conservation Area for the Historic Village Commercial Core is a critical foundation towards achieving appropriate, consistent, and sensitive revitalization of this designated area.

In alignment with the applicable objectives and policies, this HCA is designated to achieve the following specific core objectives:

- 1) To recognize and enhance the historic nature of the HVCC for the benefit of present and future generations.
- 2) To ensure that building restorations, rehabilitations, renovations or alterations, and property development or redevelopment within the HCA respects the history and enhances the heritage character and heritage value of the HVCC.
- 3) To promote conservation, restoration, and heritage sensitive rehabilitation and renovation of the heritage buildings in the HCA, where such are listed.
- 4) To regulate subdivision within the HCA, in a manner consistent with the guidelines and heritage scale of the area.
- 5) To accommodate infill development that is consistent with the existing heritage buildings and enhances the heritage character of the HVCC.
- 6) To promote appropriate adaptive reuse of existing buildings.
- 7) To support densification of the surrounding residential area designated under *DPA 6 Residential Infill*.
- 8) To continue to promote a pedestrian friendly, accessible, vibrant, and animated historic downtown Village core.
- 9) To accommodate, encourage and manage infill development on existing vacant lots to ensure that new buildings constructed within this HCA are designed and maintained so as not to detract from the overall effect and character of the surrounding original structures, and therefore, all new construction built on vacant properties located within the boundaries of the HCA must be consistent with the Guidelines.

Application Details

The project is planned in two stages. The first stage is the exterior renovation and is scheduled to begin in the fall of 2016 once all the necessary municipal approvals are in place. Phase Two is not subject to this Permit (provided for information only) as it is for internal changes and involves interior works on the main studio and is anticipated to start in the Spring 2017. This phase may include the additions of residential and/or commercial space.

Upgrades include all new painted cedar siding in a traditional profile, new roofing and new storefront windows on Dunsmuir to match the existing big windows. The interior of the building will be transformed into a contemporary first class office space. The modern character of this new use will be glimpsed through the entrances and will be expressed on the outside by the complete upgrade of the 1990's concrete block addition at the back on the lane into an attractive modern space and form.

Details of Proposed Works

Exterior: <i>(subject to this Permit)</i>	➤ Attractive, tidy, historic with modern touches; external expression of the studio brand and aspirations for Cumberland's future
Interior: <i>(not subject to this Permit)</i>	➤ 418.1metres ² - 557.4metres ² (4,500-6,000feet ²) of open-concept and quiet work areas ➤ Collaborative meeting areas ➤ Sound studio ➤ Streaming and recording room ➤ Motion-capture studio ➤ Virtual reality workshop ➤ Demo/media room ➤ Amenities: Kitchen, Lounge, Library, Rooftop patio, etc.

The intention of the exterior renovation is to meet the intention of the HAP guidelines and requirements and maintain and improve the pioneer form and character of the existing building, especially the façade facing Dunsmuir Avenue.

It is the applicant's opinion that this proposal: honours historic architectural characteristics; preserves the majority of the Dunsmuir-side design elements using quality, long-lasting materials; and provides updates which reflect contemporary tastes and modern architectural principles; while blending historical character (front) with updated modern/historical design elements, reflecting the building's new purpose.

HAP Guidelines

For your convenience, staff has created a table listing all the guidelines of the HCA and how the applicant intends to meet or exceed the guidelines and in some cases, staff comments are added.

STRATEGIC OBJECTIVE

Comprehensive Planning

ATTACHMENTS

- i) Public Submissions
- ii) The HAP checklist
- iii) Draft Heritage Alteration Permit

REFERRALS

Further to the Section 8 of the *Corporation of the Village of Cumberland Heritage Commission Bylaw No. 824, 2006*, on June 27, 2016 Council referred this application to the meeting of the Heritage Commission to be held on July 13, 2016. The Heritage Commission made the following recommendation:

"THAT the Heritage Commission recommends that Council grant the Heritage Alteration Permit for property substantially in compliance with the attached application; and that one of the conditions of issuing the Permit shall be the registration of the consolidation of the two lots and lot line change."

Further, the Commission discussed the public submission which asks for Hinterland to leave the mural on rear wall (see attached submission). At the meeting, Mr. Van Lierop, owner of Hinterland said that it is their intention to remove/cover all the art work on the walls (side and rear walls) as they, in their opinion, do not reflect either the type of business that Hinterland represents, nor do they reflect the applicable objectives and policies of the Heritage Village Commercial Core as they apply to the Heritage Conservation Area (HCA) for the protection of resources with special heritage value or heritage character.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS

Pursuant to the requirements of the *Local Government Act*, notice of Council consideration of a Development Variance Permit must be mailed or otherwise delivered to owners of adjacent properties a minimum of 10 days before the Council considers the application. The required notice was mailed and hand delivered to the neighboring properties within 75.0 metres of the subject property and at the time of writing this report, three comments had been received from the Public Meeting and one separately. All of these are attached to this report.

CONCURRENCE

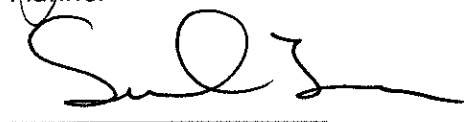
Rob Crisfield, Manager of Operations 

OPTIONS

- i) That Council grants the Heritage Alteration Permit substantially in compliance with the attached application.
- ii) That Council tables the Heritage Alteration Permit pending receipt of further information (please supply details)
- iii) That Council deny the Heritage Alteration Permit the attached application. (must give reasons)
- iv) Any other action deemed appropriate by Council.

Respectfully submitted,


Joanne Rees
Planner


Sundance Topham
Chief Administrative Officer

Hinterland Holdings Ltd.

Heritage Application Permit Public Meeting
Monday July 11 2016
2706 Dunsmuir Avenue, Cumberland

Comment Sheet

Please leave any comments regarding the project, this information will be forwarded to the Village of Cumberland Heritage Committee for review.

This reno looks to be beneficial to the Cumberland Community. A lot of intention was put behind preserving the historical integrity of the building, and I believe its renovation will have a positive impact on the growth of Cumberland as a whole!

Hinterland Holdings Ltd.

Heritage Application Permit Public Meeting

Monday July 11 2016

2706 Dunsmuir Avenue, Cumberland

Comment Sheet

Please leave any comments regarding the project, this information will be forwarded to the Village of Cumberland Heritage Committee for review.

Hinterland:

wow!

As a resident of Cumberland for 8 1/2 yrs
all I can say is: "When can you start?!"

It's so exciting that you are taking
on such a BIG project and I can't
believe how fortunate we are that you
decided to do this in Cumberland.

The plans look great, tasteful and very
classy. I love the exterior plans. The side
and back of the building look really great!
But the front will be truly amazing!! WAY to GO!

Hinterland Holdings Ltd.

Heritage Application Permit Public Meeting

Monday July 11 2016

2706 Dunsmuir Avenue, Cumberland

Comment Sheet

Please leave any comments regarding the project, this information will be forwarded to the Village of Cumberland Heritage Committee for review.

This looks fantastic + is much
needed to help our village keep
the heritage but be spruced up!
The pink is horrible.

July 11, 2016

To involved parties,

I would like to thank Raphael Van Lierop for the presentation of intent on Monday July 11th in regard to 2706 Dunsmuir.

As a property owner on Second St, our family home shares the lane way with the property in question. My spouse & I enjoy the home with our 3 sons. He works for the Waverley Hotel & Pub as sous chef and I with social media & merchandising. I also administer the health & dental plan for the student body of North Island College as staff for North Island Students' Union.

I am pleased to understand the work that will take place to restore the Dunsmuir frontage to it's former glory while making adoptions for current building practices such as roof overhang, metal roof with snow guards, modern windows and more. I support the addition of windows & entrances on the Second St side, noting it will increase foot & vehicular traffic in our immediate vicinity, especially during construction phase. Currently the Hinterland staff kindly respect our request for residential parking in front of our home, I suspect that will continue even with an increase in staffing in the location. I did miss the beginning of the presentation, and do note that there is more business frontage in the block of Second St in question than residential homes and have concerns for parking. That is likely another topic altogether.

I like the proposed changes to the second storey materials, and the change to the roof details on the alley side of the building. I am strongly disappointed in the lack of plan to preserve the mural on the alley side of the building. I believe this welcome piece of art adds to the neighbourhood and community on whole and would like to see it retained. The intent of the placement of this art was to discourage graffiti tagging and I think should the wall be returned to a solid colour it will once more be a target. I do not want to wake up to graphic images as can be seen in other locations on the block, nor the simple tagging of names on the wall. I have broached this with the artist, Gillian Brooks and she assures me that with access to the proposed paint colour she can remove all trace of the current aging pink wall and blend the mural into the colour scheme. Many photos are taken in front of that wall each year, some professional, many amateur. The artist has been featured in local magazine Comox Valley Collective, <http://www.cvcollective.ca/gallery-gillian-brooks/> with focus on that mural. Gillian has murals at the Cumberland Community School, Grape Expectations, the Forbidden Plateau Skate Park in partnership with Get on Board and more. Living next to this iconic piece of art is part of my backyard. An Autumn Harvest wall, as proposed, leaves much to be desired in comparison.

Gillian never received compensation to paint that piece. It was a labour of love and I believe it reflects it. I would like to see Hinterland reconsider their current position of nonpreservation.

This document has been created for the Developer to answer how the guidelines in the OCP are being met by the proposal. Developer comments are highlighted in blue and Staff comments, queries are in red.

11.2.2 Guidelines		
	WHAT THE OCP SAYS	HOW THE PROPOSAL MEETS THE GUIDELINE
1. GENERAL		
a)	Restorations or renovations should retain the existing siting, roofline design, height, and number of storeys of the affected building or structure. Where foundations require replacement, the siting and height of the affected building or structure may be reasonably altered. Whenever possible, original forms, materials and details should be uncovered or left in place, and preserved.	Existing siting, roofline, height, and number of storeys remain unchanged. Original details, forms and materials will be used for the renovation of the Dunsmuir Avenue façade will be modified to reflect roof shape behind. Changes will occur along the Second Avenue façade including new windows and canopies, and a reduced roof overhang.
b)	Alterations shall not be made to a building that interferes with the relationship of the upper and lower storey.	The proposed alteration will not change the relationship of the upper and lower storeys.
c)	The retail/commercial appearance of the street level of a building shall not be significantly altered from the original.	The retail commercial appearance remains the same.
d)	The Village requires the adaptive re-use of residential structures on Dunsmuir Avenue for commercial purposes provided the renovations of the structure respect and do not significantly alter the exterior character of the residential building.	Not Applicable
e)	The Village requires new construction, especially which is proposed by chain stores or fast food restaurants, conforms to the design objectives of the HCA-1.	There is no new construction
f)	Consolidation of properties into large parcels shall be discouraged unless the proposed building design is sensitive to the small scale shop frontages typical in the commercial area of Cumberland.	Not Applicable
2. SITE DESIGN		
a)	The downtown commercial area is the social, cultural, historic, and economic heart of the Village. It is also the most visible part of the community and requires special design consideration which	Not Applicable
		See HAP #3(a)
		No HAP Condition
		No HAP Condition
		No HAP Condition
		No HAP Condition
		No HAP Condition
		No HAP Condition

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11.2.2 Guidelines		
	WHAT THE OCP SAYS	HOW THE PROPOSAL MEETS THE GUIDELINE
	extends beyond the buildings themselves to the site development. All new construction must meet the common parking standard as outlined in the Village's zoning bylaw, and on-site parking will be located at the rear of the lot with access from the rear lane.	
b)	All developments will be required to reserve a non-buildable area a minimum of 1.5metres, and grant a Statutory Right-of-Way (SRW) for that area along the rear lane to enable the Village to construct and maintain a lane of sufficient width to provide rear access, travel, and snow removal.	The Building already is adjacent to the rear lane. Will require the SRW, language in the SRW will allow the building to remain in place but if the building is removed or destroyed and then replaced, the SRW area will be left vacant.
c)	No vehicle access will be permitted off Dunsmuir Avenue.	None exists; none proposed
d)	Where a rear access lane is present, access shall be from the rear lane.	Not Applicable
e)	Site layout shall consider locating buildings in order to incorporate pedestrian courtyards, plazas, and common gathering areas with coordinated site furniture and lighting.	Does not apply; the existing building occupies the entire site.
f)	Site design shall consider the preservation or enhancement of natural site features.	Not Applicable
g)	Site design shall maintain key view corridors to open areas and surrounding landscape vistas.	Not Applicable
h)	The proposed development shall demonstrate the principles of Crime Prevention through Environmental Design (CPTED) in the implementation of the site and landscaping design process.	Not Applicable
3. LANDSCAPING		
a)	Landscaping shall respect the heritage character of the area and be consistent with neighbouring properties. Property owners are encouraged to use plantings and landscape elements that reflect the historic development of HVCC.	Not Applicable
		No HAP Condition

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11.2.2 Guidelines		
	WHAT THE OCP SAYS	HOW THE PROPOSAL MEETS THE GUIDELINE
	Mature plantings that provide historic context, and character-defining elements, shall be taken into consideration in any redevelopment of the site or before undertaking any new construction	
b)	In order to maintain the existing open appearance, owners or designates are encouraged to limit whenever possible the height of fences or solid hedges between the front of the principal building and the front lot line	Not Applicable No HAP Condition
c)	Where construction of a new fence is contemplated, owners or designates are encouraged to erect a fence or wall of historic appearance (e.g., various styles of pickets or stone walls)	Not Applicable No HAP Condition
d)	Landscaped areas shall be watered by an automatic irrigation system, complete with an automated 'smart' controller.	Not Applicable No HAP Condition
e)	Except where precedent exists for renovation of historic landscapes or gardens, high water use turf, sod, and lawn are prohibited.	Not Applicable No HAP Condition
f)	Landscape planting shall be designed to reduce water consumption through the use of plants suitable for the growing area. Development projects should incorporate rainfall capture systems for irrigation where feasible.	Not Applicable No HAP Condition
4. ACCESSIBILITY		
a)	All new construction will require the installation of sidewalks along the frontage and, if on a corner lot, along the adjacent side street to the rear lane.	Not Applicable No HAP Condition

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11.2.2 Guidelines			
WHAT THE OCP SAYS		HOW THE PROPOSAL MEETS THE GUIDELINE	HAP CONDITION
b)	Accessibility features shall be integrated into the overall design concept and identified on the site plans.	Not Applicable	No HAP Condition
c)	Accessible travel routes shall be provided from adjacent roadways and parking areas to the main building entry and shall incorporate barrier-free universal design principles.	Existing access to the main entrance will be maintained.	See HAP # 3(a)(v)
	i) Accessible travel routes shall be of a hard, slip-resistant surface with a minimum width per requirements of the most current edition of the British Columbia Building Code (BCBC).	Existing	
	ii) Accessible travel routes shall conform to the requirements of the most current edition of the BCBC.	Existing	
5. BUILDING FORM AND CHARACTER			
a)	Buildings shall be sited to ensure that any adjacent residential properties have visual privacy, as well as protection from site illumination and noise.	Privacy at the back lane will be improved with the addition of a solid guard and rail around the flat roof at the back.	See HAP # 3(c)
b)	New buildings in the area shall give special consideration to the following:	Not Applicable	No HAP Condition
	i) New buildings shall not be set back from the street or side property lines unless there are specific design reasons, such as the development of a garden for seating, built into the design. Parking shall not be permitted in front of a building which is set back from the street;	Not Applicable	No HAP Condition

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11.2.2 Guidelines			
WHAT THE OCP SAYS		HOW THE PROPOSAL MEETS THE GUIDELINE	HAP CONDITION
ii)	New buildings shall respect the design of adjacent buildings. For example, new construction can carry through a cornice line in the new structure or repeat the window pattern of an adjacent building;	Not Applicable	No HAP Condition
	All new buildings shall have large window openings onto the street. New buildings shall not be constructed with solid unbroken walls facing the street which will appear uninteresting and uninviting to the pedestrian.	New windows will be added along Second Street to break up the existing solid wall and provide a better street experience. The frontage windows facing Dunsmuir will be replaced with metal-shielded wood windows similar in appearance to the existing windows which are in very poor condition and need to be replaced. The windows and doors along Second Street will be installed in the recessed entries. See Schedule A-2	See HAP # 3(d)(i)&(ii)
c)	All buildings and expansions thereto, storage, parking, and supply yards shall be designed to be compatible with surrounding land uses and the major roads fronting the property.	Not Applicable	No HAP Condition
d)	Rooftop mechanical equipment shall be hidden behind screens or parapets designed as an integral part of a building to conceal such equipment.	Any new equipment will be screened.	See HAP #3(f)
e)	Building massing shall respond to a human scale with materials and details that are proportionate to human height and provide visual interest at the street and sidewalk level.	The building is existing and changes will meet these requirements	No HAP Condition
f)	The form and scale of new construction and materials shall respect and complement the adjacent structures. Building massing shall consider the preservation or enhancement of view corridors to open areas and mountain vistas.	No new construction the building is existing.	No HAP Condition

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11.2.2 Guidelines			
WHAT THE OCP SAYS		HOW THE PROPOSAL MEETS THE GUIDELINE	HAP CONDITION
g)	The original proportions of storefront elements (i.e., windows, doors, entranceways, cornices, and bulkheads) shall be retained or if necessary reconstructed.	The storefront elements on Dunsmuir Avenue will meet these requirements.	See HAP # 3(a)
6. ADDITIONS AND PROJECTIONS			
a)	Additions to heritage buildings shall respect and conform to the type of massing suggested by existing structure. This is a core principle in maintaining the heritage character of the area. The following shall also be considered:	There are no additions	No HAP Condition
i)	Due to the nature of traditional construction methods, it is important that any new construction blend sensitively where it joins with an older building;	There is no new construction.	No HAP Condition
ii)	The visual impact of building additions shall be minimized from adjoining streets;	Not Applicable	No HAP Condition
iii)	Additions to the front of historically intact heritage building façades may not be permitted, except where the proposed addition replaces an existing addition or where the addition is a porch;	No new addition is proposed.	No HAP Condition
iv)	Architectural elements such as front porches, verandahs and bay windows shall be retained and, where possible, restored to their original design.	The bay windows facing Dunsmuir will be restored to their original (previous?) design.	See HAP # 3(d)(i)
7. SUSTAINABLE BUILDING - EXISTING BUILDINGS WITHIN THE HERITAGE CONSERVATION AREA			
a)	Materials: Retain existing building envelope materials as possible, including siding. Design and install rain screen sidings with care, as they have the potential to introduce life cycle considerations and may impair heritage character through the removal of original material.	Roofing material will be changed to durable “zinc” coloured metal. New wooden siding will look like existing drop siding and will be installed on a durable rainscreen system.	See HAP # 3(e)

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11.2.2 Guidelines		
	WHAT THE OCP SAYS	HOW THE PROPOSAL MEETS THE GUIDELINE
b)	Windows and Doors: For historic buildings, every reasonable attempt shall be made to repair original window sashes and doors, or to replace inappropriate later additions with replicas of the originals. Excellent thermal efficiency may be achieved through the repair and maintenance of existing wooden windows. Wood-framed storm windows will also aid with thermal efficiency and sound abatement. Replacement of originals windows shall only be undertaken as a final resort in cases of extreme deterioration.	Appearance of windows facing Dunsmuir Avenue will be maintained. Doors will be upgraded to complement the windows. Original wood windows will be replaced with wood windows of similar appearance. More modern materials will be installed in the recessed entries along Second Street.
c)	Mechanical Systems: Inefficient mechanical systems are one of the main reasons why existing buildings are poor thermal performers. Consider installing energy-efficient appliances when possible.	Energy efficient appliances will be used, where possible.
d)	Insulation: Introduce extra insulation, especially in attic spaces. Consider the use of weather-stripping and other draft- proofing measures.	Insulation will be improved.
e)	Improve the performance of heritage and existing buildings, including by reference to the Vancouver Heritage Foundation's Old Buildings: <u>Your Green Guide to Heritage Conservation</u> available at www.vancouverheritagefoundation.org	Performance of the building will be improved through the use of energy efficient appliances and improved insulation.
8.0 SUSTAINABLE BUILDING - NEW BUILDINGS WITHIN THE HERITAGE CONSERVATION AREA		
a)	Building design should include passive heating, lighting and cooling design features.	Where practical, these features will be implemented.
b)	Landscaping and building design should consider the incorporation of natural daylight and seasonal shade needs.	Skylights and new windows will improve the existing daylighting.

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11.2.2 Guidelines			
	WHAT THE OCP SAYS	HOW THE PROPOSAL MEETS THE GUIDELINE	HAP CONDITION
c)	Building orientation should, where practical, be designed to optimize the benefits of solar orientation.	Existing Building – does not apply.	No HAP Condition
d)	Building design should incorporate solar ready features.	Existing Building – does not apply	No HAP Condition
e)	Sheltered and secure bicycle parking shall be provided to a level that is consistent with the proposed use.	Existing Building – does not apply	No HAP Condition
f)	Electric vehicle plug-ins should be provided for new developments.	Existing Building – does not apply	No HAP Condition
g)	All buildings shall be designed and engineered to be solar ready.	Existing Building – does not apply	No HAP Condition
h)	Adaptive reuse of buildings and on-site materials is encouraged, where permitted within the BC Building Code and under relevant legislation.	Building is changing from retail to office use.	No HAP Condition
9. Architectural Detailing			
a)	Design proposals for heritage buildings shall be examined to determine what original architectural details remain and may be rehabilitated. The historic character of heritage buildings is dependent on a variety of architectural details. It is recognized that:		
i)	In some cases, certain features have been lost or obscured by many years of weathering, inappropriate renovation or lack of maintenance;	Missing elements on Dunsmuir Avenue will be replaced with new matching elements.	See HAP # 3(a)
ii)	Not every detail of every building may be feasibly restored, but surviving features shall be retained and repaired. Inappropriate later additions shall be removed or replaced.	The extended roof overhang on Second Avenue will be removed.	No HAP Condition
iii)	Inappropriate new architectural details will not be permitted.	No inappropriate architectural elements are proposed.	No HAP Condition

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11.2.2 Guidelines			
WHAT THE OCP SAYS		HOW THE PROPOSAL MEETS THE GUIDELINE	HAP CONDITION
	iv) Building details shall be compatible with the date the building was constructed or, where appropriate, a historically defensible later dates, and shall be based on documentary evidence.	Building details are generally compatible.	No HAP Condition
	v) Fake or imitation "heritage looking" elements such as sunburst windows or "gingerbread" woodwork shall not be applied to the façades of buildings if they were not a part of the original fabric of the building.	There will be no fake or imitation heritage looking elements.	No HAP Condition
g)	Awnings are recommended, where appropriate. The awning or canopy shall be well set back from the curb.	There are no awnings proposed on Dunsmuir Avenue. New roof overhangs are proposed over the three entries on Second Avenue.	See HAP # 3(d)(vi)
h)	Awning and canopy dimensions shall be as follows:		
	i) 2.8metres minimum height from ground level to bottom of awning;	New entry canopies will meet this requirement.	No HAP Condition
	ii) 1.8metres maximum projection from building;	New entry canopies will project max 1500mm from building	See HAP # 3(d(vi))
	iii) 45degree awning or canopy angle;	Not Applicable	No HAP Condition
	iv) 1.8metres maximum frame height.	New entry canopies will be nearly flat	No HAP Condition
10. MATERIALS			
a)	Original materials shall be maintained in order to ensure visual continuity. Any new materials used shall respect both the style and the date of the individual building.	Proposed roofing and entries and canopies along Second Avenue are more modern.	No HAP Condition
b)	Original materials shall be left in place, or exposed when intact.	The original materials are in poor condition and will be replaced.	No HAP Condition

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11.2.2 Guidelines			
	WHAT THE OCP SAYS	HOW THE PROPOSAL MEETS THE GUIDELINE	HAP CONDITION
c)	All materials used in alterations or additions shall be sympathetic in appearance to the original structure.	Windows and siding will be like original; exterior doors, canopies and roofing are more modern.	No HAP Condition
d)	Original wood siding and trim shall be repaired, painted and maintained to a generally acceptable standard. This is both a sound restoration and environmental practice. If replacement is necessary. In these cases, the original configuration, assembly and appearance of wooden elements shall be duplicated.	New wood siding will match original.	No HAP Condition
e)	Recommended Exterior Materials:		
	i) Low profile horizontal drop or bevel siding, where appropriate	Wooden drop siding will be used.	See HAP #3(e)
	ii) Wood shingles, where appropriate	There are no wood shingles proposed.	No HAP Condition
	iii) Sandstone and good quality brick, where appropriate	There is no new brick or stone proposed.	No HAP Condition
	iv) Appropriately designed stucco as a cladding material, where appropriate	Not applicable	No HAP Condition
	v) The use of tile as a decorative entryway and façade material is encouraged. Tile shall be limited to small decorative areas. Tiles shall be relatively small, 152.0millimetres or less square, and solid in colour	There is no tile proposed.	No HAP Condition
11. Windows and Doors			
a)	Several of the early Cumberland buildings originally had double-hung or casement wooden sash windows and wooden doors. Every attempt shall be made to repair original windows or to replace inappropriate later additions with replicas of the originals).	New wood windows facing Dunsmuir Avenue and Second Street will be very similar to the original wood windows. The windows and doors along Second Street will be more modern materials installed in the recessed	See HAP # 3(d)

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11.2.2 Guidelines		
WHAT THE OCP SAYS		HAP CONDITION
		entries. See Schedule A-2
b)	Metal Frame Windows and Curtain Walls are acceptable if there is clear demonstration of scale, material, colour and pattern sensitively integrating with the surrounding context.	On Second Avenue the recessed entries will have anodized alum storefront windows and doors.
c)	Vinyl window systems are not permitted.	None are proposed.
d)	If the original windows have been removed, restoration shall be considered.	New windows will replace the existing ones.
e)	Windows that are blocked up in whole or in part shall be opened and properly reglazed.	There are no blocked up windows.
f)	Window openings that have been changed in size shall be returned to their original dimensions and appropriate window sash reconstructed.	Window sizes are unchanged.
g)	Where possible, original window and door hardware shall be conserved and reused.	New door and window hardware will be installed.
12. Colour		
The choice of a colour scheme for a building shall be made on the basis of what is most appropriate for the individual building and also what colours may be compatible with adjacent buildings. Respect for nearby buildings will help to give a unified appearance within the Heritage Conservation Area		A new colour scheme is proposed, samples will be provided. Colour scheme is attached and samples of materials to be used were presented to the Heritage Commission. They will be available to Council at their meeting.

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11.2.2 Guidelines			
WHAT THE OCP SAYS		HOW THE PROPOSAL MEETS THE GUIDELINE	HAP CONDITION
13. Interior Features			
While these guidelines do not apply to the interior of buildings, owners, or designates, are encouraged to restore or retain historic interiors in a manner that is complementary to exterior façades.		Existing brick wall, wood post and beam and wood floors will be retained.	No HAP Condition
14. Lighting			
a)	All site lighting installations shall be fully shielded (full cut-off).	Not Applicable	No HAP Condition
b)	Light shall be shielded such that the lamp itself or the lamp image is not directly visible outside the property perimeter.	Not Applicable	No HAP Condition
c)	Security and other lighting shall be placed so as not to shine directly into residential properties or to reduce the separation effectiveness of any landscaped buffer.	There is no security lighting, only architectural lighting	No HAP Condition
d)	Exterior building lighting shall generally be concealed in soffits or other similar architectural features, where feasible.	The exterior lighting will meet his requirement	See HAP # 3(k)
e)	Lamp poles and luminaries used for site area lighting shall be complementary to the form and character of adjacent sites and Village Streetlighting standards.	Not Applicable	No HAP Condition
f)	There shall be sufficient on-site illumination for pedestrian/vehicle safety.	The exterior lighting will meet his requirement.	No HAP Condition
g)	Adhering to the principles of Crime Prevention through Environmental Design Principles (CPTED), lighting for pedestrian pathways, building entrances and parking areas shall be designed at a human scale (i.e., low level bollards) and address pedestrian safety, in a historically sensitive manner.	The exterior lighting will meet his requirement.	No HAP Condition

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11.2.2 Guidelines			
WHAT THE OCP SAYS		HOW THE PROPOSAL MEETS THE GUIDELINE	HAP CONDITION
15. SIGNAGE (SUBJECT TO COMPLIANCE WITH VILLAGE’S SIGN BYLAW)			
a)	The following sign types are recommended for use in the HCA designated area:		See HAP # 3(I)
i)	Painted wall signs: Historically, businesses in Cumberland painted signs on the exterior walls of their buildings. Painted wall signs can be effective although caution shall be taken to avoid large garish brightly coloured wall signs that would be out of place in Cumberland.	The Second Street elevation will have a painted wall sign. Signage for the Dunsmuir streetfront will be dark metal and halo lighted as shown on the Schedule A-1.	
ii)	Canopy or awning signs: The valances of canopies and awnings are often used for signage. Generally, the sign message shall be confined to the valance area of the awning or canopy although logos may be placed on the angled surface of the awning or canopy.	There will be no canopy signage.	
b)	No signs shall be equipped with flashing, oscillating or moving lights or beacons.	There are no flashing signs.	
c)	Sign illumination for new signs shall be exterior, from the front and downcast. Internally illuminated signs may include halo lighting or the direct back lighting, only for individual letters and logos.	New signs will conform. Signage for the Dunsmuir streetfront will be dark metal and halo lighted as shown on the attached renderings.	
d)	No signs shall be permitted on a roof.	No roof signs are planned	
e)	The following materials are recommended for signage:		
i)	Painted or sandblasted wood;	Signage for the Dunsmuir streetfront will be dark metal and halo lighted as shown on the attached renderings.	
ii)	Painted or enameled metal;		
iii)	Neon (appropriately designed in a period style);		
iv)	Painted signs on fabric canopies or awnings.		

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11.2.2 Guidelines			
WHAT THE OCP SAYS		HOW THE PROPOSAL MEETS THE GUIDELINE	HAP CONDITION
16. ACCESS, PARKING AND AMENITY AREAS			
a)	Ensure the safe, efficient, convenient, and functional movement of multiple modes of transportation with priority given to alternate modes of transportation, including public transit, bicycles, and pedestrians.	Existing building covers entirety of the lot. Parking is entirely off-site. Not Applicable	No HAP condition
b)	Promote the safety and mobility of through traffic by minimizing the number of access and egress points.		
c)	Parking areas shall clearly identify pedestrian circulation areas, preferably with different paving and landscaping treatment.		
d)	Parking areas shall be surfaced with a paving treatment (including: pervious paving, gravel with binders to minimize dust, cellular paving and concrete unit pavers).		
e)	Owners are encouraged to use permeable surface treatments for roadways, parking areas and other surfaced areas within a development.		
f)	Building entrances shall be prominent and clearly visible from access driveways, Dunsmuir Avenue or visitor/customer parking areas.	There are no driveways for the existing building however the entrance fronting onto Dunsmuir is clearly visible and the three (two new) entrances facing Second Street are highly visible as to their purpose.	See HAP # 3(a)
g)	All developments must provide adequate garbage and recycling facilities located at the rear of buildings.	The existing building fully occupies the site so there is no area for recycling bins. Garbage/Recycling will be managed internally or will possibly rent space in the vacant back yard next door.	See HAP # 3(n)

This document has been created for the Developer to answer how the guidelines in the OCP are being met by the proposal. Developer comments are highlighted in blue and Staff comments, queries are in red.

11.2.2 Guidelines			
WHAT THE OCP SAYS		HOW THE PROPOSAL MEETS THE GUIDELINE	HAP CONDITION
17.	STORMWATER		
a)	A stormwater management plan shall be required as prepared by a registered professional engineer that has as its goal the maintenance of post-development flows equivalent to those of pre-development flow patterns and volumes over the entire wet weather season.	Not Applicable Existing Building, no changes to footprint.	No HAP Condition
b)	Stormwater management shall follow source control (on-site) principles and practices and minimize the use of conventional pipe and pond techniques, and avoid direct discharges to streams and other water-bodies.		
c)	Stormwater management shall take advantage of on-site opportunities to recycle water to absorbent soils.		
18.	SOIL EROSION AND SEDIMENT CONTROL		
A Sediment and Erosion Control Plan shall be prepared by a registered profession for the construction and operational phases of the development		Not Applicable Existing Building, no changes to footprint.	No HAP Condition



Corporation of the Village of Cumberland

Heritage Alteration Permit

TO: Hinterland Holdings Ltd.

AGENT: Martin Hargarty, Architect AIBC

OF: PO Box 442, Cumberland, BC V0R 1S0

1. This Heritage Alteration Permit (2016-02-HAP) is issued subject to compliance with all of the bylaws of the Village of Cumberland applicable thereto, except as-supplemented by this permit for the purposes of carrying out renovations to the outside of the existing building.

2. This Heritage Alteration Permit applies to and only to those lands within the Village of Cumberland described below, and any and all buildings, structures and other development thereon:

Legal Description: Lot 1, District Lot 21, Nelson District, Plan EPP56803 (pending)

Folio: 516 00020.000

PID: None yet available

Civic Address: 2706 Dunsmuir Avenue

3. The land described herein shall be developed strictly in accordance with the following terms and conditions and provisions of this permit:

- a) The existing siting, roofline, height, and number of storeys and original proportions of storefront elements will remain unchanged. Original details and forms will be used for the renovation of the Dunsmuir Avenue façade which will be modified to reflect roof shape behind. Along the Second Avenue façade the changes include new windows and canopies, and a reduced roof overhang substantially in compliance with the attached Schedules A-1, A-2, A-3, and A-4.
- b) The Owner is required to provide a 1.5metre wide Statutory-Right-of-Way (SRW) along the rear lane for the purposes of enabling the Village, in the future, to construct and maintain a lane of sufficient width to provide improved rear access, travel, and snow removal.
- c) Privacy for building users and adjacent residents are to be improved by the addition of a solid guard and rail around the second storey deck at the rear. substantially in compliance with the attached Schedule A-4.
- d) Windows and Doors:
 - i) The existing wooden bay windows fronting Dunsmuir Avenue will be replaced by new metal shielded wood windows similar in appearance to the existing windows;

- ii) The existing windows fronting on Second Street will also be replaced by metal shielded wood windows, similar in appearance to the existing and two additional windows similar to those on the front of the building will be installed to provide light for two new interior stairwells;
- iii) More modern (anodized aluminum) materials will be installed in the recessed entries along Second Street;
- iv) No vinyl window systems will be used;
- v) Where feasible, building entries shall be designed to incorporate barrier-free universal design principles;
- vi) Awnings over the new entries on Second Street not project more than 1500mm from building;
- vii) The windows and doors along Second Street will be more modern materials installed in the recessed entries.

substantially in compliance with the attached Schedules A-1, A-2, A-3, and A-4.

- e) Materials: Durable “zinc” coloured metal will replace existing roof shingles. New wooden drop siding will replicate the look of the existing drop siding and will be installed on a durable rainscreen system.
- f) Mechanical Systems: Energy efficient appliances will be used, where possible, and any new rooftop mechanical equipment will be screened from view.
- g) Insulation: Where required, insulation will be improved from the existing.
- h) Where practicable, new building design will include passive heating, lighting and cooling design features.
- i) Features that have been lost or obscured by many years of weathering, inappropriate renovation or lack of maintenance will be replaced with new matching elements substantially in compliance with Schedule A-1.
- j) The colour scheme will be substantially in compliance with Schedule A-4
- k) Lighting: Exterior lighting will be concealed in soffits or other similar architectural features.
- l) Signage: The Second Street elevation will have a painted wall sign (details to follow). Signage for the Dunsmuir streetfront will be dark metal and halo lighted substantially in compliance with Schedule A-1.
- m) Building entrances shall be prominent and clearly visible from access driveways, Dunsmuir Avenue or visitor/customer parking areas. There are no driveways for the existing building however the entrance fronting onto Dunsmuir is clearly visible and the three (two new) entrances facing Second Street are highly visible as to their purpose.

- n) All developments must provide adequate garbage and recycling facilities located at the rear of buildings however, as the existing building fully occupies the site, there is no area for garbage or recycling bins. Garbage/Recycling will be managed internally or space may be found on an adjacent lot.

4. Security

No security required.

5. Timing and Sequencing of Development

Exterior renovation begins in September 2016.

6. List of Reports or Plans attached as Schedules

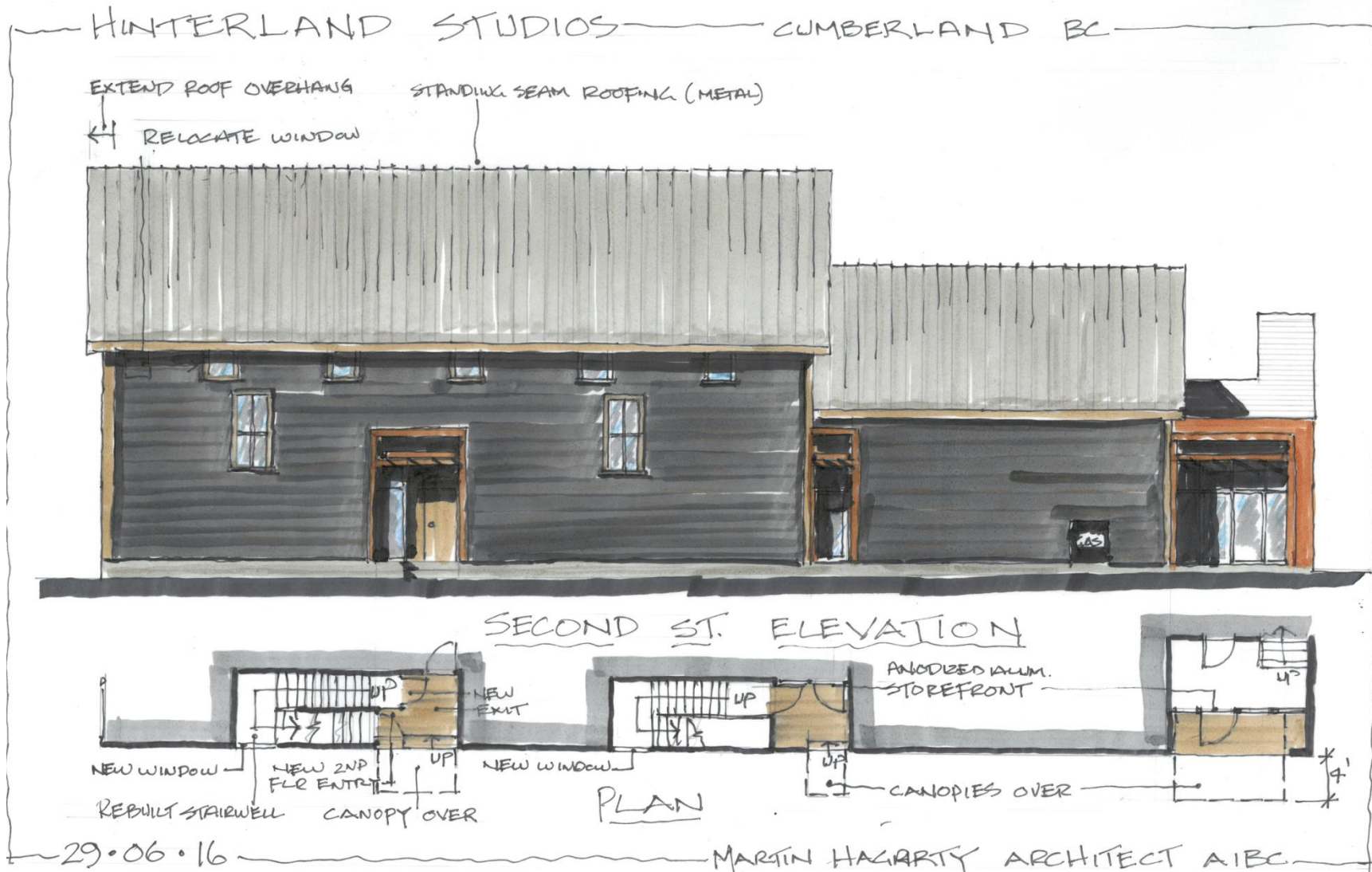
Schedule A-1 Dunsmuir Avenue Façade
Schedule A-2 Second Street Appearance
Schedule A-3 Rear of Building Appearance
Schedule A-4 Colour Scheme

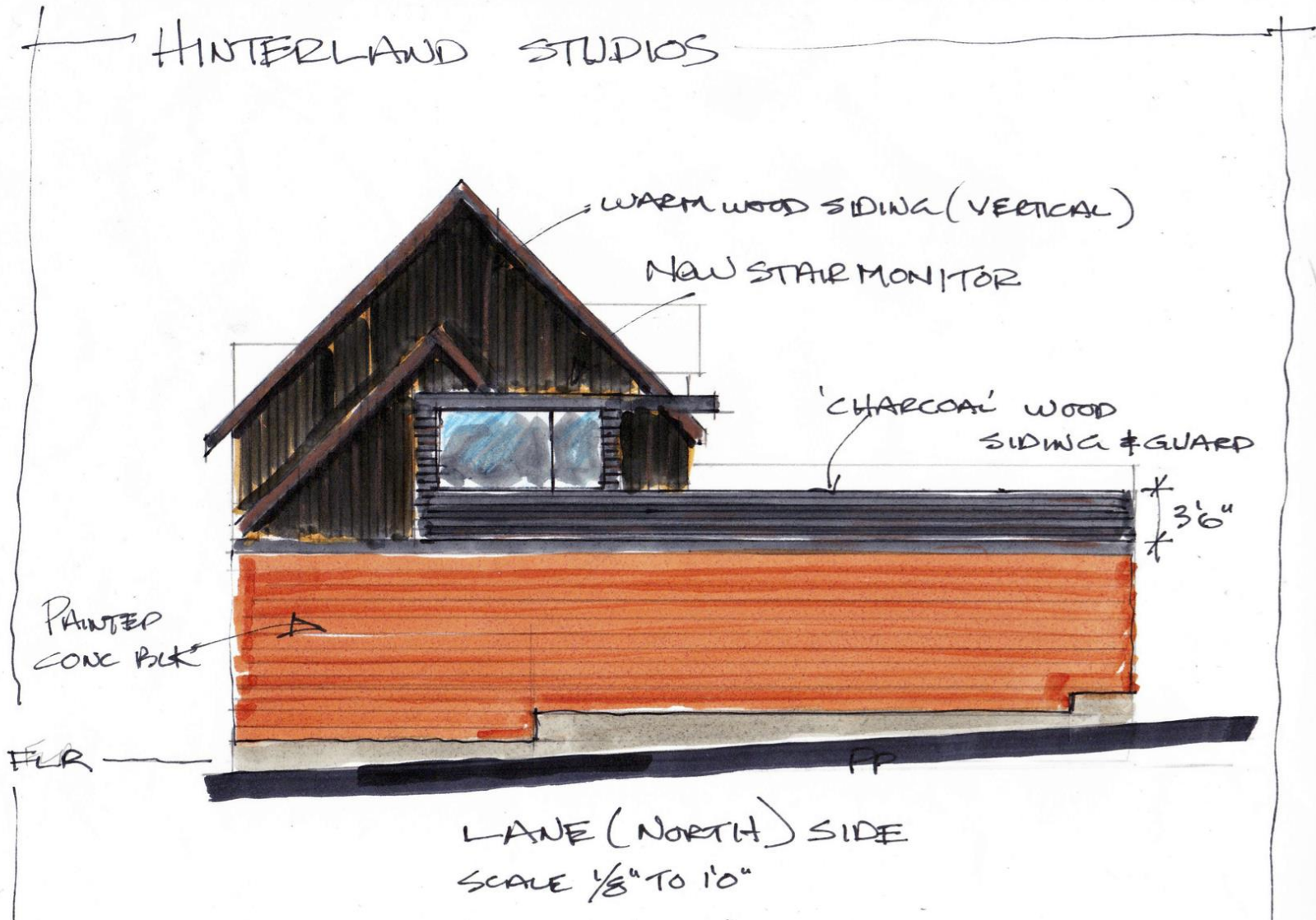
7. This Permit is **not** a Building Permit.

CERTIFIED as the **HERITAGE ALTERATION PERMIT** granted by resolution of the Council of the Corporation of the Village of Cumberland on the ____ day of _____, 20__ and issued on the ____ day of _____, 20__ *(the Council grants the Permit, and senior staff shall issue the Permit when all the conditions have been met. (such as the landscaping bond, etc)*

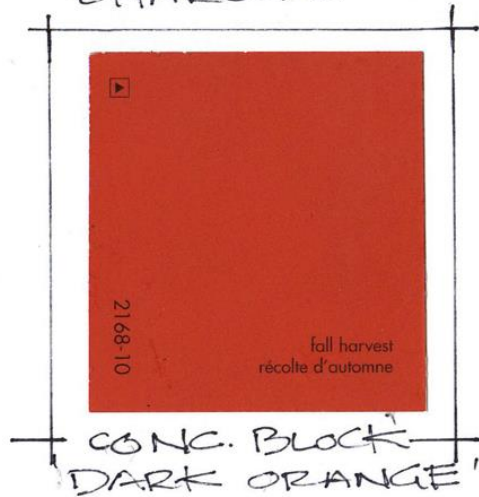
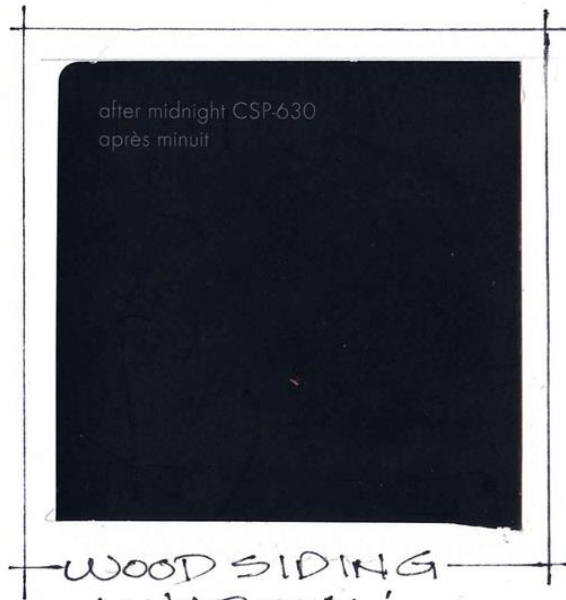
Corporate Officer



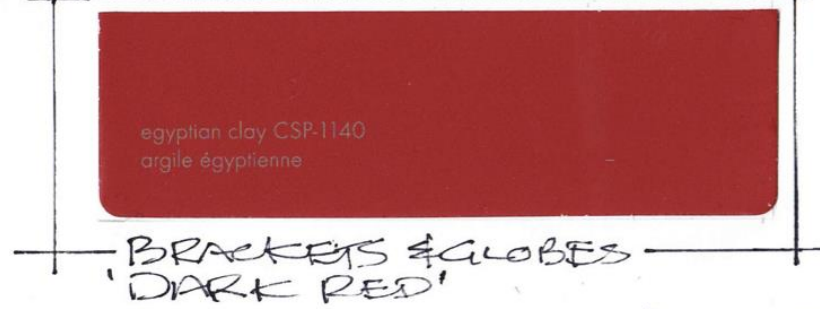
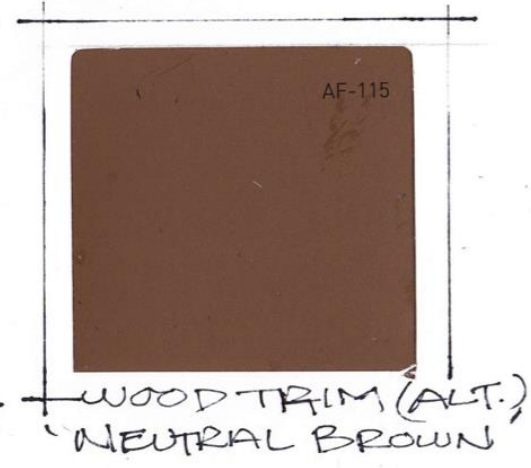




Schedule A-4 Colour Scheme

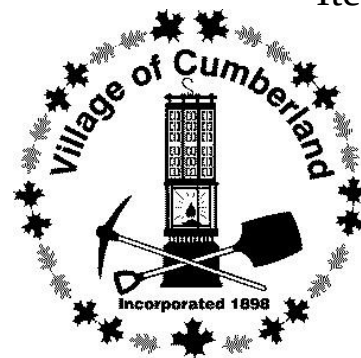


05007016



MARTIN HAGARTY ARCHITECT AIBC

COUNCIL REPORT



REPORT DATE: July 18, 2016

MEETING DATE: July 27, 2016

TO: Mayor and Councillors

FROM: Joanne Rees, Planner

SUBJECT: Offer of Cash-in-Lieu of Parkland – Penrith Avenue Subdivision

FILE: 2015-06-SV

AGENT: Dion Hopkins

OWNER: Stuart & Sabine Powsey

FOLIO No.: 516 00668.000

PID: 003-720-322

LEGAL DESCRIPTION: Lot A, District Lot 24, Nelson District, Plan 19381, Except Part in Plans 19875 and EPP22035

CIVIC ADDRESS: 2639 Penrith Avenue

RECOMMENDATION

- i) THAT Council receive the report Offer of Cash-in-Lieu of Parkland – Penrith Avenue Subdivision dated July 18, 2016.
- ii) THAT Council accept the cash-in-lieu of parkland proposal of \$11,500 which represents 5% of the value of land as appraised by Chris Kutyn, AACI dated January 4, 2016.

SUMMARY

The purpose of this report is to consider accepting a cash-in-lieu of parkland dedication offer for the 4 lot subdivision on Penrith Avenue.

BACKGROUND

The applicant is proposing to subdivide the parent parcel of 3703.0metres² (0.92acres) into 4 lots (see attached plan). Pursuant to Section 510 of the *Local Government Act* there is the requirement to provide 5% parkland dedication or 5% cash-in-lieu of parkland where there is more than three lots being created and at least one lot is smaller than 2.0hectares. This subdivision proposal fits these criteria.

The Local Government Act states that determination of whether to provide parkland or cash-in-lieu is at the discretion of the applicant unless the Official Community Plan (OCP) contains policies and designations respecting the location and type of future parks in the area being subdivided. In this case, the OCP does not contain parkland requirements for this area and the applicant is offering cash-in-lieu.

The Local Government Act says that the value of the land is to be the average market value of all the land in the proposed subdivision calculated as that value would be on the date of preliminary approval of the subdivision; as though the land is zoned to permit the proposed use, and as though any works and services necessary to the subdivision have not been installed.

The parent lot was appraised by Chris Kutyn, AACIs and is dated January 4, 2016. The appraisal is for \$230,000 land value.

	Land Area	Value
Parent Parcel (land only)	3703.0metres ²	\$230,000
Parkland Dedication of 5%	1851.5 metres ²	\$11,500

The *Subdivision Parkland Valuation Regulation* sets out procedures for the settlement of disputes between applicants and local governments as to the amount to be paid. If the local government and the subdivider do not agree with the value proposed, the local government and subdivider may select a mutually agreed upon appraiser and the cost shall be born equally by the owner and municipality. The approximate cost of a full appraisal would be \$4,000.

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.

Staff do not recommend referring this to either Commission as the land value is the only consideration.

FINANCIAL IMPLICATIONS

Should the Village Council wish to request a second appraisal, the cost of the appraisal will be equally shared by the Village and the property owner, unless otherwise agreed. The cost to the Village may be approximately \$2,000.

Once cash-in-lieu of parkland is accepted, the Village must deposit money received in lieu of parkland dedication in the statutory reserve fund exclusively for the use of parkland acquisition.

STRATEGIC OBJECTIVE

HEALTHY COMMUNITY: The Village of Cumberland seeks to create and improve the social, environmental and economic assets that support the health and well-being of residents.

ATTACHMENTS

Appraisal prepared by Chris Kutyn, AACI dated January 4, 2016.

CONCURRENCE

Rob Crisfield, Manager of Operations



Michelle Mason, Chief Financial Officer



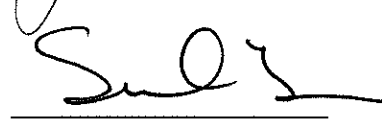
OPTIONS

- i) Accept the appraisal amount as prepared by Chris Kutyn, AACI dated January 4, 2016.
- ii) Do not accept the appraisal amount the appraisal amount as prepared by Chris Kutyn, AACI dated January 4, 2016 and direct staff to arrange a second appraisal in accordance with the *Subdivision Parkland Valuation Regulation*.
- iii) Any other action deemed appropriate by Council.

Respectfully submitted,



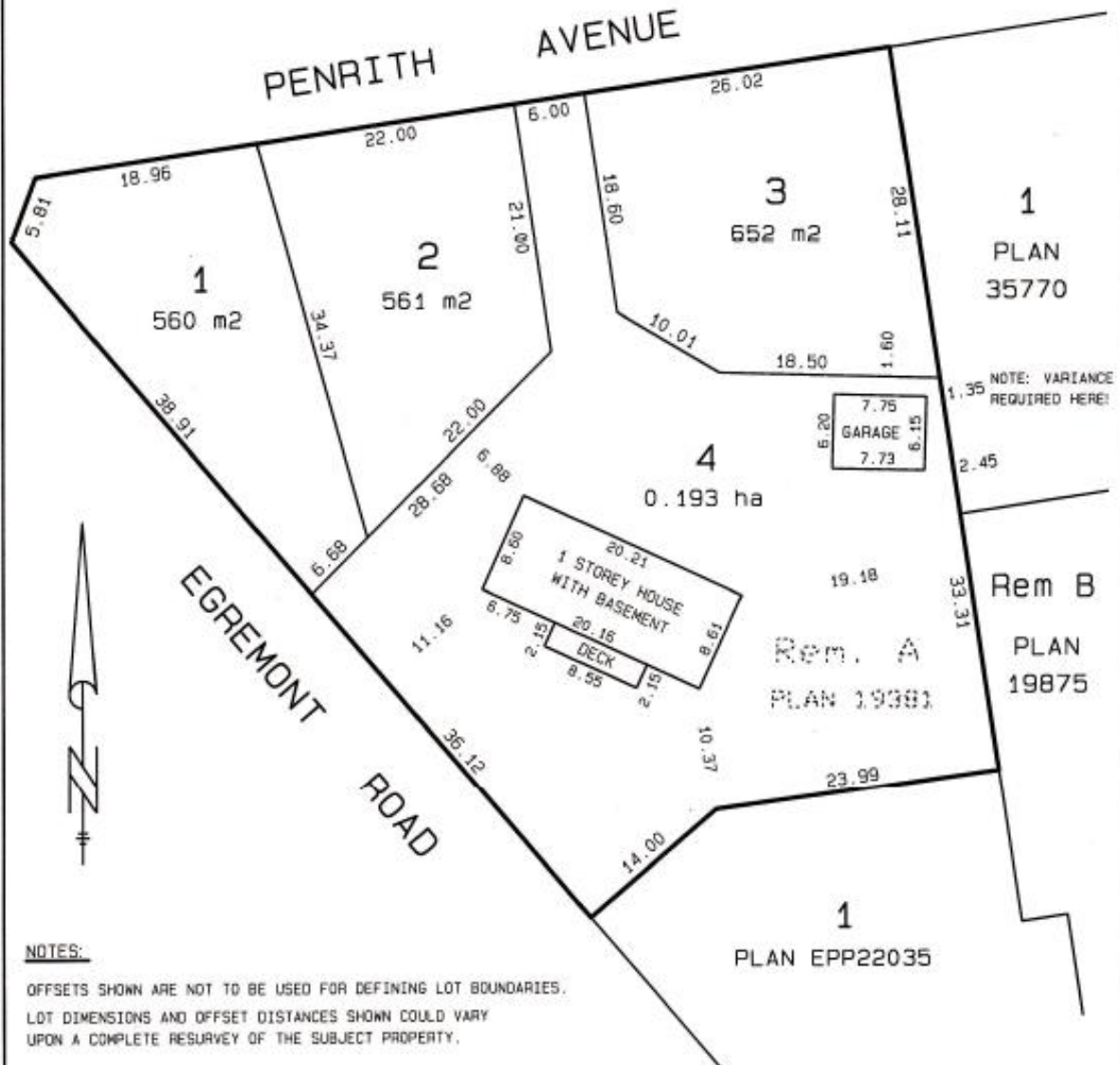
Joanne Rees
Planner



Sundance Topham
Chief Administrative Officer

PROPOSED SUBDIVISION PLAN OF LOT A, D.L. 24, NELSON DISTRICT,
PLAN 19381, EXCEPT PART IN PLANS 19875 AND EPP22035.

2639 PENRITH AVE. CUMBERLAND
SCALE 1 : 500 (METRIC)



NOTES:

OFFSETS SHOWN ARE NOT TO BE USED FOR DEFINING LOT BOUNDARIES.
LOT DIMENSIONS AND OFFSET DISTANCES SHOWN COULD VARY
UPON A COMPLETE RESURVEY OF THE SUBJECT PROPERTY.

NOVEMBER 3, 2015

ERIC HOERBURGER, BCLS

HOERBURGER LAND SURVEYORS
COMOX, B.C.
(250) 890 - 0100
FILE: 1561PRO4 FB. 62/109

LAND APPRAISAL REPORT

File No. KPS 7684A

SUBJECT

Property Address 2639 Penrith Avenue

City CumberlandProvince BCPostal Code V0R 1S0

Legal Description Lot A, DL 24, Nelson District, Plan 19381 except PI 19875 and EPP22035

Owner/Occupant Powsey & Schill

Sales Price \$ N/ADate of Sale N/A

Loan charges/concessions to be paid by seller \$

R.E. Taxes \$ 4,054Tax Year 2015

Lender/Client Stuart Powsey & Sabine Schill

Box 717, 2639 Penrith Ave, Cumberland, BC, V0R 1S0

Property Rights Appraised

☒ Fee Simple

☐ Leased Fee

☐ Lease Hold

☐ Condominium

LENDER DISCRETIONARY USE

Sale Price \$

Date

Mortgage Amount \$

Mortgage Type

Discount Points and Other Concessions

Paid by Seller \$

Source

NEIGHBOURHOOD

LOCATION

☒ Urban☐ Suburban☐ Rural

BUILT UP

☒ Over 75%☐ 25-75%☐ Under 25%

GROWTH RATE

☐ Rapid☒ Stable☐ Slow

PROPERTY VALUES

☐ Increasing☒ Stable☐ Declining

DEMAND/SUPPLY

☐ Shortage☒ In Balance☐ Over Supply

MARKETING TIME

☒ Under 3 Mos.☐ 3-6 Mos.☐ Over 6 Mos.

PRESENT LAND USE %

Single Family 75%
2-4 Family 5%
Multi-Family 5%
Commercial 10%
Industrial
Vacant 5%

LAND USE CHANGE

Not Likely ☒
Likely ☐
In process ☐
To:

PREDOMINANT OCCUPANCY

Owner ☒
Tenant ☐
Vacant (0-5%) ☐
Vacant (over 5%) ☐

SINGLEFAMILYHOUSING

PRICE AGE
\$(000) (yrs)
180 Low new
500 High 100
Predominant
-

NEIGHBOURHOOD ANALYSIS

	Good	Avg.	Fair	Poor
Employment Stability	☐	☒	☐	☐
Convenience to Employment	☐	☒	☐	☐
Convenience to Shopping	☐	☒	☐	☐
Convenience to Schools	☐	☒	☐	☐
Adequacy of Public Transportation	☐	☒	☐	☐
Recreation Facilities	☐	☒	☐	☐
Adequacy of Facilities	☐	☒	☐	☐
Property Compatibility	☐	☒	☐	☐
Protection from Detrimental Cond.	☐	☒	☐	☐
Police & Fire Protection	☐	☒	☐	☐
General Appearance of Properties	☐	☒	☐	☐
Appeal to Market	☐	☒	☐	☐

Note: Race or the racial composition of the neighbourhood are not considered reliable appraisal factors. COMMENTSSee Attached Addendum

SITE

Dimensions Irregular

Site Area 1Corner Lot Yes

Zoning Classification Residential 1 ZoneZoning Compliance Yes

HIGHEST & BEST USE: Present Use See commentsOther Use

UTILITIES

Public	Other
Electricity ☒	
Gas ☒	
Water ☒	
Sanitary Sewer ☒	
Storm Sewer ☒	

SITE IMPROVEMENTS

Type	Public	Private
Street	☒	☐
Curb/Gutter	☒	☐
Sidewalk	☒	☐
Street Lights	☒	☐
Alley	☐	☐

Topography

Front level, sloping to rear

Size

0.92 acres

Shape

Irregular

Drainage

Good

View

Yes

Landscaping

Average

Driveway

Yes

Apparent Easements

Unknown

Comments (Apparent adverse easements, encroachments, special assessments, slide areas, etc.): See Attached Addendum

The undersigned has recited three recent sales of properties most similiar and proximate to subject and has considered these in the market analysis. The description includes a dollar adjustment, reflecting market reaction to those items of significant variation between the subject and comparable properties. If a significant item in the comparable property is superior to, or more favorable than, the subject property, a minus (-) adjustment is made, thus reducing the indicated value of subject; if a significant item in the comparable is inferior to, or less favorable than, the subject property, a plus (+) adjustment is made, thus increasing the indicated value of the subject.

ITEM	SUBJECT	COMPARABLE NO. 1		COMPARABLE NO. 2		COMPARABLE NO. 3	
Address	2639 Penrith Ave Cumberland	5213 Island Highway N North Courtenay		Lot 10 Barbara Road North Courtenay		Lot 10 Cameron Road Courtenay South	
Proximity to Subject							
Sales Price	\$ N/A	\$ 100,000		\$ 206,500		\$ 246,000	
Price/	\$ ☒	\$ 100000 ☒		\$ 206500 ☒		\$ 246000 ☒	
Data Source		394413		374863		365108	
VALUE ADJUSTMENTS	DESCRIPTION	DESCRIPTION	+(-)\$ Adjustment	DESCRIPTION	+(-)\$ Adjustment	DESCRIPTION	+(-)\$ Adjustment
Sales or Financing							
Concessions							
Date of Sale/Time		28 June 2015		18 August 2014		1 December 2015	
Location		Inferior		Inferior		Similar	
Site/View	Yes						
Size		1.19 acres		0.90 acres		1.88 acres	
						-30,000	
Zoning	R 1	RU - ALR		R-Ru		RR 9	
Services	municipal	Well & septic		No septic		15,000	
Net Adj. (total)		☒ + ☐ -	\$ 0	☒ + ☐ -	\$ 15,000	☐ + ☒ -	\$ 30,000
Indicated Value		Gross: 0.0		Gross: 7.3		Gross: 12.2	
of Subject		Net: 0.0	\$ 100,000	Net: 7.3	\$ 221,500	Net: -12.2	\$ 216,000

Comments of Sales Comparison: See Attached Addendum

RECONCILIATION

Comments and Conditions of Appraisal: The value estimate contained herein reflects no contribution to value for the building improvements.

Final Reconciliation: Only the direct comparison approach is completed for properties of this type. Value is \$230,000.

IN MY OPINION THE MARKET VALUE, AS DEFINED, OF THE SUBJECT PROPERTY AS OF December 23, 2015 IS \$ 230,000

I certify: that to the best of my knowledge and belief, the facts and data used herein are true and correct; that I personally viewed the subject property and viewed all comparable sales cited in this report; and that I have no undisclosed interest, present or prospective therein.

Appraiser(s) Christopher M. KutynSupervisor (if applicable)Did Did Not View Property

LAND APPRAISAL REPORT

File No. KPS 7684A

The undersigned has recited three recent sales of properties most similiar and proximate to subject and has considered these in the market analysis. The description includes a dollar adjustment, reflecting market reaction to those items of significant variation between the subject and comparable properties. If a significant item in the comparable property is superior to, or more favorable than, the subject property, a minus (-) adjustment is made, thus reducing the indicated value of subject; if a significant item in the comparable is inferior to, or less favorable than, the subject property, a plus (+) adjustment is made, thus increasing the indicated value of the subject.

SALES COMPARISON ANALYSIS

ITEM	SUBJECT	COMPARABLE NO. 4		COMPARABLE NO. 5		COMPARABLE NO. 6	
Address	2639 Penrith Ave Cumberland	3410 Bevan Road Cumberland		2995 Glacier Road East Courtenay		3003 Glacier Road East Courtenay	
Proximity to Subject		1 km		15 km		15 km	
Sales Price	\$ N/A	\$ 260,000		\$ 275,000		\$ 275,000	
Price/	\$ ☐	\$ 260000 ☐		\$ 275000 ☐		\$ 275000 ☐	
Data Source				BC Assessment		380040	
VALUE ADJUSTMENTS	DESCRIPTION	DESCRIPTION	+(-)\$ Adjustment	DESCRIPTION	+(-)\$ Adjustment	DESCRIPTION	+(-)\$ Adjustment
Sales or Financing Concessions							
Date of Sale/Time		8 May 2015		1 April 2015		Listing -500+days	
Location		Inferior		Similar		Similar	
Site/View	Yes	No		Yes		Yes	
Size		0.95		1.386 acres	-20,000	1.4 acres	
		House and garage	-80,000				
Zoning	R 1	R 3		RR-5		RR-5	
Services	municipal	Sewer and water		Sewer and water		Sewer and water	
Net Adj. (total)		☐ + ☒ - \$ 80,000		☐ + ☒ - \$ 20,000		☒ + ☐ - \$ 0	
Indicated Value of Subject		Gross: 30.8 Net: -30.8 \$ 180,000		Gross: 7.3 Net: -7.3 \$ 255,000		Gross: 0.0 Net: 0.0 \$ 275,000	

ADDITIONAL COMMENTS

GENERAL COMMENTS

For the purpose of this appraisal report, the highest and best use is defined as that legally permitted use for which there is a demand, and is most likely to produce the greatest net return, tangible or intangible, to the subject property, while utilizing the property as a whole. The subject property is intended for single family residential use and it is the opinion of the appraiser that this activity constitutes the highest and best use.

The income approach to value was not considered as no properties similar to the subject, in the subject market area, were predominately leased at the time of sale. It is therefore, impossible to determine a legitimate rent multiplier figure necessary in calculating a valid income approach value.

The appraiser assumes that all information describing the insulation, and the water and sewer systems supplied by the owner of other sources, is correct. This information was not verified by the appraiser.

Cost Data

The cost approach calculations were based on current information published by the Marshall & Swift Company and were adjusted for geographical location, climatic conditions, seismic zones, and wind factors. Physical depreciation was calculated using the modified effective age/life method, utilizing the _____ as a base. The accrued depreciation includes any applicable functional and external obsolescence. The land value was determined from an analysis of the most recent sales of similar but undeveloped land in the subject market area, and by the abstraction method utilizing the comparables incorporated in the sales comparison analysis.

Sales Comparison Data

The date of sale figures reflect the actual closing date of each comparable. The age figures reflect the effective age of each comparable. The age/condition adjustment has been combined and indicated as the condition adjustment. This adjustment reflects both the incurable and the curable physical depreciation and was calculated by a comparison of the effective age of the subject improvements to that of the respective comparable. The difference of the respective depreciation rates was then applied to the abstracted value of the improvements only. The gross living area adjustments reflect both size and room differences. These adjustments have been calculated by abstracting from the sales price of each comparable, the market value of all items which do not contribute to the actual Gross Living Area of the house itself. The residual was then divided by the size of the respective house to arrive at an average market value per square foot or meter. The values thus derived from each of the three comparables were correlated with the depreciated cost of the subject to arrive at the actual adjustment rate utilized.

SPECIAL LIMITATIONS

This APPRAISAL REPORT has been prepared for the sole and exclusive use and benefit of _____ (hereinafter referred to as the client). Any use of this report by anyone other than the client or for any purpose or function other than the original intent, invalidates the findings and voids all results and or conclusions.

All analysis, opinions, and conclusions were developed, and this appraisal report has been prepared, in conformity with the Uniform Standards of Professional Appraisal Practice (USPAP) and the code of ethics of the Canadian National Association of Real Estate Appraisers.

It is assumed that the utilization of land and any improvements thereon, are within the boundaries of the property lines of the described property and that there is no encroachment or trespass, unless otherwise stated in the appraisal report.

It is assumed that the subject property is in full compliance with all applicable Federal, State/Provincial, and local environmental regulations and laws unless otherwise stated in the appraisal report.

It is assumed that all required licenses, consents, or any required legislative or administrative authority from any local, State/Provincial, Federal, or private entity or organization, have been acquired and or renewed for any use which the value opinion in the appraisal report is based.

It is assumed that any lease encumbrances pertaining to the subject property are legally binding contracts between the lessee and the lessor and that all information transmitted to the appraiser concerning these lease contracts is accurate and correct. Although this appraisal report may include information concerning the physical improvements being appraised, including their adequacy and or condition, it should be understood that this information is provided only for use as a general guide in the valuation of the subject property and is not to be construed as a complete or detailed physical report. The observed condition of the roof, exterior walls, foundation, interior walls, floors, heating system, plumbing, insulation, electrical system, and any other of the mechanical system or physical components of the improvements is based on a casual viewing only. **No detailed inspection was made.** The improvements were not checked for current building code violations unless otherwise noted in the appraisal report. If such an inspection is required, the client is advised to retain the services of an expert in this field.

Comments: _____

APPRAISER:

Signature: *Chris Kutyn*
Name: Christopher M. Kutyn
Designation: AACI
Date Signed: 01/04/2016

SUPERVISORY APPRAISER (only if required):

Signature: _____
Name: _____
Designation: _____
Date Signed: _____

☐ DID ☐ DID NOT VIEW PROPERTY

ADDENDUM

Borrower:		File No.: KPS 7684A	
Property Address: 2639 Penrith Avenue		Case No.:	
City: Cumberland	Province: BC		Postal Code: V0R 1S0
Lender: Stuart Powsey & Sabine Schill			

Legal Description

Lot A, DL 24, Nelson District, Plan 19381 except Plans 19875 and EPP22035 PID:003-720-322

Neighbourhood Comments:

The 2015 assessed value is \$456,000 Total; Land Value \$244,000 and Improvements \$212,000. The PID is 003-720-322

Assessed Value 2015: Land 244,000 Building Improvements 212,000 Total Assessed Value \$456,000
PID: 003-720-322

The statistics for the Comox Valley in the single family sector, for the past 12 months point to an increase in the dollar volume of sales of 9% to \$295 million compared to the previous 12 month period. The average price is up 2% to \$364,196 on 809 units sold. For the Cumberland in isolation, the dollar volume of sales is off 13%, with a 2% decrease in the average price to \$295,769. These statistics point to list/Sell ratios above 60%, suggesting a sellers market.

The Comox Valley statistics show a 15% decrease in the dollar volume of lot sales, with a 16% increase in the average price. In the acreage market sector prices are static, with a 19% increase in the level of market activity.

The Village of Cumberland provides an adequate range of services to meet the needs of many inhabitants on a weekly basis. There is ongoing development pressure at Coal Valley Estates; new lots released which have been well received in the market. This is viewed as a positive consideration, as is the potential offered by the CAYET/ Trilogy lands, located close to the Highway interchange.

The subject property is located just north of Dunsmuir Avenue, which is the main commercial Street in the Village. There are some institutional uses close by such as the school and Village offices. There is a vacant site located at the end of Penrith Ave, which offers development potential. The site has been available for some time, and numerous potential uses have been considered. No adverse influence is associated with the possible development. Cumberland offers excellent recreational facilities with mountain biking in the community forest, and camping and boating at Comox Lake.

This appraisal is prepared pursuant to Section 941 of the Local Government Act; Provision of Parkland.

The value of the land has been appraised as though it is zoned to permit the proposed use, and any works and services necessary to the subdivision have not been installed.

The subject property is improved with a residence, a garage and site improvements. Our value estimate reflects no contribution to value for these items.

Site Comments

This is an irregular shaped parcel which encompasses an area of just under one acre. The property is improved with a house and a garage. This is a suitable for of development for the site and area. This appraisal addresses the land value only. The property is landscaped to lawns and enclosed by hedges. The southern section of the property slopes down, affording good mountain views to the south and west.

Highest and Best Use: The property is currently used for single family residential use. Recently, Preliminary Layout Approval was granted, pursuant to the subdivision of the property to create three additional lots. This probably represents the Highest and Best Use. However, we have not reviewed the costs associated with this proposal, nor have we completed any analysis, to determine the financial feasibility.

Comments on Sales Comparison

Five sales and one listing have been identified for comparison purposes. These sales bracket the estimated value of the subject.

Comparable # 1 is a slightly larger parcel located in the rural area just north of Courtenay. Considered far inferior because of location. This transaction is reported on the MLS, but deemed unreliable for our purposes.

Comparable # 2 is a similar sized parcel, located in a desirable area just north of Courtenay. This sale is somewhat dated. This property has no subdivision potential, but apart for this factor and time is considered to provide a good guide to value.

Comparable # 3 is a larger parcel located close to the Trent River in South Courtenay. Absorption of parcels in this subdivision has been slow. Considered superior because of size.

Comparable # 4 is a Cumberland property, improved with a house and a garage. The lot is very similar in size, but there is no subdivision potential. With an apportionment for the building improvements, the indicated lot vale is approximately \$180,000.

Comparable # 5 is a larger, gently sloping parcel which offers excellent utility. Under the OCP there may be some scope for subdivision. This was a private sale. The adjoining property, Comparable #6 has been listed at the same price point for over 500 days.

Conclusions: It has been very difficult to identify close comparable evidence. In our view, the evidence presented above sets a value range which brackets the estimated value. Comparable #4 suggests a value of \$180,000 when an apportionment is applied for the building improvements. This value gives a guide to the lower limit because of view and zoning considerations. Comparables #5 and #6 point to an upper limit of \$275,000 where there may be subdivision potential. One property has not sold despite long market exposure.

With a lack of more conclusive evidence, our value estimate is \$230,000. This reflects upward pressure from the level set by Comparable #4, and falls within the overall range.

Our estimate by this approach is \$230,000. This is in accordance with the requirements of Section 941 of the Local

ADDENDUM

Borrower:		File No.: KPS 7684A	
Property Address: 2639 Penrith Avenue		Case No.:	
City: Cumberland	Province: BC		Postal Code: V0R 1S0
Lender: Stuart Powsey & Sabine Schill			

Government Act, and is a reflection of land value only.

COUNCIL REPORT



REPORT DATE: July 20, 2016

MEETING DATE: July 27, 2016

TO: Mayor and Councillors

FROM: Judith Walker, Senior Planner

SUBJECT: Dunsmuir Avenue Street Trees

RECOMMENDATION

- i) THAT Council receive the Dunsmuir Avenue Street Trees report;
- ii) THAT Council direct staff to proceed with the removal of three trees as recommended in the Village of Cumberland Tree Report: Dunsmuir Road, Cumberland, BC, July 6, 2016; and
- iii) THAT Council direct staff to determine possible sites for new street trees to be located on the south side of Dunsmuir, between 4th and 5th Street.

SUMMARY

The Village has begun the infrastructure upgrades on Dunsmuir Avenue. The work includes the replacement of water and sewer mains, and new connections to the properties affected. While the project does not include replacement of all sidewalks, there will be some sidewalk repairs to problem areas. Some of the problem areas include sidewalk sections with street trees. Due to the potential impact to the existing street trees, an arborist was retained to provide a street tree assessment on their structural stability, health, and possible retention. With that information, staff has developed recommendations for the street trees in the construction zone, and for potential new sites for street trees.

BACKGROUND

Street Tree Requirements

Street trees are incredibly valuable to the community – they can provide improved aesthetics, air quality, habitat, climate control and rainwater management. Urban trees are tasked with all this in an impossibly small area of poor soil, compaction, lack of water, reflected heat from buildings and streets, vandalism, mechanical damage by bikes and people and dog urine. Due to these stresses, the average life expectancy of an urban street tree is 10 years. In order to have street trees thrive, and not just survive, the following must be provided:

- Proper soil (“structural” soil that sustains air spaces)
- Soil volume (urban tree design recommends 14m³(500 ft³ per tree)

- Open area at base of tree for air exchange and water (no pavers, concrete or tree grates)
- Protection of trunk from bikes, people and dogs
- Regular maintenance (fertilizing, water, pruning etc.)

Since Dunsmuir Avenue street trees are already compromised by competing with overhead and underground services, accessible pedestrian space, street furniture (including garbage cans, benches, bike racks), sidewalk cafés and adjacent car parking, it is challenging to improve their chance to thrive and to find suitable locations for additional street trees.

Dunsmuir Avenue Conditions

The existing leaking water and sewer pipes are being replaced between 2nd street and 7th Street. In those blocks there are a total of 15 street trees. Five of those trees are in the block between 1st and 2nd which is not undergoing construction this year, so these trees will remain for this phase.

In the blocks between 2nd and 4th there are ten street trees. These trees are the remnants remaining of the original planting in the early 1980's. As evidence from the many concreted over circles in the sidewalk, many trees were vandalized or died from the poor growing conditions and lack of maintenance.

While the street pavement is being excavated for the new water and sewer lines, only critical portions of sidewalk are being replaced as the cost to implement a streetscape revitalization was beyond the scope and budget for the project. The replacement portions are located where:

- existing street trees are present, which have lifted the sidewalk and curb;
- new corner let-downs to meet accessibility standards are needed;
- failing conditions of existing concrete sidewalks and driveway letdowns;
- grade of the sidewalk needs to be corrected; and
- installation of new service connections from new pipes to buildings.

Due to the funds available for the project, there is not the opportunity to do an entire street tree plan, including tree pits with structural soil or a *DeepRoot* structural system, burying the power lines underground and replanting to create a tree-lined Dunsmuir Avenue. However staff is committed to improving the streetscape where possible and within budget.

Due to the power lines on the north side of the street, the best option to retain a tree's natural crown and growth pattern is to only plant street trees on the south side of the street. Planting small growing trees may appear to be an option under power lines, but all trees keep growing and small trees often do not give the aesthetics desired in a street tree planting and it is more difficult to create "head room" for pedestrians.

Existing Street Tree Recommendation

In summary of the 10 street trees in the blocks between 2nd and 4th, the arborist's report recommends removal of the two *Fraxinus latifolia* (Oregon White Ash) on the north side (by Mar's on Main) and the *Prunus serrulata* 'Kwanzan' (Japanese flowering cherry) on the south side (by Village Square). These trees are in poor condition and cannot be revived as thriving street trees.

Given the funds available, the contract that is in place and the tree assessment report, staff recommends the retention of the seven trees rated by the arborist as "Good" and "Moderate" in the overall assessment. This includes two *Prunus serrulata* 'Kwanzan' (Japanese flowering cherries), and five *Tilia cordata* (Linden or Basswood).

An arborist would be retained to be onsite during construction of the sidewalk panels immediately adjacent to the affected trees. The arborist would root prune, if needed, and advise on excavation in the vicinity of the roots. Amended structural soil would replace any excavated soil. The sidewalk under the trees would be repaired and an appropriate opening around the tree trunk, in the sidewalk panel, would be finished at grade with fine cart-path crush gravel. Tree grates are not a viable solution to sidewalk tree openings and create their own problems. The best treatment is a gravel surface to allow for the natural increase in the flare of the tree trunk to occur over time. The surface also allows rain water to permeate. The open area must be maintained - kept weed-free and level to reduce any trip hazard.

The street trees are currently on a 7-year cycle of pruning by an arborist retained by the Village and the trees are not permitted to be pruned by business owners or private citizens.

Please note that the sticky substance from the Tilia trees is not tree sap. This species of trees is susceptible to infestation of linden aphids. The aphids produce large amounts of honeydew, a sweet, sticky material. It can attract honeydew-feeding ants, which protect aphid colonies from predators. Honeydew may also promote an unsightly growth of black false sooty mold (a fungus on the leaves. It does not harm the trees. Trees in stressful situations are more likely to be infested with aphids. As linden flowers are a great source of nectar for bees it is not advisable to use any chemical control but spraying the trees with water to knock off the aphids, provides some control.

Potential Replacement Street Trees

The locations of the three trees recommended for removal are not suitable for replacement trees. The ash trees locations have power lines overhead and new service connections. The flowering cherry location on the south side is not needed as the Cercidiphyllum japonicum (Katsura) trees in Village Square now provide a significant tree presence.

Staff will review possible locations for replacing the three trees to be removed. The south side of the sidewalk from 4th to 5th street will undergo replacement so there may be potential for a planting of three new street trees in that block. Proper tree pits will need to be constructed under the sidewalk, with structural soil, openings in the sidewalk and surface treatment, in addition to being a distance from the new service connections. Further staff investigation is necessary prior to determining the actual trees locations.

FINANCIAL IMPLICATIONS

The recommendations require a change order for the contract and may require some additional specialized contractors and materials for completion. An arborist will be retained to be on site during construction work around the retained street trees. It is anticipated that the funds to complete this work will be available within the project budget, however at the stage this cannot be confirmed. If additional funding is required staff will come back to Council with a further report.

STRATEGIC OBJECTIVE

Quality Infrastructure Planning and Development (Medium Term Priority): (e) Revitalize the historic Village commercial core

ATTACHMENTS

Village of Cumberland Tree Report: Dunsmuir Road, Cumberland, BC, July 6, 2016.

CONCURRENCE

Rob Crisfield, Manager of Operations



OPTIONS

- i) THAT Council direct staff to proceed with the removal of three trees as recommended in the Village of Cumberland Tree Report: Dunsmuir Road, Cumberland, BC, July 6, 2016; and
- ii) THAT Council direct staff to determine possible sites for new street trees to be located on the south side of Dunsmuir, between 4th and 5th Street; or
- iii) Any other action deemed appropriate by Council.

Respectfully submitted,



Judith Walker
Senior Planner



Sundance Topham
Chief Administrative Officer

Assignment:

Assess the trees planted on Dunsmuir Street in Cumberland. Determine their structural stability, health, and possible retention during and post construction of new walkways, and upgrading of infrastructure such as a water main.

Observations:

Each of the fifteen trees has a data table that identifies:

- tree **number**
- tree **type**
- **diameter** (cm)
- **height** (meters)
- Canopy **spread** (meters)
- Expected **lifespan** in an urban setting
- Maximum number of **years left in life span**

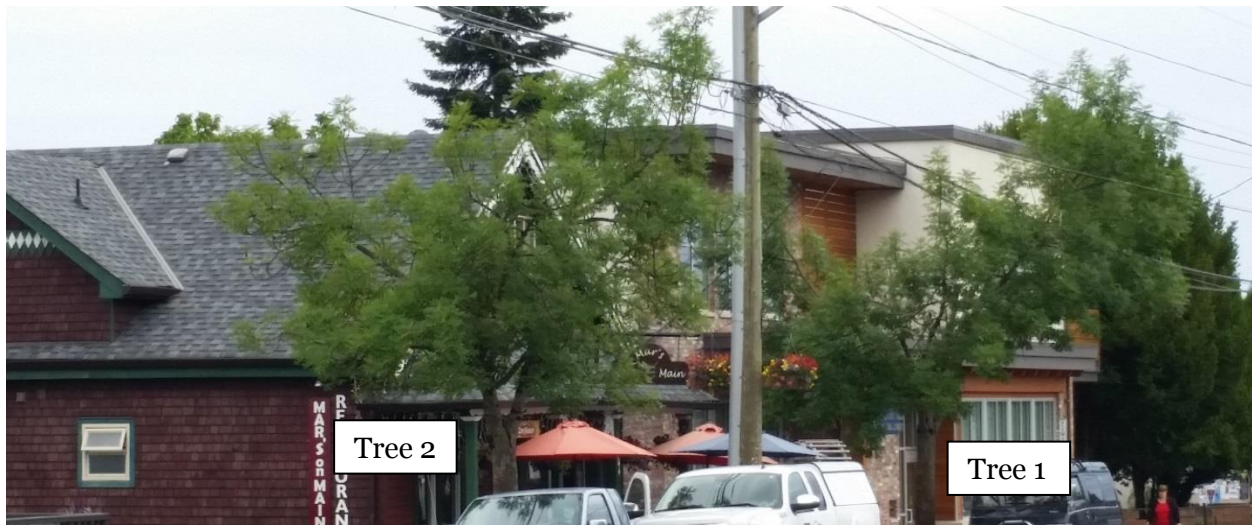
- **Tolerance to construction:** based on BMP Managing Trees during Construction ANSI A300 Part 5 Companion Appendix A (Relative Tolerance of Selected Species to Development Impacts).
- **Structure and Health Rating** recorded in percentage: based on the Guide for Judging Condition of Landscape Trees
- **GCSW (General Conservation Suitability Worksheet).**
 - Score of >80 = Good / 60-79 = Moderate / <59 Poor
- **Suitable to Retain**
 - Poor / Moderate / Moderate to Good

Tree 1 is located in front of the library, has been repeatedly pruned for clearance of the power and secondary lines. Structurally both trees are not viable to retain.

Tree #	Type	DBH cm	Height (m)	Canopy Spread (meters)	Lifespan In urban settings	Maximum Yrs left	Tolerance to construction	Structure & Health Rating %	GCSW (100)	Suitable to retain
1	Ash	33	6	7	60 -80	20	Good	60	31	Poor

Tree 2 is located in front of Mars on Main business.

Tree #	Type	DBH cm	Height (m)	Canopy Spread (meters)	Lifespan In urban settings	Maximum Yrs left	Tolerance to construction	Structure & Health Rating %	GCSW (100)	Suitable to retain
2	Ash	32	8	7	60 -80	20	Good	60	31	Poor



Tree 3 is located in front of 2722.

Tree #	Type	DBH cm	Height (m)	Canopy Spread (meters)	Lifespan In urban settings	Maximum Yrs left	Tolerance to construction	Structure & Health Rating %	GCSW (100)	Suitable to retain
3	Cherry	37	6	5	60-80	25	Moderate	80	57	Good

Tree 4 located in front of 2720. This tree provides an important function in the summer months to shade the building and provide natural cooling.

Tree #	Type	DBH cm	Height (m)	Canopy Spread (meters)	Lifespan In urban settings	Maximum Yrs left	Tolerance to construction	Structure & Health Rating %	GCSW (100)	Suitable to retain
4	Cherry	30	4.5	5	60-80	25	Moderate	80	57	Good



Tree 5 is located at 2702.

Tree #	Type	DBH cm	Height (m)	Canopy Spread (meters)	Lifespan In urban settings	Maximum Yrs left	Tolerance to construction	Structure & Health Rating %	GCSW (100)	Suitable to retain
5	Malus	20	5	4	60	20	Moderate	70	33	Poor



Tree 6 is located in front of the Waverly Hotel.

Tree #	Type	DBH cm	Height (m)	Canopy Spread (meters)	Lifespan In urban settings	Maximum Yrs left	Tolerance to construction	Structure & Health Rating %	GCSW (100)	Suitable to retain
6	Malus	22	5	7	60	20	Moderate	70	33	Poor



Tree 7 is located down from the ILO-ILO building.

Tree #	Type	DBH cm	Height (m)	Canopy Spread (meters)	Lifespan In urban settings	Maximum Yrs left	Tolerance to construction	Structure & Health Rating %	GCSW (100)	Suitable to retain
7	Cherry	11	3	2	60-80	40	Moderate	80	72	Good

Tree 8 in front of the Campbell Brothers Store Heritage sign.

Tree #	Type	DBH cm	Height (m)	Canopy Spread (meters)	Lifespan In urban settings	Maximum Yrs left	Tolerance to construction	Structure & Health Rating %	GCSW (100)	Suitable to retain
8	Cherry	20	4	4	60-80	40	Moderate	80	72	Good



Tree 9

Tree 9 is in front of 2699.

Tree #	Type	DBH cm	Height (m)	Canopy Spread (meters)	Lifespan In urban settings	Maximum Yrs left	Tolerance to construction	Structure & Health Rating %	GCSW (100)	Suitable to retain
9	Cherry	23	6	6	60-80	40	Moderate	80	72	Good

Tree 10 is in front of 2703.

Tree #	Type	DBH cm	Height (m)	Canopy Spread (meters)	Lifespan In urban settings	Maximum Yrs left	Tolerance to construction	Structure & Health Rating %	GCSW (100)	Suitable to retain
10	Cherry	33	8	6	60-80	30	Moderate	80	57	Good



Tree 10



Tree 11



Tree 12

Tree 11 is in front of the bank. The tree provides a safety screen to deter people from driving into the bank.

Tree #	Type	DBH cm	Height (m)	Canopy Spread (meters)	Lifespan In urban settings	Maximum Yrs left	Tolerance to construction	Structure & Health Rating %	GCSW (100)	Suitable to retain
11	Tilia	27	8	6	60-80	40	Moderate	80	53	Moderate

Tree 12 in front of the I Sew building.

Tree #	Type	DBH cm	Height (m)	Canopy Spread (meters)	Lifespan In urban settings	Maximum Yrs left	Tolerance to construction	Structure & Health Rating %	GCSW (100)	Suitable to retain
12	Tilia	34	10	7	60-80	40	Moderate	85	53	Moderate



Tree 13



Tree 14

Tree 13 in front of the open lot next to I SEW.

Tree #	Type	DBH cm	Height (m)	Canopy Spread (meters)	Lifespan In urban settings	Maximum Yrs left	Tolerance to construction	Structure & Health Rating %	GCSW (100)	Suitable to retain
13	Tilia	21	6	6	60-80	40	Moderate	85	60	Moderate

Tree 14 in front of 2733.

Tree #	Type	DBH cm	Height (m)	Canopy Spread (meters)	Lifespan In urban settings	Maximum Yrs left	Tolerance to construction	Structure & Health Rating %	GCSW (100)	Suitable to retain
14	Tilia	30	6	5	60-80	40	Moderate	85	56	Moderate

Tree 15 is in front of Village Square. The tree is in decline and is not viable to retain.

Discussion

Of the fifteen trees located along Dunsmuir, five are not viable to retain leaving six cherry and four basswood (*Tilia*) trees.

Cherries roots are very opportunistic and as the tree grows, infrastructure damage (walkways) can occur. Because these trees are healthy and structurally sound (along with being an important reflection of the history of the village); the Village should incorporate best management practices such as:

- utilize an air spade to clear the roots before digging near the tree,
- have an arborist on site when infrastructure material is being removed from around the trees
- set up watering system for each tree during construction,
- place fencing around each tree's CRZ and monitor the project
- install different hard scape material over the root zones to reduce root damage (e.g. rubber sidewalk, previous pavers),
- directionally bore under the tree(s) versus trenching.

Tilia and their response to construction will tolerant root pruning but are intolerant of saturated soils, site disturbance and fill. It may be the best to remove the infrastructure from around the tree and determine on a tree by tree basis, if they will be able to tolerate the level of disturbance that may occur.

Conclusion

Ten trees along Dunsmuir Road can be retained during construction provided BMP are followed to ensure their health and structural integrity.

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.

I certify that all statements of fact in this report are true, complete and correct to the best of my knowledge and belief, and that this report is made in good faith.

GUIDE FOR JUDGING THE CONDITION OF LANDSCAPE TREES

(Refer to Chapter 6 of the *Guide for Plant Appraisal*)

Note: A separate hazard tree evaluation may be required for trees in poor condition.

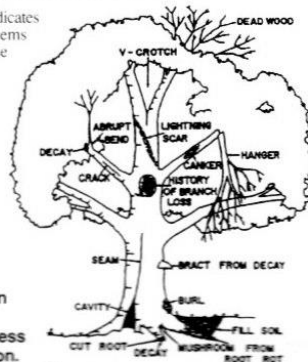
SCORING SYSTEM

No problem ²	5
No apparent problem(s).....	4
Minor problem(s).....	3
Major problem(s).....	2
Extreme problem(s).....	0 or 1

Factors ¹	TREE NUMBER									
	1	2	3	4	5	6	7	8	9	10
ROOTS	POINTS									
Root anchorage S.....										
Confined relative to top S.....										
Collar soundness S.H.....										
Mechanical injury S.H.....										
Girdling & kinked roots S.H.....										
Compaction or water-logged roots H.....										
Toxic gases & chemical symptoms H.....										
Presence of insects or diseases H.....										
TRUNK	POINTS									
Sound bark & wood, no cavities S.H.....										
Upright trunk (well tapered) S.....										
Mechanical or fire injury S.H.....										
Cracks—frost, etc. S.H.....										
Swollen or sunken areas S.H.....										
Presence of insects or disease H.....										
SCAFFOLD BRANCHES	POINTS									
Strong attachments S.....										
Small diameter than trunk.....										
Vertical branch distribution.....										
Free of included bark.....										
Free of decay and cavities S.H.....										
Well-pruned, no severe heading back S.H.....										
Well-proportioned—tapered, laterals along branches S.....										
Wound closure H.....										
Amount of dead wood or fire injury S.H.....										
Presence of decay, insects or diseases H.....										
SMALLER BRANCHES & TWIGS	POINTS									
Vigor or current shoots, compared to that of 3–5 previous years H.....										
Well-distributed through canopy H.....										
Normal appearance of buds—color, shape & size for species.....										
Presence of weak or dead twigs H.....										
Presence of insects or diseases H.....										
FOLIAGE AND/OR BUDS	POINTS									
Normal appearance—size & color H.....										
Nutrient deficiencies H.....										
Herbicide, chemical or pollutant injury symptoms H.....										
Wilted or dead leaves H.....										
Presence of insect or diseases H.....										
TOTAL POINTS										
CONDITION %										
Condition % = total points divided by 25 possible points.										
ADDITIONAL NOTES										

¹ Give one rating for each factor. The items listed under each factor are to be considered in arriving at a rating for that factor.
S. = item is primarily structural
H. = item is primarily health
S.H. = item may involve both structure and health

² A rating of “5” indicates no apparent problems found having done a root-collar inspection and/or climbing the tree to inspect the trunks and major limbs.



Note: Inspection may require climbing to assess canopy condition.

Evidence of previous care (pruning, cabling, bracing, etc.)

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GENERAL CONSERVATION SUITABILITY WORKSHEET

This worksheet is intended to guide the arborist through an evaluation of an existing tree candidate for conservation. This guide is just one tool and should not be used as a sole determinant of a tree's suitability. An arborist's judgment should override the total score if any one category is determined to be low enough to eliminate the tree from preservation status.

Root Cut/Fill Distance From Trunk* (1-15 possible)	<6" per 1" dbh 1	6-12" per 1" dbh 5	1-1½' per 1" dbh 10	>1½' per 1" dbh 15	_____
Health* (1-15)	Decline 1				Vigorous 15
Defects** (1-15)	Severe 1	High risk 5	Moderate risk 10	Low risk 15	_____
Construction Tolerance of Species¹ (1-15)	Poor 1	Poor/Mod 3	Moderate 7	Mod/Good 11	Good 15
Age (relative to Typical Lifespan) (1-10)	Over Mature (> 2/3) 1		Mature (1/3 - 2/3) 5		Young (< 1/3) 10
Location of Construction Activity (1-10)	Within 3x dbh 1				>2x dripline 10
Soil Quality/Tolerance (1-10)	Poorly-drained, Low organic matter and/or Wet or dry site, heavy clay 1				well-drained High organic matter Moderate moisture 10
Species Desirability (1-10)	Low 1				High 10

Metric: 1" = 2.5 cm, 1' = 0.3 m

*If less than 5, generally this tree would not be a candidate for preservation

**If less than 10, be aware of the risks surrounding preservation. If less than 5, generally this tree would not be a candidate for preservation.

¹See appendix A

_____ Total (100)

Suitability ratings:

>80 = Good: Good health and structural stability and have potential for longevity at the site
60-79 = Moderate: Fair health and/or structural defects that may be abated with treatment. Trees in this category require more intense management and monitoring, and may have shorter life-spans than those in the "good" category.
<59 = Poor: Poor health or have significant defects in structure that cannot be abated with treatment. These trees can be expected to decline regardless of management.

COUNCIL REPORT



REPORT DATE: July 19, 2016

MEETING DATE: July 25, 2016

File No. 4520-70

TO: Mayor and Councillors

FROM: Rachel Parker, Deputy Corporate Officer

SUBJECT: Atmosphere Gathering 2016, Street Closure

RECOMMENDATION

THAT Council receive the Atmosphere Gathering 2016, Street Closure report.

THAT Council approve the temporary street closure of Sixth Street between Dunsmuir Avenue and Keswick Avenue from August 18, 2016 at 5 p.m. until August 22, 2016 at noon for the Atmosphere Gathering.

SUMMARY

The Atmosphere Gathering is proposed to take place from 3 p.m. on Friday, August 19, 2016 to 11 p.m. on Sunday, August 21, 2016. This event is a co-presentation of Cumberland Village Works and Little Island Productions. Atmosphere is a multi-stage festival with live and electronic music. Organizers are anticipating as many as 1,500 attendees and offering camping for up to 500 people.

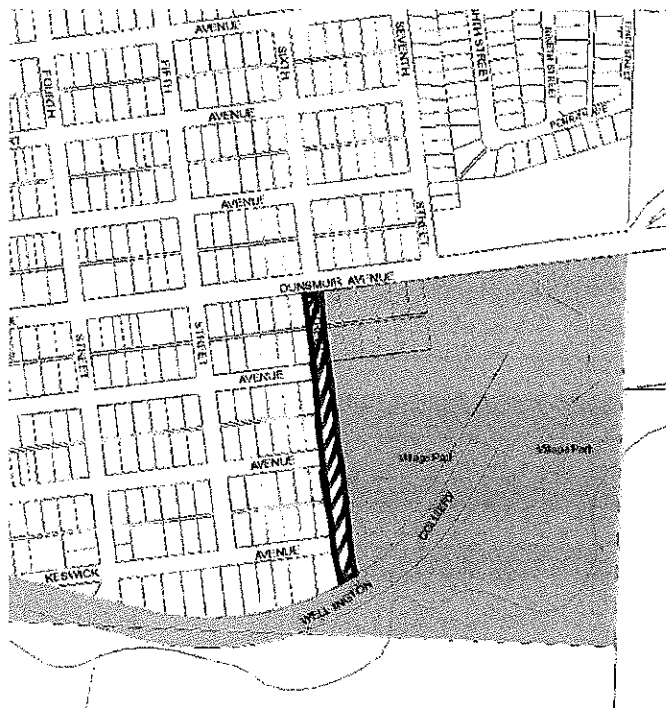
This report presents a street closure requests for Council's consideration. The request for a temporary street closure was not brought before Council before this time as it was uncertain whether the Dunsmuir Avenue construction project would affect this closure. Council approved an exemption to the noise bylaw for this event in February 2016. Issuance for a park use permits for the event is delegated to staff and is not considered here.

BACKGROUND

Cumberland Village Works is requesting the closure of Sixth Street between Dunsmuir Avenue and Keswick Avenue, except to residents and emergency vehicles, over a five day period, from Thursday afternoon until Monday at noon. The purpose of the street closure is to use Sixth Street for staff and artist check in and parking, emergency parking and loading zones. The closure of Sixth Street during the event is also intended to reduce the impact on residents west of the park by discouraging pedestrian traffic, event parking, and rogue camping in that residential area. The barricade at Dunsmuir and Sixth Street will be staffed with traffic control and/or security. Sixth Street residents will be provided with vehicle access passes.

Event parking is located at the parking lot at the east side of the park. The main gate for the event is also located near the horseshoe pitch in this area. Atmosphere organizers will direct visitors to Cumberland to access the park by Union Road and Royston Road.

Map of Closure area



The closure has been referred to the Fire Department, BC Ambulance, BC Transit, RCMP, and Village operations. No comments or concerns have been identified. In regard to the Dunsmuir corridor construction project, it is expected that construction will be underway in the Fifth Street and Fourth Street area with potential closures of one or both of these intersections at the time of the event. While residents on Sixth Street will be given access to Dunsmuir by Sixth Street, other residents in the area south of Dunsmuir may have to use Third Street if these intersections are closed. Emergency agencies have been advised of this and an update will be sent out before the event. The construction contractor and Atmosphere organizers have been in contact and will touch base closer to the event when more details are known about traffic closures. The Village will also continue to issue notices to residents in construction areas to keep residents informed about construction impacts.

The organizer has indicated that they will provide advance written notice of the event and the Sixth Street road closure the week of July 25 to residents

- along Dunsmuir from Fifth Street to Carlisle Lane
- Sixth Street from Penrith to Keswick
- Derwent, Allen and Keswick from Fifth to Sixth Street
- Living on the south road of the mobile home park on Seventh Street

Based on the information received, staff is recommending that Council approve the street closure of Sixth Street between Dunsmuir Avenue and Keswick Avenue from August 18, 2016 at 5 p.m. until August 22, 2016 at noon.

FINANCIAL IMPLICATIONS

None

STRATEGIC OBJECTIVE

None

ATTACHMENTS

1. Street Closure Request dated February 4, 2016

CONCURRENCE

Rob Crisfield, Manager of Operations 

Mike Williamson, Manager of Protective Services 

OPTIONS

- 1) THAT Council approve the temporary street closure of Sixth Street between Dunsmuir Avenue and Keswick Avenue from August 18, 2016 at 5 p.m. until August 22, 2016 at noon for the Atmosphere Gathering.
- 2) Any other action deemed appropriate by Council.

Respectfully submitted,



Rachel Parker
Deputy Corporate Officer



Sundance Topham
Chief Administrative Officer



February 4h, 2016

Mayor and Council
Village of Cumberland
2673 Dunsmuir Ave
Cumberland BC
V0R 1S0

Dear Mayor and Council,

Re: Street Closure Request for 6th St : August 19th – 22nd, 2016

I am writing in regards to the Atmosphere Gathering August 19 – 21st, 2016 and our street closure request for 6th St between Dunsmuir and Keswick Avenues from Thursday August 18th at 1700 hrs. until Monday August 22th at 1700 hrs. The barricades may be taken down between the hours of 0200 – 0800 when traffic should be minimal. The intersection of 6th and Dunsmuir as well as the 6th and Derwent Ave will be manned with traffic personnel to direct traffic flow during hours of the event. Parking will be made available at the BMX Parking lot, and shuttles will be made available from Courtenay.

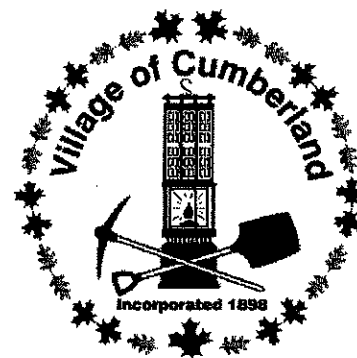
By closing this section of 6th beside the Village Park, other than to local traffic only, it allows us to ensure a clear access to entrance and egress to the Park for vehicles and keeps this area from becoming congested. The side of the road beside the park will be reserved for service vehicles, crew, and shuttles.

We at Cumberland Village Works and Little Island Productions are excited to be showcasing Cumberland and are thankful for continued awesome support from the residents and business community this Village has offered over the years.

Respectfully,

Vig Schulman
Cumberland Village Works
info@cumberlandvillageworks.com
(250) 898-1056
atmospheregathering.com

COUNCIL REPORT



REPORT DATE: July 18, 2016

MEETING DATE: July 25, 2016

File No. 4110

TO: Mayor and Councillors
FROM: Rachel Parker, Deputy Corporate Officer
SUBJECT: Chinese Cemetery Legacy Project

RECOMMENDATION

THAT Council receive the Chinese Cemetery Legacy Project report.

SUMMARY

The Chinese Legacy BC program recognizes the apology from Province of British Columbia for historical wrongs committed against British Columbia's Chinese-Canadian community by past provincial government legislation and policy. The Chinese historic places is an initiative under this program. Earlier in 2016, the Cumberland Chinese Cemetery was selected as one of 21 BC places of historical significance to the Chinese Canadian community. The cemetery, along with Coal Creek Historic Park, was selected from 77 nominated places in BC.

The Commemorative Monument Project is another initiative under the program. Through conversations with Ministry staff over the past two years, Cumberland has been selected as a proposed recipient of Legacy BC monument funding. This grant funding was recognized in Cumberland's five year financial plan in 2015, however the program was delayed to this time. The province is now ready to disburse these funds to the Village of Cumberland. This report provides an update for Council's information.

BACKGROUND

In 2014, the title of the Cumberland Chinese cemetery was transferred to the Village of Cumberland in trust for the families of the historic Cumberland Chinese community. This transfer was supported by the families of the historic Chinatown residents. This transfer coincided with the delivery of a formal apology from the BC government to Chinese Canadians for historical wrongs committed by past provincial government. A report was released that outlined 13 recommendations to recognize the social cultural and economic contributions of Chinese Canadians to the province. One of these recommendations is the Legacy BC Commemorative Monument Project.

Cumberland staff recognized a desire to commemorate the transfer of the cemetery land to the Village and the monument program is an opportunity for the Village to do so. Through the program it is necessary that the monument provide symbolic recognition of the contributions made by Chinese Canadians to British Columbia's history, culture and prosperity; and to raise awareness of the racist and discriminatory laws and policies that existed in the early days of the province.

Staff has been working with the Cumberland Chinatown families and the Cumberland Museum and Archives to develop a monument proposal to also

- recognize the significance of the cemetery to the historic Cumberland Chinese community, including those without descendants and those without financial means;
- recognize the original trustees of the cemetery land, Lai Yuen, Quong Me Lung, and Tai On, and the transfer of the trusteeship to the Village in 2014
- inform and to lead visitors (including descendants) to learn about the Cumberland Chinese community at other sites in Cumberland.

The Province has prepared a grant funding agreement for \$8,000. Subject to final quotes, the monument project is proposed to take the form of

1. A stone monument with a cast bronze plaque to recognize the apology for historical wrongs from the government of BC, and a plaque from the Village of Cumberland to recognize the effect of racist laws on the Cumberland Chinese community:

In Victoria, British Columbia on May 15, 2014 Premier Christy Clark delivered the Legislative Assembly's apology signifying the deepest regret for the hardship and suffering our past provincial governments imposed on Chinese Canadians. The Apology recognized the perseverance, grace, and dignity Chinese Canadians demonstrated throughout our history while enduring discriminatory historical laws.

The Village of Cumberland recognizes the impact of these historical injustices in the lives and deaths of Cumberland Chinese community members. For 36 years, beginning in 1888, Chinese Canadians worked in local coal mines where many died in accidents and explosions. In 1924 people of Chinese descent were prohibited from employment underground when the *BC Mine Act* was introduced [to be confirmed].

2. An interpretive sign recognizing the importance of the cemetery to the community as well as cultural burial traditions; this signage will also lead visitors to other cultural resources including the Cumberland Museum and Archives and historical Cumberland Chinatown at Coal Creek Historic Park.
3. A replica of a cedar grave marker to memorialize the unnamed individuals buried at the Chinese cemetery over the past 140 years. The list of names of those buried at the cemetery has been lost and the cedar grave post marking graves have also been lost over time. It is thought to be a suitable memorial of individuals who died in the late part

of the 19th century and earlier part of the 20th cemetery. Suitable words in Toisan character are proposed to etched into the marker.

J.R. Edgett, the contractor for the Dunsmuir corridor construction project, has offered to donate a stone for the bronze plaques. Public works will transport the stone to the cemetery and affix the plaque. Staff is pricing out the interpretive signage and options for a concrete replica grave marker. Final costs have not yet been determined.

An unveiling is tentatively scheduled for early October.

FINANCIAL IMPLICATIONS

The Village will contribute public works labour to install the monument. There may be some costs associated with the unveiling.

STRATEGIC OBJECTIVE

None

ATTACHMENTS

None

CONCURRENCE

None

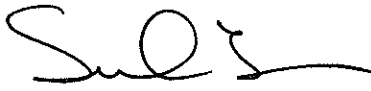
OPTIONS

1. Any action deemed appropriate by Council.

Respectfully submitted,

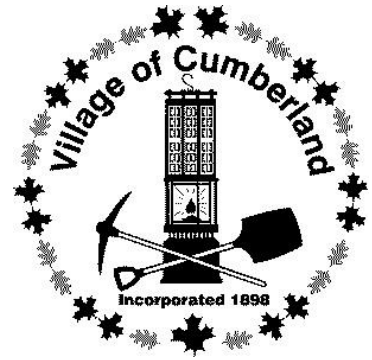


Rachel Parker
Deputy Corporate Officer



Sundance Topham
Chief Administrative Officer

COUNCIL REPORT



REPORT DATE: July 15, 2016

MEETING DATE: July 25, 2016

TO: Mayor and Council
FROM: Rob Crisfield, Manager of Operations
SUBJECT: Water Capital Projects Implementation Schedule

RECOMMENDATION

- i. THAT Council receive the Water Capital Projects Implementation Schedule report.
- ii. THAT Council approve the implementation projects and planning timelines for the upgrades to the Village's water treatment, storage and distribution infrastructure.

SUMMARY

Following the June 13th, 2016 Council meeting where Council confirmed its intention to continue operating the existing surface water supply and well supply, and directed staff to begin the planning and design of the upgrades to the water treatment, storage, and distribution infrastructure, staff has worked with Koers & Associates Engineering to develop an implementation schedule.

This schedule is an important document that helps establish a time frame for the design, construction and commissioning of this infrastructure including distribution infrastructure, water storage and an Ultra Violet (UV) treatment plant. The UV treatment commissioning date in particular will be included in a new amended water operating permit with Island Health.

BACKGROUND

Implementation planning is underway for the design, construction and commissioning of the treated water storage reservoir, twinning of the surface water supply trunk main, and the construction of a UV water treatment plant, as well as many other required steps along the way.

The estimated cost for these improvements, based on the Long Range Water Supply Strategy, is \$50,000 for a bathymetric survey of all dams; \$1.6 million for the UV treatment plant; \$2.5 million for a water storage reservoir; and \$760,000 for the twinning of the supply line, for a total cost of \$4.91 million dollars. Working with Koers & Associates, staff have come up with the following proposed timeline for water system improvements in the Village.

- Undertake bathymetric survey – 2016
- Begin construction of twinning of the supply line – June 2017

- Secure land for locating new UV water treatment plant and storage reservoir – September 2017
- Begin construction of new UV water treatment plant and storage reservoir – September 2018
- Complete construction and commissioning of water treatment plant and storage reservoir – July 2019.

There are numerous steps involved in these processes, and the full implementation schedule is attached to this report as Schedule A.

While this planning helps to establish time frames for the various tasks listed, more importantly it sets a milestone date for the commissioning of the UV treatment plant. Staff have consulted with Island Health on these dates and the date for the UV treatment plant will be reflected in an amended water operating permit that will replace the current amended permit that expires at the end of July this year. Without an amended permit we would be in non-compliance and be subject to the possibility of Island Health not allowing expansion to our existing water distribution system, or Island Health could issue us an order to comply.

The implementation planning is also important as it sets out tasks and timing in order to complete the design and implementation of this infrastructure, and ties this in with the grant funding process. It's important to get some of this work underway in the short-term in order to have enough pre-design work, higher level costing, and other reports or data to support an actual grant application.

It's anticipated that the intake for funding applications for the Small Communities Building Canada Fund will be open again early fall where. With this grant stream 2/3 funding is available. We may not be in a position yet to apply for funding at this intake, but could be, come the spring of 2017 if another intake were to occur. There may also be funding through the Gas Tax Strategic Priorities Fund, but at this point we're unsure of when the next grant application intake will occur.

In order to move forward with the pre-design work, the Village will need to engage the help of an engineering firm to start the process. The sooner the work gets started, the sooner the Village will be in a position to apply for grant funding. There are budgeted funds currently available that were intended for the work to No. 2 Dam and the UV treatment plant that staff will utilize for the initial work in order to start some of the pre-design work, bathymetric survey and other tasks.

The project costing that will arise out of the pre-design will also play an important role if we're not successful in securing 100 per cent grant funding and the Village is required to borrow funds to complete this work. Some of the cost of this infrastructure has been identified in the current DCC bylaw and could be funded through the water DCC's. However the balance in the water DCC funds has been significantly depleted and may not be sufficient to contribute towards the costs in a meaningful way. One option to consider is the fact that the Local Government Act does allow a municipality to borrow funds from another DCC funds (pending available balances) against the water DCC's and pay them back prior to the requirement of those funds for other projects.

Staff will commence with some implementation task items immediately, such as UVT transmissivity testing, as this was specifically requested by Island Health. This water sampling and testing is an important step in the ultimate UV reactor selection including validation which will be required as part of the construction permit process through Island Health.

In addition to these capital works that are aimed at the Village meeting the provincial Surface Water Treatment Objectives, the Long Range Water Supply Strategy also identified the Cumberland No. 2 Dam and Henderson Dam for upgrades within a five year time frame. While this work has not been identified with the water capital works in this report, staff will be bringing a report to Council in the future discussing the next steps required to move the dam upgrades forward.

FINANCIAL IMPLICATIONS

Currently there is \$130,000 identified in the 2016 capital budget that was carried forward from 2015 for water work consultation. These funds will be used to undertake the necessary pre-design work. Once the pre-design work is completed staff will focus on finding grant revenues to complete the work. Any applicable grant funding opportunities will be brought forward to Council for review and approval.

STRATEGIC OBJECTIVE

This work ties in directly with the strategic objective to “Establish an adequate and high quality source of water for the current and future residents of the Village”

ATTACHMENTS

1. Schedule A – Village of Cumberland Water Treatment Implementation Schedule

CONCURRENCE

Michelle Mason, Financial Officer

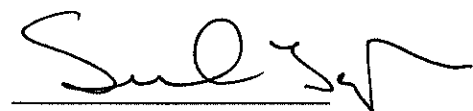
OPTIONS

1. THAT Council approve the implementation projects and planning timelines for the upgrades to the Village’s water treatment, storage and distribution infrastructure.
2. Any other action deemed appropriate by Council.

Respectfully submitted,



Rob Crisfield
Manager of Operations
Village of Cumberland

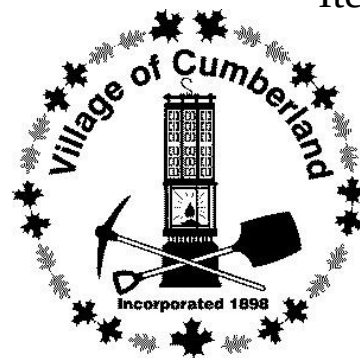


Sundance Topham
Chief Administrative Officer

July 12, 2016



COUNCIL REPORT



REPORT DATE: July 20, 2016

MEETING DATE: July 25, 2016

TO: Mayor and Councillors

FROM: Sundance Topham, Chief Administrative Officer

SUBJECT: Cumberland Liquid Waste Management Plan – Financial Update

RECOMMENDATION

- i. THAT Council receive the Cumberland Liquid Waste Management Plan – Financial Update report.
- ii. THAT Council direct staff to bring forward an amendment to the adopted 2016-2020 Financial Plan Bylaw to allocate \$60,000 in LWMP community works funding from the 2017 calendar year to the 2016 calendar year.

SUMMARY

The Village of Cumberland restarted its Liquid Waste Management Planning process at the end of 2015. In order to move the project forward the Village has hired a Liquid Waste Management Planning Coordinator, and has engaged Tetra Tech WEI as the technical consultants for completing Stage One of the LWMP process.

This report summarizes the Village's current financial commitment to the project, and provides a recommendation to transfer LWMP funding from the 2017 budget year to the 2016 budget year.

BACKGROUND

On December 14, 2015 Council unanimously passed the following motion:

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; AND THAT Council approve \$25,000 in funding for the Liquid Waste Management Planning Project Coordinator consultant from Community Works funds.

The planning process is progressing nicely, the Wastewater Advisory Committee has met a number of times, there have been two public open houses, and the committee is working towards formalizing its screening process for wastewater treatment options. Council will be receiving a project update with more information from the LWMP Project Coordinator at the August 8, 2016 regular Council meeting.

When Council approved the funding for the Liquid Waste Management Planning Project Coordinator in December there was a preliminary amount of \$25,000 in funding that was earmarked for the position (out of the \$141,370 set aside in the 2016 budget for the LWMP project).

As noted in the original report to Council the nature of the LWMP process dictates that the length of time required for the project coordinator position is uncertain, and when the original funding amount for the position was allocated it was understood that the amount was just a starting point, and that we'd have a better idea of the long-term costs once the project was underway.

Now that the project is full swing, and with the engagement of the technical consultants, the level of work required to undertake the project has been clarified and an understanding of project costs is more apparent.

An overview of the financial implications is noted below, and staff is recommending an adjustment of the Village of Cumberland Five Year Financial Plan to account for increased costs in 2016 as we await confirmation of grant funding for future years.

FINANCIAL IMPLICATIONS

Council allocated \$141,370 in the 2016 budget for the Liquid Waste Management Planning process, of which \$37,903 is already earmarked for the Village's share of the PPP Canada Business Case, leaving a total 2016 allocation of \$103,467. There is also \$100,000 set aside in the 2017 year of the Five Year Financial Plan for Liquid Waste Management Planning.

The Village has also applied for additional funding to undertake the work, with Council unanimously passing the following motions on May 9, 2016:

That Council authorize the application to the Federation of Canadian Municipality's Green Municipal Fund for funding the Feasibility Study of the Village of Cumberland Liquid Waste Management Plan Stages 1 and 2, for the amount of \$175,000.

That Council authorize an application to the BC Infrastructure Planning Grant Program for Liquid Waste Management Planning for Reclaimed Water for the amount of \$10,000.

As of the end of June a total of \$48,909.64 has been spent on the LWMP Project, including \$23,399.38 on the Liquid Waste Management Planning Project Coordinator, and a total of \$22,072.30 on the technical consultants (plus printing, meeting costs, and other miscellaneous costs) – leaving a total of \$52,956.74 in remaining funds for the 2016 calendar year.

For both LWMP Project Coordinator and technical consultant engagements the Village has contracts with the consultants that are based on hourly costs, as opposed to a specific total dollar value. While the Village awaits the outcome of the grant applications, and in order to ensure that there is sufficient funding to complete the necessary work in 2016, staff are recommending that \$60,000 of the funding allocated to 2017 be transferred to the 2016 calendar year. It is not expected that all of these funds will be required, and any remaining funds will be transferred back to the 2017 year, however the transfer of the funds will provide the necessary resources to keep advancing the process.

The costs for both the Liquid Waste Management Planning Coordinator and the Technical Consultants will be taken out of these funds, and staff will provide Council with further financial updates as the project proceeds.

The LWMP funding is currently coming from Community Works Gas Tax funds. Approximately \$195,000 is allocated to the Village annually in Gas Tax Funds, with \$34,000 in unallocated funds still available in 2017.

STRATEGIC OBJECTIVE

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

ATTACHMENTS

None

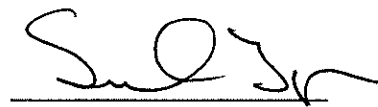
CONCURRENCE

Michelle Mason, Financial Officer 

OPTIONS

1. Receive this report.
2. Approve the reallocation of funds.
3. Any other action deemed appropriate by Council.

Respectfully submitted,



Sundance Topham
Chief Administrative Officer
Village of Cumberland

COUNCIL REPORT



REPORT DATE: July 20, 2016

MEETING DATE: July 25, 2016

TO: Mayor and Councillors

FROM: Michelle Mason, Financial Officer

SUBJECT: Financial Performance Report – Second Quarter 2016

RECOMMENDATION

THAT Council receive the Financial Performance Report – Second Quarter 2016 report for information.

SUMMARY

Revenue and expense items are currently within budget and all departments are in a surplus position. There are no significant concerns to note at this time. The overall surplus based on the financial plan is \$1,410,495.

BACKGROUND

Attached to this report are financial summaries as at June 30, 2016 with comparisons to the 2016 financial plan and 2015 audited amounts. These financial summaries are not audited and do not meet all accounting standards which would otherwise be applied for final year-end financial statement purposes. Amortization on assets and expense accruals are not booked, prepayments and inventories have not been adjusted. The summaries are intended for internal purposes only.

The following statements as at June 30, 2016 are attached and provide information in financial statement format:

- *Attachment 1: Statement of Financial Position*
- *Attachment 2: Statement of Operations and Accumulated Surplus*
- *Attachment 3: Statement of Change in Net Financial Assets / (Debt)*

Attachment 4: Reconciliation of Financial Statement Surplus to Financial Plan Surplus as at June 30, 2016 is attached and provides a list of adjustments to reconcile surplus for financial statement reporting purposes to surplus for financial plan purposes.

For budget variance analysis we recommend focusing on the *Statement of Operations and Accumulated Surplus (Attachment 2)* and the *Reconciliation of Financial Statement Surplus to Financial Plan Surplus (Attachment 4)*. In reviewing budget variance please note that asset

amortization is a significant accounting expense that is not being recorded throughout the year and is not within budget managers' ability to control. Consequently, Attachment 2, 3 and 4 have been modified to show the 2016 financial plan figures with and without amortization in order to provide a better comparative figure for a review of performance against budget.

Based on the above information and the fact that 2016 year-end adjustments and some invoices are still outstanding, we can expect an approximate 45-50% use of financial plan for operating expenses at June 30, 2016. Brief variance comments are included on Attachments 2 and 4. The following are more significant variance explanations and other items of note:

Attachment 1: Statement of Financial Position

Property taxes receivable (still owing) of \$1,952,063 appears substantially higher than the 2015 comparatives, but as at June 30, 2016, it does not reflect post-dated payments, mortgage company transfers and last day tax collections. We collected 92% of current year property tax revenues by the deadline date. General accounts receivables of \$1,661,591 are high because they include large amounts owing to the Village by the provincial government for home owner grants that is not paid to us until July of each year. Accounts payable and accrued liabilities of \$2,979,883 are always high at this time of year due to accruals for property tax collections for other taxing authorities that are not due until a later date. The statutory reserve balances have decreased because funds from the land sale reserve were used to purchase the new fire hall land as approved in the 2016 financial plan.

Attachment 2: Statement of Operations and Accumulated Surplus

Revenues

100% of property and frontage tax revenues are levied and recognized in May of each year. The use of financial plan for sales of services to other governments is only 28% at June 30, 2016. This will increase in August 2016 when the Cumberland Fire Protection District service fees revenue of \$120,470 is invoiced to the Comox Valley Regional District. The Village has received the small community grant of \$463,766 which is greater than the expected budget of \$445,000 by \$18,766. Other government transfers (grants) and development cost charge (DCC) revenues are expected to reflect similar timing to related project expenses.

Operating Expenses

Most of the 2016 special operating projects are in progress and we expect to incur costs for these over the next six months. Audit fees are not recognized until year-end and the Volunteer Fire Fighter compensation is not paid until December each year.

Attachment 3: Statement of Change in Net Financial Assets / (Debt)

The Village is currently in a net financial assets position of \$3,696,190. This is due to the fact that a significant amount of the property taxes have been collected; whereas, there is less than a 50% use of expenditures at June 30, 2016. Simply put the net financial assets means that the Village's financial assets are greater than its liabilities.

Attachment 4: Reconciliation of Financial Statement Surplus to Financial Plan Surplus

The use of financial plan for capital projects is only 9% at June 30, 2016. Most capital projects still do not have significant costs associated with them at this early stage but we expect to incur these costs over the next six months. However the fire hall land purchase and the Comox Lake Road paving projects are complete.

The 2016 financial plan surplus to date is \$1,410,495 due to the fact that 100% of the property taxes are recognized early in the year; whereas, there is less than a 50% use of expenditures at June 30, 2016. There are also other funding sources for the capital projects that are not recorded in the financial statements until 100% of the costs for the projects are recognized.

FINANCIAL IMPLICATIONS

There are no financial implications to receiving this report.

STRATEGIC OBJECTIVE

None.

ATTACHMENTS

- Attachment 1: Statement of Financial Position as at June 30, 2016;
- Attachment 2: Statement of Operations and Accumulated Surplus as at June 30, 2016;
- Attachment 3: Statement of Change in Net Financial Assets / (Debt) as at June 30, 2016; and
- Attachment 4: Reconciliation of Financial Statement Surplus to Financial Plan Surplus as at June 30, 2016.

CONCURRENCE

None.

OPTIONS

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

Respectfully submitted,



Michelle Mason
Financial Officer



Sundance Topham
Chief Administrative Officer

THE CORPORATION OF THE VILLAGE OF CUMBERLAND
Statement Of Financial Position

As At
June 30, 2016
UNAUDITED

	<u>2016</u> (Note 1)	<u>2015</u>
FINANCIAL ASSETS		
Cash and equivalents	9,004,964	7,840,862
Property taxes receivable	1,952,063	162,628
Accounts receivable	1,661,591	1,106,930
	<u>12,618,618</u>	<u>9,110,420</u>
LIABILITIES		
Bank indebtedness	-	-
Accounts payable and accrued liabilities	(2,979,883)	(591,960)
Trust and other deposits	(246,900)	(290,640)
Deferred revenue	(2,403,531)	(2,393,915)
Debenture and long term-debt	(3,292,114)	(3,380,210)
	<u>(8,922,428)</u>	<u>(6,656,725)</u>
NET FINANCIAL ASSETS / (DEBT)	3,696,190	2,453,695
NON-FINANCIAL ASSETS		
Tangible Capital Assets	40,846,495	40,098,732
Inventories	109,875	109,875
Prepaid expenses	4,123	7,868
	<u>40,960,493</u>	<u>40,216,475</u>
ACCUMULATED SURPLUS	\$ 44,656,683	\$ 42,670,170
MUNICIPAL POSITION		
Operating funds	(6,717,596)	(5,250,575)
Statutory Reserves	(384,706)	(701,072)
Equity in capital assets	(37,554,381)	(36,718,523)
	<u>\$ (44,656,683)</u>	<u>\$ (42,670,170)</u>

Note 1:

These statements are not audited and do not comply with all applicable accounting standards. They are intended for internal management purposes only.

ATTACHMENT 2

THE CORPORATION OF THE VILLAGE OF CUMBERLAND
Statement of Operations and Accumulated Surplus
Interim Statement as at
June 30, 2016
UNAUDITED

	2016 Proposed Financial Plan	Remove Amortization	2016 Adjusted Financial Plan (Note)	2016 Actual-YTD (Note)	% Use Of Financial Plan	Variance	2015 Actual	Comments
REVENUES								
Property value taxes and payments in lieu of taxes	\$ 2,317,045	\$ -	\$ 2,317,045	2,301,843	99%	\$ 15,202	\$ 2,191,578	Property Taxes levied in May each year
Frontage taxes	183,280	-	183,280	183,282	100%	(2)	177,777	Property Taxes levied in May each year
Sale of services	1,301,060	-	1,301,060	680,457	52%	620,603	1,164,969	Utility billings, service connections and sales for other municipal services
Sale of services to other government	373,970	-	373,970	105,803	28%	268,168	356,622	Bulk water/Fire Protection District/Animal Control to Ctny
Transfer from other governments - unconditional	445,000	-	445,000	463,766	104%	(18,766)	481,203	Small Community Grant
Transfer from other governments - conditional	4,063,480	-	4,063,480	210,216	5%	3,853,264	1,827,608	Grants relate to timing of projects plus Host Amenity & Community Works Funds received twice per year
Other revenue	1,629,550	-	1,629,550	163,094	10%	1,466,456	648,200	Permits & Licensing/donations/interest & miscellaneous
DCC revenue realized	862,240	-	862,240	-	0%	862,240	2,864	DCC revenue relates to timing of projects
Contributed Assets	-	-	-	-	-	-	1,021,853	
	<u>11,175,625</u>	<u>-</u>	<u>11,175,625</u>	<u>4,108,461</u>	<u>37%</u>	<u>7,067,165</u>	<u>7,872,674</u>	
OPERATING EXPENSES								
General government services	751,180	(25,115)	726,065	254,730	35%	471,335	640,279	Projects to complete during 2016, insurance deductible not used, 2016 audit fees recorded at year-end
Transportation services	1,173,692	(428,342)	745,350	387,990	52%	357,360	997,032	All of the road patching has been completed for the year
Protective services	546,980	(48,105)	498,875	189,987	38%	308,888	505,473	Projects to complete during 2016
Environmental health services	1,796,985	(421,670)	1,375,315	610,980	44%	764,335	1,527,691	Projects to complete during 2016
Public health services	56,530	(2,155)	54,375	8,640	16%	45,735	52,977	Projects to complete during 2016, expenses less than expected (reflects less than expected revenues)
Planning and development services	312,955	-	312,955	139,727	45%	173,228	289,750	
Recreation and cultural services	1,199,225	(89,155)	1,110,070	529,894	48%	580,176	890,962	
	<u>5,837,547</u>	<u>(1,014,542)</u>	<u>4,823,005</u>	<u>2,121,948</u>	<u>44%</u>	<u>2,701,057</u>	<u>4,904,164</u>	
ANNUAL SURPLUS	5,338,078	1,014,542	6,352,620	1,986,513	31%	4,366,108	2,968,510	
ACCUMULATED SURPLUS, BEGINNING OF YEAR	42,670,170	-	42,670,170	42,670,170	100%	-	39,701,660	
ACCUMULATED SURPLUS, END OF YEAR	<u>\$ 48,008,248</u>	<u>\$ 1,014,542</u>	<u>\$ 49,022,790</u>	<u>\$ 44,656,683</u>	<u>91%</u>	<u>\$ 4,366,107</u>	<u>\$ 42,670,170</u>	

Note:

These statements are not audited and do not comply with all applicable accounting standards. They are intended for internal management purposes only.

THE CORPORATION OF THE VILLAGE OF CUMBERLAND
Statement of Change in Net Financial Assets / (Debt)
Interim Statement as at
June 30, 2016
UNAUDITED

	2016 Proposed Financial Plan	Add Back Amortization	2016 Adjusted Financial Plan (Note)	2016 Actual-YTD (Note)	% Use Of Financial Plan	Variance	2015 Actual
ANNUAL SURPLUS	\$ 5,338,078	\$ 1,014,542	\$ 6,352,620	\$ 1,986,513	31%	\$ 4,366,108	\$ 2,968,510
Amortization of tangible capital assets	1,014,542	(1,014,542)	-	-		-	914,219
Change in supplies inventories	-	-	-	-		-	616
Change in prepaid expense	-	-	-	3,744		(3,744)	839
Proceeds on disposal of tangible capital assets	-	-	-	-		-	7,500
Loss on sale of tangible capital assets	-	-	-	-		-	73,821
Acquisition of tangible capital assets	(8,457,780)	-	(8,457,780)	(747,762)	9%	(7,710,018)	(4,098,402)
CHANGE IN NET FINANCIAL ASSETS / (DEBT)	(2,105,160)	-	(2,105,160)	1,242,495	(59%)	(3,347,655)	(132,897)
NET FINANCIAL ASSETS, BEGINNING OF YEAR	2,453,695	-	2,453,695	2,453,695	100%	-	2,586,592
NET FINANCIAL ASSETS / (DEBT), END OF YEAR	<u>\$ 348,535</u>	<u>\$ -</u>	<u>\$ 348,535</u>	<u>\$ 3,696,190</u>	<u>1060%</u>	<u>\$ (3,347,655)</u>	<u>\$ 2,453,695</u>

Note:

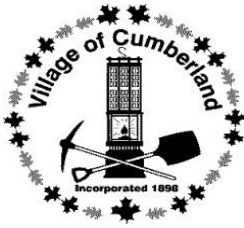
These statements are not audited and do not comply with all applicable accounting standards.

They are intended for internal management purposes only.

THE CORPORATION OF THE VILLAGE OF CUMBERLAND
Reconciliation of Financial Statement Surplus to Financial Plan Surplus
Interim Statement as at
June 30, 2016
UNAUDITED

	2016 Proposed Financial Plan	Add Back Amortization	2016 Adjusted Financial Plan (Note)	2016 Actual-YTD (Note)	% Use Of Financial Plan	Variance	2015 Actual	Comments
ANNUAL SURPLUS PER FINANCIAL STATEMENTS	\$ 5,338,078	\$ 1,014,542	\$ 6,352,620	\$ 1,986,513	31%	\$ 4,366,108	\$ 2,968,510	
ADJUSTMENTS AS PER FINANCIAL PLAN								
Acquisition of tangible capital assets	(8,457,780)	-	(8,457,780)	(747,762)	9%	(7,710,018)	(4,098,402)	2016 capital projects are in progress
Add back amortization expense	1,014,542	(1,014,542)	-	-		-	914,219	
Proceeds from borrowing	170,000	-	170,000	-	0%	170,000	590,585	
Principals payments on debt	(294,860)	-	(294,860)	(88,096)	30%	(206,764)	(230,039)	
Add back DCC revenue realized	(862,240)	-	(862,240)	-	0%	(862,240)	(2,864)	
Add DCC reserve interest earned	-	-	-	2,823		(2,823)	-	
Add Non-Cash Adjustments				-			73,821	
CHANGE IN CONSOLIDATED BALANCES	(3,092,260)	-	(3,092,260)	1,153,478		(4,245,738)	215,830	
TRANSFER (TO) / FROM OTHER RESERVES								
Development Cost charges	862,240	-	862,240	(2,823)	0%	865,063	2,864	
Reserves	2,230,020	-	2,230,020	259,840	12%	1,970,180	228,317	
TRANSFER (TO) / FROM OTHER RESERVES	3,092,260	-	3,092,260	257,017	8%	2,835,243	231,181	
(DEFICIT) / SURPLUS PER FINANCIAL PLAN	\$ -	\$ -	\$ -	\$ 1,410,495		\$ (1,410,495)	\$ 447,011	

Note:
These statements are not audited and do not comply with all applicable accounting standards. They are intended for internal management purposes only.



The Corporation of the Village of Cumberland
Electronic Funds and Cheque Register
From June 1 to 30, 2016

Document			Payment
Date	Vendor Name	Cheque #	Amount
6/2/2016	Municipal Finance Authority	00000000000020651	7,777.48
6/2/2016	Municipal Finance Authority	00000000000020652	637.97
6/6/2016	ABC Printing	15328	142.24
6/6/2016	ACE Courier Services	15329	13.83
6/6/2016	Acklands-Grainger Inc.	15330	104.67
6/6/2016	Banner Maintenance Ltd	15331	10,536.75
6/6/2016	Beaufort Association for the Mentally Handicapped	15332	1,250.00
6/6/2016	Black Press Group Ltd	15333	959.45
6/6/2016	Blake, Russell	15334	317.10
6/6/2016	Canadian Tire #350	15335	296.13
6/6/2016	Cedar Grove Chalet	15336	526.00
6/6/2016	Currently Cumberland	15337	37.80
6/6/2016	Cintas	15338	375.06
6/6/2016	Recreation Damage Deposit	15339	200.00
6/6/2016	Coast Environmental Ltd.	15340	107.07
6/6/2016	Comox Pacific Express Ltd.	15341	240.56
6/6/2016	Comox Valley Cleaners	15342	19.95
6/6/2016	Comox Valley Arts Council	15343	200.00
6/6/2016	Corix Water Products Limited Partnership	15344	103.18
6/6/2016	Courtenay Costume Rentals	15345	54.00
6/6/2016	Crisfield, Robert	15346	58.10
6/6/2016	Cumberland General Store	15347	106.45
6/6/2016	Cumberland Museum & Archives	15348	480.00
6/6/2016	Cumberland Sand & Gravel Ltd	15349	1,447.75
6/6/2016	Cupe Local 556	15350	1,579.81
6/6/2016	CV Marine	15351	9.00
6/6/2016	Dark Side Chocolates	15352	110.04
6/6/2016	Dixon, Dana	15353	247.89
6/6/2016	Fisher's Regalia	15354	557.32
6/6/2016	Flag Shop, The	15355	378.95
6/6/2016	FORTISBC-Natural Gas	15356	568.95
6/6/2016	Fourneau Kent	15357	259.92
6/6/2016	Gregg Distributors (B.C.) Ltd.	15358	96.44
6/6/2016	Hach Sales & Service Canada LP	15359	257.50
6/6/2016	Hartman Auto Supply 1996 Ltd.	15360	174.73
6/6/2016	Hyland Precast Inc.	15361	1,156.33
6/6/2016	Industrial Plastics & Paints	15362	67.18
6/6/2016	Interior Instrument Tech Services	15363	3,381.09

Document			Payment
Date	Vendor Name	Cheque #	Amount
6/6/2016	Island Office Equipment Ltd.	15364	227.12
6/6/2016	Island Alpine Guides	15365	262.50
6/6/2016	Kal Tire	15366	1,246.34
6/6/2016	Knutson, Leah	15367	129.56
6/6/2016	Koers & Associates Engineering Ltd.	15368	10,858.58
6/6/2016	Lanarc 2015 Consultants Ltd.	15369	4,060.88
6/6/2016	Monk Office	15370	36.28
6/6/2016	Mortimer's Monumental Works Ltd.	15371	131.25
6/6/2016	Pest Control, VI	15372	420.00
6/6/2016	Planet Clean	15373	267.54
6/6/2016	Price's Security Locksmiths	15374	197.91
6/6/2016	Refrigeration & Air Conditioning Ltd., Comox Valley	15375	622.21
6/6/2016	Revenue Services of British Columbia	15376	3,057.00
6/6/2016	Diane Robb	15377	16.80
6/6/2016	Shaw Cablesystems G.P.	15378	189.18
6/6/2016	Speedpro Signs Courtenay	15379	576.43
6/6/2016	Strathcon Industries	15380	28.44
6/6/2016	ThyssenKrupp Elevator	15381	927.80
6/6/2016	Top Shelf Feeds Inc.	15382	156.74
6/6/2016	Van-Kel Irrigation	15383	686.01
6/6/2016	Wedler Engineering	15384	3,223.75
6/6/2016	Comox Rentals & Recreation	15385	195.66
6/8/2016	Corrigan Tia	15386	227.00
6/8/2016	Dixon, Dana	15387	337.50
6/8/2016	Lacourse, Megan	15388	170.00
6/8/2016	Martin Lafontaine	15389	13.00
6/8/2016	Keziah Magor	15390	21.25
6/8/2016	Powsey, Clive	15391	60.00
6/8/2016	Purin, Paul	15392	150.00
6/8/2016	Ridgway, Amanda	15393	40.00
6/8/2016	Riopelle Cathy	15394	150.00
6/8/2016	Roffey, Sheri	15395	205.00
6/8/2016	Tara Scott	15396	49.00
6/8/2016	Ross Simon	15397	52.00
6/8/2016	Traci Skuce	15398	300.00
6/14/2016	Telus Mobility	00000000000020670	655.20
6/14/2016	Wiebe, Geraldine	15399	150.42
6/14/2016	Telus Communications	00000000000020676	1,052.62
6/15/2016	De Lage Landen	00000000000020791	55.95
6/16/2016	Receiver General For Canada	00000000000020789	21,940.67
6/17/2016	Municipal Pension Plan	00000000000020669	10,501.01
6/20/2016	Andrew Sheret Ltd.	15400	55.09
6/20/2016	Assessment Authority, BC	15401	32,139.60
6/20/2016	Astec Safety Inc	15402	1,539.68
6/20/2016	Baird, Laurie	15403	79.94

Document			Payment
Date	Vendor Name	Cheque #	Amount
6/20/2016	Beaufort Association for the Mentally Handicapped	15404	1,250.00
6/20/2016	Bedard, Rick	15405	160.44
6/20/2016	Progressive Waste Solutions Canada Inc	15406	1,329.54
6/20/2016	Bossom, Michael	15407	770.75
6/20/2016	Carvello Law Corporation	15408	814.92
6/20/2016	Cedar Mountain Signs	15409	60.48
6/20/2016	Centerline Machine Ltd.	15410	232.96
6/20/2016	Cintas	15411	710.30
6/20/2016	City of Courtenay	15412	1,023.75
6/20/2016	Coastal Mountain Fuels	15413	2,886.31
6/20/2016	Coast Environmental Ltd.	15414	107.07
6/20/2016	Coastline Fabricators	15415	261.80
6/20/2016	Comox Pacific Express Ltd.	15416	355.48
6/20/2016	Comox Bay Care Society	15417	100.00
6/20/2016	Corix Water Products Limited Partnership	15418	982.76
6/20/2016	Crisfield, Robert	15419	65.80
6/20/2016	Cumberland General Store	15420	272.82
6/20/2016	Cumberland Museum & Archives	15421	480.00
6/20/2016	Cumberland Empire Events Society	15422	1,250.00
6/20/2016	Cupe Local 556	15423	869.31
6/20/2016	CV Marine	15424	57.94
6/20/2016	DPOC Neopost Canada Ltd	15425	3,051.67
6/20/2016	Environmental Operators Certification Program	15426	210.00
6/20/2016	Facet Custom Builders	15427	1,018.50
6/20/2016	F.A.S. Delivery Ltd.	15428	22.95
6/20/2016	Footprints Security Patrol Inc.	15429	264.47
6/20/2016	Gregg Distributors (B.C.) Ltd.	15430	279.33
6/20/2016	Greyhound Courier Express	15431	36.42
6/20/2016	Grieve, Glen	15432	1,544.66
6/20/2016	GROW tree care	15433	509.25
6/20/2016	Guillevin International Co.	15434	703.27
6/20/2016	Herold Engineering	15435	1,562.04
6/20/2016	Hyland Precast Inc.	15436	139.55
6/20/2016	Imperial Welding Ltd.	15437	446.89
6/20/2016	Iron Mountain	15438	53.61
6/20/2016	Island Business Print Group Ltd.	15439	772.80
6/20/2016	Island Office Equipment Ltd.	15440	812.00
6/20/2016	Journey Recycling	15441	23.63
6/20/2016	Koers & Associates Engineering Ltd.	15442	2,496.25
6/20/2016	Konica Minolta	15443	2,955.92
6/20/2016	Lafrentz Road Marking	15444	6,703.20
6/20/2016	Lee Mac Electric Ltd.	15445	806.11
6/20/2016	Lordco Auto Parts	15446	720.43
6/20/2016	Loss of Gravity (LOG)	15447	1,065.00
6/20/2016	Moa Media Ltd	15448	159.71

Document			Payment
Date	Vendor Name	Cheque #	Amount
6/20/2016	Monk Office	15449	455.00
6/20/2016	Municipal Finance Authority	15450	110.66
6/20/2016	Maxxam Analytics	15451	1,716.76
6/20/2016	North Island Communications Inc.	15452	49.28
6/20/2016	Northern Ropes & Industrial Supply Ltd.	15453	330.40
6/20/2016	Old Victoria Water Company	15454	17.68
6/20/2016	OnDeck Systems Inc.	15455	355.04
6/20/2016	Outlook Land Design Inc	15456	2,949.45
6/20/2016	Pacific Blue Cross	15457	9,171.00
6/20/2016	All In One Party Shop Event Rentals	15458	149.53
6/20/2016	Phoenix Benefits Solutions Inc.	15459	5,100.00
6/20/2016	Cumberland Physio & Yoga	15460	472.50
6/20/2016	Pilon Tool Rentals (1972) Ltd.	15461	197.96
6/20/2016	Planet Clean	15462	111.83
6/20/2016	Price's Alarm Systems Ltd.	15463	188.69
6/20/2016	Purolator Courier Ltd.	15464	44.44
6/20/2016	Quinsam Radio Communications Ltd.	15465	446.83
6/20/2016	Receiver General For Canada	15466	189.99
6/20/2016	Regional District,Comox Valley	15467	5,854.25
6/20/2016	Sew What, I Sew	15468	50.40
6/20/2016	Shades Tankers (1976) Ltd.	15469	4,378.25
6/20/2016	Shaw Cablesystems G.P.	15470	439.02
6/20/2016	Sitko Paul	15471	352.50
6/20/2016	SPCA, Comox Valley	15472	104.15
6/20/2016	Spectrum Skateparks Inc	15473	375.38
6/20/2016	Speedpro Signs Courtenay	15474	40.27
6/20/2016	Strathcon Industries	15475	81.99
6/20/2016	Sun Coast Waste Services	15476	10,721.03
6/20/2016	Top Shelf Feeds Inc.	15477	120.41
6/20/2016	Tower Fence Products	15478	879.77
6/20/2016	Tran Sign (1999) Ltd.	15479	96.49
6/20/2016	UBS Industries	15480	434.65
6/20/2016	Van Houtte Coffee Services	15481	59.87
6/20/2016	Village Bakery, Cumberland	15482	88.40
6/20/2016	Walker, Judith	15483	49.13
6/20/2016	Walmart Stores Inc.	15484	58.43
6/20/2016	Wedler Engineering	15485	2,635.50
6/20/2016	Comox Rentals & Recreation	15486	37.38
6/20/2016	Resident Leak Repair	15487	170.10
6/20/2016	Williamson, Michael	15488	817.51
6/20/2016	Zinc Public Relations	15489	4,668.56
6/22/2016	Mastercard, Credit Union	00000000000020788	2,289.84
6/24/2016	Corrigan Tia	15490	151.50
6/24/2016	Dixon, Dana	15491	564.05
6/24/2016	Lacourse, Megan	15492	85.00

Document			Payment
Date	Vendor Name	Cheque #	Amount
6/24/2016	Lan, Lauren	15493	390.00
6/24/2016	Keziah Magor	15494	42.50
6/24/2016	Purin, Paul	15495	200.00
6/24/2016	Riopelle Cathy	15496	150.00
6/24/2016	Roffey, Sheri	15497	105.00
6/24/2016	School District #71, Comox Valley	15498	21.00
6/24/2016	Ross Simon	15499	26.00
6/24/2016	Hydro & Power Authority, BC	00000000000020792	6,364.68
6/28/2016	Receiver General For Canada	00000000000020793	20,052.54
6/28/2016	Municipal Finance Authority	00000000000020794	8,114.02
6/28/2016	Insurance Corporation of British Columbia	15500	18,811.00
6/28/2016	Scott Signs Ltd	15501	10,052.00
6/29/2016	Telus Mobility	00000000000020871	648.48
6/29/2016	Rogers Communications Inc.	00000000000020872	131.56
6/30/2016	Municipal Pension Plan	00000000000020790	10,543.90
6/30/2016	FORTISBC-Natural Gas	00000000000020873	462.00
Total			\$ 306,475.24

Council Motions - Outstanding Action Items

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
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 28, 2014			
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			
15-109	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 511.0m ² 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	Complete
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	Rob	Winter 2016

	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.	Michelle	Complete
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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
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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	Fall 2016
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

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
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February 9, 2016

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
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April 11, 2016

16-152	THAT Council direct staff to proceed with site design and planning for an integrated Skatepark and Jump Park project at the Sixth Street Site.	Kevin M	In Process
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16-156	THAT Council grant the Development Variance Permit for Maple Street Holdings Ltd on property described as Lot A, District Lot 24, Nelson District, and Section 26, Township 10, Plan 26084, Except Part in Plan VIP66517 (4382 Cumberland Road) to vary provisions of the Subdivision and Development Bylaw No. 948, 2012, Schedule A Part 4(a)(i) to permit a lot to be created and deferring servicing until Building Permit stage; AND FURTHER THAT the Variance not be issued until the completed sale of the lot identified as EPP59401 on the attached drawing, to the Village of Cumberland.	Joanne	Complete
16-190	THAT Council approve the amendments to the Volunteer Firefighter Remuneration Policy to increase compensation for volunteer firefighters for practice, emergency call outs, standby and duty officer, training and operational duties.	Mike	Complete
16-195	THAT Council direct staff to bring forward a logo use policy for Council's consideration.	Rachel	In Process

April 25, 2016

16-210	THAT Council grant the Development Permit (File 2016-01-DP) for property legally described as Lot 4, Section 25, Township 10, Comox District, Plan 35738, Except Part in Plan 50023 (4616 Cumberland Road) for the purposes of the construction of a replacement mechanical shop building. The development will be substantially in the form of the attached draft Development Permit.	Joanne	In Process																																																				
16-211	THAT Council approve the following community grants: <table><tr><th rowspan="2">Organization</th><th colspan="2">2016</th><th colspan="2">2017</th></tr><tr><th>Cash</th><th>In Kind</th><th>Cash</th><th>In Kind</th></tr><tr><td>Cumberland and District Museum Historical Society</td><td>\$19,000</td><td>\$750</td><td>\$19,557</td><td>\$750</td></tr><tr><td rowspan="2">Cumberland Community Schools Society</td><td>\$ 5,000</td><td></td><td>\$15,000</td><td></td></tr><tr><td>\$10,000*</td><td></td><td></td><td></td></tr><tr><td rowspan="2">Cumberland Empire Events Society</td><td>\$3,373</td><td>\$7,350</td><td>\$3,373</td><td>\$7,497</td></tr><tr><td></td><td>\$750</td><td></td><td>\$750</td></tr><tr><td>Cumberland Lake Wilderness Society</td><td>\$9,240</td><td></td><td>\$1,760</td><td></td></tr><tr><td>Cumberland United Church</td><td></td><td>\$50</td><td></td><td>\$50</td></tr><tr><td>Rotary Club of Cumberland Centennial</td><td></td><td>\$500</td><td></td><td>\$500</td></tr><tr><td>United Riders of Cumberland</td><td>\$1,000</td><td>\$500</td><td>\$13,000</td><td>\$500</td></tr></table>	Organization	2016		2017		Cash	In Kind	Cash	In Kind	Cumberland and District Museum Historical Society	\$19,000	\$750	\$19,557	\$750	Cumberland Community Schools Society	\$ 5,000		\$15,000		\$10,000*				Cumberland Empire Events Society	\$3,373	\$7,350	\$3,373	\$7,497		\$750		\$750	Cumberland Lake Wilderness Society	\$9,240		\$1,760		Cumberland United Church		\$50		\$50	Rotary Club of Cumberland Centennial		\$500		\$500	United Riders of Cumberland	\$1,000	\$500	\$13,000	\$500	Rachel	Complete
Organization	2016		2017																																																				
	Cash	In Kind	Cash	In Kind																																																			
Cumberland and District Museum Historical Society	\$19,000	\$750	\$19,557	\$750																																																			
Cumberland Community Schools Society	\$ 5,000		\$15,000																																																				
	\$10,000*																																																						
Cumberland Empire Events Society	\$3,373	\$7,350	\$3,373	\$7,497																																																			
		\$750		\$750																																																			
Cumberland Lake Wilderness Society	\$9,240		\$1,760																																																				
Cumberland United Church		\$50		\$50																																																			
Rotary Club of Cumberland Centennial		\$500		\$500																																																			
United Riders of Cumberland	\$1,000	\$500	\$13,000	\$500																																																			

		\$11,000*						
	*previously committed and THAT Council direct staff to review the Community Grant Program guidelines.							
16-216	THAT Council approve the additional expenditure of up to \$13,000 from the Community Works Fund for the change to the scope of work for the Zoning Bylaw update; and THAT Council direct staff to bring forward an amendment to the 2016-2020 Financial Plan Bylaw for this expenditure.						Judy Michelle	In Process In Process
16-228	THAT Council direct staff to develop and urban tree management plan for trees in public realm.						Judy	In Process
16-229	THAT Council direct staff to develop a bicycle parking plan.						Rob	In Process

May 9, 2016

16-238	THAT Council direct staff to provide support to the Comox Valley Vital Signs Project by providing local data.	Judy Leah	Complete Complete
16-249	That Council authorize the application to the Federation of Canadian Municipality's Green Municipal Fund for funding the Feasibility Study of the Village of Cumberland Liquid Waste Management Plan Stages 1 and 2, for the amount of \$175,000.	Sundance	In Process
16-251	That Council authorize an application to the BC Infrastructure Planning Grant Program for Liquid Waste Management Planning for Reclaimed Water for the amount of \$10,000.	Sundance	Complete

June 13, 2016

16-282	THAT Council including a statement in its procurement policy that the Village does not support the purchase of genetically modified (GMO) apples and salmon as well as indicate a preference for non-GMO products.	Michelle	In Process
16-283	THAT Council direct staff to bring forward a report to Council on the implications of the inclusion of a genetically engineered free purchasing clause in the purchasing policy and a review of the impact to Village suppliers.	Rachel	In Process
16-286	THAT Council confirm its intention to continue operating the existing Village surface and well water supply system.	Rob	Complete
16-287	THAT Council direct staff to begin the planning and design of the upgrades to the water treatment, storage, and distribution infrastructure for the existing Village surface and well water supply system required in the immediate future; including financing options for these works.	Rob	In Process
16-292	THAT Council direct staff to draft a contract addendum to the existing Cumberland Lake Park Operations Agreement with the Cumberland Lake Wilderness Society to revise dividends	Leah	Complete

	amounts to be paid to the Village, and authorize the Mayor and Chief Administrative Officer to execute this agreement.		
16-296	THAT Council provide a donation of \$100 to the Comox Bay Care Society to assist with incidental costs for the Care-A-Van service in Cumberland.	Rachel	Complete

June 27, 2016

16-320	THAT Council advise the Comox Valley Regional District that the Village of Cumberland does not support the terms of reference for the proposed regional integrated transportation “Go Smart” select committee and supports the terms of reference for the previous Comox Valley Cycling Task Force/ Go Smart Comox Valley! Integrated Transportation Advisory Committee	Rachel	Complete
16-323	THAT Council grant the Heritage Alteration Permit (2016-02-HAP) for properties legally described as Lot 1, Block 10, District Lot 21, Nelson District, Plan 522A and Lot 2, Block 10, District Lot 21, Nelson District, Plan 522C, Except the Easterly 36 Feet (Riders Pizza, 2738 Dunsmuir Avenue)	Joanne	In Process
16-325	THAT Council refer the Heritage Alteration Permit application for 2706 Dunsmuir Avenue, Hinterland Holdings Ltd., to the next meeting of the Heritage Commission for their consideration and comments.	Joanne	Complete
16-327	THAT Council exclude edibles for sale at medical marihuana dispensaries from the terms and conditions for considering medical marihuana dispensaries.	Judy	In Process
16-328	THAT Council establish its preference for applications for medical marijuana dispensaries through an application for a temporary use permit in the proposed VCMU-1 zone.	Judy	In Process
16-331	THAT Council approve the 2015 Annual Report and consider submissions and questions from the public.	Rachel	Complete
16-333	THAT council direct staff to request meetings with the cabinet ministers at the 2016 Union of British Columbia Municipalities (UBCM) conference in the following priority: Minister of Social Development and Social Innovation: Social Procurement Minister of Community, Sport and Cultural Development: Community Recreation Minister of Forests, Lands and Natural Resources: Acquisition of Maple Lake Minister of Education: Community Education	Rachel	In Process
16-335	THAT Council adopt the Fire Service Level Policy that establishes Cumberland Fire Rescue as a Full Service Operations fire service.	Rachel Mike	Complete
16-337	THAT Council approve the design for the new Cumberland Fire Rescue patches.	Mike	Complete

16-339	THAT Council provide feedback to the Ministry of Environment on the proposed amendments to the Open Burning Smoke Control Regulation, requesting that the Comox Valley be designated a High Smoke Sensitivity Zone; that the determination of smoke sensitivity zones include consideration of weather patterns and air quality data.	Rachel	Complete
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July 11, 2016

16-349 July 11	THAT Council advise the Comox Strathcona Regional Hospital District that Council does not support the concept of a tax requisition to cover the costs of parking at the new Campbell River and Comox Valley hospital sites and would prefer to remain at the status quo of pay parking.	Rachel	Complete
16-351	THAT Council consent to the adoption of Comox Valley Regional District Bylaw No. 345 being "Comox Valley Economic Development Service Conversion Bylaw No. 345, 2016" under section 346 of the <i>Local Government Act</i> (RSBC, 2015, c.1)	Rachel	Complete
16-353	THAT Council approve an application to the Canada Enabling Accessibility Fund: Community Accessibility Stream for the Village Park Accessibility Improvement project; THAT Council approve that the \$10,000 allocated to Accessibility Plan Implementation in 2017 in the Five Year Financial Plan be used for this project;	Kevin McPhedran	In Process
16-353	THAT Council approve a second application to the Canada Enabling Accessibility Fund: Workplace Accessibility Stream in the amount of \$5,570 with a Village contribution of \$3,000 already identified in the 2016 budget for a total project cost of \$8,570.	Rob	In Process

Soak It Up! Toolkit

How your community can save money and protect the environment by implementing green stormwater infrastructure across the urban landscape.

A SELECTION OF LOCAL PROGRAMS AND POLICIES FOR DECISION-MAKERS, PRACTITIONERS,
AND INFLUENCERS.

Clara Blakelock and Clifford Maynes, Green Communities Canada

V 1.1, March 2016 | Quote or excerpt with credit | info@raincommunitysolutions.ca



Credits



THE SOAK IT UP! Toolkit was written and researched by Clara Blakelock and Clifford Maynes of Green Communities Canada. See www.greencommunitiescanada.org, and our rain-related websites, including www.raincommunitysolutions.ca and www.depaveparadise.ca. The first edition of Soak it Up! was published February 2016. Feel free to quote or excerpt with credit.

Thanks to all those who contributed comments, including Credit Valley Conservation, Lake Simcoe Region Conservation Authority, Lindsay Telfer (Freshwater Alliance), Federation of Canadian Municipalities, Sharmalene Mendis-Millard, Heather Ray (Green UP), Leta van Duin (Alberta Low Impact Development Partnership), Sheila Boudreau and Patrick Cheung (City of Toronto), and Natalija Fisher (Environmental Defence). Thanks also for input from those who attended our in-person workshops in December 2015. Green Communities Canada retains sole responsibility for the content.

We enthusiastically welcome further comments and suggestions, in particular examples from across Canada. Email info@raincommunitysolutions.ca. To keep in touch, subscribe to our [Umbrella Stormwater Bulletin](#) and contribute your updates.



This publication was made possible with funding from the Ontario Trillium Foundation.

Contents

THIS PUBLICATION identifies tools for integrating green stormwater infrastructure across the urban landscape. Each section contains an overview, examples from real-world experience, and insights from practitioners about what works best—and what doesn't.

- **Plan for green stormwater infrastructure.** Adopt high-level commitments, policies, strategies, and implementation targets.
- **Engage the community.** Secure buy-in and participation.
- **Build capacity.** Develop skills, knowledge for practitioners and decision-makers.
- **Use green infrastructure for new developments.** Make them shine.
- **Use green infrastructure on public lands.** Parks, road rights-of-way, school yards, etc. are opportunities to implement functional green infrastructure.
- **Support your urban forest.** Trees provide many benefits beyond stormwater management.
- **Charge user fees for stormwater services.** Create a sustainable and fair funding source for stormwater infrastructure, both grey and green.
- **Manage rain on private property.** Developed residential and commercial properties comprise the majority of the land base. Leverage implementation on private properties with programs, credits, and incentives.

Transforming the urban landscape

IN A FOREST, most of the rain that falls is intercepted by trees and other vegetation or soaked into the ground. Very little—less than ten per cent—eventually runs off into rivers and streams. But when a forest turns into a city, everything changes. With the loss of vegetation and the increase in impervious surfaces—buildings, roads, parking lots, shallow soils—a majority (if not most) of the rain that falls rapidly becomes stormwater runoff, a polluted and sometimes destructive urban waste product. [See more.](#)

[Climate change](#) worsens the runoff problem by increasing the frequency and severity of extreme weather events.

[Consequences](#) of these combined factors include flooding, business interruptions, infrastructure damage, erosion, runoff pollution, sewage system overflows, sewer backup, health effects, increased reliance on treated water for irrigation, and loss of groundwater recharge. Vulnerable and lower income households are especially hard hit.

A WORD ABOUT TERMINOLOGY

WE USE the term **green stormwater infrastructure** to highlight the real value of the ecosystem services provided by nature, such as flood-risk reduction, habitat, and cooling. Other terms for the measures and approaches described in this publication include low impact development (LID), best management practices, stormwater innovations, source controls (“managing rain where it falls”), sustainable urban drainage systems, [better site design](#), infiltration landscapes, and water-sensitive urban design. To communicate effectively, you will need to tailor your choice of language to your audience.

Conventional stormwater and flood management solutions on their own are unable to keep ahead of these problems. In densely populated urban areas, space is limited and land is prohibitively expensive.

For these reasons many communities—including a number of northern US cities—are turning to green infrastructure as a priority for managing rain. They are taking steps to maintain, restore, and imitate natural ecosystem services, including infiltration and evapotranspiration. In short, they are making the modern city landscape more like a natural landscape, reducing runoff volumes and pollution, and protecting property and the environment.

[Measures](#) (also known as low impact development) include rain gardens, bioswales, permeable pavement, infiltration galleries, green roofs, the urban forest canopy, and rainwater harvesting and reuse. These proven effective technologies manage rain where it falls and heal the urban water cycle.

[Benefits](#) include:

- flood-risk reduction, climate change adaptation
- water quality protection (natural filtration is restored)
- [infrastructure savings](#) (green infrastructure combined with grey is cheaper than grey on its own)
- improved tourism and recreation
- increased public health, livability, walk friendly communities
- increased property values
- urban heat island mitigation
- [see more](#).



Municipal action for green infrastructure

GREEN INFRASTRUCTURE is coming to Canada. For example, Ontario Environment and Climate Change Minister Glen Murray has vowed to make “green infrastructure the new normal.” Green infrastructure is supported by provincial land-use policies, regional planning legislation, the Great Lakes Strategy, and the Climate Action Strategy. An environment ministry [interpretation bulletin](#) identifies source controls to reduce runoff as the top priority for stormwater management. An LID Guidance Manual being prepared in 2016 is expected to include stormwater volume reduction targets, i.e., specific requirements for reducing stormwater through onsite infiltration and other measures.

Meanwhile, responsibility and authority for making green stormwater infrastructure happen is largely municipal. To help meet the challenge of effective local implementation, we have prepared the *Soak it Up! Toolkit*, a compendium of practical strategies for activating green stormwater infrastructure at a community scale, across the urban landscape.

The toolkit provides an overview of policies and programs for municipalities. It is deliberately brief, to provide a bird’s eye view of the options. It’s a “getting started” document, with links to more information. Target audiences include:



- decision-makers, such as municipal councillors and managers—anyone with responsibility for shaping stormwater policies and practices
- influencers, including community and environment groups, researchers, and other champions of green stormwater infrastructure

Developing a local strategy

THIS TOOLKIT includes softer approaches, like community engagement and pilot projects; it also includes more vigorous strategies like programs, policies, and incentives designed to achieve systemic change and make green infrastructure the “new normal.”

This document should help you identify the elements that belong in an action strategy that works for your community—based on local issues and priorities, where your community is at, where you are headed, and a rough timeline for getting there. Your strategy will likely need to be multi-layered, promoting change from multiple angles, responding to opportunities as they arise.

Your strategy needs to be long-term. Green stormwater infrastructure is a new paradigm: it’s about absorbing rain into the urban landscape rather than expediting runoff, about working with nature rather than relying exclusively on hard engineering solutions. It’s about a change in culture, and a transformation in the marketplace of knowledge, goods, and services.

KEEP IN TOUCH

WE WELCOME your comments and contributions, especially your insights into the application of various tools and examples from outside our home base of Ontario. Contact us at info@raincommunitysolutions.ca.

Keep in touch with our free monthly newsletter, the Umbrella Stormwater Bulletin. [Subscribe](#) on our website, www.raincommunitysolutions.ca. Be sure to send us news from your community or organization so we can share it with others.

And take a look at the community engagement services we provide at www.raincommunitysolutions.ca. We’d be happy to discuss a customized strategy tailored to your community involving local partners.



June 6, 2016

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

Item 8.2

Leslie Baird,

Re: Federal government reviewing our public postal service - Have your say!

I am writing to let you know that the federal government is conducting a review of Canada Post. It says that everything but postal privatization is on the table. This means daily mail delivery, restoring home delivery, postage rates, the moratorium on post office closures and more.

The review will have two phases. The government has appointed an independent task force to collect input from Canadians, do research, gather facts and identify options for the future of our postal service by September 2016. Following this, a parliamentary committee will consult with Canadians on the options identified by the task force and make recommendations to the government by year's end. The government expects to announce its decisions about Canada Post in the spring of 2017. For more information, go to CUPW.ca/canadapostreview and Canada.ca/canadapostreview

While CUPW welcomes the opportunity to look at the future of our public postal service, we have a number of concerns about the review. The review's first phase – the part that determines the options that will be examined – is being held over the summer. As well, there has been very little information and advertising about the review, except in social media. We are concerned people will not learn about the review until it's too late.

CUPW would like to ensure that the views of municipalities are considered. Therefore, we would like you, if at all possible, to provide input to the Canada Post Review. We have attached a resolution for your consideration, information on providing input and some fact sheets on key issues.

Thank you very much for considering our request. There's a lot at stake and we appreciate anything you can do to help. We would also like to take this opportunity to express our gratitude to the many municipalities that supported our campaign to stop the cuts that Canada Post announced in December 2013, including the end of home mail delivery. We had a major victory when Canada Post announced a temporary hold on its plan to eliminate door-to-door delivery. CUPW is confident that we can build on this success and convince the Canada Post Review to recommend against further cuts in favour of new services that generate revenues and allow us to build a universal, affordable and green public postal system for future generations.

In solidarity,



Mike Palecek
National President

c.c. National Executive Committee, Regional Executive Committees, National Union Representatives, Regional Union Representatives, Specialists, Campaign Co-ordinators, Negotiators, CUPW locals





A bank for everyone

Support Postal Banking

Postal banking is the provision of financial and banking services through a post office. It is not a new or radical idea. Postal banks already exist in many parts of the world where they are used to:

- increase financial inclusion
- promote economic development
- and generate revenue to preserve public postal service and jobs

In fact, our post office used to have a national savings bank – up until 1969 – and there is no reason we shouldn't have one today.



Why do we need postal banking?

1 Banks are failing to meet the needs of a growing number of Canadians. Thousands of towns and villages across our country do not have a bank. But many of them have a post office that could provide access to financial and banking services.

2 Nearly two million Canadians in urban and rural areas desperately need an alternative to predatory payday lenders. A postal bank could be that alternative.

3 Canadian banks have raked in enormous profits while cutting service, closing branches and charging some of the highest banking and ATM fees in the world. We deserve better.

4 Post administrations around the world, including Canada Post, have seen traditional mail volumes decline in recent years. Many post offices have added or expanded financial services in order to lessen their dependence on declining mail volumes and revenues. Postal banking could help Canada Post make money and increase its ability to provide public postal service and create decent jobs in communities throughout Canada.

Postal banking is lucrative!

New Zealand: Kiwibank generated 81% of New Zealand Post's after tax profits.

Switzerland: PostFinance produced 48% of Swiss Post's operating profits.

Italy: BancoPosta profits allowed the Italian post office to make 57 million Euros in profits (\$86.1 million CAD) in spite of losses incurred by its postal business.

France: La Banque Postale's operating profits of 842 million Euros (\$1271.6 million CAD) made a significant contribution to Le Group La Poste's operating profits of 719 million Euros (\$1085.8 million CAD).

Sources: New Zealand Post, Swiss Post, Poste Italiane and Le Group La Poste, 2014

Postal banking has social & economic benefits

France: Banque Postale has an obligation to provide products and services to as many people as possible. It provides a Livret A or passbook savings account, at no charge, to anyone who requests it. It also provides banking services to the financially vulnerable and financing for social housing, voluntary organizations and microentrepreneurs lacking bank credit.



Brazil: Since its creation in 2002, Banco Postal at Brazil's post office has opened over 6,200 postal bank branches and provided bank accounts to about ten million people. These efforts are largely designed to meet the needs of poor and marginalized populations living in rural and underdeveloped areas.



Italy: BancoPosta offers current accounts, payment services and postal savings products on behalf of Cassa di Risparmio di Roma (CDR). The CDR, which is 80% owned by the Italian government, supports the development of the country



by financing the investments of public entities, helping local authorities leverage their real estate assets, investing in social housing, and supporting energy efficiency policies.

We had a postal bank

Canada had postal banking for over a hundred years. The federal government passed legislation establishing a post office savings bank system just after Confederation in 1867 in order to provide a savings service to the working classes and small town residents. This system began operating in 1868 with 81 locations and grew quickly. By 1884, there were 343 post office savings banks, with a balance of \$13 million from almost 67,000 accounts. However, Canada's postal banking system confronted challenges from chartered banks by the 1890s. These banks, facing a recession, became interested in attracting the kind of small-time depositors who used post office savings





banks and they actively worked to undermine postal banking. In 1898, the chartered banks successfully lobbied the government to reduce the interest rate paid on deposits at postal savings banks from 3% to 2.5%. They also worked to eliminate advertising by postal banks. As time went on, chartered banks and credit unions increased their presence in communities and the post office and government became less interested in maintaining the network. The post office savings bank system was closed down in 1969.

Support for postal banking

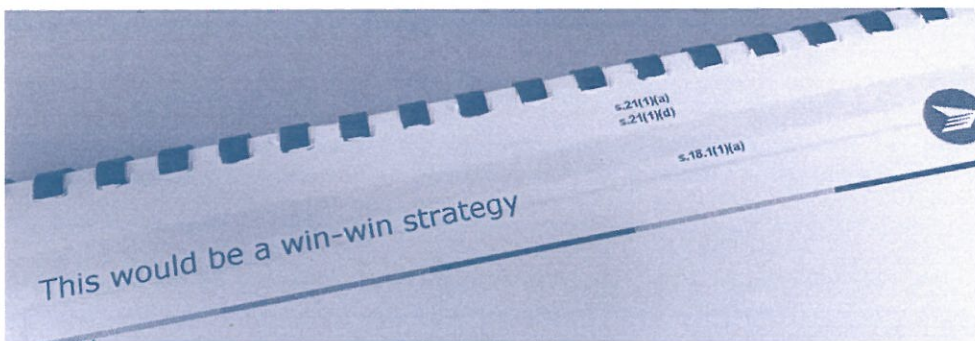
Municipalities: Over 600 municipalities have passed resolutions that support postal banking.

Public: Almost two out of every three respondents (63%) to a 2013 Stratcom poll supported Canada Post expanding revenue-generating services, including financial services like bill payments, insurance and banking.

Canada Post: A number of former Canada Post presidents have considered and even promoted the notion of the corporation getting more involved in financial services: Michael Warren, Andre Ouellet, Moya Greene.

Universal Postal Union: The UPU, a United Nations agency, thinks post offices should be looking at expanding financial services. It has produced a global roadmap for the future. This roadmap calls for the continued development of postal networks along three dimensions – physical, financial and digital/electronic.

Federal parties: Most federal parties have expressed either support for or an interest in postal banking. In 2014, the Liberal Party postal critic said the merits of postal banking should be explored in the context of several different options for the future of Canada Post.



Canada Post's secret postal banking study

Canada Post conducted a secret four-year study on postal banking that indicates that adding this service "would be a win-win strategy" for the corporation. This study was obtained through an Access to Information (ATI) request. Unfortunately, 701 of the study's 811 pages were redacted. CUPW has asked Canada Post's President to release the full report, but he has refused.

What would a postal bank look like?

There are many different models of postal banking. Some postal administrations set up their own bank. Others act as a financial intermediary by providing services in partnership with banking and other financial institutions, such as credit unions. In this instance, they work with one or a number of institutions, which operate nationally or in different regions. Some postal banks deliver a broad range of financial services, while others provide a more limited offering.

Services provided by postal banks:

- Savings and checking accounts
- Online banking
- Bank machines
- Credit cards, debit cards, pre-paid cards
- Money transfers, including remittances
- Insurance (home, auto, travel, etc.)
- Loans and mortgages
- Investment products (RRSPs, mutual funds, annuities)
- Foreign currency
- Other services such as financial counselling

Government review of Canada Post

CUPW wants the government review of Canada Post to recommend the addition of financial and banking services at Canada Post, or at a minimum, a task force to determine how to deliver new financial and banking services through our postal service.

Please consider making this recommendation to the review.

For more information:

A postal bank for everyone – Support Postal Banking
www.cupw.ca/PostalBanking

Why Canada Needs Postal Banking
<https://www.policyalternatives.ca/publications/reports/why-canada-needs-postal-banking>

The Banks Have Failed Us: Postal Banking To The Rescue
<http://www.cupw.ca/postal-banking-rescue>

Rural Canada is underserved by financial services:
 Why post offices need to offer banking services
http://cpaa-acmpa.ca/pub/files/banking_services_SEPT23Eng.pdf

Banking on a future for posts
<http://www.cupw.ca/campaign/resources/banking-future-posts>





A Canada Post for Everyone



Our Postal Service is Under Review: What's In It For You?

The federal government says it wants to ensure that "Canadians receive quality postal services at a reasonable price."

It's asking Canadians for our input. So, how do you think our national postal service should change with the times?

High Quality Service to Meet Our Changing Needs.

People everywhere are sending fewer letters through the mail, which has affected the revenues of post offices around the world. Some postal systems have raised prices or cut services and jobs, as Canada Post did when the Conservatives were in power.

But post offices in many other countries have expanded their services and branched out into new avenues in order to make more money.

It's time for Canada Post to make full use of its presence in every community and add new revenue-generating services. Here are a few options to think about:

Why Not Get More At The Counter?

With 6,300 outlets, Canada Post has the largest retail network in the country. It could be doing a lot more with this network.

Get Your Documents:

Canada Post already processes passport applications and issues fishing and hunting licenses. It could also accept identity card applications, provide identity authentication services, register voters, certify documents, issue permits and much, much more.

Canada Post could also process payments and cheques for federal and provincial governments, and offer government services in places that don't have any.

Get a Bank for Everyone:

Canada Post used to and could still provide financial and banking services like other post offices around the world. We could provide savings and chequing accounts; bank machines; lines of credit, mortgages, money transfers, etc.

Postal banking is profitable in many parts of the world and could reinvest its profits back into our communities. See CUPW's A Bank for Everyone campaign and go to cupw.ca/PostalBanking.

Get Display Space:

Canada Post's retail space could be better used in many locations. Why not rent display space to artists and producers for showcasing their specialty goods for fixed lengths of time? Showcase "Canadiana"? Or help on-line sales of products through a website portal like the Swiss post office?

Why Not Get Better Cell, Internet and Secure Data Service?

Canadians want simple, affordable internet and cell phone service. Canada Post could offer basic cell phone packages. It could also use its infrastructure to provide high-speed internet in rural and remote areas that do not have access to this service. Many post offices in Europe, such as the UK, Italy and France, already offer internet and cell service.

Canada Post could also collect data quickly and frequently for ethical use in transportation, infrastructure and public planning.

Why Not Get More at the Door?

With the largest delivery network in the country, Canada Post could deliver a lot more.

Get More Parcels:

The parcel delivery sector is growing rapidly as a result of e-commerce and internet marketing. It doesn't make sense to have multiple courier companies driving down the same streets every day to deliver parcels.

Canada Post could provide last mile delivery for the entire sector. This would lower prices and be good for the environment because it would reduce our use of fossil fuels, and cut pollution and traffic congestion.

Canada Post already provides last mile for FedEx in rural and small communities.

Get Your Groceries:

Canada Post could partner with large grocery stores to offer home delivery across the country like the Swiss and Danish post offices.

Remember, It's A Canada Post for Everyone

Of course, Canada Post isn't simply about making money. Like other Crown corporations, it is supposed to serve our public interest.

As well as considering revenue-generating services, Canada Post ought to be strengthening and expanding the services it provides to all Canadians. For example:

Get Better Services to Indigenous and Northern Communities:

- Postal Banking
- Food Mail

Get a Greener Canada Post:

- Electric Car Charging Stations at Post Offices
- Made in Canada Electric Postal Fleet
- Door-to-door as the greener option

For more information, visit cupw.ca and deliveringcommunitypower.ca



Get Better Services for Seniors and People with Mobility Issues:

Our population is aging and we need to keep our communities connected.

Canada Post used to have a service called Letter Carrier Alert that allowed letter carriers to monitor seniors and people with disabilities. Many letter carriers still informally check up on their neighbourhoods and the people on their routes. In partnership with municipal governments, communities, health care providers and seniors, we can keep doing this, helping older Canadians to remain in their homes for as long as possible.

La Poste in France is a leader in testing such new roles for the letter carriers. It partners with pharmacies to deliver medicine and works with organizations to check on people who are vulnerable, isolated or disabled.

Japan Post also has a service called "Watch Over" that checks on seniors and reports back to family members for a small monthly fee.

This service costs the equivalent of about \$8.40 US per month. According to the Inspector General of the United States Postal Service, a similar service in the US would generate \$12.6 million in revenues annually if just one per cent of its 12.5 million older adults that live alone signed up.

Japan Post will deliver 4-5 million iPads to seniors by 2020. The iPads will have apps that facilitate check-ins and remind seniors to take their medications, eat and exercise.



A Canada Post for Everyone



Daily door-to-door delivery: It's not just more convenient. It's better for the environment.

Canada Post delivers billions of letters and parcels to homes and businesses every year. Many Canadians consider it a trusted and valuable service.

But did you know that home mail delivery is the most environmentally friendly way of moving letters and parcels from sender to receiver? And it's greener when it's done five or six days a week.

Why Canada Post is the greener option

The boom in online shopping means that millions more parcels are being delivered by Canada Post and other delivery companies. That's a lot of cars and trucks on delivery runs.

Last year, the number of parcels delivered by Canada Post alone increased by almost 10%. But with Canada Post, the amount of greenhouse gas emissions barely increases. Why? Because, unlike other delivery companies, Canada Post already has people delivering mail and parcels to every neighbourhood in the country on a daily basis.

From an environmental perspective, Canada Post is the best delivery option. According to a 2011 report, getting a parcel delivered by Canada Post can cause up to 6 times less CO₂ emissions than an overnight delivery by a courier, and 3 times less than having a customer make a 5-km trip to pick it up in a store.

Why daily delivery is the greener option

If we cut mail delivery back to three days per week, Canada Post would lose its environmental advantage. It would make Canada Post's parcel delivery more expensive, which would result in the corporation losing market share to less environmentally efficient companies.

A vehicle delivering letters and parcels together keeps down the cost and environmental impact of each piece.



**Our daily
door-to-door
delivery network
is part of a
sustainable future
for Canada Post.**

**Let's keep it
greener.**

What if I don't get my mail every day?

Lots of us don't get mail every day. That kind of fluctuation in volume is already built into the delivery system. Having carriers deliver fewer days per week would only make it harder to reduce our carbon footprint.

Businesses of all sizes rely on daily delivery for cash flow and time-sensitive items. So courier companies would step in to fill in the gap, meaning three or more delivery trucks and vans driving the same streets.

Why door-to-door delivery is the greener option

There are many reasons why people hate so-called "community mailboxes":

- they cause more traffic congestion
- lower property values
- thefts, and injuries due to slips and falls

They also cause more people to drive to pick up their mail, creating more pollution. Cars sit idling while residents struggle to open frozen locks and get the mail.

One poll shows that over a third (34.2%) of people drive to pick up their mail from a group mailbox.

CONTACT INFORMATION FOR CANADA POST REVIEW

Step 1: Providing input to the task force now

The task force is collecting input from Canadians through a 'question of the week'. It is also providing a number of ways for people to make general comments (June 23rd deadline for municipalities and organizations, end of July deadline for public):

- Online: Canada.ca/canadapostreview
- Email: TPSGC.ExamendeSPC-CPCReview.PWGSC@tpsgc-pwgsc.gc.ca
- Twitter: Tweet and use #CPReview2016 hashtag
- Facebook: Like, share and comment at [Facebook.com/Canada-Post-Review-521437564704406](https://www.facebook.com/Canada-Post-Review-521437564704406)
- Instagram: Share photos and include the #CPReview2016 hashtag
- Fax: 1-844-836-8138
- Mail:
Canada Post Review
CP 2200
Matane, QC G4W 0K8

Please share your input with us at Feedback@cupw-sttp.org or mail to Mike Palecek, President, Canadian Union of Postal Workers, 377 Bank Street, Ottawa, Ontario, K2P 1Y3

What to say?

Tell the task force what you want from your public postal service and what you don't want. Make suggestions on how postal services could be expanded. You can get information on new services and other issues in the weeks to come at CUPW.ca/canadapostreview

Step 2: Providing input to the parliamentary committee in the fall

The government says that details about the parliamentary committee's consultations will be made public as they become available.

Public review on future of Canada Post

Whereas Canada Post announced drastic cutbacks to our public postal service in December 2013, including plans to end home mail delivery in our country.

Whereas there was a huge public outcry in response to the cutbacks and stiff opposition from most federal parties, including the Liberal Party, which promised to halt the delivery cuts and conduct a review of Canada Post, if elected.

Whereas the delivery cuts were halted and our Liberal government is currently conducting a Canada Post Review, starting with an independent task force that will collect input from Canadians, do research, gather facts and draft a discussion paper in September of 2016, identifying viable options for postal service in this country.

Whereas a parliamentary committee will consult with Canadians in the fall of 2016 on the options that have been identified in the task force's discussion paper and then make recommendations to the government on the future of Canada Post.

Whereas it will be crucial for the task force and parliamentary committee to hear our views on key issues, including the importance of maintaining the moratorium on post office closures, improving the Canadian Postal Service Charter, restoring home mail delivery, keeping daily delivery, adding postal banking, greening Canada Post, and developing services to assist people with disabilities and help older Canadians to remain in their homes for as long as possible.

Therefore be it resolved that (name of municipality) provide input to the Canada Post Review task force and make a submission when the parliamentary committee consults with Canadians this fall.