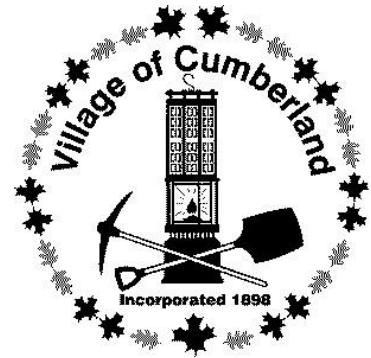


# REGULAR AGENDA

22/2017/R



## The Corporation of the Village of Cumberland

Regular Council Meeting  
July 24, 2017 at 5:30 p.m.  
Village Council Chambers

### 1. Approval of Agenda

- 1.1 Agenda for regular Council meeting, July 24, 2017  
***Recommend THAT Council approve the agenda for the regular Council meeting, July 24, 2017.***

### 2. Adoption of Minutes

- 2.1 Minutes of the Council meeting held July 10, 2017 1  
***Recommend THAT Council approve the minutes of the Council meeting held July 10, 2017.***

### 3. Delegations

- 3.1 Dr. Charmaine Enns, North Island Medical Health Officer, Island Health 8  
• Courtenay Local Health Area Profile  
***Recommend THAT Council receive the delegation of Dr. Charmaine Enns, North Island Medical Health Officer, Island Health Re: Courtenay Local Health Area Profile.***

### 4. Unfinished Business

### 5. Correspondence

### 6. Reports

- 6.1 Financial Performance Report – Second Quarter 2017 30  
Prepared by Michelle Mason, Financial Officer  
***Recommend THAT Council receive the Financial Performance Report – Second Quarter 2017 report for information.***

- 6.2 Report on the Increase in Retroactive Variance Requests 38  
Prepared by Judith Walker, Senior Planner  
*i) Recommend THAT Council receive the Report on the Increase in Retroactive Variance Requests; and*  
*ii) Recommend THAT Council direct staff regarding the Advisory Planning Commission recommendations.*
- 6.3 Development Permit Application – 2956 Ulverston 40  
Prepared by Judith Walker, Senior Planner  
*i) Recommend THAT Council receive the report “Development Permit Application - 2956 Ulverston Avenue” dated July 10, 2017.*  
*ii) Recommend THAT Council grant the Development Permit, as presented, for property described as Lot 1 District Lot 24 Nelson District Plan 50021 Except Part in Plan VIP53295 (2956 Ulverston Avenue).*
- 6.4 2017 LWMP Progress Update 104  
Prepared by Paul Nash  
*Recommend THAT Council receive the 2017 LWMP Progress Update Report for information.*
- 6.5 Appointment of Temporary Alternate Comox Valley Regional District Director 109  
Prepared by Adriana Proton, Deputy Corporate Officer  
*i) Recommend THAT Council receive the Appointment of Temporary Alternate Comox Valley Regional District Director report.*  
*ii) Recommend THAT Council appoint a temporary alternate Comox Valley Regional District (CVRD) Director to attend CVRD meetings in August 2017.*
- 6.6 Electronic Funds and Cheque Register May 2017 111  
*Recommend THAT Council receive the Electronic Funds and Cheque Register June 2017.*
- 6.7 Outstanding Action Items 117  
*Recommend THAT Council receive the Outstanding Action Items Report.*

**7. Bylaws**

7.1 Delegation Bylaw

124

Prepared by Adriana Proton, Deputy Corporate Officer

*i) Recommend THAT Council receive the Delegation Bylaw report.*

*ii) Recommend THAT Council give first, second, and third readings to the Delegation Bylaw No. 1064, 2017.*

**8. Consent Calendar**

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

**9. New Business**

**10. Notices, Motions and Announcements**

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

- Dunsmuir Avenue Ribbon-cutting and community celebration  
Wednesday, July 26 at 6 pm at Village Square
- Advisory Planning Commission meeting Tuesday, August 1 at 11 am in Council Chambers
- Heritage Commission meeting Tuesday, August 8 at 5:45 pm in Council Chambers
- Obon ceremony Saturday, August 12 at 10 am at the Japanese cemetery

**11. Question Period**

**12. Closed Portion**

- Legal advice, if the council considers that disclosure could reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment
- Negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public

**13. Adjournment**

# REGULAR MINUTES

21/2017/R



## The Corporation of the Village of Cumberland

**Regular Council Meeting  
July 10, 2017 at 5:30 p.m.  
Village Council Chambers**

### **Council Present:**

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

### **Staff Present:**

Acting CAO Rob Crisfield  
Deputy Corporate Officer Adriana Proton  
Financial Officer Michelle Mason  
Senior Planner Judith Walker

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

### **1. Approval of Agenda**

- 1.1 Agenda for regular Council meeting, July 10, 2017  
Motion 17-412

#### **Kishi/Sproule**

THAT Council approve the agenda for the regular Council meeting, July 10, 2017.

**Carried Unanimously**

### **2. Adoption of Minutes**

- 2.1 Minutes of the Special Council meeting held June 21, 2017  
Motion 17-413

#### **Sullivan/Sproule**

THAT Council approve the minutes of the Special Council meeting held June 21, 2017.

**Carried Unanimously**

- 2.2 Minutes of the Council meeting held June 26, 2017  
Motion 17-414

#### **Ketler/Kishi**

THAT Council approve the minutes of the Council meeting held June 26, 2017.

**Carried Unanimously**

- 2.3 Receipt of Committee/Commissions Minutes:  
Motion 17-415

**Sproule/Ketler**

THAT Council receive the minutes of the:

- Accessibility Select Committee, May 15, 2017
- Advisory Planning Commission, June 5, 2017
- Coal Creek Historic Park Advisory Committee, June 7, 2017

**Carried Unanimously**

**3. Delegations**

- 3.1 Betty Tate, Leadership Team Member and Andrea Cupelli, Coalition Coordinator, Comox Valley Coalition to End Homelessness

- Housing & Necessary Supports

Motion 17-416

**Kishi/Ketler**

THAT Council receive the delegation from Betty Tate, Leadership Team Member and Andrea Cupelli, Coalition Coordinator, Comox Valley Coalition to End Homelessness Re: Housing & Necessary Supports.

**Carried Unanimously**

**4. Unfinished Business**

- 4.1 New Accessible Icon

Prepared by Adriana Proton, Deputy Corporate Officer

Motion 17-417

**Sproule/Ketler**

THAT Council receive the New Accessible Icon report.

**Carried Unanimously**

Motion 17-418

**Sullivan/Ketler**

THAT the Village use the new accessible icon to indicate accessible parking.

**Carried Unanimously**

**5. Correspondence**

None

**6. Reports**

- 6.1 Development Variance Permit Application – 2742 Keswick Avenue  
Prepared by Joanne Rees, Planner  
Motion 17-419

**Sproule/Sullivan**

THAT Council receive the report “Development Variance Permit Application 2742 Keswick Avenue” dated July 4, 2017.

**Carried Unanimously**

Motion 17-420

**Sullivan/Ketler**

THAT Council grant the Development Variance Permit for property described as Lot 1, District Lot 21, Nelson District, Plan 23425 (2742 Keswick Avenue) to vary the right side setback for an accessory building to be as close as 1.19metres (3.9feet) in accordance with the survey drawing prepared by Eric Hoerbunger, BCLS dated May 25, 2017.

**Carried Unanimously**

- 6.2 Rededication/Street Name Change  
Prepared by Roger Kishi, Councillor  
Motion 17-421

**Sullivan/Kishi**

THAT Council receive the Rededication/ Street Name Change report.

**Carried Unanimously**

Motion 17-422

**Kishi/Ketler**

THAT Council direct staff to prepare a report for Council on the process to rededicate/change name of Village streets/roadways, to include consideration of potential effects to residents, businesses and the Village.

**Carried Unanimously**

- 6.3 June 2017 Recreation Department Report  
Prepared by Leah Knutson, Manager of Recreation

- Recreation Programming Report
- Parks and Outdoor Recreation Report

Motion 17-423

**Kishi/Ketler**

THAT Council receive the June 2017 Recreation Department Report for information.

**Carried Unanimously**

- 6.4 April - June 2017 Protective Services Report  
Prepared by Michael Williamson, Manager of Protective Services
- Bylaw Enforcement Report
- Motion 17-424  
**Kishi/Sproule**  
THAT Council receive the April - June 2017 Protective Services Report for information.

**Carried Unanimously**

- 6.5 June 2017 Operations Department Report  
Prepared by Rob Crisfield, Manager of Operations
- Planning Report
  - Public Works Report
- Motion 17-425  
**Kishi/Ketler**  
THAT Council receive the June 2017 Operations Department Report for information.

**Carried Unanimously**

- 6.6 June 2017 Finance and Administration Department Report  
Prepared by Michelle Mason, Financial Officer and Adriana Proton, Deputy Corporate Officer
- Motion 17-426  
**Ketler/Sullivan**  
THAT Council receive the June 2017 Finance and Administration Department Report for information.

**Carried Unanimously**

- 6.7 Council Reports
- 6.7.1 Mayor Leslie Baird
  - 6.7.2 Councillor Jesse Ketler
  - 6.7.3 Councillor Roger Kishi
  - 6.7.4 Councillor Gwyn Sproule
  - 6.7.5 Councillor Sean Sullivan
- Motion 17-427  
**Sproule/Ketler**  
THAT Council receive the Council Reports.

**Carried Unanimously**

**7. Bylaws**

- 7.1 Fire Protection Services and Regulation Amendment Bylaw No. 1065, 2017  
Motion 17-428

**Sullivan/Ketler**

THAT Council receive the Fire Regulation Amendment Bylaw report.

**Carried Unanimously**

Motion 17-429

**Sullivan/Sproule**

THAT Council give first and second reading to the "Fire Protection Services and Regulation Amendment Bylaw No. 1065, 2017".

**Carried Unanimously**

- 7.2 Water Improvements Loan Authorization Repeal Bylaw No. 1062, 2017  
Motion 17-430

**Kishi/Ketler**

THAT Council receive the Adoption of Bylaw 1062 report.

**Carried Unanimously**

Motion 17-431

**Kishi/Sproule**

THAT Council adopt "Water Improvements Loan Authorization Repeal Bylaw No. 1062, 2017".

**Carried Unanimously**

**8. Consent Calendar**

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

- 8.1 Raymond Lawson, General Manager, Telus Vancouver Island Re:  
Telus Vancouver Island General Manager Retirement Notice;

- 8.2 Donna Stirling, Coordinator, British Columbia Elders Communication  
Center Society Re: 41<sup>st</sup> Annual BC Elders Gathering;

- 8.3 Jonathan X. Coté, Mayor, City of New Westminister Re: 2017 Union  
of British Columbia Municipalities Convention Resolutions.

Motion 17-432

**Ketler/Kishi**

THAT Council receive the consent calendar with item 8.3 removed for discussion.

**Carried Unanimously**

Motion 17-433

**Kishi/Ketler**

THAT Council endorse the three New Westminster resolutions at the 2017 UBCM convention, and communicate the Village's support and intended endorsement to the City of New Westminster.

**Carried Unanimously**

**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.

- Homelessness and Affordable Housing Committee meeting Wednesday, July 19 at 9:00 a.m. in Council Chambers
- The Village is holding an Alternative Approval Process until July 28 to borrow money for improvements to the drinking water system. For more information, search "Summer 2017 Water AAP" at [cumberland.ca](http://cumberland.ca)
- The Comox Valley Regional District is holding an Alternative Approval Process until August 18 to borrow money to construct a new Regional District office building. For more information, search "civic centre AAP" at [comoxvalleyrd.ca](http://comoxvalleyrd.ca)

**11. Question Period**

None

**12. Closed Portion**

Motion 17-434

**Kishi/Sproule**

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

- The acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interest of the municipality.

**Carried Unanimously**

**13. Adjournment**

Motion 17-435

**Ketler/Kishi**

THAT Council adjourn the meeting at 7:40 p.m.

**Carried Unanimously**

Certified Correct:

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Mayor

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Corporate Officer

# COURTENAY

## Local Health Area Profile 2015



Courtenay Local Health Area (LHA) is one of 14 LHAs in Island Health and is located in Island Health's North Island Health Service Delivery Area (HSDA). Courtenay is located in the southeast corner of the North Island HSDA, covering 1,740 square kilometres. The Courtenay LHA encompasses the communities of: Courtenay, Comox, Cumberland, Denman Island, and Hornby Island. Courtenay is situated along highway 19. It is approximately 45 minutes from Campbell River and an hour from Parksville. There are more than 10 bus routes serving the Courtenay area, as well as a handyDART system. There is a BC Ferries service from Fanny Bay to Denman and Hornby Islands.



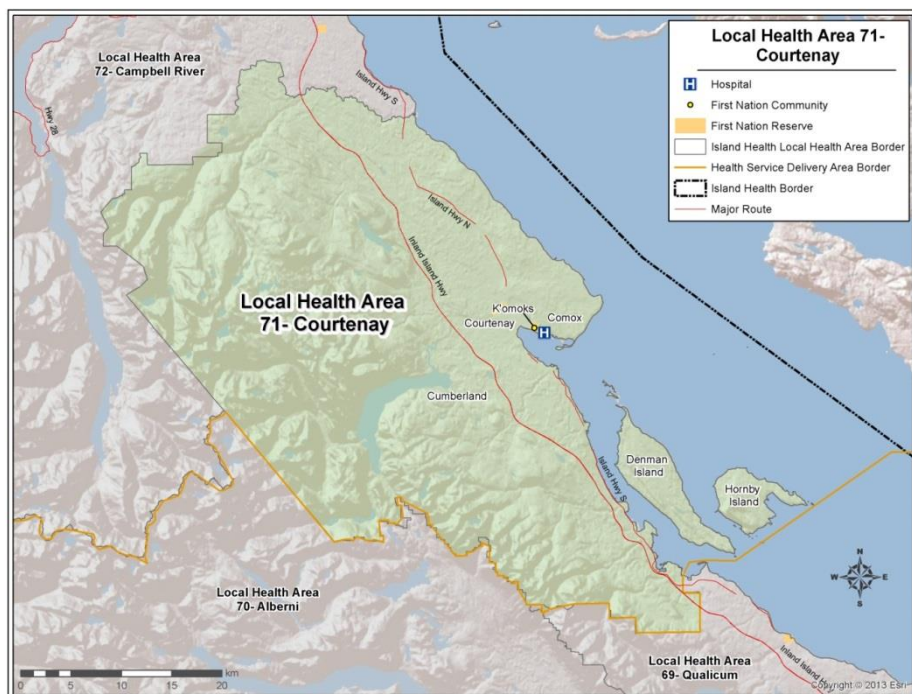
An accompanying Interpretation Guide has been created to assist with the interpretation of indicators.

*The Interpretation Guide should be read with the profiles.*

These profiles are not intended to be used for detailed planning or analysis. As they are updated on an annual basis, there may be more current data available. If you are intending to use these profiles for health planning purposes, or if you have questions or notice a discrepancy, please contact: [Melanie Rusch \(Melanie.Rusch@viha.ca\)](mailto:Melanie.Rusch@viha.ca)



# Population and Demographics

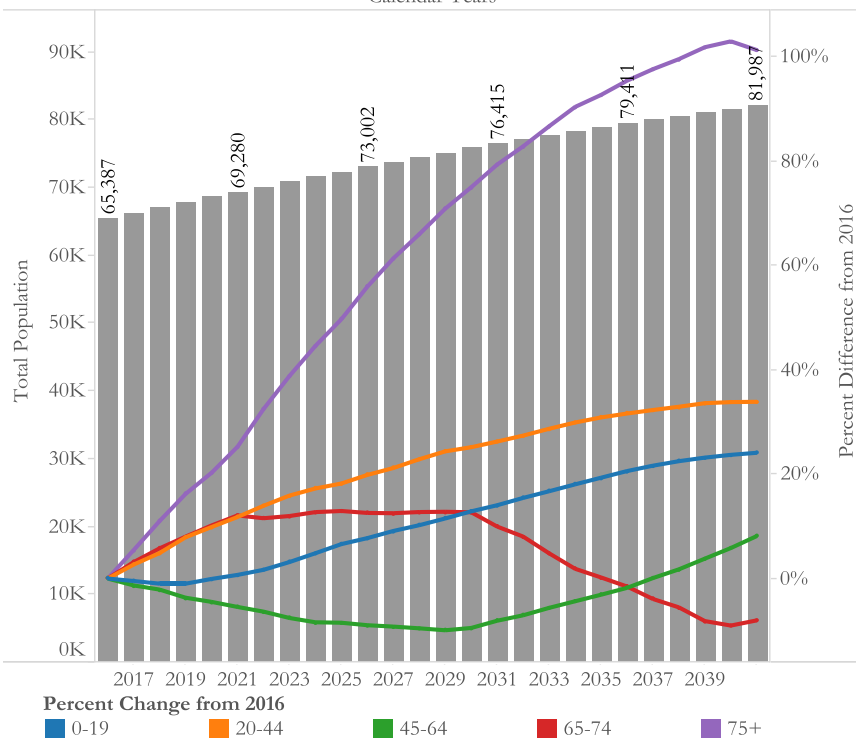


As of 2016, the Courtenay LHA represented 8.4% (65,387 people) of Island Health’s total population of 775,500. According to 2011 Census, 4.7% of people living in Courtenay identified themselves as Aboriginal compared to 6.6% in Island Health and 5.4% in BC.

On average, the population of Courtenay LHA is older than that of Island Health and BC, with an average age of 46.1 years. The 65+ population makes up around 25% of the population which is similar to Island Health (23%) and higher than BC (17%).

The Courtenay LHA population is expected to increase by 11.6% over the next 10 years; this is similar to the growth expected for Island Health (10.6%) and BC (12.6%). Over the next 10 years, the most growth is expected in the 20-44 and 75+ age groups, while the 45 to 64 age group is expected to decline. Over the next 20 years, the 75+ population of Courtenay is expected to double. See Population and Demographics summary on page 10 for more information.

Estimated Total Population  
Calendar Years



Percent of LHA population by Age Groups

Age Groups	2016	2026	2036	2041
0-19	19.0%	18.4%	18.9%	18.8%
20-44	25.6%	27.5%	27.7%	27.3%
45-64	30.3%	24.7%	24.5%	26.1%
65-74	14.4%	14.6%	11.7%	10.6%
75+	10.7%	14.9%	17.2%	17.2%

Average Age (PEOPLE - 2016)

BC    Island Health    Courtenay

42.0

44.9

46.1



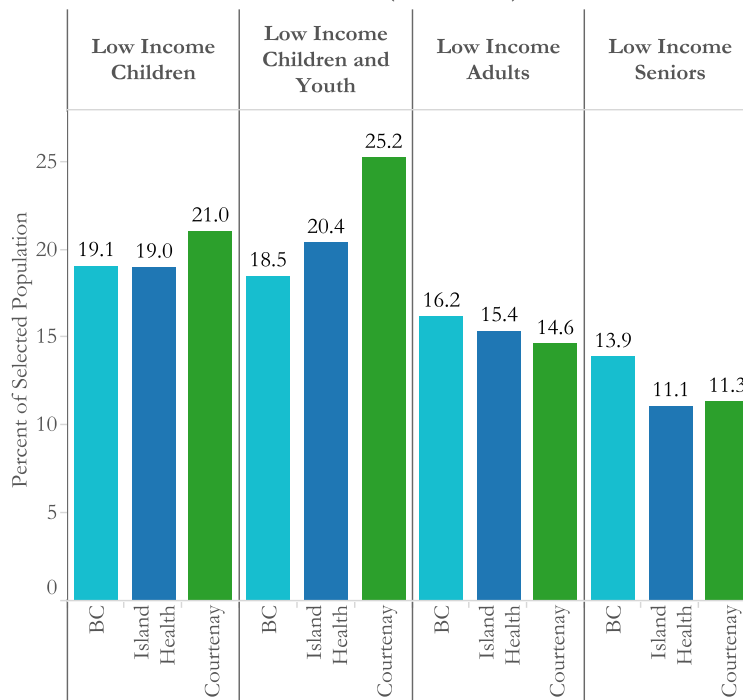
# Social Determinants of Health

Access to adequate income, affordable housing, healthy food, education, early childhood development, healthy work environment and recreational opportunities influence our health and well-being. Health inequities – or avoidable inequalities – are directly linked to these social determinants of health. People who are less well-off have poorer health and shorter life expectancies than those who are well-off. By working upstream to improve the conditions in which all people live, work and play, we can decrease these gaps and improve the health and wellbeing of our population.

## Income and Employment

The median household income in the Courtenay LHA is similar to Island Health and BC, although the lone parent family income is lower. In addition, a higher proportion of children and youth are considered low income. Compared to Island Health and BC, unemployment rates in the Courtenay LHA are higher, although a lower percentage of the population is receiving income assistance.

Percent of Population with Low Income in 2010 based on after-tax low-income measure (2011 Census)



## Education

Compared to Island Health and BC, a similar proportion of the Courtenay LHA adult population have completed post-secondary education. High school graduation rates are also similar and have been increasing over time.

## Social Support

Social support networks and connected communities contribute to individual and population health. While specific measures of social supports are not available, measures such as lone parent families and seniors living alone may highlight regions where the available community supports and connectedness of particular populations should be considered. In Courtenay, there is a similar percentage of lone parent families and seniors living alone compared to Island Health and BC.

See Social Determinants of Health summary on page 11 for more information on the above topics.

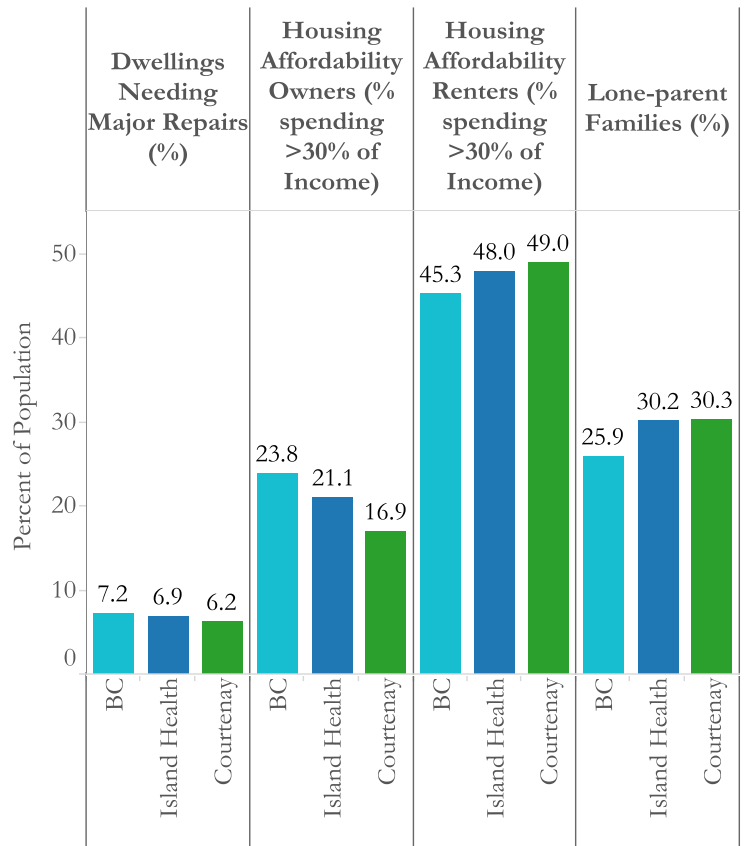


# Social Determinants of Health

## Housing and Transportation

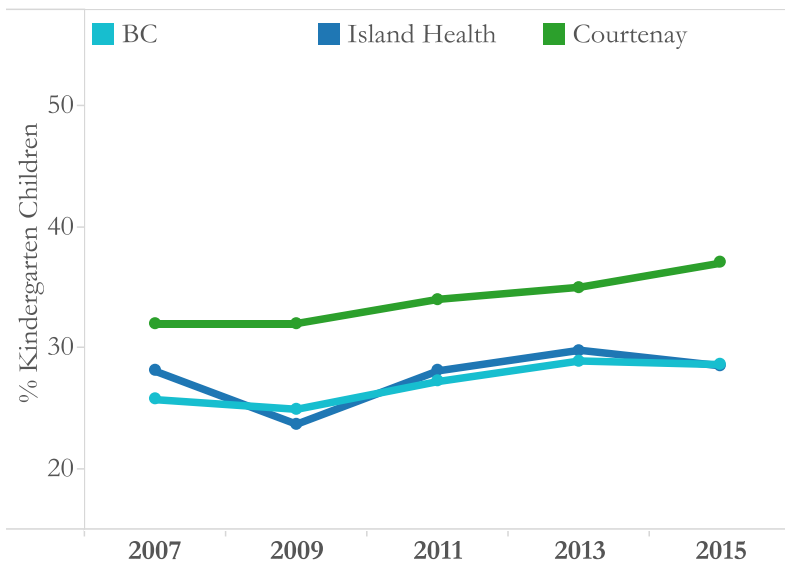
One way to measure affordability of housing is to look at how much of a household's income is spent on shelter. For the Courtenay LHA, a lower percent of home owners spend more than 30% of their income on shelter compared to Island Health and BC, while a similar percent of renters spend more than 30% of their income on shelter. There is also lower percentage of households with multiple families, and a lower percentage of dwellings in need of major repair. Among those who are employed, the average time to work is 15 minutes, compared to 16 for Island Health and 20 for BC; however, a lower percentage of the population in Courtenay reports using active modes of transportation (walking, cycling, public transit) to get to work. See Social Determinants of Health summary on page 11 for more information.

Selected Household Indicators



Early Childhood Development (EDI)

Percent of preschool children vulnerable on one or more domains



## Child and Youth Health

Creating supportive and healthy environments in an equitable way so that all children and youth can grow and thrive is critical to the health of the population. This includes supporting mothers during the pre- and post-natal period, supporting families during early development years and supporting children and youth to grow, learn and transition into adulthood.

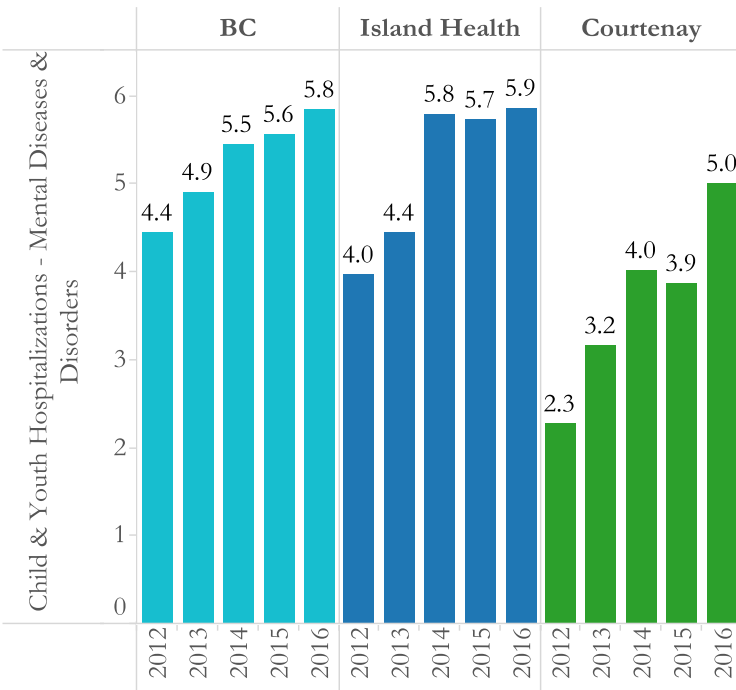
The Early Development Instrument is used to measure vulnerability in kindergarten children across five domains (social, physical, emotional, language, and communication). The Courtenay LHA had higher levels of vulnerability as compared to Island Health and BC across all 5 domains. See Social Determinants of Health summary on page 12 for more information.



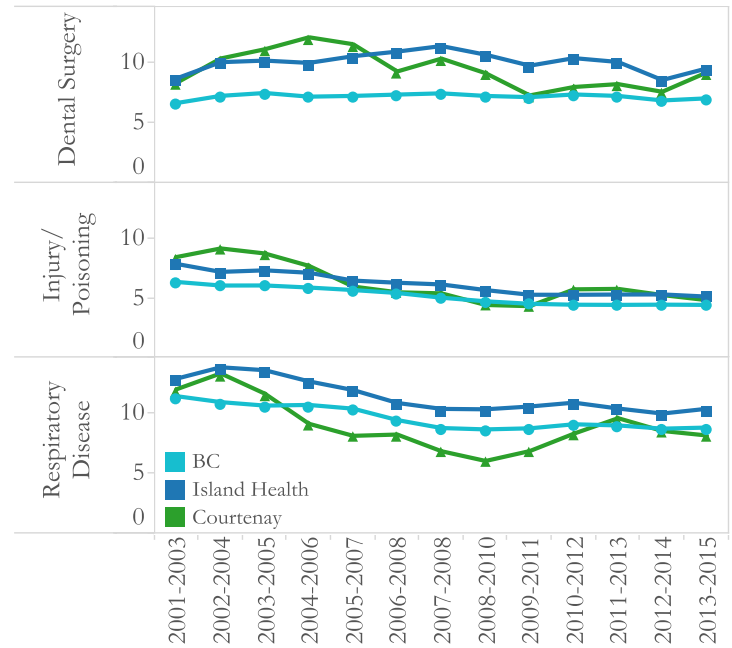
# Social Determinants of Health

Child hospitalization rates for injury/poisoning and dental surgery were similar in the Courtenay LHA compared to Island Health and BC, while hospitalization rates for respiratory disease are lower. Courtenay had lower rates than Island Health and BC for mental health related hospitalizations for children and youth (ages 0-24), although all regions have been increasing over time.

**Mental Health Disease and Disorder Hospitalizations per 1,000 Children & Youth aged 0 to 24 years**



**Child Hospitalizations per 1,000 Children aged 0 to 14 years**

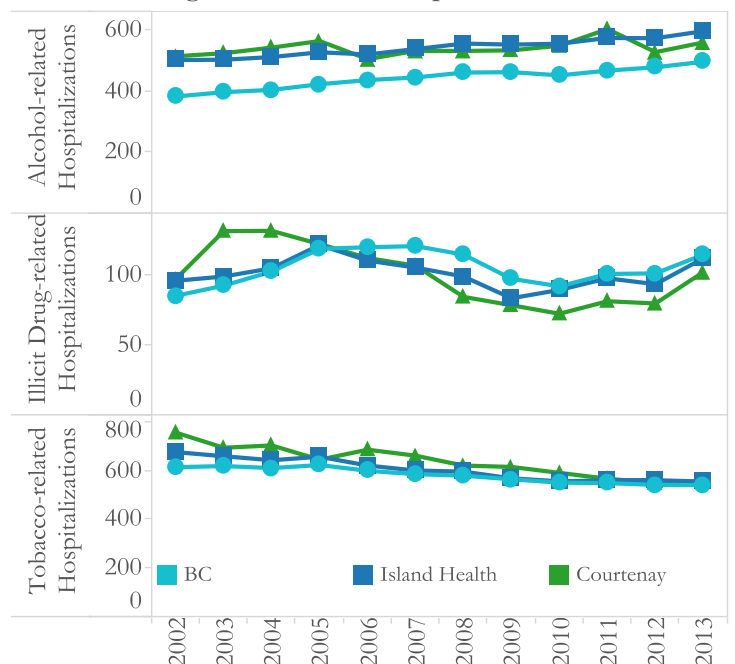


## Crime and Substance Use

Island Health overall has lower crime rates (serious crime, motor vehicle theft and non-cannabis drug offences) as compared to BC, and Courtenay has lower crime rates than Island Health. The alcohol consumption per capita in the Courtenay LHA is similar to Island Health, as are alcohol-, tobacco-, and illicit drug-related hospitalization rates. Similar to Island Health and BC, tobacco-related hospitalizations for Courtenay residents have been decreasing over time, while alcohol- and illicit drug-related hospitalizations have shown an increase.

See Social Determinants of Health summary on page 12 for more information on the above topics.

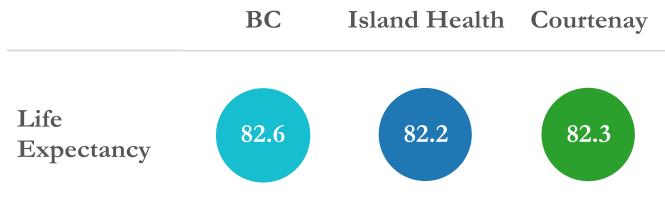
**Tobacco, Alcohol and Illicit Drug Use Hospitalization Age Standardized Rate per 100,000**



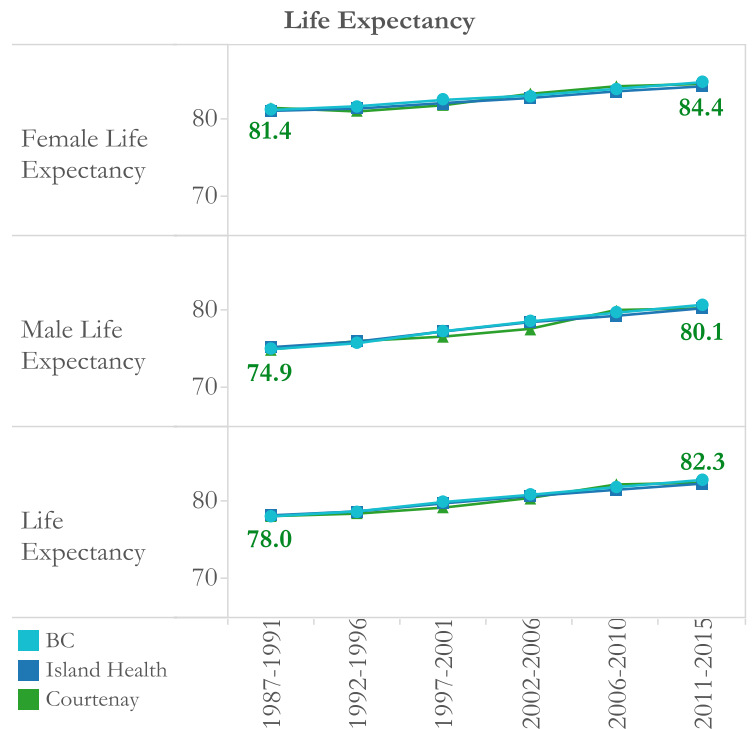


# Health Status

The health status of the population includes measures such as life expectancy, infant mortality, prevalence of chronic disease, mortality and pre-mature mortality.



Over the past 30 years, life expectancy for the Courtenay LHA has continued to rise and has been consistently similar to Island Health and BC over time.



At 8.0 per 100,000, the birth rate for the Courtenay LHA is similar to Island Health (8.4) and BC (9.6). The infant mortality rate and the rate of pre-term births (those born at less than 37 weeks) are both lower than both Island Health and BC. See Health Status summary on page 13 for more information on these topics.

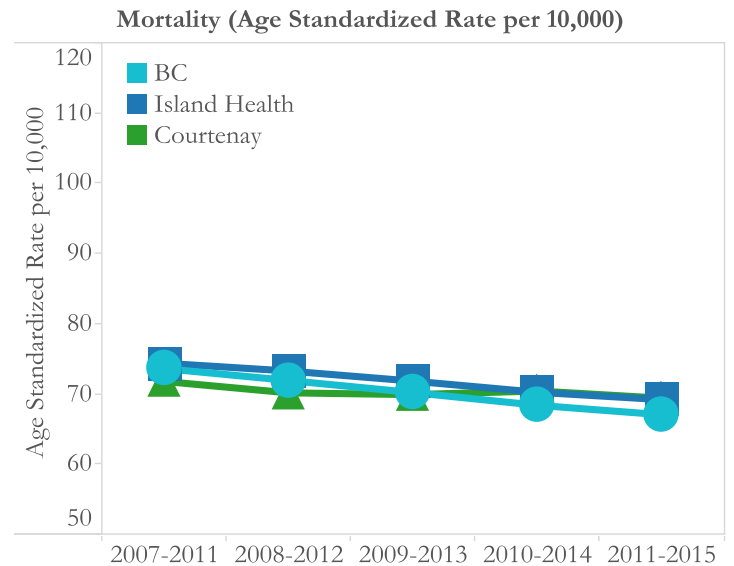
## Birth Statistics, 2011-2015 Per 1,000 Live Births

	BC	Island Health	Courtenay
Infant Mortality	3.7	3.7	3.1
Mothers under 20 years	22.2	32.4	30.4
Low Birth Weight	57.6	52.5	48.6
Pre-term Births	75.3	77.3	66.1
Cesarean Sections	320.6	280.5	279.4
Mothers 35 years and over	241.1	212.2	202.3



# Health Status

The all-cause age-standardized mortality rate for the Courtenay LHA is similar to Island Health and BC rates. Compared to BC, Courtenay had significantly less deaths than expected due to pneumonia and influenza, but significantly more deaths than expected for cerebrovascular disease. See Health Status summary on page 14 for mortality rates; a complete list of Standardized Mortality Ratios by cause can be found on page 15.



Chronic disease prevalence rates for the Courtenay LHA are similar to Island Health and BC rates, with the exception of chronic kidney disease, which is higher than Island Health and BC, and diabetes, which is lower. All rates shown below are age-standardized for comparability across regions. See Health Status summary on page 13 for more information.

**Chronic Disease Prevalence Rates (2014/15)  
Per 1,000 Individuals**

	BC	Island Health	Courtenay
Heart Failure	14.1	12.6	13.1
Chronic Kidney Disease	16.9	16.5	18.2
Alzheimer's Disease and Other Dementia	18.0	19.1	17.7
Ischemic Heart Disease	53.8	47.3	50.3
Diabetes	61.5	54.1	45.6
Chronic Obstructive Pulmonary Disease	62.1	61.2	61.4
Osteoarthritis	64.0	68.6	62.4
Asthma	120.7	129.7	125.9
Hypertension	182.6	173.7	173.9
Depression	218.5	246.2	254.9
Mood & Anxiety Disorders	267.0	302.4	299.0



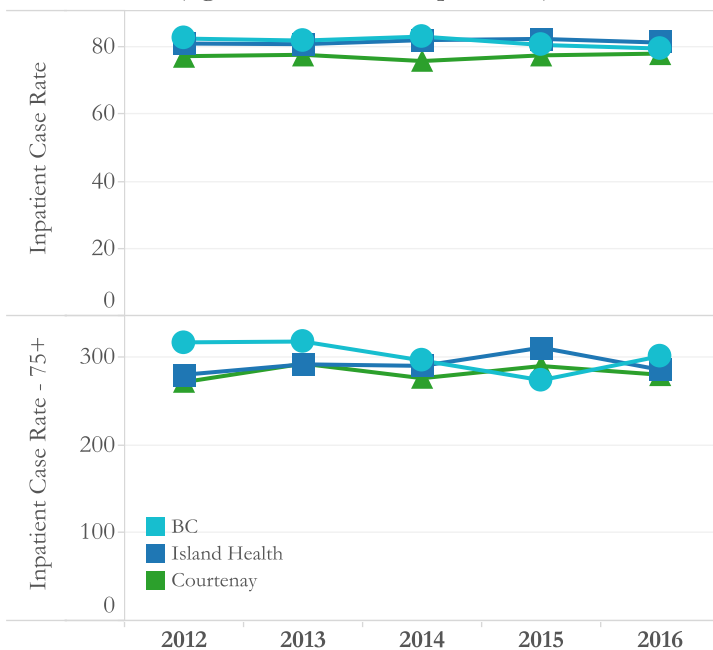
# Health Service Use

The hospitalization rate (inpatient admissions) for the Courtenay LHA is similar to Island Health and BC, both overall and for the population aged 75 and over. By service area, Courtenay has higher rates of acute care admissions for maternity and surgery, and lower rates of admissions for psychiatry.

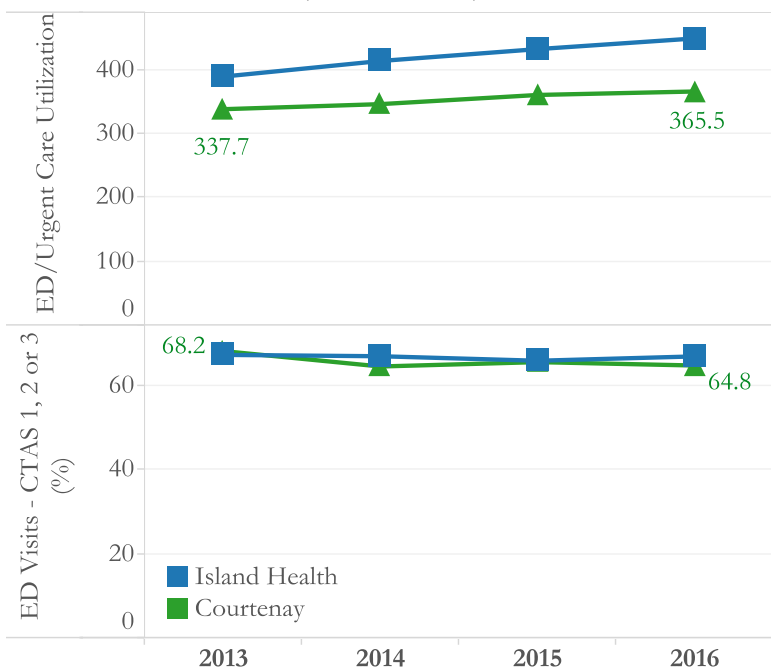
Hospital admission rates for Ambulatory Care Sensitive Conditions (ASCS) - conditions that can be treated in the community if services are available and wouldn't necessarily require hospitalization – are higher in the Courtenay LHA, both in general and for the population aged 75 and over.

While hospitalization rates are similar, emergency/urgent care visit rates, both overall and for those 75 years and over, are lower in the Courtenay LHA as compared to Island Health. See Health Service Utilization summary on page 16 for more information on these topics.

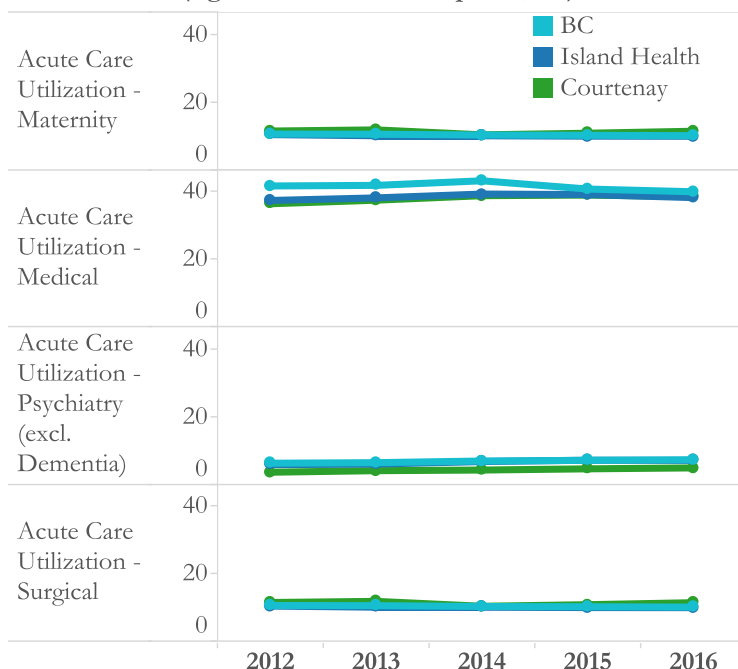
Acute Care Inpatient Cases  
(Age Standardized Rate per 10,000)



Unscheduled Emergency and Urgent Care Centre Visits  
Rate per 1,000 Population and Percent of Higher Urgency  
(CTAS 1, 2 or 3)



Acute Care Inpatient Cases by Service  
(Age Standardized Rate per 10,000)





# Health Service Use

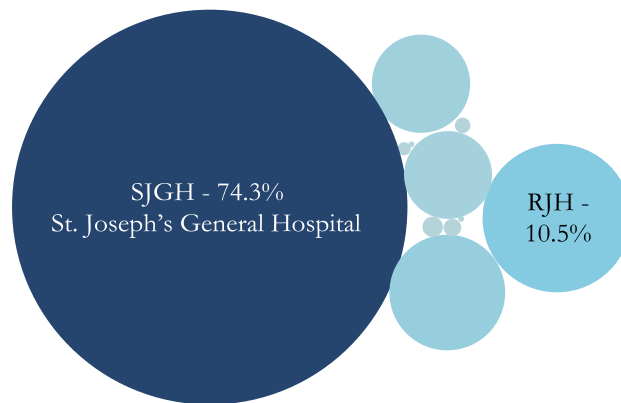
The majority of hospital visits for both emergency/urgent care and acute care visits made by the Courtenay LHA population are to St. Joseph's General Hospital; for acute care visits, this is followed by the Royal Jubilee Hospital.

Service Use By Facility - 2015/16

Emergency and Urgent Care



Acute Inpatient Care



There is a similar number of home care and home support clients per 1,000 people for Courtenay compared to Island Health, both overall and for clients 75 years and older. Home Care visits per 1,000 people are similar, but slightly lower, for Courtenay while home support hours are lower. See Health Service Utilization summary on page 16 for more information on these topics.

Home Care and Home Support Clients  
Rate per 1,000 Population Age 75 and Over

	2014		2015		2016	
Home Care Clients - 75+	193.2	160.6	188.4	152.2	185.0	171.7
Home Support Clients - 75+	115.1	107.3	110.1	97.8	102.2	101.2
	Island Health	Courtenay	Island Health	Courtenay	Island Health	Courtenay

Home Care Visits  
Rate per 1,000 Population Age 75 and Over

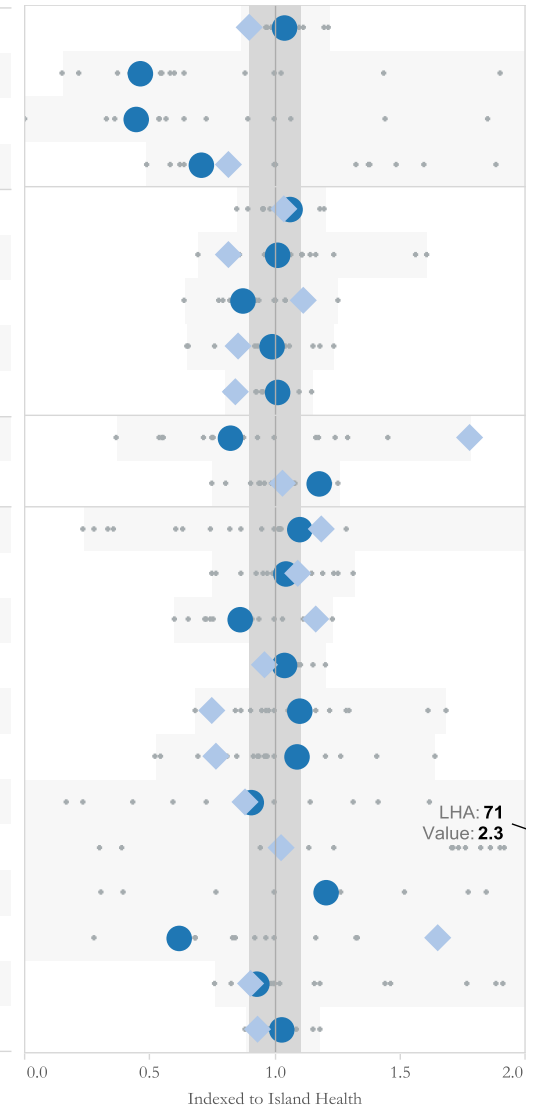
	2014		2015		2016	
Home Care Visits - 75+	2,574.9	2,373.0	2,340.0	2,125.2	2,396.0	2,290.1
Home Support Hours - 75+	34.8K	29.4K	32.3K	27.0K	29.2K	25.1K
	Island Health	Courtenay	Island Health	Courtenay	Island Health	Courtenay

● LHA ● LHA Better than Island Health ● LHA Worse than Island Health ◆ BC Rate, when available □ Range ● Other LHAs ■ Island Health Value with ±10%

The chart below shows how various indicators for this LHA compare with the rest of Island Health. This LHA's result for each indicator is shown with a large circle. Green identifies results better than Island Health; red identifies results worse than Island Health. Island Health's value is shown by the black dotted line, which is always at the centre of the chart. Light gray shading encompassing small grey circles indicates the range of other LHA values and the dark gray shading shows  $\pm 10\%$  from the Island Health value.

## Population and Demographics Summary

Sub-group Description	Indicator Description	Courtenay	Island Health	BC
Age and Demographics	Median Age of Population	48.3	46.4	41.9
	Population where language spoken most often at home is not English or French (%)	1.5	3.3	15.4
	Visible minority population (%)	3.4	7.6	27.3
	Population in private households with Aboriginal Identity (%)	4.7	6.6	5.4
Marital Status	Population aged 15 and over who are married (%)	50.4	47.5	49.2
	Population aged 15 and over who are common-law (%)	10.7	10.6	8.6
	Population aged 15 and over who are single, never married (%)	21.3	24.5	27.2
	Population aged 15 and over who are widowed (%)	6.4	6.4	5.5
	Population aged 15 and over who are separated or divorced (%)	11.2	11.1	9.4
Migration and Immigrants	Immigrant population (%)	12.7	15.5	27.6
	Population migrating to area in the last 5 years (%)	24.0	20.4	21.1
Population and Population Projection	Total population growth between 2016 and 2026	11.6	10.6	12.6
	Population aged 0-19 (%)	19.0	18.2	19.9
	Population aged 20-44 (%)	25.6	29.7	34.7
	Population aged 45-64 (%)	30.3	29.2	28.1
	Population aged 65-74(%)	14.4	13.2	9.9
	Population aged 75 and over (%)	10.7	9.8	7.5
	Percent growth of the 0-19 age group population in next 10 years	7.8	8.5	7.6
	Percent growth of the 20-44 age group population in next 10 years	19.9	8.8	9.0
	Percent growth of the 45-64 age group population in next 10 years	-8.9	-7.4	1.8
	Percent growth of the 65-74 age group population in next 10 years	12.6	20.4	33.7
	Percent growth of the 75+ age group population in next 10 years	55.9	60.1	54.5
	Average Age (People 2016)	46.1	44.9	42.0

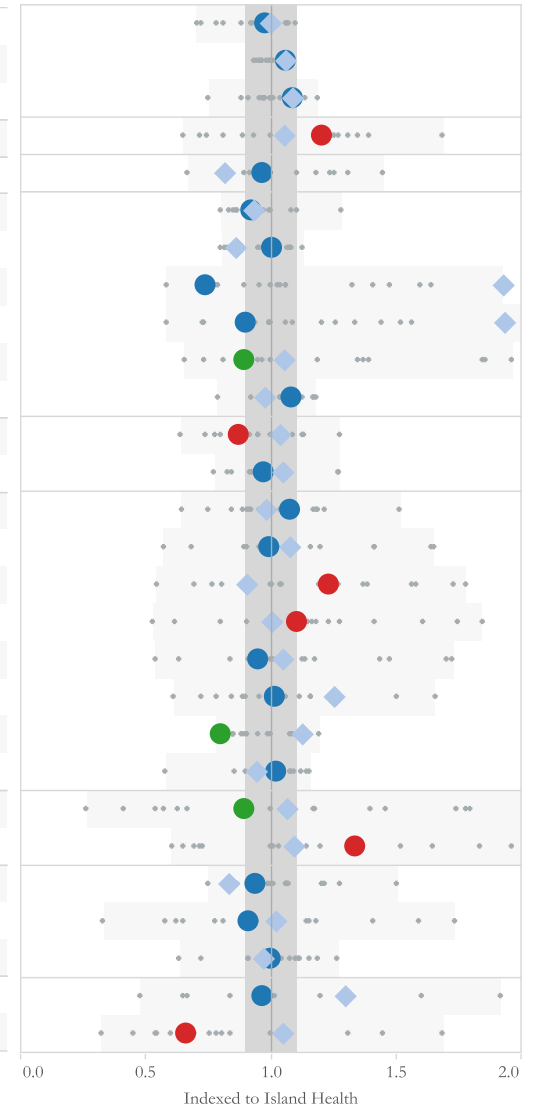


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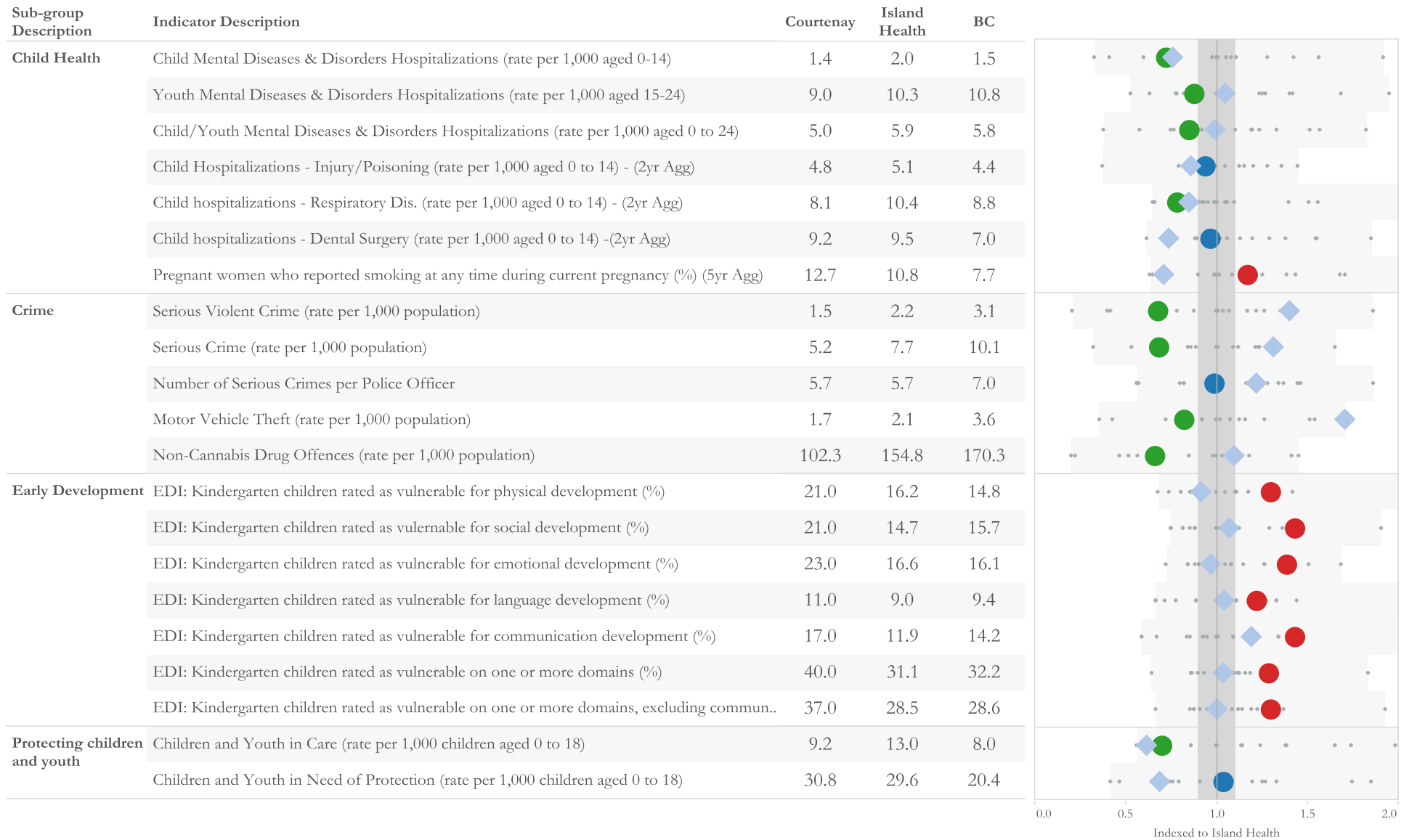
## Social Determinants of Health Summary

Sub-group Description	Indicator Description	Courtenay	Island Health	BC
Education	Population aged 25 to 64 with post secondary certificate, diploma or degree (%)	63.3	64.8	64.8
	Grade 12 completion among students entering Grade 12 for the first time (%) (2yr Agg)	80.5	76.0	80.5
	Students completing high school within six years of enrollment in Grade 8 (%) (2yr Agg)	83.4	76.6	83.3
Employment	Population aged 15 and over who are unemployed (%)	8.9	7.4	7.8
Health Behaviours	Alcohol consumption (litres of absolute alcohol sold per person, 1L=58 standard drinks)	10.6	10.9	9.0
Household	Persons aged 65 years and over who are living alone (%)	25.5	27.6	25.7
	Lone-parent family households (% of census families with children)	30.3	30.2	25.9
	Private households with multiple families (%)	1.1	1.5	2.9
	Private households with 6 or more persons (%)	1.6	1.7	3.3
	Dwellings rated as needing major repairs by renter or owner (%)	6.2	6.9	7.2
	Private households that are owner-occupied (%)	77.7	71.6	70.0
	Income	Median lone-parent family income (\$)	35,704.0	40,914.0
	Median household total income (\$)	55,686.0	57,420.0	60,333.0
Income Inequality	Difference in median income comparing males and females aged 15 and over	13,145.0	12,177.0	12,003.0
	Low income in 2010 based on after-tax low income measure (%)	15.1	15.2	16.4
	Low income in 2010 based on after-tax low-income measure, ages less than 18 years (%)	25.2	20.4	18.5
	Low income in 2010 based on after-tax low-income measure, ages less than 6 years (%)	21.0	19.0	19.1
	Low income in 2010 based on after-tax low-income measure, ages 18 to 64 years (%)	14.6	15.4	16.2
	Low income in 2010 based on after-tax low-income measure, ages 65 years and over (%)	11.3	11.1	13.9
	Households (owned) spending more than 30% of income on housing (%)	16.9	21.1	23.8
	Households (rented) spending more than 30% of income on housing (%)	49.0	48.0	45.3
Income Supports	Population on Income Assistance (%)	1.6	1.8	1.9
	Population aged 15 and over on Employment Insurance (%)	1.8	1.4	1.5
Morbidity	Alcohol-related hospitalizations (age-standardized rate per 100,000)	559.7	596.6	496.3
	Illicit drug-related hospitalizations (age-standardized rate per 100,000)	102.5	112.3	115.0
	Tobacco-related hospitalizations (age-standardized rate per 100,000)	552.7	554.0	538.8
Transportation	Median duration of commute to work among employed population aged 15 and over	15.2	15.7	20.4
	Employed population aged 15 and over walking, biking or busing to work (%)	14.5	22.0	23.1



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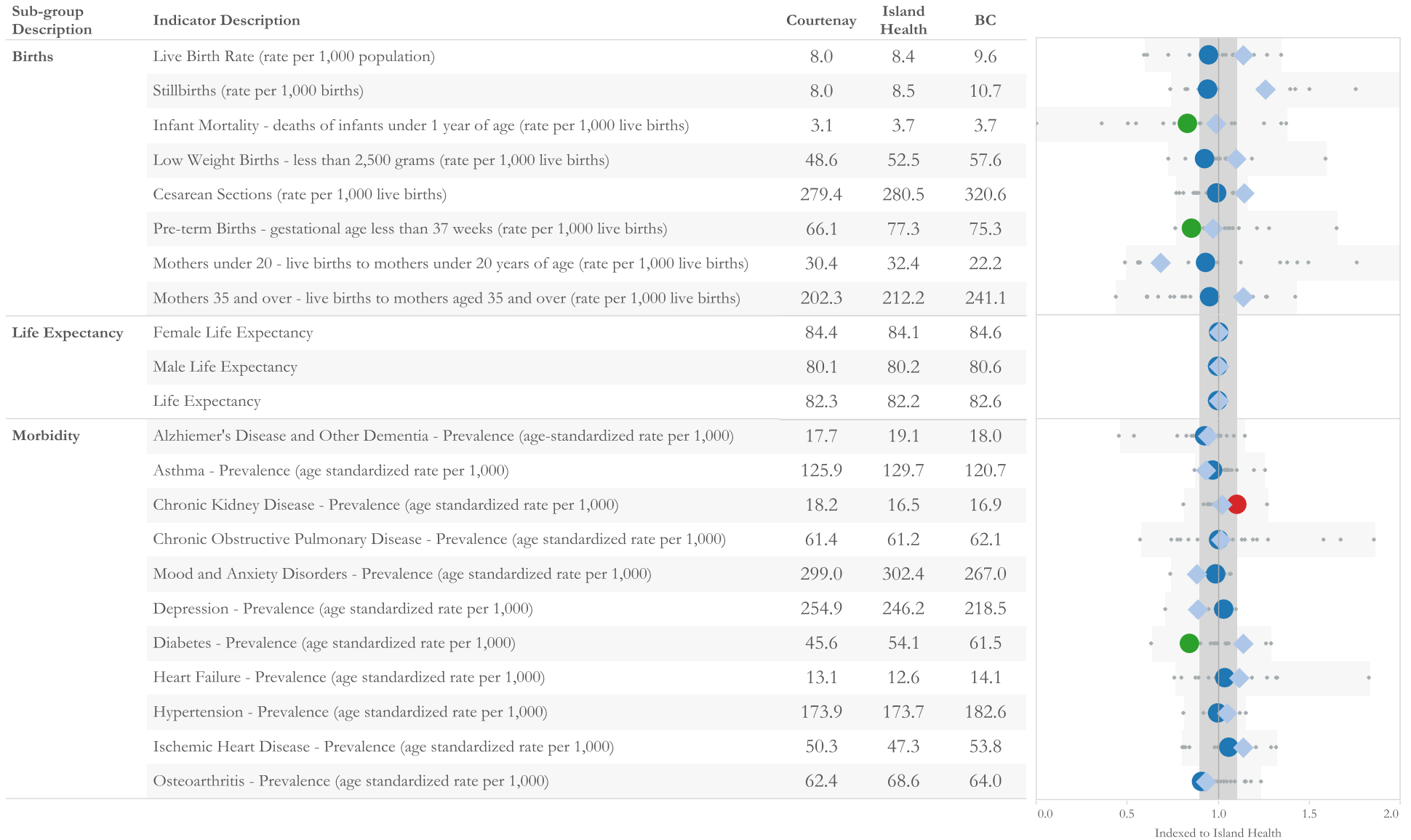
The chart below shows how various indicators for this LHA compare with the rest of Island Health. This LHA's result for each indicator is shown with a large circle. Green identifies results better than Island Health; red identifies results worse than Island Health. Island Health's value is shown by the black dotted line, which is always at the centre of the chart. Light gray shading encompassing small grey circles indicates the range of other LHA values and the dark gray shading shows  $\pm 10\%$  from the Island Health value.



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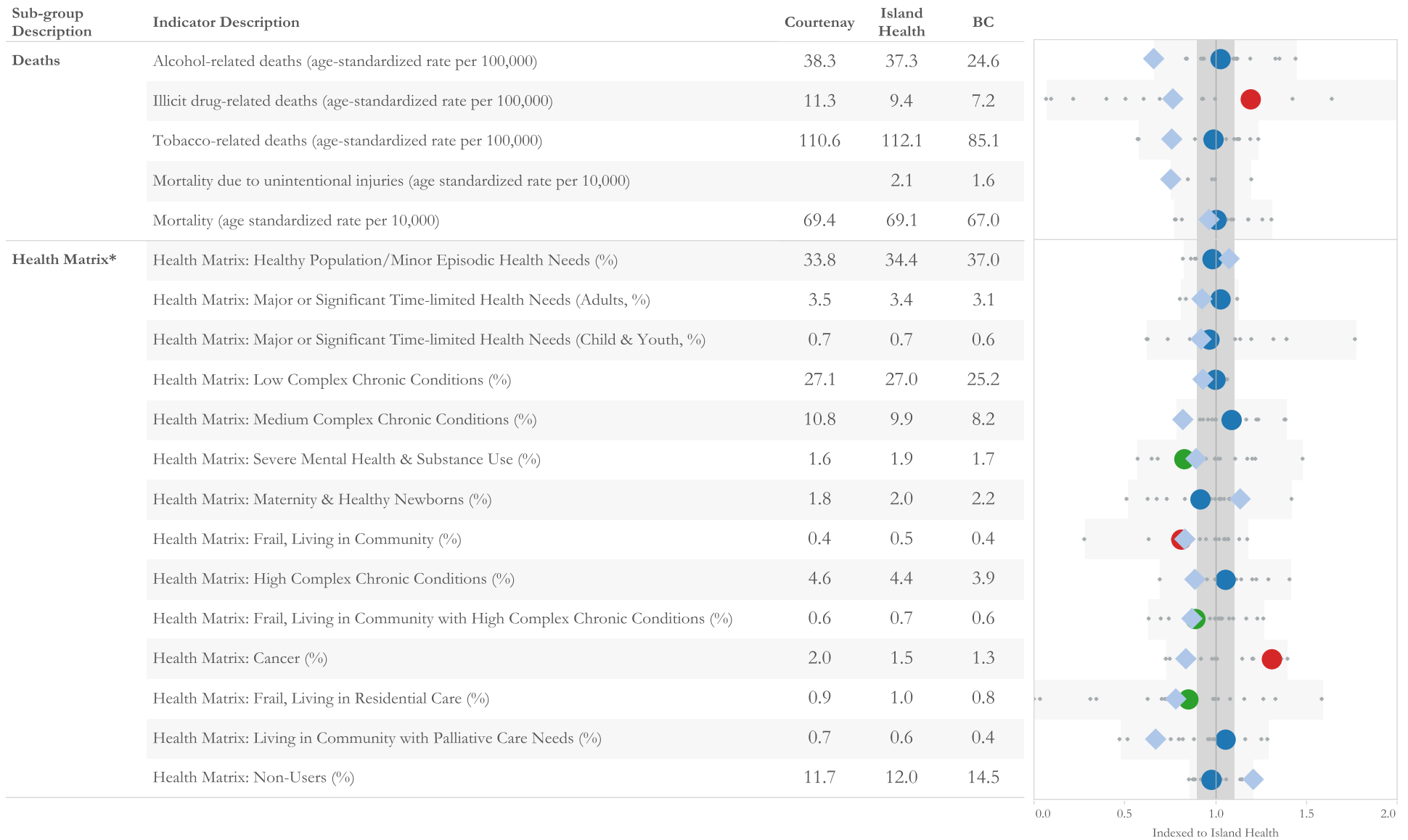
The chart below shows how various indicators for this LHA compare with the rest of Island Health. This LHA's result for each indicator is shown with a large circle. Green identifies results better than Island Health; red identifies results worse than Island Health. Island Health's value is shown by the black dotted line, which is always at the centre of the chart. Light gray shading encompassing small grey circles indicates the range of other LHA values and the dark gray shading shows  $\pm 10\%$  from the Island Health value.

## Health Status Summary Information

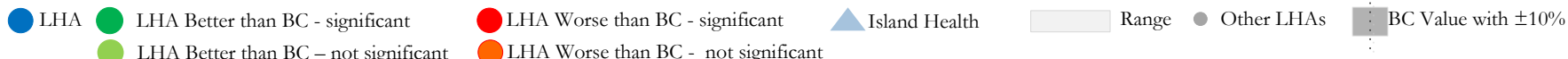


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\*The Health Matrix is a way of categorizing the population into different groups based on their health service utilization patterns. These categories are mutually exclusive and add up to 100% - in other words, everyone is placed into one of the categories, going from low or no utilization to high utilization at end of life; people who may meet the criteria for more than one category would be placed into the higher utilization category – for example, someone with medium complex chronic conditions who was also living in residential care would be counted in the Frail, Living in Residential Care category

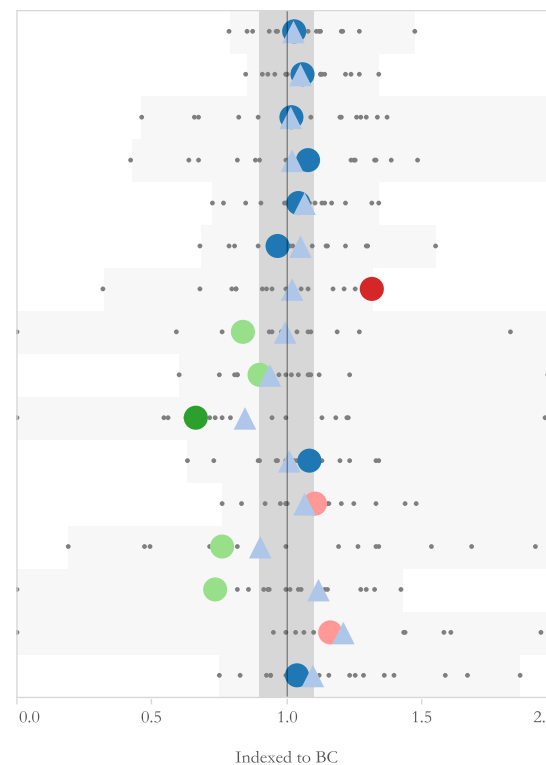


The chart below shows how various indicators for this LHA compare with the rest of BC. This LHA's result for each indicator is shown with a large circle. Green identifies results better than BC; red identifies results worse than BC. BC's value is shown by the black dotted line, which is always at the centre of the chart. Light gray shading encompassing small grey circles indicates the range of other LHA values and the dark gray shading shows  $\pm 10\%$  from the BC value.

## Standardized Mortality Ratios

Ratio of observed deaths over expected deaths based on provincial age-specific mortality rates.

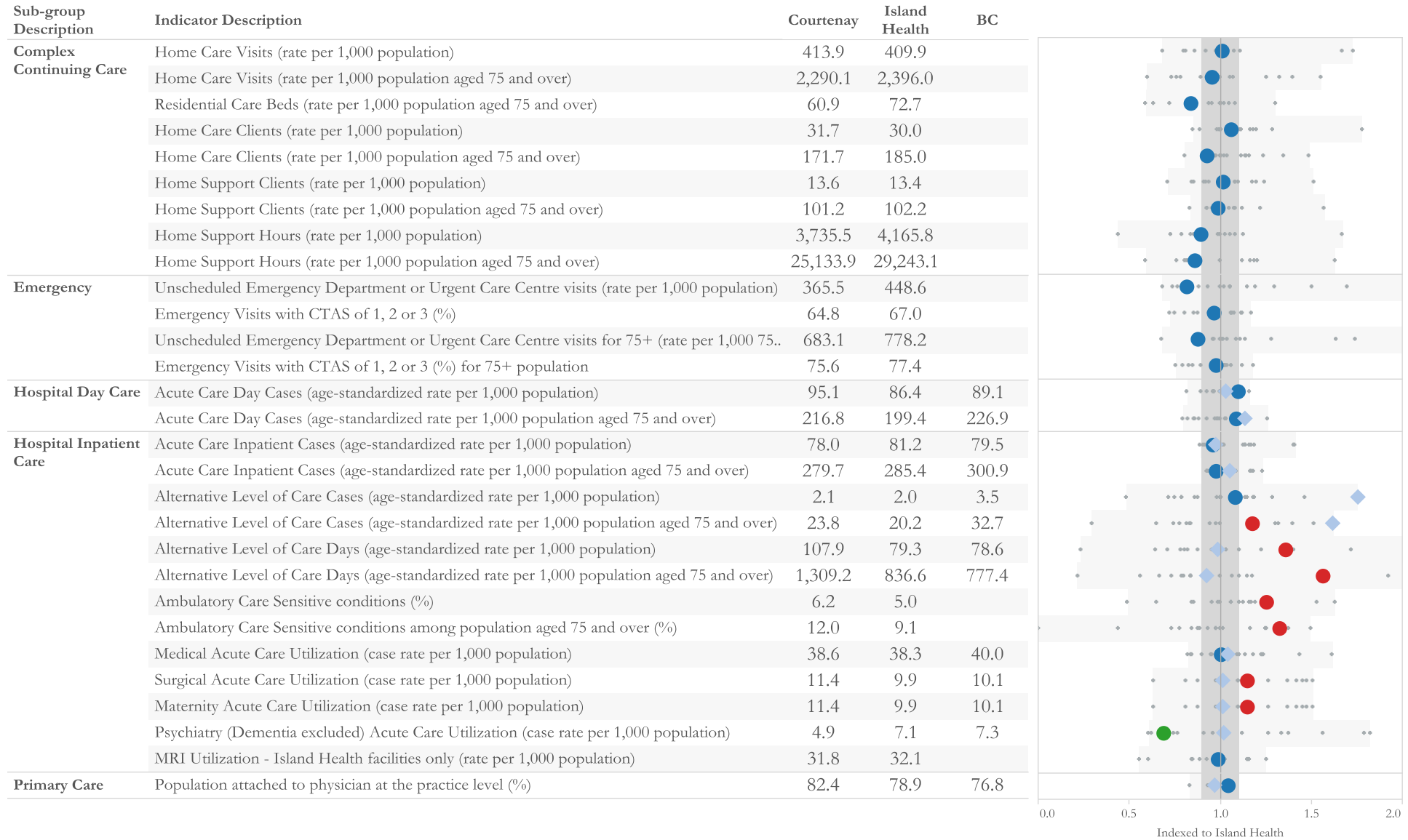
Sub-group Description	Indicator Description	Courtenay	Island Health	BC
Deaths compared to BC	All Causes of Death (Standardized Mortality Ratio)	1.03	1.03	1.00
	Cancer (Standardized Mortality Ratio)	1.06	1.05	1.00
	Endocrine, Nutritional & Metabolic diseases (Standardized Mortality Ratio)	1.02	1.01	1.00
	Diabetes (Standardized Mortality Ratio)	1.08	1.02	1.00
	Circulatory System (Standardized Mortality Ratio)	1.05	1.07	1.00
	Ischaemic Heart Disease (Standardized Mortality Ratio)	0.97	1.05	1.00
	Cerebrovascular Disease (Standardized Mortality Ratio)	1.32	1.02	1.00
	Arteries, Arterioles & Capillaries (Standardized Mortality Ratio)	0.84	1.00	1.00
	Respiratory System (Standardized Mortality Ratio)	0.90	0.94	1.00
	Pneumonia & Influenza (Standardized Mortality Ratio)	0.66	0.85	1.00
	Chronic Lung Disease (Standardized Mortality Ratio)	1.09	1.01	1.00
	Digestive System (Standardized Mortality Ratio)	1.11	1.07	1.00
	Motor Vehicle Accidents (Standardized Mortality Ratio)	0.76	0.90	1.00
	Accidental Falls (Standardized Mortality Ratio)	0.74	1.12	1.00
	Suicide (Standardized Mortality Ratio)	1.16	1.21	1.00
Potential Years of Life Lost (Standardized Mortality Ratio)	1.04	1.10	1.00	



● LHA   
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## Health Service Use Summary Information





### Population and Demographics

#### Age and Demographics

Median Age of Population: Census, Calendar year 2011 | Population in private households with Aboriginal Identity (%): National Household Survey, Calendar year 2011 | Population where language spoken most often at home is not English or French (%): Census, Calendar year 2011 | Visible minority population (%): National Household Survey, Calendar year 2011

#### Marital Status

Population aged 15 and over who are common-law (%): Census, Calendar year 2011 | Population aged 15 and over who are married (%): Census, Calendar year 2011 | Population aged 15 and over who are separated or divorced (%): Census, Calendar year 2011 | Population aged 15 and over who are single, never married (%): Census, Calendar year 2011 | Population aged 15 and over who are widowed (%): Census, Calendar year 2011

#### Migration and Immigrants

Immigrant population (%): National Household Survey, Calendar year 2011 | Population migrating to area in the last 5 years (%): National Household Survey, Calendar year 2011

#### Population and Population Projection

Average Age (People 2016): BC Statistics - People 2016, Calendar year ending 2016 | Percent growth of the 0-19 age group population in next 10 years: BC Statistics - People 2015, Version 2015 | Percent growth of the 20-44 age group population in next 10 years: BC Statistics - People 2015, Version 2015 | Percent growth of the 45-64 age group population in next 10 years: BC Statistics - People 2015, Version 2015 | Percent growth of the 65-74 age group population in next 10 years: BC Statistics - People 2015, Version 2015 | Percent growth of the 75+ age group population in next 10 years: BC Statistics - People 2015, Version 2015 | Population aged 0-19 (%): BC Statistics - People 2015, Version 2015 | Population aged 20-44 (%): BC Statistics - People 2015, Version 2015 | Population aged 45-64 (%): BC Statistics - People 2015, Version 2015 | Population aged 65-74(%): BC Statistics - People 2015, Version 2015 | Population aged 75 and over (%): BC Statistics - People 2015, Version 2015 | Total population growth between 2016 and 2026: BC Statistics - People 2015, Version 2015

### Social Determinants of Health

#### Child Health

Child hospitalizations - Dental Surgery (rate per 1,000 aged 0 to 14) -(2yr Agg): Ministry of Health Health Ideas, Period ending 2013-2015 | Child Hospitalizations - Injury/Poisoning (rate per 1,000 aged 0 to 14) - (2yr Agg): Ministry of Health Health Ideas, Period ending 2013-2015 | Child hospitalizations - Respiratory Dis. (rate per 1,000 aged 0 to 14) - (2yr Agg): Ministry of Health Health Ideas, Period ending 2013-2015 | Child Mental Diseases & Disorders Hospitalizations (rate per 1,000 aged 0-14): Ministry of Health Health Ideas, Fiscal year ending 2016 | Child/Youth Mental Diseases & Disorders Hospitalizations (rate per 1,000 aged 0 to 24): Ministry of Health Health Ideas, Fiscal year ending 2016 | Pregnant women who reported smoking at any time during current pregnancy (%) (5yr Agg): Perinatal Registry, Period ending 2010-2015



## Data Sources

| Youth Mental Diseases & Disorders Hospitalizations (rate per 1,000 aged 15-24): Ministry of Health Health Ideas, Fiscal year ending 2016

### Crime

Motor Vehicle Theft (rate per 1,000 population): BC Statistics, Avg 2009-2011 2012 | Non-Cannabis Drug Offences (rate per 1,000 population): BC Statistics, Avg 2009-2011 2012 | Number of Serious Crimes per Police Officer: BC Statistics, Avg 2009-2011 2012 | Serious Crime (rate per 1,000 population): BC Statistics, Avg 2009-2011 2012 | Serious Violent Crime (rate per 1,000 population): BC Statistics, Avg 2009-2011 2012

### Early Development

EDI: Kindergarten children rated as vulnerable for social development (%): Early Development Instrument, Wave ending 2015 | EDI: Kindergarten children rated as vulnerable for communication development (%): Early Development Instrument, Wave ending 2015 | EDI: Kindergarten children rated as vulnerable for emotional development (%): Early Development Instrument, Wave ending 2015 | EDI: Kindergarten children rated as vulnerable for language development (%): Early Development Instrument, Wave ending 2015 | EDI: Kindergarten children rated as vulnerable for physical development (%): Early Development Instrument, Wave ending 2015 | EDI: Kindergarten children rated as vulnerable on one or more domains (%): Early Development Instrument, Wave ending 2015 | EDI: Kindergarten children rated as vulnerable on one or more domains, excluding communication (%): Early Development Instrument, Wave ending 2015

### Education

Grade 12 completion among students entering Grade 12 for the first time (%) (2yr Agg): Ministry of Education, Period ending 2013-2015 | Population aged 25 to 64 with post secondary certificate, diploma or degree (%): National Household Survey, Calendar year 2011 | Students completing high school within six years of enrollment in Grade 8 (%) (2yr Agg): Ministry of Education, Fiscal year ending 2013-2015

### Employment

Population aged 15 and over who are unemployed (%): National Household Survey, Calendar year 2011

### Health Behaviours

Alcohol consumption (litres of absolute alcohol sold per person, 1L=58 standard drinks): AOD, Calendar Year 2014

### Household

Dwellings rated as needing major repairs by renter or owner (%): National Household Survey, Calendar year 2011 |

Lone-parent family households (% of census families with children): Census, Calendar year 2011 | Persons aged 65 years and over who are living alone (%): Census, Calendar year 2011 | Private households that are owner-occupied (%): National Household Survey, Calendar year 2011 | Private households with 6 or more persons (%): Census, Calendar year 2011 | Private households with multiple families (%): Census, Calendar year 2011

### Income

Median household total income (\$): National Household Survey, Calendar year 2011 | Median lone-parent family income (\$): National Household Survey, Calendar year 2011



## Data Sources

### Income Inequality

Difference in median income comparing males and females aged 15 and over: National Household Survey, Calendar year 2011 | Households (owned) spending more than 30% of income on housing (%): National Household Survey, Fiscal year ending 2011 | Households (rented) spending more than 30% of income on housing (%): National Household Survey, Fiscal year ending 2011 | Low income in 2010 based on after-tax low income measure (%): National Household Survey, Calendar year 2011 | Low income in 2010 based on after-tax low-income measure, ages 18 to 64 years (%): National Household Survey, Calendar year 2011 | Low income in 2010 based on after-tax low-income measure, ages 65 years and over (%): National Household Survey, Calendar year 2011 | Low income in 2010 based on after-tax low-income measure, ages less than 6 years (%): National Household Survey, Calendar year 2011 | Low income in 2010 based on after-tax low-income measure, ages less than 18 years (%): National Household Survey, Calendar year 2011

### Income Supports

Population aged 15 and over on Employment Insurance (%): BC Statistics, 4 quarter average as of Sept 2012 2012 | Population on Income Assistance (%): BC Statistics, September 2012

### Morbidity

Alcohol-related hospitalizations (age-standardized rate per 100,000): CARBC, Fiscal year ending 2013 | Illicit drug-related hospitalizations (age-standardized rate per 100,000): CARBC, Fiscal year ending 2013 | Tobacco-related hospitalizations (age-standardized rate per 100,000): CARBC, Fiscal year ending 2013

### Protecting children and youth

Children and Youth in Care (rate per 1,000 children aged 0 to 18): Ministry of Children and Family Development, Fiscal year ending 2014 | Children and Youth in Care (rate per 1,000 children aged 0 to 18): Ministry of Children and Family Development, Fiscal year ending 2015 | Children and Youth in Care (rate per 1,000 children aged 0 to 18): Ministry of Children and Family Development, Fiscal year ending 2016 | Children and Youth in Need of Protection (rate per 1,000 children aged 0 to 18): Ministry of Children and Family Development, End of August 2014

### Transportation

Employed population aged 15 and over walking, biking or busing to work (%): National Household Survey, Calendar year 2011 | Median duration of commute to work among employed population aged 15 and over: National Household Survey, Calendar year 2011

## Health Status

### Births

Cesarean Sections (rate per 1,000 live births): Vital Statistics, Calendar year ending 2011-2015 | Infant Mortality - deaths of infants under 1 year of age (rate per 1,000 live births): Vital Statistics, Calendar year ending 2011-2015 | Live Birth Rate (rate per 1,000 population): Vital Statistics, Calendar year ending 2011-2015 | Low Weight Births - less than 2,500 grams (rate per 1,000 live births): Vital Statistics, Calendar year ending 2011-2015 | Mothers 35 and over - live births to mothers aged 35 and over (rate per 1,000 live births): Vital Statistics, Calendar year ending 2009-2013 | Mothers 35 and over - live births to mothers aged 35 and over (rate per 1,000 live births): Vital Statistics, Calendar year ending 2011-2015 | Mothers under 20 - live births to mothers under 20 years of age (rate per 1,000 live births): Vital Statistics, Calendar year ending



## Data Sources

2011-2015 | Pre-term Births - gestational age less than 37 weeks (rate per 1,000 live births): Vital Statistics, Calendar year ending 2011-2015 | Stillbirths (rate per 1,000 births): Vital Statistics, Calendar year ending 2011-2015

### Deaths

Alcohol-related deaths (age-standardized rate per 100,000): CARBC, Fiscal year ending 2013 | Illicit drug-related deaths (age-standardized rate per 100,000): CARBC, Fiscal year ending 2013 | Mortality (age standardized rate per 10,000): Vital Statistics, Calendar year ending 2011-2015 | Mortality due to unintentional injuries (age standardized rate per 10,000): Vital Statistics, Calendar year ending 2013 | Tobacco-related deaths (age-standardized rate per 100,000): CARBC, Fiscal year ending 2013

### Deaths compared to BC

Accidental Falls (Standardized Mortality Ratio): Vital Statistics, Calendar year ending 2011-2015 | All Causes of Death (Standardized Mortality Ratio, Island Health: BC): Vital Statistics, Calendar year ending 2011-2015 | Cancer (Standardized Mortality Ratio): Vital Statistics, Calendar year ending 2011-2015 | Cerebrovascular Disease (Standardized Mortality Ratio): Vital Statistics, Calendar year ending 2011-2015 | Chronic Lung Disease (Standardized Mortality Ratio): Vital Statistics, Calendar year ending 2011-2015 | Circulatory System (Standardized Mortality Ratio): Vital Statistics, Calendar year ending 2011-2015 | Diabetes (Standardized Mortality Ratio): Vital Statistics, Calendar year ending 2011-2015 | Lung Cancer (Standardized Mortality Ratio): Vital Statistics, Calendar year ending 2011 | Motor Vehicle Accidents (Standardized Mortality Ratio): Vital Statistics, Calendar year ending 2011-2015 | Pneumonia & Influenza (Standardized Mortality Ratio): Vital Statistics, Calendar year ending 2011-2015 | Potential Years of Life Lost (Standardized Mortality Ratio, Island Health: BC): Vital Statistics, Calendar year ending 2011-2015 | Respiratory System (Standardized Mortality Ratio): Vital Statistics, Calendar year ending 2011-2015 | Suicide (Standardized Mortality Ratio): Vital Statistics, Calendar year ending 2011-2015

### Health Matrix

Health Matrix: Non-Users (%): Blue Matrix and People, Fiscal year ending 2015 | Health Matrix: Cancer (%): Blue Matrix and People, Fiscal year ending 2015 | Health Matrix: Frail, Living in Community (%): Blue Matrix and People, Fiscal year ending 2015 |

Health Matrix: Frail, Living in Community with High Complex Chronic Conditions (%): Blue Matrix and People, Fiscal year ending 2015 | Health Matrix: Frail, Living in Residential Care (%): Blue Matrix and People, Fiscal year ending 2015 | Health Matrix: Healthy Population/Minor Episodic Health Needs (%): Blue Matrix and People, Fiscal year ending 2015 | Health Matrix: High Complex Chronic Conditions (%): Blue Matrix and People, Fiscal year ending 2015 | Health Matrix: Living in Community with Palliative Care Needs (%): Blue Matrix and People, Fiscal year ending 2015 | Health Matrix: Low Complex Chronic Conditions (%): Blue Matrix and People, Fiscal year ending 2015 | Health Matrix: Major or Significant Time-limited Health Needs (Adults, %): Blue Matrix and People, Fiscal year ending 2015 | Health Matrix: Major or Significant Time-limited Health Needs (Child & Youth, %): Blue Matrix and People, Fiscal year ending 2015 | Health Matrix: Maternity & Healthy Newborns (%): Blue Matrix and People, Fiscal year ending 2015 | Health Matrix: Medium Complex Chronic Conditions (%): Blue Matrix and People, Fiscal year ending 2015 | Health Matrix: Severe Mental Health & Substance Use (%): Blue Matrix and People, Fiscal year ending 2015



## Data Sources

### Life Expectancy

Female Life Expectancy: BC Statistics, Calendar Year Range 2011-2015 | Life Expectancy: BC Statistics, Calendar Year Range 2011-2015 | Male Life Expectancy: BC Statistics, Calendar Year Range 2011-2015

### Morbidity

Alzheimer's Disease and Other Dementia - Prevalence (age-standardized rate per 1,000): MoH - Chronic Disease Registries, Fiscal year ending 2015 | Asthma - Prevalence (age standardized rate per 1,000): MoH - Chronic Disease Registries, Fiscal year ending 2015 | Chronic Kidney Disease - Prevalence (age standardized rate per 1,000): MoH - Chronic Disease Registries, Fiscal year ending 2015 | Chronic Obstructive Pulmonary Disease - Prevalence (age standardized rate per 1,000): MoH - Chronic Disease Registries, Fiscal year ending 2015 | Depression - Prevalence (age standardized rate per 1,000): MoH - Chronic Disease Registries, Fiscal year ending 2015 | Diabetes - Prevalence (age standardized rate per 1,000): MoH - Chronic Disease Registries, Fiscal year ending 2015 | Heart Failure - Prevalence (age standardized rate per 1,000): MoH - Chronic Disease Registries, Fiscal year ending 2015 | Hypertension - Prevalence (age standardized rate per 1,000): MoH - Chronic Disease Registries, Fiscal year ending 2015 | Ischemic Heart Disease - Prevalence (age standardized rate per 1,000): MoH - Chronic Disease Registries, Fiscal year ending 2015 | Mood and Anxiety Disorders - Prevalence (age standardized rate per 1,000): MoH - Chronic Disease Registries, Fiscal year ending 2015 | Osteoarthritis - Prevalence (age standardized rate per 1,000): MoH - Chronic Disease Registries, Fiscal year ending 2015

### Health Service Utilization

#### Complex Continuing Care

Home Care Clients (rate per 1,000 population aged 75 and over): Island Health - Ideas, Fiscal year ending 2016 | Home Care Clients (rate per 1,000 population): Island Health - Ideas, Fiscal year ending 2016 | Home Care Visits (rate per 1,000 population aged 75 and over): Island Health - Ideas, Fiscal year ending 2016 | Home Care Visits (rate per 1,000 population): Island Health - Ideas, Fiscal year ending 2016 | Home Support Clients (rate per 1,000 population aged 75 and over): Island Health - Ideas, Fiscal year ending 2016 | Home Support Clients (rate per 1,000 population): Island Health - Ideas, Fiscal year ending 2016 | Home Support Hours (rate per 1,000 population aged 75 and over): Island Health - Ideas, Fiscal year ending 2016 | Home Support Hours (rate per 1,000 population): Island Health - Ideas, Fiscal year ending 2016 | Residential Care Beds (rate per 1,000 population aged 75 and over): Island Health - Ideas, Fiscal year ending 2016

#### Emergency

Emergency Visits with CTAS of 1, 2 or 3 (%) for 75+ population: Island Health - Ideas, Fiscal year ending 2016 | Emergency Visits with CTAS of 1, 2 or 3 (%): Island Health - Ideas, Fiscal year ending 2016 | Unscheduled Emergency Department or Urgent Care Centre visits (rate per 1,000 population): Island Health - Ideas, Fiscal year ending 2016 | Unscheduled Emergency Department or Urgent Care Centre visits for 75+ (rate per 1,000 75+ population): Island Health - Ideas, Fiscal year ending 2016



## Data Sources

### Hospital Day Care

Acute Care Day Cases (age standardized rate per 1,000 population aged 75 and over): Ministry of Health Health Ideas, Fiscal year ending 2016 | Acute Care Day Cases (age standardized rate per 1,000 population): Ministry of Health Health Ideas, Fiscal year ending 2016

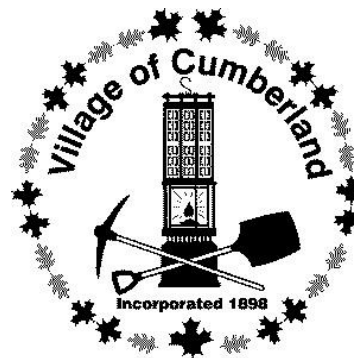
### Hospital Inpatient Care

Acute Care Inpatient Cases (age standardized rate per 1,000 population aged 75 and over): Ministry of Health Health Ideas, Fiscal year ending 2016 | Acute Care Inpatient Cases (age standardized rate per 1,000 population): Ministry of Health Health Ideas, Fiscal year ending 2016 | Alternative Level of Care Cases (age standardized rate per 1,000 population aged 75 and over): Ministry of Health Health Ideas, Fiscal year ending 2016 | Alternative Level of Care Cases (age standardized rate per 1,000 population): Ministry of Health Health Ideas, Fiscal year ending 2016 | Alternative Level of Care Days (age standardized rate per 1,000 population aged 75 and over): Ministry of Health Health Ideas, Fiscal year ending 2016 | Alternative Level of Care Days (age standardized rate per 1,000 population): Ministry of Health Health Ideas, Fiscal year ending 2016 | Ambulatory Care Sensitive conditions (%): Island Health - Ideas, Fiscal year ending 2017 | Ambulatory Care Sensitive conditions among population aged 75 and over (%): Island Health - Ideas, Fiscal year ending 2017 | Maternity Acute Care Utilization (case rate per 1,000 population): Ministry of Health Health Ideas, Fiscal year ending 2016 | Medical Acute Care Utilization (case rate per 1,000 population): Ministry of Health Health Ideas, Fiscal year ending 2016 | MRI Utilization - Island Health facilities only (rate per 1,000 population): Island Health, Fiscal year ending 2016 | Psychiatry (Dementia excluded) Acute Care Utilization (case rate per 1,000 population): Ministry of Health Health Ideas, Fiscal year ending 2016 | Surgical Acute Care Utilization (case rate per 1,000 population): Ministry of Health Health Ideas, Fiscal year ending 2016

### Primary Care

Population attached to physician at the practice level (%): Ministry of Health, Fiscal year ending 2014

# COUNCIL REPORT



REPORT DATE: July 7, 2017  
MEETING DATE: July 24, 2017

TO: Mayor and Councillors  
FROM: Michelle Mason, Financial Officer  
SUBJECT: Financial Performance Report – Second Quarter 2017

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## RECOMMENDATION

THAT Council receive the Financial Performance Report – Second Quarter 2017 report for information.

## SUMMARY

Revenue and expense items are currently within budget and all departments are in a surplus position. There are no significant concerns to note at this time. The overall surplus based on the financial plan is \$1,221,085.

## BACKGROUND

Attached to this report are financial summaries as at June 30, 2017 with comparisons to the 2017 financial plan and 2016 audited amounts. These financial summaries are not audited and do not meet all accounting standards which would otherwise be applied for final year-end financial statement purposes. Amortization on assets and expense accruals are not booked, prepayments and inventories have not been adjusted. The summaries are intended for internal purposes only.

The following statements as at June 30, 2017 are attached and provide information in financial statement format:

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

*Attachment 4: Reconciliation of Financial Statement Surplus to Financial Plan Surplus* as at June 30, 2017 is attached and provides a list of adjustments to reconcile surplus for financial statement reporting purposes to surplus for financial plan purposes.

For budget variance analysis, we recommend focusing on the *Statement of Operations and Accumulated Surplus (Attachment 2)* and the *Reconciliation of Financial Statement Surplus to Financial Plan Surplus (Attachment 4)*. In reviewing budget variance please note that asset amortization is a significant accounting expense that is not being recorded throughout the year and is not within budget managers' ability to control. Consequently, Attachment 2, 3 and 4 have been modified to show the 2017 financial plan figures with and without amortization in order to provide a better comparative figure for a review of performance against budget.

Based on the above information and the fact that 2017 year-end adjustments and some invoices are still outstanding for the period, we can expect an approximate 45-50% use of financial plan for operating expenses at June 30, 2017. Brief variance comments are included on Attachments 2 and 4. The following are more significant variance explanations and other items of note:

#### **Attachment 1: Statement of Financial Position**

Property taxes receivable (still owing) of \$1,859,791 appears substantially higher than the 2016 comparatives, but as at June 30, 2017, it does not reflect post-dated payments, mortgage company transfers and last day tax collections. We collected 93% of current year property tax revenues by the deadline date. General accounts receivables of \$1,585,525 are high because they include large amounts owing to the Village by the provincial government for home owner grants that is not paid to us until July of each year. Accounts payable and accrued liabilities of \$2,808,157 are always high at this time of year due to accruals for property tax collections for other taxing authorities that are not due until a later date. Deferred revenues of \$3,955,157 are high because they include a portion of the *Clean Water & Wastewater* approved grant that has been paid up front to the Village. These funds have been invested in a short-term GIC deposit until the funds are required for the water supply projects.

#### **Attachment 2: Statement of Operations and Accumulated Surplus**

##### **Revenues**

100% of property and frontage tax revenues are levied and recognized in May of each year. The use of financial plan for sales of services to other governments is only 14% at June 30, 2017. This will increase in August 2017 when the Cumberland Fire Protection District service fees revenue of \$127,980 is invoiced to the Comox Valley Regional District. The Village has received the small community grant of \$472,342 which is greater than the expected budget of \$460,000 by \$12,342. Other government transfers (grants) and development cost charge (DCC) revenues are expected to reflect similar timing to related project expenses upon completion.

##### **Operating Expenses**

Most of the 2017 special operating projects are in progress and we expect to incur costs for these over the next six months. Audit fees are not recognized until year-end and the Volunteer Fire Fighter compensation is not paid until December each year. Due to heavy snow events during January to March this year, snow clearing expenses were much higher than budget and staff expect to bring a budget amendment back to Council at a later date to transfer amounts from the snow clearing reserve.

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

The Village is currently in a net financial assets position of \$3,807,458. This is due to the fact that a significant amount of the property taxes have been collected; whereas, there is less than a 50% use of expenditures at June 30, 2017. Simply put the net financial assets means that the Village's financial assets are greater than its liabilities.

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

The use of financial plan for capital projects is only 7% at June 30, 2017. Most capital projects still do not have significant costs associated with them at this early stage but we expect to incur these costs over the next six months.

The 2017 financial plan surplus to date is \$1,221,085 due to the fact that 100% of the property taxes are recognized early in the year; whereas, there is less than a 50% use of expenditures at June 30, 2017. There are also other funding sources for the capital projects that are not recorded in the financial statements until 100% of the costs for the projects are recognized or at year-end.

### **FINANCIAL IMPLICATIONS**

There are no financial implications to receiving this report.

### **OPERATIONAL IMPLICATIONS**

Financial Management of the Village is undertaken by finance throughout the year. A year-end external audit takes place each year to review and confirm the financial management for the Village.

### **STRATEGIC OBJECTIVE**

None.

### **ATTACHMENTS**

- Attachment 1: Statement of Financial Position as at June 30, 2017;
- Attachment 2: Statement of Operations and Accumulated Surplus as at June 30, 2017;
- Attachment 3: Statement of Change in Net Financial Assets / (Debt) as at June 30, 2017; and
- Attachment 4: Reconciliation of Financial Statement Surplus to Financial Plan Surplus as at June 30, 2017.

### **CONCURRENCE**

None.

**OPTIONS**

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

Respectfully submitted,



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Michelle Mason  
Financial Officer



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Sundance Topham  
Chief Administrative Officer

**THE CORPORATION OF THE VILLAGE OF CUMBERLAND**  
**Statement Of Financial Position**  
**As At**  
**June 30, 2017**  
**UNAUDITED**

	<u>2017</u> <i>(Note 1)</i>	<u>2016</u>
<b>FINANCIAL ASSETS</b>		
Cash, equivalents and investments	10,605,674	6,848,539
Property taxes receivable	1,859,791	217,699
Accounts receivable	1,585,525	2,227,425
	<u>14,050,990</u>	<u>9,293,663</u>
<b>LIABILITIES</b>		
Accounts payable and accrued liabilities	(2,808,157)	(1,602,470)
Trust and other deposits	(434,915)	(556,877)
Deferred revenue	(3,955,157)	(1,694,630)
Debenture and long term-debt	(3,045,302)	(3,163,478)
	<u>(10,243,531)</u>	<u>(7,017,455)</u>
<b>NET FINANCIAL ASSETS / (DEBT)</b>	<b>3,807,459</b>	<b>2,276,208</b>
<b>NON-FINANCIAL ASSETS</b>		
Tangible Capital Assets	45,234,529	44,415,661
Inventories	123,431	123,431
Prepaid expenses	19,796	46,985
	<u>45,377,756</u>	<u>44,586,077</u>
<b>ACCUMULATED SURPLUS</b>	<b>\$ 49,185,215</b>	<b>\$ 46,862,285</b>
<hr/>		
<b>MUNICIPAL POSITION</b>		
Operating funds	(6,582,686)	(5,209,653)
Statutory Reserves	(413,302)	(400,449)
Equity in capital assets	(42,189,227)	(41,252,183)
	<u>\$ (49,185,215)</u>	<u>\$ (46,862,285)</u>

*Note 1:*

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

**THE CORPORATION OF THE VILLAGE OF CUMBERLAND**  
**Statement of Operations and Accumulated Surplus**  
**Interim Statement as at**  
**June 30, 2017**  
**Unaudited**

	<b>2017 Approved Financial Plan</b>	<b>Remove Amortization</b>	<b>2017 Adjusted Financial Plan (Note)</b>	<b>2017 Actual-YTD (Note)</b>	<b>% Use Of Financial Plan</b>	<b>Variance</b>	<b>2016 Actual</b>	<b>Comments</b>
<b>REVENUE</b>								
Property taxes and P.I.L.	\$ 2,424,420	\$ -	\$ 2,424,420	\$ 2,418,258	100%	\$ 6,162	\$ 2,316,233	Property Taxes levied in May each year
Parcel taxes	321,700	-	321,700	322,203	100%	(503)	183,282	Property Taxes levied in May each year
Sale of services & fees	1,454,020	-	1,454,020	779,813	54%	674,207	1,382,388	Utility billings, service connections and sales for other municipal services
Sale of services to other governments	376,360	-	376,360	51,115	14%	325,245	349,198	Bulk water/Fire Protection District/Animal Control to Ctny
Transfer from other govts-unconditional	460,000	-	460,000	472,342	103%	(12,342)	463,766	Small Community Grant received in June each year
Transfer from other govt's-conditional	7,333,055	-	7,333,055	150,000	2%	7,183,055	2,471,411	Grants relate to timing of projects plus Host Amenity & Community Works Funds received twice per year
Other revenue	519,200	-	519,200	270,656	52%	248,544	1,465,775	Permits & Licensing/donations/interest & miscellaneous
Development cost charges	370,740	-	370,740	-	0%	370,740	712,651	DCC revenue relates to timing of projects
Contributed Assets	-	-	-	-		-	473,737	
	<u>13,259,495</u>	<u>-</u>	<u>13,259,495</u>	<u>4,464,387</u>	<u>34%</u>	<u>8,795,108</u>	<u>9,818,441</u>	
<b>OPERATING EXPENSES</b>								
General government services	802,700	(26,315)	776,385	337,627	43%	438,758	686,745	Projects to complete during 2017, year-end audit outstanding
Transportation services	1,213,225	(433,525)	779,700	399,701	51%	379,999	1,244,038	Snow clearing higher than budget (reserve transfer may be required)
Protective services	618,500	(51,025)	567,475	194,022	34%	373,453	487,182	Projects to complete during 2017, lower than expected expenses
Environmental health services	2,005,080	(418,060)	1,587,020	568,948	36%	1,018,072	1,776,960	Water, sewer & storm projects to complete during 2017
Cemetery Services	35,005	(2,405)	32,600	12,327	38%	20,273	23,091	Projects to complete during 2017
Planning, development & environment	302,635	-	302,635	143,688	47%	158,947	261,857	
Recreation services	605,240	(28,900)	576,340	294,423	51%	281,917	696,395	Higher than expected program revenues matches higher than expected program related expenditures
Cultural and community events	127,840	-	127,840	73,236	57%	54,604	85,247	The majority of the community grant program payments were issued in June
Parks Services	395,170	(86,570)	308,600	117,485	38%	191,115	364,811	Park maintenance will ramp up over the summer months
	<u>6,105,395</u>	<u>(1,046,800)</u>	<u>5,058,595</u>	<u>2,141,457</u>	<u>42%</u>	<u>2,917,138</u>	<u>5,626,326</u>	
<b>ANNUAL SURPLUS</b>	7,154,100	1,046,800	8,200,900	2,322,930	28%	5,877,970	4,192,115	
<b>ACCUMULATED SURPLUS, BEGINNING OF YEAR</b>	46,862,285	-	46,862,285	46,862,285			42,670,170	
<b>ACCUMULATED SURPLUS, END OF YEAR</b>	<u>\$ 54,016,385</u>	<u>\$ 1,046,800</u>	<u>\$ 55,063,185</u>	<u>\$ 49,185,215</u>	<u>89%</u>	<u>\$ 5,877,970</u>	<u>\$ 46,862,285</u>	

Note:

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

**THE CORPORATION OF THE VILLAGE OF CUMBERLAND**  
**Statement of Change in Net Financial Assets / (Debt)**  
**Interim Statement as at**  
**June 30, 2017**  
**Unaudited**

	<b>2017 Approved Financial Plan</b>	<b>Remove Amortization</b>	<b>2017 Adjusted Financial Plan (Note)</b>	<b>2017 Actual-YTD (Note)</b>	<b>% Use Of Financial Plan</b>	<b>Variance</b>	<b>2016 Actual</b>
<b>ANNUAL SURPLUS</b>	7,154,100	1,046,800	8,200,900	2,322,930	28%	5,877,970	4,192,115
Amortization	1,046,800	(1,046,800)	-	-		-	972,881
Change in supplies inventories	-	-	-	-		-	(13,556)
Change in prepaid expenses	-	-	-	27,188		(27,188)	(39,117)
Proceeds on disposal of tangible capital assets	-	-	-	-		-	17,592
Loss on sale of tangible capital assets	-	-	-	-		-	19,284
Acquisition of tangible capital assets	(10,994,370)	-	(10,994,370)	(818,868)	7%	(10,175,502)	(5,326,686)
<b>CHANGE IN NET FINANCIAL ASSETS / (DEBT)</b>	(2,793,470)	-	(2,793,470)	1,531,250	(55%)	(4,324,720)	(177,487)
<b>NET FINANCIAL ASSETS, BEGINNING OF YEAR</b>	2,276,208	-	2,276,208	2,276,208		-	2,453,695
<b>NET FINANCIAL ASSETS / (DEBT), END OF YEAR</b>	<u>\$ (517,262)</u>	<u>\$ -</u>	<u>\$ (517,262)</u>	<u>\$ 3,807,458</u>	<u>(736%)</u>	<u>\$ (4,324,720)</u>	<u>\$ 2,276,208</u>

*Note:*

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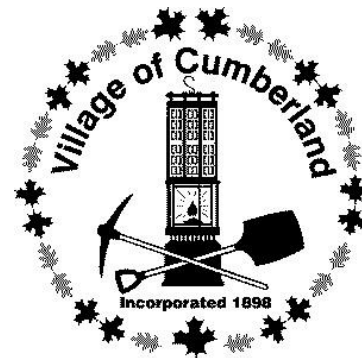
**THE CORPORATION OF THE VILLAGE OF CUMBERLAND**  
**Statement of Financial Activities**  
**Interim Statement as at**  
**June 30, 2017**  
**UNAUDITED**

	<u>2017 Approved Financial Plan</u>	<u>Remove Amortization</u>	<u>2017 Adjusted Financial Plan</u>	<u>2017 Actual-YTD</u>	<u>% Use Of Financial Plan</u>	<u>Variance</u>	<u>2016 Actual</u>	<u>Comments</u>
<b>ANNUAL SURPLUS</b>	7,154,100	1,046,800	8,200,900	2,322,930	28%	5,877,970	4,192,115	
<b>ADJUSTMENTS AS PER FINANCIAL PLAN</b>								
Acquisition of tangible capital assets	(10,994,370)	-	(10,994,370)	(818,868)	7%	(10,175,502)	(5,326,686)	<i>All capital projects are still in progress</i>
Add back amortization expenses	1,046,800	(1,046,800)	-	-		-	972,881	
Proceeds on borrowing	1,143,910	-	1,143,910	-	0%	1,143,910	200,481	
Principal payments on debt	(315,300)	-	(315,300)	(118,175)	37%	(197,125)	(417,213)	
Add back DCC revenue realized	(370,740)	-	(370,740)	-	0%	(370,740)	(712,651)	
Add DCC reserve interest earned	-	-	-	(6,803)		6,803	0	
Add Non-cash adjustments	-	-	-	-		-	19,284	
<b>CHANGE IN CONSOLIDATED BALANCES</b>	<u>(2,335,600)</u>	<u>-</u>	<u>(2,335,600)</u>	<u>1,379,084</u>		<u>(3,714,684)</u>	<u>(1,071,789)</u>	
<b>TRANSFER (TO) / FROM OTHER RESERVES</b>								
Development cost charges (DCC)	370,740	-	370,740	6,803	2%	363,937	712,651	
Reserves	1,964,860	-	1,964,860	(164,802)	(8%)	2,129,662	812,929	
<b>TRANSFER (TO) / FROM OTHER RESERVES</b>	<u>2,335,600</u>	<u>-</u>	<u>2,335,600</u>	<u>(157,999)</u>	<u>(7%)</u>	<u>2,493,599</u>	<u>1,525,580</u>	
<b>(DEFICIT) / SURPLUS PER FINANCIAL PLAN</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,221,085</u>		<u>\$ (1,221,085)</u>	<u>\$ 453,791</u>	

*Note:*

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

# COUNCIL REPORT



REPORT DATE: July 19, 2017

MEETING DATE: July 24, 2017

TO: Mayor and Councillors

FROM: Judith Walker, Senior Planner

SUBJECT: Report on the Increase in Retroactive Variance Requests

## RECOMMENDATION

- i) THAT Council receive the Report on the Increase in Retroactive Variance Requests; and
- ii) THAT Council direct staff regarding the Advisory Planning Commission recommendations.

## SUMMARY

Council requested that the Advisory Planning Commission (APC) comment on the increase of retroactive variance requests in the Village.

## BACKGROUND

Council has noticed an increase in the number of Development Variance Permit applications over the past few months. Although there is a significant increase, compared to last year, in the amount of building going on in the Village, Council requested that the APC provide comment on the retroactive applications. Concern was expressed that applicants are not considering the regulations and just making application to gain “forgiveness” for not meeting the setbacks, height, etc. Staff noted there appear to be legitimate mistakes made and that the variance process was designed to allow for these errors and provide some flexibility within the regulations. The APC and staff agreed that information on building requirements was not always easy to understand and that a brochure outlining some basic information may help in preventing some variance requests.

## ADVISORY PLANNING COMMISSION

The APC met on July 4, 2017 at their regular meeting and considered Council’s request. The following motions were passed:

“THAT the Advisory Planning Commission recommends that Council direct staff to produce and mail out to all Cumberland Residents a brochure which outlines the basics of building in the Village, topics such as when a Building Permit is required, how (and when) building setbacks work and what the consequences can be of building without a valid permit or in non-compliance with other Village bylaws.”

“THAT the Advisory Planning Commission recommends that Council direct staff to continue the current process of placing STOP WORK or DO NOT OCCUPY notices on non-compliant buildings and structures; AND FURTHER THAT after the Building Brochure is sent out, begin to collect the \$100 fee contained in the Building Bylaw when the Village approves the removal of the STOP WORK or DO NOT OCCUPY notices so that construction or occupancy may continue/occur.”


**FINANCIAL IMPLICATIONS**

A Village-wide mail out costs approximately \$300 to reach all households in the Village. This brochure could go out with the next run of sewer-water bills to save that cost, which would take place in mid- October.

**OPERATIONAL IMPLICATIONS**

The review of Development Variance Permit applications are part of the services provided by the Planning Department. Additional time would be required to develop the brochure including graphics, and have staff review, print and fold prior to mailing.

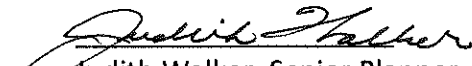
**CONCURRENCE**

Rob Crisfield, Manager of Operations 

**OPTIONS**

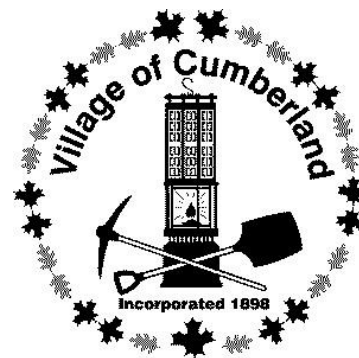
- i) THAT Council receive the Report on the Increase in Retroactive Variance Requests; and
- ii) THAT Council direct staff regarding the Advisory Planning Commission recommendations; or
- iii) Any other action deemed appropriate by Council.

Respectfully submitted,

  
Judith Walker, Senior Planner

  
Sundance Topham, Chief Administrative Officer

# COUNCIL REPORT



REPORT DATE: July 19, 2017  
MEETING DATE: July 24, 2017

TO: Mayor and Councillors  
FROM: Judith Walker, Senior Planner

SUBJECT: Development Permit Application – 2956 Ulverston Avenue

<b>FILE:</b>	2017-09-DP		
<b>OWNER:</b>	Inland Storage		
<b>PID:</b>	015-792-901	<b>Folio:</b>	516 00820.000
<b>LEGAL DESCRIPTION:</b>	Lot 1, District Lot 24, Nelson District, Plan, 50021, Except Part in Plan VIP53295		
<b>OCP DESIGNATION</b>	Industrial	<b>ZONE:</b>	Heavy Industrial (I-2)
<b>PURPOSE OF DP</b>	DPA#1 Environmental Protection Area and DPA #5 Industrial		

## RECOMMENDATION

- i) THAT Council receive the report “Development Permit Application - 2956 Ulverston Avenue” dated July 10, 2017.
- ii) THAT Council grant the Development Permit, as presented, for property described as Lot 1 District Lot 24 Nelson District Plan50021 Except Part in Plan VIP53295 (2956 Ulverston Avenue).

## SUMMARY

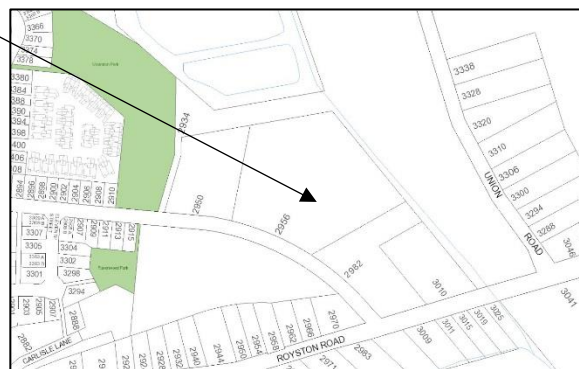
An application has been received for a DPA#1 Environmental Protection Development Permit and a DPA #5 Industrial Development Permit to construct two new storage buildings.

## BACKGROUND

The subject property is designated as Development Permit Area (DPA) No. 1 Environmental Protection for aquatic ecosystem areas (watercourses, wetlands, and riparian areas) and as Development Permit Area (DPA) No. 5 Industrial as identified on Map E of the Village of Cumberland Official Community Plan Bylaw No. 990, 2014. The reason for the designation is because of the adjacent watercourse, and to provide conditions on form and character of the industrial buildings to limit visual impact on adjacent uses.

The nearest watercourse adjacent to the property is a channelized ditch which runs between the Inland Storage and Emterra properties, and connects to Maple Creek. A Riparian Area Regulation (RAR) report is required due to Maple Creek flowing into the Trent River, which is a fish-bearing

Subject Property



watercourse. In the past, berms were constructed to protect the properties from flooding from water flow from the ditch and from Maple Creek.

The Owner wishes to construct two new storage buildings and the Development Permit must be granted prior to completion of the building permit.

Environmental Protection Area DPA #1

The Applicant has received a bio-inventory report from a Registered Professional Biologist (RPBio), who has also provided also a Riparian Areas Regulation (RAR) report and has submitted it to the Ministry as is required when development occurs within 30.0metres of an identified watercourse that connects to fish habitat. The RPBio recommends the approval of the proposed location of the two new buildings based on the mitigation measures and monitoring as outline in the RAR. Building A is entirely outside of the 30metre Riparian Assessment Area and Building B will be sited entirely outside of the Stream Protection and Enhancement Area (SPEA). The Bio-inventory and RAR reports are attached. Please note that information from the bio-inventory report, such as lighting design issues, may not be applicable to the bio-inventory report but staff may include those issues as relevant to the Industrial Development Permit. The bio-inventory information has been incorporated into the guidelines below, with the biologist’s comments in red text.

Industrial DPA #5

The intent of this DP is to enhance the visual quality of developments located along main entry thresholds to the community and to ensure that industrial development limits visual impact on adjacent uses.

The Owner proposes two storage buildings:

Building A: This Building provides open storage for the building materials used for the modular homes manufactured on site. The side walls are shipping containers, painted slate blue to match the other industrial buildings and the roof will be metal. The placement of shipping containers is permitted in Industrial Two (I-2) zone and the building will require a building permit.

Building B: This building is a wood framed, enclosed storage building with standing seam metal roofing. This building is to provide enclosed storage for vehicles and boats that have been stored inside the existing building. The new building will be clad with metal to match existing blue metal buildings and meets the maximum height requirement of the I-2 zone.

The following chart presents the DP#1 and DP#5 requirements, and how the application meets those regulations. The Bio-inventory report information is red.

DP Language		Application content	DP Condition
<b>10.1.5</b>	<b>DPA#1 EP Guidelines–General Requirements</b>		
The primary function of the Environmental Protection Development Permit Area designation is to ensure that natural resources are protected, connectivity restored and maintained, and development impacts mitigated, including by allowing decision makers to have the ability to secure the necessary information and be able to place conditions on development.			
1.	Before any land clearing takes place, and before development design begins, an application for a development permit requires a biological site	Site is already developed and no clearing is proposed.	None

DP Language		Application content	DP Condition
<b>10.1.5</b>	<b>DPA#1 EP Guidelines—General Requirements</b>		
	inventory (bio-inventory) according to the procedures described in <u>Develop with Care 2012—Environmental Guidelines for Urban and Rural Land Development in British Columbia</u> , Appendix B and amendments thereto, prepared by the Ministry of Forest Lands and Natural Resource Operations.	Develop with Care (DWC) 2012 procedures used	
2.	<p>The bio-inventory should be prepared by a qualified professional biologist together with other professionals of different and relevant expertise, as the project warrants.</p> <p>If wetlands and riparian areas exist within the development area, hydrologists and hydro-geologists should be consulted to ensure the proper hydrological function is maintained within these ecosystems.</p> <p>A professional geoscientist should be consulted if there is erosion potential or slope instability.</p> <p>The consultant or team of consultants should have an understanding of wildlife biology—especially for species at risk, geomorphology, environmental assessment, and development planning in British Columbia, specific expertise in the wildlife species, wildlife habitat, and ecosystems of the West Coast region is highly preferred.</p>	<ul style="list-style-type: none"> <li>• The Detailed Riparian Assessment was completed by a skilled technician and a Registered Professional Biologist.</li> <li>• A 30m wide riparian assessment area for a ditch overlaps with the development area for one accessory building.</li> <li>• While a wetland is located on the subject property it is outside of the development (more than 30m from the proposed development). An updated map has been provided that includes the wetland for the purposes of this Bio-inventory. An existing earthen berm partitions the site and associated activities from the wetland.</li> <li>• There are no mapped occurrences of species at risk in the area. The area of development (currently an unpaved parking lot) does not provide suitable habitat for wildlife.</li> </ul>	None
3.	The bio-inventory shall:		
a)	Be in accordance with <u>Develop with Care 2012: Environmental Guidelines for Urban and Rural Land Development in British Columbia</u> (DWC) or most current edition, and with reference to Appendix B: Bio-inventory Terms of Reference.	DWC Appendix B procedures used. Environmentally Valuable Resources (EVR) present within 100m, but are protected with a suitable buffer (no impact from development).	None
b)	Locate the parcel relative to watershed area(s) and describe the hydrological features of the parcel—including water shedding, collecting and conveyance areas.	Refer to RAR report by Current Environmental: ditches border the site. Stormwater runoff is managed using an existing catch basin system	

DP Language		Application content	DP Condition
<b>10.1.5</b>	<b>DPA#1 EP Guidelines—General Requirements</b>		
c)	Examine the natural environmental features within the parcel—including rare and threatened plant communities, endangered species listed under the Provincial Wildlife Act and the Federal Species At Risk Act (SARA) and any identified critical habitats for those species, and other important habitat features.		
d)	Provide a description and map(s) showing the boundaries of Environmentally Sensitive Areas—including 30.0metres from the natural boundary of terrestrial areas, and 30.0metres from the natural boundary of watercourses, wetlands and lakes, and 30.0metres from the top of the bank of a watercourse, where a bank is within 15.0metres of the natural boundary of the watercourse). Determine the restricted development and buffer zones on the parcel through an explanatory, reference or legal survey plan prepared by a BC Land Surveyor that shows these boundaries (refer to Section 4, Table 4.1 <u>Develop With Care</u> for recommended target buffer distances for biodiversity conservation).	<p>No species at risk or critical habitats within development area.</p> <p>Refer to RAR report by Current Environmental and revised map</p>	3 (a) Building to be located as per plan
e)	Examine the impact of the proposed development on the soils, vegetation, watercourses, wildlife, and hydrology in all restricted development and buffer zones; and provide development pattern and servicing recommendations to minimize these impacts.	<ul style="list-style-type: none"> <li>The development areas are limited to existing parking lots. No impacts to any of the listed parameters.</li> <li>Stormwater should not exceed capacity of existing system. The increase in impermeable surface is less than 10% of property area. The quality of water entering the existing stormwater system is not anticipated to be significantly altered from existing conditions.</li> </ul>	3 (a) (i)
f)	Examine pre-development water quality and quantity on the site and provide mitigation and enhancement strategies to maintain pre development water quality and quantity for the restricted development zones and buffer areas.	<ul style="list-style-type: none"> <li>Timing of works is not significant considering the existing conditions of the site</li> </ul>	
g)	Examine the impact of the proposed development on the larger watershed area(s) including watercourses, habitat connectivity, water quality and quantity upstream and downstream, and possible cumulative hydrological impacts that may result; and provide development pattern and servicing recommendations to minimize them.	<ul style="list-style-type: none"> <li>As per Section 4 of the Detailed Riparian Assessment mitigation measure will be in place to avoid harm to the SPEA</li> </ul>	3 (a) iii)
h)	Recommend appropriate timing of works associated with development in order to minimize impacts to wildlife during migration, breeding, birthing, and rearing seasons.	<ul style="list-style-type: none"> <li>The proposed development activities will not encroach on the setback areas.</li> </ul>	

DP Language		Application content	DP Condition
<b>10.1.5</b>	<b>DPA#1 EP Guidelines–General Requirements</b>		
4.	The detailed bio-inventory is used to create the site plan. The site plan and development design must include:		
a)	Detailed drawings or plans clearly describing the proposed structures and the materials and type of construction to be employed, including a cross section of the proposed structure and its layout on the ground;	Monitoring during construction is required as per RAR report	Schedule A, B-1, B-2
b)	A detailed description of existing structures near the proposed structure or area of work;		
c)	A detailed drawing or plan clearly describing any area of the removal of rock, gravel, or soil;		
d)	The reason and purpose of the work;		
e)	The name of the contractor, if any, who will do the work;		
f)	Time required for completion in calendar days;		
g)	Any further information required by the Village to ensure compliance with this bylaw, including construction design or structural details of any part of the proposed works;		
h)	A description of how environmental protection DPA requirements will be met, and how any issues identified in the bio-inventory will be mitigated, and how recommended mitigation measures will be achieved;	RAR report is on file with the Province	3 (a) (i) through (v)
i)	Any replanting prescription for vegetation in disturbed areas that is prescribed by the bio-inventory report;	There is no replanting prescribed. No riparian vegetation will be disturbed, and existing cleared areas will be retained for industry use.	
j)	A copy of any applicable federal and provincial approvals.	n/a	
5.	As a condition of the development permit and in accordance with the bio-inventory for the project, the Village may require monitoring of the development by a qualified professional such as a professional engineer or biologist.	Refer to RAR - monitored by biologist	3(a) (vi)
6.	Should damage occur to an environmentally sensitive area during development, the Village shall require, at the developer's cost:		
a)	A Professional assessment and report on the damage incurred along with recommended mitigations;	Low probability of damage n/a	None
b)	Full mitigation and rehabilitation of the impacted ESA.		
7.	Development design must reflect the objectives and guidelines of the <u>Standards and Best Practices for Instream Works</u> , <u>Land Development Guidelines for the Protection of Aquatic Habitat</u> , <u>Stormwater Management: A Guidebook for British Columbia</u> , <u>Develop with Care Environmental Guidelines for</u>	The listed guidelines and documents were consulted for production of the RAR report and this bio-inventory detail.	3 (a)( iii)

DP Language		Application content	DP Condition
<b>10.1.5</b>	<b>DPA#1 EP Guidelines–General Requirements</b>		
	<u>Urban and Rural Land Development in British Columbia</u> (Section 3 - Guidelines for Ecosystems and Species Protection and Section 4), <u>Access Near Aquatic Areas: A Guide to Sensitive Planning, Design and Management</u> and other best management practices guides produced by the provincial government.		
8.	Plan, design, and implement land development and subdivision in a manner that:		
a)	Supports the maintenance and restoration of natural system functions including watercourse, and groundwater recharge; hydrology	<ul style="list-style-type: none"> <li>• There is no habitat to maintain within the area of development. The area must be maintained as cleared land for industry use.</li> <li>• The proposed development activities are outside of the designated SPEA.</li> </ul>	3 (a)(i)
b)	Preserves natural features including soil, watercourses, groundwater, and native shrubs, groundcover and tree cover;		Not applicable
c)	Maintains connectivity and linkages with adjacent sensitive ecosystems and other habitat areas and minimizes fragmentation;		Not applicable
d)	Protects endangered, threatened, or vulnerable species or plant communities by avoiding disturbance to sites where rare plants are growing and where rare natural plant communities occur;		Not applicable
e)	Maintains critical habitat structures such as old trees, snags, trees with cavities, and ephemeral wetlands.		Not applicable
9.	Retain mature vegetation wherever possible and incorporate it into the design of the project.	Only trees exist on berm which is not be disturbed n/a	3 (a) (i)
10.	Demonstrate that a diligent effort has been made in site design to:		
a)	Preserve both the natural vegetation and tree ; or	Site is already developed n/a	Not applicable
b)	Restore historical forest densities and hydrological function.		
11.	Prevent disturbance of nesting sites and breeding areas. Animals must have access to the habitat that supports their reproduction in order to ensure future generations.	No nesting sites/breeding areas will be disturbed	Not applicable
12.	Schedule work during times when impacts to wildlife will be minimal, including:		
a)	Outside of known wildlife migration seasons;	Site is already developed n/a	Not applicable
b)	Outside of breeding, birthing, and rearing seasons (refer to Section 4 of 2012 <u>Develop with Care Manual</u> for breeding season least risk windows).		

DP Language		Application content	DP Condition
<b>10.1.5</b>	<b>DPA#1 EP Guidelines—General Requirements</b>		
13.	Preserve existing and potential connections to adjacent Terrestrial, Aquatic and Connectivity Areas by maintaining native shrub, groundcover and tree cover between habitats.	Berms are not to be disturbed n/a	3 (a) (i)
14.	Prevent foreign material from entering into any restricted development areas, including—without limitation—greases, oils, gasoline, sediments, and other contaminants during and after the construction phase of the proposed development.	In RAR (6) Sediment and Erosion Control	3 (a) (ii) (c)
15.	Design lighting on developments to provide the minimum necessary for safety purposes and to avoid light intrusion throughout the parcel.	All proposed street lighting is in accordance with existing Village bylaws and design standards. (Refer to DPA#5) n/a	3 (b) (vi-viii)
16.	Any fencing should be designed according to the guidelines described in <u>A Landowners Guide to Wildlife Friendly Fences: How to Build Fence with Wildlife in Mind</u> , Montana Fish Wildlife and Parks.	No fences proposed n/a	Not applicable
17.	Manage rainwater in accordance with the Water Balance Model or the most recent integrated watershed management or rainwater policy and design manual. This includes managing rainwater on site and maintaining pre-development drainage flows.	In RAR (7) Stormwater Management and Stormwater Management Brief n/a	3 (a) (v)
18.	<i>Encroachment into the DPA by all development activities will not exceed that indicated in the site plan approved in the development permit. All development activities will avoid or minimize disturbance in the DPA beyond the building footprint. This may mean adjusting conventional practices with respect to locating machinery and stockpiles relative to excavations, use of hand labour as opposed to machinery, etc.</i>	Refer to RAR.	3 (a) (i)
19.	Prior to any development activity, the boundaries of restricted development and buffer zones identified in the bio-inventory will be clearly marked with a bright orange or other highly visible temporary fence with a minimum height of 1.2metres and supported by poles a maximum distance of 2.5metres from one another. This fence will remain in place throughout clearing, site preparation, construction, or any other form of disturbance.	Refer to RAR.	Not applicable
20.	Ensure that the roots of trees are protected during construction. The roots of mature trees typically extend from 1–3 times the height of the tree from the tree’s trunk and are found within 30.5a–38.1centimetres of the soil surface. Damage to these roots (especially in mature trees) can impede the	Refer to RAR	3 (a) (i)

DP Language		Application content	DP Condition
<b>10.1.5</b>	<b>DPA#1 EP Guidelines–General Requirements</b>		
	tree’s ability to obtain water and nutrition and can cause it to fall or blow over. Communicate tree protection plans to everyone involved in the project.		
21.	Any trail or pathway development must:		
	a) Minimize the impacts of recreational use on restricted development zones and adjacent natural areas and systems;	Site already developed- no trails proposed. n/a	Not applicable
	b) Adhere to the Village’s trail and pathway design and construction practices for ESADP Areas;		
	c) Be designed to prevent motorized vehicle use to the maximum extent possible.		
22.	When establishing watercourse and riparian buffer zones, consider the needs of all species and not just fish. For example, SPEAs established using the Riparian Areas Regulation methodology focus on the needs of salmon and trout and may not adequately protect other species such as amphibians, birds, and small mammals.	n/a	3 (a)

DP Language		Application content	DP Condition
<b>10.1.6.1</b>	<b>DPA#1 EP Supplemental Guidelines– Aquatic Ecosystem Areas</b>		
1.	The following requirements apply to all development permit applications in all <b>aquatic ecosystem areas</b> (watercourses, wetlands, and riparian areas).		
	a) When a site contains or is adjacent to a watercourse where fish are present or fish habitat is provided, the applicant shall, at their expense, retain the services of a registered professional Biologist (RPBio), or other Qualified Environmental Professional (QEP) to prepare an assessment report pursuant to <i>Riparian Areas Regulation (RAR)</i> . RAR is only necessary if the proponent plans to develop within 30metres of the high water mark or top of ravine bank of a stream or other waterbody that connects to fish habitat.	Refer to RAR	3 (a)
	i) The Village should receive notification from the provincial ministry responsible for the environment that the Department of Fisheries and Oceans and the provincial ministry have been notified of the development proposal and provided with an acceptable copy of an assessment report prepared by a RPBio, or other QEP.	RAR filed with Province	3 (a)

DP Language		Application content	DP Condition
<b>10.1.6.1</b>	<b>DPA#1 EP Supplemental Guidelines– Aquatic Ecosystem Areas</b>		
	ii)	Where the assessment report proposes a Harmful Alteration, Disruption or Destruction (HADD) to fish habitat pursuant to Section 35(2) of the <i>Fisheries Act</i> (Canada), the development permit shall not be issued unless Fisheries and Oceans Canada subsequently approve the HADD.	None noted Not applicable
	iii)	Where the assessment report describes an area designated as Streamside Protection and Enhancement Area (SPEA), the development permit shall not allow any development activities within the SPEA except in accordance with the assessment report.	Refer to RAR 3 (a)
	iv)	The conditions in the <i>RAR</i> shall form part of the Development Permit.	Complies 3 (a)
b)	When a site contains, or is adjacent to, a known watercourse where the presence or absence of fish is unknown:		
	i)	All development within the DPA adjacent to those watercourses, not subject to the RAR, shall require an evaluation by a registered professional biologist or other QEP who shall prepare a report assessing the environmental components of the proposal. The measures and recommendations of the registered professional biologist report may form the terms of the development permit.	Refer to RAR 3 (a)
	ii)	The report should generally include the following information:	
	1)	A detailed site plan identifying the environmentally sensitive area within the site, location of existing and proposed buildings and structures, new lot lines, and an assessment of existing natural vegetation;	Refer to RAR 3 (a)
	2)	The criteria used to define the boundaries of the environmentally sensitive area;	Refer to RAR
	3)	An inventory of wildlife species and related habitat;	Not applicable

DP Language		Application content	DP Condition
<b>10.1.6.1</b>	<b>DPA#1 EP Supplemental Guidelines– Aquatic Ecosystem Areas</b>		
	4)	An impact statement describing effects of proposed development or subdivision on natural conditions or any neighbouring sensitive ecosystem as identified by the best available and most up to date information including the province’s Sensitive Ecosystem Inventory and the Comox Valley Regional Districts’ Sensitive Habitat Atlas;	Refer to RAR 3 (a)
	5)	Guidelines for mitigating habitat degradation including limits of proposed restricted development zone.	Refer to RAR
c)	For all sites <b>adjacent</b> to any Aquatic Ecosystem Area:		
	i)	Existing native vegetation and soil should be retained and restored within the riparian assessment area;	Not applicable
	ii)	Minimum parcel sizes for subdivision parcels, including bare land strata lots, should be met exclusive of the SPEA.	
<b>2.</b>	<b>Site Analysis</b>		
a)	All projects proposed should, as a prelude to site planning and design, demonstrate an understanding of the following site conditions:		
	i)	Location in one of the eight principal watersheds (First Supply Creek, Morrison Creek, Piercy Creek, Millard Creek, Roy Creek, Maple Lake Creek, Perseverance Creek and Comox Lake) including identification of upstream (or upslope) and downstream (or downslope) land uses and the evaluation of the potential conflicts therein.	Refer to RAR 3 (a)
<b>3.</b>	<b>Site Planning</b>		
a)	All development proposals should demonstrate that site selection and planning have given consideration to:		
	i)	<u>Develop with Care 2012–Environmental Guidelines for Urban and Rural Land Developments in British Columbia</u> and amendments thereto, prepared by the Ministry of Forest Lands and Natural Resource Operations;	Refer to RAR <b>Develop with Care 2012 procedures used.</b> 3 (a)

DP Language		Application content	DP Condition
<b>10.1.6.1</b>	<b>DPA#1 EP Supplemental Guidelines– Aquatic Ecosystem Areas</b>		
	ii)	Opportunities and constraints for on-site stormwater management including factors such as natural storage and soil infiltration.	Stormwater should not exceed capacity of existing system. The increase in impermeable surface area is less than 10% of property area. The quality of water entering the existing sotrmwater system is not anticipated to be significantly altered from existing conditions.
	b)	All development proposals shall provide a stormwater management plan that:	
	i)	Follows source control (on-site) principles and practices, and minimizes the use of conventional pipe and pond techniques, and avoids direct discharges to streams and other water-bodies;	Stormwater should not exceed capacity of existing system. The increase in impermeable surface area is less than 10% of property area. The quality of water entering the existing stormwater system is not anticipated to be significantly altered from existing conditions.
	ii)	Takes advantage of on-site opportunities to recycle water to soil, wetlands, and forests;	
	iii)	Uses site adaptive principles in facility placement and design, site grading, tree removal, impervious cover, and the scale and types of measures used to capture, direct, and dispose of stormwater.	
4)	The Village encourages proposals that offer to register a covenant on the title of the lands. The covenant will be registered before any development, including subdivision, and is intended to protect the aquatic ecosystem and the nearby vegetation and to ensure that it remains in a natural and vegetated state and/or free of development. The covenant will be registered in favour of the Village, other public agencies including the Province, or non-governmental organizations, such as a private land trust committed to the management of watercourses or streamside areas.		Not applicable
5)	The applicant must provide an erosion and sediment control plan that reflects measures prescribed in the <u>Land Development Guidelines for the Protection of Aquatic Habitat</u> (1992: note Section 3), <u>Stream Stewardship: a Guide for Planners and Developers</u> (1994: note pages 30–34), or other standards or guidelines adopted or approved by the Village. This plan will form part of the development permit.		Refer to RAR  3 (a) (ii)

DP Language		Application content	DP Condition
<b>10.1.6.1</b>	<b>DPA#1 EP Supplemental Guidelines– Aquatic Ecosystem Areas</b>		
6)	As a general rule, clearing of land, grubbing, grading, and other activities that expose expanses of soil will be completed during the dry months of the year, usually June through September.		Not applicable
7)	Sediment containment and erosion control measures will be installed prior to any development activity.		3 (a) (iii)
8)	Development will be avoided on slopes greater than 30 percent (approximately 7°) due to the high risk of erosion and bank slippage.		Not applicable
9)	Existing trees and vegetation within the Aquatic Ecosystem Areas will not be disturbed except where allowed under the development permit.	There is no vegetation removed and no replanting required.	3 (a) (i)
10)	To ensure their long-term health, all existing trees that are to be retained will be clearly marked prior to development, and temporary fencing will be installed at the drip line to protect them during clearing, grading, and other development activities.	There is no vegetation removed and no replanting required.	3 (a) (i)
11)	The following are allowed within Aquatic Ecosystem Areas buffer zones:		
a)	Pruning or removal of trees deemed hazardous by a registered professional arborist, while retaining wildlife trees and snags (dead, upright trees, or stumps) if safe		Not applicable
b)	Pruning of undergrowth within 1.0metre of existing or proposed public trails to avoid injury to users, but no disturbance of vegetation within 3.0metres of the natural boundary of the watercourse;		Not applicable
c)	Supplementing existing vegetation with planted stock as needed to landscape bare or thin areas.		Not applicable
12.	Replanting of disturbed areas or the supplementing of existing vegetation with planted stock in thin or bare areas of a buffer zone will be required in accordance with the following:		
a)	Replanting will use trees, shrubs, and ground cover native to the area and selected to suit soil, light, and groundwater conditions of the site and to promote habitat or erosion control functions as necessary;	There is no vegetation removed and no replanting required.	Not applicable
b)	Individual trees will be replaced based on the recommendations of environmental reports;		

DP Language		Application content	DP Condition
<b>10.1.6.1</b>	<b>DPA#1 EP Supplemental Guidelines– Aquatic Ecosystem Areas</b>		
c)	Species native to the area should be used in the restoration area. If needed, trees should be placed to enhance bank stability and provide cover to a watercourse;		
d)	A shrub layer will be provided for a minimum of 33 percent of the restoration area; shrubs will be planted at an average density of 1.0metre apart and a minimum #2 pot size at time of planting;		
e)	Groundcover may be substituted for shrubs; if used, groundcover will consist of brush layers or planted groundcover species at a maximum average spacing of 0.5metres with plants of minimum 10.0centimetre pot size at time of planting;		
f)	For wooded areas, clearing should not exceed 10 percent of the Aquatic Ecosystem Area, should be confined to the outer portions of the Aquatic Ecosystem Area, and must not be on slopes greater than 50 percent (27°). The same replacement ratio, average tree density, and site features as in the previous Guideline apply;		
g)	Areas not covered by trees, shrubs, or groundcover will be seeded with native herbaceous plants, grasses, or legumes;		
h)	All vegetation will be protected from intrusion by motor vehicles with a curb or other suitable protective barrier if roads, driveways, or parking areas abut the buffer zone;	Refer to RAR - Berms to be protected from any disturbance.	3 (a) (i)
i)	All planted stock will be maintained for a minimum of two years; within that time, any unsuccessful stock will be replaced at the owner's expense.		Not applicable
13.	To replace portions of an Aquatic Ecosystem Area buffer zone that are permanently removed, remaining portions may be enhanced by re-vegetating bare or thin areas, or by widening the buffer zone in other portions of the site not affected by the development.		Not applicable
14.	Fencing to restrict access of livestock to Aquatic Ecosystem Areas will be installed where needed. Any fencing should be designed according to the guidelines described in <u><a href="#">A Landowners Guide to Wildlife Friendly Fences: How to Build Fence with Wildlife in Mind</a></u> , Montana Fish Wildlife and Parks.		Not applicable

DP Language		Application content	DP Condition
<b>10.1.6.1</b>	<b>DPA#1 EP Supplemental Guidelines– Aquatic Ecosystem Areas</b>		
15.	Land development activities must be planned, designed, and implemented in a manner that does not disturb or fragment wetland ecosystems including:		
a)	Wetland vegetation and structure;	There is no habitat to maintain within the area of development. The proposed development activities are outside of the designated SPEA.	Not applicable
b)	Rare or uncommon animals, wetland plants, or plant communities;		
c)	Wildlife habitats such as breeding and nesting sites;		
d)	Soils and soil conditions.		

DP Language		Application content	DP Condition
<b>10.5</b>	<b>DPA #5 Industrial</b>		
<b>1.</b>	<b>Site Design</b>		
a)	The Village will work with the principles of Crime Prevention through Environmental Design (CPTED) in the consideration of site design and landscaping.	The site is already developed	None
b)	Site Design should consider the preservation of natural site features.		
c)	Site design should protect the enhancement of view corridors to open areas and viewsapes.		
<b>2.</b>	<b>Landscaping</b>		
a)	All landscaping shall be irrigated by means of an automated system.	Vegetated area outside fence to be maintained	3 (b) (xiii)
b)	A landscaped buffer shall be provided along all major roads and all buildings shall be screened from view from any adjacent property zoned for residential use as effectively as possible through the use of landscaping, solid sound attenuating fencing, and siting.		
c)	Fencing as required above shall be a minimum of 2.5metres in height.		
d)	All waste disposal and recycling bins shall be screened on three sides within a solid walled animal-proof enclosure, not less than 2.0metres in height.	Vegetated area outside fence to be maintained	3 (b) (xiii)
e)	Such elements as shipping and loading areas, outdoor storage areas, transformers, and meters shall be additionally screened landscaping, solid fencing, and appropriate siting.		
f)	Building footprints should be located to create opportunities for plazas, courtyards, or garden patio areas with appropriate site furniture and lighting.		
g)	The appearance of the both the buildings and the site landscaping should have a strong emphasis toward public street views, incorporating a concept that emphasizes the public realm.		
h)	Landscape plans will be provided at the developer’s expense, which have been prepared by registered professional utilizing plants		

DP Language		Application content	DP Condition
<b>10.5</b>	<b>DPA #5 Industrial</b>		
	appropriate to the growing conditions. The plan shall include a complete plant list and cost estimate. A performance security will be required before the Permit is issued.		
<b>3. Accessibility</b>			
a)	Accessibility features shall be integrated into the overall design concept and identified on the site plans.	The proposed building is not a public building and the building will only be required to meet any accessibility features of the BC Building Code.	None
b)	Accessible travel routes shall be provided from adjacent roadways and parking areas to the main building entry and should incorporate barrier-free universal design principles.		
c)	Accessible travel routes shall be of a hard, slip-resistant surface with a minimum width per requirements of the most current edition of the British Columbia Building Code (BCBC).		
d)	Accessible travel routes shall conform to the requirements of the most current edition of the BCBC.		
<b>4. Building Form and Character</b>			
a)	Buildings shall be sited to ensure that any adjacent residential properties have visual privacy, as well as protection from site illumination and noise.	No adjacent residential properties.	None
b)	All buildings and expansions thereto, storage, parking, and supply yards shall be designed to be compatible with surrounding land uses and the major roads fronting the property.	Conforming	None
c)	The use of smooth surfaced, wood, concrete board, acrylic stucco, brick, baked enamel-finished metal siding, or metal panels are encouraged.	Conforming	3(b) (i)
d)	Rooftop mechanical equipment shall be hidden behind screens or parapets designed as an integral part of a building to conceal such equipment.	Not applicable	None
e)	Building design should include a variety of architectural design treatments, including articulated building footprints to reduce massing and to promote architectural definition and interest.	Not recommended for this type of industrial development.	None
f)	Building massing shall consider the preservation or enhancement of view corridors to open areas and mountain vistas.	View corridors not present	None
g)	Building massing should respond to a human scale with materials and details that are proportionate to human height and provide visual interest at the street and sidewalk level	Not recommended for this type of industrial development.	None
h)	Building elevations fronting and visible to the street are encouraged to include offices, showrooms, pitched roofs and decorative design elements.	Frontage is screened by landscaping and fencing	None
i)	Buildings shall be designed to mitigate the effect of internal noise from mechanical and other industrial equipment.	Noise is mitigated by landscaping and fencing	None

DP Language		Application content	DP Condition
<b>10.5</b>	<b>DPA #5 Industrial</b>		
<b>5. Signs</b>			
a)	Sign illumination for new signs shall be exterior, from the front and downcast. Internally illuminated signs may include halo lighting or the direct back lighting, only for individual letters and logos, subject to any Sign Bylaw.	No new signs proposed	None
b)	Sign heights and size shall be in context with the neighbourhood, subject to the applicable bylaw provisions.		
c)	No signs shall be equipped with flashing, oscillating or moving lights or beacons.		
<b>6. Lighting</b>			
a)	Natural cycles of day and night lighting are important for human health, the natural environment, astrophysical endeavors, and the conservation of energy. To minimize these impacts, outdoor lighting should be regulated to control both the quantity and quality of night lighting.	Noted	3 (b) (vi) (vii) (viii)
b)	All site lighting installations shall be fully shielded (full cutoff).		
c)	Light shall be shielded such that the lamp itself or the lamp image is not directly visible outside the property perimeter.		
d)	Security and other lighting shall be placed so as not to shine directly into residential properties or to reduce the separation effectiveness of any landscaped buffer.	No adjacent residential properties	None
e)	Exterior building lighting should generally be concealed in soffits or other similar architectural features.	Noted	3 (b)(viii)
f)	Lamp poles and luminaries used for site area lighting should be complementary to the form and character of adjacent sites and Village streetlighting standards.	No freestanding lighting is proposed	None
g)	There should be sufficient on-site illumination for pedestrian/vehicle safety. Illumination shall not encroach onto adjacent properties.	Adjacent properties are industrial and wetlands	None
h)	Adhering to the principles of Crime Prevention through Environmental Design Principles (CPTED), lighting for pedestrian pathways, building entrances and parking areas should be designed at a human scale (i.e., low level bollards) and address pedestrian safety.	Noted	3 (b)(ix)
<b>7. Access &amp; Parking</b>			
a)	Large surface parking areas may be broken down into smaller parking lots evenly dispersed throughout the development and integrated with planted, landscaped areas	Existing parking is provided for staff and a few visitors only, no new parking is proposed	None
b)	Parking areas shall clearly identify pedestrian circulation areas, preferably with different paving and landscaping treatment.		

DP Language		Application content	DP Condition
<b>10.5</b>	<b>DPA #5 Industrial</b>		
c)	Parking areas should be surfaced with a paving treatment (including: pervious paving, cellular paving and concrete unit pavers). Parking aisles shall provide a hard travel surface.		
d)	Developers are encouraged to use permeable surface treatments for roadways, parking areas and other surfaced areas within a development, where appropriate.		
e)	Building entrances should be prominent and clearly visible from access driveways.	The new building is for storage of vehicles, boats and building supplies. No changes to the office/reception area proposed.	None
f)	Site designs should include provisions for multi-modal transportation.		
g)	All parking requirements for the development shall be met on-site.		
h)	All paved parking areas shall be included within the context of the required stormwater management plan and shall incorporate oil/water separators which meet current Ministry of Forest Lands and Natural Resource Operations and Department of Fisheries and Oceans criteria or a bio-filtration facility constructed by a qualified professional	No new parking areas proposed.	None
i)	Site Designs should include provisions for controlled access.	No new driveway access is proposed.	None
<b>8. Energy Conservation &amp; Reduction of Greenhouse Gas Emissions</b>			
a)	Building design should include passive heating, lighting and cooling design features.	Not recommended for this type of industrial development.	None
b)	Landscaping and building design should consider the incorporation of natural daylight and seasonal shade needs.	Complies	None
c)	Building orientation should, where practical, be designed to optimize the benefits of solar orientation.	Not practical	None
d)	Building design should incorporate solar ready features.	Not recommended for this type of industrial development	None
e)	Sheltered and secure bicycle parking shall be provided to a level that is consistent with the proposed use.		
f)	Electric Vehicle Plug-ins should be provided for new developments.	Not a new development	None
g)	All buildings shall be designed and engineered to be solar ready.	Required at Building Permit stage	3 (b)(i)
h)	Adaptive reuse of buildings and on-site materials is encouraged, where permitted within the BC Building Code and under relevant legislation.	Adaptive reuse of shipping containers	None
<b>9. Water Conservation</b>			
a)	Development projects should incorporate rainfall capture systems for irrigation where feasible.	Not feasible	None

DP Language		Application content	DP Condition
<b>10.5</b>	<b>DPA #5 Industrial</b>		
b)	Development projects should minimize impervious areas and incorporate on-site integrated stormwater management solutions that maintain pre-development infiltration rates and site hydrology.	Most of the site is graveled, stormwater flows overland catchbasin.	None
c)	Landscape planting should be designed to reduce water consumption through the use of native and drought-tolerant plant species suitable for the growing area.	Vegetated area outside fence to be maintained	3 (b) (xiii)
d)	Landscaped areas should be watered by an automatic irrigation system, complete with an automated 'smart' controller.		
e)	High water use turf, sod and lawn are discouraged.		
<b>10. Stormwater</b>			
a)	A stormwater management plan shall be required as prepared by a registered professional engineer that has as its goal the maintenance of post-development flows equivalent to those of pre-development flow patterns and volumes over the entire wet weather season.	Existing stormwater management system to adequate for new buildings.	3 (a) (v)
b)	Stormwater management shall follow source control (on-site) principles and practices and minimize the use of conventional pipe and pond techniques, and avoid direct discharges to streams and other waterbodies.		
c)	Stormwater management shall take advantage of on-site opportunities to recycle water to absorbent soils, wetlands, and forests.		
<b>11. Soil Erosion and Sediment Control</b>			
a)	A Sediment and Erosion Control Plan shall be prepared by a registered professional for the construction and operational phases of the development.	In RAR report	3 (a) (ii) (iii)

## REFERRALS

Council referred the Development Permit application to the Advisory Planning Commission (APC). The APC met on July 11, 2017 to consider the application and made the following recommendation:

*THAT the Advisory Planning Commission recommends that Council grant the Development Permit, as presented, for property described as Lot 1, District Lot 24, Nelson District, Plan 50021 Except Part in Plan VIP53295 (2956 Ulverston Avenue).*

## FINANCIAL IMPLICATIONS

This report has no financial implications for the Village of Cumberland.

## OPERATIONAL IMPLICATIONS

The review of Development Permit applications are part of the services provided by the Planning Department.

## STRATEGIC OBJECTIVE

Not applicable.

## ATTACHMENTS


- Site Plan
- Building Drawings
- RAR report (*Current Environmental*)
- Bio-inventory report (*Current Environmental*)
- Stormwater Management Brief (*McElhanney Consulting Services Inc.*)
- Development Permit

## CITIZEN/PUBLIC RELATIONS IMPLICATIONS

The applicant held a neighbourhood meeting on June 20, 2017 that was advertised in a newspaper and neighbours were notified by a handbill. No one attended the neighbourhood meeting.

Pursuant to the requirements of the *Local Government Act*, notice of Council consideration of a Development Permit must be mailed or otherwise delivered to owners of adjacent properties a minimum of 10 days before the Council considers the application. The required notice was mailed to the neighboring properties within 75.0 metres of the subject property and at the time of writing this report, no comments or concerns had been received by staff.

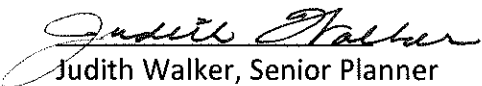
## CONCURRENCE

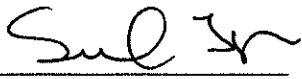
Rob Crisfield, Manager of Operations 

## OPTIONS

- Recommend granting the Development Permit as presented,
- Recommend denying the Development Permit as presented (must give reasons); or
- Any other action deemed appropriate by Council.

Respectfully submitted,

  
Judith Walker, Senior Planner

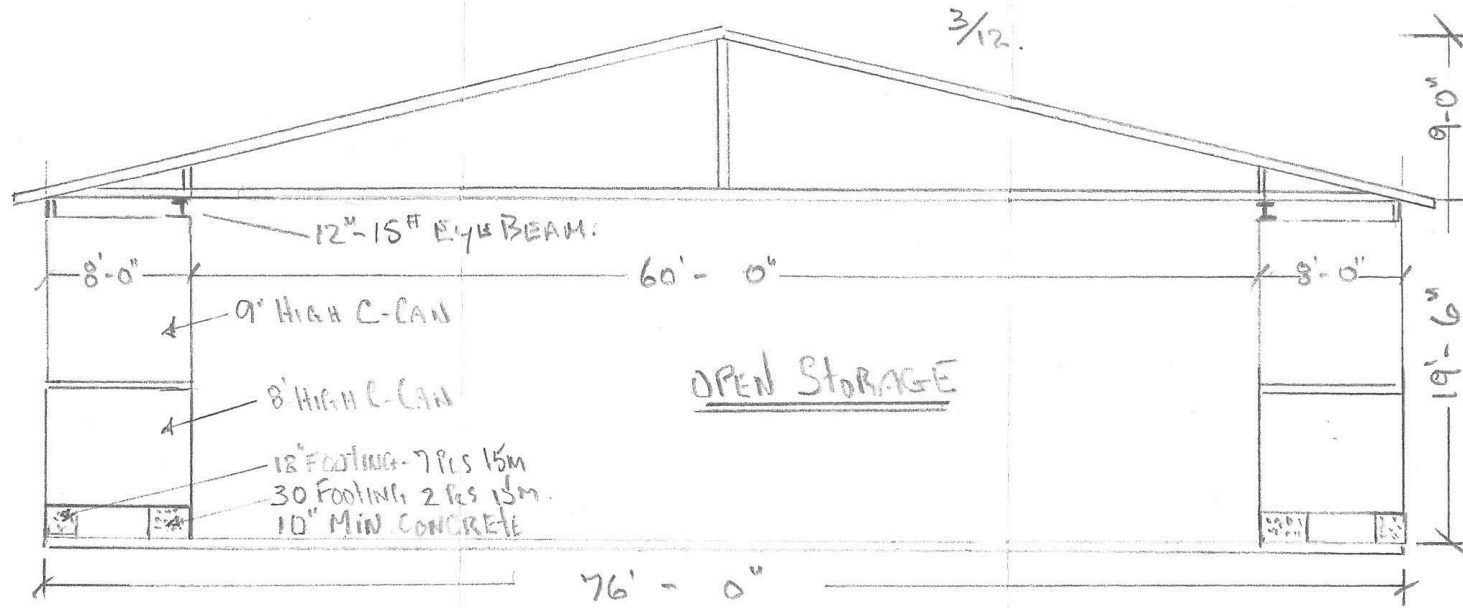
  
Sundance Topham  
Chief Administrative Officer

Site Plan



**Building Drawings**

**Building A (283metres<sup>2</sup>) - Elevation**





**Riparian Areas Regulation: Assessment Report**

Please refer to submission instructions and assessment report guidelines when completing this report.

Date 23 May, 2017

**I. Primary QEP Information**

First Name	Rupert	Middle Name	
Last Name	Wong		
Designation	R.P.Bio.		
Registration #	705	Company	Current Environmental Ltd.
		Email	rwong338@gmail.com
Address	558 England Avenue		
City	Courtenay	Postal/Zip	V9N 2N3
Prov/state	BC	Country	Canada
		Phone #	250-871-1944

**II. Secondary QEP Information (use Form 2 for other QEPs)**

First Name		Middle Name	
Last Name			
Designation			
Registration #		Company	
		Email	
Address			
City		Postal/Zip	
Prov/state		Country	
		Phone #	

**III. Developer Information**

First Name	Joe	Middle Name	
Last Name	Formosa		
Company	Muchalat Group		
Phone #	250-338-0995	Email	joe@muchalat.com
Address	2956 Ulverston Avenue		
City	Cumberland	Postal/Zip	V0R 1S0
Prov/state	BC	Country	Canada

**IV. Development Information**

Development Type	Accessory Buildings		
Area of Development (ha)	0.08	Riparian Length (m)	360
Lot Area (ha)	3.24	Nature of Development	Re-development
Proposed Start Date	May 2017	Proposed End Date	June 2017

**V. Location of Proposed Development**

Street Address (or nearest town)	2956 Ulverston Avenue		
Local Government	Village of Cumberland	City	Cumberland
Stream Name	Unnamed		
Legal Description (PID)	015-792-901	Region	Vancouver Island
Stream/River Type	Stream	DFO Area	South Coast
Watershed Code	920-545800-21500		
Latitude	49	37	22
Longitude	-125	00	41

Completion of Database Information includes the Form 2 for the Additional QEPs, if needed. Insert that form immediately after this page.

**Table of Contents for Assessment Report**

	<b>Page Number</b>
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3. Slope Stability	8
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**Section 1. Description of Fisheries Resources Values and a Description of the Development proposal**

**Fisheries Resource Values**

The unnamed watercourse acts as a tributary to the Trent River. The Trent River is known to support chum, coho, and pink salmon, as well as steelhead, cutthroat trout, and rainbow trout. Downstream of the subject property and upstream of the confluence with Trent River, coho and cutthroat trout have been observed in the unnamed watercourse.

The section of watercourse affecting the proposed development does not provide suitable habitat for salmonids. Previous sampling in this watercourse found no salmonids, stagnant hydrology, and poor water quality. Substrates in the watercourse range from muddy to grassy. Banks are almost entirely vegetated with reed canary grass, with some young alder and cedar. The channel is well contained on either side by existing berms. The berm on the subject property follows the southeastern and northeastern perimeter of the property line, dipping in areas where it matches the elevation of the rest of the property. The berm is well defined and elevated near the proposed development. The toe of the berm is located just outside of the SPEA, and provides a suitable barrier to prevent encroachment into the SPEA.

**Development Proposal**

The proposed development is an accessory building with a footprint of approximately 802 m<sup>2</sup>. The building is intended to be used as boat storage. The building will be constructed on unpaved ground. The section of asphalt parking stalls next to the proposed building on the site plan (Figure 1) does not exist. The structure will be sited entirely outside of the SPEA. Another building will be involved in the development, but remains entirely outside of the 30 m Riparian Assessment Area (RAA).

The neighbouring business to the southeast piles waste near the border of the two properties. It is to be noted that all the small waste items in the ditch and throughout the subject property have blown over from the neighbouring business. The waste on the subject property will be cleaned up as a part of the development.

**2. Results of Detailed Riparian Assessment**

Refer to Chapter 3 of Assessment Methodology

Date: 23 May, 2017

Description of Water bodies involved (number, type)		1, Stream
Stream	1	
Wetland		
Lake		
Ditch		
Number of reaches	1	
Reach #		

**Channel width and slope and Channel Type (use only if water body is a stream or a ditch, and only provide widths if a ditch)**

Channel Width(m)		Gradient (%)	I, <u>Rupert Wong</u> , hereby certify that: a) I am a qualified environmental professional, as defined in the Riparian Areas Regulation made under the <i>Fish Protection Act</i> ; b) I am qualified to carry out this part of the assessment of the development proposal made by the developer <u>Joe Formosa</u> ; c) I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and d) In carrying out my assessment of the development proposal, I have followed the assessment methods set out in the Schedule to the Riparian Areas Regulation.	
starting point	5.1			
upstream	4.3			
	5.0	1		
	3.9			
	4.6			
downstream	4.7			
	4.9			
	5.2			
	4.5			
	4.1	1		
	4.2			
Total: minus high /low mean	41.4 13.8			
	R/P	C/P		S/P
Channel Type	x			

**Site Potential Vegetation Type (SPVT)**

		Yes	No	Tick yes only if multiple polygons, if No then fill in one set of SPVT data boxes  I, <u>Rupert Wong</u> , hereby certify that: a) I am a qualified environmental professional, as defined in the Riparian Areas Regulation made under the <i>Fish Protection Act</i> ; b) I am qualified to carry out this part of the assessment of the development proposal made by the developer <u>Joe Formosa</u> ; c) I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and d) In carrying out my assessment of the development proposal, I have followed the assessment methods set out in the Schedule to the Riparian Areas Regulation.
SPVT Polygons		x		
Polygon No:	LC	SH	TR	Method employed if other than TR
SPVT Type			x	

**Zone of Sensitivity (ZOS) and resultant SPEA**

Segment	1	If two sides of a stream involved, each side is a separate segment. For all water bodies multiple segments occur where there are multiple SPVT polygons
No:		
LWD, Bank and Channel	13.8	

FORM 1

Riparian Areas Regulation - Qualified Environmental Professional - Assessment Report

Stability ZOS (m)		
Litter fall and insect drop ZOS (m)	13.8	
Shade ZOS (m) max	0	South bank Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Ditch	Justification description for classifying as a ditch (manmade, no significant headwaters or springs, seasonal flow)	
Ditch Fish Bearing	Yes <input type="checkbox"/> No <input type="checkbox"/>	If non-fish bearing insert no fish bearing status report
<b>SPEA maximum</b>	<b>13.8</b>	(For ditch use table3-7)

I, Rupert Wong, hereby certify that:  
a) I am a qualified environmental professional, as defined in the Riparian Areas Regulation made under the *Fish Protection Act*  
b) I am qualified to carry out this part of the assessment of the development proposal made by the developer Joe Formosa;  
c) I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and  
d) In carrying out my assessment of the development proposal, I have followed the assessment methods set out in the Schedule to the Riparian Areas Regulation.

**Comments**

**Unnamed Stream**  
A prescribed SPEA width of 13.8 m was calculated for the riparian assessment areas of Segment #1 based on the calculated zones of sensitivity (ZOS) for the various features, functions and conditions (FFC).

Zones of sensitivity determined for relevant features, functions and conditions of the riparian assessment area:

CHANNEL TYPE	CHANNEL WIDTH	SPVT	LWD	LITTER FALL	SHADE
R/P	4.6 m	TR	13.8 m	13.8 m	0 m

The following formulas and data were used to calculate a 13.8 m SPEA width for Segment #1 on the subject property:

**Channel Morphology:**  
Average bank full width (bfw) = 4.6 m  
Average gradient = 1%

**Channel Type** (based on avg. gradient and bfw) = **Riffle-pool**

**Zones of Sensitivity:**

- LWD, Channel and bank stability (SPVT TR) = 3 x avg. bfw = 13.8 m
- Litter Fall = 3 x avg. bfw = 13.8 m
- Shade = Shade ZOS 3 x avg. bfw = 0\*  
\*Applicable to south bank only.

**Overall SPEA for Segment #1 = 13.8 m**

Section 3. Site Plan



Figure 1. Site plan for the subject property showing the two new proposed developments in green.



Figure 2. Site plan showing the watercourses affecting the proposed development at the subject property.

**Section 4. Measures to Protect and Maintain the SPEA**

This section is required for detailed assessments. Attach text or document files, as need, for each element discussed in chapter 1.1.3 of Assessment Methodology. It is suggested that documents be converted to PDF *before* inserting into the assessment report. Use your "return" button on your keyboard after each line. You must address and sign off each measure. If a specific measure is not being recommended a justification must be provided.

<b>1. Danger Trees</b>	
I, <u>Rupert Wong</u> , hereby certify that:	
<ul style="list-style-type: none"> <li>e) I am a qualified environmental professional, as defined in the Riparian Areas Regulation made under the <i>Fish Protection Act</i>;</li> <li>f) I am qualified to carry out this part of the assessment of the development proposal made by the developer _____ (<i>name of developer</i>);</li> <li>g) I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and In carrying out my assessment of the development proposal, I have followed the assessment methods set out in the Schedule to the Riparian Areas Regulation</li> </ul>	
The subject property has been almost entirely cleared. Some small cedars remain on the southeastern property line on the existing berm.	
<b>2. Windthrow</b>	
I, <u>Rupert Wong</u> , hereby certify that:	
<ul style="list-style-type: none"> <li>a. I am a qualified environmental professional, as defined in the Riparian Areas Regulation made under the <i>Fish Protection Act</i>;</li> <li>b. I am qualified to carry out this part of the assessment of the development proposal made by the developer _____ (<i>name of developer</i>);</li> <li>c. I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and In carrying out my assessment of the development proposal, I have followed the assessment methods set out in the Schedule to the Riparian Areas Regulation</li> </ul>	
The subject property has been almost entirely cleared. Some small cedars remain on the southeastern property line on the existing berm.	
<b>3. Slope Stability</b>	
I, <u>Rupert Wong</u> , hereby certify that:	
<ul style="list-style-type: none"> <li>a. I am a qualified environmental professional, as defined in the Riparian Areas Regulation made under the <i>Fish Protection Act</i>;</li> <li>b. I am qualified to carry out this part of the assessment of the development proposal made by the developer _____ (<i>name of developer</i>);</li> <li>c. I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and In carrying out my assessment of the development proposal, I have followed the assessment methods set out in the Schedule to the Riparian Areas Regulation</li> </ul>	
No indicators of slope stability issues were noted on-site. The subject property is relatively flat, and a berm exists around most of the perimeter of the property adjacent to watercourses.	
<b>4. Protection of Trees</b>	
I, <u>Rupert Wong</u> , hereby certify that:	
<ul style="list-style-type: none"> <li>a. I am a qualified environmental professional, as defined in the Riparian Areas Regulation made under the <i>Fish Protection Act</i>;</li> <li>b. I am qualified to carry out this part of the assessment of the development proposal made by the developer _____ (<i>name of developer</i>);</li> <li>c. I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and In carrying out my assessment of the development proposal, I have followed the assessment methods set out in the Schedule to the Riparian Areas Regulation</li> </ul>	
No trees exist within the development footprint. Provided construction does not affect the existing	

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Riparian Areas Regulation - Qualified Environmental Professional - Assessment Report

berm, no trees will be affected.	
<b>5. Encroachment</b>	
<p>I, <u>Rupert Wong</u>, hereby certify that:</p> <p>a. I am a qualified environmental professional, as defined in the Riparian Areas Regulation made under the <i>Fish Protection Act</i>;</p> <p>b. I am qualified to carry out this part of the assessment of the development proposal made by the developer _____ (<i>name of developer</i>);</p> <p>c. I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and In carrying out my assessment of the development proposal, I have followed the assessment methods set out in the Schedule to the Riparian Areas Regulation</p>	
<p>An existing berm acts as protection to the SPEA. No construction, vehicular traffic, or material storage should occur on or beyond the berm.</p>	
<b>6. Sediment and Erosion Control</b>	
<p>I, <u>Rupert Wong</u>, hereby certify that:</p> <p>a. I am a qualified environmental professional, as defined in the Riparian Areas Regulation made under the <i>Fish Protection Act</i>;</p> <p>b. I am qualified to carry out this part of the assessment of the development proposal made by the developer _____ (<i>name of developer</i>);</p> <p>c. I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and In carrying out my assessment of the development proposal, I have followed the assessment methods set out in the Schedule to the Riparian Areas Regulation</p>	
<p>The following mitigation measures for sediment and erosion control should be followed:</p> <ol style="list-style-type: none"> <li>1. Surface soil erosion from the development site will be generated primarily from soil excavation and graded areas. To minimize erosion the following guidelines should apply: <ul style="list-style-type: none"> <li>• Protect stockpile material to minimize erosion (e.g. cover sheets or perimeter silt fencing).</li> <li>• Limit vehicle and machine operation to prepared access areas only.</li> </ul> </li> <li>2. The following drainage and sediment control recommendations are made to limit the offsite transport of sediments to sensitive habitat: <ul style="list-style-type: none"> <li>• Divert runoff away from cleared areas using swales or low berms. The existing berm should sufficiently protect the watercourses from sediment laden waters.</li> <li>• Collect onsite runoff into appropriately sized temporary or permanent detention facilities prior to discharge offsite. The eastern corner of the property acts as a sediment settling pond.</li> <li>• As required, allow sufficient intervals for sediment to precipitate before releasing clear water off-site.</li> <li>• Utilize silt fences around stockpiles and along areas that slope towards any watercourses or wetlands.</li> </ul> </li> <li>3. The following recommendations are made to minimize risk of deleterious substances (e.g. sediment, raw/uncured concrete, mortar, glues, paint, lubricants, organic and inorganic contaminants, fuels/oils) entering the watercourses and wetlands or groundwater sources: <ul style="list-style-type: none"> <li>• Conduct daily and routine site cleanup and disposal of waste material.</li> <li>• Equipment will be mechanically sound and free of leaking deleterious material and inspected regularly.</li> <li>• Spill kits will be kept with each machine and operators will be familiar with emergency procedures.</li> </ul> </li> </ol>	

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<ul style="list-style-type: none"> <li>• Wash down waters from exposed aggregate surfaces, cast-in-place concrete and from concrete trucks and equipment will be trapped onsite for approximately 48 hrs to allow sediment to precipitate and achieve neutral pH before the clarified water is released to the storm drain system or allowed to percolate into the ground.</li> <li>• Fuels, lubricants and hydraulic fluids used on the subject property will be carefully managed to avoid spills, secured against unauthorized access and equipped with spill containment according to the codes of practice.</li> <li>• Accidental spillage of fuels, lubricants or hydraulic fluid must be immediately contained and the contaminated soil removed and disposed of in accordance with the Environmental Protection Branch of the Federal Department of the Environment (DOE/EP) and the provincial Ministry of Environment (MoE).</li> <li>• Rinse and cleaning water or solvents (for glues, paint, wood preservatives) and other potentially toxic substances on the subject property should be similarly controlled to prevent leakage, loss or discharge to the storm drain system or groundwater sources.</li> </ul>	
7. Stormwater Management	
<p>I, <u>Rupert Wong</u>, hereby certify that:</p> <p>a. I am a qualified environmental professional, as defined in the Riparian Areas Regulation made under the <i>Fish Protection Act</i>;</p> <p>b. I am qualified to carry out this part of the assessment of the development proposal made by the developer <u>      </u> (<i>name of developer</i>);</p> <p>c. I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and In carrying out my assessment of the development proposal, I have followed the assessment methods set out in the Schedule to the Riparian Areas Regulation</p>	
<p>An existing catch basin system will be used to manage stormwater runoff from the new building.</p>	
8. Floodplain Concerns (highly mobile channel)	
<p>I, <u>Rupert Wong</u>, hereby certify that:</p> <p>a. I am a qualified environmental professional, as defined in the Riparian Areas Regulation made under the <i>Fish Protection Act</i>;</p> <p>b. I am qualified to carry out this part of the assessment of the development proposal made by the developer <u>      </u> (<i>name of developer</i>);</p> <p>c. I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and In carrying out my assessment of the development proposal, I have followed the assessment methods set out in the Schedule to the Riparian Areas Regulation</p>	
<p>The watercourses are well contained within existing berms. There are no floodplain concerns for this property.</p>	

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**Section 5. Environmental Monitoring**

Attach text or document files explaining the monitoring regimen Use your "return" button on your keyboard after each line. It is suggested that all document be converted to PDF *before* inserting into the PDF version of the assessment report. Include actions required, monitoring schedule, communications plan, and requirement for a post development report.

A monitoring plan must be developed with a QEP prior to commencement of works. The QEP and developer should hold at meeting three days prior to any works to complete the following tasks:

- Ensure the setback area is clearly delineated;
- Review work plan;
- Ensure appropriate mitigation measures will be in place;
- Review all Measures to Protect the SPEA stated in this report and ensure appropriate equipment to satisfy the measures are on-site or available;
- Review emergency spill response plan;
- Set up a contact system should a biologist be required on site in the event of sediment/erosion issues or some other type of risk to aquatic habitats that may arise during construction.

Immediately upon completion of any future construction work, the proponent is to contact a QEP for a post-construction site inspection. Any deficiencies noted by the QEP are to be addressed by the proponent. A final post-construction report is to be submitted by the QEP to the BC RAR Notification System.

**Section 6. Photos**

Provide a description of what the photo is depicting, and where it is in relation to the site plan.



Photo 1. Confluence of the two channels at the easternmost corner of the subject property.



Photo 2. View looking southwest (upstream) of the watercourse on the southeastern edge of the subject property.

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Photo 3. View of waste in the channel from the neighbouring property to the southeast.

### Section 7. Professional Opinion

#### Assessment Report Professional Opinion on the Development Proposal's riparian area.

Date

1. I/We Rupert Wong

Please list name(s) of qualified environmental professional(s) and their professional designation that are involved in assessment.

hereby certify that:

- a) I am/We are qualified environmental professional(s), as defined in the Riparian Areas Regulation made under the *Fish Protection Act*;
- b) I am/We are qualified to carry out the assessment of the proposal made by the developer Joe Formosa, which proposal is described in section 3 of this Assessment Report (the "development proposal"),
- c) I have/We have carried out an assessment of the development proposal and my/our assessment is set out in this Assessment Report; and
- d) In carrying out my/our assessment of the development proposal, I have/We have followed the assessment methods set out in the Schedule to the Riparian Areas Regulation; AND

2. As qualified environmental professional(s), I/we hereby provide my/our professional opinion that:

- a)  if the development is implemented as proposed by the development proposal there will be no harmful alteration, disruption or destruction of natural features, functions and conditions that support fish life processes in the riparian assessment area in which the development is proposed, **OR**

(Note: include local government flex letter, DFO Letter of Advice, or description of how DFO local variance protocol is being addressed)

- b)  if the streamside protection and enhancement areas identified in this Assessment Report are protected from the development proposed by the development proposal and the measures identified in this Assessment Report as necessary to protect the integrity of those areas from the effects of the development are implemented by the developer, there will be no harmful alteration, disruption or destruction of natural features, functions and conditions that support fish life processes in the riparian assessment area in which the development is proposed.

**[NOTE: "qualified environmental professional" means an applied scientist or technologist, acting alone or together with another qualified environmental professional, if**

(a) the individual is registered and in good standing in British Columbia with an appropriate professional organization constituted under an Act, acting under that association's code of ethics and subject to disciplinary action by that association,

(b) the individual's area of expertise is recognized in the assessment methods as one that is acceptable for the purpose of providing all or part of an assessment report in respect of that development proposal, and

(c) the individual is acting within that individual's area of expertise.]

To: Judith Walker, Senior Planner Village of Cumberland	Date: 6 July, 2017
From: Danika Wong, Tech. Rupert Wong, R.P. Bio.	Pages: 7
Cc: Joe Formosa, Proponent	Project: 2956 Ulverston Avenue

**RE: DPA #1 Guidelines: Bio-inventory**

This letter report details the bio-inventory information pursuant to DPA #1 Guidelines, and is supplemental to the RAR produced (23 May, 2017). The following table is reproduced and modified from the DPA #1 Template of Guidelines for Biologist, provided by the Planning Department of the Village of Cumberland.

10.1.5	DPA#1 EP Guidelines–General Requirements	
<p>The primary function of the Environmental Protection Development Permit Area designation is to ensure that natural resources are protected, connectivity restored and maintained, and development impacts mitigated, including by allowing decision makers to have the ability to secure the necessary information and be able to place conditions on development.</p>		
	DP Language	Biologist Comment
1.	<p>Before any land clearing takes place, and before development design begins, an application for a development permit requires a biological site inventory (bio-inventory) according to the procedures described in <u>Develop with Care 2012–Environmental Guidelines for Urban and Rural Land Development in British Columbia</u>, Appendix B and amendments thereto, prepared by the Ministry of Forest Lands and Natural Resource Operations.</p>	<p>Develop with Care 2012 procedures used.</p>
2.	<p>The bio-inventory should be prepared by a qualified professional biologist together with other professionals of different and relevant expertise, as the project warrants.</p> <p>If wetlands and riparian areas exist within the development area, hydrologists and hydro-geologists should be consulted to ensure the proper hydrological function is maintained within these ecosystems.</p> <p>A professional geoscientist should be consulted if there is erosion potential or slope instability.</p> <p>The consultant or team of consultants should have an understanding of wildlife biology—especially for species at risk, geomorphology, environmental assessment, and development planning in British Columbia, specific expertise in the wildlife species, wildlife habitat, and ecosystems of the West Coast region is highly preferred.</p>	<ul style="list-style-type: none"> <li>• The Detailed Riparian Assessment was completed by a skilled technician and a R.P.Bio.</li> <li>• A 30 m wide riparian assessment area for a ditch overlaps with the development area for one accessory building.</li> <li>• While a wetland is located on the subject property it is outside of the development (&gt;30 m from the proposed development). An updated map (Figure 1) has been provided that includes the wetland for the purposes of this Bio-inventory. An existing earthen berm partitions the site and associated activities from the wetland.</li> <li>• There are no mapped occurrences of species at risk in the area. The area of development (currently an unpaved parking lot) does not</li> </ul>



		provide suitable habitat for wildlife.
3.	The bio-inventory shall:	
a)	Be in accordance with <u>Develop with Care 2012: Environmental Guidelines for Urban and Rural Land Development in British Columbia</u> (DWC) or most current edition, and with reference to Appendix B: Bio-inventory Terms of Reference.	<ul style="list-style-type: none"> <li>DWC Appendix B procedures used. EVRs present within 100 m, but are protected with a suitable buffer (no impact from development)</li> </ul>
b)	Locate the parcel relative to watershed area(s) and describe the hydrological features of the parcel—including water shedding, collecting and conveyance areas.	<ul style="list-style-type: none"> <li>Refer to RAR report by Current Environmental: ditches border the site. Stormwater runoff is managed using an existing catch basin system.</li> </ul>
c)	Examine the natural environmental features within the parcel—including rare and threatened plant communities, endangered species listed under the Provincial Wildlife Act and the Federal Species At Risk Act (SARA) and any identified critical habitats for those species, and other important habitat features.	<ul style="list-style-type: none"> <li>No species at risk or critical habitats within development area.</li> </ul>
d)	Provide a description and map(s) showing the boundaries of Environmentally Sensitive Areas—including 30.0metres from the natural boundary of terrestrial areas, and 30.0metres from the natural boundary of watercourses, wetlands and lakes, and 30.0metres from the top of the bank of a watercourse, where a bank is within 15.0metres of the natural boundary of the watercourse). Determine the restricted development and buffer zones on the parcel through an explanatory, reference or legal survey plan prepared by a BC Land Surveyor that shows these boundaries (refer to Section 4, Table 4.1 <u>Develop With Care</u> for recommended target buffer distances for biodiversity conservation).	<ul style="list-style-type: none"> <li>Refer to RAR report by Current Environmental and Figure 1.</li> </ul>
e)	Examine the impact of the proposed development on the soils, vegetation, watercourses, wildlife, and hydrology in all restricted development and buffer zones; and provide development pattern and servicing recommendations to minimize these impacts.	<ul style="list-style-type: none"> <li>The development areas are limited to existing parking lots. No impact to any of the listed parameters.</li> <li>Stormwater should not exceed capacity of existing system. The increase in impermeable surface area is &lt; 10% of property area. The quality of water entering the existing stormwater system is not anticipated to be significantly altered from existing conditions.</li> </ul>
f)	Examine pre-development water quality and quantity on the site and provide mitigation and enhancement strategies to maintain pre development water quality and quantity for the restricted development zones and buffer areas.	<ul style="list-style-type: none"> <li>Timing of works is not significant considering the existing condition of</li> </ul>
g)	Examine the impact of the proposed development on the larger watershed area(s) including watercourses, habitat connectivity, water quality and quantity upstream and	



		downstream, and possible cumulative hydrological impacts that may result; and provide development pattern and servicing recommendations to minimize them.	the site.	
	h)	Recommend appropriate timing of works associated with development in order to minimize impacts to wildlife during migration, breeding, birthing, and rearing seasons.	<ul style="list-style-type: none"> <li>As per Section 4 of the Detailed Riparian Assessment mitigation measures will be in place to avoid harm to the SPEA</li> <li>The proposed development activities will not encroach on the setback areas.</li> </ul>	
4.	The detailed bio-inventory is used to create the site plan. The site plan and development design must include:			
	a)	Detailed drawings or plans clearly describing the proposed structures and the materials and type of construction to be employed, including a cross section of the proposed structure and its layout on the ground;	<ul style="list-style-type: none"> <li>Monitoring during construction is required as per RAR report</li> </ul>	
	b)	A detailed description of existing structures near the proposed structure or area of work;		
	c)	A detailed drawing or plan clearly describing any area of the removal of rock, gravel, or soil;		
	d)	The reason and purpose of the work;		
	e)	The name of the contractor, if any, who will do the work;		
	f)	Time required for completion in calendar days;		
	g)	Any further information required by the Village to ensure compliance with this bylaw, including construction design or structural details of any part of the proposed works;		
	h)	A description of how environmental protection DPA requirements will be met, and how any issues identified in the bio-inventory will be mitigated, and how recommended mitigation measures will be achieved;		
	i)	Any replanting prescription for vegetation in disturbed areas that is prescribed by the bio-inventory report;	<ul style="list-style-type: none"> <li>There is no replanting prescribed. No riparian vegetation will be disturbed, and existing cleared areas will be retained for industry use.</li> </ul>	
	j)	A copy of any applicable federal and provincial approvals.	n/a	
5.	As a condition of the development permit and in accordance with the bio-inventory for the project, the Village may require monitoring of the development by a qualified professional such as a professional engineer or biologist.		Monitored by biologist	In DP
6.	Should damage occur to an environmentally sensitive area during development, the Village shall require, at the developer's cost:			



	a)	A Professional assessment and report on the damage incurred along with recommended mitigations;	n/a
	b)	Full mitigation and rehabilitation of the impacted ESA.	
7.	Development design must reflect the objectives and guidelines of the <u>Standards and Best Practices for Instream Works</u> , <u>Land Development Guidelines for the Protection of Aquatic Habitat</u> , <u>Stormwater Management: A Guidebook for British Columbia</u> , <u>Develop with Care Environmental Guidelines for Urban and Rural Land Development in British Columbia</u> (Section 3 - Guidelines for Ecosystems and Species Protection and Section 4), <u>Access Near Aquatic Areas: A Guide to Sensitive Planning, Design and Management</u> and other best management practices guides produced by the provincial government.		<ul style="list-style-type: none"> <li>The listed guidelines and documents were consulted for production of the RAR report and this bio-inventory detail.</li> </ul>
8.	Plan, design, and implement land development and subdivision in a manner that:		
	a)	Supports the maintenance and restoration of natural system functions including watercourse, and groundwater recharge; hydrology	<ul style="list-style-type: none"> <li>There is no habitat to maintain within the area of development. The area must be maintained as cleared land for industry use.</li> <li>The proposed development activities are outside of the designated SPEA.</li> </ul>
	b)	Preserves natural features including soil, watercourses, groundwater, and native shrubs, groundcover and tree cover;	
	c)	Maintains connectivity and linkages with adjacent sensitive ecosystems and other habitat areas and minimizes fragmentation;	
	d)	Protects endangered, threatened, or vulnerable species or plant communities by avoiding disturbance to sites where rare plants are growing and where rare natural plant communities occur;	
	e)	Maintains critical habitat structures such as old trees, snags, trees with cavities, and ephemeral wetlands.	
9.	Retain mature vegetation wherever possible and incorporate it into the design of the project.		n/a
10.	Demonstrate that a diligent effort has been made in site design to:		
	a)	Preserve both the natural vegetation and tree ; or	n/a
	b)	Restore historical forest densities and hydrological function.	
11.	Prevent disturbance of nesting sites and breeding areas. Animals must have access to the habitat that supports their reproduction in order to ensure future generations.		<ul style="list-style-type: none"> <li>No nesting sites/breeding areas will be disturbed.</li> </ul>
12.	Schedule work during times when impacts to wildlife will be minimal, including:		



	a)	Outside of known wildlife migration seasons;	n/a
	b)	Outside of breeding, birthing, and rearing seasons (refer to Section 4 of 2012 <u>Develop with Care</u> Manual for breeding season least risk windows).	
13.		Preserve existing and potential connections to adjacent Terrestrial, Aquatic and Connectivity Areas by maintaining native shrub, groundcover and tree cover between habitats.	n/a
14.		Prevent foreign material from entering into any restricted development areas, including—without limitation—greases, oils, gasoline, sediments, and other contaminants during and after the construction phase of the proposed development.	Refer to RAR.
15.		Design lighting on developments to provide the minimum necessary for safety purposes and to avoid light intrusion throughout the parcel.	n/a
16.		Any fencing should be designed according to the guidelines described in <u>A Landowners Guide to Wildlife Friendly Fences: How to Build Fence with Wildlife in Mind</u> , Montana Fish Wildlife and Parks.	n/a
17.		Manage rainwater in accordance with the Water Balance Model or the most recent integrated watershed management or rainwater policy and design manual. This includes managing rainwater on site and maintaining pre-development drainage flows.	n/a
18.		<i>Encroachment into the DPA by all development activities will not exceed that indicated in the site plan approved in the development permit. All development activities will avoid or minimize disturbance in the DPA beyond the building footprint. This may mean adjusting conventional practices with respect to locating machinery and stockpiles relative to excavations, use of hand labour as opposed to machinery, etc.</i>	Refer to RAR.
19.		Prior to any development activity, the boundaries of restricted development and buffer zones identified in the bio-inventory will be clearly marked with a bright orange or other highly visible temporary fence with a minimum height of 1.2metres and supported by poles a maximum distance of 2.5metres from one another. This fence will remain in place throughout clearing, site preparation, construction, or any other form of disturbance.	Refer to RAR.
20.		Ensure that the roots of trees are protected during construction. The roots of mature trees typically extend from 1–3 times the height of the tree from the tree’s trunk and are found within 30.5a–38.1centimetres of the soil surface. Damage to these roots (especially in mature trees) can impede the tree’s ability to obtain water and nutrition and can cause it to fall or blow over.	Refer to RAR.

	Communicate tree protection plans to everyone involved in the project.	
21.	Any trail or pathway development must:	
	a) Minimize the impacts of recreational use on restricted development zones and adjacent natural areas and systems;	n/a
	b) Adhere to the Village’s trail and pathway design and construction practices for ESADP Areas;	
	c) Be designed to prevent motorized vehicle use to the maximum extent possible.	
22.	When establishing watercourse and riparian buffer zones, consider the needs of all species and not just fish. For example, SPEAs established using the Riparian Areas Regulation methodology focus on the needs of salmon and trout and may not adequately protect other species such as amphibians, birds, and small mammals.	n/a

**CLOSURE**

We trust that this information has satisfied your requirements for the Development Permit Area #1 Guidelines for the proposed development.

Please contact the undersigned with any questions or concerns.

Sincerely,



Danika Wong, Technologist



& Rupert Wong, R.P.Bio.



FIGURES



Figure 1. Site map showing the watercourses and wetlands affecting the subject property. Please note: the wetland was not included in the RAR assessment as the developments do not fall within the 30 m Riparian Assessment Area and does not trigger a RAR. It has been included for the purposes of the Bio-inventory.



## STORMWATER MANAGEMENT BRIEF

	2956 Ulverston Avenue, Cumberland, BC
Date:	July 10, 2017
Our Reference:	2211-47107/ T2019

To: Joe Formosa, Muchalat Group of Companies  
Prepared By: Neil Penner, E.I.T.  
Reviewed By: Chris Durupt, P.Eng.

### 1 INTRODUCTION

This stormwater management brief has been prepared on behalf of the owner of 2956 Ulverston Avenue in support of a development permit application. This brief will discuss the following effects of the proposed development:

- Net increase to impermeable area.
- Resultant additional run-off from increase in impermeable area.
- Impacts on the existing on-site storm infrastructure.
- Recommend on-site storm system improvements.

### 2 SITE DESCRIPTION

The subject property is located at 2956 Ulverston Avenue in Cumberland, BC. The subject property is zoned Industrial Two (I-2). The neighbouring properties to the west and southeast are zoned I-2 and contain existing industrial buildings. The property to the south is zoned Rural One (RU-1) and is undeveloped. The property to the north is zoned Public Use and Assembly Two (PA-2) and contains the Village's sewage lagoons.

The subject property is 3.24 ha in size, and has been fully developed and contains the following (areas approximated from the owner supplied **Site Servicing Plan in Appendix A**):

- Existing building (0.462 ha)
- Existing asphalt paved area (0.876 ha)
- Existing gravel area (0.952 ha)
- Existing vegetated area (0.946 ha)

### 3 PROPOSED DEVELOPMENT

The owner of the property is proposing to build two new buildings on the site as shown in **Appendix B – Proposed Site Plan**. The north building is 0.028 ha in size and will be 5m to the east of the northeast corner of the existing building. The north building will be replacing an area that is currently paved.

The south building is 0.073 ha in size and will be adjacent to the existing pavement. The south building will be replacing an area that is currently gravel covered.

## 4 CONCLUSIONS

### 4.1 Net Increase in Impermeable Area

The subject property was determined to be 65.7% impervious based on the existing areas described above. The only increase in impervious area will be a result of the proposed south building, as the proposed north building is replacing an area that is already impervious. The proposed site is calculated at 66.2% impervious, an increase in impervious area of 0.5%.

Percent impervious values for the pre- and post-development conditions were determined as shown below in **Tables 1 and 2**:

Area Use	Area (ha)	% Imperv.	Weighted % Imperv.
Building/Asphalt Area =	1.34	95	39.3
Gravel Area =	0.95	70	20.6
Vegetated Area =	0.95	20	5.8
		<b>Total =</b>	<b>65.7</b>

Area Use	Area (ha)	% Imperv.	Weighted % Imperv.
Building/Asphalt Area =	1.41	95	41.4
Gravel Area =	0.88	70	19.0
Vegetated Area =	0.95	20	5.8
		<b>Total =</b>	<b>66.2</b>

### 4.2 Resultant Increase in Runoff

Increases in runoff from the proposed development are expected to be negligible. Rational Method calculations for the site with a 0.5% increase in percent impervious show less than 1% increase in peak runoff rates for a 10 year return period event.

### 4.3 Impacts of Additional Runoff on the Existing Storm Infrastructure

The proposed new buildings will have a negligible impact on the existing onsite and offsite storm infrastructure. No improvement to onsite stormwater infrastructure is recommended.

We trust the information provided is as required at this time. Should you have any questions, or wish to discuss further, please contact the undersigned.

Yours truly,

**MCELHANNEY CONSULTING SERVICES LTD.**

Reviewed by:



Neil Penner, E.I.T.  
Civil Engineer  
npenner@mcelhanney.com



Chris Durupt, P. Eng  
Project Engineer  
cdurupt@mcelhanney.com

/njg

Enclosures

**REVISION HISTORY**

Date	Status	Revision	Author
July 10, 2017	Final	original	NP
June 27, 2017	Draft	original	NP

**LIMITATION**

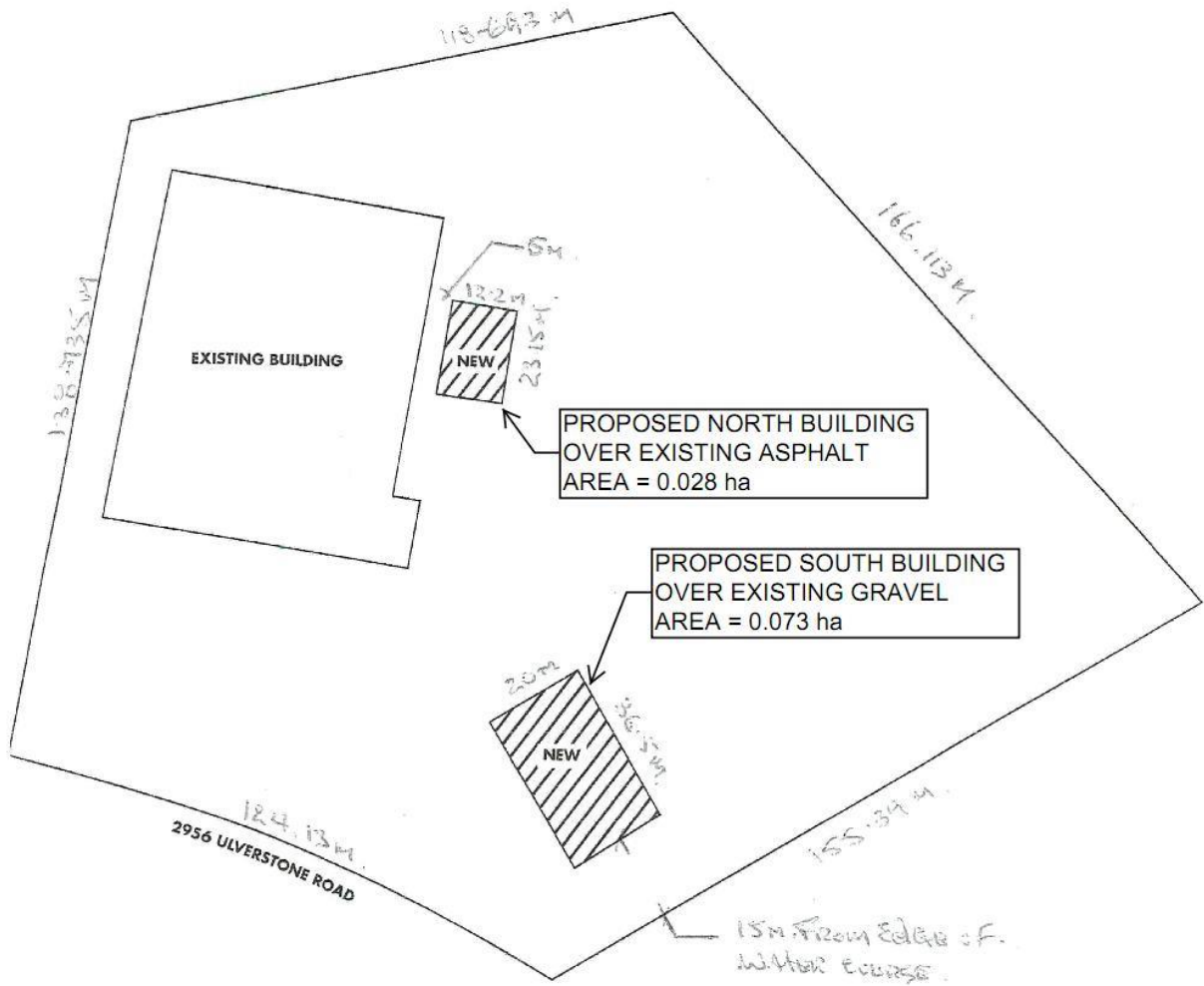
This report has been prepared for the exclusive use of the Muchalat Group of Companies. The material in it reflects the best judgement of the Consultant in light of the information available to the Consultant at the time of preparation. As such, McElhanney, its employees, sub-consultants and agents will not be liable for any losses or other consequences resulting from the use or reliance on the report by any third party.

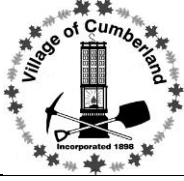
**Appendix A  
Site Servicing Plan**



**Appendix B  
Proposed Site Plan**

# PROPOSED SITE PLAN





Corporation of the  
Village of Cumberland

**DEVELOPMENT PERMIT**

**OWNER: Inland Storage Ltd.**

**OF: 2956 Ulverston Avenue, Cumberland, BC V0R 1S0**

1. This Development Permit (2017-08-DP) is issued subject to compliance with all of the bylaws of the Village of Cumberland applicable thereto, except as supplemented by this permit for the purposes of constructing two storage buildings.

2. This Development Permit applies to and only to a portion of those lands within the Village of Cumberland described below:

**Legal Description:** Lot 1, District Lot 24, Nelson District, Plan 50021 Except Part in Plan VIP53295

**Folio:** 516 000820.150 **PID:** 015-792-901

**Civic Address:** 2956 Ulverston Avenue, Cumberland

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

**a) DPA#1 Environmental Protection Permit Areas**

i) No construction, vehicular traffic, or material storage should occur on or beyond the existing berm.

ii) Sediment and Erosion control mitigation measures:

1) Surface soil erosion from the development site will be generated primarily from soil excavation and graded areas. To minimize erosion the following guidelines should apply:

2) Protect stockpile material to minimize erosion (e.g. cover sheets or perimeter silt fencing)

3) Limit vehicle and machine operation to prepared access areas only

iii) The following drainage and sediment control recommendations are made to limit the offsite transport of sediments to sensitive habitat:

1) Divert runoff away from cleared areas using swales or low berms. The existing berm should sufficiently protect the watercourses from sediment laden waters.

2) Collect onsite runoff into appropriately size temporary or permanent detention facilities prior to discharge offsite. The eastern corner of the property acts a sediment settling pond.

- 3) As required, allow sufficient intervals for sediment to precipitate before releasing clear water off-site.
  - 4) Utilize silt fences around stockpiles and along areas that slope towards any watercourses or wetlands.
- iv) The following recommendations are made to minimize risk of deleterious substances ) e.g. sediments, raw/uncured concrete, mortar, glues, paint, lubricants, organic and inorganic contaminants, fuels/oils) entering the watercourses and wetlands or groundwater sources:
- 1) Conduct daily and routine site cleanup and disposal of waste material.
  - 2) Equipment will be mechanically sound and free of leaking deleterious material and inspected regularly.
  - 3) Spill kits will be kept with each machine and operators will be familiar with emergency procedures.
  - 4) Wash down water form exposed aggregate surfaces, cast-in-place concrete and from concrete trucks and equipment will be trapped onsite for approximately 48 hrs to allow sediment to precipitate and achieve neutral pH before the clarified water is released to the storm drain system or allowed to percolate into the ground.
  - 5) Fuels, lubricants and hydraulic fluids used on the subject property will be carefully managed to avoid spills, secured against unauthorized access and equipped with spill containment according to the codes of practice.
  - 6) Accidental spillage of fuels, lubricants or hydraulic fluid must be immediately contained and the contaminated soil removed and disposed of in accordance with the Environmental Protection Branch of the Federal Department of the Environment (DOE/EP) and the provincial Ministry of Environment (MoE) (*or current Ministry*)
  - 7) Rinse and cleaning water or solvents (for glues, paint, wood preservatives) and other potentially toxic substances on the subject property should be similarly controlled to prevent leakage, loss or discharge to the storm drain system or groundwater sources.
- v) The stormwater management plan forms part of the Development Permit requirements.
- vi) A monitoring plan must be developed with a QEP prior to commencement of works. The QEP and developer should hold a meeting three days prior to any works to complete the following tasks:
- 1) ensure the setback is clearly delineated;
  - 2) review work plan;
  - 3) ensure appropriate mitigation measure will be in place;

- 4) Review all Measure to Protect the SPEA stated in the RAR report and ensure appropriate equipment to satisfy the measure are on-site or available;
  - 5) Review emergency spill response plan;
  - 6) Set up a contact system should a biologist be require on site in the event of sediment/erosion issues or some other type of risk to aquatic habitat that may arise during construction.
- vii) Following completion, a post-construction site inspection is to be carried out by the QEP and deficiencies noted and addressed.
  - viii) The owner is encouraged, as part of the development, to clean up waste on the subject property that has blown over from the neighbouring business.

**b) DPA#5 Industrial Development Permit Area**

- i) The proposed building be constructed substantially in compliance with the drawings attached as Schedule B.
- ii) Oil/grit separators and stormwater management will be installed in areas of impervious paving in accordance with the stormwater management plan, acceptable to the Village of Cumberland.
- iii) Sediment and Erosion Control shall be managed in accordance with the Sediment and Erosion Control Plan as contained in the RAR, both for the short and long term.
- iv) The use of smooth surfaced, wood, concrete board, acrylic stucco, brick, baked enamel-finished metal siding, or metal panels are encouraged.
- v) Buildings shall be designed to mitigate the effect of internal noise from mechanical and other industrial equipment.
- vi) All site lighting installations shall be fully shielded (full cutoff).
- vii) Light shall be shielded such that the lamp itself or the lamp image is not directly visible outside the property perimeter. Security and other lighting shall be placed so as not to shine directly into residential properties or to reduce the separation effectiveness of any landscaped buffer.
- viii) Exterior building lighting should generally be concealed in soffits or other similar architectural features.
- ix) Adhering to the principles of Crime Prevention through Environmental Design Principles (CPTED), lighting for pedestrian pathways, building entrances and parking areas should be designed at a human scale (i.e., low level bollards) and address pedestrian safety.
- x) All buildings shall be designed and engineered to be solar ready.
- xi) Stormwater management shall follow source control (on-site) principles and practices and minimize the use of conventional pipe and pond techniques, and avoid direct discharges to streams and other waterbodies.

- xii) Stormwater management shall take advantage of on-site opportunities to recycle clean water to absorbent soils, wetlands, and forests.
- xiii) Owner to maintain the landscape area outside the fence including mowing, string trimming, and garbage removal.

**4. Landscape Security**

None

**5. Expiry**

Subject to the terms of the permit, if the Owner of this Development Permit does not substantially start any construction with respect to which the permit was issued within 2 years after the date it is issued, the permit lapses.

**6. Timing and Sequencing of Development**

The construction of this building is anticipated to be completed by August 2017.

**7. List of Reports or Plans attached as Schedules**

The drawings package supplied for this project:

- a) Schedule A Overall Site Plan
- b) Schedule B-1 Drawings of Proposed Building A
- c) Schedule B-2 Drawings of the Proposed Building B
- d) Schedule C Stormwater Management Brief

**8. Contaminated Sites Regulation**

This permit is issued pursuant to the requirements of the *Environmental Management Act*, whereby the Owner has completed a "Site Declaration" for the subject property.

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

**CERTIFIED** as the **DEVELOPMENT PERMIT** granted by resolution of the Council of the Corporation of the Village of Cumberland on \_\_\_\_\_ 2017 and issued on \_\_\_\_\_, 2017.

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Corporate Officer

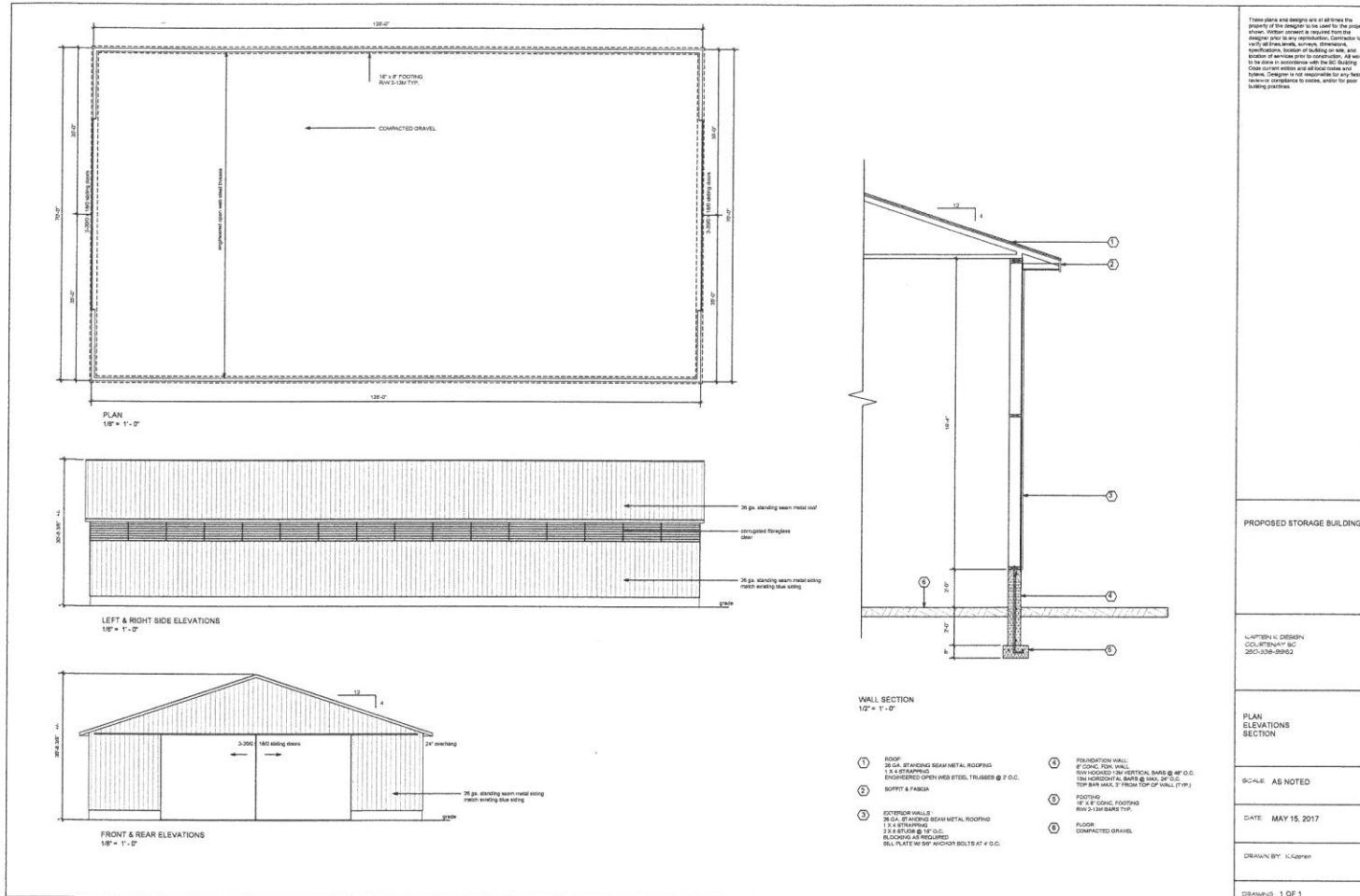
# Schedule A Overall Site Plan





# Schedule B-2

## Drawing of the Proposed Building B



## Schedule C - Stormwater Management Brief

McElhanney Consulting Services Ltd.  
495 Sixth Street  
Courtenay, BC V9N 6V4  
Tel: (250) 338-5495  
www.mcelhanney.com



### S T O R M W A T E R M A N A G E M E N T B R I E F

	2956 Ulverston Avenue, Cumberland, BC
Date:	July 10, 2017
Our Reference:	2211-47107/ T2019

To: Joe Formosa, Muchalat Group of Companies  
Prepared By: Neil Penner, E.I.T.  
Reviewed By: Chris Durupt, P.Eng.

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- Recommend on-site storm system improvements.

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The subject property is located at 2956 Ulverston Avenue in Cumberland, BC. The subject property is zoned Industrial Two (I-2). The neighbouring properties to the west and southeast are zoned I-2 and contain existing industrial buildings. The property to the south is zoned Rural One (RU-1) and is undeveloped. The property to the north is zoned Public Use and Assembly Two (PA-2) and contains the Village's sewage lagoons.

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## 4 CONCLUSIONS

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We trust the information provided is as required at this time. Should you have any questions, or wish to discuss further, please contact the undersigned.

Yours truly,

**MCELHANNEY CONSULTING SERVICES LTD.**

Reviewed by:



Neil Penner, E.I.T.  
 Civil Engineer  
 npenner@mcelhanney.com



Chris Durupt, P. Eng  
 Project Engineer  
 cdurupt@mcelhanney.com

/njb

Enclosures

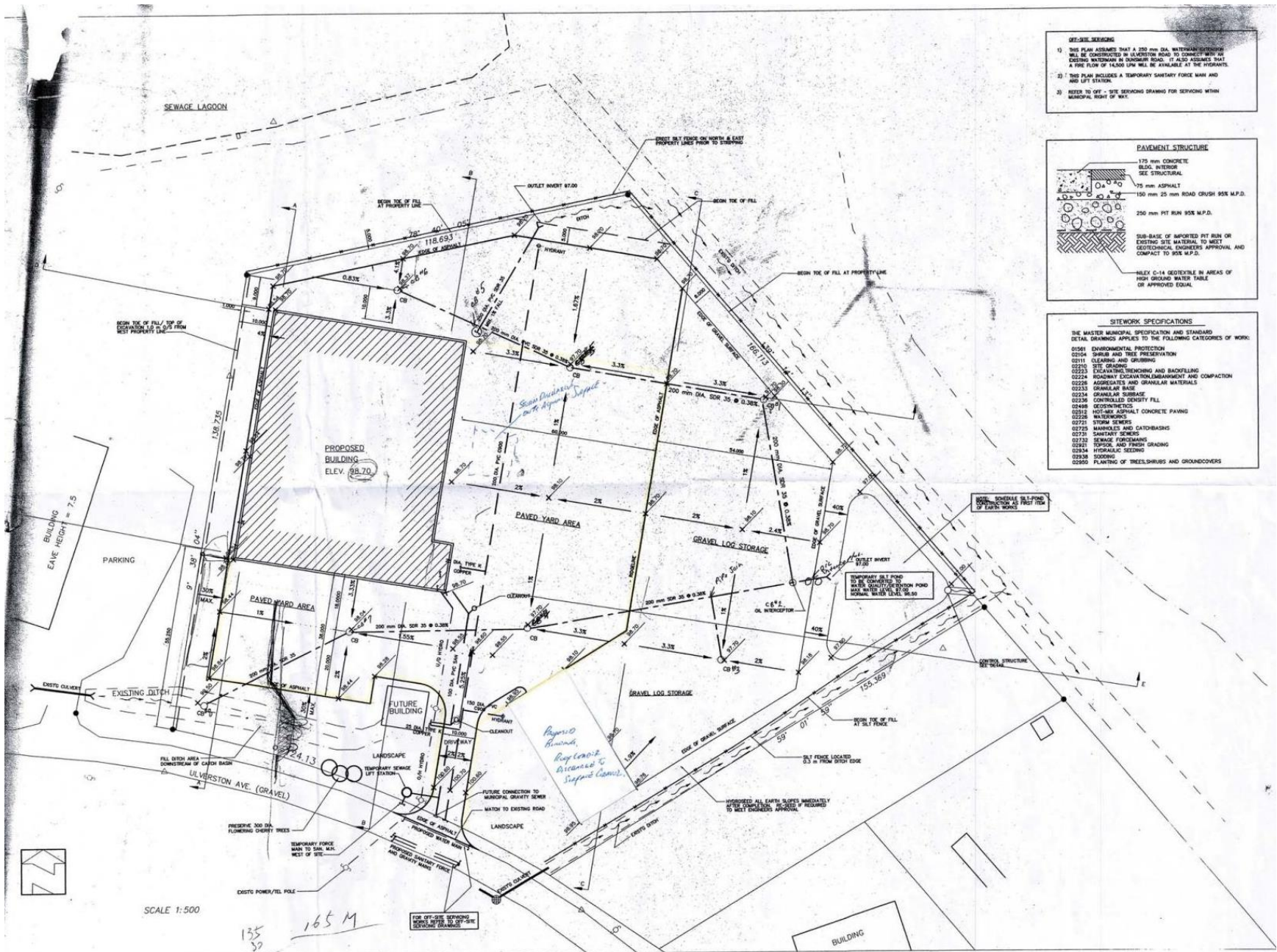
**REVISION HISTORY**

Date	Status	Revision	Author
July 10, 2017	Final	original	NP
June 27, 2017	Draft	original	NP

**LIMITATION**

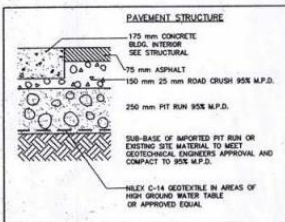
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**Appendix A**  
**Site Servicing Plan**



**OFF-SITE SEWERING**

- 1) THIS PLAN ASSUMES THAT A 200 mm DIA. WATERMAIN EXTENSION WILL BE CONSTRUCTED IN SILVERSTON ROAD TO CONNECT WITH AN EXISTING WATERMAIN IN DUNDAS STREET. IT IS SO ASSUMED THAT A FIRE FLOW OF 14,500 LPM WILL BE AVAILABLE AT THE HYDRANTS.
- 2) THIS PLAN PROVIDES A TEMPORARY SANITARY FORCE MAIN AND MAN LIFT STATION.
- 3) REFER TO OFF - SITE SERVING DRAWING FOR SERVING WITHIN MUNICIPAL RIGHT OF WAY.



- SITWORK SPECIFICATIONS**
- THE MASTER MUNICIPAL SPECIFICATION AND STANDARD DETAIL DRAWINGS APPLIES TO THE FOLLOWING CATEGORIES OF WORK:
- 01561 ENVIRONMENTAL PROTECTION
  - 02004 SHRUB AND TREE PRESERVATION
  - 02111 CLEARING AND GRUBBING
  - 02115 SITE GRADING
  - 02223 EXCAVATING, TRENCHING AND BACKFILLING
  - 02224 FORDWAY EXCAVATION, DRAINAGE AND COMPACTION
  - 02228 AGGREGATES AND GRANULAR MATERIALS
  - 02233 GRANULAR BASE
  - 02234 GRANULAR SUBBASE
  - 02236 GEOSYNTHETICS
  - 02248 CONTROLLED DENSITY FILL
  - 02498 HOT-SET ASPHALT CONCRETE PAVING
  - 02528 WATERWORKS
  - 02536 STORM SEWER
  - 02725 MANHOLES AND CATCHBASINS
  - 02729 SANITARY SEWER
  - 02732 SEWER FORCE MAIN
  - 02821 TOPSOIL AND FRESH GRADING
  - 02834 HYDRAULIC SEEDING
  - 02836 SOODING
  - 02850 PLANTING OF TREES, SHRUBS AND GROUNDCOVERS

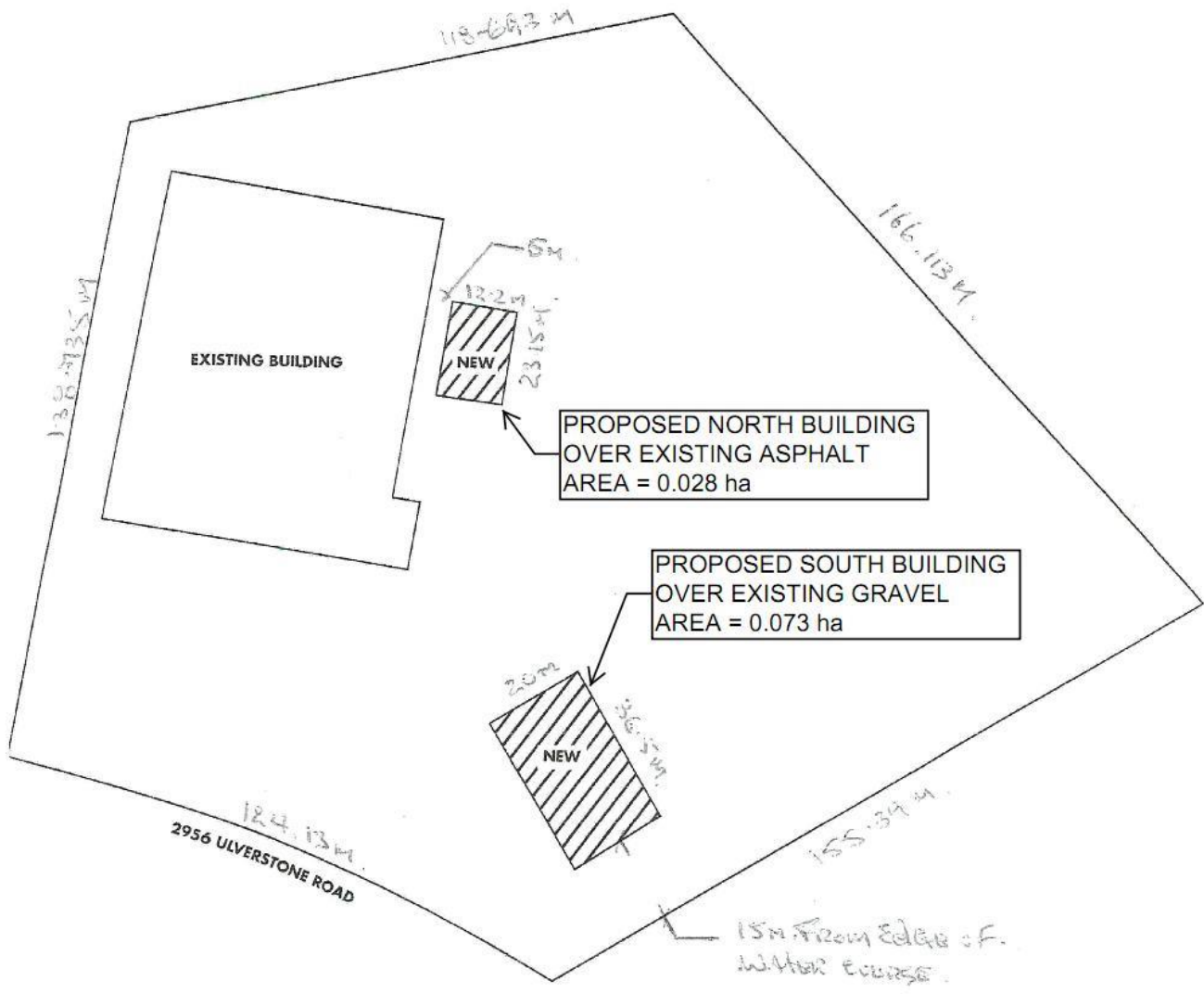
SCALE 1:500

135  
30  
165 M

FOR OFF-SITE SEWERING  
 REFER TO OFF-SITE

**Appendix B  
Proposed Site Plan**

# PROPOSED SITE PLAN



# COUNCIL REPORT



REPORT DATE: July 18, 2017

MEETING DATE: July 24, 2017

TO: Mayor and Councillors

FROM: Paul Nash, LWMP Project Coordinator

SUBJECT: 2017 LWMP Progress Update

## RECOMMENDATION

THAT Council receive the 2017 LWMP Progress Update Report for information.

## SUMMARY

The initial 2017 LWMP Work Plan was presented to Council on April 24, with the overview of the objectives for 2017, following the unsuccessful funding application last year.

This report outlines the specific work items and schedule contemplated for 2017, with an update on progress to date.

## BACKGROUND

### 2016 LWMP Activities

Within the three stage LWMP process, Cumberland effectively completed Stage 1 in 2016, and is now in Stage 2;

1. Set the goals and identify the broad options to achieve them (2016)
2. Study the shortlisted options and decide preferred option (2017)
3. Detailed study of preferred option, develop plans for implementation financing. (2018)

### Planned 2017 Wastewater Activities

#### *RFP preparation – Spring 2017.*

The overall workplan for 2017 was presented to Council on April 24<sup>th</sup> and to the Wastewater Advisory Committee on April 25<sup>th</sup>.

Broadly speaking, the work categories are;

1. Environmental monitoring and data collection
2. Study of the various treatment options, with “full mechanical” already having been completed
3. Study of various discharge options

4. Study of wastewater servicing for Comox Lake area
5. Resource recovery studies
6. Public consultation and decision making
7. Reporting

### ***LWMP Engineering Studies***

The consulting team has finalized the scope of work for the various study area, and the deliverable for each will be a technical memo detailing the options and recommendations for each area.

<b>Work Area</b>	<b>Technical Memos</b>
Environmental Monitoring	<ol style="list-style-type: none"> <li>1. Environmental monitoring and effluent quality criteria</li> <li>2. Performance of existing lagoons</li> </ol>
Wastewater Treatment	<ol style="list-style-type: none"> <li>3. Design flows and loads</li> <li>4. Phased implementation options</li> <li>5. Trace organics treatment</li> <li>6. Effluent polishing by reed bed with carbon media</li> </ol>
Wastewater Discharge	<ol style="list-style-type: none"> <li>7. Discharge and storage options</li> </ol>
Wastewater Collection	<ol style="list-style-type: none"> <li>8. Infiltration and Inflow</li> <li>9. Septic systems servicing</li> </ol>
Resource Recovery and Water Management	<ol style="list-style-type: none"> <li>10. Heat recovery</li> <li>11. Reclaimed water</li> <li>12. Water conservation</li> <li>13. Biosolids processing and reuse</li> </ol>
Reporting	<ul style="list-style-type: none"> <li>• Report to Council comprising the technical memos and the Committee deliberations and public consultations</li> <li>• Report to Green Municipal Fund on study results</li> <li>• Report to Provincial Infrastructure Planning Grant Program on Reclaimed water feasibility</li> <li>• Report to Ministry of Environment Stage 1 &amp;2 LWMP</li> </ul>

### ***Phased Approach***

In recognition of the unpredictability of securing grant funding, a new part of the study is the “phased implementation” of treatment options, with the goal being to have a first phase that will;

- a) move Cumberland into compliance with the existing Permit and new Federal conditions
- b) cost approximately \$5M, in order to fit within the Village’s overall borrowing capacity, while leaving enough room for the potential of borrowing for other municipal projects
- c) be expandable or upgradeable to meet future quantity and/or quality requirements

An important point is that not all the goals of high quantity and high quality treatment can be met in the first phase. The 2016 “full flow” mechanical treatment plant did meet all these goals, at an

estimated \$21M cost. This study looks at partial achievement, for partial cost, within a framework of future upgrades.

***Role of the Wastewater Advisory Committee for 2017***

In 2016, the WAC had to make several strategic decisions about the goals and long lists of options for Stage 1. Most of the 2017 Stage 2 work is technical study, and there is not much ongoing work for the WAC until the studies are completed, and options presented.

Once completed, the WAC can make recommendations on some areas, such as storage/discharge options, resource recovery, and Comox Lake servicing. Other work areas, such as the environmental study have no decisions and are presented to the WAC, and public, for information only.

The current schedule for WAC meetings and public engagement for 2017 is as follows:

<b>Meeting #</b>	<b>Date</b>	<b>Subject</b>
11	April 25, 2017	Review and input into 2017 workplan
12	September 8	Progress update
13	November 2	Review of study results, recommendations on preferred options
Public Open House	November 23	Presentation of options evaluation and Preferred Options for Treatment and Discharge
14	November 30	Final recommendations on: <ul style="list-style-type: none"> <li>• Treatment Option</li> <li>• Discharge Option</li> <li>• Preferred phasing approach</li> <li>• Future intentions for Resource Recovery</li> </ul>
Report To Steering Committee	December 11	Decision on Preferred Options
Report To Steering Committee	January 2018	Approval of Report for submission to Ministry of Environment

***Progress to Date***

The consulting team has begun work on some of the technical tasks, with priority being:

- Monitoring program
- Treatment options
- Discharge options

These are the most involved of the study areas and have some field components. The first field work for environmental monitoring commenced on July 19<sup>th</sup>, and monitoring activities will initially focus on lagoons and receiving waters during the dry summer period.

For the treatment options, some of the options that were rejected in 2016 are back on the table. This is because the criteria for funding was “able to be built in one year”, but now the criteria becomes “first phase able to meet Permit conditions and fit within project cost objectives”. So the work done in developing all the options can now be updated based on what was learned in 2016.

Of particular note is that the “charcoal media reed bed” concept developed in 2016 now features in all of the options to be pursued, though it may not necessarily be in the first phase of all of them.

A new option for summer discharge is also being developed, that of “irrigating” the wetland areas surrounding the lagoons. This option would see treated and disinfected water being distributed around the perimeter of the wetlands, where it moves through the peaty soil and interacts with the wetland plants. This provides an additional level of phosphorus absorption, and would maintain summer flows into Maple Lake Creek and the Trent. In effect, it is an alternative to the “wetland treatment” proposal of 2005, using the beneficial “sponge effect” of the wetland area during the dry summer months. This option will be evaluated alongside the two storage options (wetland and Teal Lake reservoir) developed in 2016.

### **FINANCIAL IMPLICATIONS**

The majority of the LWMP work for 2017 is the scope for the GMF Feasibility Study, and is thus 50% recoverable, but 2018 LWMP work on implementation and financial planning would not be. The recovery for 2017 also includes the \$10,000 to come from the Infrastructure Planning Grant program for reclaimed water study.

The 2017 LWMP program has been included in the 2017 – 2021 financial planning process and the budgeted amount for 2017 is \$203,497.

### **OPERATIONAL IMPLICATIONS**

The majority of the work for this project will be completed by outside consultants, including myself, along with Troy Vassos Inc. and the technical team from TetraTech.

Staff resources will still be needed for the monitoring programs, along with the review of the technical memos, public consultation and any meetings.

### **STRATEGIC OBJECTIVE**

This work is all in accordance with the 2017 Corporate Strategic Priority of “Developing an environmentally sustainable method of treating the liquid waste that is generated by the Village”.

It is also advances the Official Community Plan policies for infrastructure of;

5.5.3 (2) Support opportunities for Federal, Provincial, and First Nation partnerships for infrastructure to manage costs and risk to the Village and tax payers.

And, (especially)


5.5.3 (5) Seek maximum funding for infrastructure development from senior levels of government by taking advantage of special financing opportunities available for innovative efficient infrastructure development.

While the funding sought in 2016 was not received, a well laid out plan for a high quality project, which can be implemented in phases, gives the best chance for on-going funding opportunities.

**ATTACHMENTS**

None

**CONCURRENCE**

Rob Crisfield, Manager of Operations 

**OPTIONS**

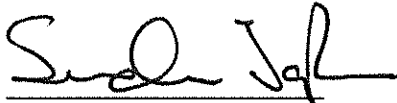
1. THAT Council receive the 2017 LWMP Progress Update Report for information.
2. Any other action deemed appropriate by Council.

Respectfully submitted,



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Paul Nash  
LWMP Project Coordinator  
Village of Cumberland



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Sundance Topham  
Chief Administrative Officer

# COUNCIL REPORT



REPORT DATE: July 18, 2017  
MEETING DATE: July 24, 2017

File No. 0530-02

TO: Mayor and Councillors  
FROM: Adriana Proton, Deputy Corporate Officer  
SUBJECT: Appointment of Temporary Alternate Comox Valley Regional District Director

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## RECOMMENDATION

- i. THAT Council receive the Appointment of Temporary Alternate Comox Valley Regional District Director report.
- ii. THAT Council appoint a temporary alternate Comox Valley Regional District (CVRD) Director to attend CVRD meetings in August 2017.

## SUMMARY

The Council members who serve as regular and alternate Directors on the CVRD Board are unavailable to attend meetings in August 2017, and Council may wish to appoint another alternate.

## BACKGROUND

Councillor Sproule is the director appointed to the CVRD Board, and Councillor Kishi is the alternate. Both Councillors are unable to attend meetings in August 2017. In order to have another Council member attend CVRD meetings in August, Council must appoint another alternate.

## FINANCIAL IMPLICATIONS

None

## STRATEGIC OBJECTIVE

None

**ATTACHMENTS**

None

**CONCURRENCE**

None

**OPTIONS**

1. THAT Council receive the Appointment of Temporary Alternate Comox Valley Regional District Director report.
2. THAT Council appoint a temporary alternate Comox Valley Regional District Director to attend CVRD meetings in August 2017.
3. Any other action deemed appropriate by Council.

Respectfully submitted,



Adriana Proton  
Deputy Corporate Officer



Sundance Topham  
Chief Administrative Officer



**The Corporation of the Village of Cumberland**  
**Electronic Funds and Cheque Register**  
**From May 1 to 31, 2017**

Document Date	Vendor Name	Document Number	Document Amount
6/2/2017	Pacific Blue Cross	00000000000023412	10,810.00
6/2/2017	Receiver General For Canada	00000000000023413	22,410.72
6/2/2017	Municipal Pension Plan	00000000000023414	12,312.18
6/2/2017	Telus Mobility	00000000000023415	548.58
6/2/2017	Municipal Finance Authority	00000000000023431	13,697.15
6/2/2017	Municipal Finance Authority	00000000000023432	613.58
6/5/2017	ABC Printing	17418	304.64
6/5/2017	Black Press Group Ltd	17419	892.23
6/5/2017	Canadian Tire #350	17420	19.02
6/5/2017	Capital Glass Courtenay	17421	71.32
6/5/2017	Cintas	17422	207.45
6/5/2017	Coast Environmental Ltd.	17423	104.17
6/5/2017	Comox Valley Arts Council	17424	200.00
6/5/2017	Comox Valley Road Runners	17425	200.00
6/5/2017	Comox Valley Schoolhouse Quilters Guild	17426	200.00
6/5/2017	Cupe Local 556	17427	888.69
6/5/2017	Diamond Software Inc	17428	249.38
6/5/2017	Dream Wizards Events Ltd.	17429	42,472.50
6/5/2017	Fisher's Regalia	17430	54.60
6/5/2017	Gregg Distributors (B.C.) Ltd.	17431	148.56
6/5/2017	Hand in Hand Early Years Nature Education	17432	4,193.90
6/5/2017	Hryko, Sandra	17433	224.31
6/5/2017	Island Business Print Group Ltd.	17434	911.68
6/5/2017	Island Radio	17435	81.90
6/5/2017	Knutson, Leah	17436	230.25
6/5/2017	Koers & Associates Engineering Ltd.	17437	8,693.48
6/5/2017	Land Title & Survey Authority of British Columbia	17438	12.88
6/5/2017	Laronde, Paul D	17439	333.14
6/5/2017	Mason, Michelle	17440	1,386.00
6/5/2017	MBTA	17441	1,575.00
6/5/2017	Monk Office	17442	1,687.56
6/5/2017	Municipal Finance Authority	17443	118.82
6/5/2017	North Island Field Lacrosse Association	17444	500.00
6/5/2017	North Island Highland Dance	17445	125.00
6/5/2017	Optrics Inc.	17446	5,985.23
6/5/2017	Planet Clean	17447	79.93
6/5/2017	Adriana Proton	17448	1,001.90

6/5/2017 Purolator Courier Ltd.	17449	63.06
6/5/2017 Radius Contracting Inc.	17450	76,818.91
6/5/2017 Receiver General For Canada	17451	156.31
6/5/2017 Regional District,Comox Valley	17452	830.50
6/5/2017 Rickskopter	17453	267.50
6/5/2017 River Meadow Nursery	17454	70.56
6/5/2017 Samsom, Andrea	17455	317.59
6/5/2017 Shaw Cablesystems G.P.	17456	259.18
6/5/2017 Spectrum Skateparks Inc	17457	3,184.13
6/5/2017 Strathcon Industries	17458	69.56
6/5/2017 Sun Coast Waste Services	17459	11,000.85
6/5/2017 Thrifty Foods	17460	193.37
6/5/2017 Village Bakery, Cumberland	17461	11.00
6/5/2017 Wacor Holding Ltd.	17462	105,299.42
6/5/2017 Walmart Stores Inc.	17463	18.98
6/5/2017 Wedler Engineering	17464	1,601.25
6/5/2017 Western Geotechnical Consultants Ltd	17465	1,008.00
6/5/2017 Williamson, Michael	17466	27.60
6/6/2017 Cumberland Bear Initiative Society	17467	1,415.00
6/6/2017 Community Schools Society, Cumberland	17468	15,000.00
6/6/2017 Comox Valley Land Trust	17469	2,000.00
6/6/2017 Cumberland Museum & Archives	17470	21,500.00
6/6/2017 Cumberland Empire Day Committee	17471	3,373.00
6/6/2017 Cumberland Lake Wilderness Society	17472	1,760.00
6/6/2017 United Riders of Cumberland	17473	13,000.00
6/6/2017 Revenue Services of British Columbia	000000000000023429	3,600.00
6/6/2017 FORTISBC-Natural Gas	000000000000023430	1,020.39
6/7/2017 Utility Credit Refund	17474	192.63
6/7/2017 Aitken, Ronald Peter	17475	331.38
6/7/2017 Baird, Laurie	17476	126.00
6/7/2017 Charette Lily	17477	20.00
6/7/2017 Corrigan, Tia	17478	134.00
6/7/2017 Daley, Paul	17479	1,708.00
6/7/2017 Dixon, Dana	17480	942.69
6/7/2017 Edifizi, Giacomo	17481	120.00
6/7/2017 Johnson, Rukmini	17482	80.00
6/7/2017 Lacourse, Megan	17483	70.00
6/7/2017 Lan, Lauren	17484	800.00
6/7/2017 Pather, Kaleeka	17485	52.00
6/7/2017 Petch, Christa	17486	76.00
6/7/2017 Powsey, Clive	17487	180.00
6/7/2017 Pozzolo, Alberto	17488	165.00
6/7/2017 Purin, Paul	17489	200.00
6/7/2017 Riopelle, Cathy	17490	137.50
6/7/2017 Roffey, Sheri	17491	87.50
6/7/2017 Ross Simon	17492	26.00
6/7/2017 Sitko Paul	17493	900.00

6/7/2017 Willard-Stepan, Maya	17494	20.00
6/8/2017 J.R. Edgett Excavating Ltd	17495	267,536.16
6/9/2017 ABC Printing	17496	1,296.96
6/9/2017 Beaufort Association for the Mentally Handicapped	17497	2,500.00
6/9/2017 Blake, Russell	17498	634.20
6/9/2017 Brenntag Canada Inc.	17499	873.56
6/9/2017 Carvello Law Corporation	17500	2,097.39
6/9/2017 Currently Cumberland	17501	352.80
6/9/2017 Cintas	17502	207.45
6/9/2017 Water Leak Reimbursement	17503	604.46
6/9/2017 Coastal Mountain Fuels	17504	1,669.57
6/9/2017 Coastline Fabricators	17505	822.77
6/9/2017 Comox Pacific Express Ltd.	17506	186.89
6/9/2017 Corix Water Products Limited Partnership	17507	331.46
6/9/2017 Cumberland General Store	17508	102.36
6/9/2017 Cumberland Museum & Archives	17509	50.00
6/9/2017 Cumberland Sand & Gravel Ltd	17510	183.17
6/9/2017 E.B. Horsman & Son	17511	454.13
6/9/2017 Reimburse Homeowner for Fence Cost	17512	1,869.00
6/9/2017 Fire Chiefs Association, Comox Valley	17513	475.00
6/9/2017 Fisher's Regalia	17514	410.15
6/9/2017 Footprints Security Patrol Inc.	17515	389.71
6/9/2017 Gary Moser Consulting Inc	17516	5,774.17
6/9/2017 Glacier Environmental Ltd.	17517	1,207.50
6/9/2017 Green Thumb Nurseries	17518	2,189.60
6/9/2017 Gregg Distributors (B.C.) Ltd.	17519	138.71
6/9/2017 Guillevin International Co.	17520	634.07
6/9/2017 Hyland Precast Inc.	17521	3,236.74
6/9/2017 Island Alpine Guides	17522	1,806.00
6/9/2017 Lee Mac Electric Ltd.	17523	238.72
6/9/2017 Lordco Auto Parts	17524	852.85
6/9/2017 Mason, Michelle	17525	72.45
6/9/2017 Minister of Finance - Tech Innovation	17526	226.81
6/9/2017 Moa Media Ltd	17527	145.37
6/9/2017 Monk Office	17528	125.49
6/9/2017 Water Leak Reimbursement	17529	375.81
6/9/2017 Maxxam Analytics	17530	2,533.66
6/9/2017 Pest Control, VI	17531	630.00
6/9/2017 Phoenix Benefits Solutions Inc.	17532	5,750.00
6/9/2017 Planet Clean	17533	172.31
6/9/2017 Price's Security Locksmiths	17534	38.65
6/9/2017 Purolator Courier Ltd.	17535	42.17
6/9/2017 Receiver General For Canada	17536	252.93
6/9/2017 Reynolds, Dan	17537	1,581.00
6/9/2017 Roam Media Inc	17538	524.48
6/9/2017 Shields Ind Services (2004) Ltd.	17539	464.82
6/9/2017 Traci Skuce	17540	520.00

6/9/2017 Slegg L.P.	17541	1,569.09
6/9/2017 Smith Cameron Pump Solutions	17542	669.76
6/9/2017 SPCA, Comox Valley	17543	212.06
6/9/2017 Sunny Mountain Enterprises Inc.	17544	978.26
6/9/2017 SURE Courtenay Copy Centre	17545	660.85
6/9/2017 Top Shelf Feeds Inc.	17546	302.65
6/9/2017 Update Company, The	17547	341.25
6/9/2017 VDA Architecture Limited	17548	1,575.00
6/9/2017 Vimar Equipment	17549	326.88
6/9/2017 Wacor Holding Ltd.	17550	11,922.75
6/9/2017 Comox Rentals & Recreation	17551	940.69
6/13/2017 Mastercard, Credit Union	00000000000023580	4,665.68
6/15/2017 De Lage Landen	00000000000023582	55.95
6/15/2017 Telus Communications	00000000000023586	34.36
6/15/2017 Telus Communications	00000000000023587	85.07
6/15/2017 Telus Communications	00000000000023589	58.73
6/16/2017 Municipal Pension Plan	00000000000023581	12,013.88
6/16/2017 Receiver General For Canada	00000000000023583	23,536.00
6/16/2017 Hydro & Power Authority, BC	00000000000023584	7,841.41
6/19/2017 Alpine Water & Energy	17552	5,918.59
6/19/2017 Badger Daylighting LP	17553	735.00
6/19/2017 Waste Connections Canada	17554	1,189.96
6/19/2017 Bossom, Michael	17555	722.41
6/19/2017 Braidwood, Thomas	17557	661.70
6/19/2017 Currently Cumberland	17558	441.00
6/19/2017 Cintas	17559	150.30
6/19/2017 Coast Environmental Ltd.	17560	226.04
6/19/2017 Corix Water Products Limited Partnership	17561	2,692.50
6/19/2017 Cupe Local 556	17562	922.07
6/19/2017 Dominion Gov Law LLP	17563	167.72
6/19/2017 Guillevin International Co.	17565	150.10
6/19/2017 Hyland Precast Inc.	17566	572.16
6/19/2017 Iron Mountain	17567	57.61
6/19/2017 Supreme Convenience Stores	17568	290.38
6/19/2017 Kishi Roger	17569	1,379.27
6/19/2017 Knickle & Grant Fine Homes Ltd.	17570	3,000.00
6/19/2017 Public Works Equipment Deposit	17571	200.00
6/19/2017 McElhanney Consulting Services Ltd.	17572	26,344.82
6/19/2017 McPhedran Kevin	17573	159.24
6/19/2017 Monk Office	17574	669.85
6/19/2017 Maxxam Analytics	17575	31.50
6/19/2017 Northern Ropes & Industrial Supply Ltd.	17576	338.69
6/19/2017 Outlook Land Design Inc	17577	631.58
6/19/2017 Planet Clean	17578	205.49
6/19/2017 Price's Alarm Systems Ltd.	17579	188.69
6/19/2017 Refrigeration & Air Conditioning Ltd., Comox Valley	17580	110.05
6/19/2017 Sew What, I Sew	17581	1,089.21

6/19/2017 Shaw Cablesystems G.P.	17582	847.16
6/19/2017 Sunny Mountain Enterprises Inc.	17583	813.75
6/19/2017 Tervita Corporation	17584	19,683.54
6/19/2017 Van Houtte Coffee Services	17585	61.23
6/19/2017 Williamson, Michael	17587	45.91
6/19/2017 Windley Stanley Craig	17588	5,635.50
6/20/2017 Rogers Communications Inc.	00000000000023585	150.74
6/20/2017 Telus Communications	00000000000023588	62.69
6/21/2017 Corrigan, Tia	17589	90.00
6/21/2017 Dixon, Dana	17590	123.88
6/21/2017 Edifizi, Giacomo	17591	82.50
6/21/2017 Johnson, Rukmini	17592	92.50
6/21/2017 Lacourse, Megan	17593	70.00
6/21/2017 Lush Valley Food Action Society	17594	306.00
6/21/2017 Petch, Christa	17595	38.00
6/21/2017 Powsey, Clive	17596	30.00
6/21/2017 Pozzolo, Alberto	17597	165.00
6/21/2017 Purin, Paul	17598	200.00
6/21/2017 Riopelle, Cathy	17599	275.00
6/21/2017 Roffey, Sheri	17600	87.50
6/21/2017 Traci Skuce	17601	240.00
6/22/2017 ACE Courier Services	17602	14.40
6/23/2017 Insurance Corporation of British Columbia	17603	20,906.00
6/27/2017 FORTISBC-Natural Gas	00000000000023700	552.41
6/27/2017 Shaw Cablesystems G.P.	00000000000023701	163.00
6/27/2017 Shaw Cablesystems G.P.	00000000000023702	68.81
6/29/2017 ABC Printing	17604	828.80
6/29/2017 Bailey Western Star Trucks Inc.	17621	320.47
6/29/2017 Black Press Group Ltd	17605	876.17
6/29/2017 Currently Cumberland	17606	582.75
6/29/2017 Coal Hills BMX Association	17622	400.00
6/29/2017 Coastal Mountain Fuels	17620	1,603.85
6/29/2017 Comox Pacific Express Ltd.	17623	159.34
6/29/2017 Corix Water Products Limited Partnership	17607	2,825.82
6/29/2017 Cumberland & District Historical Society	17624	100.00
6/29/2017 Cumberland Lake Wilderness Society	17608	3,161.10
6/29/2017 Cupe Local 556	17609	875.13
6/29/2017 Diamond Software Inc	17625	448.88
6/29/2017 Rec Damage Deposit Refund	17626	200.00
6/29/2017 Environmental Operators Certification Program	17627	210.00
6/29/2017 Banner Refund	17628	175.00
6/29/2017 Guillevin International Co.	17629	20.05
6/29/2017 Hartman Auto Supply 1996 Ltd.	17630	21.57
6/29/2017 Heritage BC	17610	618.00
6/29/2017 Hyland Precast Inc.	17611	1,979.39
6/29/2017 Imperial Welding Ltd.	17631	49.11
6/29/2017 Knickle & Grant Fine Homes Ltd.	17612	1,500.00

6/29/2017 Koers & Associates Engineering Ltd.	17613	8,344.09
6/29/2017 Monk Office	17614	666.70
6/29/2017 Maxxam Analytics	17615	682.50
6/29/2017 OFFSETTERS	17616	7,560.00
6/29/2017 Ono Trading Courtenay	17632	350.06
6/29/2017 Planet Clean	17633	170.38
6/29/2017 Receiver General For Canada	17634	188.06
6/29/2017 Rickskopter	17635	187.25
6/29/2017 Shields Ind Services (2004) Ltd.	17636	464.82
6/29/2017 Speedpro Signs Courtenay	17637	448.00
6/29/2017 Topham Sundance	17638	55.12
6/29/2017 Unitech Construction Management	17618	1,312.50
6/29/2017 Upper Island Counselling Services	17619	1,126.13
6/29/2017 Van Houtte Coffee Services	17639	385.48
6/29/2017 Village Bakery, Cumberland	17640	85.61
6/29/2017 Wandering Moose Cafe, The	17641	199.05
6/29/2017 Comox Rentals & Recreation	17642	280.92
6/29/2017 Western Geotechnical Consultants Ltd	17643	168.00
6/29/2017 Williamson, Michael	17644	32.20
6/29/2017 DPOC Neopost Canada Ltd	17648	2,100.00
6/29/2017 Sproule, Gwyn	17649	369.75
6/29/2017 Stericycle Communication Solutions	17650	407.88
6/29/2017 Assessment Authority, BC	17651	28,577.49
6/29/2017 Wacor Holding Ltd.	17652	80,970.00
6/29/2017 Radius Contracting Inc.	17653	148,279.95
6/30/2017 Municipal Pension Plan	00000000000023699	12,335.28
6/30/2017 Municipal Finance Authority	00000000000023703	42,095.00
6/30/2017 Receiver General/Installments	00000000000023722	2,500.00
6/30/2017 Receiver General For Canada	00000000000023723	22,022.08
	<b>Total</b>	<b>\$ 1,263,523.61</b>

**Council Motions - Outstanding Action Items**

Please note: In-camera action items are not included

#	RESOLUTION	STAFF	STATUS
April 10, 2012			
12.281	THAT Council request staff to get more clarification regarding Coal Valley Estates' responsibility in regards to the runoff from their proposed development adjacent to Camp Road in relation to the Official Community Plan section that states development needs to keep 90 percent of rain on their development properties.	Rob	To be considered at Subdivision
January 26, 2015			
15-36	THAT Council direct staff to seek an appraisal of the Saito House and determination of its current condition and report back to Council with a view to the option of purchasing.	Judy	In Process
May 11, 2015			
15-284	THAT Council approve the Cumberland Lake Park project of renovating the existing washroom and shower facilities building adjacent to the concession building, and constructing a new accessible washroom and shower building attached to the existing shower/concession building; and direct staff to bring forward an amendment to the 2015 Financial Plan Bylaw to include an expenditure in 2015 of \$55,000 from the 2014 annual surplus and \$50,000 from the Host Community Funds.	Rob Michelle	Fall 2017 Complete
January 25, 2016			
16-31	THAT Council endorse the Rotary Club of Cumberland Centennial "Path to Recreation" trail proposal to partner to develop a trail from the Village core to Comox Lake in principle, direct staff to proceed with further investigations into the feasibility of the project, and report back to Council; and THAT Council direct staff to draft a Partnership Agreement with the Rotary Club of Cumberland Centennial to clarify the roles of each organization in the project, and to report back to Council.	Kevin	In Process
April 25, 2016			
16-210	THAT Council grant the Development Permit (File 2016-01-DP) for property legally described as Lot 4, Section 25, Township 10, Comox District, Plan 35738, Except Part in Plan 50023 (4616 Cumberland Road) for the purposes of the construction of a replacement mechanical shop building. The development will be substantially in the form of the attached draft Development Permit.	Joanne	In Process

16-228	THAT Council direct staff to develop an urban tree management plan for trees in public realm.	Judy	In Process
16-229	THAT Council direct staff to develop a bicycle parking plan.	Rob Judy	In Process

July 25, 2016

16-372	THAT the Council grant the Heritage Alteration Permit for property legally described as Lot 1, District Lot 21, Nelson District, Plan EPP56803 (2706 Dunsmuir Avenue) substantially in compliance with the attached application; and that the Permit shall not be issued until the consolidation of the two lots and lot line change has been registered at the Land Title Office.	Judy	In Process
16-390	THAT Council revisit the Cumberland Enhancement Study to bring it up to date in terms of rainwater management.	Judy	2018

October 24, 2016

16-522	THAT Council direct staff to proceed with the Lake Park Concession Washroom; THAT Council approve the additional expenditure of up to \$30 000, to be funded through the Host Community Amenity Funds, for the completion of the Lake Park 19 <sup>th</sup> Wing Concession/Washroom Renovations; AND THAT Council direct staff to bring forward an amendment to the adopted 2016-2020 Financial Plan Bylaw to reflect this expenditure.	Rob  Michelle	Fall 2017  Complete
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March 13, 2017

17-135	THAT with regard to the Variance request for property described as Lot 37, District Lot 24, Nelson District, Plan 13640 (2613 Dunsmuir Avenue), Council grant (subject to the terms contained within the entirety of these recommendations) the following Variances: <ul style="list-style-type: none"> <li>a) the front setback for a single family dwelling from the required 3.0metres to 0.0metres in accordance with the survey drawing prepared by Bruce Lewis, BCLS dated October 22, 2016;</li> <li>b) the right side setback for a single family dwelling from the required 1.5metres (4.9feet) to 1.0metres (3.3feet);</li> <li>c) the lot coverage be increased from the required 40% to 48% to accommodate the existing single family dwelling, decks on the left side and rear, a 1.4metre wide deck on the right side, and an Accessory Dwelling Unit (ADU) of a size not to exceed 90metres<sup>2</sup>;</li> </ul> PROVIDED THAT the Owner sign a “demand letter” by March 27, 2017 agreeing to move forward with the requirements (listed below as section #5) of the Development Variance Permit within a reasonable time (as determined in consultation with the Owner, but at the final	Judy	In Process
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	determination by staff), and further agreeing to acquire the required Building Permits, Development Permits (and any engineering certification as required) for any works required to conform with the Variance conditions.		
17-139	THAT Council direct staff to look into restrictions for motor boats using the Cumberland Lake Park boat launch.	Kevin	In Process

March 27, 2017

17-172	THAT Council refer the Alleyways project to staff to provide a report with more information about the project and the resources required.	Judy	In Process
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April 10, 2017

17-207	THAT Council approve the “Requested Changes to the Coal Valley Estates Comprehensive Development Agreement” for relocation of the multifamily units as shown on Drawing No. CDA – 2 Revision 4, dated January 16, 2017, AND THAT Council require the applicant to modify the existing mature tree covenant (CA27787404/CA2787405) that provides the buffer of 7.5metres north of the Camp Road Greenway property line to state that “any proposed landscaping within the protection area shall only include BC native plants and shall be installed in a matter to ensure that the root zones of the existing protected trees are not disturbed”.	Judy	In Process
17-218	THAT Council direct staff to install “smoke-free area” signs at Village playgrounds and trail kiosks.	Kevin	In Process

April 24, 2017

17-253	THAT Council postpone discussion of the SPARC Parking Permit Program and direct staff to seek more information, including the number of SPARC parking permits in the Comox Valley, and input from the Comox Valley Accessibility Committee on the matter.	Adriana	In Process
17-264	THAT Council rescind first three readings of “Sewer Improvements Temporary Borrowing Bylaw No. 1051, 2017” by rescinding Council motion 17-157, THAT Council resolve to undertake no further borrowing under “Sewer Improvements Loan Authorization Bylaw No. 1049, 2017”, AND THAT Council resolve to undertake no further borrowing under “The Corporation of the Village of Cumberland Water Improvements Loan Authorization Bylaw No. 981, 2013”.	Adriana Michelle	In Process In Process

May 8, 2017

17-278	THAT Council grant the Development Variance Permit for property described as Lot 47, District Lot 24, Nelson District, Plan 13640 (2573 Dunsmuir Avenue) to legalize the siting of an existing single family dwelling by varying the following:	Joanne	Complete
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	<p>a. Section 6: The minimum front setback from 3.0metres to 0.0metres; in accordance with the attached survey drawing prepared by Bruce Lewis BCLS dated April 23, 2017.</p> <p>AND THAT Council enter into a Highway Encroachment Agreement for property described as Lot 47, District Lot 24, Nelson District, Plan 13640 (2573 Dunsmuir Avenue), for the front porch attached to the single family dwelling that encroaches onto the public road right-of-way as shown on the survey drawing prepared by Bruce Lewis, BCLS dated April 23, 2017.</p>		
17-280	THAT Council grant the Development Permit for Phase 3 of subdivision of the Carlisle Lane project on property described as Lot 1, District Lot 24, Nelson District, Plan 24314, Except Part in Plans EPP39734 and EPP39735.	Joanne	Complete
17-282	THAT Council delegate the authority to review and approve residential infill development permits for accessory dwelling units to the Manager of Operations	Adriana	Complete
17-284	THAT Council grant the Development Permit (File 2017-04-DP) for ONLY THAT PART OF the property...as shown as phases 7 and 8 on Schedule A the draft Development Permit (CVE Estates) only for the purposes of subdivision and related residential development of Phase 7 (34 lots) and Phase 8 (22 lots), acknowledging that future development permits continue to be required for other parts of the Lands and for other purposes, respectively. The development will be substantially in the form of the attached draft Development Permit.	Joanne	In Process
May 23, 2017			
17-311	THAT Council direct staff to amend the 2017-2021 Financial Plan to budget up to \$4000 per year from the Cemetery Care Fund for a security company to unlock and lock the cemetery gate daily.	Adriana Michelle	Complete In Process
17-313	THAT Council direct staff to: <ul style="list-style-type: none"> <li>• Repeal Water Improvements Loan Authorization Bylaw No. 1048, 2017 and submit to the Inspector for statutory approval;</li> <li>• Create a new water improvements loan authorization bylaw and submit to the Inspector for statutory approval; and,</li> <li>• Once statutory approval is received, proceed with the elector approval process.</li> </ul>	Adriana	Complete
17-315	THAT the Corporation of the Village of Cumberland Council enter into the Emergency Mutual Aid Agreement and the Comox Valley Emergency Program Administration Service Agreement with the Comox Valley Regional District.	Sundance	Complete

June 12, 2017

17-358	<p>THAT Council direct staff to draft a solid fuel-burning appliance bylaw, with regulations to include the following:</p> <ul style="list-style-type: none"> <li>• That non-certified solid fuel-burning appliances be removed upon sale or transfer of any real property</li> <li>• That solid fuel-burning appliances not be used during Air Quality advisories unless the appliance is the only heating appliance, and</li> <li>• That all new construction include a second form of space heating.</li> </ul>	Adriana	In Process
17-359	THAT Council direct staff to amend the Fire Protection Services and Regulation Bylaw No. 988 to prohibit land-clearing fires that are not forestry-related.	Adriana	Complete
17-361	THAT Council direct staff to prepare a report with air quality incentive and education campaign options and costs.	Adriana	In Process
17-362	<p>THAT Council direct staff to begin implementing the air quality steps in the following order:</p> <ul style="list-style-type: none"> <li>• Cooperation and liaison recommendations from the air quality next steps report,</li> <li>• Prohibit land-clearing fires,</li> <li>• Air quality incentive and education campaign options and costs report, and</li> <li>• Draft a woodstove regulation bylaw.</li> </ul>	Adriana	In Process
17-366	THAT Council join the Comox Valley Coalition to End Homelessness as an advisory member and appoint Councillor Ketler as Village representative.	Adriana	Complete
17-368	THAT Council approve the use of vinyl windows only in the new addition, AND THAT Council grant the Heritage Alteration Permit and Development Variance Permit for property described as Lot 7, Block 16, District Lot 21, Nelson District, Plan 522A (2781 Dunsmuir Avenue) substantially in compliance with the attached Permit.	Judy	In Process
17-370	THAT Council grant the Development Variance Permit for property described as Lot 4, District Lot 24, Nelson District, Plan 38778 (3019 Royston Road) to vary the following: Combined Floor Area from the permitted 100.0metres <sup>2</sup> to 130.0metres <sup>2</sup> ; and Left Side Setback from the permitted 1.5metres to as close as 1.0metre; for accessory buildings as shown on the survey drawing prepared by Steve Hoerburger, BCLS dated April 10, 2017.	Joanne	Complete
17-372	THAT Council grant the Development Variance Permit for property described as Lot 27, District Lot 24, Nelson District, Plan EPP53358 (2541 Kendal Avenue) to vary the following: a fence on top of a landscape wall sited on the exterior right side of the property, from the	Joanne	Complete

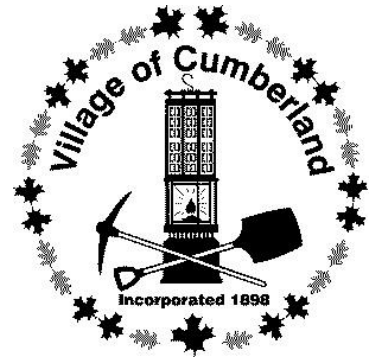
	permitted maximum height from natural grade shall not exceed 2.7metres (9.0feet) in height as shown on the survey drawing prepared by Colin Burridge, BCLS on April 3, 2017 which is attached to the draft Development Variance Permit.		
17-374	THAT Council grant the Development Variance Permit for property described as Lot 29, District Lot 24, Nelson District, Plan 13640 (2618 Dunsmuir Avenue) to vary the following: a. Left side yard setback from the permitted 1.5metres to as close as 1.3metres ; and b. Lot coverage from the permitted maximum of 40% to 45%; buildings as shown on the site drawing attached to the draft Development Variance Permit, to be confirmed and replaced by the required survey drawing at footings stage of the Building Permit.	Joanne	Complete
17-376	THAT Council enter into a Highway Encroachment Agreement for a portion of the highway adjacent to properties described as Lots 51 & 52, District Lot 24, Nelson District, Plan 13640 (2557 and 2549 Dunsmuir Avenue), to permit improvements substantially in compliance with the drawing attached to the draft Agreement as Schedule A.	Joanne	Complete
17-378	THAT Council grant the application (2017-06-DP) for a Residential Infill Development Permit on property described as Lot 5, Block 12, District Lot 21, Nelson District, Plan 522A (2752 Allen Avenue) substantially in compliance with the attached draft Development Permit.	Joanne	Complete
17-380	THAT Council approve the sole sourcing of the remaining design work and construction management services for the Water Supply Improvements Project to Koers & Associates Engineering Ltd. for a total cost not to exceed \$693,000.	Rob Sundance	Complete
17-382	THAT Council direct staff to use paint option three for the Museum and Cultural Centre.	Rob	In Process

June 26, 2017

17-400	THAT Council approve the Corporation of the Village of Cumberland 2016 Statement of Financial Information for filing with the Ministry of Community, Sport and Cultural Development.	Michelle	In Process
17-402	THAT Council direct staff to assist the "Bike Parking Group" to establish trial seasonal bike parking area on Dunsmuir Avenue, AND THAT Council approve \$500 donation to the Bike Group to assist with the construction of the platform and the bike racks.	Judy	In Process
17-404	THAT Council refer the application for a Development Permit for 2956 Ulverston Avenue to the next meeting of the Advisory Planning Commission, tentatively scheduled for July 4, 2017.	Judy	Complete
17-406	THAT Council refer the application for a Development Variance Permit for 2752 Keswick Avenue	Joanne	Complete

	to the next meeting of the Advisory Planning Commission, tentatively scheduled for July 4, 2017.		
17-407	THAT Council seek comments from the APC on the increase of retroactive variance requests.	Judy	Complete
July 10, 2017			
17-418	THAT the Village use the new accessible icon to indicate accessible parking.	Adriana	In Process
17-420	THAT Council grant the Development Variance Permit for property described as Lot 1, District Lot 21, Nelson District, Plan 23425 (2742 Keswick Avenue) to vary the right side setback for an accessory building to be as close as 1.19metres (3.9feet) in accordance with the survey drawing prepared by Eric Hoerbuerger, BCLS dated May 25, 2017.	Joanne	Complete
17-422	THAT Council direct staff to prepare a report for Council on the process to rededicate/change name of Village streets/roadways, to include consideration of potential effects to residents, businesses and the Village.	Joanne	In Process
17-433	THAT Council endorse the three New Westminster resolutions at the 2017 UBCM convention, and communicate the Village's support and intended endorsement to the City of New Westminster.	Adriana	Complete

# COUNCIL REPORT



REPORT DATE: July 18, 2017

MEETING DATE: July 24, 2017

File No. 3900-02

TO: Mayor and Councillors  
 FROM: Adriana Proton, Deputy Corporate Officer  
 SUBJECT: Delegation Bylaw

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## RECOMMENDATION

- i. THAT Council receive the Delegation Bylaw report.
- ii. THAT Council give first, second, and third readings to the Delegation Bylaw No. 1064, 2017.

## SUMMARY

Staff have drafted a bylaw to delegate certain authorities of Council to staff. This report describes the provisions of the draft bylaw, and some requirements and considerations for a delegation bylaw.

## BACKGROUND

At the May 8, 2017 regular meeting of Council, Council unanimously adopted the following motion:

*THAT Council delegate the authority to review and approve residential infill development permits for accessory dwelling units to the Manager of Operations.*

Section 490 of the *Local Government Act* gives Council the authority to issue development permits. Section 154 of the *Community Charter* requires Council to delegate its authority by bylaw. This means that in order to delegate this and other authorities, Council must adopt a delegation bylaw.

Delegation bylaws are normally used to delegate operational policies and decisions to staff or committees so that Council does not have to spend time considering as many minor, non-controversial, or routine matters. A delegation bylaw establishes what authority is delegated, and under what limitations it may be exercised.

Delegation bylaws must include a process for reconsideration of delegate decisions, or according to *Community Charter* section 156, Council cannot overturn a delegate decision. This bylaw includes an appeal process for permit decisions, the ability for a delegate to choose not to exercise their delegated authority, and the ability for Council to request that a delegated matter be considered by Council.

In addition to the land use delegation requested by Council, the delegation bylaw includes the delegation of certain signing and financial authorities to the CAO. This is intended to streamline the process for minor agreements and budget amendments.

It also repeals the "The Corporation of the Village of Cumberland Home Occupation Delegation Bylaw 803," which delegates approval of home occupations to the CAO, but which has been superseded by the Business Licence Bylaw No. 896, 2009. Bylaw 896 delegates authority to issue or suspend a business licence to the CAO, and includes a process for Council reconsideration.

A summary of the proposed delegation of authority items are as follows:

- Approval and execution of agreements by the CAO, provided that it does not require any funding that has not been approved by Council (examples include statutory right-of-ways and land use covenants – i.e. geotechnical covenants for subdivisions)
- Approval of grant applications to a maximum of \$100 000, if the grant supports Village operations or Council's Strategic Priorities
- Review and approval of residential infill development permits for accessory dwelling units to the Manager of Operations

Enacting a delegation bylaw will formalize some processes that are already in place and address some gaps in current bylaws. The "Corporation of the Village of Cumberland Officers and Employees Bylaw No. 944, 2011" authorizes the CAO to award tenders and enter into some agreements for budgeted items, but there are numerous other small contracts with no monetary value that are not covered by Bylaw 944.

#### **FINANCIAL IMPLICATIONS**

None

#### **OPERATIONAL IMPLICATIONS**

Delegating certain authorities to staff will streamline processes that do not require Council approval.

#### **STRATEGIC OBJECTIVE**

None

#### **ATTACHMENTS**

- Delegation Bylaw No. 1064, 2017

#### **CONCURRENCE**

Rob Crisfield, Manager of Operations



## OPTIONS

1. THAT Council receive the Delegation Bylaw report.
2. THAT Council consider giving first, second, and third readings to the Delegation Bylaw No. 1064, 2017.
3. Any other action deemed appropriate by Council.

Respectfully submitted,



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Adriana Proton  
Deputy Corporate Officer



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Sundance Topham  
Chief Administrative Officer

# **BYLAW STATUS**

TITLE: Delegation Bylaw No. 1064, 2017  
AUTHORITY: Village of Cumberland  
PURPOSE: A Bylaw to delegate certain authorities of Council to staff.

DATE: July 24, 2017  
COUNCIL DECISION:

DATE:  
COUNCIL DECISION:

**THE CORPORATION OF THE VILLAGE OF CUMBERLAND**

**BYLAW NO. 1064**

**A Bylaw to delegate certain authorities of Council to staff.**

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

**Citation**

1. This Bylaw shall be cited as “Delegation Bylaw No. 1064, 2017”.

**Definitions**

2. In this Bylaw:

<b>CAO</b>	means the Chief Administrative Officer of the Village, and (a) includes anyone authorized by Council to act on their behalf, and (b) includes the Acting CAO or Deputy CAO as appointed in writing by the CAO.
<b>COUNCIL</b>	means the Council of the Corporation of the Village of Cumberland.
<b>DELEGATE</b>	means a person to whom authority is delegated under this Bylaw.
<b>MANAGER OF OPERATIONS</b>	means the Manager of Operations of the Village and (a) includes anyone authorized by Council to act on their behalf, (b) does not include the Acting Manager of Operations or a deputy, unless authorized by the CAO, and (c) in the Manager of Operations’ absence, includes the Chief Administrative Officer.
<b>VILLAGE</b>	means the Corporation of the Village of Cumberland.

**Delegation of Signing Authority**

3. Council delegates to the CAO the authority to approve and execute all contracts, agreements, transactions and covenants required for the effective operation of the Village, including but not limited to:
  - (a) Easements,
  - (b) Statutory right-of-ways,
  - (c) Encroachment agreements, and
  - (d) Land use covenants pursuant to the *Land Title Act*.
4. The CAO may only exercise the signing authority delegated in section 3 of this Bylaw if:
  - (a) The action does not require an expenditure of money that has not been authorized by Council;
  - (b) The action does not contravene any Village Bylaws or policies, including Council Policy 3.3, the Purchase Management Services Policy; and
  - (c) The action does not contravene any other applicable legislation.
5. The Mayor shall continue as a Village signing authority for the execution of agreements and other contractual documents referred to in sections 3 and 4 of this Bylaw.

**Delegation of Financial Authority**

6. Council delegates to the CAO the authority to authorize and approve grant applications and agreements:
  - (a) To a maximum of \$100 000, and
  - (b) If the grant will support Council's current adopted Strategic Priorities or Village operations.

**Delegation of Land Use Authority**

7. Council delegates to the Manager of Operations the authority to review and approve residential infill development permits for accessory dwelling units.

**Council Reconsideration**

8. Development permit applicants may request reconsideration of a decision made by a delegate under this Bylaw by submitting an appeal to Council in writing.

9. An appeal must:
  - (a) Be received by the Village Office within 30 days of the applicant being notified of the decision,
  - (b) Contain the applicant's preferred address for receiving correspondence related to the appeal,
  - (c) State why the applicant wishes the decision to be reconsidered by Council,
  - (d) State the applicant's preferred decision or remedy, and
  - (e) Include any documents or evidence that support the applicant's appeal.
10. An appeal of a delegate's decision will be considered at a regular meeting of Council within 90 days of receipt of the appeal.
11. The applicant must be notified in writing of:
  - (a) When the decision will be reconsidered,
  - (b) Their right to attend the meeting, and
  - (c) Their right to be heard by Council, either in person or through a representative, at that meeting.
12. When reconsidering a decision, Council may:
  - (a) Confirm the decision,
  - (b) Amend the decision,
  - (c) Substitute a new decision, or
  - (d) Postpone the reconsideration if Council considers that more information is required.

### **Exercise of Delegated Authority**

13. Unless provided for by Bylaw or other legislation, delegate decisions cannot be reconsidered.
14. A delegate has no authority to further delegate the authority granted under this Bylaw.
15. A delegate may choose not to exercise their delegated authority for any reason, and the matter will be considered by Council.
16. If two members of Council provide a written request to the Corporate Officer that they wish to have Council consider a matter that has been delegated under this Bylaw, at least 24 hours prior to the decision being made, the matter must not be considered by

the delegate and will be considered by Council.

- 17. If Council or the CAO changes the title of a position, the authority delegated in this Bylaw may continue to be exercised by the applicable delegate.

**Severability**

- 18. If any section or subsection of this Bylaw is found to be invalid by a court of competent jurisdiction, the section or subsection may be severed from the Bylaw without affecting the validity of the remainder of the Bylaw.

**Repeal**

- 19. The “Corporation of the Village of Cumberland Home Occupation Delegation Bylaw No. 803, 2005” is hereby repealed.

<b>READ A FIRST TIME THIS</b>	<b>DAY OF</b>	<b>2017.</b>
<b>READ A SECOND TIME THIS</b>	<b>DAY OF</b>	<b>2017.</b>
<b>READ A THIRD TIME THIS</b>	<b>DAY OF</b>	<b>2017.</b>
<b>ADOPTED THIS</b>	<b>DAY OF</b>	<b>2017.</b>

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Corporate Officer