

REGULAR AGENDA

23/2016/R



The Corporation of the Village of Cumberland

Regular Council Meeting
September 6, 2016 at 5:30 p.m.
Village Council Chambers

1. Approval of Agenda

- 1.1 Agenda for regular council meeting, September 6, 2016
Recommend THAT Council approve the agenda for the regular Council meeting, September 6, 2016.

2. Adoption of Minutes

- 2.1 Minutes of the Council meeting held August 8, 2016 1
Recommend THAT Council approve the minutes of the Council meeting held August 8, 2016.
- 2.2 Receipt of Committee/Commissions Minutes: 10
Recommend THAT Council receive the minutes of the:
• ***Accessibility Select Committee, July 18, 2016***

3. Delegations

4. Unfinished Business

5. Correspondence

- 5.1 Joan Miller, Vancouver Island North Film Commission 12
• Letter of Support for \$5,000 Grant from Island Coastal Economic Trust
Recommend THAT Council receive the correspondence from Joan Miller, Vancouver Island North Film Commission Re: Letter of Support for \$5,000 Grant from Island Coastal Economic Trust.
- 5.2 Megan Klitch, Tobacco Lead, Canadian Cancer Society, BC and Yukon 14
• Second-hand smoke and vapour in outdoor public places

Recommend THAT Council receive the correspondence from Megan Klitch, Tabcco Lead, Canadian Cancer Society, BC and Yukon Re: Second-hand smoke and vapour in outdoor public places.

6. Reports

- | | | |
|-----|--|----|
| 6.1 | Temporary Street Closure - Foggy Mountain Fall Fair
Prepared by Rachel Parker, Deputy Corporate Officer
<i>i) Recommend THAT Council receive the Temporary Street Closure - Foggy Mountain Fall Fair report.</i>
<i>ii) Recommend THAT Council approve the closure of First Street between Dunsmuir Avenue and Penrith Avenue on October 1, 2016 from 7 am to 9 pm for the Foggy Mountain Fall Fair.</i> | 18 |
| 6.2 | Temporary Street Closure, MOMAR Race
Prepared by Rachel Parker, Deputy Corporate Officer
<i>i) Recommend THAT Council receive the Temporary Street Closure - MOMAR Race report.</i>
<i>ii) Recommend THAT Council approve the street closure of Second Street from Dunsmuir Avenue to the alley south of Dunsmuir on September 23, 2016 from 1 pm to 10:30 pm, provided that the intersection of Dunsmuir and Third Street is open to traffic.</i>
<i>iii) Recommend THAT Council approve an exemption to the Noise Control Bylaw to allow for the outdoor commercial MOMAR registration event on September 23, 2016 from 5:30 pm to 10 pm.</i> | 22 |
| 6.3 | Genetically Engineered Free Procurement
Prepared by Michelle Mason, Financial Officer
<i>i) Recommend THAT Council receive the Genetically Engineered Free Procurement report.</i>
<i>ii) Recommend THAT Council direct staff to include a preference for non-genetically modified products “where reasonable” in its procurement policy.</i> | 26 |
| 6.4 | Egremont Road Infrastructure Renewal Project Update
Prepared by Michelle Mason, Financial Officer
<i>i) Recommend THAT Council receive the Egremont Road Infrastructure Renewal Project Update report.</i>
<i>ii) Recommend THAT Council approve the additional expenditure of up to \$50,000 to be funded through the infrastructure asset</i> | 48 |

renewal reserve for additional costs for the Egremont Road infrastructure renewal project;

iii) AND Recommend THAT Council direct staff to bring forward an amendment to the adopted 2016-2020 Financial Plan Bylaw to reflect this expenditure.

- | | | |
|-----|---|----|
| 6.5 | Zoning Bylaw – Transition Report on legalization of existing non-conforming Secondary Suites & Accessory Dwelling Units
Prepared by Judith Walker, Senior Planner | 51 |
| | <i>i) Recommend THAT Council receive the New Zoning Bylaw – Transition Report on legalization of existing non-conforming Secondary Suites & Accessory Dwelling Units;</i> | |
| | <i>ii) Recommend THAT Council direct staff to begin a proactive campaign to legalize non-conforming suites and Accessory Dwelling Units within the Village of Cumberland;</i> | |
| | <i>iii) AND Recommend THAT these dwellings be required to meet Equivalent Life Safety Standards as outlined in this report;</i> | |
| | <i>iv) AND Recommend THAT Council waive building permit fees and plumbing permit fees for the Equivalent Life Safety Standards applicable transitions for the period of October 1, 2016 to March 31, 2017.</i> | |
| 6.6 | August 2016 Recreation Department Report
Prepared by Leah Knutson, Manager of Recreation | 58 |
| | • Recreation Programming Report | 63 |
| | • Parks and Outdoor Recreation Report | 65 |
| | <i>Recommend THAT Council receive the August 2016 Recreation Department Report for information.</i> | |
| 6.7 | August 2016 Protective Services Report
Prepared by Mike Williamson, Manager of Protective Services | 67 |
| | • Bylaw Enforcement Report | 70 |
| | <i>Recommend THAT Council receive the August 2016 Protective Services Report for information.</i> | |
| 6.8 | August 2016 Operations Department Report
Prepared by Rob Crisfield, Manager of Operations | 72 |
| | • Planning Report | 75 |
| | • Public Works Report | 79 |
| | <i>Recommend THAT Council receives the August 2016 Operations Department Report for information.</i> | |

- 6.9 August 2016 Finance and Administration Department Report 81
Prepared by Michelle Mason, Financial Officer and Rachel Parker,
Deputy Corporate Officer
***Recommend THAT Council receive the August 2016 Administration
Department Report for information.***
- 6.10 August 2016 Chief Administrative Officer Report 86
Prepared by Sundance Topham, Chief Administrative Officer
***Recommend THAT Council receive the August 2016 Chief
Administrative Officer Report for information.***
- 6.11 Council Reports
- 6.11.1 Mayor Leslie Baird 89
- 6.11.2 Councillor Jesse Ketler 90
- 6.11.3 Councillor Roger Kishi 91
- 6.11.4 Councillor Gwyn Sproule 92
- 6.11.5 Councillor Sean Sullivan 93
- Recommend THAT the Council reports be received.***
- 7. Bylaws**
- 7.1 Official Community Plan Amendment Bylaw No. 1035
(Attachment provided in a separate package)
***Recommend THAT the Official Community Plan Amendment Bylaw
No. 1035, 2016 be adopted.***
- 7.2 Zoning Bylaw No. 1027, 2016
(Attachment provided in a separate package)
Recommend THAT the Zoning Bylaw No. 1027, 2016 be adopted.
- 7.3 2017 Permissive Tax Exemptions 94
Prepared by Michelle Mason, Financial Officer
- i) Recommend THAT Council receive the 2016 Permissive Tax
Exemptions report for information.***
- ii) Recommend THAT Council consider first reading of the
“Permissive Tax Exemption 2017 Bylaw No. 1039, 2016”.***
- iii) Recommend THAT Council direct staff to give notice of the
proposed bylaw as required by section 227 of the Community
Charter.***

- 7.4 Parking Space Reserve Fund 99
Prepared by Michelle Mason, Financial Officer

- i) Recommend THAT Council receive the Parking Space Reserve Fund report.*
- ii) Recommend THAT Council consider first, second and third reading of the "Municipal Cash-in-lieu Parking Space Reserve Fund Bylaw No. 1038, 2016".*

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 Ted Olynyk, Community Relations Manager, BC Hydro 102
Re: Municipal Beautification Projects
Recommend THAT the Consent Calendar be received.

9. New Business

10. Notices, Motions and Announcements

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

- Affordable Housing Committee - Public Open House -
Wednesday, September 21, 2016 from 6 to 8 pm in the Council Chambers.
- Liquid Waste Management Plan - Public Open House -
Thursday, September 22, 2016 from 6 to 9 pm in the Council Chambers.

11. Question Period

12. Closed Portion

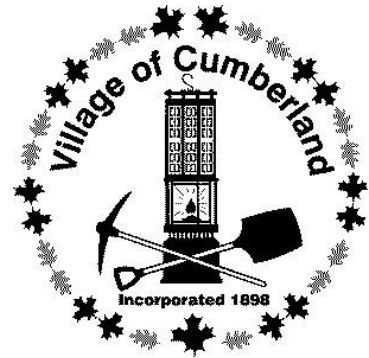
Recommend THAT pursuant to Section 90 (1) of the Community Charter Council close the meeting to the public to consider:

- The security of the property of the municipality.
- Litigation or potential litigation affecting the municipality.

13. Adjournment

REGULAR MINUTES

22/2016/R



The Corporation of the Village of Cumberland

Regular Council Meeting August 8, 2016 at 5:30 p.m. Village Council Chambers

Council Present:

Mayor Leslie Baird
Councillor Jesse Ketler
Councillor Roger Kishi
Councillor Gwyn Sproule

Staff Present:

Sundance Topham, Chief Administrative Officer
Rob Crisfield, Manager of Operations
Rachel Parker, Deputy Corporate Officer
Judith Walker, Senior Planner
Kevin McPhedran, Parks and Outdoor Recreation
Coordinator

Regrets:

Councillor Sean Sullivan

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

1. Approval of Agenda

- 1.1 Agenda for regular council meeting, August 8, 2016
Motion 16-391

Sproule/ Ketler

THAT Council approve the agenda for the regular Council meeting, August 8, 2016 as amended to consider item 6.7 after 6.1.

Carried Unanimously

2. Adoption of Minutes

- 2.1 Minutes of the Council meeting held July 25, 2016
Motion 16-392

Sproule/Kishi

THAT Council approve the minutes of the Council meeting held July 25, 2016.

Carried Unanimously

- 2.2 Receipt of Committee/Commissions Minutes:
Motion 16-393

Ketler/Kishi

THAT Council receive the minutes of the Accessibility Select Committee,
July 18, 2016

Carried Unanimously

3. Delegations

None

4. Unfinished Business

None

5. Correspondence

- 5.1 Donna Stirling, Coordinator, BC Elders Council Secretary, 41st Annual BC
Elders Gathering
Motion 16-394

Ketler/Sproule

THAT Council receive the correspondence from Donna Stirling,
Coordinator, BC Elders Council Secretary, 41st Annual BC Elders Gathering
in Campbell River.

Carried Unanimously

Motion 16-395

Ketler/Sproule

THAT Council express support for the BC Elders Communication Centre
Society/BC Elders Council's invitation to the Prime Minister and the Justice
Minister and Attorney General of Canada to attend the 41st Annual BC
Elders Gathering in Campbell River in July 2017.

Carried Unanimously

6. Reports

- 6.1 Cumberland Lake Park Waterfront Area: Landscape Layout Plan
Motion 16-396

Kishi/Sproule

THAT Council receive the Cumberland Lake Park Waterfront Area:
Landscape Layout Plan report.

Carried Unanimously

Motion 16-397

Ketler/Kishi

THAT Council receive a presentation from Kate Evans, Lanarc Consultants, to present an overview of the final Landscape Layout Plan.

Carried Unanimously

Motion 16-398

Kishi/Sproule

THAT Council support the Cumberland Lake Park Waterfront Area Upgrade Design, Layout Plan, dated August 3, 2016.

In favour: Mayor Baird
Councillor Sproule
Councillor Kishi

Opposed: Councillor Ketler

Carried

6.7 Federal Task Force on Marijuana Legalization and Regulation

Motion 16-399

Kishi/Ketler

THAT Council receive the Federal Task Force on Marijuana Legalization and Regulation report.

Carried Unanimously

6.2 Medical Marihuana Dispensaries – Public Process Results

Motion 16-400

Ketler/Sproule

THAT Council receive the Medical Marihuana Dispensaries- Public Process Results report.

Carried Unanimously

Motion 16-401

Kishi/Ketler

THAT Council direct staff to proceed with the development of a medical marijuana dispensary policy and business license bylaw amendment.

In favour: Mayor Baird
Councillor Ketler
Councillor Kishi

Opposed: Councillor Sproule

Carried

Motion 16-402

Kishi/Ketler

THAT Council confirm the previous policy direction for medical marijuana dispensaries in terms of only accepting applications through a temporary use permit and prohibiting the sale of edibles; and direct staff to come back with policy that includes limiting the number of dispensaries permitted in the VCMU-1 zone to two.

Carried Unanimously

6.3 Japanese- Canadian Historic Places Recognition Project Report

Motion 16-403

Kishi/Ketler

THAT Council receive Japanese-Canadian Historic Places Recognition Project.

Carried Unanimously

Motion 16-404

Sproule/Kishi

THAT Council direct staff to nominate the Japanese No. 1 Town Site in Coal Creek Historic Park and the Japanese Cemetery as a Japanese Canadian Historic Place under the Heritage BC Japanese-Canadian Historic Places Recognition Project.

Carried Unanimously

6.4 Cumberland and Bevan Project Design Update

Motion 16-405

Kishi/Sproule

THAT Council receive the Cumberland and Bevan Project Design Update Report.

Carried Unanimously

Motion 16-406

Kishi/Sproule

THAT Council approve the additional expenditure for the Cumberland and Bevan Project of up to \$280,180 to be funded from the following sources:

- a. \$50,000 to be borrowed from accumulated surplus in 2016 and paid back in 2018 using Community Works Funds, in order to fully cover the estimated project costs
- b. \$80,460 from the Roads Development Cost Charges fund
- c. \$149,720 from the Water Development Cost Charges fund, with \$93,000 from the Water Development Cost Charges fund and \$56,720

to be borrowed from and then repaid to the Roads Development Cost Charges fund as new Water DCCs are collected
AND FURTHER THAT Council direct staff to bring forward an amendment to the adopted 2016 – 2020 Financial Plan Bylaw to reflect this expenditure.

Carried Unanimously

- 6.5 Noise Exemption Request, WACOR Holdings Ltd.
Motion 16-407

Ketler/Kishi

THAT Council receive the Noise Exemption Request, WACOR Holdings Ltd. Report.

Carried Unanimously

Motion 16-408

Kishi/Sproule

THAT Council approve an exemption to Noise Control Bylaw No. 950, 2012 to WACOR Holding Ltd. for equipment operation at the Comox Valley Waste Management Centre from August 9 to September 20, 2016, except from 5 pm to 11:59 pm on Sundays and holidays, and from 12:01 am to 8 am on Mondays and on September 6, 2016.

Carried Unanimously

- 6.6 Regulation of Wild and Exotic Animals
Motion 16-409

Kishi/Sproule

THAT Council receive the Regulation of Wild and Exotic Animals report.

Carried Unanimously

Kishi/Sproule

THAT Council direct staff to update the Animal Control Bylaw as noted in report, including regulation of wild and exotic animals.

In favour: Mayor Baird

Councillor Kishi

Opposed: Councillor Sproule

Councillor Ketler

Defeated

Motion 16-410

Kishi/Sproule

THAT Council direct staff to update the Animal Control Bylaw as follows:

- Prohibit feeding wildlife - feeding wildlife attracts prey animals into urban areas, which are food source for cougars and other predators
- Change the definition of rabbits to include hares
- Include seizure and impoundment fee for all animals, not only dogs
- Update definitions and regulation for aggressive dog and dangerous dog, to include aggression towards other animals, and to be consistent with the definition under the Community Charter
- Update regulation for control of aggressive dogs on private and public property
- Prohibit aggressive dogs in the Village of Cumberland that have had three altercations
- Include regulation of the tethering of dogs

Carried Unanimously

6.8 Liquid Waste Management Plan (LWMP) Goals and Evaluation System

Motion 16-411

Kishi/Ketler

THAT Council receive the Liquid Waste Management Plan (LWMP) Goals and Evaluation System report.

Carried Unanimously

Motion 16-412

Kishi/Sproule

THAT Council approve the LWMP Goals and Evaluation System based on the categories of affordability (40%), economic benefits (20%), environmental benefits (20%) and social benefits (20%) as presented in the August 3, 2016 LWMP Goals and Evaluation System report.

Carried Unanimously

6.9 July 2016 Recreation Department Report

Motion 16-413

Kishi/Ketler

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

Carried Unanimously

- 6.10 July 2016 Protective Services Report
Motion 16-414

Kishi/Sproule

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

Carried Unanimously

Motion 16-415

Kishi/Ketler

THAT Council recognize the work of the WildsafeBC Ambassador through letter or certificate.

Carried Unanimously

- 6.11 July 2016 Operations Department Report
Motion 16-416

Ketler/Sproule

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

Carried Unanimously

- 6.12 July 2016 Finance and Administration Department Report
Motion 16-417

Ketler/Sproule

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

Carried Unanimously

- 6.13 July 2016 Chief Administrative Officer Report
Motion 16-418

Kishi/Sproule

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

Carried Unanimously

- 6.14 Council Reports
Motion 16-419

Sproule/Kishi

6.14.1 Mayor Leslie Baird

6.14.2 Councillor Jesse Ketler

6.14.3 Councillor Roger Kishi

6.14.4 Councillor Gwyn Sproule

6.14.5 Councillor Sean Sullivan
THAT the Council reports be received.
Carried Unanimously

7. Bylaws

7.1 Official Community Plan Amendment Bylaw No. 1035, 2016 and Zoning Bylaw No. 1027, 2016: Consideration of Third Reading
Motion 16-420

Kishi/Ketler

THAT Council receive Official Community Plan Amendment Bylaw No. 1035, 2016 and Zoning Bylaw No. 1027, 2016 Staff Report.

Carried Unanimously

Motion 16-421

Kishi/Ketler

THAT Official Community Plan Amendment Bylaw No. 1035, 2016 be given third reading.

Carried Unanimously

Motion 16-422

Sproule/Kishi

THAT Zoning Bylaw No. 1027, 2016 be further amended as identified in the August 4 2016 staff report and given third reading as amended.

Carried Unanimously

8. Consent Calendar

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

9. New Business

None

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.

11. Question Period

A question was received on the Japanese No. 5 Mine Town site.

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, and the security of the property of the municipality.

Carried Unanimously

13. Adjournment

Kishi/Sproule

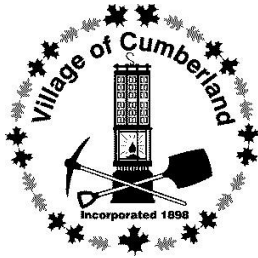
THAT Council adjourn the meeting at 9:22 p.m.

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

July 18, 2016 at 6:30 pm

Council Chambers

Present: Michael Walton, Chair
Cindy Patterson
Councillor Sullivan

Regrets: Christopher Newell-Bate, Vice Chair

Staff & Guests: Rachel Parker, Deputy Corporate Officer
Lorraine Copas, SPARC BC

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

1. Approval of Agenda

Patterson/Sullivan: THAT the Committee approve the agenda.

Carried

2. Adoption of Minutes

Patterson/Sullivan: THAT the Committee adopt the minutes of June 20, 2016.

Carried

3. Updates received:

(a) Council approved the community stream and workplace stream applications to the Canada Enabling Accessibility Program for the Village Park and Village Office projects

(b) British Columbia Accessibility 2024, Two Year Progress Update released on June 30, 2016

4. Accessibility Review, Lorraine Copas, SPARC BC

Ms. Copas reviewed the project goals and the preliminary framework for identifying and prioritizing accessibility-related improvements and chapter headings, which will include

- technical guidelines and general best practices,
- existing plans for facilities, parks and community amenities;
- key accessibility elements including sidewalks/pathways, entrances, washrooms, resting areas, social/cultural/recreation, economic, safety, and parking.
- Prioritized list of projects and estimated costs
- Potential funding sources

Ms. Copas also reviewed the methodology for recommendations for designated on-street parking in relation to community demographics as well as the potential for the Village to be a point of service for SPARC BC parking placards.

Ms. Copas advised that she will provide the first draft accessibility plan by email to members in early August for the Committee to coordinate feedback at its meeting on August 15, 2016 meeting.

Sullivan/Patterson: THAT the Committee endorse the preliminary framework for the Accessibility Plan.

Carried

5. Next meeting: August 15, 2016 at 6:30 pm
6. Adjournment
The meeting was adjourned at 8 p.m.

Certified Correct:

Chair

Deputy Corporate Officer

From: **Ms Joan Miller**
Date: Thu, Aug 4, 2016 at 3:16 PM
Subject: requesting letter of support
To:

Good afternoon

Vancouver Island North Film Commission is applying for \$5000 from Island Coastal Economic Trust to update our regional website. Our current website is being held together with Band-Aids.

The new website will be used to manage a workforce development pilot program we are working on with the Ministry of Jobs Tourism and Skills Development as well as NIC and VIU

We are also working with the Vancouver Island Trade Unions (Carpenters / Electricians / PipeFitters etc. to take people with skills and give them a film module allowing them to get experience on the slate of films we want to bring in.

Creating a local crew-base is the next step in the development of the film, television, animation and game sectors. Projects will come here for location but will stay if we have a viable experience local crew.

The details of the pilot program which will encompass the Island north of the Malahat will be announced once the research and development stage is complete and we enter into the implementation phase.

In the meantime we are getting ready for the project and updating our web tools in order to manage the crew database.

We would appreciate a letter of support for our application.

Attached is a template to work from.

Cheers Joan

Joan Miller
Vancouver Island North Film Commission
Enterprise Centre 900 Alder Street
Campbell River, BC
Canada, V9W 2P6
www.infilm.ca

August 4th, 2016

Island Coastal Economic Trust
Attention Line Robert
Chief Executive Officer
#108 - 501 4th Street
Courtenay BC
V9N 1H3

Re - Letter of Support For Vancouver Island North Film Commission

Dear Ms. Robert,

I am writing this letter on behalf of the

The wholeheartedly supports the work of the Vancouver Island North Film Commission (INfilm). To date the attraction of the film and television sector has brought in one hundred million dollars in direct economic impact to the region.

The region recognizes the growth of the film and television sector in our region, much of this due to the hard work of the Vancouver Island North Film Commission.

In this day and age everyone reaches to the web for their information. An easily navigated website with current information and tools is key to business success.

The supports INfilms application to the Economic Development Readiness Program for the development of updated web content and tools to support business retention and expansion.

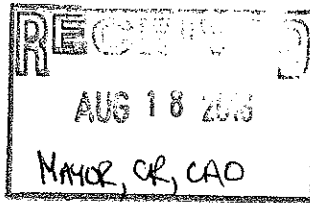
Yours truly,



Canadian Cancer Society
Société canadienne
du cancer

020020

August 12, 2016



Her Worship, Mayor Baird of Cumberland
2673 Dunsmuir Avenue, PO Box 340
Cumberland, BC V0R 1S0

Dear Mayor Baird and Cumberland Council,

On behalf of the Canadian Cancer Society, BC and Yukon, we commend the Village of Cumberland for your progress towards implementing a bylaw that protects your citizens from second-hand smoke and vapour in outdoor public places.

We are writing to invite the Village of Cumberland to endorse the Society's recommendation that the BC government expand the scope of BC's *Tobacco and Vapour Products Control Act* to prohibit use in outdoor public places province-wide. We recommend that the province prohibit smoking and vaping at patios, parks, playgrounds and beaches, and include guidelines for post-secondary campuses.

We know that many BC municipalities are in favour of amendments to provincial tobacco legislation, as evidenced by the 68 communities currently sheltered with municipal or regional district tobacco bylaws, along with Resolution B92, endorsed by UBCM in 2012. Presently, a report is underway to evaluate the successes, issues and costs associated with BC's tobacco bylaws.

More than 1 million British Columbians in 125 communities do not have bylaws that prohibit smoking in outdoor public places. This patchwork contributes to tobacco-related health inequities; across the province, smoking rates in the various health service delivery areas vary from a low of 8.9% to a high of 33.6%. This exposure differential contributes to both health inequities and a larger provincial economic burden. In BC, the annual economic burden attributed to tobacco is \$2 billion.

In addition to protecting citizens from second-hand smoke exposure, smoke and vape-free outdoor places support people who want to quit smoking and provide positive role modeling for children and youth. A comprehensive provincial policy would help change social norms about tobacco use and provide equitable protection from second-hand smoke and vapour. Effective tobacco control measures save lives, financial resources and are vital to protecting the integrity of BC's healthcare system.

The Society believes that preventing half of all cancers is within our grasp and together we can support the vision to stop cancer before it starts. We ask that you send us your endorsement (found on the back side of this letter) to protect the health of all British Columbians, by October 31, 2016.

Sincerely,

Megan Klitch
Tobacco Lead
Canadian Cancer Society, BC and Yukon

Jenny Byford
Advocacy Lead
Canadian Cancer Society, BC and Yukon



Endorsement of Smoke and Vape-free Outdoor Public Places in BC

Smoke and vape-free outdoor public places legislation would prohibit smoking and vaping in BC's outdoor public places, including restaurant and bar patios, playgrounds, parks and beaches, with ministry guidelines legislated for post-secondary campuses. "Smoking" would include burning a cigarette or cigar, or burning any substance using a pipe, hookah pipe, lighted smoking device or electronic smoking device, with some exemptions for the ceremonial use of tobacco in relation to traditional aboriginal cultural activities.

- ☐ Our community endorses a requirement in British Columbia for smoke and vape-free outdoor public places, as outlined above.

Or

- ☐ Our community endorses a requirement in British Columbia for smoke and vape-free outdoor public places, as outlined above, but with the following modifications (please list):

Name of Community: _____

Name of Mayor (or representative): _____

Title: _____

Signature: _____

Date: _____

Name, phone and email for community contact: _____

The names of communities that endorse this policy will be shared with the provincial government and may be used in communications with stakeholders and mass communications. Endorsement letters will be received by Megan Klitch, Tobacco Lead, Canadian Cancer Society, BC and Yukon Division, until October 31, 2016 via fax, email or mail.



PREVENT CANCER THROUGH HEALTHY PUBLIC POLICY

Key Facts

- Tobacco is a major health issue that needs the attention of political leaders.
- Almost 70 BC communities and three-quarters of BC's population are sheltered from tobacco modeling and exposure in outdoor public places. More than one million British Columbians remain unprotected.
- The Union of BC Municipalities supports smoke-free outdoor public places.

Rationale for outdoor smoke and vape-free policy

Protection from second-hand smoke

Secondhand smoke is extremely toxic. Studies of particulate matter have shown that in an outdoor setting, second-hand smoke can be as concentrated as in an indoor setting. Children experience greater impacts from second-hand smoke due to their developing immune and respiratory systems. Every year, more than 800 Canadians who don't smoke die from second-hand smoke exposure.

Increase motivation to quit smoking

People who smoke tend to respond to restrictions by cutting back or quitting. The majority (85.7%) of British Columbians do not smoke. Of the minority who do smoke, two-thirds want to quit and are looking for tools to help them. Several studies have shown that when smoking bans have been implemented, smokers have chosen to quit or cut back and that smoke-free patio regulations may help former smokers avoid relapse.

Equitable access to clean air for all British Columbians

To date, 68 communities in BC are sheltered by tobacco bylaws with stronger protections than BC's *Tobacco Control Act*. Approximately three quarters of these communities fall within the Lower Mainland and Southern Vancouver Island. Outside of these boundaries, more than 1 million British Columbians in 125 communities, many of which are rural and remote, remain unprotected from tobacco related exposure and role-modelling.

Recommended bylaws prohibit smoking and vaping:

- on restaurant and bar patios
- on city-managed properties: parks, playgrounds, trails, plazas, beaches, playing fields, recreation facilities and venues
- within a buffer zone of 7.5 metres of the above mentioned, as well as the doors, windows and air intakes of public buildings



Positive role modelling

Tobacco use is started and established primarily during adolescence. Since most smokers start before the age of 18, it is important to model healthy behaviours. Youth who do not see adults smoking or vaping will be less likely to view these as normal social behaviors and, thereby, are less likely to start themselves.

Consistency can improve compliance

With universal provincial policy and broad awareness measures, BC residents and tourists will be more aware of smoking restrictions. Research tells us that when people understand what tobacco restrictions are in place and why they have been implemented, they are more likely to comply, and are also more likely to speak up, encouraging others to comply. Evaluations have found that the fear of compliance issues exceeds the actual number of compliance issues that occur.

Canadian precedent

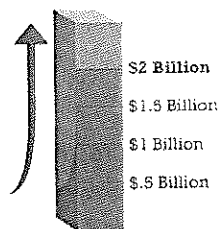
The majority of Canadian provinces and territories ban smoking on bar and restaurant patios and a growing number have recently expanded restrictions to other public outdoor places. Ontario, for example, banned smoking on restaurant/bar patios, playgrounds and sports fields, effective January 1, 2015. Smoking behaviour and exposure to secondhand smoke decreased within the first year of implementation at all affected venues, and compliance was perceived to be moderate to high with variations observed by the type of outdoor venue.

Public Support

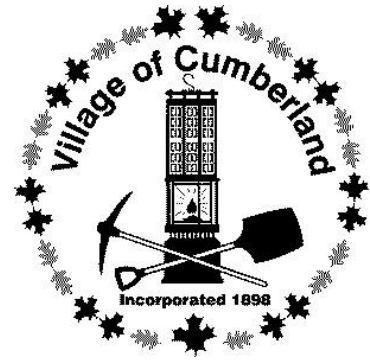
A 2013 Angus Reid poll conducted on behalf of the Canadian Cancer Society revealed the following support for smoke-free places policy by British Columbians:

- **Bar and restaurant patios:** 66% of adults and 79% of youth
- **Children's playgrounds:** 91% of adults and 96% of youth
- **Parks and beaches:** 66% of adults and 80% of youth

**Preventable risk factors such as tobacco use and exposure
cost \$2 billion per year in BC.**



COUNCIL REPORT



REPORT DATE: August 23, 2016
MEETING DATE: September 6, 2016

File No. 4520-70-20

TO: Mayor and Councillors
FROM: Rachel Parker, Deputy Corporate Officer
SUBJECT: Temporary Street Closure - Foggy Mountain Fall Fair

RECOMMENDATION

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

THAT Council approve the closure of First Street between Dunsmuir Avenue and Penrith Avenue on October 1, 2016 from 7 am to 9 pm for the Foggy Mountain Fall Fair.

SUMMARY

The Comox Valley Arts Council is requesting the closure of First Street between Dunsmuir and Penrith for the annual Foggy Mountain Fall Fair on Saturday, October 1, 2016. This report reviews the request as required by Council's Street Closures for Special Events Policy, the intention of which is to balance the impacts of special events on residents and businesses.

BACKGROUND

The Foggy Mountain Fall Fair is co-hosted by the Cumberland Museum and Archives, the Cumberland Community Forest Society, and the Comox Valley Community Arts Council. Event hours for the Saturday fair are 10 am to 4 pm.

This year's street closure is requested for the full block of First Street from Dunsmuir to Penrith Avenue to accommodate more displays and features. One residence on First Street is within this closure area as is The Abbey Studio. The alley access from First Street to businesses on the Dunsmuir block, including the Waverley Hotel and the BC Liquor Store would also be closed. The applicant has discussed this closure with these neighbours and has received no negative feedback.

Proposed closure area 

Possible closed intersections ★



It is anticipated that there will be 400 attendees to the event. The applicant will put out additional garbage and recycling receptacles, which will be maintained throughout the day. Washrooms will be provided at the museum and at the Cultural Centre. Vendors and participants will be encouraged to park in the Cultural Centre parking lot to relieve the impact of parking on area residents and businesses. The Village has asked that written notification be provided a week before the event immediate neighbours affected.

For closures for more than three hours, Council's policy requires that applicants demonstrate the economic and social benefits. The applicant has indicated that the event provides social, cultural and economic benefit to businesses and residents. Through professional marketing, visitors are invited to Cumberland for the fair, bringing benefit to local businesses. See details in the attached letter from the applicant.

In regard to the Dunsmuir construction project, it is likely that the intersection of Dunsmuir at Third Street will be closed at the time of the fair and it is possible that the Fourth Street intersection may be closed as well. The Second Street intersection will not be closed for construction, leaving Second Street as an emergency route. The Egremont project is expected to be complete in early September.

Although the event is planned to end at 4 pm, the closure is requested until 9 pm. The applicant advises that this is in order to allow time to remove stages and tents. After 5 pm, the applicant has advised that they will ensure access to the residence in the closure area as well as provide a 15' road corridor for emergency access.

The proposed closure has been referred to BC Transit, BC Ambulance, Comox Valley RCMP, Cumberland Fire Rescue, Public Works, and Recreation. Cumberland Fire has expressed

concern with emergency routes due to construction in the area, but is satisfied with the emergency accesses provided.

Insurance certificate naming the Village as an addition insured has been provided.

FINANCIAL IMPLICATIONS

None

STRATEGIC OBJECTIVE

None

ATTACHMENTS

1. Comox Valley Arts Council, Street Closure Request

CONCURRENCE

Rob Crisfield, Manager of Operations



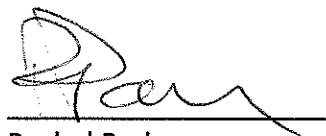
Mike Williamson, Manager of Protective Services



OPTIONS

1. THAT Council approve the closure of First Street between Dunsmuir Avenue and Penrith Avenue on October 1, 2016 from 7 am to 9 pm for the Foggy Mountain Fall Fair.
2. Any other action deemed appropriate by Council.

Respectfully submitted,



Rachel Parker
Deputy Corporate Officer



Sundance Topham
Chief Administrative Officer



Dear Village of Cumberland Mayor, Council and Staff,

Re: Request for Support and Road Closure for Foggy Mountain Fall Fair

The Foggy Mountain Fall Fair is a particularly special event taking place in the Village of Cumberland between Sept 29 and Oct 2, 2016 presented in partnership by Cumberland Museum and Archives, Cumberland Community Forest Society and the Comox Valley Community Arts Council. It's a fun filled celebration of community traditions, arts, the environment, harvest and heritage. The event provides social, cultural and economic benefit to both businesses and residents of the Village of Cumberland. Visitors from all around are invited to the heart of Cumberland to experience community participatory activities, take in local artisans and musicians, engage in heritage experiences and tour the local area including outreach events with the shops, cafes and pubs of downtown. In addition, local not for profits, arts organizations, artists and musicians are also invited to promote their organizations, fundraise and to engage the public in hands on arts and crafts experiences.

Though professional marketing and coordination, active community and business outreach and excellent programming we look forward to creating significant benefit for our community by building economic impact, community spirit and cultural and social connection in our community.

We have full understanding of the road construction taking place and as an experienced event production team, have no doubts that we can navigate any issues that may arise.

We are writing specifically requesting permission to close the streets at several locations Saturday October 1, 2016 from 7am to 9pm. The sites are as listed below:

Closures

- a. 1st Street between Dunsmuir Ave and Penrith Ave
- b. Use of the OAP Hall through the Museum's Grant in Aid
- c. The Parking Lot at OCP Hall – request will be submitted to Cumberland Recreation.
- d. Use of 8 of the Village barricades

Additional Information

Solid waste plan: We bring in additional garbage/recycling containers for this event in high traffic areas and have additional volunteers to pull garbage throughout the day to keep the street clean. We do not have access to permanent garbage cans.

Washrooms: We will have use of the interior facilities at the Cumberland Museum and the OAP Hall

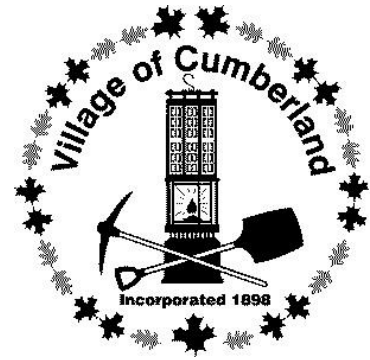
Vendors: Any food vendors will be covered by CVCAC liability insurance but will be advised to also add the Village of Cumberland as an additional insured to any commercial policy. They have been informed they need VIHA permits to serve as well as their own liability insurance to operate a food service operation.

We would also like to invite your participation and recommend visiting the website for continued updates about the scheduled events www.comoxvalleyarts.com.

Thank you for your consideration,

Dallas Stevenson, Executive Director

COUNCIL REPORT



REPORT DATE: August 25, 2016
MEETING DATE: September 6, 2016

File No. 4520-70

TO: Mayor and Councillors
FROM: Rachel Parker, Deputy Corporate Officer
SUBJECT: Temporary Street Closure, MOMAR Race

RECOMMENDATION

THAT Council receive the Temporary Street Closure, MOMAR Race.

THAT Council approve a street closure of Second Street from Dunsmuir Avenue to the alley south of Dunsmuir on September 23, 2016 from 1 pm to 10:30 pm, provided that the intersection of Dunsmuir and Third Street is open to traffic.

THAT Council approve an exemption to the Noise Control Bylaw to allow for the outdoor commercial MOMAR registration event on September 23, 2016 from 5:30 pm to 10 pm.

SUMMARY

The annual Mind Over Matter Adventure Race (MOMAR) is taking place throughout Cumberland on Saturday, September 24, 2016. This year the organizer is requesting that Second Street be closed adjacent to the Riding Fool hostel for a race registration event the evening before the race. The event is proposed to take place from 5:30 pm to 10 pm and the street closure is requested from 1 pm to 10:30 pm to accommodate set up and tear down. The applicant has amended their original application, which was to close the street starting at 9 am for set up, until 1 pm. Staff requested that the closure not begin until 3 pm, however the applicant cannot accommodate this closure time as they require more time for set up.

It is expected that 200 race participants will attend the private/commercial event. The event will feature live acoustic music and possibly a licensed beverage zone until 10 pm. During the closure, the alleyway south of Dunsmuir will remain open. The west sidewalk of Second Street will be closed, however the east sidewalk will remain open to pedestrian traffic.

Street closures for more than three hours require evidence of the social and economic benefit of the closure. The applicant has stated verbally that the MOMAR event brings economic benefit to the community. The one business that will be directly affected by this closure has confirmed that it is a partner to the event. The applicant has advised that they will provide advance written notice to residences surrounding the closure area.

In late September, it is expected that construction will be taking place on Dunsmuir Avenue between Fourth Street and Third Street. There is also the possibility that the intersections at

Fourth Street and Third Street at Dunsmuir Avenue may be closed. It appears to be unlikely that the construction project will be at the point that the Third Street intersection will be closed, however staff are unable to confirm this at this point in time. Staff recommend that the closure be approved, subject to the Third Street intersection being open at the time.

Proposed road closure



Street closed for construction



Possible intersection closure due to construction



The street closure request was referred to BC Transit, BC Ambulance, Comox Valley RCMP, Cumberland Fire Department, and Cumberland Recreation. No comments were received other than that from the Fire Department, which has no concerns provided that the intersection of Third Street is open at the time.

There is no exemption in the Village's Noise Control Bylaw for private or commercial events that may disturb. Due to the number of participants at this event with adjacent residential neighbours, it is recommended that Council consider providing an exemption to the noise bylaw to accommodate the event. The live music will be acoustic solo performer so is not expected to impact neighbours. Outdoor public events are permitted under the bylaw until 10pm on Fridays and this is the time that the applicant has indicated the event will end.

FINANCIAL IMPLICATIONS

None

STRATEGIC OBJECTIVE

None

ATTACHMENTS

1. Site layout plan

CONCURRENCE

Mike Williamson, Manager of Protective Services

Rob Crisfield, Manager of Operations

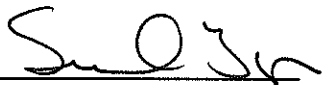
OPTIONS

- 1) THAT Council approve a street closure of Second Street from Dunsmuir Avenue to the alley south of Dunsmuir on September 23, 2016 from 1 pm to 10:30 pm, provided that the intersection of Dunsmuir and Third Street is open to traffic; AND THAT Council approve an exemption to the Noise Control Bylaw to allow for the outdoor commercial MOMAR registration event on September 23, 2016 from 5:30 pm to 10 pm.
- 2) Any other action deemed appropriate by Council.

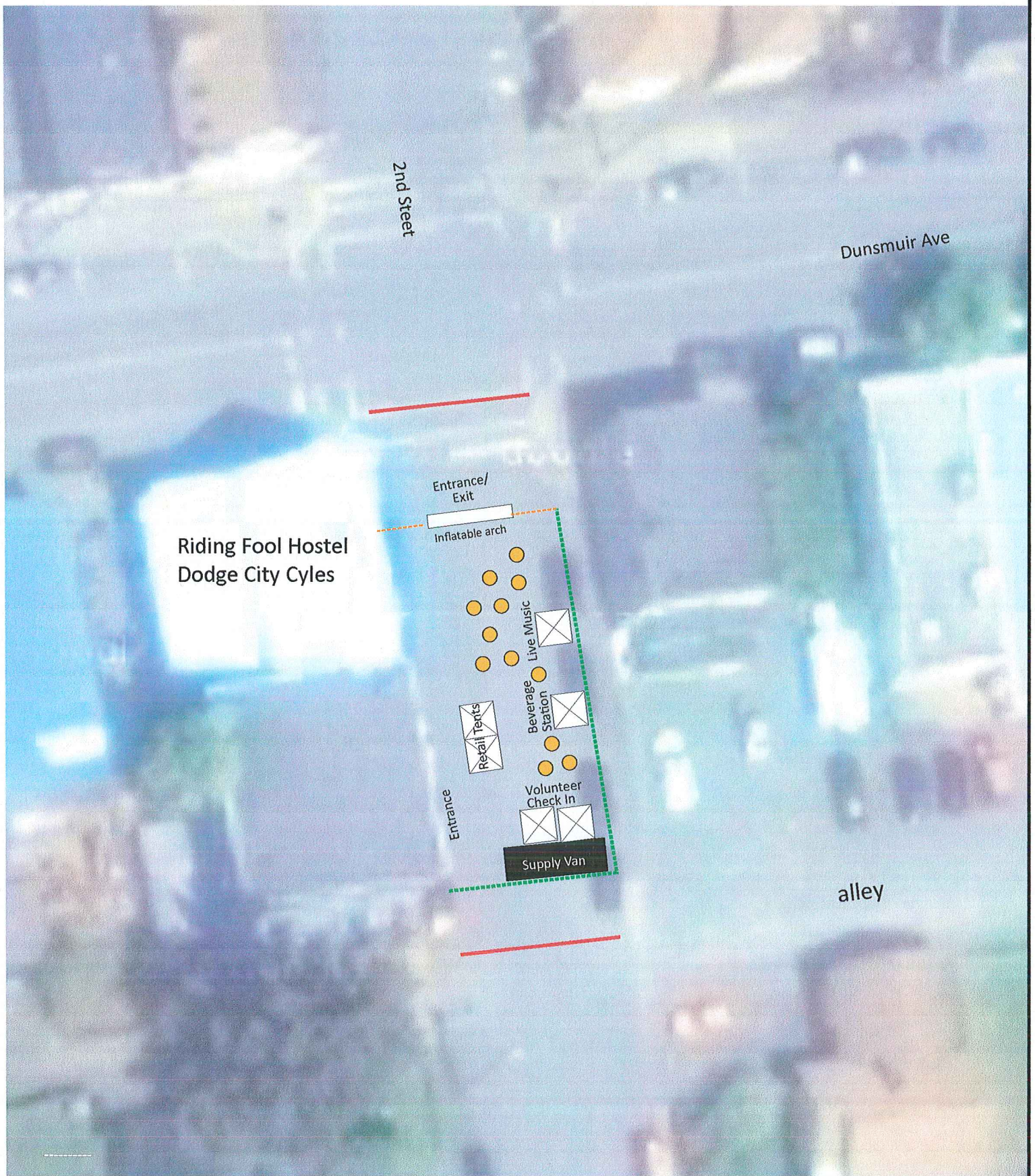
Respectfully submitted,



Rachel Parker
Deputy Corporate Officer



Sundance Topham
Chief Administrative Officer



Friday Night Registration

-  Fence - 4'
-  Fence - 6'
-  Barricade

SCHEDULE:

Friday, September 23rd, 2016
 09:00am - Road Closed
 17:00pm - Registration Opens
 22:00pm - Registration Closes
 23:30pm - Road re-opens



COUNCIL REPORT



REPORT DATE: August 29, 2016
MEETING DATE: September 6, 2016

File No. 1200-20

TO: Mayor and Councillors
FROM: Michelle Mason, Financial Officer
SUBJECT: Genetically Engineered Free Procurement

RECOMMENDATION

- i. THAT Council receive the Genetically Engineered Free Procurement report.
- ii. THAT Council direct staff to include a preference for non-genetically modified products "where reasonable" in its procurement policy.

SUMMARY

In June 2016, Council directed that staff include a statement in its procurement policy that the Village does not support the purchase of genetically modified apples and salmon as well as indicate a preference for non-genetically modified products. Council also directed that staff 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.

Council also directed that a request be sent to the Government of Canada to implement mandatory labelling of genetically engineered products. Letters have been sent to the Minister of Health, Minister of Agriculture and AGri-Foods, and the Ministry of Environment.

This report provides information on those impacts of a genetically engineered free purchasing clause and recommendations for Council's consideration.

BACKGROUND

On May 24, 2016, the Council received a delegation from GE Comox Valley requesting that Council consider a GE free procurement policy covering catering and plant products. The presentation reviewed which products are commonly genetically modified; cited the City of Duncan's policy, and reviewed AVICC resolutions. The delegation indicated that costs for GE products would shrink and demand increased for GE free products.

UBCM Resolutions

There have been a number of UBCM resolutions regarding genetically engineered products. The most recent resolutions and responses are attached to this report.

Local Government Policy in Other Jurisdictions

The GE Free Comox Valley delegation noted that the City of Duncan abstains purchasing GE plants and trees and refrains from purchasing GE foods where reasonable. Staff contacted the City of Duncan and were advised that for catering services, suppliers are required to submit a GE foods product list which is filed for information. It appears that GE trees and plants are not available in Canada at this time.

Impacts on Village of Cumberland Suppliers

Village staff surveyed suppliers in the greater Comox Valley and in Cumberland that provide meals, groceries, and soft landscaping to the Village. Two survey result summaries are attached to this report: one for soft landscaping suppliers and the other for food suppliers.

Generally, the survey found that the majority of suppliers are unaware if they are using or selling GE products due to the lack of required labelling by the Government of Canada. This applies to food, groceries, GE apples and salmon, and soft landscaping. Over 40% of the suppliers did indicate that they would consider transitioning over time to GE free products to accommodate the Village's preference to GE free products provided they could identify GE free products through proper labelling. Suppliers commented that labelling and higher costs are significant factors. In regard to impacts of a proposed GE free clause in the Village's purchasing policy, the majority of suppliers indicated that they would be able to supply some GE free products to the Village if they could identify them through proper labelling.

Currently, labelling of GE food products is not required by Health Canada, therefore it is difficult for suppliers to know which products contain genetically engineering foods. However, the *Think Canada Organic* website states that "Canada's organic standards ... place strict limits and prohibitions on the use of toxic and persistent pesticides; synthetic fertilizers; the routine use of drugs, antibiotics or synthetic hormones; animal cloning; genetic engineering ("GMOs"); sewage sludge ("biosolids"); and irradiation." The US Department of Agriculture website states that "the use of genetic engineering, or genetically modified organisms (GMOs), is prohibited in organic products".

Based on the survey and conversations with suppliers, it appears that if the Village adopted a GE free clause at this time, it would significantly affect the variety of foods supplied by local suppliers as well as significantly increase applicable budgets. Staff recommend that Council not proceed with such a full GE free policy at this time. Council's current policy for a preference for GE free products may be implemented by staff using current budgets if the words "where reasonable" were included in the procurement policy with regards to GE free products.

In regard to GE landscaping products, these products are not yet available to consumers in Canada and there is little information available on when or if these will be available.

FINANCIAL IMPLICATIONS

None

STRATEGIC OBJECTIVE

None

ATTACHMENTS

1. GE Comox Valley Presentation, May 24, 2016
2. UBCM resolutions and responses
3. Supplier survey results for food products
4. Supplier survey results for soft landscaping products

CONCURRENCE

None

OPTIONS

1. THAT Council direct staff to indicate a preference for non-genetically modified products "where reasonable" in its procurement policy.
2. Any other action deemed appropriate by Council.

Respectfully submitted,



Michelle Mason
Financial Officer



Sundance Topham
Chief Administrative Officer

GE Free Procurement Cumberland

Prepared for Cumberland Village Council
May 24, 2016

Definition

Genetic engineering (GE) is the introduction of new traits to an organism by making changes directly to its genetic makeup, e.g. DNA, through intervention at the molecular level and without traditional breeding methods.¹

¹ CBAN

Why the Concern?

- * These GE technologies are not precise and their outcome is not predictable: they commonly result in off-target effects and unintended consequences
- * We are now using more glyphosate (Round-up) because of the use of GE crops
- * Canada & the US are the only two countries in the world that haven't banned or labeled GE crops
- * Safety studies are only conducted by the companies that own the GE patents. Health Canada does not do any independent studies.

GE & the Canadian Food System

Produced in Canada

- * Corn (silage)
- * Soy
- * Sugar Beets
- * Canola
- * **Apple**

Imported into Canada

- * Dairy Products
- * Squashes
- * Papaya
- * Cottonseed Oil

Overview

- * AVICC Resolution, April 2013

“to legislate the prohibition of importing, exporting and growing plants and seeds containing genetically engineered DNA, and raising GE animals within BC, and to declare, through legislation that the province of BC is a GE Free area in respect to all plant and animal species.”

- * 85% approval for GE Free Vancouver Island

GE Free Procurement Policy

- * A procurement policy would enable the Village of Cumberland to show leadership on the issue
- * Village- wide purchasing practices:
 - *Catering & Vending
 - *Planting/ City Beautification

Growing Reputation of the Comox Valley

- * **“Agricultural Investment Surges in the Comox Valley”** Country Life article

- * GE Free Products & Growers:



- * Demand for products = growers will step up

Sourcing Locally

- * **By choosing GE Free, Council can also support many of our local growers who are innovating in order to meet the demand.**
- * **25% by 2025**
- * **FEED Comox Valley**

City of Duncan Policy

- a. The City of Duncan will abstain from purchasing genetically engineered plants, trees and seeds to grow within the City.
- b. The City of Duncan will refrain from purchasing genetically engineered foods for City events, where reasonable. Genetically engineered foods may include non-organic soya, canola, corn, sugars derived from sugar beets, papaya, imported dairy, squash, and fish products.

Cost

- * Currently, there are no GE horticultural plants. When the GE apple comes to market, it will be more expensive.
- * Ask vendors to replace corn/soy/canola oil with olive, grapeseed or sunflower oils
- * In BC, sugar is derived from sugarcane
- * Dairy will need to be organic
- * Creating demand will bring down costs

Timing

GE plants are just being developed (apple, grass & trees) so putting that gate up now will help ensure fewer costs from weeding out GE products that could be adopted in the future

Conclusion

- **The village of Cumberland wants to see Council move forward with the AVICC resolution**
 - **We are increasingly health conscious**
 - **We have a growing reputation as a healthy, organic community**
- **A procurement policy would enable more products to be developed in the valley, being an economic driver**
- **The policy would tie in very well with a buy local policy and keep \$\$ in the community**
- **Cumberland can show leadership in being the first North Island community to have a procurement policy**

Potential Motion Wording

Whereas the Village of Cumberland has endorsed the Blue Dot Declaration which includes the right to a healthy environment, including the right to consume safe food; and

Whereas the Village of Cumberland has adopted a Social Procurement Policy which leverages public money to achieve desirable and targeted social impacts for the Village; and

Whereas a number of Cumberland citizens have petitioned that they are opposed to the growing and raising of genetically engineered plants, trees and animals, and asked that their local governments do all in their power to protect their citizens, land and water from the serious, negative and unknown effects of genetic engineering; and

Whereas almost 30 Cumberland businesses support a GE Free purchasing policy in Cumberland:

Therefore we ask Cumberland Council to amend its Social Procurement Policy to include a GE Free purchasing clause.

2015 B51 Genetically Modified Organisms**Anmore**

Whereas the Village of Anmore opposes the cultivation of genetically engineered crops, plants and trees in the Village of Anmore:

Therefore be it resolved that UBCM call on the federal and provincial governments to implement a regime of mandatory labelling of all genetically modified organisms for sale in BC and Canada;

And be it further resolved that UBCM call on the federal and provincial governments to impose a moratorium on bringing further genetically modified organisms for sale in BC and Canada.

Convention Decision: Endorsed

Provincial Response**Ministry of Agriculture**

Government understands the concern that has been raised regarding the production, trade and sale of genetically engineered (GE) organisms in British Columbia.

Ministry staff continues to monitor this issue.

The federal government exercises authority nationally over labelling for marketing, import, export and interprovincial trade of agricultural products, including genetically engineered products.

Responsibility for the evaluation of the safety of GE products rests with the Federal Government. BC considers that the federal food safety and environmental evaluation processes for genetically engineered products must be kept current to ensure a safe food supply. The process must be transparent, based on good scientific analysis, and acceptable to independent scientists.

WHEREAS it is a fundamental right of the citizens of Canada to make choices regarding what we eat and what we feed our children;

AND WHEREAS genetically modified organisms in our food chain are biologically altered substances often containing the genes of completely unrelated species with no testing of the long-term health implications;

AND WHEREAS the Government of Canada does not currently require food producers to label their products as containing genetically modified organisms, thereby eliminating the ability of Canadians to make fully informed choices with respect to the food we eat:

THEREFORE BE IT RESOLVED that the Union of BC Municipalities request of the federal government that any such food containing genetically modified organisms be labeled as such, including which ingredients are genetically modified organisms.

Convention Decision: **Endorsed**

Federal Response

MINISTRY OF HEALTH

The responsibility for the labeling of genetically modified food dealing with health and safety issues rests with Health Canada. Special labeling to address potential health risks is required to identify the presence of an allergen or compositional or nutritional changes to food so that consumers are made aware of them. However, labeling to indicate how a food is produced that is not health and safety related falls under the responsibility of the Canadian Food Inspection Agency (CFIA). The CFIA develops general food labeling policies and regulations not related to health and safety and is responsible for protecting consumers from misrepresentation and fraud with respect to food labeling, packaging and advertising, and for prescribing basic food labeling and advertising requirements.

Health Canada has established a rigorous process for evaluating the safety of novel foods, including those foods derived from biotechnology, before they enter the Canadian marketplace. The Department's Guidelines for the Safety Assessment of Novel Foods describe the criteria for safety assessment, which are consistent with the recognized international standards adopted by the Codex Alimentarius Commission. Additional information is available on Health Canada's eat <http://www.hc-sc.gc.ca/fn-an/gmf-agm/index-eng.php>.

In Canada, while it is not mandatory to identify the method of production that was used to develop a food product, voluntary labeling is permitted, provided it is truthful and not misleading. A national voluntary standard for labeling biotechnology-derived foods was adopted by the Standards Council of Canada in April 2004. It provides guidance to companies to address consumer's demands. This standard permits manufacturers to voluntarily label food as derived or not derived from genetic modifications. More information is available at http://www.pwgsc.gc.ca/cgsb/on_the_net/index-e.html.

MINISTRY OF AGRICULTURE AND AGRI-FOOD AND MINISTRY FOR THE CANADIAN WHEAT BOARD

This development recognizes that genetic engineering is not new and that the issues around the development of biotechnology in foods, and the labelling of these foods, are complex and have been the source of much debate since the 1990s.

Please be assured that the Government of Canada considers food safety issues to be of the utmost importance. In Budget 2008, this government acted on its commitment by delivering \$113 million for Canada's new Food and Consumer Safety Action Plan, which is legislating tougher federal government regulation of food, health and consumer products.

Canada has one of the most stringent and rigorous regulatory systems in the world. Canada's regulatory system for products of agricultural biotechnology requires that new products undergo science-based safety assessments by Health Canada and the Canadian Food Inspection Agency (CFIA) before they can be cultivated by a grower, used in livestock feed or made available to the consumer.

All biotechnology-derived foods approved for sale in Canada have undergone a thorough process of assessment to ensure that they are wholesome, nutritious and, above all, as safe as foods already on the market. Regulations under the Food and Drugs Act require that novel foods, including those derived from biotechnology, be reviewed by Health Canada before they can be sold in Canada. Health Canada conducts a rigorous safety assessment to ensure that biotechnology-derived foods are safe for human consumption. The CFIA assesses that human, animal and environmental safety of plants, livestock feed, veterinary biologics, fertilizers and fertilizer supplements - including those derived from biotechnology.

Over the past number of years, Canada and several other countries have carefully considered the topic of mandatory labelling for products of biotechnology. While broad mandatory labelling policies may be in place in other countries, it should be noted that there are issues regarding the practicality and enforceability of these requirements and the number of claims that may actually appear on food.

This government supports the principle of providing consumers with credible, useful and clear information about the foods they buy. Recognizing that consumers wanted more information regarding the application of specific techniques of genetic engineering, federal departments and agencies (including the CFIA and Health Canada), along with consumer groups, food manufacturers, grocery distributors, provincial representatives and farm organizations, participated in the development of the Nation Standard for the Voluntary Labelling and Advertising of Foods That Are and Are Not Products of Genetic Engineering. This standard can be viewed at www.tpsgc-pwgsc.gc.ca/cgsb/on_the_net/032_0315/standard-e.html.

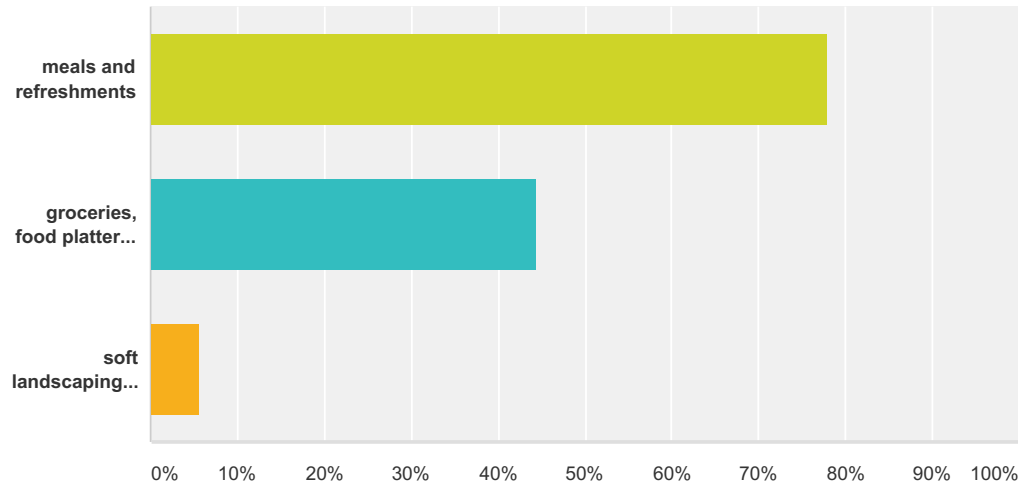
It is also important to note that biotechnology applications can contribute to advancing the sustainability of agriculture by creating solutions not only for farmers to increase food production, but also to respond to a number of environmental challenges and risks to human health. Around the world, biotechnology developments in agriculture are already helping to do the following:

- conserve water and adapt to climate change;*
- reduce the use of pesticides and fertilizer and improve soil conservation;*
- produce healthier food alternatives for Canadians, such as cooking oils with lower amounts of trans fats; and*
- develop disease-fighting food crops, such as rice that helps to compensate for Vitamin A deficiency.*

As previously mentioned, significant work goes into ensuring that the appropriate precautions are taken before a product of biotechnology is approved in Canada. It is important to maintain our rigorous, science-based assessment process to protect human and animal health and the environment while benefiting from the advances brought by these technologies.

Q2 What type of products do you typically supply to the Village?

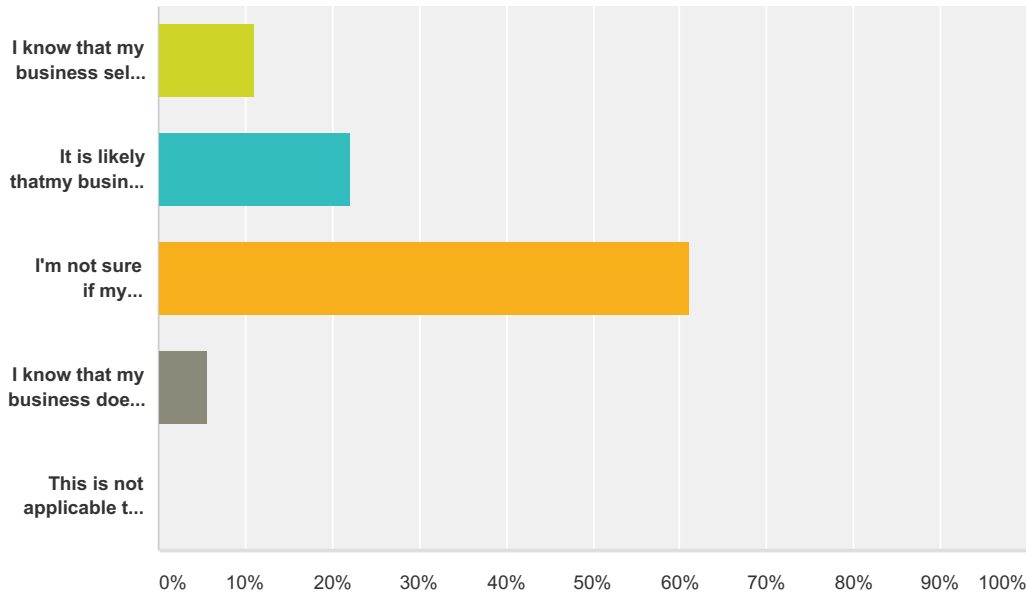
Answered: 18 Skipped: 0



Answer Choices	Responses	
meals and refreshments	77.78%	14
groceries, food platters and foodbaskets	44.44%	8
soft landscaping materials, such as plants, trees and seeds	5.56%	1
Total Respondents: 18		

Q3 Do you know if your business uses or sells food products made from GE soya, canola, corn, and/or sugars derived from sugar beets?

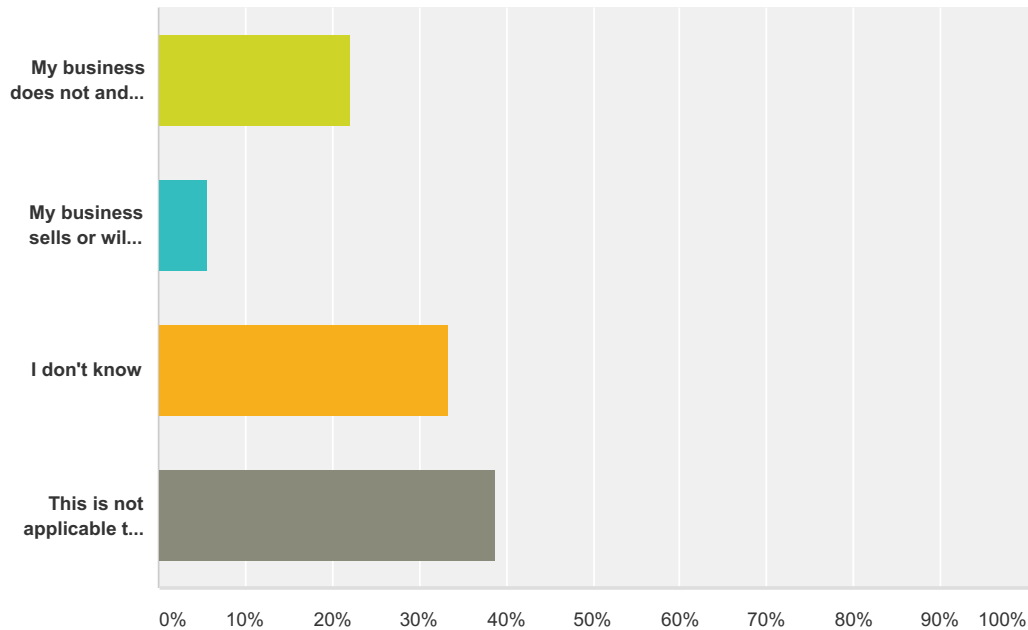
Answered: 18 Skipped: 0



Answer Choices	Responses	
I know that my business sells these products	11.11%	2
It is likely thatmy business sells these products	22.22%	4
I'm not sure if my businesssells these products	61.11%	11
I know that my business does not sell these products	5.56%	1
This is not applicable to my business	0.00%	0
Total		18

Q4 Do you know if your business sells or plans to sell food products made withGE apples or salmon?

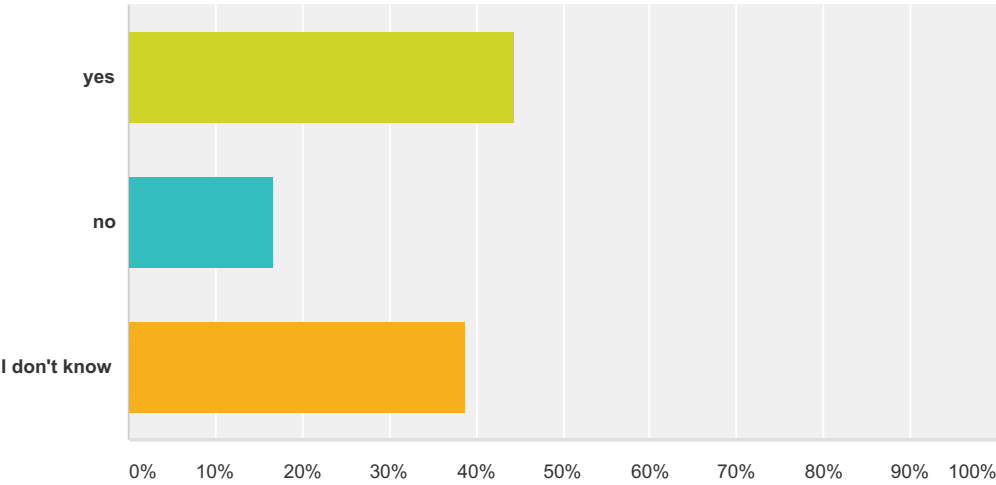
Answered: 18 Skipped: 0



Answer Choices	Responses	
My business does not and will not sellthese products	22.22%	4
My business sells or will possiblysell these products	5.56%	1
I don't know	33.33%	6
This is not applicable to my business	38.89%	7
Total		18

Q6 Would your business consider transitioning over time to GE free products to accommodate the Village's preference for GE free products?

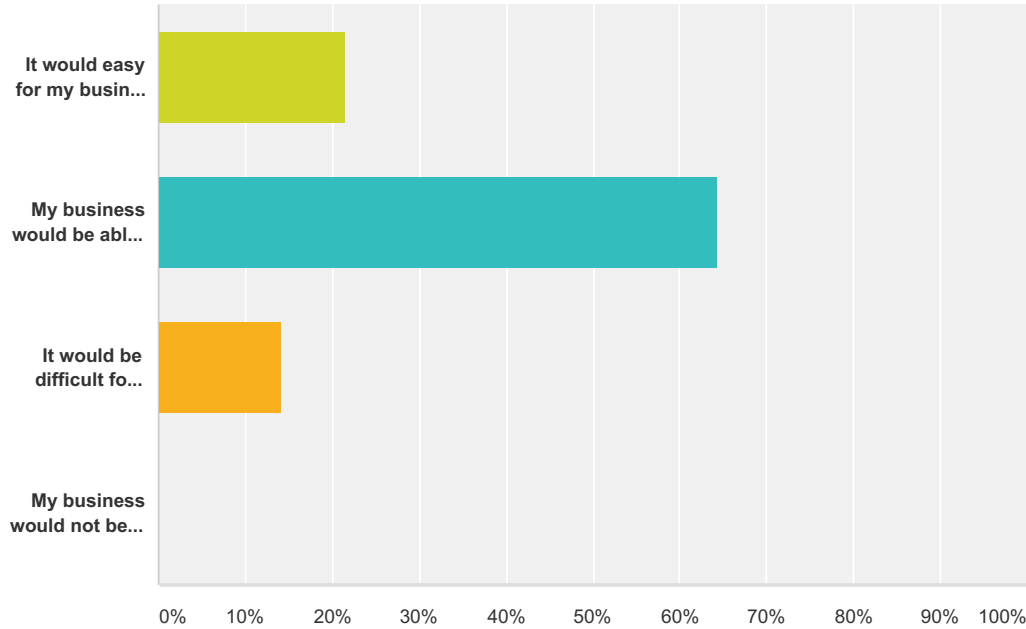
Answered: 18 Skipped: 0



Answer Choices	Responses	
yes	44.44%	8
no	16.67%	3
I don't know	38.89%	7
Total		18

Q7 What would be the impact to your business if the Village adopted a GE free procurement policy?

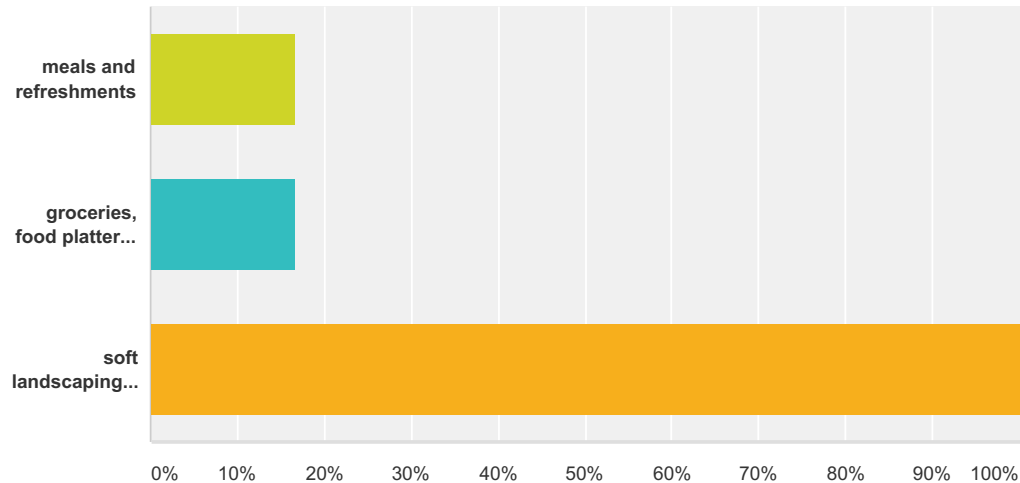
Answered: 14 Skipped: 4



Answer Choices	Responses	
It would easy for my business to accommodate this policy and supply GE free products to the Village	21.43%	3
My business would be able to supply some GE free products to the Village	64.29%	9
It would be difficult for my business to accommodate this policy	14.29%	2
My business would not be able to or willing to supply any products to the Village	0.00%	0
Total Respondents: 14		

Q2 What type of products do you typically supply to the Village?

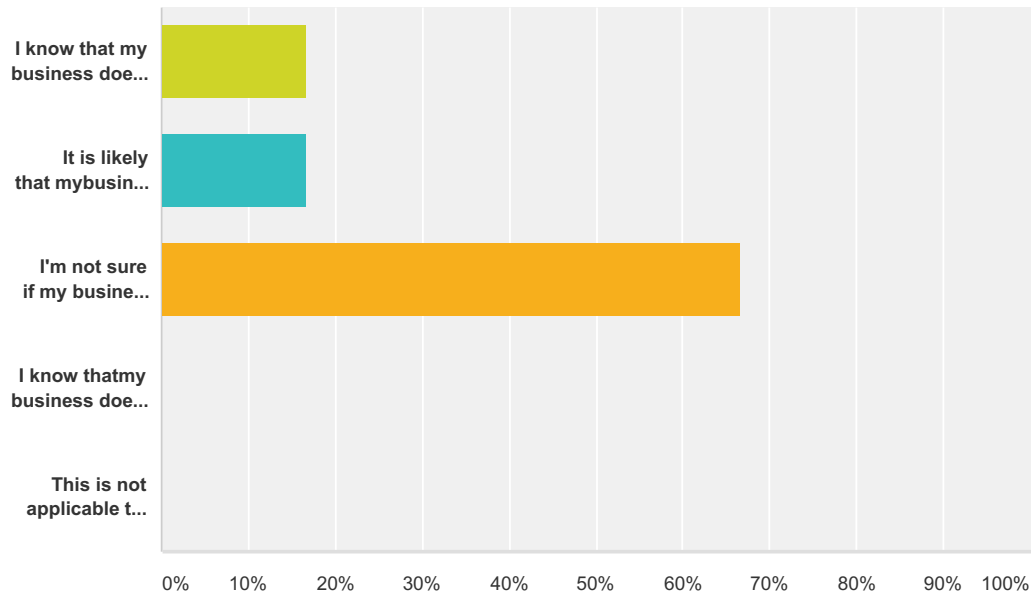
Answered: 6 Skipped: 0



Answer Choices	Responses	
meals and refreshments	16.67%	1
groceries, food platters and foodbaskets	16.67%	1
soft landscaping materials, such as plants, trees and seeds	100.00%	6
Total Respondents: 6		

Q5 Do you know if your business sells or plans to sell GE soft landscaping, such as GE plants, trees or seeds?

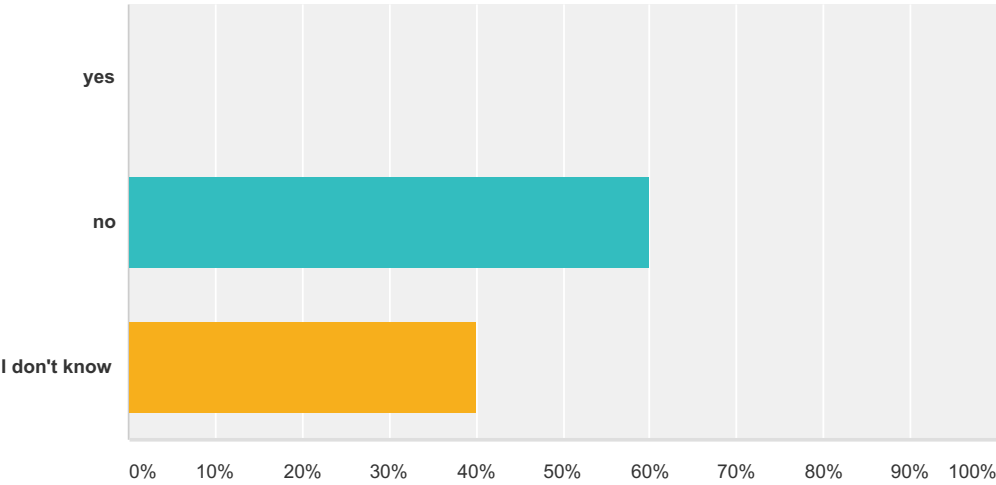
Answered: 6 Skipped: 0



Answer Choices	Responses	
I know that my business does sell these products	16.67%	1
It is likely that my business sells these products	16.67%	1
I'm not sure if my business sells these products	66.67%	4
I know that my business does not sell these products	0.00%	0
This is not applicable to my business	0.00%	0
Total		6

Q6 Would your business consider transitioning over time to GE free products to accommodate the Village's preference for GE free products?

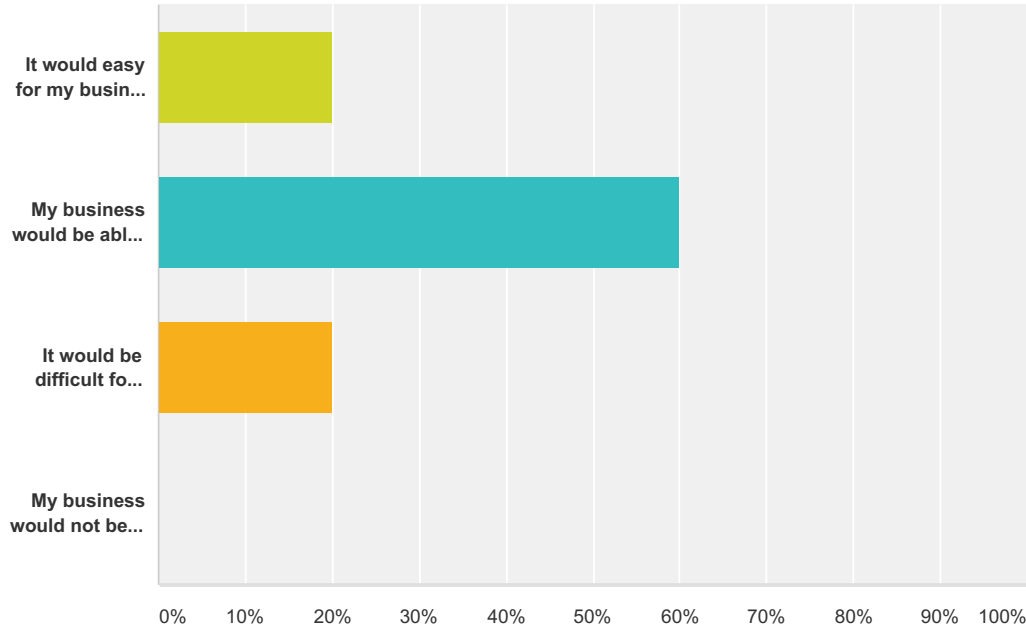
Answered: 5 Skipped: 1



Answer Choices	Responses	
yes	0.00%	0
no	60.00%	3
I don't know	40.00%	2
Total		5

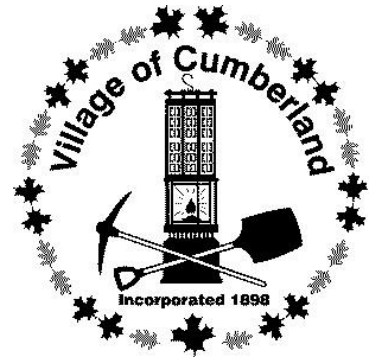
Q7 What would be the impact to your business if the Village adopted a GE free procurement policy?

Answered: 5 Skipped: 1



Answer Choices	Responses	
It would easy for my business to accommodate this policy and supply GE free products to the Village	20.00%	1
My business would be able to supply some GE free products to the Village	60.00%	3
It would be difficult for my business to accommodate this policy	20.00%	1
My business would not be able to or willing to supply any products to the Village	0.00%	0
Total Respondents: 5		

COUNCIL REPORT



REPORT DATE: August 31, 2016

MEETING DATE: September 6, 2016

TO: Mayor and Councillors

FROM: Michelle Mason, Financial Officer

SUBJECT: Egremont Road Infrastructure Renewal Project Update

RECOMMENDATION

- i. THAT Council receive the Egremont Road Infrastructure Renewal Project Update report.
- ii. THAT Council approve the additional expenditure of up to \$50,000 to be funded through the infrastructure asset renewal reserve for additional costs for the Egremont Road infrastructure renewal project;

AND THAT Council direct staff to bring forward an amendment to the adopted 2016-2020 Financial Plan Bylaw to reflect this expenditure.

SUMMARY

The Egremont Road infrastructure renewal project from Penrith to Ulverston Avenue is underway. Unforeseen challenges have emerged with the project that has changed the original scope of work. The scope change is in relation to additional rock removal, additional paving as well as a required relocation of a manhole.

Staff is recommending that Council approve additional budget so the project can stay on track for completion of the 2016 section of road.

BACKGROUND

An unexpected amount of rock over the amount that was originally estimated must be removed to accommodate the underground infrastructure replacement on Egremont Road between Penrith and Ulverston Avenue. This has increased the cost of the project. In addition, a manhole had to be relocated unexpectedly during the project and additional paving is required. The project management costs have also slightly increased with these unforeseen issues. The totality of the changes means that the funds required to complete this portion of the project exceed even the amount that was covered within the project contingency.

This additional change in scope for the project is estimated to cost \$50,000. There are two options available; one is to defer work on the project budgeted for this year and move it to the 2017 phase at which point the 2017 budget will need to be tweaked, and the other option is for Council to approve the additional budget to complete the 2016 phase of the project this year.

The Egremont renewal project is being funded from the infrastructure asset renewal reserve. Based on the 2016-2020 financial plan, the balance in the infrastructure asset renewal reserve is currently \$174,000 but due to projects slated for next year, the balance will be reduced to \$20,000 in 2017. There is sufficient reserve balance in 2016 to cover the additional \$50,000 in extra costs; however, using the \$50,000 in 2016 would require that 2017 projects using this fund would need to be deferred or other funding would need to be sourced for those 2017 projects. Staff do not see an issue with this process as the Egremont Road project is deemed a higher priority than the proposed 2017 projects.

Based on the fact that funding or project deferrals would be required in 2017 regardless of the option chosen, staff recommend that the 2016 budget be amended so that the Penrith to Ulverston Avenue phase of the project can stay on track and be completed in 2016. Any necessary changes in 2017 projects required will come forward to Council during the 2017 financial planning process.

FINANCIAL IMPLICATIONS

Approval of the additional \$50,000 budget expenditure in 2016 would require a budget amendment which will come forward to Council with any other amendments.

STRATEGIC OBJECTIVE

None

ATTACHMENTS

None

CONCURRENCE

Rob Crisfield, Manager of Operations



OPTIONS

1. THAT Council approve the additional expenditure of up to \$50,000 to be funded through the infrastructure asset renewal reserve for additional costs for the Egremont Road infrastructure renewal project;

AND THAT Council direct staff to bring forward an amendment to the adopted 2016-2020 Financial Plan Bylaw to reflect this expenditure.
2. THAT Council direct staff to defer work on the project budgeted for this year and move it to the 2017 phase.
3. Any other action deemed appropriate by Council.

Respectfully submitted,

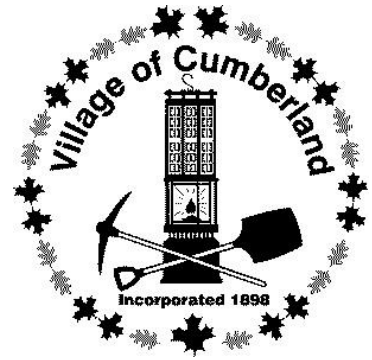


Michelle Mason
Financial Officer



Sundance Topham
Chief Administrative Officer

COUNCIL REPORT



REPORT DATE: September 1, 2016

MEETING DATE: September 6, 2016

TO: Mayor and Councillors

FROM: Judith Walker, Senior Planner

SUBJECT: New Zoning Bylaw – Transition Report on legalization of existing non-conforming Secondary Suites & Accessory Dwelling Units

RECOMMENDATION

- i) THAT Council receive the New Zoning Bylaw – Transition Report on legalization of existing non-conforming Secondary Suites & Accessory Dwelling Units;
- ii) THAT Council direct staff to begin a proactive campaign to legalize non-conforming suites and Accessory Dwelling Units within the Village of Cumberland;
- iii) AND THAT these dwellings be required to meet Equivalent Life Safety Standards as outlined in this report;
- iv) AND THAT Council waive building permit fees and plumbing permit fees for the Equivalent Life Safety Standards applicable transitions for the period of October 1, 2016 to March 31, 2017.

SUMMARY

Following Council approval of Zoning Bylaw No. 1027, 2016, there will be zones that permit Accessory Dwelling Units (ADUs). It is understood that some Accessory Dwelling Units (along with secondary suites) already exist in the Village in a non-conforming manner, and this report presents a process to enable homeowners to “legalize” or convert such existing types of dwelling units through the Building Permit process.

This report also examines legally conforming secondary suites that were attached to main structures via a “breezeway” and the process required to turn these into properly functioning ADUs.

BACKGROUND

Accessory Dwelling Units are a newly permitted use in the 2016 zoning bylaw, in certain zones and with conditions. Up until this bylaw was completed Accessory Dwelling Units in the form of coach/carriage houses were not a permitted use in the Village. The previous Zoning Bylaw allowed homeowners to link an accessory building to the primary residential unit via a breezeway and call the accessory building a “secondary suite”, and therefore there are these types of separate

dwelling units already within the Village, but any other carriage or coach houses that exist in the Village were constructed contrary to zoning regulations.

There are also building that were constructed in the Village that were not originally intended to be an Accessory Dwelling Unit, but can now be legally converted into an ADU.

Now that the zoning bylaw has been updated, staff expects that a number of homeowners with illegal suites and separate dwelling units/possible ADUs will choose to legalize and/or upgrade these units in order to:

- Have legal dwelling units with building inspection approval to meet health and safety concerns;
- Be able to sell the property with the advantage of a legal unit;
- Be able to get house insurance for the units, to protect themselves and tenants;
- Have the certainty of continued operation without possibility of enforcement to terminate the use;
- Apply for a business licence for vacation rentals in the R-1A zone

Other Jurisdictions

Several other local governments have instituted programs for legalizing suites and ADU's. Some, such as Colwood and Sooke, have worked on communication strategies to gain support for their legalizing programs, while some other jurisdictions took hard line approaches in searching out existing illegal suites but have since softened their approach. It appears, as in most issues, that the most successful approach is providing incentives and making it easy to do the right thing. Providing assistance to homeowners has proved successful in having suites legalized through such incentives as offers of free inspections, handouts, advice and checklists as part of the assistance.

Some jurisdictions require an annual registration fee for secondary suites and ADUs but staff considers this to be unreasonable and punitive at this time, and feel that this would result in even fewer secondary suites and ADUs being legalized.

Some jurisdictions have realized that attempting to have all illegal suites meet current BC Building Code could result in some illegal suites to be decommissioned, which could lead to a reduction in the number of rental opportunities, which is not the desired outcome. To this end, the "Equivalent Life Safety Standards" approach has been developed and used by Coquitlam, New Westminster and Sooke in order to meet a critical level of health and safety concerns for the units, without meeting the full inspections approval that can occur with new construction.

Why Legalize Units?

Concerns about safety and health in existing suites and accessory dwelling units are the main impetus for initiating a secondary suite or ADU legalization process. The health and the safety of tenants in possible unhealthy or unsafe living conditions are province-wide concerns, as are the potential liability concerns related to this aspect of the matter. It is no longer acceptable or wise to turn a blind eye to existing, illegal suites or the real need for affordable housing provided by these suites and ADU's.

A common reason for not legalizing dwelling units is to avoid additional costs, whether through increased utility fees or through increased assessment value and the resulting increase in taxes. In the Village water is metered to the property (not to the individual units), so water costs will not

increase through legalization, however sanitary sewer and garbage pickup is charged for each dwelling unit on the property, and legalizing the number of units on a property will increase these fees to reflect the actual costs for the municipality.

The cost of providing built improvements in order to legalize a dwelling is also seen as an impediment to compliance with the regulations. Some may be concerned that should they make an application to legalize a unit and there is no cost-effective way to meet even the “Equivalent Life Safety Standards” that they will be required to decommission the unit and face enforcement by the Village.

Many people feel that any shelter constitutes “housing” and there is no need for any inspections to ensure safety. Housing advocates for affordable housing insist that all housing meet a safety and health standard- affordable housing does not mean substandard housing.

As noted earlier there are two main types of potential dwelling unit that will need to be legalized, secondary suites and ADUs. Each of these with their own separate challenges:

Secondary Suites

Secondary suites have been permitted in most zones in the previous zoning bylaw and are permitted, with conditions, in most zones in the new zoning bylaw. Many suites have not been built legally and have not obtained building inspections that would ensure the health and safety standards of BCBC.

Since the BC Building Code (BCBC) requirements may differ between a separate Accessory Dwelling Unit and a secondary suite that is enclosed in the principal dwelling, any breezeway units would need a Building Permit if the breezeway is removed. In addition, breezeways are no longer permitted to attach to a single family dwelling, under the new zoning bylaw. The existing ones are grandfathered in, but should one fail due to a snow load or perish in a fire, it could not be rebuilt. If an owner removes a breezeway, the separate dwelling unit must be legalized as an ADU.

Accessory Dwelling Units

Many “studios” and various accessory buildings that function as dwelling units have not been built legally and have not obtained building inspections that would ensure the health and safety standards of BCBC.

There are also building that were constructed in the Village that were not originally intended to be an Accessory Dwelling Unit, but can now be legally converted into an ADU (such as garages, garden studios).

If the “Equivalent Life Safety Standards” approach is used by the Village in order to meet a critical level of health and safety concerns for the units the following standards will be examined by the Village in a conversion situation:

Equivalent Life Safety Standards means measures that could be taken to provide a level of safety equivalent to that outlined in the BC Building Code (BCBC) for secondary suites and Accessory Dwelling Units. These may include but are not limited to additional handrails or slip resistance for stairs that cannot meet the strict interpretation of the BCBC, additional smoke detection and alarm, sprinklers, or other such measures that protect the inhabitants from smoke or fire and allow for ease of evacuation in case of emergency. Equivalent Life Safety Standards apply only to suites and ADU’s constructed prior to the adoption date of this policy.

The following are considered **minimum health and life safety requirements for “legalizing” an existing suite or accessory dwelling unit:**

1. Hot and cold potable water.
2. Electricity
3. Toilet, basin and bath tub/shower in a separate washroom.
4. Kitchen with provision for cooking, cleaning, and storage.
5. Heating system capable of maintaining a minimum temperature of 22°C during the winter season.
6. Windows in conformance with Section 9.7 of the BCBC.
 - a) Note: Bedroom windows must provide an unobstructed opening of not less than 380 mm in height and width and .35 m² in area, and the bottom of the opening must not be more than 1.5 m above floor level.
7. Minimum ceiling height of 2.14metres (7.0feet) over the required area with localized depressions such as doors, beams, duct drops, etc., of 2.07metres. Areas over and above the required areas are permitted to have less than those prescribed provided it is not part of the means of egress or does not constitute a hazard.
8. Interconnected hard-wired smoke alarms of the photo-electric type in both suite and principal dwelling. Does not apply to separate ADU's.
9. Minimum 25-minute fire separation from the principal residence (i.e., minimum 1.27centimetre (0.5 inches) drywall on both sides of the stud surfaces and on the underside of floor joists). Does not apply to separate ADU's.
10. Exit directly to the exterior unless there is a shared exit that is fire separated. Exits are not permitted through a garage or service room. Exit enclosures must maintain a minimum 25-minute fire separation. Doors contained within the fire separation must be solid core or listed and must be self-closing.
11. Minimum stair width of 860.0millimetre (33.9inches) with a rise and run configuration that conforms to the Type II stair requirements as specified in Section 9.8 of the BCBC
12. Combustible drain waste and vent piping enclosed by a minimum of 1.27centimetres (0.5 inches) drywall and not penetrating the drywall.
13. Forced-air heating and ventilation systems must not interconnect between the suite and principal dwelling unless:
 - a) listed smoke dampers are installed in the plane of the fire separation or supply ducts (maximum 130centimetres² 20.2inches²) in area) are located not more than 1.2metres (4.0feet) above the floor level and
 - b) activation of smoke alarms/detectors in the suite or in the principal dwelling will cause the heating system to shut down.
14. Third-party inspections required:
 - a) Gas-fire furnace installation/operation to be inspected and passed by a qualified heating contractor or the Provincial Gas Safety Branch.

b) Electrical service panel(s), wiring and appliances in the suite to be inspected and passed by a licensed electrical contractor or the Provincial Electrical Safety Branch).

15. Any serious health or life safety matters (in the Building Inspectors opinion) observed during inspection must be rectified to the satisfaction of the Building Inspector.

The Village already has a process in place for conversions of secondary suites, and that process could be implemented for the transition to the new zoning regulations. Prior to making an application for a building permit, homeowners are encouraged to call the building inspector for preliminary assessment of the proposed conversion.

Proposed Process for Conversion

1. Homeowner applies for a Building Permit to change a portion of an existing single family dwelling to a suite or an accessory building into an ADU. (Applicant discusses process with staff to receive initial clarification if needed).

Application forms for a Building Permit are available at the office and online.

The application fee (non-refundable) is based upon the estimated cost of construction. Village could set this estimated cost of construction to a prescribed amount of \$10,000 for a suite conversion and \$25,000 for an ADU conversion. For these amounts the application fees would be \$50 and \$250 respectively.

Plumbing Permit applications for this type of construction are \$50 each.

Costs for an electrical and gas inspection, if required, are at the owner's expense.

2. Review of Application

The Building Inspector receives the application and plans and discusses with the applicant what more may be needed. He carries out an inspection if needed in order to provide additional information. The Inspector provides written documentation regarding upgrades that must occur in order to convert the units, and reminds the owner to contact other inspection agencies for their input.

Once the plans are satisfactory, the Building Inspector issues the Permit. Permit fees are based upon estimated cost of construction and would be \$50 for the suite and \$150 for the ADU with a \$250 damage deposit (which is refundable).

Plumbing Permit fees are based on the number of fixtures plus \$50. Typically, a suite and an ADU would have 5 fixtures each (at \$5 per fixture) so the cost would be \$75 each.

At the time of application the additional utility costs would be added to the property's record, and proper billing of utility fees would be incorporated into the Village's accounting system.

3. Building inspection: Final Inspection

Although Building Permits must have their first inspection within six months AND then expire after two years, staff recommends that suite and ADU conversions should be completed within the six month timeframe. If they are not completed, the Permit could be extended for a further six months. Following those time periods, if the upgrades are still not completed it would be important to begin enforcement procedures to have the unit decommissioned from a dwelling unit or to place a Notation on Title per section 56 of the *Community Charter*.

As in other building permit issues, if complaints are received regarding an illegal dwelling unit, enforcement action may be taken which could lead to the requirement to decommission the suite or ADU so it is no longer a dwelling unit.

“Grace Period” for Early birds

In order to encourage residents to come forward to legalize existing suites and ADU’s staff is recommending a “grace period” from October 1, 2016 - March 31, 2016 (six months) where the Building Permit fees and plumbing permit fees are waived for any application made during this time period to convert these dwelling units. The waiving is for the Village permit fees - any cost for gas and electrical inspections and any refundable damage deposits would still be required to be covered by the owner.

Staff Recommendation

The use of the incentive of a grace period without a Village permit fee to encourage residents applying to legalize units is one approach to the legalization of ADU’s and secondary suites. Most enquiries regarding the construction of new ADU’s are waiting for the approval of the zoning bylaw. New ADU’s within the residential infill area will require development permits prior to their building permits (ADUs in the R3 zone do not require a DP). Any building started without a required development permit and building permit will be dealt with by Village staff. It is important to note that once the building inspector becomes aware of any serious health or life safety matters observed during inspection, the issues must be rectified to the satisfaction of the Building.

Due to the possibility of a significant increase in work load for planning and the building inspector in return for a very low gain in the number of legalizations of units, staff recommends a parallel educational approach on the advantages of building legal units and to provide a streamlined, easy to understand process for building permit applications for ADU’s and secondary suites. ADU’s within the residential infill area will require development permits, which most homeowners will not be familiar with and will require significant staff time to assist them with the process.

A staff-run mini-workshop on how to apply for an ADU including basic site planning, ADU conditions and Development Permit requirements could reach more interested residents and be more pro-active in encouraging compliance with Village regulations.

Some of the secondary suites and additional dwelling units that are currently being occupied are thought to be used for Vacation Rentals. As Vacation Rentals was not an allowed use under the previous zoning bylaw there was not the ability to issue business licenses for these uses.

Now that this is an allowed use it is expected that properties that are actively marketing themselves as Vacation Rentals will receive both a confirmation that they meet equivalent life safety standards, as well as ensuring that they have an active business license.

FINANCIAL IMPLICATIONS

There are financial implications if Council directs staff to pursue the legalization of ADU’s and secondary suites. The waiving of the permit fees is estimated at \$250 per ADU permit, \$50 per suite permit and \$75 each for a plumbing permit. Staff suggests that there may be 5-8 homeowners who might take part in such a legalization program at an estimated cost to the Village of potentially \$1000 (e.g. 8 suite conversions) to \$2600 (e.g. 8 ADU conversions) for the six months of the program.

homeowners who might take part in such a legalization program at an estimated cost to the Village of potentially \$1000 (e.g. 8 suite conversions) to \$2600 (e.g. 8 ADU conversions) for the six months of the program.

There may be additional time for the building inspector to review plans and provide site visits, as well as significant planning staff time in processing the application and tracking the timing of the work and completion. Staff expects that the most applications would occur during the “grace period” and few would be expected after that time. In addition, enforcement action would be required to follow up on decommissioning of units that do not complete the required work for a permit, and if escalated, require notice on title or legal action.

The Village will receive additional income from the legalization of these suites and ADUs, along with the business license fees. This income will help to reflect the true costs of providing the services.

ATTACHMENTS

None

CONCURRENCE

Michelle Mason, Financial Officer



OPTIONS

1. THAT Council receive the New Zoning Bylaw – Transition Report on legalization of existing non-conforming Secondary Suites & Accessory Dwelling Units;
2. THAT Council direct staff to begin a proactive campaign to legalize non-conforming suites and Accessory Dwelling Units within the Village of Cumberland;
3. AND THAT these dwellings be required to meet Equivalent Life Safety Standards as outlined in this report;
4. AND THAT Council waive building permit fees and plumbing permit fees for the Equivalent Life Safety Standards applicable transitions for the period of October 1, 2016 to March 31, 2017Any other action deemed appropriate by Council.
5. Any other action deemed appropriate by Council.

Respectfully submitted,



Judith Walker
Senior Planner



Sundance Topham
Chief Administrative Officer

COUNCIL REPORT



REPORT DATE: August 30, 2016
MEETING DATE: September 6, 2016

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

RECOMMENDATION

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

Administration

- Worked with the Manager of Operations and Megan Trumble Designs on the Lake Park Concession Stand Project.
- One of two representatives of Active Comox Valley, staff attended a retreat in Richmond on September 11, hosted by BC Children's Hospital and Scope BC regarding the LIVE 5210 initiative.
 - Active Comox Valley in conjunction with the Regional District installed a LIVE 5210 Playbox at Goose Spit in spring 2015 – this retreat looked at how that initiative is going and how we as a community could support the LIVE 5210 initiative beyond the one playbox.
 - Cumberland Recreation currently uses the LIVE 5210 message on social media and is looking to incorporate the principles more formally into its youth programs – although many of the principles are already encouraged and followed already.
 - More information will come forward to council in the future as the initiative progresses.
 - For more information on the LIVE 5210 initiative please refer to:
<http://www.live5210.ca/> and see the attached fact sheet.
- Attended the Active Comox Valley meeting on September 17th
- Hosted the Comox Valley Recreation Departments Joint Marketing meeting on August 24. The Fall 2016 release of the Recreation Guide went well on August 12th and registration is going well for all recreation departments in the Comox Valley.
- Met with Cumberland Lake Wilderness Society regarding Fall Program registration.
 - Staff has been working very well together to optimize the amount recreation programs offered to the community and to reduce duplicate or competing programs.

- Fall registration will be done through the recreation department enabling the community to access CLWS programs through online, phone and in person registration at the same time as they register for municipal recreation programs.

Programs and Events

- Current Event bookings in queue: Rotary Dinner, CCFS Trivia Night, Foggy Mountain Fall Fair, Taking Literacy Outside Workshop, Perseverance Party for the Forest, Winter Fair, Breakfast with Santa

See attached Memorandum from the Recreation Coordinator.

Parks

- Current park use permits in the queue: Loss of Gravity Ball Tournament, MOMAR Adventure Race, CV Kickers practices and games, CV Lacrosse Jr. Practices, Perseverance Run
- Atmosphere 16 ran smoothly this year with only two official complaints coming into the Village office. The Village Park field had some damage that is repairable. Details are currently being worked out as to the timing of the repairs.

See attached Memorandum from the Outdoor Recreation Coordinator.

FINANCIAL IMPLICATIONS

None

STRATEGIC OBJECTIVE

None

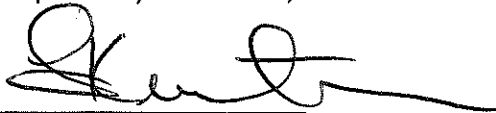
ATTACHMENTS

None

OPTIONS

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

Respectfully submitted,



Leah Knutson
Manager of Recreation

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

Sundance Topham
Chief Administrative Officer

Working together to build healthy communities— making the healthy choice the easy choice for kids

SCOPE is an initiative that partners with communities across BC to promote healthy behaviours among children. SCOPE endorses and coordinates Live 5-2-1-0, and provides the expertise, support and tools that local decision-makers need to make the healthy choice the easy choice for children.

Live 5-2-1-0 is a simple, easy-to-remember message to help kids and families adopt healthy habits. We know that hearing a consistent message supported by a healthy community environment is important. By bringing community stakeholders together to share and support this common message, Live 5-2-1-0 helps build partnerships and create healthy environments where kids can eat well and be active every day.

Evidence shows that in order for health promotion & chronic disease prevention for children to be effective, ALL sectors of a community need to work together.

How can Live 5-2-1-0 help communities to work together?

- Promoting a **shared, consistent message** across a community engages stakeholders in every sector – everybody has a role in creating healthier community environments.
- Live 5-2-1-0 provides **clear goals** for kids and families to live healthy every day, AND provides a **framework of action** for local community leaders to make changes to their programs, policies, and environments so that it is easier for kids to achieve these goals.
- Live 5-2-1-0 **doesn't replace other local efforts and programs** – it provides a **common, over-arching message** that helps to tie them together across the community. Kids see a consistent message everywhere they go, and community partners become part of a collaborative local effort.

The Live 5-2-1-0 message is:

- Simple, clear and easy for kids to learn
- Evidence-based, and touches on all key behaviours that most physical activity and healthy eating programs promote
- Shareable by all partners in every sector of a community



Enjoy-
FIVE or more vegetables
& fruits every day

Power down-
no more than TWO hours
of screen time a day



Play actively-
at least ONE hour each day

Choose healthy-
ZERO sugar-sweetened drinks





SUSTAINABLE CHILDHOOD OBESITY PREVENTION
THROUGH COMMUNITY ENGAGEMENT

SCOPE provides a hub to link together all BC communities that are sharing & supporting Live 5-2-1-0

Multiple communities across BC are sharing & supporting Live 5-2-1-0. This means that ideas, resources, tools, and strategies can be shared between communities – nobody has to start from scratch or reinvent the wheel! SCOPE provides the platform through which this sharing of knowledge can happen.

We don't duplicate programs that already exist – we help to promote these programs and resources to support kids in living 5-2-1-0. Local partners can take advantage of these existing resources and, when a gap is identified, work with SCOPE to collaborate on developing new ones.

Every community has different barriers, strengths and opportunities – so all of our resources and processes can be adapted to your unique community context. Also, when a community comes up with a new idea that fills a need, SCOPE can support that idea... and then share it with other communities across the province too!

SCOPE's website provides lots of examples of how communities have shared Live 5-2-1-0, and how they've changed policies and programs and implemented unique new ideas to support kids in living 5-2-1-0.

What have communities done so far?

- Community services, daycares and other local programs have coordinated to share the Live 5-2-1-0 message, and support it by making sure their policies limit screen time and sugary drinks, and offer healthy snacks and time for active play within their programs and facilities
- Local newspapers, radio stations, and other media partners have donated ad space to help to spread the Live 5-2-1-0 message across communities
- Family doctors & other health professionals are sharing the message in clinics, 'prescribing' Live 5-2-1-0 using prescription pads, and assessing kids' daily lifestyle habits and helping families to set goals and make changes during appointments
- Parks & Recreation departments have supported other local partners to install Live 5-2-1-0 Playboxes in city parks, so all families can easily access free games & sports equipment to help them play actively outside

...and there are many more examples!

live5210.ca

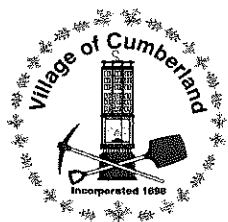
Visit our website for more than 24 different community-generated, ready-made Live 5-2-1-0 tools and resources that you can download, adapt and use for free!

Contact us for more information, and to learn how we can help you support Live 5-2-1-0 in your community!

Susan Pinkney – SCOPE Project Manager

spinkney@cfri.ca

604-875-2000 x5519



Corporation of the Village of Cumberland

Memorandum

DATE: August 2, 2016
TO: Leah Knutson, Manager of Recreation
FROM: Samantha Purin, Recreation Coordinator
SUBJECT: August 2016 Recreation Programming Report

BACKGROUND

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

Programs

- Our summer camps are going well. We are working with our instructors and planning for 2017 Spring Break camps. Our August summer camps that ran were:
 - Nature Art Camp, Aug 2-5, ages 6-12 yrs, 8 children attended
 - Summer Explorers Camp, Aug 2-5, ages 3-5 yrs, 9 children attended
 - Hand-In-Hand Early Years Education Camp, Aug 15-19, 16 children attended
 - End of Summer Camp, Aug 29 – Sep 2, ages 6-12 yrs, 18 children attended
 - Soccer Tots: ages 3-5 yrs had 8 children attended in this 4 week program
- Pop Up in the Park (a spin-off of our popular Parent & Tot program) has again been very successful with fantastic attendance numbers for August. This collaboration with Valley Child and PacificCARE offers children focused on birth to 6 years old a variety of water play, art activities, games, sensory activities, nature based crafts and of course our #6 Playground. We offered this program from July 5 – August 23 on Tuesdays, 10:00 – 11:30am.
 - Attendance records for August:
 - Tuesday, August 2: 23 children & 10 adults
 - Tuesday, August 9: 53 children & 29 adults
 - Tuesday, August 16: 31 children & 25 adults
 - Tuesday, August 23: 46 children & 27 adults
 - Total number of children that attended for both July & August is 424 children & 243 adults with homes in Courtenay, Cumberland, Comox, Fanny Bay, Bowser, Black Creek and Campbell River (in order of highest to lowest numbers).
- Cumberland Lake Wilderness Society Fall programs are now being booked through Cumberland Recreation (as of August 19th) and they are creating a lot of excitement and

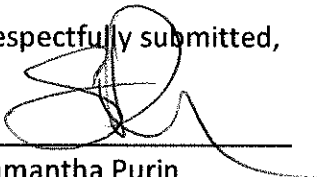
bookings are steady. Programs for adults, youth, children and families ranging from Archery for youths and adults, Early Dismissal Explorers, Pro D Day Wilderness Adventure Days, Weekend Wilderness Adventure Days, Intro to Dragon Boating and Dragon Boating Boot camp classes. These programs are a great compliment to the programs offered by Cumberland Recreation.

- The Fall Comox Valley Recreation Guide was released August 12th, and registrations for fall programs have been filling steadily and with waitlists for some classes. We are currently working on our Winter 2017 guide.

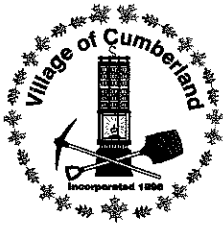
Community Feedback

- Simon's Cycles Yana Ride, August 21st was sold out with 600 riders, they had a goal of raising \$45,000 but raised \$56,500! 166 participants ride the 100 km loop which goes through Cumberland, stopping at the fuelling station located in Village Square Park. This location is ideal because it is central and it gave participants a nice preview of the community and local businesses. 22.5% or 135 of the riders are in the 60+ age category. This interesting statistic shows that bicycles are a form of exercise for all ages.
- Beaufort Cycles Grand Opening & UROC Fundraiser on August 27th had a fundraising goal of reaching \$1,500.00 and is currently sitting at \$1,300.00 with deadline September 3rd and is expecting to reach their goal as raffle tickets are still to be collected from local business. They had approximately 150 people attend the event. Cumberland Recreation supported this event through use of tables and chairs plus a draw for the raffle.
- Comox Valley Farmers Market is extending their Sunday markets in the Village Square for the entire month of September (originally booked only July & August).

Respectfully submitted,



Samantha Purin
Recreation Coordinator



Corporation of the Village of Cumberland

Memorandum

DATE: August 30th, 2016
TO: Leah Knutson, Manager of Recreation
FROM: Kevin McPhedran, Parks and Outdoor Recreation Coordinator
SUBJECT: August 2016 Parks and Outdoor Recreation Report

BACKGROUND

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

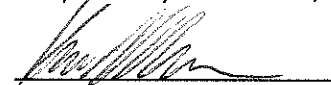
1. Sixth Street Skatepark and Jump Park project: planning and design work continues to progress and an updated jump park design will be presented to UROC for feedback on August 31. Complete landscape plans – including design details for the skatepark, jump park and other site amenities – will be presented to the community for feedback this fall with the open house and public survey tentatively scheduled for late October. After public feedback is received, designs will be finalized in preparation for construction, which is targeted to proceed in the first half of 2017.

Meanwhile, preliminary site preparation work has been initiated. This work includes land clearing and grubbing of the jump park site to enable the stockpiling of clean fill that will later be shaped into the dirt jumps. Part of this work will also include separating and stockpiling existing clay capping material along the South Wellington Colliery Trail. This work is proceeding at this time due to the significant costs savings that we are able to achieve as a result of the adjacent Dunsmuir Ave infrastructure project – free clean fill generated from that project can be used for Jump Park construction. Additionally, geotechnical engineering work for the skatepark design has been initiated with soil test pits work scheduled for September 2.

2. Trails: staff spent time on various trail related projects and initiatives in August, including:
 - a. “Path to Recreation” project: a survey of the Comox Lake Road right of way was completed for the project area in August to assist in determining potential trail routing options. Staff continue to work with Rotary and other stakeholders and will report back to Council when more information on the project is available.
 - b. Staff continues to support UROC on management and improvements to Cumberland’s trail network as per the Village’s MOU with the association.
 - c. Cumberland Community Forest: with the assistance of the Public Works summer student, staff is working on trail maintenance projects in the Cumberland Community Forest. In August this included decommissioning irreparable technical trail features on trails such as Big Log and Tied Knot, as well as installing a culvert on Mama Bears.
 - d. Trails Tourism:

- i. The Visitor Experience and Economic Impact Study was launched in August and trail users are being directed to the survey through local businesses.
 - ii. The Village is working on various partnerships and projects with organizations such as the Mountain Bike Tourism Association and RideSpots.com to promote Cumberland as a trails destination.
3. Cumberland Lake Park Operations: staff continue to support Cumberland Lake Wilderness Society in park operations and minor park improvement projects. And as the existing park operations contract expires at year end, staff has initiated work on securing an operator for future park operations.
4. Cumberland Lake Park Waterfront Project: landscape designs for this area of the park are largely complete and were presented to Council in August.
5. Coal Creek Historic Park Chinatown Walking Tour Signage Project: the sign panel layout and design work is now complete and staff is working to review and proof the content. Panel installation is targeted to proceed this fall.
6. Invasive Plants: treatments of knotweed and hogweed infestations are ongoing as part of our 2016 partnership with Coastal Invasive Species Committee and other local governments.
7. CVRD Comox Lake Watershed Protection Plan: staff have forwarded UROC's 2016 Annual Trail Management Plan to the CVRD for their review and feedback as part of the implementation of the Comox Lake Watershed Protection Plan. CVRD staff were impressed with the trail management regime that has recently been implemented as part of the land access agreement project and are encouraged by the benefits of the agreement on watershed management.
8. Cumberland Community Forest – future park acquisitions: staff are working with the Cumberland Community Forest Society Covenant Committee on the covenant for the Space Nugget and other targeted property acquisitions that will expand the boundary of the Cumberland Community Forest.

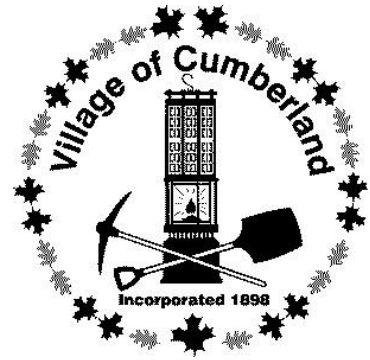
Respectfully submitted,



Kevin McPhedran

Parks and Outdoor Recreation Coordinator

COUNCIL REPORT



REPORT DATE: August 30 2016
MEETING DATE: September 6 2016

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

RECOMMENDATION

THAT Council receive the August 2016 Protective Services Report.

SUMMARY

Incidents for Aug 30 responses

Response Type	Aug
Fire	6
Rescue	2
First Responder	12
Motor Vehicle Incident	3
Duty Officer	7
Total Monthly	30
Total 2016	168

BACKGROUND

This month has been very busy for us with thirty responses, which were mostly minor. However, we did have two serious accidents: one motor vehicle call and one trail bike accident. We also had several serious medical calls.

We have our new Bush Pump Unit in service and we have already used it during a call on the trails.

The weather has been good considering that it is fire season. We only had a short fire ban in effect in August which is now lifted. The bush is dry, but we have only had few minor fires this

season so far and we hope that it continues that way. Duty officer calls are up this month as we have had more calls to check on suspected fires. The Ministry of Environment has installed an air monitoring device on the fire hall on August 27th and it will be interesting to see what kind of data we get from it.

TRAINING

The department had two pending applications. Both of these persons have joined and we have started training two fine gentlemen that will be great assets to our community. Their names are James Abrams who is our new Bylaw Officer. James has good back ground in wildfire firefighting and is around the Village a lot for day time calls where our problem is with manpower. He has started his structural fire fighter training. The other new member, Tyler Bruce, moved to Cumberland recently and is already a trained Firefighter level II and is currently working on Fire Officer I. He is a paid industrial firefighter and was also with Comox Fire for two years. We would like to welcome these two to Cumberland. They will be big help with protecting our community. We are still looking for members to join even though we are doing well. We need to keep bringing new members on because of the long training process.

MEMBERSHIP

The membership is busy as we are working on the training competition coming up September 17th and 18th. We are training the team and they are doing well as it is a lot of work. This event is open to the public and we encourage them to come and visit and watch the event which will be held both Saturday September 17th and Sunday September 18th behind the OAP hall on Beaufort Avenue in Cumberland.

Regular Members	24
Junior Members:	1
Probationary Members:	8
Pending Applications:	0
Total	33

STRATEGIC OBJECTIVE

None.

ATTACHMENTS

Bylaw Enforcement Memo

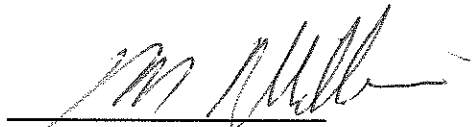
CONCURRENCE

None.

OPTIONS

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

Respectfully submitted,

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

Mike Williamson
Fire Chief/ Manager of Protective Services

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

Sundance Topham
Chief Administrative Officer



The Corporation of the Village of Cumberland

Bylaw Enforcement Report

Date: September 6, 2016
To: Mike Williamson, Manager of Protective Services
From: James Abrams, Bylaw Enforcement Officer
Re: August 2016 Bylaw Enforcement Summary Report

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

Animal Control

With the hot weather that Cumberland has experienced in the last month it is not surprising that the call level of complaints from residents about dogs has remained fairly high and that there have been numerous dogs at large. There are significant "hot spots" in which dogs are often off lead and at large. This is a planned future project for Bylaw as time permits.

We have one dangerous dog file currently open.

Other education programs are being devised and are to be complimented with greater patrols and presence by myself throughout the Village

Traffic/Parking

I have started to re-inspect for uninsured vehicles as of Monday, August 29. This will happen at the rate of a few streets in a week to allow for towing efforts.

A couple of "hotspots" have been identified as commonly having illegal parking. Increased bylaw presence will be a great deterrent for these locations starting with an education campaign of warnings for a couple weeks.

Noise

Noise complaints seem to have decreased this month with the Village not receiving many.

Garbage

Illegal dumping continues to be a problem in rural areas. These are extremely hard to prevent due to their locations. Staff have been working with the Comox Valley Regional District to look at a coordinated response to illegal dumping in the Comox Valley.

Garbage collection on the week of August 16th was an all time low for offenders however; there were still 10 offences, one being a repeat offender from the previous garbage collection.

There have been a couple of incidents of bears pulling garbage into the bushes as bears have now started to come into the Village as the berry crop disappears for the fall.

The Village will continue its practice of ticketing those who do not properly secure their solid waste or put their solid waste out early (including garbage, organics and recycling).

Zoning

There are a few zoning issues that are in progress as they are larger files. I am in process of creating reports to Council and or letters for the various issues. This is expected to take up a significant portion of time as it progresses and will require maintenance efforts on certain aspects such as illegal trailer rentals.

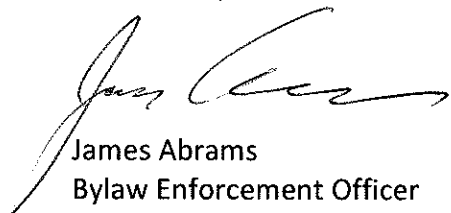
Miscellaneous

Vandalism continues to be a problem. Vandalism has increased this month with several spray paint cases and acts of mischief.

Atmosphere

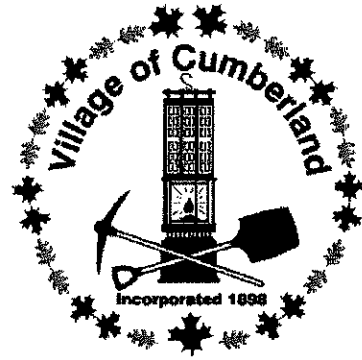
This event was conducted with few problems. Parking was not an issue like it had been in the past despite the construction that was ongoing on Dunsmuir Ave. I personally received no noise complaints and witnessed that concerts were turned off at or before times that were required by the bylaws extensions. There are a couple safety tweaks to occur for next year but nothing that should be prohibitive at all.

Respectfully submitted,



James Abrams
Bylaw Enforcement Officer
Village of Cumberland

COUNCIL REPORT



REPORT DATE: August 31, 2016
MEETING DATE: September 6, 2016

TO: Mayor and Council
FROM: Rob Crisfield, Manager of Operations
SUBJECT: August 2016 – Operations Department Report

RECOMMENDATION

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

SUMMARY

August 2016 – Operations Department Report

BACKGROUND

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

Manager of Operations Activities

Long Range Water Supply Strategy

With an approved implementation schedule staff is working with Island Health on finalizing an amended water operating permit that will reflect the commissioning date for the UV treatment. Testing for UV transmissivity is also ongoing and staff is reviewing quotes for a bathymetric survey of our surface water supply reservoirs. Work will also commence shortly on the conceptual and pre-design work of the reservoir and UV treatment plant and transmission main twinning. Staff have also started the process of identifying next steps for the review and rebuild of the No.2 Dam.

Dunsmuir Avenue I&I Project

While the project is slightly behind schedule work is progressing well and curbing between 7th and 5th streets sidewalks and paving is now complete. Work is now focused on the blocks between 5th and 3rd with the contractor currently working between 5th and 4th.

Cumberland & Bevan Roads Design Work

Based on direction provided by Council on August 8, 2016 Council meeting Staff is working with the consultant on finalizing the design and having the consultant prepare tender documents for issuing this summer. The bid responses will help determine future timing of the project.

Egremont Road Reconstruction (Phase 2)

There has been a lot of extra rock removal on this project which will impact the budget and additional funds may be required. The Storm work is complete and the contractor is currently prepping for curb and gutter installation. Paving would follow with pouring of sidewalks shortly after. This project is still scheduled to wrap up by early to mid-September.

Lake Park Concession Renovation

Drawings have been submitted to 19 Wing for review. Staff will meet with 19 Wing and work on moving this project forward for a fall construction start date.

Mandatory Dam Safety Review

Dam Safety Review continues and staff recently received four draft technical letters for the three lower dams on Cumberland Creek and the old No. 1 dam that was abandoned years ago. Staff to review these letters and provide feedback to Tetra Tech prior to finalizing the letters, which will then be presented to the Dam Safety Branch of the Ministry of Forest Lands & Natural Resource Operations in Nanaimo. Staff also expects to receive a technical letter and package for Stevens Lake, which was recently upgraded, that will accompany the four letters above. The focus will be then to complete a review of the Allen Lake dams. Work is anticipated to be complete by the fall of this year.

Other Work

- Staff continues to work with Outlook Land Design on the final details of the design for the bike path on Sutton Road from the CRI parking lot to the Community Forest including some landscaping and road markings/signage.
- Bus shelter for Third Street at Kendal Avenue has arrived and staff will work on layout and construction of the pad before assembling and erecting this shelter.
- Work was completed to improve the sidewalk bump outs in the lane North of Dunsmuir at Thirds Street to allow better access for vehicles entering and exiting the lane.
- A new roof top HVAC unit for the Cultural Centre building was installed.
- Continue to work on collecting reports and information needed to submit an application for a ground Water license for the Coal Creek Well. This is a requirement under the new Water Sustainability Act.

FINANCIAL IMPLICATIONS

None

STRATEGIC OBJECTIVE

None

ATTACHMENTS

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

CONCURRENCE

None

OPTIONS

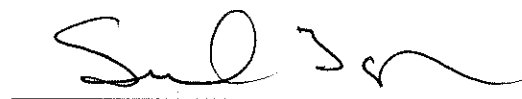
1. Receive this report for information.
2. Any other action deemed appropriate by Council.

Respectfully submitted,



Rob Crisfield

Manager of Operations



Sundance Topham

Chief Administrative Officer



Corporation of the Village of Cumberland

Memorandum

DATE: September 1, 2016
TO: Rob Crisfield, Manager of Operations
FROM: Judith Walker, Senior Planner
SUBJECT: Planning Report for August 2016

OCP/ZONING AMENDMENTS

Zoning Bylaw Review For consideration of 4th and final reading on September 6, 2016.
 2015-01-RZ & OCP Amendment

DEVELOPMENT PERMITS

1.	2015-02-DP Carlisle Lane Phase 2: DP granted on April 27, 2015 for Phase 2 of the PDA at Carlisle Lane for 17 lots. Conditions have been met, Permit issued.	
2.	2016-01-DP 4616 Cumberland Road: Application received to replace existing building with prefab steel building. Council granted Permit. Awaiting conditions to be met before issuing.	
3.	2016-02-DP Trilogy Lots 3a, 3b, 3c	Applications have been received for an Environmental Protection Area Development Permit for the lots to permit the initial subdivision. Awaiting information from the applicant to proceed
4.	2016-03-DP Trilogy Lots, 4, 6, 10b, 11	
5.	2016-04-DP Trilogy Lots 7, 9a, 9b, 10a	
6.	2016-05-DP Trilogy Lots 8a, 8b	

HERITAGE ALTERATION PERMITS

1.	2016-01-HAP Hinterland: Application received on June 22, 2016. Council granted the Permit on July 11, 2016. Awaiting conditions to be met before issuing.
2.	2016-02-HAP Riders Pizza: Application received on May 13, 2016 to add an outdoor patio and renovate the exterior. Council granted Permit on June 27, 2016. Awaiting conditions to be met before issuing.

DEVELOPMENT VARIANCE PERMITS

	None
--	------

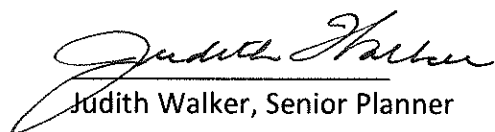
SIDEWALK CAFÉ PERMITS (approved by Manager of Operations)

	None
--	------

SUBDIVISION						
1.	Coal Valley Estates Phase 5a: Maintenance Period Ends September 23, 2016 32 lots in this Phase. Final Acceptance granted.					
2.	Carlisle Lane Phase 2: PLR expires July 7, 2017 Second phase of 16 lots. Design Stage Approval granted August 2, 2016					
3.	Trilogy – Initial Subdivision PLR expires February 3, 2017 PLR issued February 4, 2016. Next step: DP required					
4.	Coal Valley Estates Phase 6: PLR expires on February 28, 2017 27 lots in this Phase. PLR granted Next step: Design Stage Approval.					
5.	2639 Penrith Avenue: PLR expires December 14, 2016 4 lot subdivision. Design Stage Approval granted August 2, 2016					
6.	3376 Mill Street: PLR expires on March 16, 2017 Two lot subdivision. PLR granted.					
BUSINESS LICENSING:						
Provided advice/information on—business licenses, prepared and kept forms and statistics, and processed applications for review by CAO.						
New for Aug	Non-Resident Business	• None				
	Home Occupation	• Learn Comox Valley - tutoring				
	Resident Business	• None				
	InterCommunity	• None				
BUILDING PERMITS						
Provided advice/information on-Building/Plumbing Permits, prepared and kept forms and statistics, and processed Building/Plumbing Permit applications for review by Building Inspector.						
New for JAUG	2016	New Residential	Residential Reno & Additions	Residential Accessory (new or reno)	Industrial, Commercial, or Institutional	Demolition
	Building	7	3	0	0	0
	Plumbing	0	0	0	0	0
OTHER						
1.	Provided verbal and written responses to enquiries regarding OCP and Zoning bylaw interpretation and potential land use and development proposals. Meet with public to confirm conformity of land use with Village bylaws.					
2.	Trees on public property: dealing with public’s concerns for potential hazardous trees; coordinating arborist reports, pruning/removal, liaison with adjacent owners.					
BYLAWS IN PROCESS						

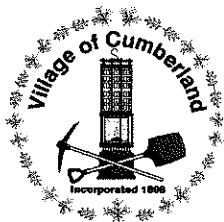
1.	Manufactured Home Park Bylaw No. 1036, 2013 (<i>Repeals Bylaw 498, 1981</i>)	Rewrite to regulate the establishment, extension, design & servicing of MHP. Anticipate Council consideration in September.
2.	Pesticide Use Control Bylaw No. ___, 2016 <i>Repeals Bylaw 838</i>	For public lands: what pesticides are included, and its use for invasive plants. May 4 th meeting at CVRD on provincial regulation updates.
3.	Business License Bylaw No. 1037, 2016 <i>(Replaces Bylaw No. 896)</i>	Amendment to require license fee at time of application and medical marijuana dispensaries. Anticipate Council consideration in September.
PROJECTS		
1.	TreeCanada/BC Hydro Grant 2015: TreeCanada Grant for 2016 approved for \$3,000.	
2.	Heritage Management Plan: Next Heritage Commission meeting on September 26th to discuss 2 nd draft plan presented by consultants. Public open house is planned for October.	
3.	Museum Landscape Design: Memorial stone was installed by museum in location approved by Village staff. Considering landscape budget and option for fall 2016.	
4.	Medical Marijuana Dispensaries Policy: Policy and Business Licence Bylaw to Council on September 19, 2016.	
5.	Dunsmuir Street Trees: Location and cost for 3 replacement trees to be determined.	
6.	Japanese-Canadian Historic Places Recognition Project: Nomination deadline September 9, 2016	
7.	Accessory Dwelling Units & Secondary Suites: Report on legalizing existing units to Council September 6, 2016.	
COMMISSIONS & COMMITTEES		
1.	Heritage Commission: Next meeting Monday September 26th, 2016.	
2.	Advisory Planning Commission: Next meeting to be confirmed.	
3.	Homelessness and Affordable Housing Committee: Next meeting Wednesday September 7 th and Wednesday September 21, 2016.	
4.	Accessibility Committee: Next meeting to be confirmed.	

Respectfully submitted,


Judith Walker, Senior Planner

	New Residential		Residential Reno & Additions		Foundation / Relocated Homes		Residential Accessory (new or reno)		Industrial, Commercial, or Institutional		Demolition		Totals	
Year	# of Permits	Value of Construction	# of Permits	Value of Construction	# of Permits	Value of Construction	# of Permits	Value of Construction	# of Permits	Value of Construction	# of Permits	Value of Construction	# of Permits	Value of Construction
2016*	29	\$3,895,000	14	\$364,000	Discontinued category included as new residential or renovations		4	\$44,000	6	\$222,982	1	\$10,000	54	\$4,535,982
2015*	26	\$2,885,000	15	\$414,500			7	\$152,000	5	\$530,000	1	\$5,000	56	\$3,986,500
2014	28	\$5,335,305	14	\$404,200			5	\$118,300	7	\$902,000	1	\$10,000	55	\$6,769,805
2013	8	\$1,551,000	20	\$303,700			4	\$109,000	2	\$310,000	4	\$20,000	38	\$2,293,700
2012	10	\$2,104,000	18	\$286,580			3	\$122,000	6	\$873,000	0	\$0	37	\$3,385,580
2011	20	\$3,905,000	17	\$480,000			1	\$10,000	7	\$1,623,000	0	\$0	45	\$6,018,000
2010	29	\$5,260,000	27	\$754,340			3	\$63,000	6	\$3,408,300	0	\$0	65	\$9,485,640
2009	15	\$3,164,400	20	\$394,700			3	\$24,600	3	\$73,000	2	\$10,000	43	\$3,666,700
2008	69	\$11,932,080	18	\$365,220	22	\$1,154,000	7	\$105,640	2	\$101,000	0	\$0	118	\$13,657,940
2007	67	\$9,640,000	14	\$219,000	1	\$1,000	4	\$43,000	9	\$4,723,000	0	\$0	95	\$14,626,000
2006	60	\$7,177,625	18	\$315,500	2	\$38,000	5	\$24,920	5	\$1,045,000	0	\$0	90	\$8,601,045
2005	34	\$4,320,630	17	\$193,300	5	\$36,500	2	\$9,000	8	\$1,363,000	0	\$0	66	\$5,922,430
2004	13	\$1,508,675	6	\$87,000	1	\$4,500	5	\$28,000	2	\$2,103,675	0	\$0	27	\$3,731,850
2003	2	\$200,000	2	\$59,000	4	\$35,000	6	\$30,883	2	\$120,000	0	\$0	16	\$444,883
2002	5	\$470,000	18	\$362,500	2	\$30,000	3	\$9,600	5	\$59,000	0	\$0	33	\$931,100
2001	2	\$190,000	7	\$114,430	0	\$0	1	\$5,000	5	\$371,000	0	\$0	15	\$680,430
2000	No data		15	\$171,250	1	75,000	3	\$20,000	6	\$69,045	0	\$0	25	\$335,295
Totals	418	\$63,538,715	260	\$5,289,220	38	\$1,374,000	67	\$918,943	86	\$17,897,002	9	\$55,000	878	\$89,072,880

*The number of plumbing permits (no value is associated with them) are being included in the data to more accurately reflect the workload.



Corporation of the Village of Cumberland

Memorandum

DATE: 23/08/2016
TO: Rob Crisfield, Manager of Operations
FROM: Kevin Fitzgerald, Public Works Foreman
SUBJECT: Public Works– Monthly Report for the period Ending 31/08/2016

Water

All water samples met the drinking water guidelines

A few small water repairs this past month

Dam levels ...2016.... Allen Lake.....Aug. 23 ...16'5" (down 5" in 14 days)

Henderson Dam.....Aug. 18 ... full

2nd. DamAug. 18 ... full

Hamilton DamAug. 18 ... 5'4" (up 10" in 6 days)

Stevens DamAug. 18 ... 8'1" (down 19" in 8 days)

Dam Levels ...2015....Allen Lake.....Aug. 24 ... 14'7"

Henderson Dam.....Aug. 24 ... 3" down from spillway

2nd. Dam.....Aug. 21 ... 16" down

Hamilton Dam.....Aug. 21 ... 3'9"

Stevens Dam.....Aug. 21 ... 4'4"

Publicworks have been assisting the two projects in town with the opening and closing of main water valves.

Sewer & Storm: The Egremont storm project appears to be progressing

Annual sewer sampling has been completed

An old storm drain culvert was replaced at the north end of Hope Road near Cumberland Road

A sewer main line block was cleared near Cumberland Townhouses. This line is scheduled to be cleaned and videoed this year

Roads

Line painting has been completed

The Dunsmuir Ave. project is moving along

All gravel roads have been graded

The entrances to the lane between Dunsmuir and Penrith on 3rd. have been modified

The new bridge on Davis Main at Perserverance Creek should be complete by Friday

Buildings:

A new heat pump was installed at the Cultural Center

Parks

The slide and 2 ball lights were vandalized at Village Park. There was some graffiti as well.

Atmosphere event is still winding down

We have been having issues with the control board for the Water Park. A new one should be arriving soon

The new bleachers for the park arrived and have been assembled and placed

Miscellaneous

Respectfully submitted,



for

Kevin Fitzgerald
Public Works

COUNCIL REPORT



REPORT DATE: August 25, 2016
MEETING DATE: September 6 2016

File No. 1880

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

RECOMMENDATION

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

SUMMARY

In August, staff continued to provide financial and administrative support to all departments. Staff will continue to work on finance and administration projects that have been approved in the 2016 budget.

BACKGROUND

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

Financial Reporting and Budget Variance Analysis

- July year-to-date financial performance reporting to budget managers with variance analysis
- All departments are on track based on the 2016 approved budget

Financial Planning

- 2017 budget timelines and schedules updated
- 2017 budget request forms and workbooks updated and sent to budget managers with fall deadlines

Year-end Audit

- 2016 year-end external audit scheduling took place with auditors (week of March 27, 2017)

Utility Billings and Property Taxes

- Second quarter levies that were outstanding as of the end of the day on August 29, 2016 received a 10% penalty
- Credit balances on tax account notification letters were mailed
- All properties with delinquent taxes outstanding from 2014 as of 10am on September 26, 2016 will be sold at the municipal tax sale
- Tax sale notification letters were mailed and staff have been in contact with property owners
- Currently there are 13 properties with delinquent taxes outstanding (many with small balances). At this point, the status is unknown for payment of these delinquent taxes but based on previous years, staff is optimistic that the balances will be paid by the tax sale date.
- 2017 Permissive tax exemption bylaw updates

Procurement

- Investigations into supplier impacts that genetically engineered free purchasing would have in the Village purchasing policy (Council report appears on this agenda)
- Dunsmuir Avenue Building Canada project social procurement – J.R. Edgett Excavating Ltd. proposed the following financial community benefits in their tender response:
 - \$2,500 worth of labour, materials and equipment to improve and enhance public spaces at the discretion of the Village of Cumberland. Approximately \$1,500 was used for excavating on the new fire hall site leaving approximately \$1,000.
 - \$2,500 in financial support to not for profit community organizations that provide community benefits to Cumberland residents and businesses. Proceeds would be distributed at the discretion of the Village of Cumberland.

United Riders of Cumberland (UROC) and Village staff were presented with a unique opportunity with J.R. Edgett over and above the social procurement commitments above. J.R. Edgett will provide the Village Jump and Skate Park project with an estimated \$40,000 in free fill. To take advantage of this savings, staff directed the \$2,500 financial support and the remaining \$1,000 in-kind community benefits from the Dunsmuir Avenue Building Canada project above to UROC to help pay for a portion of the site preparation costs. This preparation work – grubbing, grading and stump removal - will allow for the fill to be stockpiled in strategic locations enabling efficiencies and cost savings to the overall Jump and Skate Park project.

This was a time sensitive opportunity during August where there was no Council meeting, but for any future community benefits received from project contractors that allow the Village discretion, staff will endeavour to get Council input.

- Egremont Road utilities and road project social procurement – IWC Excavation Ltd. proposed the following financial community benefits in their tender response:
 - One full day of labour and piece of equipment to help with any project the Village of Cumberland is interest in completing.
 - \$1,000 in financial contribution towards any initiatives contained in the 2016 Council Strategic Priorities list.

Council approved upgrades in 2016 to the South Wellington Colliery Trail for grading and drainage improvements. Based on the timing of the trail upgrade work and the type of the work that would complement IWC labour skills, staff recommend that the financial and in-kind community benefit from IWC above be contributed towards the South Colliery Trail upgrades project.

Human Resources

The following human resource activities and training opportunities took place in August:

- Department staff cycled through annual vacations
- Cross training
- Performed acting CAO duties in August
- The new Deputy Corporate Officer will start September 6, 2016

Customer Service

Staff responded to public inquiries about the following matters:

- Utility bill payments
- High volume of calls about construction
- High volume of building/planning inquiries
- Tax arrears and credit balance letters inquiries
- Burn permits and burning bans, dog licenses and transit sales

Information Technology

- Perfect Mind software implementation
- Diamond Financial System investigations and maintenance
- Phone system updates
- Licensing renewals

Communications

- Monthly ads were placed in Currently Cumberland
- Village Upgrades 2016 information distribution

News posts at cumberland.ca:

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2016	14	13	22	26	37	24	17	21				
2015	17	20	18	15	15	27	18	15	14	28	22	14

Cemetery

Rights of Interment (Licences)

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

Interment Permits (lot open and close)

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

Work continues on the Chinese cemetery monument project. An unveiling is tentatively scheduled for the first week of October 2016. The layout of the new lots at the Chinese cemetery has been arranged to take place in September.

Affordable Housing Implementation Framework

The first draft of the implement framework was distributed to Committee members and staff at the end of August. Feedback will be provided in early September in anticipation of a public open house on September 21 from 6 to 8 pm. Council members are welcome to attend and give individual feedback. The framework is expected to be presented to Council at its November 14, 2016 meeting where Council will have the opportunity to give feedback.

Accessibility Review 2016

The Village has retained SPARC BC to develop a 10 year accessibility plan for Village-owned public facilities and spaces, which includes project budget estimates and prioritization of projects. SPARC BC will also make recommendations on on-street locations for designated

parking and content for a concise guide to encourage commercial building owners and business owners to make accessibility improvements.

The first draft of the plan was distributed to the Accessibility Committee members and staff in late August for feedback. The final draft is planned to be presented to Council at a meeting in November.

Miscellaneous

- Various mail-outs and open houses coordinated
- Support for the LWMP Wastewater Advisory Committee meetings
- Staff submitted article about Cumberland for LGMA magazine
- Subdivision administration support
- Grant application support
- Records Management
- Land telephone line agreement cost analysis for renewal
- Switched existing leases to more economical equipment financing program through Municipal Finance Authority

FINANCIAL IMPLICATIONS

None

STRATEGIC OBJECTIVE

None

ATTACHMENTS

None

CONCURRENCE

None

OPTIONS

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

Respectfully submitted,



Michelle Mason
Financial Officer

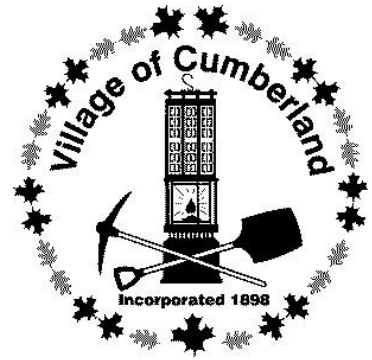


Rachel Parker
Deputy Corporate Officer



Sundance Topham
Chief Administrative Officer

COUNCIL REPORT



REPORT DATE: August 30, 2016
MEETING DATE: September 6, 2016

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

RECOMMENDATION

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

SUMMARY

The month of August included the continuation of a number of ongoing projects, including the Zoning Bylaw rewrite and Official Community Plan amendments, Dunsmuir Avenue Upgrade project communications and the Liquid Waste Management Planning process.

BACKGROUND

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

Development Services

Zoning and Official Community Plan Bylaw:

Worked with the consultants from Stantec, legal counsel and planning staff on the new Zoning Bylaw and changes to the Official Community Plan. Third reading was given on August 8, 2016 and the bylaws have been forwarded to Council with a recommendation for adoption.

Cumberland Community Forest Acquisition:

Worked with the Cumberland Community Forest Society and Hancock (Comox Timber) in relation to the purchase of the "Space Nugget" parcel of forest land. Purchase confirmed by the Land Title Office on August 18, 2016.

New Village of Cumberland Fire Hall Site:

Started preliminary work on engaging a consultant for conceptual designs and costing for a new Village of Cumberland Fire Hall. Currently working with the Manager of Protective Services to investigate potential tenants for the new space, and Council will be provided with an update report in early fall.

Water and Sewer Planning

Liquid Waste Management Planning:

Worked with the Liquid Waste Management Planning (LWMP) Project Coordinator in the planning for the ongoing LWMP process. Public Open House scheduled for the evening of Thursday, September 22, 2016.

Long Range Water Supply Strategy:

Worked with the Manager of Operations on the next steps involved in the implementation of the Long Range Water Supply Strategy – including engagement of Koers Engineering to help with the pre-design.

Miscellaneous

- Helped to finalize the Cumberland Visitor Experience Survey. The survey is targeted to both visitors to Cumberland's trail network, as well as locals, and the survey launched August 15th and will run through September.
- Received confirmation that the Village of Cumberland was successful in our application to the BC Rural Dividend Fund for a \$10,000 grant to engage a consultant to undertake facilitated Council and community engagement in regards to the development of a new model for economic development, as well as a roadmap for implementation of the new model. Awaiting confirmation of timelines before engaging a consultant.
- Finalized the hiring process for the temporary Deputy Corporate Officer.
- Provided support to the Dunsmuir Avenue Upgrade project.

FINANCIAL IMPLICATIONS

None

STRATEGIC OBJECTIVE

None

ATTACHMENTS

None

CONCURRENCE

None

OPTIONS

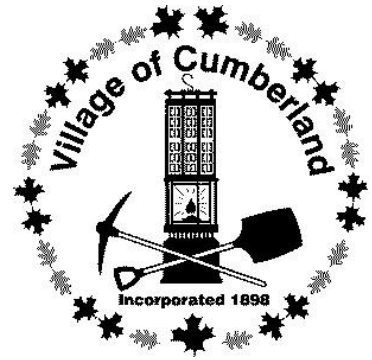
1. Receive this report for information.
2. Any other action deemed appropriate by Council.

Respectfully submitted,



Sundance Topham
Chief Administrative Officer
Village of Cumberland

COUNCIL MEMBER REPORT



DATE: September 1, 2016

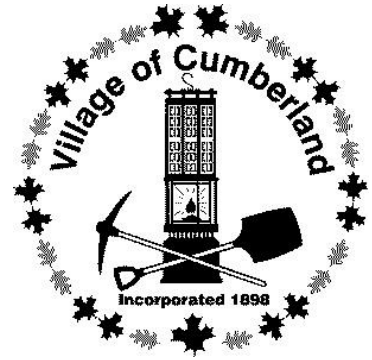
TO: Mayor and Councillors

FROM: Mayor Leslie Baird

SUBJECT: Councillor Report – August 2016

Date	Event	Comments
Aug. 1	Comox Nautical Days Parade and lunch	Ceremony of the Flags with “Her Majesty’s Canadian Ship” Quadra - Cadet Training Centre
Aug. 2	Meeting with ML Don McRay, Edwin Grieve, Greg Sawchuck and John Shepard	
Aug. 2	Meeting with Chief Rob Everson	Discussed sewer, water and other projects that Cumberland is working on
Aug. 2	Lunch with Ted Guodong Zheng	Visiting Scholar School of Public Administration University of Victoria
Aug. 3	Number Six Mine Park lunch with Committee members in the park	
Aug. 4	Attended meeting with organic farmers in the Comox Valley at the request of Sandra Hamilton	
Aug. 6	Attended Loggers Sorts in Campbell River	
Aug. 8	Change of Command Col. Tom Dunne CD to Col. Michael Atkins, CD	
Aug. 31	Meeting with Domenico Iannidinardo of Timberwest	Update on our water distribution system
Aug. 31	Meeting with Richard Yagi, Norifumi Kawahara and Councillor Kishi	These gentlemen from Vancouver came over to visit the museum and the Japanese Cemetery
Aug. 31	Meeting with Denise Ropp-Health and Wellness Broker	

COUNCIL MEMBER REPORT



DATE: September 1, 2016

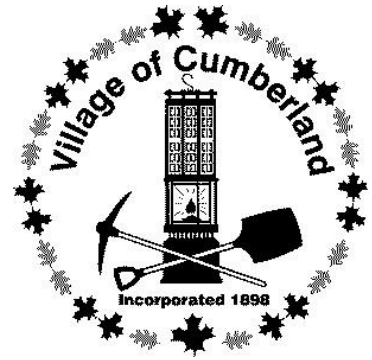
TO: Mayor and Councillors

FROM: Councillor Jesse Ketler

SUBJECT: Monthly Report – August 2016

Date	Event	Discussion
Aug 4	Buy Local meeting	Farm tour and discussions on social procurement
Aug 8	Cumberland Wastewater Advisory Committee	LWMP process
Aug 8	Regular Council meeting	
Aug 16	Sutton Road Open House	Review of designs for bike lane from CRI parking lot to the yellow gate.
Aug 19	Inaugural Pride Flag raising	
Aug 19	Atmosphere Opening Ceremony	
Aug 20	Obon lunch and ceremony	Japanese cemetery

COUNCIL MEMBER REPORT



DATE: September 1, 2016

TO: Mayor and Councillors

FROM: Councillor Roger Kishi

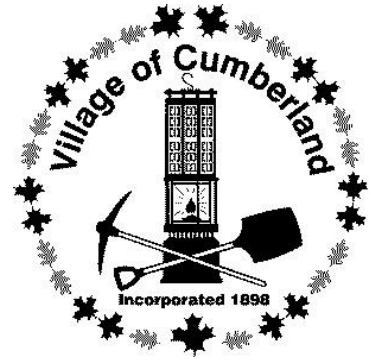
SUBJECT: Councillor Report – August 2016

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

Date	Event	Comments
Aug. 10	First Credit Union- Movie Under the Stars	Dropped by pre- show
Aug. 13	Meeting with Ted Zheng- Chinese Local Government researcher	Discussion on local government process(es). Arranged for meeting with RCMP Insp. Walton.
Aug. 16	Sutton Corridor Openhouse	
Aug. 19	VoC Pride flag raising	
Aug. 20	Obon lunch & cemetery ceremony	
Aug. 27	CV Pride BBQ	Simms Park- Courtenay
Aug. 29	Host tour of new home & coachhouse	

I am also attending CV Homelessness Coalition meetings from work.

COUNCIL MEMBER REPORT



DATE: August 29th, 2016

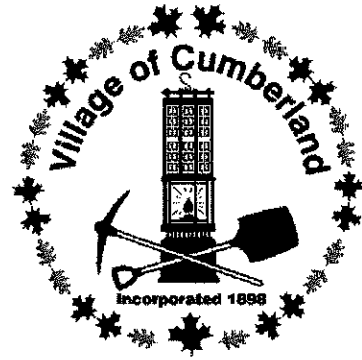
TO: Mayor and Councillors

FROM: Councillor Sproule

SUBJECT: Monthly Report – August 2016

Date	Event	Comments
15th	Heritage Commission	
16th	CVRD COW	
19th	Raising of Pride flag	
27th	Pride festival Simms Park	
30th	CVRD Board	

COUNCIL MEMBER REPORT



DATE: Thursday, September 1st, 2016

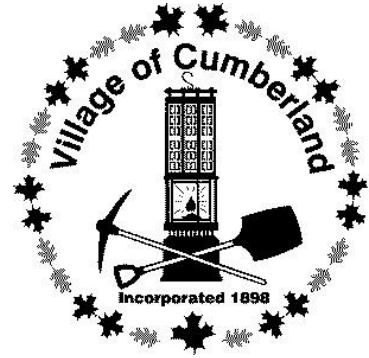
TO: Mayor and Councillors

FROM: Councillor Sullivan

Monthly Report - August 2016

Date	Event	Discussion
Aug 17th	Coal Creek Disc Golf Course	Maintenance
Aug 18th	Coal Creek Disc Golf Course	Maintenance
Aug 19th	Pride Flag raising	Flag raised for Valley Pride Week
Aug 19th	(Acting) Mayoral Address	Welcomed festival goers at Atmosphere
Aug 20th	Obon Cemetery Luncheon	Ceremony at the Japanese/ Chinese Cemetery
Aug 25th	Wastewater Advisory Committee	Full day meeting

COUNCIL REPORT



REPORT DATE: August 29, 2016
MEETING DATE: September 6, 2016

TO: Mayor and Councillors
FROM: Michelle Mason, Financial Officer
SUBJECT: 2017 Permissive Tax Exemptions

RECOMMENDATION

- i. THAT Council receive the 2016 Permissive Tax Exemptions report for information.
- ii. THAT Council consider first reading of the "Permissive Tax Exemption 2017 Bylaw No. 1039, 2016".
- iii. THAT Council direct staff to give notice of the proposed bylaw as required by section 227 of the Community Charter.

SUMMARY

The purpose of the report is to introduce "Permissive Tax Exemption 2017 Bylaw No. 1039, 2016".

BACKGROUND

The policy regarding granting permissive tax exemptions was discussed and adopted with the 2016-2020 Financial Plan Bylaw No. 1033, 2016. At that time it was determined that Cumberland would continue to grant exemptions for lands surrounding land and buildings subject to statutory exemption and municipal properties occupied by a community group or partner agency where the group or agency has been granted a reduced or zero lease rate but may, under Section 229 of the Charter, be subject to property tax.

The permissive tax exemptions are granted under Clauses 224 (2) (a) and (f) of the Community Charter. Bylaw 1039 was prepared based on the above noted policy and must be adopted prior to October 31, 2016 for effect in 2017. Public notice will be given that the Council proposes to adopt this Bylaw following its introduction to Council and prior to its consideration at the

Council meetings scheduled for October 11 and October 24, 2016, as required by section 227 of the Community Charter.

FINANCIAL IMPLICATIONS

The policy, as outlined in the 2016-2020 Financial Plan, results in exemptions for two places of worship and two municipal properties. The estimated total property taxes foregone for 2017 are \$19,885 and the following table outlines the details that will be advertised to the public:

Property	Description of Exemption	Estimated Property Taxes if Not Exempt		
		2017	2018	2019
Cumberland United Church	All land surrounding the church	\$661	\$688	\$722
Cumberland Community Church	All land surrounding the church	\$686	\$713	\$749
Cumberland and District Historical Society	Occupiers of Municipal Property – apportionment of land and building	\$5,470	\$5,689	\$5,973
Cumberland Old Age Pensioners Organization (#51)	Occupiers of Municipal Property – apportionment of land and building	\$13,078	\$13,601	\$14,281

STRATEGIC OBJECTIVE

None.

ATTACHMENTS

Permissive Tax Exemption 2017 Bylaw No. 1039, 2016.

CONCURRENCE

None.

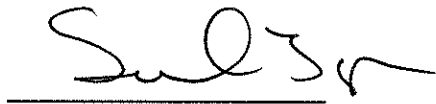
OPTIONS

- i. THAT Council receive the 2016 Permissive Tax Exemptions report for information.
- ii. THAT Council consider first reading of the "Permissive Tax Exemption 2017 Bylaw No. 1039, 2016".
- iii. THAT Council direct staff to give notice of the proposed bylaw as required by section 227 of the Community Charter.
- iv. Any other action deemed appropriate by Council.

Respectfully submitted,

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

Michelle Mason
Financial Officer

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

Sundance Topham
Chief Administrative Officer

THE CORPORATION OF THE VILLAGE OF CUMBERLAND

BYLAW NO. 1039

A bylaw to exempt from taxation certain lands and improvements for the 2017 taxation year.

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

- 1 This Bylaw may be cited as "Permissive Tax Exemption 2017 Bylaw No. 1039, 2016".
- 2 The following land or improvements, or both, are exempted from taxation for the 2017 taxation year as follows:
 - (a) the following land or improvements, or both, held by a charitable, philanthropic or other not for profit corporation and meeting the provisions under section 224(2)(a) of the *Community Charter*:
 - (i) that portion of Lot 3, Block H, Plan 522E, District Lot 21, Nelson Land District, PID 008-932-212, occupied by the Cumberland and District Historical Society; and
 - (ii) that portion of Lot B, Plan 29219, District Lot 21 & 24, Nelson Land District, PID 001-418-041, occupied by the Cumberland Old Age Pensioners Organization, Branch 51;
 - (b) the following land and improvements used for the purposes of a church hall or the area of land surrounding a church as permitted under section 224(2)(f) of the *Community Charter*:
 - (i) that portion of Lot 1, Block 4, Plan 522, District Lot 21, Nelson Land District, PID 008-970-513, held by the Cumberland United Church Trustees; and
 - (ii) that portion of Lot B, Plan 43397, District Lot 21 Nelson Land District, PID 003-382-281, held by the Cumberland Community Church.

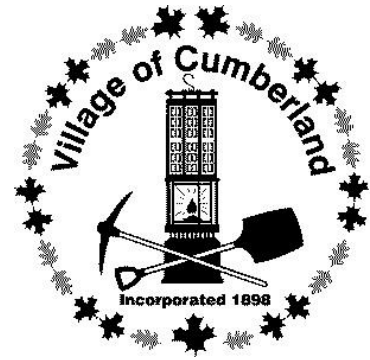
- 3 This Bylaw shall come into full force and effect and is binding on all persons during the 2017 taxation year.

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

Mayor

Corporate Officer

COUNCIL REPORT



REPORT DATE: August 29, 2016
MEETING DATE: September 6, 2019

TO: Mayor and Councillors
FROM: Michelle Mason, Financial Officer
SUBJECT: Parking Space Reserve Fund

RECOMMENDATION

THAT Council receive the Parking Space Reserve Fund report.

AND THAT Council consider first, second and third reading of the "Municipal Cash-in-lieu Parking Space Reserve Fund Bylaw No. 1038, 2016".

SUMMARY

The Village's new Zoning Bylaw establishes the option for owners to pay cash-in-lieu of required onsite parking. This report outlines the requirements to establish the cash-in-lieu (CIL) fund.

BACKGROUND

Zoning Bylaw No. 1027, 2016 allows

- an owner of a parcel, building or structure *in any zone* the option of paying \$3,800 cash-in-lieu per off-street *visitor* parking for the required *visitor* parking stall
- an owner of a parcel, building or structure in the VCMU-1 zone and R-1A zone has the option of paying \$3,800 cash-in-lieu per parking stall for the required parking stalls

Under the Zoning Bylaw, cash-in-lieu funds paid to the Village must be deposited into a "Municipal Cash-in-lieu Fund". Clause 188 (2) (d) of the BC Community Charter requires that money received for parking space requirements must be placed in a reserve fund established by bylaw to provide

- off-street parking spaces, or
- transportation infrastructure that supports walking, bicycling, public transit or other alternate forms of transportation.

Funds in the reserve fund and the interest earned on those funds may only be used for the purpose the fund was established.

The CIL funds are to be deposited into a "Municipal Cash-in-lieu Parking Space Reserve Fund" to be used by the municipality for providing new and existing off-street parking spaces and for providing transportation infrastructure that supports walking, bicycling, public transit or other alternative forms of transportation.

FINANCIAL IMPLICATIONS

None

STRATEGIC OBJECTIVE

None

ATTACHMENTS

Municipal Cash-in-lieu Parking Space Reserve Fund Bylaw No. 1038, 2016

CONCURRENCE

Judy Walker, Senior Planner *gaw*

OPTIONS

1. THAT Council receive the Parking Space Reserve Fund report.
2. THAT Council consider first, second and third reading of the "Municipal Cash-in-lieu Parking Space Reserve Fund Bylaw No. 1038, 2016".
3. Any other action deemed appropriate by Council.

Respectfully submitted,



Michelle Mason
Financial Officer



Sundance Topham
Chief Administrative Officer

THE CORPORATION OF THE VILLAGE OF CUMBERLAND

BYLAW NO. 1038

A bylaw to establish a parking space reserve fund.

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

1. This Bylaw may be cited as the “Municipal Cash-in-lieu Parking Space Reserve Fund Establishment Bylaw No. 1038, 2016.”
2. A “Municipal Cash-in-lieu Parking Space Reserve Fund” is established for the purpose of providing
 - (a) off-street parking spaces, or
 - (b) transportation infrastructure that supports walking, bicycling, public transit or other alternative forms of transportation.
3. Money received by the Village of Cumberland as an alternative to complying with a requirement to provide off-street parking spaces must be placed to the credit of the Municipal Cash-in-lieu Parking Space Reserve Fund.

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

Mayor

Corporate Officer

August 19, 2016

Mayor Leslie Baird
Village of Cumberland

Dear Mayor Baird and Council:

Annually, BC Hydro budgets \$1 million to support municipal beautification projects. Municipalities wanting to place existing overhead distribution lines underground or to place decorative wraps on BC Hydro service kiosks are welcome to apply for funding.

Additional details regarding the Beautification Fund and application form can be found at the following website: www.bchydro.com/beautification

If you are considering a beautification project, an application form must be submitted by **October 1st, 2016** with a description of the project, a map showing the extent of the project and an explanation of the project's objectives. Proposals for Beautification Fund participation should be submitted electronically through: beautification@bchydro.com.

Once BC Hydro has reviewed the applications, each applicant will be asked to confirm intent to fund two-thirds of the project's estimated cost. This confirmation must be received by **November 15th, 2016**.

Successful applicants will be notified by the end of January 2017. All accepted projects must begin within the fiscal year that they are approved and be completed within 12 months.

Sincerely,

Ted Olynyk
Community Relations Manager
Vancouver Island-Sunshine Coast
Phone: 250-755-7180
ted.olynyk@bchydro.com

This email and its attachments are intended solely for the personal use of the individual or entity named above. Any use of this communication by an unintended recipient is strictly prohibited. If you have received this email in error, any publication, use, reproduction, disclosure or dissemination of its contents is strictly prohibited. Please immediately delete this message and its attachments from your computer and servers. We would also appreciate if you would contact us by a collect call or return email to notify us of this error. Thank you for your cooperation.