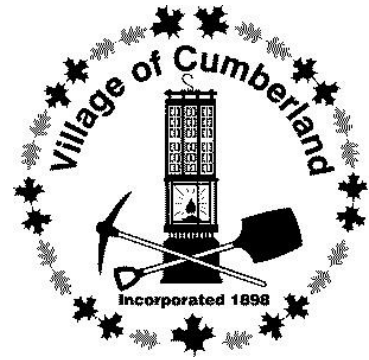


REGULAR AGENDA

5/2018/R



The Corporation of the Village of Cumberland

Regular Council Meeting
February 13, 2018 at 5:30 p.m.
Village Council Chambers

1. Approval of Agenda

- 1.1 Agenda for regular Council meeting, February 13, 2018
Recommend THAT Council approve the agenda for the regular Council meeting, February 13, 2018.

2. Adoption of Minutes

- 2.1 Minutes of the Committee of the Whole meeting held January 19, 2018 1
Recommend THAT Council approve the minutes of the Committee of the Whole meeting held January 19, 2018.
- 2.2 Minutes of the Council meeting held January 22, 2018 3
Recommend THAT Council approve the minutes of the Council meeting held January 22, 2018.
- 2.3 Minutes of the Committee of the Whole meeting held February 1, 2018 12
Recommend THAT Council approve the minutes of the Committee of the Whole meeting held February 1, 2018.
- 2.4 Receipt of Committee/Commissions Minutes 17
Recommend THAT Council receive the minutes of the:
- ***Wastewater Advisory Committee, November 30, 2017***
 - ***Economic Development Strategy Steering Committee, December 12, 2017***
 - ***Advisory Planning Commission, January 16, 2018***

3. Delegations

- 3.1 Eduardo Uranga, Resident 29
- Alternatives to space heating with wood, Smoke from Wood Stoves prevention and implementation of alternate space heating devices, in reference to the proposed bylaw.
- Recommend THAT Council receive the delegation of Eduardo Uranga Re: Alternatives to space heating with wood, Smoke from Wood Stoves prevention and implementation of alternate space heating devices, in reference to the proposed bylaw.***

4. Unfinished Business

5. Correspondence

- 5.1 Mary Lynn DesRoches, Resident 30
- Woodsmoke
- Recommend THAT Council receive the correspondence from Mary Lynn DesRoches, Resident Re: Woodsmoke.***
- 5.2 Selina Robinson, Minister, Ministry of Municipal Affairs and Housing 32
- Comox Valley Governance Review
- Recommend THAT Council receive the correspondence from Selina Robinson, Minister, Ministry of Municipal Affairs and Housing Re: Comox Valley Governance Review.***

6. Reports

- 6.1 Trilogy Initial Subdivision – Committee of the Whole Meeting Cancellation 34
- Prepared by Sundance Topham, Chief Administrative Officer
- i) Recommend THAT Council receive the Trilogy Initial Subdivision – Committee of the Whole Meeting Cancellation report.***
- ii) Recommend THAT Council cancel the Trilogy Initial Subdivision Committee of the Whole Meeting scheduled for Thursday, February 15, 2018 at 5:30 PM at the Village of Cumberland Council Chambers.***
- 6.2 Development Permit and Development Variance Permit Applications - 3216 Sutton Road 36
- Prepared by Joanne Rees, Planner
- i) Recommend THAT Council receive the report “Development Permit and Development Variance Permit Applications – 3216 Sutton Road” dated January 31, 2018.***

- ii) Recommend THAT Council grant the Development Permit and Development Variance Permits for property described as Lot B, District Lot 24, Nelson District, Plan VIP79617 (3216 Sutton Road) substantially in compliance with the attached draft Permits.*
- 6.3 Cumberland United Church & Heritage Designation 118
Prepared by Judith Walker, Senior Planner
- i) Recommend THAT Council receive the “Cumberland United Church & Heritage Designation Report” dated February 7, 2018; and*
- ii) Recommend THAT Council direct staff to develop a Statement of Significance as the first step in proceeding with potential Heritage Designation of the Church.*
- 6.4 Environmental Protection Area Development Permit – Coal Valley Estates Water Transmission Line 126
Prepared by Judith Walker, Senior Planner
- i) Recommend THAT Council receive the “Environmental Protection Area Development Permit – Coal Valley Estates Water Transmission Line” report dated February 7, 2018.*
- ii) Recommend THAT Council grant the “Environmental Protection Area Development Permit – Coal Valley Estates Water Transmission Line” for property described as District Lot 24, Nelson District, Except Parts In Plans 21 RW, 522E, 3130, 3268, 4222, 4661, 4824, 4869, 6793, 6794, 11068, 12569, 13409, 13580, 13640, 14028, 15750, 23224, 19381, 19382, 19383, 20746, 21025, 22199, 23092, 23237, 23600, 23685, 24001, 24314, 24868, 25906, 26084, 26131, 26455, 26629, 26885, 27337, 27857, 29860, 30068, 30809, 32692, 35790, 36785, 35098, 50021, VIP64546 VIP65968, VIP65482, VIP67269, VIP71673 And Except Parcel A (DD 27356N) and Parcel B (DD M7897) And Except Parts In Plans VIP72020, VIP72021, VIP72022, VIP73804, VIP74156, VIP75434, EPP15708, EPP17313, EPP18594, EPP20118 AND EPP53358, EPP71001 to permit construction of a waterline substantially in compliance with the attached Development Permit.*
- 6.5 Local Area Service Establishment Bylaw – Second Updated Proposal report 211
Prepared by Sundance Topham, Chief Administrative Officer

- i) Recommend THAT Council receive the Local Area Service Establishment Bylaw – Second Updated Proposal report.*
- ii) Recommend THAT Council direct staff to work with the Cumberland Road Local Area Service participants in the creation of a new property owners’ petition based on the parameters of their letter dated December 22, 2017, along with their email of January 24, 2018.*
- iii) AND Recommend THAT Council direct staff to begin the process of repealing “Cumberland Road Local Area Service Establishment Bylaw No. 1068, 2017” and replacing it with a new bylaw to reflect the updated parameters.*

6.6 Social Procurement Update 218

Prepared by Michelle Mason, Financial Officer

- i) Recommend THAT Council receive the Social Procurement Update report for information.*
- ii) Recommend THAT Council provide feedback on the Social Procurement process and any tweaks to the framework or procurement practices concerning social procurement.*

6.7 AVICC Region Community Benefit Hub to Advance Strategic Procurement 229

Prepared by Michelle Mason, Financial Officer

- i) Recommend THAT Council receive the AVICC Region Community Benefit Hub to Advance Strategic Procurement report.*
- ii) Recommend THAT Council support the Community Benefit Hub Pilot Project as presented by the AVICC working group.*
- iii) Recommend THAT Council direct staff to enter into a two-year pilot period agreement with the City of Victoria and other founding strategic procurement members based on the AVICC membership funding model.*
- iv) Recommend THAT Council direct staff to increase the operating budget in the amount of \$1,700 for 2018 Council membership and travel.*
- v) Recommend THAT Council appoint a member to the Steering Committee for the Community Benefit Hub for the AVICC region.*

6.8 Continuation of the Homelessness and Affordable Housing Select Committee 252

Prepared by Rachel Parker, Deputy Corporate Officer

- i) Recommend THAT Council receive the Continuation of the Homelessness and Affordable Housing Select Committee report.*
- ii) Recommend THAT Council continue the Homelessness and Affordable Housing Select Committee to June 2019; cancel the August, October and December 2018 meetings, and update the Committee scope of work to*
 - explore the establishment and funding of a Cumberland not-for-profit housing corporation that is independent of the municipality;*
 - facilitate partnerships, specifically with development and non-profit partners, to identify project opportunities for any type of housing in conjunction with the mayor and Village staff; and*
 - any other matters referred to it by Council.*

6.9 Continuation of the Accessibility Select Committee 265
Prepared by Rachel Parker, Deputy Corporate Officer

- i) Recommend THAT Council receive the Continuation of the Accessibility Select Committee report.*
- ii) Recommend THAT Council continue the Accessibility Select Committee to June 2019 with the following scope of work*
 - Review of community event manual with recommendations to make events more accessible; and outreach with special event coordinators*
 - Consult with emergency planning staff on accessibility*
 - Explore and investigate accessible tourism, and parks and trails mapping*
 - Make recommendations to Council on BC Accessibility 2024 opportunities*
 - And to make recommendation to Village staff on Village facilities, service provision, and other matters upon request.*

6.10 2018-2022 Financial Plan Committee of the Whole Report 272
Prepared by Committee of the Whole

- i) Recommend THAT receive the 2018-2022 Financial Plan Committee of the Whole Report.*
- ii) Recommend THAT Council approve the following Committee of the Whole recommendations:*
 - a. Recommend THAT Council reduce the growth contribution to the Emergency and Public Safety Reserve Fund in 2018*

- from \$80,000 to \$30,000, and re-allocate \$50,000 to general surplus to be set aside for 2018 projects.*
- b. Recommend THAT Council increase the Managed Forest assessment class ratio to 5:1 for 2018.*
 - c. Recommend THAT Council increase the Light Industrial assessment class ratio to 3:1 for 2018.*
 - d. Recommend THAT Council reduce the Utility Worker 1 staff position to 6 months in 2018 with the savings allocated to the rate stabilization fund.*
 - e. Recommend THAT Council defer the 2018 budget of \$1,000 for the Affordable Housing brochure for developers to 2019.*
 - f. Recommend THAT Council cut the 2018 budget of \$1,500 for the Accessibility Select Committee education/conferences in 2018 only.*
 - g. Recommend THAT Council cut the Accessibility Select Committee promotions budget of \$300.*
 - h. Recommend THAT Council cut the 2018 budget of \$1300 for Victoria Day parade flags.*
 - i. Recommend THAT Council reduce the 2018 Homelessness and Affordable Housing budget of \$1,500 for education and conferences from \$1,500 to \$500.*
 - j. Recommend THAT Council reduce the heritage statements of significance budget from \$7,500 per year to \$500 per year.*
 - k. Recommend THAT Council remove the 2018 Cumberland Lake Park parking project budget of \$5,000.*
 - l. Recommend THAT Council approve the short-term borrowing from the Municipal Finance Authority through the Equipment Financing Program in the amount of \$200,000 for the purchase of a Vactor/flusher vehicle for a five year term that must be repaid in five years.*
 - m. Recommend THAT Council approve the short-term borrowing from the Municipal Finance Authority through the Equipment Financing Program in the amount of \$40,000 for the purchase of a service truck for a five year term that must be repaid in five years.*
 - n. Recommend THAT Council approve the short-term borrowing from the Municipal Finance Authority through the Equipment Financing Program in the amount of \$219,790 for the purchase of a fire engine for a five year term that must be repaid in five years.*

- o. Recommend THAT Council defer making decision on the funding request from the Cumberland Museum and Archives and work with the Society on the museum expansion and upgrades feasibility study and defining future funding.*
- p. Recommend THAT Council defer consideration of funding for a Leisure Access Program to the 2020 budget process when a part-time Recreation Worker is added to staffing.*
- q. Recommend THAT Council direct Recreation staff to explore grant opportunities and partnerships for free or subsidized recreation programs for adults and seniors.*
- r. Recommend THAT Council investigate allocation of \$47,000 from the Parkland Acquisition Reserve Fund towards the purchase of additional parcels of land for the Cumberland Community Forest in 2018.*
- s. Recommend THAT Council donate \$1,000 from Host Community Amenity funds to the Kumugwe Society for the Potlach 67-67 art showcase.*
- t. Recommend THAT Council approve \$25,000 in funding toward the CVRD engineering design study for a bridge across the Inland Island Highway and that the Village not commit to any further funding for the project at this time.*

- 6.11 2018 Corporate Strategic Priorities, Community Consultation 274
Prepared by Rachel Parker, Deputy Corporate Officer
- i) Recommend THAT Council receive the 2018 Corporate Strategic Priorities, Community Consultation report.*
 - ii) Recommend THAT Council direct that the proposed 2018 Corporate Strategic Priorities be included on the February 19, 2018 Village Hall meeting agenda for community consultation.*
- 6.12 Recycle BC Contract Extension Request 284
Prepared by Rob Crisfield, Manager of Operations
- i) Recommend THAT Council receive the Recycle BC Contract Extension report.*
 - ii) AND Recommend THAT Council approve the extension of the Recycle BC (formerly MMBC) Master Services Agreement in the form of Change Order #1 as attached;*
 - iii) AND Recommend THAT Council authorize the Chief Administrative Officer to execute Change Order #1.*

6.13	January 2018 Recreation Department Report Prepared by Leah Knutson, Manager of Recreation	335
	• Recreation Programming Report	337
	• Parks and Outdoor Recreation Report	339
	<i>Recommend THAT Council receive the January 2018 Recreation Department Report for information.</i>	
6.14	Protective Services Report, January 2018 Prepared by Mike Williamson, Fire Chief / Manager of Protective Services	341
	• Bylaw Enforcement Summary Report	344
	<i>Recommend THAT Council receive the Protective Services Report, January 2018 for information.</i>	
6.15	January 2018 - Operations Department Report Prepared by Rob Crisfield, Manager of Operations	346
	• Planning Report	349
	• Public Works Report	354
	<i>Recommend THAT Council receive the January 2018 - Operations Department Report for information.</i>	
6.16	January 2018 Finance and Administration Report Prepared by Michelle Mason, Financial Officer and Rachel Parker, Deputy Corporate Officer	356
	<i>Recommend THAT Council receive the January 2018 Finance and Administration Report for information.</i>	
6.17	January 2018 Chief Administrative Officer Report Prepared by Sundance Topham, Chief Administrative Officer	361
	<i>Recommend THAT Council receive the January 2018 Chief Administrative Officer Report for information.</i>	
6.18	Council Reports	
6.18.1	Mayor Leslie Baird	364
6.18.2	Councillor Jesse Ketler	365
6.18.3	Councillor Roger Kishi	366
6.18.4	Councillor Gwyn Sproule	369
6.18.5	Councillor Sean Sullivan	370
	<i>Recommend THAT the Council reports be received.</i>	

7. Bylaws

- 7.1 Revenue Anticipation Borrowing Bylaw No. 1072, 2018 373
Prepared by Michelle Mason, Financial Officer
Recommend THAT Council adopt the Revenue Anticipation Borrowing Bylaw No. 1072, 2018.
- 7.2 2017-2021 Financial Plan Amendment Bylaw No. 1076, 2018 374
Prepared by Michelle Mason, Financial Officer
Recommend THAT Council adopt the “2017-2021 Financial Plan Amendment Bylaw No. 1076, 2018”.
- 7.3 Council Procedure Amendment Bylaw No. 1078, 2018 376
Prepared by Rachel Parker, Deputy Corporate Officer
i) Recommend THAT Council receive the Council Procedure Amendment Bylaw report.
ii) Recommend THAT Council give first reading to “Council Procedure Amendment Bylaw No. 1078, 2018”.
iii) Recommend THAT Council give public notice of the proposed amendments to the Council Procedure Bylaw.

8. Consent Calendar

9. New Business

- 9.1 Advisory Planning Commission Bylaw Review
Verbal report from Mayor Baird
Recommend that Council consider a report at the February 26, 2018 regular Council meeting recommending that Council direct staff to review and update the “Advisory Planning Commission Bylaw No 999, 2014”.

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.

- Budget and Strategic Priorities Village Hall and Open House on February 19 at 7 pm
- Accessibility Committee meeting on February 20 at 6:00 pm
- Homelessness and Affordable Housing Committee meeting on February 21 at 9 am

11. Question Period

12. Closed Portion

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

- Personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;
- Law enforcement, if the council considers that disclosure could reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment;
- Labour relations or other employee relations.

13. Adjournment