

# REGULAR MINUTES

22/2017/R



## The Corporation of the Village of Cumberland

**Regular Council Meeting  
July 24, 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:**

Sundance Topham, Chief Administrative Officer  
Adriana Proton, Deputy Corporate Officer  
Michelle Mason, Financial Officer  
Rob Crisfield, Manager of Operations  
Judith Walker, Senior Planner

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

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

- 1.1 Agenda for regular Council meeting, July 24, 2017  
Motion 17-436

#### **Kishi/Sproule**

THAT Council approve the agenda for the regular Council meeting, July 24, 2017, with the removal of item 6.5 and the addition of late item 5.1.

**Carried Unanimously**

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

- 2.1 Minutes of the Council meeting held July 10, 2017  
Motion 17-437

#### **Sproule/Ketler**

THAT Council approve the minutes of the Council meeting held July 10, 2017.

**Carried Unanimously**

### **3. Delegations**

- 3.1 Dr. Charmaine Enns, North Island Medical Health Officer, Island Health
- Courtenay Local Health Area Profile

Motion 17-438

**Kishi/Ketler**

THAT Council receive the delegation of Dr. Charmaine Enns, North Island Medical Health Officer, Island Health Re: Courtenay Local Health Area Profile.

**Carried Unanimously**

**4. Unfinished Business**

None

**5. Correspondence**

5.1 Vancouver Island Mayors and Sandra Hamilton

- Draft, CETA Education in the MASH Sector & Advancing Strategic Procurement in BC

Motion 17-439

**Ketler/Kishi**

THAT Council receive the draft correspondence from Vancouver Island Mayors and Sandra Hamilton Re: CETA Education in the MASH Sector & Advancing Strategic Procurement in BC.

**Carried Unanimously**

Motion 17-440

**Sullivan/Ketler**

THAT Council approve the Village to be a signatory to the CETA letter, and for the letter to be sent to Premier Horgan.

**Carried Unanimously**

**6. Reports**

6.1 Financial Performance Report – Second Quarter 2017

Prepared by Michelle Mason, Financial Officer

Motion 17-441

**Sullivan/Sroule**

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

**Carried Unanimously**

6.2 Report on the Increase in Retroactive Variance Requests

Prepared by Judith Walker, Senior Planner

Motion 17-442

**Kishi/Ketler**

THAT Council receive the Report on the Increase in Retroactive Variance Requests

**Carried Unanimously**

Motion 17-443

**Kishi/Sproule**

THAT Council direct staff to produce a brochure outlining the basics of building in the Village, including when building permits are required, how setbacks work, and the consequences of non-compliance;

THAT this Building Brochure be mailed out in the next utility bill mailout;

THAT Council direct staff to continue the current process of placing STOP WORK or DO NOT OCCUPY notice on non-compliant buildings and structures;

AND THAT after the Building Brochure is sent out, the Village 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.

**Carried Unanimously**

6.3 Development Permit Application – 2956 Ulverston

Prepared by Judith Walker, Senior Planner

Motion 17-444

**Kishi/Sproule**

THAT Council receive the report “Development Permit Application - 2956 Ulverston Avenue” dated July 10, 2017.

**Carried Unanimously**

Motion 17-445

**Ketler/Sproule**

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).

**Carried Unanimously**

Motion 17-446

**Ketler/Sullivan**

THAT Council direct staff to write a letter to Emterra discussing the waste found in the channel adjacent to their Ulverston Avenue property, and possible cleanup and mitigation efforts.

**Carried Unanimously**

6.4 2017 LWMP Progress Update

Prepared by Paul Nash

Motion 17-447

**Sullivan/Ketler**

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

**Carried Unanimously**

6.6 Electronic Funds and Cheque Register June 2017

Motion 17-448

**Sproule/Kishi**

THAT Council receive the Electronic Funds and Cheque Register for June 2017.

**Carried Unanimously**

6.7 Outstanding Action Items

Motion 17-449

**Sproule/Ketler**

THAT Council receive the Outstanding Action Items Report.

**Carried Unanimously**

**7. Bylaws**

7.1 Delegation Bylaw

Prepared by Adriana Proton, Deputy Corporate Officer

Motion 17-450

**Sullivan/Kishi**

THAT Council receive the Delegation Bylaw report.

**Carried Unanimously**

Motion 17-451

**Sullivan/Kishi**

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

In favour      Mayor Baird  
                     Councillor Kishi  
                     Councillor Sproule  
                     Councillor Sullivan

Opposed      Councillor Ketler

**Carried**

**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.

None

**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.

- 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**

Council received a question about the trial seasonal bike parking area on Dunsmuir Avenue.

**12. Closed Portion**

Motion 17-452

**Sproule/Kishi**

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

- 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

**Carried Unanimously**

**13. Adjournment**

Motion 17-453

**Sproule/Sullivan**

THAT Council adjourn the meeting at 8:33 p.m.

**Carried Unanimously**

Certified Correct:

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Mayor

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Corporate Officer