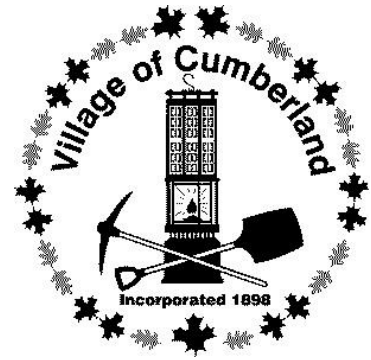


REGULAR AGENDA

23/2018/R



The Corporation of the Village of Cumberland Regular Council Meeting August 13, 2018 at 5:30 p.m. Village Council Chambers

*We are honoured to gather on the unceded traditional territory
of the K'ómoks First Nation.*

1. Approval of Agenda

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

2. Adoption of Minutes

- 2.1 Minutes of the Council meeting held July 23, 2018 1
***Recommend THAT Council approve the minutes of the Council
meeting held July 23, 2018.***
- 2.2 Minutes of the Public Hearing held August 8, 2018 9
***Recommend THAT Council approve the minutes of the Public
Hearing held August 8, 2018.***
- 2.3 Receipt of Committee Minutes 14
Recommend THAT Council receive the minutes of the:
• ***Heritage Commission, June 4, 2018***

3. Delegations

- 3.1 Caroline Nestor, Public Relations Manager and Kabel Atwal, Project 16
Manager, 3L Developments Inc.
• Residential Community of Riverwood
***Recommend THAT Council receive the delegation of Caroline
Nestor, Public Relations Manager and Kabel Atwal, Project
Manager, 3L Developments Inc. re: Residential Community of
Riverwood.***

4. Unfinished Business

5. Correspondence

- 5.1 Joan Miller, Film Commissioner, Vancouver Island North Film Commission re: Letter of Support re-Change in Filming Locations 17
- i) Recommend THAT Council receive the correspondence from Joan Miller, Film Commissioner, Vancouver Island North Film Commission re: Letter of Support re-Change in Filming Locations*
- ii) Recommend THAT Council consider providing a letter to the Ministry of Transportation in support of the use and closure of the Inland Island Highway from Buckley Bay/Cook Creek north to Exit 117 (Cumberland/Courtenay/Comox) for the filming of Sonic the Hedgehog feature film in September 2018 including any concerns regarding the closure.*

6. Reports

- 6.1 Development Variance Permit Application - 2817 Wellington Street 43
Prepared by Joanne Rees, Planner
- i) Recommend THAT Council receive the report "Development Variance Permit Application – 2817 Wellington Street" dated July 27, 2018.*
- ii) Recommend THAT Council refer the application for a Development Variance Permit for 2817 Wellington Street to the meeting of the Advisory Planning Commission, tentatively scheduled for September 4, 2018.*
- 6.2 Unveiling the STEP Code 48
Prepared by Ken Rogers, Manager of Development Services
- i) Recommend THAT Council receive the report Unveiling the Step Code dated July 10, 2018 for information only.*
- 6.3 Coal Valley Booster Station Report 69
Prepared by Rob Crisfield, Manager of Operations
- i) Recommend THAT Council receive the Coal Valley Booster Station report for information;*
- ii) AND THAT Council provide direction on the final colour scheme*
- iii) for the Booster Station building.*
- 6.4 Fire Hall Design Next Steps Report 75
Prepared by Sundance Topham, Chief Administrative Officer

- i) Recommend THAT Council receive the Fire Hall Design Next Steps Report.*
- ii) Recommend THAT Council approve the additional expenditure of up to \$125,000, to be funded through general accumulated surplus, for the Cumberland Fire Hall Detailed Design and Consultation and direct staff to bring forward an amendment to the adopted 2018-2022 Financial Plan Bylaw to reflect this expenditure;*

AND THAT the Village of Cumberland enter into a contract with MKM Projects Ltd. as per their alternative proposal for pre-construction and construction management services for the Village of Cumberland Fire Hall, and authorize the Chief Administrative Officer to execute the contract.

- | | | |
|-----|--|-----|
| 6.5 | Deputy Approving Officer Appointment
Prepared by Sundance Topham, Chief Administrative Officer | 82 |
| | <ul style="list-style-type: none"><i>i) Recommend That Council receive the Deputy Approving Officer Appointment report.</i><i>ii) Recommend THAT pursuant to Section 77 of the Land Title Act Council appoint Ken Rogers as Deputy Approving Officer for the Village of Cumberland.</i> | |
| 6.6 | Water Conservation Plan Report
Prepared by Rob Crisfield, Manager of Operations | 84 |
| | <ul style="list-style-type: none"><i>i) Recommend THAT Council receive the final Water Conservation Plan report from Wedler Engineering;</i><i>ii) AND Recommend THAT Council adopt the Water Conservation and Reuse Program Proposed Public Outreach and Rebate Plan report as the Village's water conservation plan for the next five years.</i> | |
| 6.7 | Temporary Street Closure and Noise Exemption, Grizedale Block Party
Prepared by Rachel Parker, Deputy Corporate Officer | 122 |
| | <ul style="list-style-type: none"><i>i) Recommend THAT Council receive the Temporary Street Closure and Noise Exemption, Grizedale Block Party report.</i><i>ii) Recommend THAT Council approve the temporary street closure of Grizedale Avenue and an exemption to the Noise Control Bylaw on September 15, 2018 from noon to midnight for a residential block party.</i> | |

- 6.8 July 2018 Recreation Department Report
Prepared by Genevieve Burdett, Recreation Coordinator and
Kevin McPhedran, Parks and Outdoor Recreation Coordinator
- Recreation Programming Report 125
 - Parks and Outdoor Recreation Report 128
- Recommend THAT Council receive the July 2018 Recreation Department Report for information.***
- 6.9 Protective Services Report July 2018 130
Prepared by Mike Williamson, Fire Chief / Manager of Protective Services
- Bylaw Enforcement Report 133
 - WildSafe BC Report 135
- Recommend THAT Council receive the Protective Services Report July 2018.***
- 6.10 July 2018 - Economic Development Report 137
Prepared by Kaelin Chambers, Economic Development Coordinator
- Recommend THAT Council receive the July 2018 - Economic Development Report for information.***
- 6.11 July 2018 - Development Services Department Report 140
Prepared by Ken Rogers, Manager of Development Services
- Planning Report 142
- Recommend THAT Council receive the July 2018 - Development Services Department Report for information.***
- 6.12 July 2018 - Operations Department Report 147
Prepared by Rob Crisfield, Manager of Operations
- Public Works Report 150
- Recommend THAT Council receive the July 2018 - Operations Department Report for information.***
- 6.13 July 2018 Finance and Administration Report 152
Prepared by Michelle Mason, Financial Officer and Rachel Parker,
Deputy Corporate Officer
- Recommend THAT Council receive the July 2018 Finance and Administration Report for information.***

- 6.14 July 2018 Chief Administrative Officer Report 157
Prepared by Sundance Topham, Chief Administrative Officer
Recommend THAT Council receive the July 2018 Chief Administrative Officer Report for information.
- 6.15 Council Reports
6.15.1 Mayor Leslie Baird 160
6.15.2 Councillor Jesse Ketler 162
6.15.3 Councillor Roger Kishi 163
6.15.4 Councillor Gwyn Sproule 164
6.15.5 Councillor Sean Sullivan - Verbal Report
Recommend THAT the Council reports be received.
7. Bylaws
- 7.1 Council Remuneration Bylaw No. 1089, 2018 165
Prepared by Rachel Parker, Deputy Corporate Officer
i) Recommend THAT Council receive the Council Remuneration report.
ii) Recommend THAT Council give first, second, and third reading to "Council Remuneration Bylaw No. 1089, 2018".
- 7.2 Development Procedure and Fees Bylaw No. 1073, 2018 175
Prepared by Ken Rogers, Manager of Development Services
i) Recommend THAT Council receive "Development Procedures and Fees Bylaw No. 1073, 2018" dated July 5, 2018.
ii) Recommend THAT Council give first, second, and third readings to the "Development Procedures and Fees Bylaw No. 1073, 2018" as presented.
- 7.3 Cannabis Retail Sales Report 238
Prepared by Ken Rogers, Manager of Development Services
i) Recommend THAT Council receive the Cannabis Retail Sales Report;
ii) Recommend THAT Zoning Amendment Bylaw No. 1085, 2018 be given third reading;
iii) Recommend THAT Business Licence Amendment Bylaw No. 1086, 2018 be given third reading;
iv) Recommend THAT Council receive for information only Policy No 9.5 Cannabis Retail Sales.

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 Chair Bruce Jolliffe, Comox Valley Regional District, Initiation of Regional Growth Strategy Bylaw No. 120, Amendment No. 1 256
- Recommend THAT Council receive 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.

- Obon Tour and Service at Japanese Cemetery, August 18 at 10 am
- Wastewater Loan Authorization AAP Deadline is August 24 at 4:30 pm
- Advisory Planning Commission, September 4, 2018 at 11 am
- Candidate Nomination Period is from September 4, 2018 at 9 am to September 14, 2018 at 4 pm

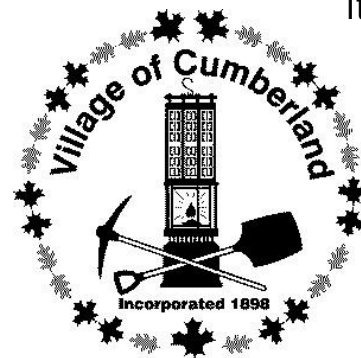
11. Question Period

A member of the public may only inquire about items included on the agenda for that meeting during a question period.

12. Adjournment

REGULAR MINUTES

21/2018/R



**The Corporation of the Village of Cumberland
Regular Council Meeting
July 23, 2018 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
Michelle Mason, Financial Officer
Rob Crisfield, Manager of Operations
Ken Rogers, Manager of Development Services
Rachel Parker, Deputy Corporate Officer
Judith Walker, Senior Planner
Joanne Rees, Planner
Paul Nash, LWMP Coordinator

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

1. Approval of Agenda

1.1 Agenda for regular Council meeting, July 23, 2018

Motion 18-427

Ketler/Sproule

THAT Council approve the agenda for the regular Council meeting, July 23, 2018.

Carried Unanimously

2. Adoption of Minutes

2.1 Minutes of the Council meeting held July 9, 2018

Motion 18-428

Sullivan/Ketler

THAT Council approve the minutes of the Council meeting held July 9, 2018.

Carried Unanimously

3. Delegations

None

4. Unfinished Business

None

5. Correspondence

None

6. Reports

- 6.1 Application to the “Investing in Canada Infrastructure Fund” for the “High Performance Wastewater Lagoon Upgrade” project

Motion 18-429

Ketler/Sproule

THAT Council receive the Application to the “Investing in Canada Infrastructure Fund” for “High Performance Wastewater Lagoon Upgrade” report.

Carried Unanimously

Motion 18-430

Sullivan/Sproule

THAT Council authorize the application to the “ICIP – Green Infrastructure: Environmental Quality Sub-stream” for a Wastewater Capital Project for:

- a. The Project Scope of Phase 1, Phase 2A and the Biochar Media Reed Bed
- b. A funding amount of 73% of the estimated \$9.7 million total cost, being \$7,081,000
- c. Submission for the August 29, 2018 intake

AND THAT Council supports the project and commits to its share (\$2,619,000) of the project.

Carried Unanimously

- 6.2 Approval of Stage 2 LWMP Report for Submission to Ministry of Environment

Motion 18-431

Kishi/Ketler

THAT Council receive the Approval of Stage 2 LWMP Report for Submission to Ministry of Environment report.

Carried Unanimously

Motion 18-432

Sproule/Ketler

THAT Council approve the Stage 2 Liquid Waste Management Plan Final Report for Submission to the BC Ministry of Environment.

Carried Unanimously

6.3 2771 Dunsmuir Avenue Rezoning – Staff Report for Referral

Motion 18-433

Ketler/Sullivan

THAT Council receive the “2771 Dunsmuir Avenue Rezoning - Staff Report for Referral.

Carried Unanimously

Motion 18-434

Ketler/Sproule

THAT Council direct staff to take the application for 2771 Dunsmuir Avenue rezoning to the next available meeting of the Advisory Planning Commission and the Heritage Commission.

Carried Unanimously

6.4 2773 Dunsmuir Avenue Rezoning – Staff Report for Referral

Motion 18-435

Kishi/Sullivan

THAT Council receive the “2772 Dunsmuir Avenue Rezoning – Staff Report for Referral.

Carried Unanimously

Motion 18-436

Sullivan/Ketler

THAT Council direct staff to take the application for 2773 Dunsmuir Avenue rezoning to the next available meeting of the Advisory Planning Commission and the Heritage Commission.

Carried Unanimously

6.5 Ginger Goodwin Way – Minto Road

Motion 18-437

Kishi/Sproule

THAT Council receive the report “Ginger Goodwin Way – Minto Road” dated July 16, 2018.

Carried Unanimously

Motion 18-438

Sproule/Sullivan

THAT Council direct staff to look in to renaming the section of Minto Road west of the Comox Valley Parkway as “Memorial Way”.

Carried Unanimously

6.6 2725 Derwent Avenue Development Permit

Motion 18-438

Kishi/Sproule

THAT Council receive “Residential Infill Development Permit – 2725 Derwent Avenue” report dated July 18, 2018.

Carried Unanimously

Motion 18-439

Sproule/Kishi

THAT Council approve the Development Permit for property described as Lot 9, Block 8, District Lot 21, Nelson District, Plan 522 (2725 Derwent Avenue) for the purposes of the construction of an Accessory Dwelling Unit, substantially in compliance with the Development Permit dated July 17, 2018.

Carried Unanimously

6.7 2806 Penrith Avenue Development Permit

Motion 18-440

Ketler/Sullivan

THAT Council receive the “Residential Infill Development Permit – 2806 Penrith Avenue report dated July 18, 2018.

Carried Unanimously

Motion 18-441

Sullivan/Sproule

THAT Council approve the Development Permit for property described as Lot 6, Block 20, Section 21, Nelson District, Plan 522C (2806 Penrith Avenue) for the purposes of the conversion of a one storey garage into an Accessory Dwelling Unit with an addition, substantially in compliance with the Development Permit dated July 17, 2018.

Carried Unanimously

6.8 Financial Performance Report – Second Quarter 2018

Motion 18-442

Ketler/Kishi

THAT Council receive the Financial Performance Report – Second Quarter 2018 report for information.

Carried Unanimously

- 6.9 Municipal Finance Authority Financing for 2018 Vehicle/Equipment Purchase
Motion 18-443

Ketler/Sullivan

THAT Council receive the Municipal Finance Authority Financing for 2018 Vehicle/Equipment Purchase report.

Carried Unanimously

Motion 18-444

Sullivan/Sproule

THAT Council approve the short-term borrowing from the Municipal Finance Authority through the Equipment Financing Program up to \$18,065 for the purchase of equipment attachments for public works vehicles for a five-year term that must be repaid in five years.

Carried Unanimously

- 6.10 Electronic Funds and Cheque Register, April 2018
Motion 18-445

Kishi/Sullivan

THAT Council receive the Electronic Funds and Cheque Register for May 2018.

Carried Unanimously

- 6.11 Outstanding Action Items
Motion 18-446

Kishi/Sullivan

THAT Council receive the Outstanding Action Items report.

Carried Unanimously

7. Bylaws

- 7.1 Zoning Bylaw Amendment No. 1085, 2018 and Cannabis Retail Regulations Changes
Motion 18-447

Kishi/Ketler

THAT Council receive the "Zoning Bylaw Amendment No. 1085, 2018" and Cannabis Retail Regulations Changes report.

Carried Unanimously

Motion 18-448

Ketler/Sproule

THAT Council remove subsection 6(ii) from proposed "Zoning Bylaw Amendment No. 1085, 2018".

In favour: Mayor Baird

Councillor Sproule

Councillor Ketler

Councillor Sullivan

Opposed: Councillor Kishi

Carried

Motion 18-449

Sullivan/ Sproule

THAT Council give first and second reading to "Zoning Bylaw Amendment No. 1085, 2018".

Carried Unanimously

Motion 18-450

Sullivan/Sproule

THAT Council give first and second reading to "Business Licence Bylaw Amendment No. 1086, 2018" with the word "new" added after the word "any" to the amendment in section 6.

Carried Unanimously

Motion 18-451

Sullivan/Sproule

THAT Council rescind Policy No. 9.3 Medical Marijuana Dispensaries.

Carried Unanimously

Motion 18-452

Sullivan/Sproule

THAT Council approve Policy No. 9.5 Cannabis Retail Sales; AND THAT Council direct staff to hold a Public Hearing for "Zoning Bylaw Amendment No. 1085, 2018" as well as an accompanying open house to review the other proposed changes to cannabis retail sales on Wednesday August 8, 2018 at 6:00 pm in Council chambers.

Carried Unanimously

8. Consent Calendar

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

9. New Business

None

10. Notices, Motions and Announcements

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

- Heritage Commission, August 7, 2018 at 5:30 pm
- Advisory Planning Commission, August 7, 2018 at 11 am
- Obon Ceremony on August 18 at 10am at Japanese Cemetery

11. Question Period

Council received questions on the following matters:

- Information publicised on new cannabis regulation
- 2806 Penrith Avenue parking requirements

12. Closed Portion

Sproule/Ketler

THAT pursuant to Section 90 of the *Community Charter* Council close the meeting to the public at 6:50 pm 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;
- The receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose
- 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;
- Information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the *Freedom of Information and Protection of Privacy Act*;

Carried Unanimously

13. Adjournment
Ketler/Sullivan

That Council adjourn the meeting at 8:10 pm.

Carried Unanimously

Certified Correct:

Mayor

Corporate Officer

Minutes of the Public Hearing held on Wednesday, August 8, 2018 in the Village of Cumberland Council chambers located at 2675 Dunsmuir Avenue, Cumberland BC to consider Bylaw No.1085, 2018. The Hearing commenced at 7:00 pm. There were twelve people in attendance.

PRESENT: Mayor Leslie Baird
Councillor Ketler
Councillor Roger Kishi
Councillor Gwyn Sproule
Councillor Sean Sullivan

Staff: Ken Rogers, Manager of Development Services
Judith Walker, Senior Planner, Recording Secretary

Zoning Amendment Bylaw No 1085, 2018.
--

Mayor Baird read a prepared statement regarding the procedure of the public hearing and Ken Rogers provided a brief overview of the bylaw. Mayor Baird then called for the first speaker on the speakers list.

Kate Greening, Cumberland Road: Provided written comments are attached and form part of these minutes. Ms. Greening disagrees with the bylaw. Verbal comments included:

- i. Need to add in “lands” in definitions, not just buildings and other structures
- ii. Eliminate all reference to “marijuana” and replace with “cannabis”
- iii. Remove “dispensary” as use is a retail store
- iv. The OCP permits TUP anywhere in the Village. Six years is too much money invested for that length of time
- v. A Development Permit would be a better process then people can comment on each application. Size, location and conditions can be requirements in a DP.
- vi. “Industrial” zoned locations should stay in
- vii. Interchange is not the core, which is where Council said they wanted the cannabis retail stores
- viii. 7). Confusing as it says “Prohibited” and then permits the use
- ix. 8). Market Gardens: what are “other substances”?
- x. TUP s are not a substitute for rezoning. TUPs are defined as “temporary or seasonal” which cannabis retail sales are no.t

Kate Greening, Cumberland Road: asked for consistency in spelling of “licence” and license”

Mayor Baird asked for any further speakers for a second and third time. Hearing none, she declared the Public Hearing terminated at 7:12pm.

Certified Correct:	Confirmed:
Judith Walker Recording Secretary	Leslie Baird Mayor

Kate Greening



THE CORPORATION OF THE VILLAGE OF CUMBERLAND

BYLAW NO. 1085

A Bylaw to amend the Zoning Bylaw No. 1027, 2016.

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

Citation

1. This Bylaw shall be cited as the "Zoning Amendment Bylaw No. 1085, 2018".

Definitions

2. In this bylaw:

CANNABIS	Means cannabis as defined in the Federal <i>Controlled Drugs and Substances Act</i> or <i>Cannabis Act</i> and includes any products containing cannabis.
CANNABIS RETAIL	Means the use of land, buildings or other structure for dispensing , selling or distributing cannabis, or related controlled substances and derivatives, other than a medical marijuana facility. <i>Cee Rumburg</i>
RECREATIONAL CANNABIS FACILITY	Means the use of buildings and other structures for the purpose of growing, processing, packaging, testing, destroying, storing or shipping of cannabis or its derivatives for recreational purpose, as lawfully permitted and authorized under the Federal <i>Cannabis Act</i> . <i>Joey</i>
MEDICAL MARIJUANA FACILITY <i>Cannabis</i>	Means the use of buildings and other structures for the purpose of growing, processing, packaging, testing, destroying, storing or shipping of marijuana for medical purposes as lawfully permitted and authorized under the Federal <i>Access to Cannabis for Medical Purposes Regulations (ACMPR)</i> or any subsequent legislation which may be enacted in substitution thereof. <i>Joey</i>

Text Amendments

3. The Zoning Bylaw No. 1027, 2016 is amended by **deleting** the definition for Marihuana Dispensary in Section 2.2 Definitions.

4. The Zoning Bylaw No. 1027, 2016 is amended by **adding** new definitions, as detailed above, for

- (a) Cannabis
- (b) Cannabis Retail
- (c) Recreational Cannabis Facility

in Section 2.2 Definitions.

5. The Zoning Bylaw No. 1027, 2016 is amended by **deleting** the definition for Medical Marihuana Facility in Section 2.2 Definitions and substituting the definition for Medical ~~Marijuana~~ Facility, as detailed above.

6. The Zoning Bylaw No. 1027, 2016 is amended by **adding** a new subsection e) to Section 3.1 General Compliance:

In accordance with Section 492 of the Local Government Act, the following zone in the Village of Cumberland is a designated area for consideration of Temporary Use Permits for Cannabis Retail use subject to an application:

- i) Commercial and Mix Use Zones (C1, C2, C3, VCMU-1)
- ii) Industrial Zones (I-1, I-2, IGR)
- iii) Interchange Zones (IMU-1, IMU-2, IMU-4, IMU-5, IMU-6)

7. The Zoning Bylaw No. 1027, 2016 is amended in Section 3.3 Uses Prohibited in Zones subsection d) by deleting the "and" at the end of subsection iii), by replacing the period at the end of subsection (iv) with a semi-colon, by deleting subsection v) and by substituting the following:

- v) Cannabis retail use

8. The Zoning Bylaw No. 1027, 2016 is amended by **amending** subsection b) of 4.14 Market Gardens by deleting subsection v) and substituting:

- v) include medical ~~marijuana~~ ^{cannabis} facilities, recreation cannabis facility, cannabis retail use, or any portion thereof, or be used for the growing of cannabis, ~~marijuana or other similar substances~~.

9. The Zoning Bylaw No. 1027, 2016 is amended by **inserting** Recreational Cannabis Facility as a Principal Use in:

- i) 10.1 I-1 Light Industrial Zone
- ii) 10.2 I-2 Heavy Industrial Zone
- iii) 10.5 IGR Industrial Greenways Reserve Zone:

Severability

10. 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.

READ A FIRST TIME THIS	DAY OF	2018.
READ A SECOND TIME THIS	DAY OF	2018.
PUBLIC HEARING HELD THIS	DAY OF	2018.
READ A THIRD TIME THIS	DAY OF	2018.
MINISTER OF TRANSPORTATION AND INFRASTRUCTURE		
APPROVAL RECEIVED THIS	DAY OF	2018.
ADOPTED THIS	DAY OF	2018.

Mayor

Corporate Officer



Corporation of the Village of Cumberland

Heritage Commission Meeting Minutes

Minutes of the Heritage Commission held on Monday, June 4, 2018 in Council Chambers at 2675 Dunsmuir Avenue, Cumberland, BC.

PRESENT: Paul Laronde Acting Chair
 Gillian Brooks
 Meaghan Cursons
 Lief Roebuck
 Karen Webber
 Councillor Gwyn Sproule
 Mike Tymchuk

ABSENT:

STAFF Judith Walker, Senior Planner Secretary

1. **Call to Order 5:35 pm**
2. **Approval of Agenda**

Cursons/Sproule: THAT the agenda be approved with the addition of a verbal report from Meaghan Cursons on the Heritage BC Conference in May.

CARRIED

3. **Approval of the Minutes**

Brooks/Webber: THAT the minutes of the May 7, 2018 meeting be approved.

CARRIED

4. **Referral from Council: Heritage Alteration Permits**

Cursons/Webber: THAT the Heritage Commission receive the application for a Heritage Alteration Permit (2018-03-HAP, 2717 Dunsmuir Avenue) report dated May 30, 2018;

CARRIED

Brooks/Roebuck: THAT the Heritage Commission recommends that Council grant the Heritage Alteration Permit (2018-03 HAP) for property described Lot 11, Block 7, District Lot 21, Nelson District, Plan 522, Except Parcel A (DD70688N) (2717 Dunsmuir Avenue).

CARRIED

5. **Statement of Significance (SOS) Project**

The remaining two Statements of Significance, for Camp Road and Cumberland Cemetery, will be completed in time for the July 3, 2018 Heritage Commission meeting.

6. **Heritage BC Conference:** Verbal report by Meaghan Cursons. Of particular interest for the Village was the discussions around landscapes, industrial remnants and other non- building heritage – often the “intangibles” that have heritage value but aren’t considered. Authenticity is key- what is the story and who is telling it? The importance of “nothing about us, without us”. The integration of heritage, conservation and land use planning is critical for the Village moving ahead on heritage issues.

7. **Cumberland United Church**

Cursons/Sproule: THAT the Statement of Significance for the Cumberland United Church be shared with the BC Conference and the question posed as to the potential benefits that Heritage Designation might provide.

CARRIED

8. **Next Meeting: July 3, 2018** in Council chambers at 5:30pm.

9. **Termination**

Brooks: THAT the meeting terminate.

Time: 6:30pm.

Certified Correct:

Chair

Deputy Corporate Officer

Jessica Hextall

From: Public Relations <info@3ldevelopments.com>
Sent: Wednesday, August 08, 2018 10:15 AM
To: info
Subject: Please schedule us to present Monday August 13 @ 5:30 pm

Good Morning Colleen,

Thank you for returning my call.

We would like to send our delegation to your Monday meeting to make a presentation on the Residential Community of Riverwood and our proposed 260 acre Park surrounding Stotan Falls.

We will be asking the Mayor and council for a letter of support for the park and the project.

Presenting will be myself and one other member of our team.

Regards,

Caroline Nestor
Public Relations Manager
3L Developments Inc.
250-897-5949

August 1, 2018

Mayor and Council, Village of Cumberland

Letter of Support re- Change in Filming Locations

Dear Mayor and Council,

We are requesting a **revised letter of support** for filming on Highway 19 from the communities of Cumberland and Courtenay.

Due to the summer paving contracts taking place between Buckley Bay and Cook Creek Hedgehog Film Inc is working with the Ministry of Transportation and infrastructure (MOTI) to reposition the filming from Buckley Bay / Cook Creek north to the section between Buckley Bay and Exit 117 (Cumberland/ Courtenay / Comox).

The production is currently developing a revised traffic engineering and management report for MOTI which will include consultation with both Cumberland and Courtenay Public Works.

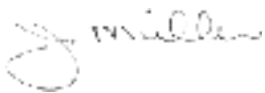
Hedgehog Films Inc., is planning to film scenes for the feature film entitled "SONIC" for Paramount Pictures Studios, on **Sept 10th through to Sept 14th** approximately between the hours of **6:00AM to 9:00PM** each day. Sept 16 and 17 as proposed inclement weather options should it rain.

Hedgehog Films understands concerns regarding "**highway detour**", and will **do their very best to expedite re-opening the highway, once the scenes are completed each day.** Hedgehog Films Inc., has been working diligently with MOTI in an effort to minimize impacts on the area, they have arranged a **detour route** onto **Highway 19A** during these times. This in an effort to keep the motoring public flowing North and South, from the Buckley Bay interchange north to Exit 117 (Cumberland/Courtenay/Comox).

We emphasize that changes to highway detours are temporary, and appreciate your cooperation during these times. Should you require assistance within the controlled area or if you have any questions or concerns, please contact me through the Burnaby Production Office at 604-637-1260. General inquiries regarding filming on the North Island may be directed to the Vancouver Island North Film Commission at 250-287-2772 or online at www.infilm.ca.

Your cooperation with this activity is very much appreciated.

Yours truly,

A handwritten signature in cursive script, appearing to read "Joan Miller".

Joan Miller, Film Commissioner



HIGHWAY 19 FILM CLOSURE

Category 3 Traffic Management Plan

Revision	Description	Date
0	Client Submission	June 4, 2018
1	Address MoTI Comments	June 19, 2018
2	Address Additional MoTI Requirements	July 25, 2018
3	Address Change in Location of Closure / Detour	August 7, 2018

Prepared for: **Hedgehog Films**
Prepared by: **Watt Consulting Group**
Our File: **2437.B01**

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APPENDICES

APPENDIX A:	CONTACT LIST
APPENDIX B:	DAILY TRAFFIC REPORTS
APPENDIX C:	ACCIDENT REPORTING PROCEDURES
APPENDIX D:	INCIDENT RESPONSE FLOW CHART AND REPORTING FORM

SIGN-OFF SHEET

Manager Name: Michael LeGresley Date: Signature:	Traffic Control Manager/Supervisor Name: TBD by September 1, 2018 subject to award to Traffic Control Company (SPR or Island Traffic) Date: Signature:
Traffic Engineer (WATT) Name: Nadine King, P.Eng., PTOE Seal / Signature: Date:	

This sheet is to be signed by all parties who are responsible for aspects of traffic management to identify that they have read the plan and agree to assume the roles and responsibilities identified in the report for their identified position. A record of this signed form, will be maintained at the field office and be available if requested by WorkSafe BC, Ministry of Transportation and Infrastructure, City of Courtenay, and the RCMP.

1.0 GENERAL INFORMATION

1.1 INTRODUCTION

A properly implemented Traffic Management Plan will:

- Formulate specific plans to maintain traffic through and around the construction work site with minimal traffic disruptions, and provide for local access.
- Protect the general public from inadvertent harm arising from activities during construction.
- Maintain mobility of construction equipment, material, and workers both within and out of the work zones.

The Traffic Management Plan for the Highway 19 Film Closure project provides guidelines and procedures that must be followed to minimize traffic disruptions and ensure the safety of crews and the travelling public, and driver expectancy.

The traffic management plan for this closure is a Category 3 plan as per the BC Ministry of Transportation and Infrastructure's *Traffic Management Manual for Work on Roadways 2015 Interim Edition*.

1.2 PROJECT DESCRIPTION AND LOCATION

The project is for a road closure of a 17km section of Highway 19 between Buckley Bay Road and Comox Valley Parkway for a film shoot. Highway 19 traffic will be detoured onto Highway 19A via Buckley Bay Road and Comox Valley Parkway.

1.3 HOURS AND DAYS OF WORK

Work hours will be 6:00am to 9:00pm. Road closure setup will begin at 6:00am with the full road closure implemented at 7:00am. Filming will be conducted until dusk, around 7:30pm. Highway 19 will be re-opened by 9:00pm.

1.4 MILESTONES

Start Project: September 10, 2018

End Project: September 19, 2018

Filming is scheduled to occur from Monday, Sept 10th to Friday, Sept 14th, 2018 with Sept. 18th and 19th, 2018 reserved for 'weather cover' in the event of a delay in filming due to inclement weather. Dates are subject to change. MoTI and the City of Courtenay will be notified immediately of any changes in dates.

1.5 ROAD CLASSIFICATION

Within the closure, Highway 19 is a rural, 4-lane divided highway and Highway 19A is a rural 2-lane undivided highway.

1.6 TYPE OF TRAFFIC

The AADT on Highway 19 is approximately 11,000 vehicles per day (vpd) while the SADT is about 13,000 vpd. Heavy trucks account for approximately 17% of the traffic on Highway 19.

The AADT on Highway 19A is approximately 4,100 vehicles per day (vpd) while the SADT is about 5000 vpd. Heavy trucks account for approximately 7% of the traffic on Highway 19A.

1.7 SPEED LIMIT

The existing speed limit on Highway 19 is 120km/h. The existing speed limit on Highway 19A is 80km/h with the limit dropping to 60km/h within the communities of Union Bay and Royston and to 50km/h at the Courtenay city limits. The existing speed limit on Buckley Bay Road is 60km/h. The existing speed limit on Comox Valley Parkway is 80km/h, with the limit dropping to 50km/h within Courtenay city limits.

1.8 TRAFFIC IMPACT ANALYSIS

The impact of the combined Highway 19 and Highway 19A traffic along the detour route was analyzed using May – August traffic data obtained from the MOT Traffic Data Program website. The nearest permanent count stations are located on Highway 19A, 200m north of Mystery Bay Road south of Union Bay (P-14-4NS) and on Highway 19, 500m south of Buckley Bay Main Road (P-14-5NS). The analysis focuses on the weekday PM peak hour of travel; however, the Saturday peak hour was also assessed to provide further perspective. The proposed closure are only planned during the week.

TABLE 1: HOURLY VOLUMES ON HWY 19, SOUTH OF BUCKLEY BAY RD (P-14-5NS)

	Monday		Tuesday		Wednesday		Thursday		Friday		Saturday	
	SB	NB	SB	NB	SB	NB	SB	NB	SB	NB	SB	NB
6:00	161	132	166	140	152	133	160	132	148	116	105	47
7:00	238	218	251	229	248	221	251	222	232	197	162	111
8:00	283	287	285	309	294	315	315	325	317	297	292	254
9:00	323	307	307	324	324	333	332	347	358	331	384	313
10:00	422	273	369	279	378	287	399	297	460	300	497	312
11:00	414	344	358	318	361	328	376	334	451	378	479	425
12:00	375	305	317	283	332	284	344	298	416	343	396	372
13:00	399	378	350	330	368	331	391	360	479	429	397	414
14:00	386	342	356	305	368	311	397	322	466	421	363	376
15:00	413	391	389	362	411	369	445	395	520	477	377	420
16:00	401	401	394	389	408	395	438	427	507	536	369	425
17:00	318	367	324	344	339	354	368	382	447	494	299	385
18:00	210	294	200	273	210	286	238	314	301	451	209	321
19:00	165	176	154	157	136	164	182	192	222	290	156	225
20:00	100	163	96	139	98	156	112	190	129	282	120	197

**TABLE 2: HOURLY VOLUMES ON HWY 19A, 200M NORTH OF MYSTERY BAY ROAD
SOUTH OF UNION BAY (P-14-4NS)**

	Monday		Tuesday		Wednesday		Thursday		Friday		Saturday	
	SB	NB	SB	NB	SB	NB	SB	NB	SB	NB	SB	NB
6:00	48	40	49	48	49	51	53	51	46	46	19	17
7:00	62	84	72	107	72	104	71	108	63	92	33	35
8:00	77	120	90	153	91	155	88	154	88	140	62	86
9:00	95	132	95	162	96	168	100	158	99	149	93	124
10:00	119	147	116	171	118	170	122	168	128	168	136	156
11:00	139	156	135	163	137	161	137	165	143	172	158	171
12:00	157	163	155	162	156	157	159	168	166	177	167	178
13:00	159	161	157	160	164	160	164	162	179	173	169	176
14:00	175	155	188	151	193	148	193	153	202	167	185	168
15:00	178	166	192	163	198	171	203	172	206	175	183	173
16:00	174	148	200	151	199	155	199	148	194	163	159	149
17:00	150	109	172	110	173	116	171	119	173	125	135	115
18:00	74	78	85	81	86	86	92	88	101	93	83	92
19:00	57	47	63	46	66	46	69	50	78	59	61	60
20:00	40	35	43	33	45	35	47	42	52	45	46	46

Analysis was performed for the weekday PM peak hour volume and the Saturday peak hour volume. See **Figures 1 and 2** which illustrates the existing PM and Saturday (two highest volume periods) peak hour volumes at the four key intersections as well as the link volumes per direction adjusted to 2018 Summer Volumes. **Figures 3 and 4** illustrate the expected traffic volumes on Buckley Bay Road, Comox Valley Parkway, and Highway 19A during the closure.

The weekday PM peak hour traffic volumes on Highway 19A south of Comox Valley Parkway during the Highway 19 closure is expected to be 1275 vph in the southbound direction and 975 vehicles per hour in the northbound direction. A single lane of traffic reaches capacity at approximately 1200 vph when no intersections or accesses are present. As more significant intersections emerge on a corridor a single lane of capacity is closer to 1000 vph. The southbound traffic volumes is above the capacity for a single lane of traffic when the network starts to 'breakdown'; the northbound traffic volumes are under the threshold where traffic conditions begin to break down. On Highway 19A north of Buckley Bay Road, the detour volume is 700 vph in the northbound direction and 800 vph in the southbound direction. The weekday PM peak hour volume on Buckley Bay Road including detoured traffic is 600 vph in each direction. The weekday PM peak hour volume on Comox Valley Parkway including detoured traffic is 750 vph for northbound traffic and 830 vph for southbound traffic.

The highest volumes occurred during the Saturday peak hour, where the volume of traffic along Highway 19A south of Comox Valley Parkway including detoured traffic is expected to be 1425 vph in the southbound direction and 1140 vph in the northbound direction. On Highway 19A north of Buckley Bay Road, the detour volume is 900 vph in the northbound direction and 975 vph in the southbound direction. The Saturday peak hour volume on Buckley Bay Road including

detoured traffic is 750 vph for westbound traffic and 650 vph for eastbound traffic. The Saturday peak hour volume on Comox Valley Parkway including detoured traffic is 970 vph for northbound traffic and 1050 vph for southbound traffic.

During the weekday PM peak hour, the southbound traffic volume on Highway 19A south of Comox Valley Parkway will exceed the threshold when traffic conditions begin to breakdown; however, all other directions of travel are under the threshold. During the Saturday peak hour, traffic volumes in both directions on Highway 19A south of Comox Valley Parkway will exceed the threshold when traffic conditions begin to breakdown.

1.8.1 INTERSECTION OPERATIONS

At the intersection of Highway 19A and Comox Valley Parkway, using a total cycle length of 150 seconds the eastbound and northbound left turn movements achieved a level of service (LOS) of E during the PM peak hour, with a delay of 70s for both movements. The remaining movements achieved a LOS of C or better during the PM peak hour. During the Saturday peak hour the northbound left turn movement is LOS F with a 95th percentile queue length of 210m. The eastbound left and right turn movements are LOS E with a 95th percentile queue length of 60m for the eastbound left turn and 100m for the eastbound right turn movement. Signal timing plans for the intersection of Highway 19 and Comox Valley Parkway will be provided a minimum of 15 business days to the closure to allow for the City of Courtenay and / or MoTI review and implementation (by City Crew or Raylec).

At the intersection of Highway 19A and Buckley Bay Road, using a total cycle length of 90 seconds, a LOS C or better is achieved for all movements. During the PM peak hour the 95th percentile queue length for the eastbound left turn movement is approximately 120m; however, in the Saturday peak hour, the 95th percentile queue length for the eastbound left turn movement is approximately 180m. Signal timing sheets will be provided a minimum of 15 business days to the closure to allow for MoTI review and implementation (by Raylec).

At the Highway 19 / Buckley Bay Road interchange, the southbound off-ramp operates at a LOS A during the weekday PM peak hour as well as the Saturday peak hour. The northbound off-ramp operates at a LOS B during the weekday PM peak hour as well as Saturday peak hour.

At the Highway 19 / Comox Valley Parkway / Cumberland Road interchange, the northbound off-ramp operates at a LOS A during the weekday PM peak hour as well as the Saturday peak hour. The southbound off-ramp operates at a LOS F during the weekday PM peak hour as well as Saturday peak hour due to the high volume of the southbound left turn movement. Traffic Control Personnel (TCP) will be required at the southbound off-ramp of the Highway 19 / Comox Valley Parkway / Cumberland Road interchange to ensure vehicles from Highway 19 can access Comox Valley Parkway without significant delay (approximately LOS B).

Synchro files for the two peak periods can be provided to MoTI upon request.

2.0 OPERATIONS & SIGNAGE

2.1 HOLIDAYS & SPECIAL EVENTS

The schedule for the Highway 19 Film Closure is not expected to coincide with any statutory holidays or special events. Works affecting traffic will not be permitted during holidays or special events unless otherwise approved by the Ministry Representative.

2.2 LANE WIDTHS

The minimum lane width at all times be at least equal to the existing lane width.

2.3 ROAD CLOSURES / DELAYS

Full road closures will occur on Highway 19 between Comox Valley Parkway and Buckley Bay Road. The TCS will monitor queues and delays, particularly at the Buckley Bay Road / Highway 19A during ferry arrivals. Delays up to 10 minutes will be permitted.

2.4 DYNAMIC MESSAGE SIGNS (DMS)

Five (5) dynamic message signs (DMS) will be used to inform highway traffic of existing and anticipated conditions. These signs will be located on Highway 19 north of the Comox Valley Parkway Interchange and south of the Buckley Bay Road Interchange. The additional three signs will be located on Highway 19A and in the Denman Island Ferry Terminal. The signs will be used to notify traffic a minimum of three weeks (21 days) prior to the commencement of the project through to the end of the project. The suggested locations of the DMS can be found on the traffic control drawings. Final locations will be determined between the Traffic Control Supervisor and the Ministry Representative in the field.

All messages will be approved by the Ministry Representative prior to implementation by the TCS. Messages should be limited to a maximum of three displays. The following are suggested messages:

Message Prior to Commencement of Work

H	W	Y		1	9			6	A	M	-	9	P	M	
C	L	O	S	E	D			U	S	E					
@	B	U	C	K	L	E	Y	H	W	Y		1	9	A	

Display 1

Display 2

S	E	P	T		#	#	
T	O						
S	E	P	T		#	#	

Display 3

*for those north of Comox Valley replace Buckley with Comox

During Closure:

H	W	Y		1	9				D	E	T	O	U	R		
C	L	O	S	E	D				O	N						
6	A	M	-	9	P	M			H	W	Y		1	9	A	

Display 1

Display 2

M	A	X		H	G	T	
5	M						
O	V	E	R	H	G	T	S

Display 3

P	U	L	L	O	V	E	R	
&		C	A	L	L	2	5	0
X	X	X	-	X	X	X	X	

Display 4

2.5 SIGNAGE

- All signage and supports shall conform to the BC Ministry of Transportation and Infrastructure's *Traffic Management Manual for Work on Roadways* and all signage will be in accordance with the current Catalogue of Standard Traffic Signs.
- Signage will be located as shown in the Traffic Control Drawings (attached separately).
- Signs needed for short duration operations will be mounted on Windmasters or portable supports. Short-term signs may be slightly tilted back or rotated a few degrees away from the roadway to avoid illegibility.
- Flashing Arrow Boards and Flexible Drums / Barrels will be used at all lane drop locations.
- Long term signs should be mounted on telspar or wood poles.
- Any permanent signs that conflict with the work of this project will be covered or removed while it conflicts and will be uncovered or reinstalled at the end of the work or when the conflict no longer exists.
- All signs will be maintained regularly to allow for maximum visibility. All signs will remain clear of any materials that may reduce their visibility.
- All signage will be set up so as to command the respect of vehicles, cyclists and pedestrians in order to ensure the safety of both the travelling public and the workers.
- All C-001-1 signs will have flags attached to the top.
- All safety apparel and traffic control retro-reflectivity signs and devices will be as per Section 5.4 of MoTI's *Traffic Management Manual for Work on Roadways*.

Any signage changed on Highway 19 as part of filming will be replaced prior to opening the road to regular traffic.

2.6 HEIGHT RESTRICTION

Highway 19A has a height restriction of 5.0m. TCS will notify CVSE and the BC Trucking Association of the height restriction along the detour route a minimum of 10 business days prior to the detour. This will allow CVSE to notify those who apply for a Single Trip oversized permit of the days when the height restriction will be in place and the contact number for the TCS to arrange for passage through the site.

For those commercial vehicles with Term Oversize permit there is no mechanism for informing these operators of the height restriction until they arrive at the detour. These vehicles will be accommodated directed, by the DMS, of the height restriction and to pull over and call the TCS (whose number will be on the sign.)

If an over-height vehicle arrives at the site, either by pre-arrangement or showing up, they will contact the TCS who will inform them of the following:

- Southbound trucks will be directed to the off-ramp where a TCP (or the TCS) will meet them to bring them through the southbound off-ramp to the southbound on-ramp (opening of detour barricades. The TCP may stage them on the on-ramp or if crews are clear of the road direct them to continue onto Highway 19 and through the closure.
- Northbound trucks will be directed to the off-ramp where a TCP (or the TCS) will meet them to bring them through the northbound off-ramp to the northbound on-ramp (opening of detour barricades. The TCP may stage them on the on-ramp or if crews are clear of the road direct them to continue onto Highway 19 and through the closure.

If trucks are to be staged, in either direction, the TCP will provide drivers with an estimated time that they will be required to stage. It is expected that vehicles would be staged for less than 10 minutes.

2.7 TRAFFIC SIGNALS

No changes are proposed at this time for Highway 19A / Buckley Bay Road; however, the signal will be required to be monitored and additional green time given to Highway 19A to accommodate the eastbound left turn movement.

At Comox Valley Parkway / Highway 19A additional green time will be required for Highway 19A to allow for the increased volume of the north/southbound through movements and the northbound left turn movement. Signal timing sheets for this intersection will be provided by August 27, 2018.

3.0 USERS & ACCESS

3.1 GENERAL ACCESS REQUIREMENTS

The Contractor shall maintain all access to the ferry terminal, all public roads, private properties affected by the Work, at all times unless otherwise authorized by the Ministry Representative.

3.2 EMERGENCY VEHICLES

Emergency vehicles will be accommodated through the site. The Film Coordinator will maintain constant contact with the TCS regarding when a side of Highway 19 is closed to all traffic.

All emergency vehicles will have prior notification of the closure and have the contact information for the TCS to determine where to access a free travel lane on Highway 19. In addition, a TCP will be located at Comox Valley Parkway southbound interchange intersection and at Buckley Bay Road northbound interchange intersection. The TCPs will either direct the emergency services vehicle to continue on Highway 19 in the direction they are travelling (through use of slow paddle and opening barricades) or briefly stop the emergency services vehicle to direct them to the opposing highway direction. I.e. Southbound ambulances would be diverted from the southbound off-ramp to the northbound off-ramp (via the interchange bridge) if the southbound Highway 19 lanes were blocked by film crews.

3.3 CYCLISTS & PEDESTRIANS

Pedestrians and cyclists are not permitted to be on the closed section of Highway 19. All pedestrians and cyclists will be detoured to Highway 19A.

3.4 FILM EQUIPMENT STORAGE

No materials, film equipment, or parked vehicles will be permitted to be left on or near the highway when Highway 19 is open / re-opened to vehicle traffic. The Buckley Bay Rest Stop will be utilized for storage of equipment. An electrical vehicle charging station is planned to be installed at this Rest Stop in the near future. If construction of this station is occurring when filming is happening the Film Coordinator will work with the EV Station Contractor (Company 644230BC Ltd: Richard Ninaus 604-785-6555) to ensure the film equipment doesn't impact the EV construction.

3.5 WORK BY OTHERS IN THE AREA

The following parties, and their employees and subcontractors, are expected to work on or near the site:

- Mainroad Contracting (as of Sept 1, 2018)
- Raylec Power

These parties will be given immediate access to Highway 19 if requested for the purpose of maintenance activities or in the event of an emergency. The Traffic Control Supervisor for this project will coordinate with all other parties working in or near the project area to coordinate traffic control and minimize impacts to the travelling public.

4.0 TRAFFIC CONTROL DRAWINGS

The following traffic control drawings are provided.

4.1 ROAD CLOSURE / DETOUR ONTO HIGHWAY 19A

Dwg-1.1 to Dwg-1.9 shows the traffic control layout for the closure of Highway 19 and the accompanying detour onto Highway 19A via Buckley Bay Road and Comox Valley Parkway. Required signage consists of: C-018-1A, DMS, C-030-6A, C-130-L, C-130-T, Flashing Arrow Boards, C-117-R, C-053, C-005-R1, R-12, Type 3 Barricades, C-006-L, R-015-R, R-015-L, C-005-L1, C-006-R, and C-006-A.

5.0 PUBLIC INFORMATION PLAN

5.1 GENERAL INFORMATION

The Contractor will direct and undertake all aspects of the public information plan for the project. The Contractor will provide notification a minimum of three (3) weeks to all emergency services (RCMP, Fire, and Ambulance), Ministry Representative (Alycia Taas), DriveBC through the Ministry Representative, Regional Transportation Management Centre (RTMC) through Ministry Representative, Commercial Vehicle Safety and Enforcement (CVSE), BC Trucking Association, City of Courtenay, Town of Comox, Comox Valley Regional District, Village of Cumberland, City of Campbell River, Union Bay, Fanny Bay, Gold River, Port Hardy, Port McNeil, BC Ferries – Buckley Bay Terminal, Mainroad Contracting, Raylec Power, School District #71, and any other major user groups prior to all road closures and other traffic delays. Advance warning signage will be used to inform the public of the closure.

The Contractor will provide a Filming Notice including contact details to affected residents and businesses via a Canada Post mail drop.

The Film Coordinator will inform the Ministry Representative of the schedule work plans by phone (or in person) at least one week prior to the work. Additional updates will be provided as information, including weather delays, etc., becomes available that may change / impact the schedule day / times of closures.

The Regional Traffic Management Centre (RTMC) and DriveBC will be notified at the start of the project and given a schedule of the work. RTMC will be notified of all closures by the Ministry. The TCM will supplement the RTMC notifications with notifications to local media and radio stations. The Island North Film Commission's website will also be utilized to provide up-to-date/current information on the closure days and times. The Island North Film Commission's website/contact as well as the TCS contact will be provide in the local media, in newspaper ads, in the Filming Notification, and on the Island North Film Commission's social media. The Island North Film Commission will also utilize their social media accounts to advertise the closures. The MoTI / DriveBC social media sites may also be utilized to advertise the closure. Use of these accounts will be at MoTI's discretion.

The Film Coordinator will notify the Ministry Representative immediately before conditions change unless the change is to rectify an immediate safety issue. The Traffic Control Manager (TCM) will keep the Ministry Representatives informed and updated when approved changes to the Traffic Management Plan are required.

The Ministry's RTMC (and DriveBC) will be used to inform the travelling public of any unscheduled delays or incidents (notifications through the Ministry). The DMSs will also be used for notification of unscheduled delays or incidents. The TCM will also notify the Ministry Representative, Mainroad Contracting, and emergency services of an unscheduled delay. Contacts are located in *Appendix A*.

6.0 INCIDENT MANAGEMENT PLAN

6.1 INTRODUCTION

The purpose of the Incident Management Plan is to have an action plan prepared in the event of an incident, which affects traffic within or near the work zone.

An Incident is defined as a motor vehicle accident with or without injuries, vehicle breakdown, stall, hazardous spills, damage from falling objects, or any other event, which impedes the flow of traffic. The incident may result in a full or partial roadway blockage. The Contractor is responsible for calling emergency services for incidents on the detour. The Contractor will monitor the detour and report any incidents/ issues to the Ministry or the Maintenance Contractor. The Contractor is responsible for assisting with towing services for vehicles on detour during an incident.

The Traffic Control Supervisor will coordinate all responses to incidents along the detour. The duties of the Traffic Control Supervisor with respect to incident management is to prudently respond and communicate incidents as they occur with the Film Coordinator, and / or the relevant emergency service provider (911). The Film Coordinator will contact the Ministry Representative immediately to inform them of the incident. The TCS is also to ensure the safe movement of traffic through or around the incident and to provide access for all emergency vehicles. During an incident the Traffic Control Supervisor will provide traffic control around an incident as quickly as possible. This may include the removal of the road closure to facilitate traffic flow around the incident. The TCS will work with emergency responders to determine appropriate traffic control. *Appendices C-D* contains reporting procedures and incident report forms.

6.2 NOTIFICATION

Emergency Services will be contacted (by phone by the TCS) if the incident warrants them attending an incident. The Film Coordinator will inform the film crew (by radio or directly talking to them) working within the incident area of the incident and the possibility of emergency crews entering the closure area. For all incidents the Ministry Representative and Mainroad Contracting will be notified immediately of the incident, the planned clearance time of the incident, the estimated time of the incident and the planned clearance measure planned to remove the incident. Updates will be provided to the Ministry Representative and / or Mainroad Contracting at least every 30 mins and more frequently as required by the Ministry for any incident. The Ministry Representative will also immediately notify the RTMC of an incident and provide an update every half hour of any incident causing a change in traffic pattern. The Film Coordinator for this project is George Slivarich.

Traffic control personnel may be used to inform the travelling public of all delays due to incidents by talking to drivers stopped due to the incident. Additional notifications to the public may include contacting the local radio (to be done by TCS) and utilization of the Ministry's social media (to be done by Ministry Representative).

6.3 INCIDENT REVIEW

An Incident Response Team will review incidents which occur within the work area where traffic management is considered a contributing cause. The team members will include the Film Coordinator (George Silvarch), Traffic Control Manager / Supervisor (TBD), and the Traffic Engineer (Nadine King) and will know the importance of an effective and efficient Incident Management Plan. After every incident within the work zone, the Incident Management Team will meet and discuss what happened, why did it happen, how could it have been prevented and what measures will be taken on site to help reduce similar types of incidents from occurring in the future.

6.4 INCIDENT PROCEDURES

The following process will be undertaken if an incident occurs on Highway 19A during the closure.

Task	Responsible	Timing
• Verify Incident	TCS	Immediately upon discovery
• Contact Film Coordinator	TCS	Within 5 mins of discovery
• Contact Ministry Representative and Mainroad	Film Coordinator	Within 5 mins of call from TCS
• Assess the nature of the incident call towing, RCMP, fire, and / or ambulance as needed	TCS	Within 15 mins of discovery
• Deploy TCP to incident site	TCS	Within 15 mins of discovery
• Emergency Services arrive on Site and determine if one or both lanes of Highway 19A to be closed	TCS with Emergency Services	Within 20 mins of discovery
• IF one lane on Highway 19A can remain open		Within 20 mins of discovery
• TCS to have TCP flag around incident	TCS	TCP SLAT
• Call Film Coordinator with update	TCS	Within 25 mins of discovery
• Call Ministry Representative with update on response and expected duration of SLAT	TCS	Within 25 mins of discovery
• Ministry to determine if Hwy 19 to be reopened based on TCS update	MoTI	Within 30 mins of discover
• IF SLAT on Hwy 19A is acceptable	MoTI	Within 30 mins of discovery
• update RTMC / DriveBC		
o TCP on Hwy 19A to maintain SLAT	TCP	Until incident cleared

• IF Highway 19 needs to be reopened based on MoTI Decision: - o Film Coordinator to be called to arrange removal of film crews	TCS/Film Coordinator	Crews to be removed within 15 mins of deciding to reopen Highway
o Additional TCP to be deployed to Hwy 19 at Comox Valley Parkway and Buckley Bay to remove lane closures	TCS	Within 45 mins of discovery
o Update DMS (Incident on Highway ## / SLAT / Hwy 19 open)	TCS	Within 5 mins of Highway 19 is being reopened
o TCP on Hwy 19A to maintain SLAT	TCP	Until incident cleared
• IF Incident on Hwy 19A closes both lanes • TCS to call Film Coordinator with to arrange removal of film crew	TCS	Within 20 mins of discovery
• Film crew to be removed from Hwy 19	Film Coordinator	Within 35 mins of discovery (15 mins from being informed to be removed)
• Deploy TCP to Highway 19 to remove Highway closure	TCS	Within 20 mins of discovery
• Open Highway 19 to Traffic	TCS	Within 35 mins of discovery
• TCP on Hwy 19A to maintain closure and begin to u-turn vehicles to Highway 19 (alternate route)	TCS	Within 35 mins of discovery
• Update Ministry Representative on response and expected duration	TCS	Within 25 mins of discovery
• Update RTMC / DriveBC	TCS	Within 30 mins of discovery
• Update DMS (Incident on Highway ## / SLAT / Hwy 19 open)	TCS	Within 30 mins of discovery
• Update Media/Social Media	TCS	Within 45 mins of discovery
• Continue to update MoTI every 30 mins until incident is cleared	TCS	From time of Highway 19 opening

The TCS will complete an Incident Report. A copy of the report will be sent to the Ministry Representative within 12 hours of the end of the incident.

6.5 ALTERNATIVE ROUTE

In the event that an incident on Highway 19A that requires the closure of Highway 19A, the detour route is along Highway 19. If required, all filming and related work on Highway 19 shall be suspended and Highway 19 will be re-opened until the incident on Highway 19A is resolved.

6.6 SITE MONITORING

The TCS or designate will check the traffic control at the beginning of each shift, and twice throughout the day during the road closure. The TCS will participate in two (2) conference calls per day with the Ministry Representative to provide updates, discuss traffic operations, identify issues and strategize solutions if needed.

6.7 GENERAL SAFETY

- Any incident will be promptly investigated and correction of potential hazards will be rectified.
- Emergency Services will be notified of intended lane closures and delays and called to the site if required.
- All hazards to both workers and the travelling public will be identified and minimized.
- Debris and materials will be cleaned up before opening a lane closure to traffic.
- Lane closures and traffic control devices will be installed and removed by certified TCPs.
- Accidents, near misses, and dangerous situations or acts, will be reported to Film Coordinator and/or Traffic Control Supervisor and the causes will be corrected.
- Emergency Services requiring immediate access through Highway 19 in the event of an emergency must be accommodated at all times.

6.8 EMERGENCY CONTACT LIST

EMERGENCY SERVICES	
Emergency – RCMP, Fire, Ambulance	911
Earthquake, Flood, Dangerous Goods Spills	1-800-663-3456 (24 hrs)
WorkSafe BC	1-888-621-7233
WorkSafe BC (After Hours)	1-866-922-4357
Provincial Emergency Program (PEP)	1-800-663-3456

MEDICAL SERVICES		
Location	Address	Phone
North Island Hospital	101 Lerwick Road, Courtenay	250-331-5900

MINISTRY OF TRANSPORTATION AND INFRASTRUCTURE	
Mike Pearson – District Manager	250-713-2815
Alycia Traas – Operations Manager / Ministry Representative	250-650-6553
Stefan Yancey – Operations Manager	250-668-4098
Stacey McRae – Roads Area Manager	250-650-4083

HEDGEHOG FILMS	
Michael LeGresley – Project Manager	604-209-0200
George Silvarich – Film Coordinator	778-686-1253
TBD – 2 nd Unit Film Coordinator	TBD
TBD - Traffic Control Manager / Supervisor	TBD

MAINROAD CONTRACTING	
24 hour hotline (Victoria – to be updated as of Sept 1/18)	1-877-391-7310

RAYLEC POWER LP	
Office	250-400-4266

See *Appendix A* for additional contacts.

7.0 IMPLEMENTATION PLAN

7.1 INTRODUCTION

The Contractor (HedgeFilms) will at all times make provision for traffic through the site to a sufficiently high standard to ensure the convenience and safety of the workers, the travelling public and to meet driver expectancy and the protection of the work. The Contractor is responsible for monitoring and maintaining the site and any traffic control devices during working and non-working hours.

All traffic control procedures will be in accordance with the MoTI's *Traffic Management Manual for Work on Roadways* and the Workers' Compensation Board of British Columbia's Occupational Health & Safety Regulations Part 18.

The Ministry Representative will be kept informed and updated by the Contractor when approved changes to the Traffic Management Plan are required.

The Contractor will provide notification to regional radio stations, all emergency services (RCMP, Fire, and Ambulance), Ministry Representative, DriveBC through the Ministry Representative, Regional Transportation Management Centre (RTMC) through Ministry Representative, Commercial Vehicle Safety and Enforcement (CVSE), BC Trucking Association, City of Courtenay, Town of Comox, Comox Valley Regional District, Village of Cumberland, City of Campbell River, Gold River, Port Hardy, Union Bay, Fanny Bay, Port McNeil, Mainroad Contracting, Raylec Power, and any other major user groups and inform the travelling public of impending changes in traffic pattern.

7.2 FILM COORDINATOR

The Film Coordinator will ensure that:

- the TCS is aware of all closure requirements and when vehicles (oversize and emergency) may not utilize lanes on Highway 19.

7.3 TRAFFIC CONTROL MANAGER

The Traffic Control Manager for this project will be responsible for working with the Traffic Engineer to prepare the Traffic Management Plan. The Traffic Control Manager will also be responsible for implementing and managing the Traffic Management Plan and sub-plans, including reviewing, evaluating and approving the details of the Traffic Control Plans. The TCM will be the same person as the Traffic Control Supervisor. The Traffic Control Manager has yet to be determined; quotes for service and personnel are being obtained from SPR Traffic Services and Island Traffic Group. The Traffic Management Plan will be updated once the TCM has been confirmed.

The Traffic Control Manager will also:

- Be responsible for review, evaluating and approving the details of the Traffic Control Plans, including traffic control layouts, and where necessary ensuring that these are signed and sealed by a Professional Engineer.
- Be responsible for revisions / modifications to the traffic management plan and minor changes to accommodate site conditions, schedule changes, special events or changes to sub-plans, as long as the original intent of the traffic control plan, is maintained.
- Be responsible for monitoring the effectiveness of traffic control during the closure, and keeping daily traffic control logs and incident management reports. This includes night inspection of lighting to ensure appropriate illumination, reflectivity of all signing and to reduce unnecessary glare for the travelling public.
- Direct the Contractor's Public Information Plan.
- Direct the Contractor's Incident Management Plan and ensure that emergency traffic control operations are carried out in accordance with the Incident Management Plan.
- Have full authority over all of the traffic control personnel on site.
- Monitor traffic queue lengths during active traffic control and implement measures to reduce these when required by the Ministry Representative.
- Ensure daily traffic reports, logs, inspection forms and an up to date traffic control plan are available to the Ministry, a WorkSafe BC Officer or any other party interested in traffic control on the site upon request.
- Respond to any traffic concerns of the Ministry, City of Courtenay, RCMP, and / or WorkSafe BC.

7.4 TRAFFIC CONTROL SUPERVISOR

The Traffic Control Supervisor will be responsible for all the traffic control required by this project and ensure that all traffic control procedures are in accordance with the MoTI's *Traffic Management Manual for Work on Roadways* and the Worker's Compensation Board of British Columbia's Occupational Health & Safety Regulation Part 18. The TCS will be the same person as the Traffic Control Manager. The Traffic Control Supervisor has yet to be determined; quotes for service and personnel are being obtained from SPR Traffic Services and Island Traffic Group. The Traffic Management Plan will be updated once the TCS has been confirmed.

The TCS will respond to calls from the Ministry of Transportation and Infrastructure, and WorkSafe BC concerning traffic control and shall remedy any deficiencies which exist in a timely manner.

The Traffic Control Supervisor will also:

- Ensure that traffic control arrangements and procedures for the work are made known to all the people involved in the work.
- Direct and supervise the implementation and removal of the required traffic control devices as per the Traffic Control Plan and that these devices are properly maintained and checked during working and non-working hours.

- Ensure that any person assigned to be a traffic control person is adequately trained in a manner acceptable to WorkSafe BC and effectively performs their role in the traffic control arrangements and procedures for the work.
- Ensure that traffic control personnel are positioned in a safe location clear of potential environmental hazards.
- Monitor traffic delays during active traffic control.
- Make adjustments to the Traffic Control Plans as necessary to ensure safety for traffic and workers, and to ensure minimal disruption or delay to the travelling public at all times. The Traffic Engineer, and MoTI need to be consulted and approve any major changes to the plan.
- Ensure that each member of the traffic control operation wears the required personal protective clothing and equipment as per WorkSafe BC regulations.
- Ensure that all Traffic Control Personnel (TCP) are positioned in a safe location clear of all potential hazards including being located on a curve where motorists can't see them.
- Ensure that all TCP are performing their duties competently and safely.
- Ensure that TCP work together as a team when working in groups of two or more.
- Ensure daily traffic control logs are completed and copies kept on file.
- Maintain records of inspections and changes throughout the project.

7.5 TRAFFIC CONTROL PERSONNEL

As per the MoTI's *Traffic Management Manual for Work on Roadways* Section 5.1.1 (page 5-1), supervision of traffic control personnel (TCP) will meet Part 18 of the WorkSafe BC Occupational Health and Safety Regulations. In addition:

- All TCP will be qualified to perform this job.
- All TCP will at all times adhere to the MoTI's *Traffic Management Manual for Work on Roadways* and WorkSafe BC regulations.
- TCP will implement the set-up, take down and shifting of lane closures and / or detours.
- TCP will understand and follow the agreed upon Traffic Management Plan.
- TCP will communicate with the travelling public.
- TCP personnel will work together as a team when working in groups of two or more.

7.6 TRAFFIC MANAGEMENT ENGINEER

The Traffic Engineer for this project is Nadine King, P.Eng., PTOE from Watt Consulting Group. The Traffic Control Manager / Supervisor is responsible for the set up and required adjustments to the traffic management plan, however any deviations need to be approved by the Traffic Engineer. The Traffic Control Manager / Supervisor will work with the Traffic Engineer to changes to the plan and to provide up dated traffic plans as requested.

7.7 STAFF TRAINING ON PLAN

All staff members involved in the implementation or maintenance of traffic control for this project will be informed of and trained on the requirements of the traffic control plan, before they perform

any traffic control work on site. This training may take place during a meeting with the staff and all staff attending the meeting will sign the back of the minutes from the meeting. Records of these meetings will be filed. All records of these meetings, health and safety committee meetings, worker orientation records, safety related disciplinary actions, refusal of unsafe work, incident / accident investigation reports and all WorkSafe BC related reports will be kept.

7.8 SITE DOCUMENTS

The following people will have a copy of the General Traffic Management Plan, on site:

- Film Coordinator
- Traffic Control Manager / Supervisor
- One Traffic Control Person in each specific work area

The following people will have a copy of a Site Specific Plan / Drawing, within that site specific area:

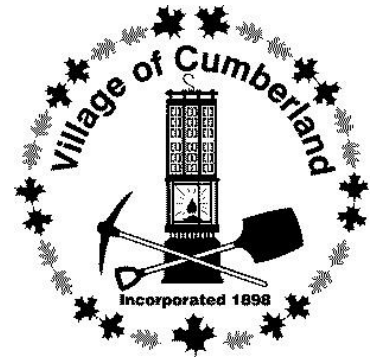
- Traffic Control Manager / Supervisor
- Each Traffic Control Person in each specific work area under their control

7.9 GENERAL CONSIDERATIONS

- All traffic control will be implemented to minimize disruption to the traffic flow and to provide maximum safety to both the travelling public and the workers.
- Subcontractors will be required to follow the approved Traffic Management Plan and site specific Traffic Control Plans.
- WorkSafe BC Occupational Health and Safety Regulations will be available on site.
- Accidents will be promptly investigated and correction of potential hazards will be expedited.
- Work sites, equipment, work methods and practices will be regularly inspected or reviewed with the intention of identifying and correcting potential hazards.
- Protective equipment required by WorkSafe BC regulations will be available and used by all personnel
- Health and safety policies, procedures and WorkSafe BC regulations will be enforced
- First aid and emergency services and procedures will be established and maintained
- All injuries will be reported to the First Aid Attendant and recorded

COUNCIL REPORT

REPORT DATE: July 27, 2018
MEETING DATE: August 13, 2018



TO: Mayor and Councillors

FROM: Joanne Rees, Planner

SUBJECT: Development Variance Permit Application – 2817 Wellington Street

FILE:	2018-08-DV		
OWNER:	Marni Rye	AGENTS:	Denise and Colton Derycke
PID:	006-060-994	FOLIO:	516 00493.020
LEGAL DESCRIPTION:	Lot 14, Block 1, Section 25, Township 10, Nelson District, Plan 4222		
OCP DESIGNATION	Residential	EXISTING ZONE:	Residential Three (R-3)
CONDITIONS UNDER APPLICATION	PERMITTED BY BYLAW		REQUESTED VARIANCE
Accessory Dwelling Unit	Shall not be located in a front yard		May be located in a front yard

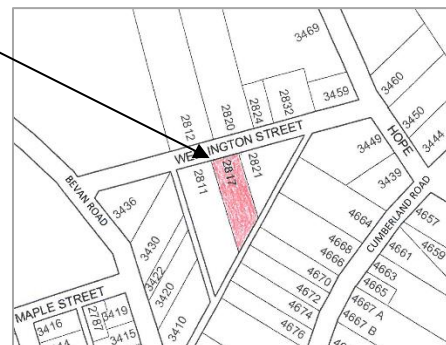
RECOMMENDATION

- i) THAT Council receive the report “Development Variance Permit Application – 2817 Wellington Street” dated July 27, 2018.
- ii) THAT Council refer the application for a Development Variance Permit for 2817 Wellington Street to the meeting of the Advisory Planning Commission, tentatively scheduled for September 4, 2018.

SUMMARY

An application has been received to vary the Zoning Bylaw to allow for construction of an Accessory Dwelling Unit (ADU) in the front yard of the subject property.

Subject Property



BACKGROUND

The applicant wishes to construct a new ADU in the front yard of this large property. However, the Zoning Bylaw prohibits the location of an ADU in the front yard (see attached site plan for clarification). The application is requesting a Variance to the Zoning Bylaw by removing this prohibition for this property.

View of the subject property from the street



REFERRALS

Council may:

- a) Further to the section 5a of the *Advisory Planning Commission Bylaw No 999, 2014*, Council may wish to refer this application to the APC for their comments.
- b) Further to the section 8 of the *Corporation of the Village of Cumberland Heritage Commission Bylaw No. 824, 2006*, Council may wish to refer this application to the Heritage Commission for their comments.

FINANCIAL IMPLICATIONS

None

OPERATIONAL IMPLICATIONS

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

STRATEGIC OBJECTIVE

None

CITIZEN/PUBLIC RELATIONS IMPLICATIONS

Pursuant to the requirements of the *Local Government Act*, notice of Council consideration of a Development Variance Permit must be mailed or otherwise delivered to owners of adjacent properties (within 75metres) at least 10days before the Council considers the application which is anticipated to be on September 24, 2018. The required notice will be mailed to the neighbouring properties by September 14, 2018 and any comments received will be attached to the subsequent staff report.

Pursuant to the requirements of the *Village of Cumberland Procedures and Fees Bylaw No. 1008, 2014*, the applicants will be placing the required sign on-site prior to consideration by the Advisory Planning Commission.

ATTACHMENTS

1. Site Drawing
2. Proposed Exterior Drawing

CONCURRENCE

Ken Rogers, Manager of Development Services 

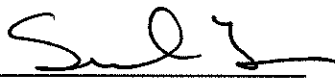
OPTIONS

- i) Refer the application to the next meeting of the Advisory Planning Committee.
- ii) Do not refer the application to the next meeting of the Advisory Planning Committee.
- iii) Any other action deemed appropriate by Council.

Respectfully submitted,

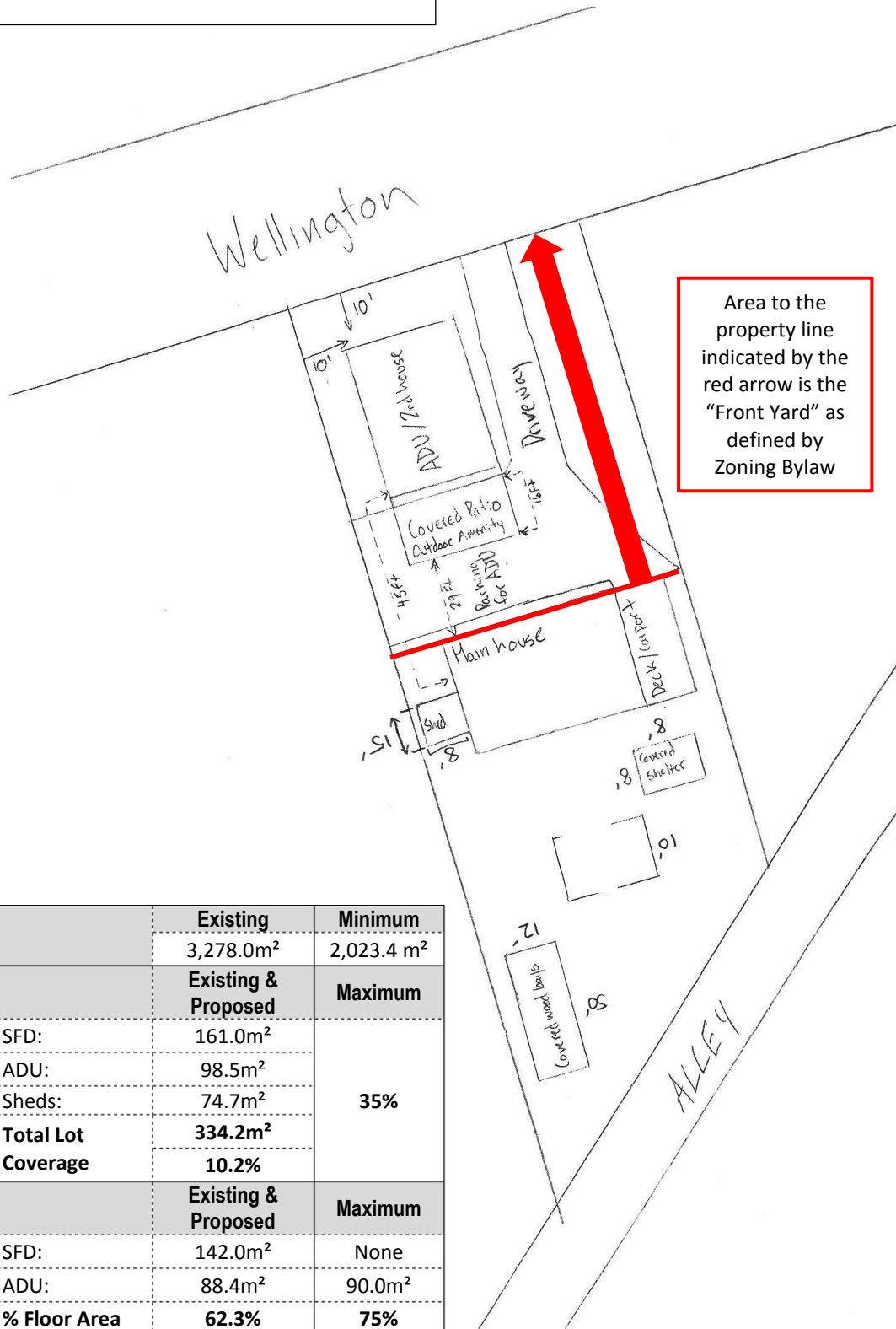


Joanne Rees
Planner

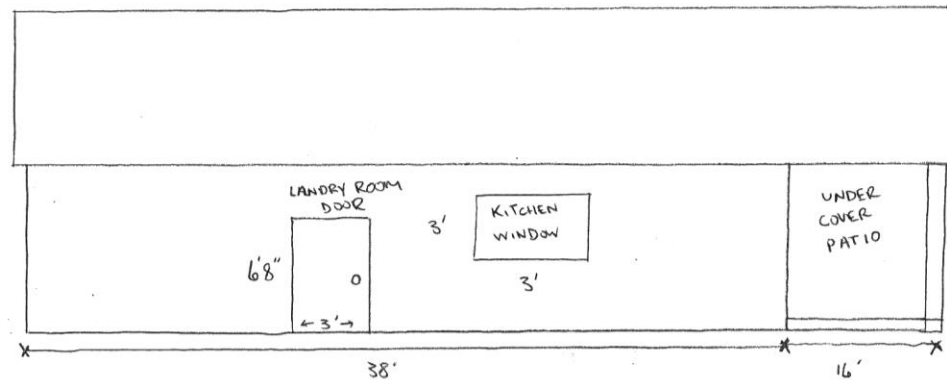


Sundance Topham
Chief Administrative Officer

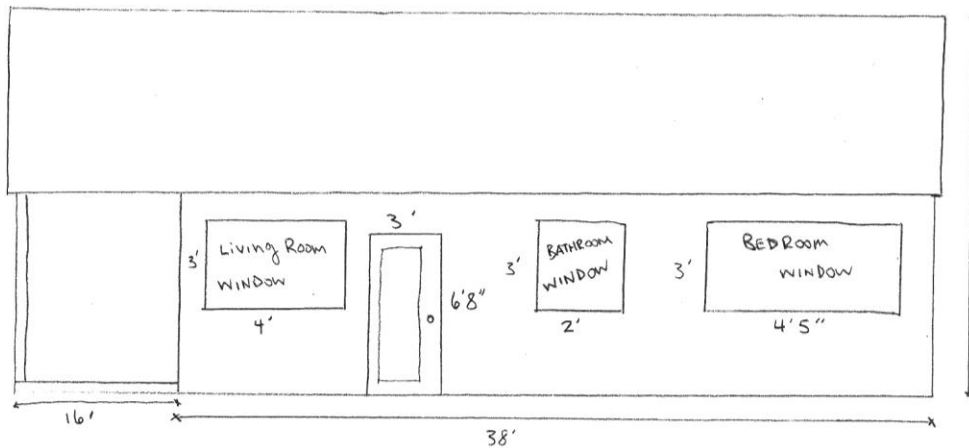
2018-08-DV - Site Plan



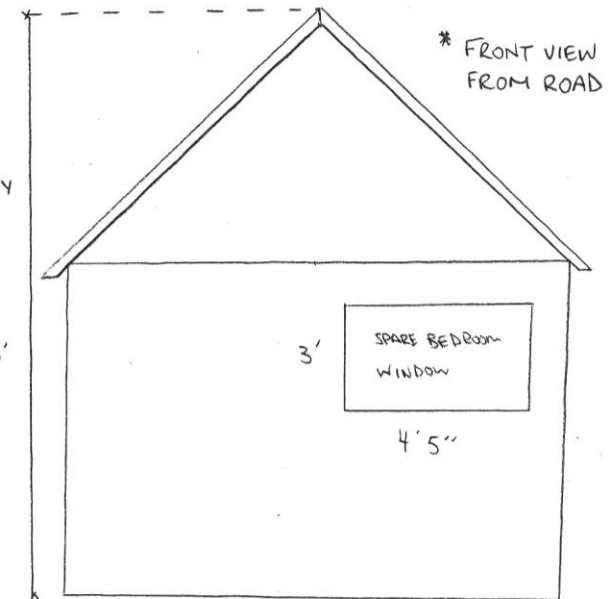
2018-08-DV Proposed Building Exteriors



* REAR VIEW
FROM PROPERTY
LINE



* FRONT VIEW
FROM DRIVEWAY



* FRONT VIEW
FROM ROAD

- SIDING : HARDIE PLANK
- ROOF : DUROID SHINGLES
- EXTERIOR COLOR →
- WHITE TRIM AROUND WINDOWS

COUNCIL REPORT



REPORT DATE: July 10, 2018

MEETING DATE: Aug 13, 2018

TO: Mayor and Councillors

FROM: Ken Rogers, Manager of Development Services

SUBJECT: Unveiling the STEP Code

RECOMMENDATION

- i) THAT Council receive the report Unveiling the STEP Coded dated July 10, 2018 for information only.

SUMMARY

In April 2017, the Province of British Columbia adopted the BC Energy Step Code as regulation. This report will provide Council with a brief overview of what it is and what directions Cumberland can go.



What are Part 9 and Part 3 Buildings?

Part 9 – Houses and Small Buildings

These buildings are three storeys or less and have a building area or “footprint” no more than 600metres² (6,500feet²). This category includes single family dwellings, duplexed, townhomes, small apartment buildings, small stores, offices and industrial shops.

Part 3 – Large and Complex Buildings

These buildings are four storeys and taller and greater than 600metres² (6,500feet²) in building area or “footprint”. This category includes large apartment buildings, shopping malls, office buildings, hospitals, care facilities, schools, churches, theatres, and restaurants.

These definitions are simplified for the purpose of understanding the content of this report. For the detailed definition see the BC Building Code.

BACKGROUND

The STEP Code is a voluntary program designed to help both government and industry chart a course to a future in which all new construction across the province is “net-zero energy ready” by 2032.

The BC Building Code will eventually contain the requirements for “net-zero energy ready” buildings, but the Ministry is suggesting that local governments adopt the more gradual process ahead of 2032, one or more steps of the new standard for Part 9 and Part 3 buildings.

The Step Code is intended to be a **performance-based standard**. It establishes measurable requirements for energy efficiency in new construction. To demonstrate compliance, a builder must prove to local building officials that the building meets or exceeds a set of defined metrics for building envelope, equipment and systems, and airtightness testing.

The Energy Step Code Council¹ has produced a Best Practices Guide which outlines the processes for local governments to follow the practices and processes. In addition, staff attended the RDH Building Science seminar which further outlined (and clarified) how the Code is intended to work and how the Village can get involved.

What is net zero ready building?

It's a building that has been built to high efficiency standards such that it could (with additional measures) generate enough onsite energy to meet its own energy needs.

Two provincial initiatives led to the STEP Code. The first is the *BC Building Act* adopted in March 25, 2015 which was designed to create consistency, competency, and innovation. In this Act, December 15, 2017 marks the end of local building requirements in bylaws. The second initiative was the Climate Leadership Plan, released in 2016, which establishes the 2032 target for all new Part 3 and Part 9 construction to be energy net zero.

The Province has committed to taking incremental steps to increase energy-efficiency requirements in the BC Building Code to make buildings net-zero energy ready by 2032. The BC Energy Step Code--a part of the BC Building Code--supports that effort.

The BC Energy Step Code is a voluntary provincial standard enacted in April 2017 that provides an incremental and consistent approach to achieving more energy-efficient buildings that go beyond the requirements of the base BC Building Code. It does so by establishing a series of measurable, performance-based energy-efficiency requirements for construction that builders can choose to build to, and communities may voluntarily choose to adopt in bylaws and policies.

In addition to supporting long-term improvements in energy efficiency in the BC Building Code, the BC Energy Step Code will improve the consistency of building regulations in the Province. The Energy Step Code is a single provincial standard that replaces the patchwork of different green building standards that have been required or encouraged by local governments in the past. This will allow local governments to continue to play a leadership role in improving energy efficiency, while providing a single standard for industry and build capacity over time.

The BC Energy Step Code takes a new, performance-based approach rather than the traditional prescriptive approach. The BC Energy Step Code does not specify how to construct a building, but identifies an energy-efficiency target that must be met and lets the designer/builder decide how to meet it.

To comply with the BC Energy Step Code, builders must use energy modelling software and on-site testing to demonstrate that both their design and the constructed building meet the requirements of the BC Energy Step Code. The new standard empowers builders to pursue innovative, creative, cost-effective solutions, and allows them to incorporate leading-edge technologies as they come available.

¹ Exists to support local governments as they develop a *BC Energy Step Code* strategy. The Energy Step Code Council has no regulatory authority; rather, it serves as a "bridge" between local governments, the Province, and the design, building, development, and construction sectors, offering advice and providing support and resources, such as this Guide.

The BC Energy Step Code also supports consumer choice, by allowing designers and builders to use natural gas, electricity, or other energy sources for their project without imposing a penalty on this decision. This fuel-neutral approach provides builders with the flexibility to make energy-efficient buildings using all available technologies.

The BC Energy Step Code is currently a voluntary standard builders across B.C. can use. In addition, local governments can choose to require or encourage builders to meet one or more steps of the BC Energy Step Code as an alternative to the BC Building Code's prescriptive requirements.

The BC Energy Step Code came into force in April 2017; builders have the option of building to the requirements in the Energy Step Code at any time. Local governments can set bylaw requirements for builders to meet one or more steps starting December 15, 2017 (when local governments' authority to set technical building requirements by bylaw changed under the Building Act).

The Province established the multi-stakeholder Energy Step Code Council to support local governments and industry to implement the BC Energy Step Code.

Energy Step Code

- Establishes a target that all new construction will be net-zero ready by 2032.
- Energy Step Code-Performance Compliance
 - Energy Modelling: Virtual or computerized simulation of proposed building focusing on energy consumption (utility bills, and life cycle costs of various energy related items such as space heating, lights, and hot water)
 - On Site Testing: Energy modelled buildings must meet on-site testing requirements for energy efficiency.

What Does the BC Energy Step Code Measure? – Overview

Metrics:

- Building envelope
 - Thermal Energy Demand Intensity(TEDI)
 - Peak Thermal Load (PTL)
- Equipment and systems
 - Mechanical Energy Use Intensity(MEUI)
 - EnerGuide Rating System (ERS) Improvement over Reference House
- Post-construction testing
 - Airtightness

TEDI measure amount of energy building required over a year to maintain an indoor comfortable temperature for occupants. TEDI considers thermal transmittance of the building envelope components (including assemblies, windows, doors and skylights), air leakage through the air barrier system, internal heat gains from occupants and equipment, and heat recovery from exhaust ventilation.

PTL describes the maximum heating energy required by the building for space conditioning and for conditioning of ventilation air, estimated by using an energy model at a January design

temperature. PTL considers the same factors as TEDI, which are thermal transmittance of the building envelope components.

MEUI describes the mechanical energy use over a year, estimated by using an energy model. Mechanical equipment included in the MEUI are space-heating, space-cooling, fans, service water heating equipment, pumps, and auxiliary HVAC equipment.

The ERS improvement over the Reference house is a theoretical measurement of the EnerGuide Rating System percentage Lower Than Reference House without baseloads which provides results in the comparison of energy consumption on a proposed building to an automatically-generated ERS reference house using industry software known as HOT2000. The metric does not include the ERS assumed electric base loads.

Airtightness is a result from the blower door test. A blower door is a machine used to measure the airtightness of buildings.

In the simplest terms, a building will be required to meet a performance level. A builder will be required to work with an Energy Advisor who will assess design to ensure the target STEP is achievable. The Builder will test throughout construction to ensure target STEP is achieved.

The following table provides an approximate “equivalency” between certification standards developed by third parties and the BC Energy Step Code, where such a comparison is possible. The table may assist with local governments that are transitioning existing programs and bylaws to conform with the changes to the Building Act. Compliance or certifications to third-party standards do not guarantee compliance with the BC Energy Step Code.

Part 9:	
STEP 1	EnerGuide Rating System, Built Green Bronze
STEP 2	Built Green Silver
STEP 3	ENERGY STAR, Built Green Gold and Platinum
STEP 4	R2000
STEP 5	Passive House, Net-Zero Energy Ready

The BC Building Code will be updated (the first to be around 2024) to follow the steps to arrive at the BCBC target of required “net zero” by 2032.

Next steps for Staff will be the review of our Building Bylaw and to provide a report to Council with recommended amendments to the Building Bylaw. Part of the report on the Building Bylaw amendment will include BC Energy Step Code provisions that can be examined further by Council. Of the other local Governments in the valley, only Comox Valley Regional District have moved forward with references to the BC Energy Step Code in a policy, program or bylaw. The CVRD have a \$300 rebate on pre-retrofit EnerGuide Home Evaluation, which includes homes within the City of Courtenay, Town of Comox, Village of Cumberland and CVRD Electoral Areas. This Evaluation identifies options to improve the energy efficiency of existing homes.

FINANCIAL IMPLICATIONS

No anticipated municipal implications. Building Inspectors receive an Energy Advisor report as part of the final permitting process.

OPERATIONAL IMPLICATIONS

Builders will need to engage energy modelers at any level of Step Code compliance. No direct impact on the Village.

STRATEGIC OBJECTIVE

None

ATTACHMENTS

Provincial Policy: Local government Implementation of BC Energy Step Code

CONCURRENCE

Dan Reynolds, Building Inspector

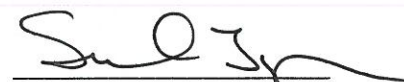
OPTIONS

- i) Receive this report for information.
- ii) Any other action deemed appropriate by Council.

Respectfully submitted,



Ken Rogers
Manager of Planning and Development



Sundance Topham
Chief Administrative Officer



Office of Housing and
Construction Standards



Provincial Policy: Local Government Implementation of the BC Energy Step Code

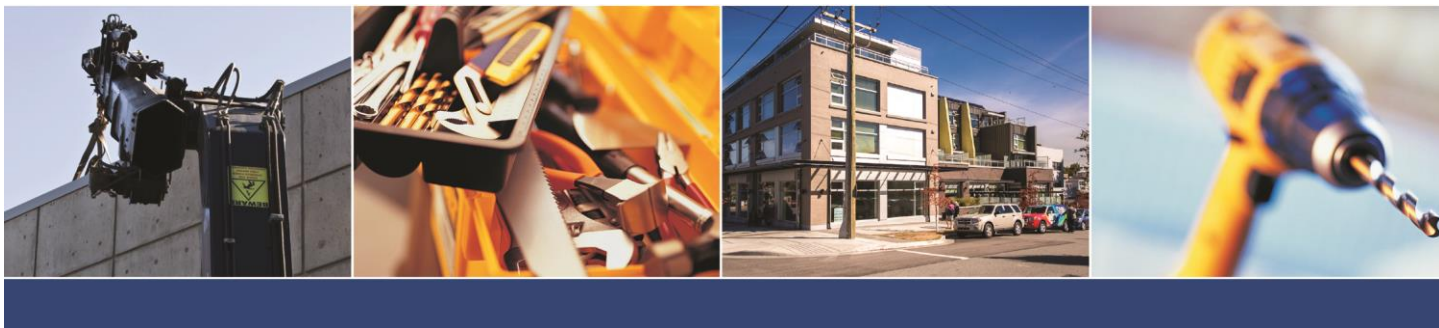
Section C2 of the *Building Act* Guide

April 2017



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1. About this Guide

In spring 2015, the Province passed the *Building Act*, the first Act dedicated solely to building and construction.

This guide is part of a series of informational materials prepared by the Province that forms the *Building Act* Guide. It explains the policy intent of the BC Energy Step Code and its use and application by local governments and other local authorities under the *Building Act*. If the *Building Act* information you are seeking is not in this guide, [check online](#) for more information, including other guides in this series. This guide may be revised in future. Please ensure you are reading the most current version which will always be available [online](#).

This guide is not a stand-alone document but is meant to complement additional educational materials about the BC Energy Step Code developed by the Building and Safety Standards Branch and the Energy Step Code Council, as explained later in this guide.

The information provided here is for guidance only and is not a substitute for provincial legislation. It is not legal advice and should not be relied upon for that purpose.

A Note about the *Building Act* Guide

The *Building Act* Guide provides information about the Act for local authorities, building officials, and those working in the building construction sector. Sections of the guide are released as the Act and the supporting regulations come into force. The following sections are available [online](#):

Part A – Introduction

- A1 - Understanding B.C.'s Building Regulatory System
- A2 - A Guide to the *Building Act*: Modernizing B.C.'s Building Regulatory System
- A3 - *Building Act* Brochure
- A4 - *Building Act* Introductory PowerPoint Presentation

Part B – Information for Specific Stakeholders

- B1 - What Local Governments Need to Know about the *Building Act*
- B1 Appendix - Changes for Local Governments Under Section 5 of the *Building Act*
- B2 Short - What Building and Plumbing Officials Need to Know about the *Building Act*
- B2 Full - What Building and Plumbing Officials Need to Know about the *Building Act*

Part C – New Procedures (How to...)

- C1 - A Guide to Requesting a Local Authority Variation
- C2 - Provincial Policy: Local Government Implementation of the BC Energy Step Code (this section)



2. Introduction: What is the BC Energy Step Code?

The BC Energy Step Code is a voluntary roadmap that establishes progressive performance targets (i.e., steps) that support market transformation from the current energy-efficiency requirements in the BC Building Code to net zero energy ready buildings. It establishes a set of incremental performance steps for new buildings that aims to communicate the future intent of the Building Code and improve consistency in building requirements across British Columbia (B.C.) to transition to net zero energy ready buildings by 2032. It is a voluntary tool local governments across B.C. can use to encourage—or require—the construction of more energy-efficient buildings in their communities, and do so in a consistent, predictable way.

The BC Energy Step Code takes a new, performance-based approach rather than the traditional prescriptive approach. This means the BC Energy Step Code does not specify *how* to construct a building, but identifies an energy-efficiency target that must be met and lets the designer/builder decide how to meet it. The BC Energy Step Code has four steps for large, complex buildings (referred to as Part 3 buildings in the BC Building Code), and five steps for houses and small buildings (referred to as Part 9 buildings in the Building Code).

A key feature of the BC Energy Step Code is that every level of performance (or ‘step’) is evaluated using the same tests and metrics. This is intended to create a consistent way of measuring and understanding energy use in all buildings, regardless of their level of performance, and prepare industry for a province-wide performance-based building approach. Higher steps in the BC Energy Step Code represent higher performance targets (i.e., greater energy efficiency), but use the same measurement tools as the lower steps.

The first step in the BC Energy Step Code—called the ‘Enhanced Compliance Step’—means building to the current requirements in the BC Building Code and measuring the performance of the building using the modelling and measuring tools of the BC Energy Step Code. This allows the builder, owner, or designer to satisfy the current expectations of the BC Building Code using the tests and metrics required for all higher performance steps. It involves analyzing building performance using a computer energy modelling program, which is a common approach to all high-performance building, and testing the air leakage rate of the building during construction, which is an indicator of a building’s energy efficiency.

What is a net zero energy ready building?

For the purposes of this guide, a net zero energy ready building can be defined as a building built to high energy-efficiency standards such that it could (with additional measures) generate enough onsite energy to meet its own energy needs.

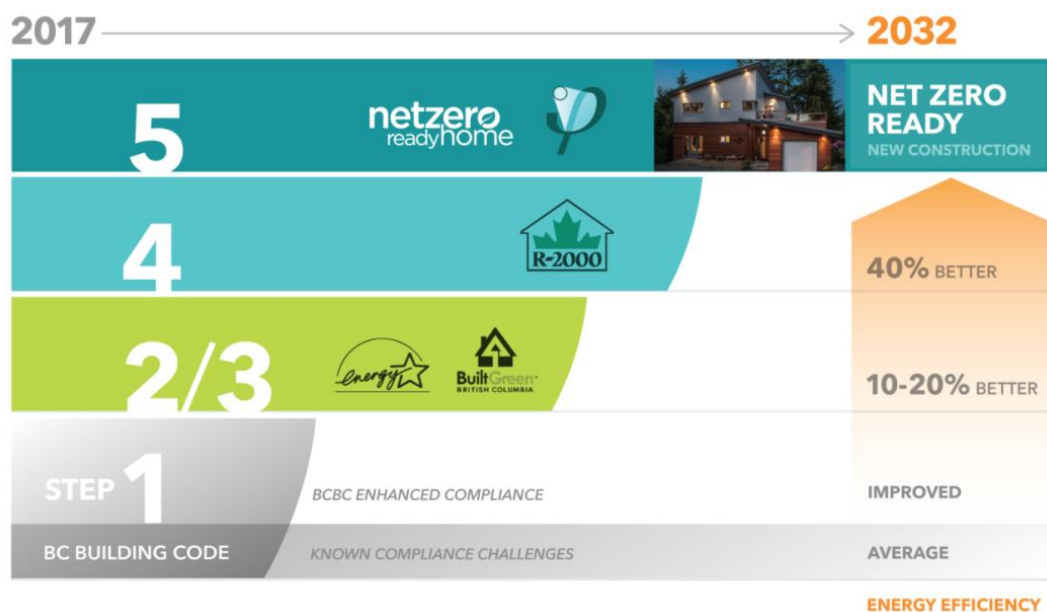
BC Energy Step Code: Lower and Higher Steps		
Building Type	Lower Steps	Higher Steps
Part 3 Residential	Steps 1 and 2	Steps 3 and 4
Part 9 Residential	Steps 1, 2 and 3	Steps 4 and 5



In addition to energy modelling and airtightness testing, all steps of the BC Energy Step Code use metrics to model the designed performance of the building envelope (insulation, air leakage, doors and windows, etc.), and the efficiency of the systems and equipment inside the building (heating, ventilation, etc.). To satisfy each step of the BC Energy Step Code, a builder needs to demonstrate that they have satisfied both the envelope target and the equipment and systems target—a different approach than has been used in the past.

The BC Energy Step Code is voluntary and is intended to apply to the construction of new buildings. Local governments and other local authorities may choose to require the steps in the BC Energy Step Code in their jurisdictions, but they are not obligated to do so; when they do, it is expected they will follow the policy guidance provided in this guide. Similarly, developers, builders, or owners may choose to build more energy-efficient buildings according to the requirements in the BC Energy Step Code, and may do so even if the jurisdiction in which they are building does not require it; however, they are not obligated to unless the jurisdiction in which they are building requires it.

The BC Energy Step Code: Steps for Part 9 Buildings



2.1 Principles of the BC Energy Step Code

The BC Energy Step Code represents a substantial consensus among a broad range of stakeholders who participated in a series of working groups and committees over the past two years. The following key principles guided this work:

- **Provincial Priorities:** Consider provincial priorities, including the 2016 Climate Leadership Plan and housing affordability, when developing the BC Energy Step Code.
- **Consistency:** Increase the consistency of technical building requirements and practices across the province.



- **Local Options:** Provide local governments with options to meet adopted targets, policies, and actions to reduce greenhouse gas emissions, as required under the *Local Government Act*, and meet voluntary commitments under the *Climate Action Charter*.
- **Industry Flexibility:** Provide industry with flexibility to adjust to new technologies and clear guidance on the long-term intent of the BC Building Code.
- **Market Transformation:** Transition the market towards increased accountability and measurable improvements in energy efficiency.

2.2 Multi-Partner Collaboration and the Energy Step Code Council

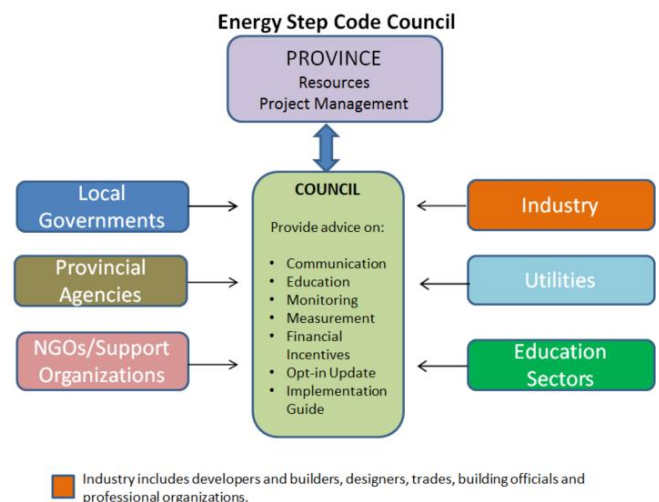
The Province, local governments, industry, and utilities are embarking on the BC Energy Step Code together. Success will require continued commitment from all involved during a transition period that will take place over at least the next three years (2017-2020). An Energy Step Code Council has been established to support local governments and industry towards smooth uptake of the BC Energy Step Code and help guide market transformation towards higher-performance buildings within B.C. The Energy Step Code Council will meet quarterly during the transition period with the following mandate:

- Support the creation and dissemination of training and capacity building opportunities for local governments, industry, and other stakeholders;
- Develop clear communications for various audiences on what the BC Energy Step Code is and how to implement it across the province;
- Provide advice and clarification on technical aspects of the BC Energy Step Code;
- Profile incentives and financing mechanisms; and
- Seek resolution of implementation issues as they arise.

A representative of the Building and Safety Standards Branch will chair the Energy Step Code Council and act as a liaison between the Council and the Province. The Energy Step Code Council comprises many stakeholders (see diagram).

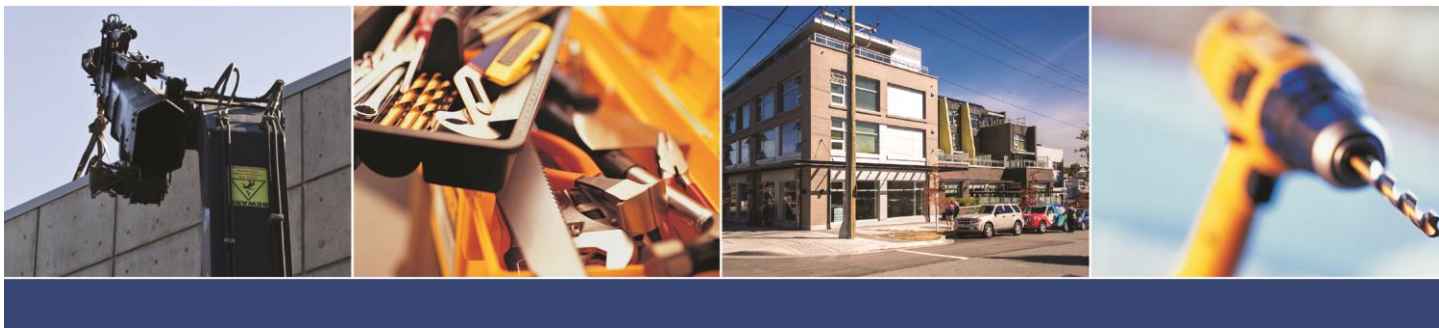
In addition to leadership from the Energy Step Code Council, successful implementation will require:

- Leadership from the Province to support ongoing collaboration between stakeholders, resolve issues as they arise, conduct analysis to determine if the BC Energy Step Code is achieving intended results, continue analysis of technical issues related to high-performance buildings, and lead by example in public-sector buildings. Additionally, the Province will work to align the BC Energy Step Code with other provincial priorities.





- Local governments to represent the needs of their communities and engage within their region (as outlined in the BC Energy Step Code best practice implementation guide) to ensure uptake is as smooth as possible on both a local and regional basis. The best practice implementation guide is being developed to provide local governments with clarity on what stakeholders agree successful implementation will require, and is expected to be published in summer 2017.
- Industry to provide education on how to design, build and measure energy-efficient buildings, to prepare members for the BC Energy Step Code. Industry will be expected to provide feedback to the Province and local governments on impacts of the BC Energy Step Code implementation on building design and construction, and work with partners to align the pace of implementation with the growth of industry capacity.
- Utilities to support with training resources, capacity building and incentive programs that facilitate uptake of the BC Energy Step Code across the province. As implementation progresses, utilities can help evaluate the success of the program over time.



3. BC Energy Step Code Policy

Preamble

This BC Energy Step Code policy has been developed to support local governments and industry during a transition period from 2017 to at least 2020. The transition period may be extended depending on how the implementation of the BC Energy Step Code proceeds.

Until December 2017, the focus of the transition will be on helping shift local governments with existing energy-efficiency programs (for buildings) to appropriate targets in the BC Energy Step Code. From 2018 - 2020, the transition period will continue to support local governments using the BC Energy Step Code, and help other local governments that would like to explore doing so. Once local governments and industry are comfortable with the implementation of the BC Energy Step Code, the transition period will be formally closed, and the BC Building Code will be updated to require staged increases in energy performance, as per the BC Energy Step Code.

3.1 Monitoring Implementation of the BC Energy Step Code

- 3.1.1 The Energy Step Code Council, with the participation of the Province, will monitor implementation of the BC Energy Step Code. Tracking key data will inform the continued implementation of the BC Energy Step Code.

3.2 Legal Authority to Reference the BC Energy Step Code

- 3.2.1 The *Building Act* governs building and construction across B.C. except in the City of Vancouver, and on federal lands and reserves. Under the Act, the Province has sole authority to set technical building requirements (using the BC Building Code or other regulation).
- 3.2.2 The BC Energy Step Code is a provincial building regulation that is a voluntary compliance path within sections 9.36.6 and 10.2.3 of Division B of the BC Building Code.
- 3.2.3 By December 15, 2017, section 5 of the *Building Act* will render local government bylaws that establish technical building requirements of no legal force unless the bylaws concern what the Act calls ‘unrestricted matters.’
- 3.2.4 Two new matters (with two conditions) have been added to the unrestricted matters list in the Building Act General Regulation to enable local governments to require that new buildings constructed in their jurisdictions be constructed to one of the steps in the BC Energy Step Code. The two matters are:
- The conservation of energy, and
 - The reduction of greenhouse gas emissions.



These two matters are **unrestricted with two conditions:**

- Local governments may not require buildings to be constructed except in conformance with a step described in Article 9.36.6.3. or 10.2.3.3. of Division B of the BC Building Code; and
- Local governments may not modify a requirement of, or impose requirements in addition to those set out in, Subsection 9.36.6. or 10.2.3. of Division B of the BC Building Code.

3.2.5 The BC Energy Step Code is available for local governments to reference in bylaws, policies, and programs using the authorities in the *Local Government Act*, *Community Charter*, *Building Act*, or other sources of local government authority.

3.3 How to Implement the BC Energy Step Code

3.3.1 Local governments are advised to review the best practice implementation guide (when it becomes available) to understand recommended steps to successfully adopt and implement the BC Energy Step Code.

3.3.2 Local governments are advised to contact the Energy Step Code Council when beginning to consider adopting the BC Energy Step Code, to ensure access to the latest information, tools and support.

3.3.3 Local governments are advised to review readiness in their communities and region to reference and implement the BC Energy Step Code, prior to taking any action. This includes:

- Understanding industry readiness to meet the requirements of the BC Energy Step Code in the local government's region. The Energy Step Code Council is undertaking a review of industry capacity in different regions, and will make this material available on the BC Energy Step Code website. Local governments are advised to consider this analysis, alongside local analysis of capacity; costs; benefits; technical implications; and opportunities to provide training, information and education for industry on how to implement the BC Energy Step Code.
- Reviewing organizational readiness to implement the BC Energy Step Code. This includes training needs for city councils, design panels, planners, and building officials, as well as reviewing inspection procedures, policy documents, community development processes, handouts, bulletins, and websites for necessary changes.

3.3.4 A local government should notify the Energy Step Code Council of its intent to consult with the development and building industry servicing its region, and other associated organizations, including neighboring municipalities. A timeline for notification is provided in section 3.4 of this guide.

3.3.5 A local government should notify the Energy Step Code Council when bylaws or policies that reference the BC Energy Step Code are ratified, and of the date of enactment.



3.3.6 Steps in the BC Energy Step Code are divided into higher and lower steps.

3.3.6.1 For Part 3 Buildings, higher steps are defined as steps 3 and 4 (step 4 being the highest).

3.3.6.2 For Part 9 Buildings, higher steps are defined as steps 4 and 5 (step 5 being the highest).

3.3.6.3 During the transition period (from now until at least 2020), local governments should not apply community-wide requirements to meet the higher steps of the BC Energy Step Code.

3.3.6.4 During the transition period, reference to higher steps should only be made in circumstances where there is significant value being added to the property where higher steps will apply. The value added should be equal or greater than the cost to build to the higher step.

3.3.6.5 Local governments are advised to exercise caution when calculating the anticipated increased cost of building to the performance targets in the BC Energy Step Code. Over time, the cost of building to the BC Energy Step Code is expected to decrease as familiarity with it increases.

3.3.6.6 The use of higher steps in the BC Energy Step Code will require financial or other incentives. Depending on local circumstances, value could be added through a significant increase in buildable floor area, revitalization tax exemptions, or other inducements.

3.3.7 Supporting the energy-efficiency requirements in the BC Energy Step Code does not mean the other BC Building Code objectives are less important. The BC Building Code sets technical building requirements to meet five objectives; energy efficiency is just one of the five. Buildings that meet the higher energy targets in the BC Energy Step Code must still meet all other requirements supporting the four other Building Code objectives.

BC Building Code Objectives





3.4 Minimum Timelines for Requiring the BC Energy Step Code

- 3.4.1 This policy sets a framework for local governments to support progressively higher energy performance buildings in concert with increasing local industry capacity. Minimum timelines are intended to:
- Reduce the risk of a community requiring a performance level that local industry or internal staff cannot meet;
 - Provide an adequate consultation window for industry to provide input on policy and bylaw changes that may have an impact on their work;
 - Give the Energy Step Code Council information to track projected and actual BC Energy Step Code uptake provincially;
 - Create an opportunity to mitigate unintended consequences as they arise;
 - Provide an adequate time for industry and local governments to prepare after adoption; and
 - Encourage incremental adoption of steps rather than big leaps.
- 3.4.2 All Programs: During the transition period (i.e., until at least 2020), local governments should not apply community-wide requirements to meet higher steps of the BC Energy Step Code.
- 3.4.3 New Programs, Lower Steps (Part 3 & Part 9 buildings): Local governments intending to require lower steps should notify industry and the Energy Step Code Council of their intent to reference the BC Energy Step Code at least six months prior to enforcement.
- 3.4.4 New Programs, Higher Steps (Part 3 & 9 buildings): Local governments intending to require higher steps (in a specific location or situation) should notify industry and the Energy Step Code Council of their intent to reference the BC Energy Step Code at least 12 months prior to enforcement.
- 3.4.5 Existing Programs, All Steps (Part 3 & 9 buildings): After December 15, 2017, existing programs may be deemed equivalent to the BC Energy Step Code per an equivalency table that will be available from the Energy Step Code Council. These programs may reference an equivalent step of the BC Energy Step Code without a delay for enforcement.
- 3.4.6 When existing programs in a community are applied in a new location within that community (e.g., a neighbourhood plan) or situation (e.g., rezoning), the minimum timeline between notifying industry and enforcement of the BC Energy Step Code is three months.

3.5 Grace Period for In-stream Projects

- 3.5.1 When a local government implements the BC Energy Step Code, applicants who have applied for a development application (rezoning, development permit, development variance permit, or building permit), with detailed design drawings, should be permitted to build to the energy standards in place at the time of application, as long as they have moved to full building permit application within one year. In-stream protection of one year from the proposed enactment of the BC Energy Step Code regulation is considered appropriate. An exemption to this is where there has been a lengthy consultation process



with the public and industry to increase the energy requirements of a development, prior to adoption of a bylaw referencing the BC Energy Step Code.

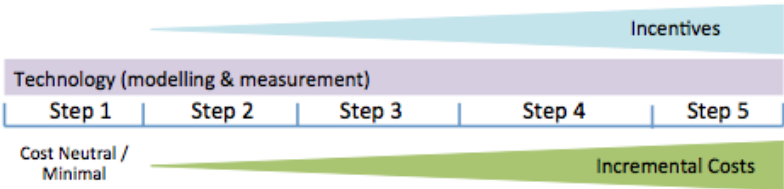
- 3.5.2 In situations where there is no development process in place (e.g., Part 9 buildings), there should also be a three-month grace period between enactment and enforcement.

3.6 Equivalency Table for the BC Energy Step Code

- 3.6.1 The Building and Safety Standards Branch will provide information, through the Energy Step Code Council, for local governments seeking to replace current technical building requirements for energy efficiency in bylaws with equivalent steps in the BC Energy Step Code.

3.7 Financial Tools and Incentives

- 3.7.1 In some cases, financial tools and incentives will be required to expedite and support BC Energy Step Code implementation. Step 1 is expected to be cost minimal or cost neutral, as these costs are needed to bring buildings up to the energy performance standard expected in the BC Building Code. For steps beyond step 1, local governments are advised to conduct cost analysis to ensure benefits offered through incentives and financial tools match additional costs, and do not add hardship to industry. The figure below illustrates when financial support may be necessary to achieve higher steps of the BC Energy Step Code. A list of incentives and financial tools for consideration will be available in the best practice implementation guide.



3.8 Policy Alignment

- 3.8.1 **Policy alignment with district energy:** Where a district energy system is planned or in operation, or an innovative renewable energy source is being incorporated, local governments are advised to consider lowering the required step of the BC Energy Step Code.
- 3.8.2 **Where to seek support for resolving issues:** The Province commits to continuing to be involved directly in the implementation of the BC Energy Step Code through active participation in and resourcing of the Energy Step Code Council. This engagement will ensure direct communication between the development industry, local governments, and the Province.



4. Other Implementation Information

The Province and the Energy Step Code Council realize that successful implementation of the BC Energy Step Code will be a collaborative effort. This guide outlines provincial BC Energy Step Code policy only; it does not contain all of the information needed to understand and implement the BC Energy Step Code.

Additional educational and implementation materials will be developed and distributed by the Energy Step Code Council and the Building and Safety Standards Branch, including:

- A local government implementation best practice guide.
- Communication and training materials for:
 - Local government councils;
 - Local government staff;
 - Design professionals (e.g., architects, engineers);
 - Professional associations;
 - Developers, builders and those in the trades;
 - Suppliers; and
 - Others as needed.
- Costing studies on the costs of building to the enhanced energy-efficiency steps in the BC Energy Step Code.
- Funding programs offered by the utilities and governments.

Please visit the provincial website (www.gov.bc.ca/buildingcodes) for regular updates.



5. For More Information

Find out more about the *Building Act*:

Website: Regular updates, including other guides in this series, will be posted online as they become available - see www.gov.bc.ca/buildingact.

Email: Building.Safety@gov.bc.ca

Mail: Building and Safety Standards Branch
Office of Housing and Construction Standards
PO Box 9844 Stn Prov Govt
Victoria, British Columbia
CANADA - V8W 9T2



6. Glossary of Terms

BC Energy Step Code: A voluntary compliance path within the BC Building Code that local governments across B.C. can use to encourage or require the construction of more energy-efficient buildings in their jurisdictions. Building owners may also voluntarily choose to build to the BC Energy Step Code.

- Steps 3 and 4 are the higher steps for Part 3 buildings (step 4 being the highest).
- Steps 4 and 5 are the higher steps for Part 9 buildings (step 5 being the highest).

Energy Step Code Council: A multi-stakeholder committee, chaired by the Province, established to support local governments and industry towards smooth implementation of the BC Energy Step Code, and guide market transformation towards higher-performance buildings within B.C.

Net Zero Energy Ready Buildings: A building built to high energy-efficiency standards such that it could (with additional measures) generate enough onsite energy to meet its own energy needs.

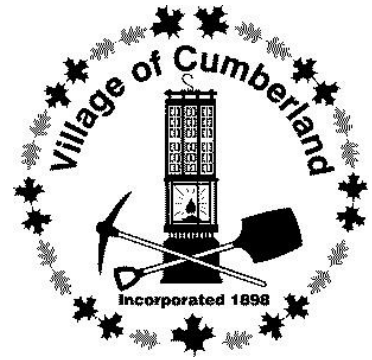
Part 3 Buildings: Buildings regulated under Part 3 of the BC Building Code. Part 3 buildings include large, complex buildings.

Part 9 Buildings: Buildings regulated under Part 9 of the BC Building Code. Part 9 buildings include houses and small buildings.



FOR MORE INFORMATION PLEASE VISIT:
WWW.GOV.BC.CA/BUILDINGACT

COUNCIL REPORT



REPORT DATE: August 3, 2018
MEETING DATE: August 13, 2018

TO: Mayor and Council
FROM: Rob Crisfield, Manager of Operations
SUBJECT: Coal Valley Booster Station Report

RECOMMENDATION

- i. THAT Council receive the Coal Valley Booster Station report for information;
- ii. AND THAT Council provide direction on the final colour scheme for the Booster Station building.

SUMMARY

As development continues in Coal Valley Estates, the developer has reached a point where they need to boost pressures in the water system in order to maintain minimum water pressures under Maximum Day Demand (MDD) conditions. This will result in a new booster station being constructed by the developer to achieve these pressures, within a new pressure zone that will service the higher elevations of the development.

This report is being presented to Council to update them on the project and to present building siting and details on the building, which will be located in the Northwest corner of the CRI parking lot and will feature a number of community amenities including washrooms/change rooms and a bike wash station.

BACKGROUND

Development in Coal Valley Estates has reached a point where there is now a requirement for a booster station to increase domestic water pressures in order to maintain minimum pressure during peak flow conditions. These are engineering standards required in the Master Municipal Construction Documents, which the Village uses as part of its subdivision standards.

In addition to boosted pressures and creating a new 'upper' pressure zone, there will also be a requirement to boost pressure under fire flow conditions for multifamily and commercial development in the future. Last year there were plans to construct a smaller 'temporary' booster station closer to the development off of Penrith Avenue, ultimately to be replaced by a larger permanent booster station lower down in the system in future years. Plans changed when staff met with the developer and his engineers to discuss concerns about the size of the 'temporary' structure, and a decision was then made to focus instead on the permanent structure.

Analysis and modelling for siting of the booster station showed that it needed to be lower in the existing pressure zone and closer to the supply sources of water for the fire pumps to perform properly. This resulted in the CRI parking lot being the most logical location as it provided the ideal location to the supply line and adequate room to accommodate the building structure, along with close proximity to the BC Hydro Grid. In return, the developer has designed some amenity features into the building that include washrooms and a bike wash station, to accommodate mountain bikers and other recreational users that park in the CRI parking lot. The bike wash station will be similar to the one shown in Schedule A below, minus the fancy repair station. The wash catchment below the grate will have a sump and be connected to the storm system in Sutton Road.

See the attached drawings that show siting of the building, floor plans, and elevation views. The bike wash station is situated on the east side of the building, just outside the public washroom entrances, and will incorporate a concrete surround grate and sump underneath a bike hanger and a hose bib on the outside of the building with a hose for bike washing. The two washrooms will have a sink and toilet and be accessible for individuals with disabilities.

Operations staff would prefer the use of split face cinder blocks for the design of the building, which are more robust and less prone to damage and provide a smooth, durable and washable surface on the inside (compared to Hardie Board or some other material). Suggestions are to use a split face cinder block wall that can be painted with an elastomeric masonry paint. Alternatively two rows of solid face block could be added similar to the Cobble Hill facility in the middle of the wall (see Schedule A) with a different painted colour to break up the one solid wall colour, or at a minimum provide a break in the texture. At the Museum, Cedar was used to create a more open entrance and the natural wood colour blends well with the other colours used on this building (see Schedule A). Referring back to the Cobble Hill photo, you can see a similar use of cedar on the gable ends of the building, which staff is suggestion as an option for the gable ends of the booster station building. A recommendation for the booster station is to use a mix of colours from the museum and existing Coal Creek well buildings that will compliment and blend well with the surround buildings in the area (see photos in Schedule B).

If Council is happy with the split face cinder design, with use of wood accents, then an updated drawing can be brought for Council approval at the September 4, 2018 Council meeting.

FINANCIAL IMPLICATIONS

While there are no capital costs associated with this project, there will be ongoing operations, maintenance and repair costs to both the building, pumps and controls, along with the washrooms and the bike wash station.

OPERATIONAL IMPLICATIONS

As with any new infrastructure or new park facilities, there are increased operational costs related to operating, maintaining, repairing, and ultimately replacement. Staff will reflect these costs in the budget process and will need to include within our capital asset management planning and analysis. There will also need to be consideration given to hours that the washroom facilities are open (will they be opened by staff or via the security contractor), how they fit into the janitorial cleaning schedule.

STRATEGIC OBJECTIVE

None

ATTACHMENTS

1. Schedule A
2. Schedule B
3. Booster Station Architectural Drawing

CONCURRENCE

None

OPTIONS

1. Council provide direction on the final colour scheme for the Booster Station building.
2. Any other action deemed appropriate by Council.

Respectfully submitted,



Rob Crisfield
Manager of Operations



Sundance Topham
Chief Administrative Officer

Schedule A – Proposed Colour Scheme

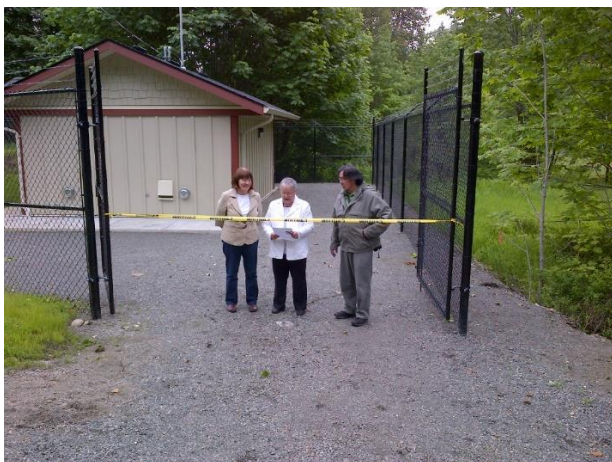
Quarry Nature Park - Cobble Hill – Vancouver Island



Museum



Coal Creek Well Control Building



Schedule B - Surrounding area showing existing building colours

Site Location - looking south



Site Location – looking north

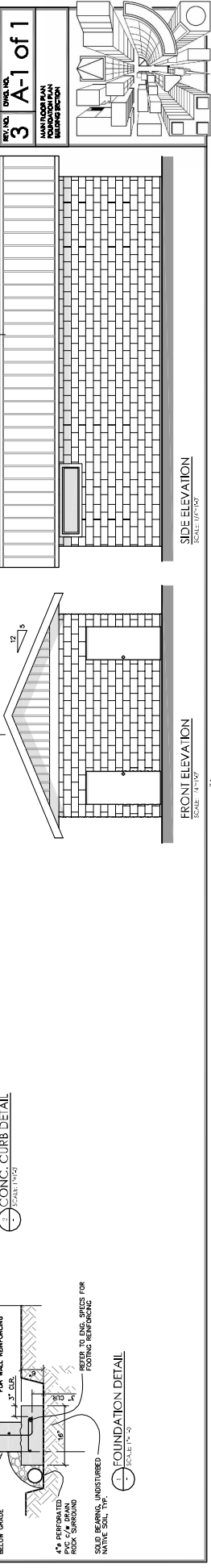
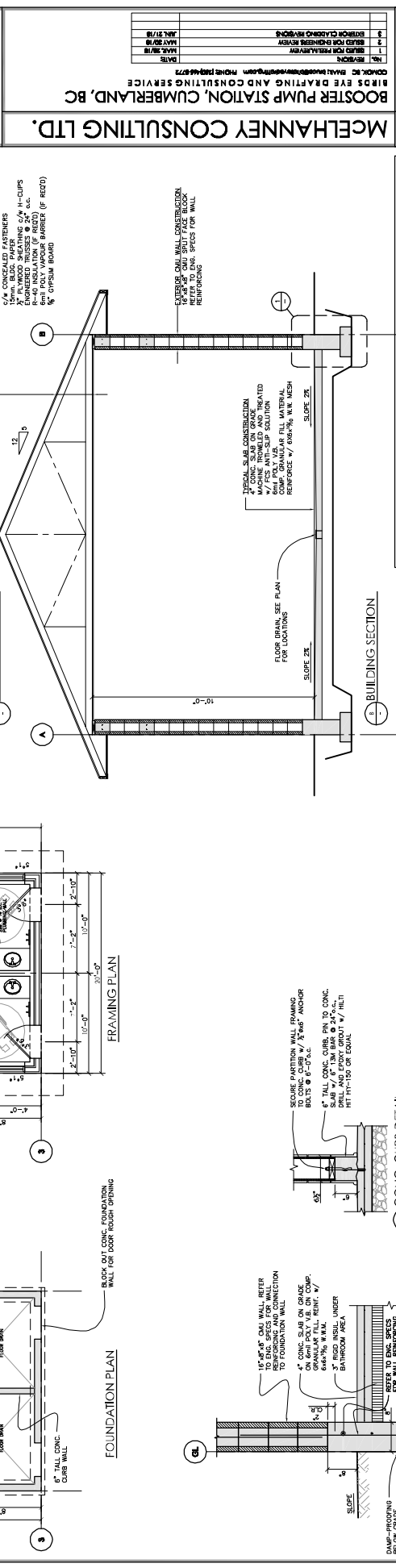
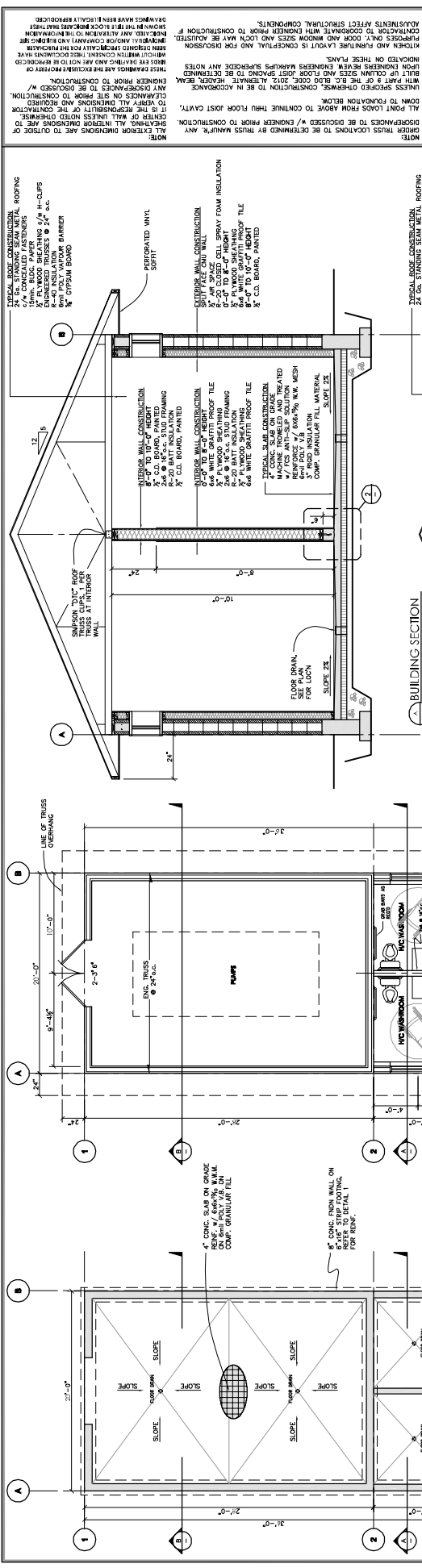


Site Location – looking northwest



Site Location – looking east





NOTE: ALL EXTERIOR DIMENSIONS ARE TO OUTSIDE OF WALL UNLESS NOTED OTHERWISE. ALL INTERIOR DIMENSIONS ARE TO CENTER OF WALL UNLESS NOTED OTHERWISE. ALL DIMENSIONS ARE TO BE IN ACCORDANCE WITH THE CANADIAN NATIONAL BUILDING CODE (CNBC) 2012, ALTERNATE PARTS, AND ANY OTHER APPLICABLE CODES. ALL DIMENSIONS ARE TO BE IN ACCORDANCE WITH THE CANADIAN NATIONAL BUILDING CODE (CNBC) 2012, ALTERNATE PARTS, AND ANY OTHER APPLICABLE CODES. ALL DIMENSIONS ARE TO BE IN ACCORDANCE WITH THE CANADIAN NATIONAL BUILDING CODE (CNBC) 2012, ALTERNATE PARTS, AND ANY OTHER APPLICABLE CODES.

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COUNCIL REPORT



REPORT DATE: August 7, 2018
MEETING DATE: August 13, 2018

TO: Mayor and Councillors
FROM: Sundance Topham, Chief Administrative Officer
SUBJECT: Fire Hall Design Next Steps report

RECOMMENDATION

- i. THAT Council receive the Fire Hall Design Next Steps report.
- ii. THAT Council approve the additional expenditure of up to \$125,000, to be funded through general accumulated surplus, for the Cumberland Fire Hall Detailed Design and Consultation and direct staff to bring forward an amendment to the adopted 2018-2022 Financial Plan Bylaw to reflect this expenditure;

AND THAT the Village of Cumberland enter into a contract with MKM Projects Ltd. as per their alternative proposal for pre-construction and construction management services for the Village of Cumberland Fire Hall, and authorize the Chief Administrative Officer to execute the contract.

SUMMARY

The current Village of Cumberland Fire Hall is undersized to meet the needs of the community, and despite engineered stability work that was completed in 2005 as an interim safety solution, the building is not considered structurally suitable to act as an emergency response building in the instance of a significant seismological event.

A 2012 Facilities Assessment commissioned by the Village noted that the fire hall “Has significant structural issues and operational limitations. The building has been proven to be inadequate for resisting a seismic event, exposing the community to serious risk during a seismic disaster.”

Council identified the purchase of land and construction of a new fire hall as a priority, and the Village purchased a 2.5 acre parcel of land located at 4382 Cumberland Road for the new facility in 2016.

In October of 2017, Council passed the following motions:

THAT Council approve the conceptual design of the Village of Cumberland Fire Hall,

AND THAT Council set the budget for the design and construction of the new Village of Cumberland Fire Hall at a total of \$4 million.

THAT Council direct staff to proceed with a public procurement process for the detailed design of the Cumberland Fire Hall, including public consultation.

Staff undertook a Request for Proposals process for a construction manager for the pre-construction and construction management of the proposed fire hall, and the submissions that we received are above our current budget for pre-construction work, including design and consultation.

This report details how the project can be advanced with the addition of further funding, and asks for Council concurrence on the proposed process for the construction of the new fire Hall.

BACKGROUND

The current Village of Cumberland Fire Hall is undersized to meet the needs of the community, and despite engineered stability work that was completed in 2005 as an interim safety solution, the building is not considered structurally suitable to act as an emergency response building in the instance of a significant seismological event.

The Village engaged the services of Firewise Consulting Ltd. in 2014 to help locate a suitable piece of land for the new fire hall. A number of parcels in the community were examined, and the property at 4382 Cumberland Road was chosen as the best fit for current and future fire department organizational needs, factoring in coverage, access and egress.

The Village received an independent engineering review of the site before purchasing the land to ensure that it would meet the needs of a modern fire department location, including a preliminary site servicing and stormwater management plan, along with detailed geotechnical, environmental, and arboriculture reports.

All of this information, along with the list of required and preferred components brought forward by the Village, was used by Island West Coast Developments Ltd. (IWCD) in the creation of the conceptual fire hall design and costing, which was approved by Council at their October 10, 2017 Council meeting.

Because the Village has not secured the required funds to build the fire hall, moving forward with a design build contract was determined to be premature; and it was decided that the best way to advance the project would be by hiring a construction manager for pre-design, who would bring the project to a detailed design stage. This construction manager contract would then roll into the construction phase when the Village is ready to move forward with the construction of the fire hall. By utilizing this process the Village will be able keep the design moving forward and receive the benefits of having a construction manager engaged in the project from start to finish.

The Request for Proposals (RFP) released by the Village for the project was for construction management services during construction (contingent upon successful funding), along with pre-construction services to the Village, including the following:

- The provision of a complete design and public consultation team, including, but not limited to, the following:
 - A Registered Architect
 - Structural, Electrical and Mechanical Engineers
 - Public Consultation Professional (optional if sufficient in-house expertise demonstrated in proposal)
- Advising the Village on cost-effective design and value for money analysis, including construction methods, technologies and materials;
- Construction cost estimating as design advances from schematic through design development to construction documents 50%, 75% and 90% stages;
- Public consultation throughout the design process;
- Procurement strategies to improve construction scheduling and accelerate project timelines;
- Assisting with on-going site investigation to minimize chances of unanticipated challenges with site preparation, foundations and civil connections; and
- Issuing bid packages, receiving bids and assembling fixed construction cost proposals and project commissioning.

The RFP noted that, pending funding approval; after the pre-construction work was completed it was the intention of the Village to convert the Construction Management Contract to a Stipulated Price Contract before executing the construction contract(s) (which are not to exceed \$4M including all contingencies).

The Village received proposals from two firms for the work; Liberty Construction Group and MKM Projects Ltd (Owned by Jordan Almond, who was the point person on behalf of IWCD for the conceptual design), with one of the proponents (MKM Projects Ltd.) submitting an accompanying “alternative solution”, which was allowed under the RFP.

As per the RFP, the work was broken down by component, with Phase One pre-construction work, and Phase Two pre-construction work specific to bidding services, along with a Phase Three cost for the construction management services during the actual build (contingent upon receiving funding to complete the project).

All of the proposals for the pre-construction elements of the work (Phase One and Phase Two) came in above the Village’s \$140,000 budget, with the low submission of the two main proposals approximately \$125,000 over budget. The alternative solution proposal, although structured differently, was still approximately \$125,000 higher than the funds remaining in the 2018 fire hall budget for the pre-construction work.

A caveat to the budget utilized for the RFP was that the total costs associated with the pre-construction work were unknown at the time of issuance, with some of the items included in the overall \$4M total project cost approved by Council (which is a separate budget line from the remaining funds in the pre-construction work). Now that the Village has tested the market

we know that the up-front design costs, and pre-construction management costs are more than budgeted for 2018.

In order to advance the project the Village will need to spend additional funds up-front in the project design, with a total budget of \$265,000 required to engage a construction manager for pre-construction work, through to the completion of the detailed design and bidding (including all the costs of the main consultant [Architect] – along with sub-consultants [mostly engineering with some landscape design]).

Once the pre-construction work is completed, and if the Village is able to secure funding for the overall project, then the costs associated with the construction management for the construction phase (along with all contractor costs for building the fire hall) will kick in.

Under the proposed process, the construction manager would be the main point of contact for this project, from start to finish, and would act as the Village's designated expert resource for the project.

The low bidder, MKM Projects, is experienced in the construction management risk approach to delivering projects, with the owner having extensive experience with the local construction community and local authorities having jurisdiction.

FINANCIAL IMPLICATIONS

The Village currently has \$140,000 remaining in the fire hall facility replacement budget. This funding has been earmarked to move the project forward into the design and public consultation stage. Now that the Village has received bids through a competitive procurement process, we know that this is not enough money to advance the project without additional funding, and as mentioned earlier, another \$125,000 needs to be added to the budget to advance the project through the detailed design stage.

Of the three proposals received for the Fire Hall RFP, the MKM Projects Ltd. Submission had the lowest overall cost. The proposals all contained costs for both the pre-construction, as well as the construction phase. A summary of the three proposals is as follows:

	Phase One	Phase Two	Phase Three	Total
MKM Projects Alternative Proposal	\$40,000 + Consultants (\$220,000 ¹) + mark-up applicable to pre-construction phase (\$5,000) = \$265,000	Included in Phase One costs	\$464,570 ²	\$729,570

¹ Includes components of consultant and sub-consultant applicable to pre-construction only. Total consultant costs for pre-construction and construction total \$296,550.

² Includes components of consultant and sub-consultant applicable to construction along with construction management services + general requirements.

MKM Projects	\$329,050 ³	\$12,500	\$510,000	\$851,550
Liberty Construction	\$334,380 ⁴	\$28,720	\$561,190	\$924,290

The alternative solution submitted by MKM Projects, which is the lowest cost of the three proposals submitted, contains overall project costs as follows:

- A fee of up to \$40,000 for pre-construction services, including all management and bidding services required. The construction manager will manage all consultant groups from concept through to Building Permit/Issue for Construction and a final construction budget.
- A fee of 3.5% of the actual cost of the work. The 3.5% fee is applicable to everything except the pre-construction fee, time based rates and the consultant (Architect) as per the CCDC 5A Document.
- Time-based construction phase fees of \$10,000 per month for the Construction Manager and \$15,000 per month for the Site Superintendent, along with hourly rates for Finish Carpenter and General Labour).

The chart below shows anticipated costs for the entirety of the project, including construction. The pre-construction fees are anticipated to equal \$265,000 of the total (made up of pre-construction costs [\$40,000], and the components of the consultant and sub-consultant applicable to the design phase [anticipated at \$225,000 - may be reduced]).

Applicable to Markup	
Reimbursable General Requirements	+/- \$65,000
10% admin fee on Reimbursable Costs	+/- \$6,500
Sub-consultants	+/- \$130,500
Construction Costs	+/- \$3,270,000
Projected Fees @ 3.5%	+/- \$121,520
Not Applicable to Markup	
Consultant (Architect)	\$166,050
Pre-Construction Manager	\$40,000
Construction Manager (eight months)	\$80,000 (8 months @\$10,000 month)
Site Supervisor (eight months)	\$120,000 (8 months @ \$15,000 month)
Total	+/- \$3,990,570

³ Includes consultant and sub-consultant costs for both pre-construction and construction.

⁴ Includes consultant and sub-consultant costs for both pre-construction and construction.

- The form of contract will be CCDC 5A, all time based rates for construction manager, site supervisor and the applicable consultant fees will be applicable upon funding approval and construction start. When the project advances (Council approval), the parties will enter the CCDC5A at that time and the consultant will honour the rates at time of construction, within reason of course. If the project is delayed a year or more we may need to revisit all pricing not just the time based rates.

Staff is recommending that the funding source for the additional funds come from general accumulated surplus funds. Accumulated surplus funds should be saved for cash flow purposes and emergencies. However, due to the availability of other funds being limited at this time, our options are limited. The Village currently has approximately \$1.3 million in unrestricted general surplus available.

While this project has received partial funding for the pre-construction phase, no funding has been secured to date for the construction of the fire hall. The adopted 2018-2022 Financial Plan Bylaw shows the expenditure of \$4M in 2020 for the construction of the fire hall, with borrowing of \$2M and the additional \$2M in funding to come from developer amenity funds.

It is anticipated that the design of the building could take up to a year, after which time the Village should have a better sense of funding obligations required for other large capital infrastructure projects, such as any required sewer upgrades. The Village will also have a better sense of the timing of any amenity funds that could come forward as a result of development in the community.

OPERATIONAL IMPLICATIONS

The design and construction of a new fire hall for the Village will involve all departments of the municipality and will be a large undertaking. For the initial step of procuring design services and undertaking the design and public consultation, the finance, planning, administration and operations department will need to play an active role.

STRATEGIC OBJECTIVE

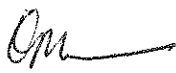
This project directly relates to the Council strategic priority of construct a new fire hall.

ATTACHMENTS

None

CONCURRENCE

Odie Morin, Deputy Financial Officer



Mike Williamson, Manager of Protective Services

Rob Crisfield, Manager of Operations



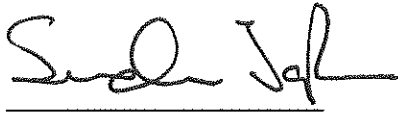
OPTIONS

1. Receive the Fire Hall Design Next Steps report.
2. Approve the additional expenditure of up to \$125,000, to be funded through general accumulated surplus, for the Cumberland Fire Hall Detailed Design and Consultation and direct staff to bring forward an amendment to the adopted 2018-2022 Financial Plan Bylaw to reflect this expenditure;

AND THAT the Village of Cumberland enter into a contract with MKM Projects Ltd. as per their alternative proposal, and authorize the Chief Administrative Officer to execute the contract.

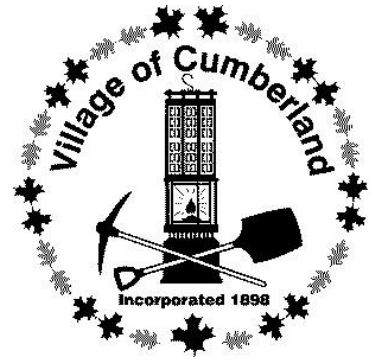
3. Any other action deemed appropriate by Council.

Respectfully submitted,

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

Sundance Topham
Chief Administrative Officer

COUNCIL REPORT



REPORT DATE: August 1, 2018
MEETING DATE: August 13, 2018

TO: Mayor and Councillors
FROM: Sundance Topham, Chief Administrative Officer
SUBJECT: Deputy Approving Officer Appointment

RECOMMENDATION

- i. THAT Council receive the Deputy Approving Officer Appointment report.
- ii. THAT pursuant to Section 77 of the *Land Title Act* Council appoint Ken Rogers as Deputy Approving Officer for the Village of Cumberland.

SUMMARY

Section 77 of the *Land Title Act* provides for the designation of an Approving Officer by resolution of Council. Deputy Approving Officers can also be appointed. The Approving Officer has authority to review and approve or deny subdivision applications.

Council has appointed me as the Approving Officer, with the Deputy Approving Officer role currently performed by Manager of Operations Rob Crisfield. I am recommending that Manager of Development Services Ken Rogers also be appointed as a Deputy Approving Officer.

BACKGROUND

The role of the Subdivision Approving Officer is primarily defined in the *Land Title Act*. The Approving Officer is appointed by Council in a municipality, and is an official of the Ministry of Transportation and Infrastructure in electoral areas outside of municipal boundaries.

While the Approving Officer may be a municipal employee, when acting in the capacity of Approving Officer he or she is responsible to the Province to carry out the statutory duties. An Approving Officer cannot receive policy direction from the Council or board except through official channels such as bylaws (including the Official Community Plan), and even through those channels, cannot accept any instructions that conflict with the statutory responsibilities.

In considering approval of a subdivision, the Approving Officer must ensure: conformity with provincial legislation and local government bylaws; provision of infrastructure in accordance with the standards set by the local government's servicing standards bylaw; and require highway dedication and parkland acquisition. The Officer's decision is governed by the bylaws in place at the time of subdivision application and not amendments that local government may make in the interim.

I have been Approving Officer since starting at the Village of Cumberland in 2011, and Rob Crisfield was appointed as a Deputy Approving Officer in 2014. Now that the Village has hired Ken Rogers, who is an experienced municipal Planner with extensive experience approving subdivision applications, the plan is to have him eventually take over the Approving Officer duties, with the appointment to the Deputy Approving Officer role the first step in the transition. Ken Rogers was the Approving Officer at his former position in Fort St. John.

FINANCIAL IMPLICATIONS

None

OPERATIONAL IMPLICATIONS

The Approving Officer functions will be part of the duties of the Manager of Development Services. This will eventually free up time spent on these application by the Manager of Operations and Chief Administrative Officer.

STRATEGIC OBJECTIVE

Not Applicable

ATTACHMENTS

None

CONCURRENCE

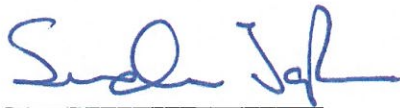
Ken Rogers, Manager of Development Services



OPTIONS

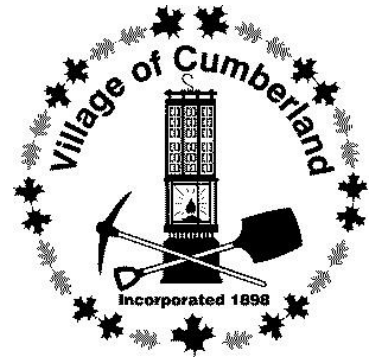
1. Receive the Deputy Approving Officer Appointment report.
2. Appoint Ken Rogers as a Deputy Approving Officer for the Village of Cumberland.
3. Any other action deemed appropriate by Council.

Respectfully submitted,



Sundance Topham
Chief Administrative Officer

COUNCIL REPORT



REPORT DATE: August 3, 2018
MEETING DATE: August 13, 2018

TO: Mayor and Council
FROM: Rob Crisfield, Manager of Operations
SUBJECT: Water Conservation Plan Report

RECOMMENDATION

- i. THAT Council receive the final Water Conservation Plan report from Wedler Engineering;
- ii. AND THAT Council adopt the Water Conservation and Reuse Program Proposed Public Outreach and Rebate Plan report as the Village's water conservation plan for the next five years.

SUMMARY

The current water conservation plan (attached for reference) has for the most part been completed. A study and report was completed last year by Wedler engineering that contains new water conservation initiatives. Additionally, it is now a requirement, where applicable with all new infrastructure grant programs, that an up to date (within five years) water conservation plan be submitted as part of the application process.

BACKGROUND

On April 10, 2017 Council received a Water Conservation Report, prepared by Wedler Engineering for information. This report was undertaken to measure the effectiveness of water conservation in the Village, including the implementation of universal water metering program, report out the findings, and to look at conservation measures moving forward. Findings in the report show that there has been good success in reducing overall annual water usage along with the highest monthly usage. The Long Range Water Supply Strategy report from 2016 shows a reduction in water usage in Cumberland by almost 50% in a 10-year period between 2005 and 2015. Due to the success of water conservation to date and reduction of summer peak demands, the Wedler Engineering report suggests the Village focus on high use customers and that the Village use opportunities through leadership, education, rebates, and enforcement to educate and empower residents with respect to conservation.

The current Water Conservation Report (from 2011) contains eight actions all hinged around the implementation of universal water metering. For the most part, these actions have been achieved and it's time to move forward with new initiatives. Additionally, the Province of British Columbia is now requiring that an up to date water conservation plan be submitted as part of the application

package, as is the case for our application under the 'Investing in Canada Infrastructure Program - British Columbia - Green Infrastructure' for upgrades to our wastewater treatment lagoons. Previously, successful applicants had to provide this document later in the process. Staff is therefore recommending that Council adopt the Wedler Report dated May 11, 2017 as a new water conservation plan moving forward. While this does not obligate Council to implement the recommendations, it does require they are considered. In addition, there are other potential conservation measures that can be considered by Council, that have been identified during the Liquid Waste Management Plan (LWMP) process. See the attached report from our LWMP Coordinator for more information.

FINANCIAL IMPLICATIONS

Implementation of the recommendation contained in the report, that require funding in the five-year financial plan, should be considered during the next budget cycle.

OPERATIONAL IMPLICATIONS

Any recommendations or actions that become part of the five year financial plan will account for staff time along with any other resources or materials required for implementation.

STRATEGIC OBJECTIVE

Water conservation ties directly to the strategic objective to *'Establish an adequate and high quality source of water for the current and future residents of the Village'*. By reducing or moderating average day and summer peak water usage in a growing community, we are able to ensure water for the future and potentially offset future capital works required to service an increase in population.

ATTACHMENTS

1. Current Water Conservation Plan.
2. Water Conservation and Reuse Program Proposed Public Outreach and Rebate Plan.
3. Potential Water Conservation Actions Arising from the Stage 2 LWMP.

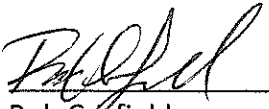
CONCURRENCE

None

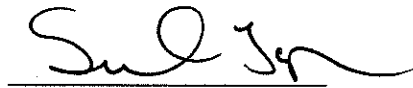
OPTIONS

1. Council adopt the Water Conservation and Reuse Program Proposed Public Outreach and Rebate Plan report as the Village's water conservation plan for the next five years.
2. Any other action deemed appropriate by Council.

Respectfully submitted,

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

Rob Crisfield
Manager of Operations

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

Sundance Topham
Chief Administrative Officer

Village of Cumberland

Water Conservation Plan

11/18/2011



Village of Cumberland
Water Conservation Plan
November, 2011

Introduction

A Water Master Plan was prepared by Anderson Engineering Consultants Ltd. in January 2007. The document identified the current water consumption in Cumberland and the neighbouring community of Royston which is supplied water from Cumberland. Consumption rates were noted as follows:

	Cumberland (litres/capita/day)	Royston(litres/capita/day)
Average Annual	830	425
Average Summer	1100	575
Maximum Day	1600	825
Peak Hour	2430	n/a

It was further noted that the Royston consumption was similar to Cumberland until water meters were installed in Royston and demand based billing was implemented in 1997. A significant reduction in Royston's consumption was attributed to the following actions:

1. Conservation resulting from demand based billing
2. Consumer awareness of the value of the resource and more prudent use of the water
3. Identification of leakage and wastage on private property by customers
4. Better delineation of unaccounted for water consumption between the supply and point of purchase

Further, it was evident from water level records in the Village's storage reservoirs in the watershed that the current consumption rates in Cumberland were unsustainable during a 150 day summer drought, and that due to climate change, summer drought is expected to become more acute in the future.

This water conservation plan includes the following elements:

1. Installation of water meters for all customers within the Village.(Funding was provided from a Towns for Tomorrow grant (project # 30083), and from DCC reserves established for creation of additional capacity based on a projected reduction in per capita water consumption).
2. Staff training on the use of acquiring, downloading, and integration of meter data into the Village billing system
3. Updating of bylaws for new developments to include water meters and meter chambers for each water service connection.

4. Preparation of a draft billing system based on an inclined block water rates
5. Preparation of an implementation plan including education, and adoption of new billing rates
6. Education through mail-outs with water bills, showing the benefits of water conservation, and the prudent use of water
7. Analysis of all current costs of operating the water system, including establishment of additional reserve for capital replacement projects , which will be included in the setting of billing rates.

Water Consumption Target (Objective)

Based on the consumption data obtained from the Master Water Plan, results observed from Royston's implementation of universal meters, and similar observations from other communities, a target of average summer consumption of 700 l/c/day (approximately 36% reduction in the current demand) is proposed. This objective has been established for the summer average since it is clear that irrigation is a significant component of the total water consumption in the Village during dry summer months. This target will be used to model inclined rates with total annual operating costs and capital replacement reserves.

Integrated Mechanisms

Integration of action and regulatory mechanisms include the following:

1. Installation of universal meters for all customers completed in 2011
2. Corporation of the Village of Cumberland Water Conservation Bylaw # 807 and as amended
3. Inclusion in the Subdivision and Development Bylaw ; water meters at each water connection for all new developments.
4. Inclusion of inclined billing rates in a Water Rates Bylaw.
5. Mock billing based on meter reading of new meters will be included in the next billing period.
6. Education mail-out will be included with the next water billing in January 2012, to supplement the education materials and workshops undertaken to date.
7. Public information process to include:
 - a. Meeting with citizens
 - b. E-mails with citizens
 - c. Posting on the Village of Cumberland website
 - d. Workshops for the public
8. The new volume based inclined billing rates bylaw will be established for the 2013 billing year.

End

May 11, 2017

File Ref: V17-0275/A

Village of Cumberland
2673 Dunsmuir Avenue
Cumberland, BC V0R 1S0

Attention: Sundance Topham, CAO

**Reference: Water Conservation and Reuse Program
 Proposed Public Outreach and Rebate Plan**

Introduction

Per the terms of reference in the Water Conservation and Reuse Program RFP, and as detailed in the Wedler Engineering LLP Proposal responding to that RFP, please accept this letter as the final report on the proposed water conservation program.

The first task completed for this plan was a discussion paper on water reuse. This report discussed the various technologies available, and the corresponding regulatory framework for reusing water from various sources. Please see Appendix A for the report.

Research into comparable municipal ticketing information bylaws was conducted. This was followed by providing Village staff with links to several websites that included water conservation and use enforcement measures used in BC.

The next task was a review of water use by the Village, including analyzing overall use and reviewing individual accounts. The data was analyzed and various graphs and charts prepared for the purpose of discussing the best communications and rebate strategies with staff. An outline plan for the next three years has been developed for communications and outreach to the Village to encourage water conservation.

The final components of the preparation of the plan were the development of materials for public outreach, including a mail out design, a PowerPoint template, and a social media / web template for communicating water conservation messages.

Municipal Ticketing Information

The following bylaw excerpts from other BC municipalities provide examples of different approaches to enforcement of water use limits and watering restrictions:

City of Parksville –bylaw 1320 – Water Service System Bylaw – water restrictions regulations are included in the bylaw:

Penalties

49. Any person who contravenes or violates any provision of this bylaw, or who suffers or permits any act or thing to be done in contravention of or in violation of any provision of this bylaw, or who neglects to do or refrains from doing anything required to be done by any provision of this bylaw, commits an offence, and, where the offence is a continuing one, each day that the offence is continued shall constitute a

separate offence. (a) Upon being convicted of an offence under this bylaw, a person shall be liable to pay a maximum fine of not more than \$10,000. (b) In addition to any other remedies available at law, this bylaw may be enforced by means of a prosecution under the Offence Act

The City of Parksville does not reference water restrictions in their MTI bylaw.

City of Vancouver – “Water Shortage Response Plan” by the Greater Vancouver Regional District is enforced through bylaw 8612 – Water Shortage Response Bylaw. The enforcement section reads as follows:

Offences under By-law

6.1 A person who:

(a) violates any provision of this By-law, or does any act or thing which violates any provision of this By-law, or suffers or allows any other person to do any act or thing which violates any provision of this by-law;

(b) neglects to do or refrains from doing anything required to be done by any provision of this By-law; or

(c) fails to comply with a notice given under any provision of this By-law, or suffers or allows any other person to fail to comply with a notice given under any provision of this by-law;

is guilty of an offence against this by-law, and liable to the penalties imposed under this Section 6.

Fine for offence

6.2 Every person who commits an offence against this By-law is liable to a fine of not more than \$10,000.00 and not less than \$250.00 for each offence except for failing to comply with a notice given under this By-law in which case the fine is to be not less than \$500.00.

Fine for continuing offence

6.3 Every person who commits an offence of a continuing nature against this By-law is liable to a fine not less than \$250.00 and not more than \$10,000.00 for each day such offence continues.

Onus re exemption

6.4 In a prosecution under this By-law, the onus of establishing an exemption under section 5.2, 5.4, or 5.6 lies on the person claiming the exemption.

The City of Vancouver also delivers a lot of warnings – thus the wording about an offense after a warning is received. Furthermore, at Appendix B is a list of tickets in the “Ticket Offences By-Law No. 9360. It’s comprehensive and reinforces the water shortage response bylaw.

Capital Regional District – Bylaw 4099 - Water Conservation:

11. Penalty

(1) A person who contravenes this bylaw commits an offence, is punishable in accordance with the Offence Act, and on conviction, in addition to the penalties prescribed under the Offence Act, is subject to the following minimum fines:

for an offence under section 3(3) or 3(5) of this bylaw, a minimum fine of \$100 plus costs if the offence is committed during Stage 1, \$200 plus costs if the offence is committed during Stage 2, \$300 plus costs if the offence is committed during Stage 3, and \$100 plus costs if the offence is committed when no Stage is in effect; and

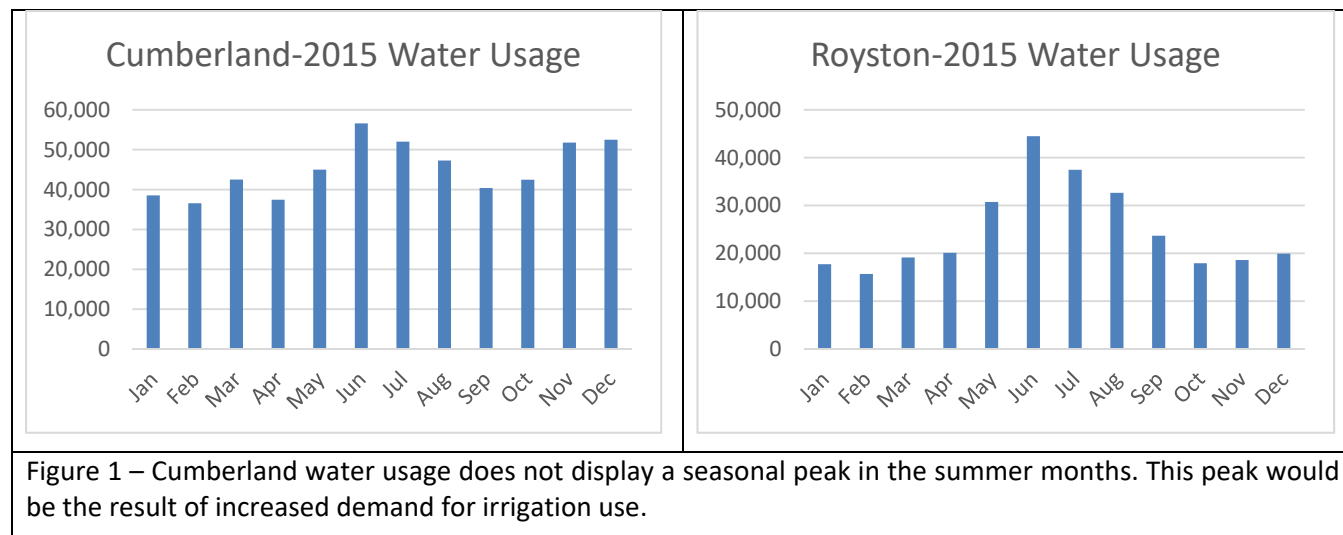
for an offence under section 3(4) of this bylaw, a minimum fine of \$100 plus costs for each offence under Stage 1, \$200 plus costs for each offence under Stage 2, and \$300 plus costs for each offence under Stage 3.

The CRD's fines being indexed to the level of water restriction seems very logical. Combine that with the City of Vancouver's additional fine after a notice is given, and it is possible to have a fair, and effective, ticketing system.

The Village's *Water Conservation Bylaw, NO. 807* and the *Municipal Ticket Information Bylaw, No. 997* have both been reviewed. The Municipal Ticket Information (MTI) bylaw complements and reinforces the water conservation bylaw with increasing penalties for transgressions depending on the stage of water restrictions that has been imposed. Future mail-out and / or educational initiatives should include information on these bylaws so that residents understand their scope and potential impact. Depending on tickets issued, and future trends in water use and mis-use, additional ticket types and amounts could be added.

Water Use in the Village of Cumberland

Understanding the amount of water used in the Village, when it is used, and what areas of the Village have higher uses than others is critical in designing an effective communications program. A review of all water use data available was conducted, and the following conclusions were reached:



- The Village has no exaggerated seasonal peak water use. Figure 1 (previous page) demonstrates this. In comparison to Royston where an easily observable peak in May through September water consumption is present, the Village has slightly higher summer use, but also has high November and December demand.
- There are several commercial properties in the Village that have very high rates of water consumption. Single home residential connections have consumption rates averaging between 50 and 80 m³ per quarter. The highest consuming commercial and multi-family properties consume from 500 to 6,500 m³ per quarter. It should be noted that there are only 13 or 14 properties that use more than 500 m³ per quarter.
- Since the implementation of universal metering in 2012, annual usage has been reduced from a high of between 1 and 1.4 million m³ to annual usage below 850,000 m³. Similarly, the highest single monthly water usage has declined from 132,377 m³ to 56,577 m³, a reduction of 130%.¹

Based on the above facts with respect to water use, the public outreach, rebates, ticketing and other water conservation initiatives recommended focus on the actual usage patterns and high water users in the Village. As such, the proposed plan is a customized solution for the water use realities in the Village.

Public Outreach

Based on discussions with Village staff (minutes of meetings included in Appendix C), it was determined that using the quarterly billing process to deliver information on water conservation would be the most convenient and efficient way of providing information to Village residents.

For the first year of mail-outs, the following is proposed:

- April (1st Quarter)

- Discuss benefits of the metering program,
- Provide leak detection methodology
- Provide basic information on overall Village water use

- July (2nd Quarter)

- Announce shower head rebate
- Report out on irrigation use by the Village
- Village water use stats report

- October (3rd Quarter)

- Report on shower head rebate program
- Provide basic information about household water consumption
- Report on efforts to work with the Hospital Laundry Society (TBC)

¹ Village of Cumberland Long Range Water Supply Strategy – Final Report, Koers and Associates Engineering, June 9, 2016.



- Jan 2018 (4th Quarter)

- Review of 2017 water consumption data
- Final shower head rebate report
- Village plans for 2018 water conservation

For future years, the water consumption data should be reviewed and any specific changes in water use determined. Mail out information should always focus on facts and programs that relate to how water is being used to maximize the impact of the outreach.

A proof of the graphics to be used for the mail-outs, with the content developed for the first mail-out is included in Appendix D. This report also includes initial details of the content for the first year's mail-outs based on the outline above. Also included in Appendix D is a PowerPoint template for use by the Village in presenting any water conservation information at council or other public events.

Social media and Web

Information developed in quarterly mail outs can be used in web communications, both on the Villages website and the Facebook and Twitter feeds. A template graphic has been developed for use by Village staff for posting on line and is included at Appendix E.

Proposed Rebate Program

Possible rebate programs were reviewed with Village staff, including the following:

Rebate Item	Cost per Unit	Potential Water Savings	Comments
Shower heads	\$10-\$50	Conversion to a low flow shower head can result in 100's of litres of water savings per week.	Recommended to be issued as a maximum rebate paid to residents after a shower head is purchased, and a receipt presented.
Toilet volume reducers	\$1 to \$5	Can reduce flush volume by up to 2 litres, which can reduce water use by up to 70 litres/week per household.	Can be as simple as giving Village resident's bricks or bags that can be filled with water and placed in their toilet tanks.
Irrigation controllers	\$100-300	When paired with appropriate programming, can reduce water usage by 100's of litres.	To be most effective, automatic irrigation systems should be required to include moisture sensors
Low flow toilets	\$150-300	Can reduce water flow up to 3 litres per flush, or 105 litres/week per household.	The CVRD has offered rebates of up to \$100 maximum upon presentation of a receipt, and delivery of the old toilet. This also ensures old toilets are disposed of properly.



Any rebate option that is selected needs to have a total budget assigned, an upper limit for the rebate defined, and simple yet specific instructions for how it is accessed. It is noted that low flow shower heads will be offered to Village residents.

Some best practices related to rebate programs include:

- Keep it simple – have simple and straightforward processing of rebates that involve as few staff as possible to reduce the overhead required to issue rebate checks. Empower the front desk staff to administer the entire rebate program once it is decided.
- Time limited – have the rebate program open during a specific time period. Receipts must be presented dated during the rebate program period.
- Maximum number – have an upset limit of the total number of rebates to be issued and ensure it is widely published.

Opportunities for Leadership

The Village itself has opportunities to take leadership in reducing potable water use. If these opportunities are pursued, they can reduce operating costs and water consumption, and provide valuable opportunities for communicating with the public. If the Village shows leadership in reducing water use, it can then build credibility and effectiveness in programs and communication with residents to have them reduce water use.

Opportunities include:

- Low Flow Fixture Retrofits – upgrade and / or retrofit all Village facilities with low flow fixtures. If possible, report out on water consumption changes after the retrofit. Run a tender process to retain a qualified mechanical contractor to do the following: 1 – audit current Village facilities for the type / consumption and total number of installed fixtures. 2 – develop a recommendation for replacement with low flow fixtures. 3 – Within a fixed budget (set by the Village) install new fixtures to replace the worst existing ones, and price out replacement for all fixtures identified as non-low flow. This would allow for a tender for services for the audit, and allow the Village to fix the capital costs of initial replacements, and come out with a plan for replacing everything, with pricing. This process is proposed instead of just asking for quotes to replace all of the fixtures as this will yield a better result, and the cost of the audit should not be significant. If plumbers are just asked for quotes to replace everything, the results would be all over the place in terms of the type of fixtures selected.
- Hospital laundry society – partner with this organization to provide funding to purchase new washers to reduce water use. Water use for this property exceeds 6,000 m³ for all quarters recorded.
- Village Park Irrigation system – add additional control equipment, including ground moisture sensors and rain gauges, to reduce irrigation in the park. Recent upgrades to the controls allow for the addition of this type of equipment.
- Operational Changes – review use of water for flushing / maintenance by changing operational procedures or investing in new technology that reduces the requirements for flushing water mains. This would begin to reduce the unaccounted for water percentages (21% in 2015).

Water use before and after any of the above initiative are implemented needs to be recorded and analyzed. The reductions on water use by any of the above can be used in future communications endeavours.



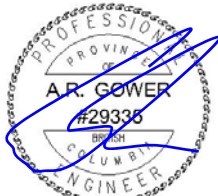
Conclusion

The proposed communications strategy and rebate program has been designed based on an analysis of the water use patterns in the Village. General observations included the facts that there is no seasonal peak caused by summer irrigation loads, and there are some high use connections that could benefit from direct communications and partnering with Village staff. There are opportunities to use a combination of leadership, education, rebates, and enforcement to educate and empower Village residents with respect to water conservation.

Water use patterns and any changes should be analyzed and reviewed annually, and the program adjusted to suit how water is used in the Village to maximize the impact of any conservation initiatives.

Yours truly,
Wedler Engineering LLP

Per:



Andrew Gower, FEC, P.Eng.
Partner • Project Engineer
agower@wedler.com

Appendices

- Appendix A: Greywater, Rainwater, and Blackwater Reuse and Reclamation Report
- Appendix B: Municipal Ticketing Information Bylaw Examples
- Appendix C: Meeting Minutes
- Appendix D: Mail-out and PowerPoint Templates
- Appendix E: Social Media / Web Graphic

Appendix A: Greywater, Rainwater, and Blackwater Reuse and Reclamation Report



January 23, 2017

File Ref: V17-0275/A

Village of Cumberland
2673 Dunsmuir Avenue
Cumberland, BC V0R 1S0

Attention: Sundance Topham, CAO

Reference: Water Conservation and Reuse Program
Greywater, Rainwater, and Blackwater Reuse and Reclamation

Water reuse is a growing trend in all types and sizes of municipal developments. From household rain barrels to industrial water reclamation for manufacturing purposes, reusing or reclaiming water is seen as superior to using fresh water in many instances. This brief report will outline the main categories of water reuse and describe briefly their applications in a municipal setting. Regulatory guidelines and applicable standards are also discussed.

It is important to define the various sources of water that can be reclaimed and reused so as to be able to discuss their specific characteristics and requirements:

- Greywater: wastewater diverted from low contaminant loading appliances and fixtures such as sinks, laundry machines, and showers. Can be used with little or no treatment depending on the proposed application. Can be further categorized as follows:¹
 - Laundry Greywater – washing machine and laundry sink
 - Light Greywater (LGW) – bathtubs, showers, bathroom sinks, and laundry
 - Very Light Greywater (VLGW) – bathtubs, showers, bathroom sinks
 - Dark Greywater (DGW) – dishwasher and kitchen sink, bar sinks, mop sinks
 - Combined Greywater (CGW) – all sources
- Blackwater: wastewater diverted from high contaminant loading appliances and fixtures such as toilets and urinals. Requires significant treatment to reuse.
- Rainwater: while obvious, it is important to differentiate rainwater as being from a separate source and having distinct challenges and characteristics relating to reuse and storage. Depending on the flora in the vicinity of the collection surface (such as a roof), rainwater may require some treatment to use. Rainwater can also be collected from hard surfaces (parking lots and sidewalks).

Rainwater Harvesting

This is the least onerous and has the lowest health risk of the three water reuse methodologies in this report. A common application is the use of household rain barrels to store rainwater for irrigation in hot weather. At a larger scale, the Holiday Inn Express in Courtenay has an in ground detention tank connected to the hotel roof, sized for summer irrigation needs. This system also includes screening and UV disinfection to meet health authority requirements.

¹ Derived from the *Manual of Composting toilet and Greywater Practice*, Version 1, July 2016, Health Protection Branch, BC Ministry of Health.

For use as potable water, rainwater must have filtration and disinfection applied to meet health authority requirements. For non-potable household uses (watering landscaping), it is more than likely acceptable that rainwater not be treated as there are currently no regulations governing this type of application. The current practice is for municipalities and health authorities in BC to review rainwater reuse applications on a case by case basis.

Costs for rainwater reuse systems vary dependent on the quantity and type of storage to be built. Typical costs in BC are \$250 / m³ for above ground storage and \$500 / m³ for below ground storage². Required storage amounts range from 2 to 10 m³ depending on average rainfall amounts, roof area available, and irrigation needs.

The Regional District of Nanaimo (RDN) and the City of Guelph have adopted rebate programs for rainwater reuse. In Guelph, a rebate of up to \$2,000 is offered for residential systems with 2.5 m³ or more of storage connected to 50% of available household roof area. The RDN offers a rebate of up to \$450 for a cistern that is rated for potable water use and holds up to 4.5 m³ (1,000 gallons). There is an additional \$300 available for other components of a rainwater reuse system for a total of \$750 per household.

Greywater Reuse Systems

A typical household greywater system would collect the effluent from showers and baths, disinfect the water with either chlorine or benzene, and reuse it for toilet flushing. Toilets use upwards of 30% of daily potable water use, thus greywater systems can significantly reduce potable water consumption. Greywater can also be used for irrigation, however the level of treatment applied directly impacts the types of plants that can be irrigated. Most sources indicate that inedible plants only should be irrigated with greywater.

Greywater systems require regular maintenance, including cleaning any filters, and replacing chlorine or benzene used for treatment.

Quayside Village in North Vancouver is a BC example of greywater reuse. A 19 unit residential development with greywater collection and reuse including a settling tank, filtration tank, biofilter, pre-ozonation, multi-stage sand filtration, and ozonation. Reclaimed water is used for toilet flushing only. Installation costs were \$115,000 (or \$6,000 / unit). A recent review of this system determined that it was significantly over-engineered, and that many of the components failed initially (and, ironically, were probably unnecessary)³.

Blackwater Reuse Systems

Due to regulatory requirements, the full recycling and reuse of sewage effluent is typically only done at a large scale. Treated effluent from a sewage collection and treatment system has to meet a very high standard in order to be re-used in any application. Treatment to reduce total suspended solids and biological oxygen demand (BOD) are required in conjunction with disinfection. Significant monitoring and testing programs, and registration with both the Ministry of Environment and Ministry of Health are also required. Currently, any effluent reuse system has to be registered under the Municipal Wastewater Regulation, which makes it difficult for home owners to register a single house system.

² Abbotsford and Mission Water and Sewer Commission Staff Report, WSC 7-2012, Jan 3, 2012. Page 2 of 16.

³ Capital Regional District – Greywater Reuse Study Report, File 1027-52, Nov 1, 2004. Page 38.

A local example of a blackwater reuse system is the Kingfisher Oceanside Resort and Spa, where a system was installed to disinfect effluent and reuse it for toilet flushing and landscape features. This system is not currently in use due to difficulties meeting the required standards.

Applicable Standards

While there is no regulated permitting process for rainwater reuse in BC, the following standards are recommended:

- BC Municipal Wastewater Regulation – Reclaimed Water Guideline
- CAN/CSA-B128.1-06 – Design and Installation of Non-Potable Water Systems
- CAN/CSA-B128.2-06 – Maintenance and Testing of Non-Potable Water Systems
- CAN/CSA-B128.3-12 – Performance of Non-Potable Water Systems
- NSF/ANSI 350 and 350-1 – Onsite Water Reuse

The Drinking Water Act requires potable water quality standards for all domestic purposes including human consumption, food preparation or sanitation, and household purposes which includes toilet flushing. Therefore rainwater has to be treated to potable water standard for any reuse in the current regulatory framework.⁴ The current practice in BC is for municipalities and the health authorities approve rainwater reuse systems on a case by case basis.

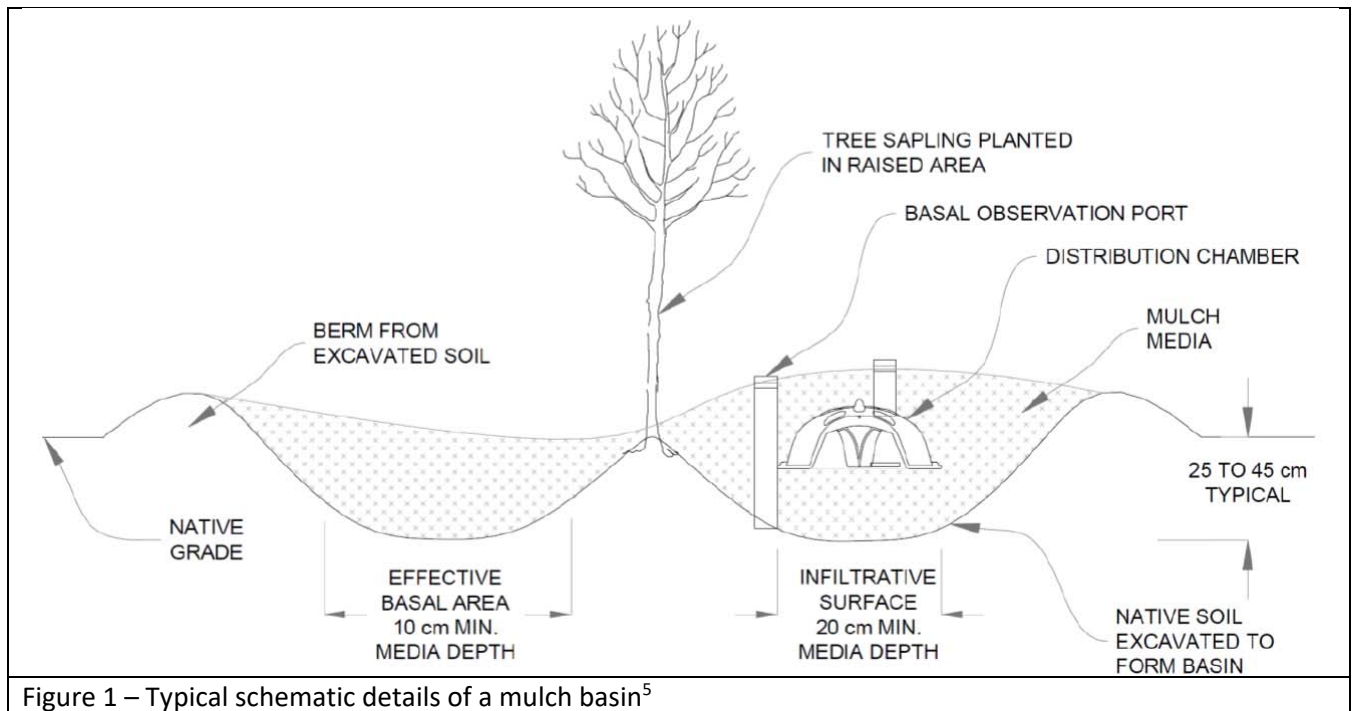
In July 2016, the BC Ministry of Health published a Manual of Composting toilet and Greywater Practice. As such, any greywater reuse system can now be regulated under the Sanitary Sewerage Regulation, and has a similar permitting process as onsite wastewater disposal systems. Version 1 of this Practice guideline allows for limited use of greywater, including the following:

- Seasonal sub-irrigation dispersal area – would include buried, perforated irrigation pipes below a lawn of other irrigated area.
- Mulch basin system – a disposal system with organic mulch media (such as bark, wood chips, bio-char, or charcoal). See Figure 1 on the next page for typical details.

In both of the above systems, diversion of excess treated greywater to either a municipal sewerage system or onsite wastewater disposal system is required. The standard does include allowances for the use of VLGW for toilet flushing.

Blackwater reuse is regulated and permitted under the Municipal Wastewater Regulation, and would require registration and licencing from the local health authority also.

⁴ Abbotsford and Mission Water and Sewer Commission Staff Report, WSC 7-2012, Jan 3, 2012. Page 7 of 16



Conclusion

There are many opportunities for the implementation of household and business scale rainwater and greywater reuse systems in a municipality such as the Village of Cumberland. Other municipalities have introduced rebate programs for rainwater reuse with limited success. Greywater systems are feasible, but the current regulatory framework limits the possible options. Blackwater reclamation and reuse is more applicable at the municipal level.

If the Village were to consider permitting or offering rebates for either greywater or rainwater systems, it is recommended that a bylaw be drafted to regulate their installation and maintenance.

Yours truly,
Wedler Engineering LLP

Per:



Andrew Gower, P.Eng.
Partner • Project Engineer
agower@wedler.com

⁵ From the *Manual for Composting Toilet and Greywater Practice* Version 1, July 2016, Health Protection Branch, BC Ministry of Health.

Appendix B – Municipal Ticketing Information Bylaw Examples



The City of Vancouver has the following schedule of tickets in the "Ticket Offences By-Law No. 9360. It's comprehensive and reinforces the water shortage response bylaw.

Law Enforcement Officer	Offence	Bylaw Reference	Fine
City Engineer Poundkeeper	Water residential lawn outside permitted hours Stage 1	Section 5.1(a)	\$250.00
	Water non-residential lawn outside permitted hours Stage 1	Section 5.1(b)	\$250.00
	Water residential lawn outside permitted hours Stage 2	Section 5.3(a)	\$250.00
	Water non-residential lawn outside permitted hours Stage 2	Section 5.3(b)	\$250.00
	Water lawn Stage 3	Section 5.5(a)(i)	\$250.00
	Water garden, plants, shrubs or trees Stage 3	Section 5.5(a)(ii)	\$250.00
	Wash boat or motor vehicle Stage 3	Section 5.5(b)	\$250.00
	Wash outdoor surface Stage 3	Section 5.5(c)	\$250.00
	Operate ornamental fountain Stage 3	Section 5.5(d)	\$250.00
	Fill pond, fountain, hot tub or pool Stage 3	Section 5.5(e)	\$250.00
	Use hose without automatic shutoff Stage 3	Section 5.5(f)	\$250.00
	Water lawn or landscaping Stage 4	Section 5.7(a)(i)	\$250.00
	Water garden Stage 4	Section 5.7(a)(ii)	\$250.00
	Water planters Stage 4	Section 5.7(a)(iii)	\$250.00
	Water shrubs or trees Stage 4	Section 5.7(a)(iv)	\$250.00
	Water artificial turf Stage 4	Section 5.7(a)(v)	\$250.00
	Water outdoor track Stage 4	Section 5.7(a)(vi)	\$250.00



	Water golf course Stage 4	Section 5.7(a)(vii)	\$250.00
	Water turf farm Stage 4	Section 5.7(a)(viii)	\$250.00
	Water playing field Stage 4	Section 5.7(a)(ix)	\$250.00
	Water school yard Stage 4	Section 5.7(a)(x)	\$250.00
	Wash boat or motor vehicle Stage 4	Section 5.7(b)	\$250.00
	Operate lawn sprinkler for play Stage 4	Section 5.7(c)	\$250.00
	Use hose to wash outdoor surface Stage 4	Section 5.7(d)	250.00
	Operate ornamental fountain Stage 4	Section 5.7(e)	\$250.00
	Operate water play park or slide Stage 4	Section 5.7(f)	\$250.00
	Fill pond, fountain, hot tub or pool Stage 4	Section 5.7(g)	\$250.00
	Use hose without automatic shutoff Stage 4	Section 5.7(h)	\$250.00
	Operate a car wash Stage 4	Section 5.7(i)	\$250.00



Capital Regional District – Ticket Information Authorization Bylaw 1857.

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE
1. Deterioration of appliance resulting in waste of water	3.(2)	\$200.00
2. Wasting water	3.(3)	\$200.00
3. Wasting water during Stage 1	3.(3)	\$200.00
4. Wasting water during Stage 2	3.(3)	\$300.00
5. Wasting water during Stage 3	3.(3)	\$400.00
6. Once Through Cooling Equipment Use	3.(5)	\$250.00
7. Once Through Cooling Equipment Use During Stage 1	3.(5)	\$350.00
8. Once Through Cooling Equipment Use During Stage 2	3.(5)	\$450.00
9. Once Through Cooling Equipment Use During Stage 3	3.(5)	\$500.00
10. Stage 1 – water lawn contrary to even address dates/times	Sch. A 1.(1)(a)(i)	\$200.00
11. Stage 1 – water lawn contrary to odd address dates/times	Sch. A 1.(1)(a)(ii)	\$200.00
12. Stage 1 – water playing field contrary to dates/times	Sch. A 1.(1)(b)(v)	\$100.00
13. Stage 1 – operate Public Spray Park contrary to restrictions	Sch. A 1.(1)(c)	\$100.00
14. Stage 1 – Public Authority watering contrary to dates/time	Sch. A 1.(2)(c)	\$100.00
15. Stage 1 – watering golf courses contrary to dates/times	Sch. A 1.(2)(d)	\$200.00
16. Stage 2 – water lawn contrary to even address dates/times	Sch. A 2.(1)(a)(i)	\$250.00

Appendix C: Meeting Minutes





December 20, 2016

File Ref: V17-0275/A

Village of Cumberland

START UP MEETING MINUTES

PROJECT: Water Conservation and Re-Use

VENUE: Village of Cumberland – Council Chambers

DATE and TIME: Thursday, December 15, 2016 at 10:00 AM

1. Introductions

1.1 Attendance list

Name	Org.	Contact	Name	Org.	Contact
Adriana Proton	Village	aproton@cumberland.ca	Andrew Gower	Wedler Engineering	agower@wedler.com
Rob Crisfield	Village	rcrisfield@cumberland.ca	Melissa Roeske	Wedler Engineering	mroeske@wedler.com

Item		Action By:
2.	Greywater/Blackwater/Rainwater reuse and regulations update	
2.1	Present definitions and regulations between greywater/blackwater/rainwater. To submit concise report on current technologies for various conservation/reuse being utilized throughout the province, including links. This to be presented in staff report for Council meeting January 9 th .	Wedler
3.	Revised Project Plan	
3.1	Project to proceed as follows (slight deviation from proposal): 1. Start-up – meeting with minutes. a. Greywater / rainwater re-use report – 2 pages per 2.1. 2. Research – all content including targeted incentives and give-aways and public engagement and outreach concurrently (December – January). 3. Brainstorm meeting with Village Staff and graphic designer / finalize messaging – February 2017. 4. Develop all deliverables including graphics – March 2017. 5. Execute first year program of outreach – Start in April 2017.	Wedler
4.	Other Business	
4.1	Provincial water conservation website links and MTI ticketing suggestions to Village by end of December.	Wedler
4.2	Two years of Water meter data sent to Wedler by end of December	Village

These are the writers' interpretation of the events discussed during this meeting and shall be deemed correct unless otherwise notified in writing.

Signed by: _____

Andrew Gower, P.Eng.

February 24th, 2017

File Ref: V17-0275/A

Village of Cumberland

MEETING MINUTES

PROJECT: Water Conservation and Re-Use

VENUE: Village of Cumberland – Council Chambers

DATE and TIME: Friday, February 17, 2017 at 10:00 AM

1. Introductions

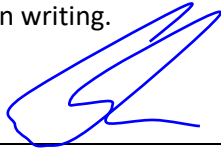
1.1 Attendance list

Name	Org.	Contact	Name	Org.	Contact
Adriana Proton	Village	aproton@cumberland.ca	Andrew Gower	Wedler Engineering	agower@wedler.com
Rob Crisfield	Village	rcrisfield@cumberland.ca	Melissa Roeske	Wedler Engineering	mroeske@wedler.com
Shelly Stanchuk	Tailfeather Graphics	shelly@strutyourstuff.ca			

Item		Action By:
2.	Discussion	
2.1	Reviewed water consumption data. Agreed that there is only a minimal irrigation peak in the summer months. Discussed high water users (Village park, hospital laundry society).	Info
2.2	The Village has updated the Village Park irrigation system. Future planning will consider installing moisture sensors and weather stations to better limit irrigation use.	VoC
2.3	The initial benefits of the universal metering program have not been communicated to Village residents.	Info
3.	Implementation	
3.1	Rob to check in with Laundry re water conservation / equipment condition.	VoC
3.2	Prepare delegation to Council for March 27 th meeting. Report with plan ready for mid-March.	Wedler
3.3	Campaign to focus on Village's efforts to lead by example. Topics to include: Benefits of Meter program and the measurable differences, Low flow showerheads rebate program, Sink aerators, Tips for leak detection. Village's utilities replacement program and work on changing irrigation in Village Park. Increased rates hinted at.	Wedler
3.4	Prepare branding and graphic template to be used for mail out campaign with utility bills, to be uploaded to Village website and posted on Currently Cumberland. (April 2017)	Wedler
3.5	Complete education and communication strategy for the next three years. Info, education, messaging and measurable examples.	Wedler
3.6	Future year's plans to include budget for water use data analysis.	VoC

These are the writers' interpretation of the events discussed during this meeting and shall be deemed correct unless otherwise notified in writing.

Signed by:



Andrew Gower, FEC, P.Eng.

Appendix D: Mail-out and PowerPoint Templates / Proofs



Mail-out Content Guidance

- April (1st Quarter) (to be sent in May – attached to the end of this appendix)

- Discuss benefits of the metering program,
- Provide leak detection methodology
- Provide basic information on overall Village water use

- July (2nd Quarter)

- Announce shower head rebate – 100 available up to \$50 max value
 - o Include a stock photo of a low flow shower head
 - o Include details for obtaining rebate
 - Provide receipt and packaging and old fixture to Village office
 - Shower head max flow to be 9.5 l/min or 2.5 gal/min (per LEED Canada For Homes 2009)
 - Include start date and end date of offer
- Report out on irrigation use by the Village
- Village water use stats report

- October (3rd Quarter)

- Report on shower head rebate program – number of rebates issued to date – amount remaining.
 - o Graphic – include an image of the pile / stack of returned old showerheads.
- Provide basic information about household water consumption
 - o Environment Canada estimates that the average individual consumes 251 litres of water per day (2011). Toilets (31%) and showers (19%) account for approximately half of the total indoor water consumed.
 - o The amount of fresh water needed for human survival is approximately 5 litres-per capita-per-day (lcd).
 - o To meet sanitation, food preparation, and bathing needs requires a minimum of 50 lcd, preferably 60-80 lcd.
- Report on efforts to work with the Hospital Laundry Society (TBC)

- Jan 2018 (4th Quarter)

- Review of 2017 water consumption data
- Final shower head rebate report
 - o List total number of showerhead rebates provide
 - o Provide an image of all old showerheads given to the Village
 - o Provide calculation of water saved
- Village plans for 2018 water conservation



CUMBERLAND WATER SMART PROGRAM

EASY WATER SAVING & REUSE SOLUTIONS

WHAT IS THIS?

The Village of Cumberland has developed the new Water Smart Program to inspire and inform residents of the many different ways we can all work as a team to conserve one of our most precious commodities - our water!

Over the next several years, residents can expect updates that will arrive with their water bill to inform of program incentives, update on water saving initiatives, and provide many useful household water (and money) saving tips.



WHAT HAS WATER METERING ACCOMPLISHED?

Universal water metering was implemented in 2012. Annual usage before metering was between 1 and 1.4 million cubic meters.

Since metering, it has remained below 850,000 cubic meters, a decrease of between 15 and 40%.

ANNUAL WATER USAGE



CUMBERLAND WATER USE FACTS

TOTAL WATER USED BY THE VILLAGE



2015*
542,997 m³
(that's 542,997,000 L)



2016
634,246 m³
(that's 634,246,000 L)

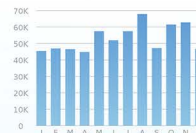


• = 25,000 m³ *Stage 3 water restrictions in place

- Quarterly water use ranges from 1 m³ to as high as 6,500 m³ per account depending on whether it is residential or commercial use.
- Average water used per account ranges from 24-79 m³ per quarter (2016) or 263 to 866 litres / day.

MONTHLY WATER (in m³) USED BY THE VILLAGE (2016)

- Cumberland does not have an exaggerated summer irrigation peak in water demand, unlike most BC municipalities.



CHECKING FOR LEAKS IN YOUR PLUMBING SYSTEM

- 1 Open the lid to your meter chamber and write down the number on the read-out.
- 2 Shut off all fixtures in your house, including the taps for your toilet tanks.
- 3 Check the water meter every 15 min, for an hour. If the number has gone up, you might have a leak.
- 4 Call a plumber!

MORE INFO AT CUMBERLAND.CA

CUMBERLAND WATER SMART PROGRAM

EASY WATER SAVING & REUSE SOLUTIONS

PROGRAM OUTLINE PRESENTATION
113
MARCH 25, 2017

MAIN HEADING TEXT

Subheading Text

Body text... adipiscing elit. Sed eleifend nisl non erat. Suspendisse ut urna. In hac habitasse platea dictumst. Nam nec arcu quis lorem dictum egestas. Aenean placerat diam quis dui.

Call-out text... penatibus et magnis dis parturient montes, nascetur ridiculus mus. Praesent lorem metus, mattis sit amet, auctor vitae, congue. Donec vulputate volutpat est.

- Bullet text Aliquam tristique dolor. Cum sociis.
- Bullet text et magnis dis parturient montes.
- Bullet text Morbi pellentesque, nisl a elementum.

Image or
callout box

Image or
callout box

Appendix E: Social Media / Web Graphic Proof



CUMBERLAND WATER SMART PROGRAM

EASY WATER SAVING & REUSE SOLUTIONS



WHAT HAS WATER METERING ACCOMPLISHED?

Universal water metering was implemented in 2012. Annual usage before metering was between 1 and 1.4 million cubic meters.

Since metering, it has remained below 850,000 cubic meters, a decrease of between 15 and 40%.

ANNUAL WATER USAGE



CUMBERLAND WATER SMART PROGRAM

EASY WATER SAVING & REUSE SOLUTIONS



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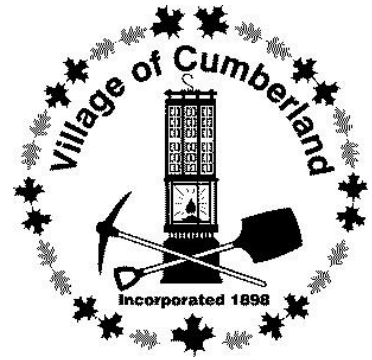


 = 25,000 m³

* Stage 3 water restrictions in place

- Quarterly water use ranges from 1 m³ to as high as 6,500 m³ per account depending on whether it is residential or commercial use.
- Average water used per account ranges from 24-79 m³ per quarter (2016) or 263 to 866 litres / day.

Project Memo



LWMP PROJECT MEMO #5

DATE: August 7, 2018
TO: Rob Crisfield
FROM: Paul Nash
SUBJECT: Potential Water Conservation Actions Arising from the Stage 2 LWMP

Background

A part of the recently completed Stage 2 Liquid Waste Management Plan was the study of water conservation opportunities. The intent of this study was to identify projects that could either reduce wastewater generation, or re-use treated water for the purposes of reducing potable water use.

Several potential projects are presented here, for consideration as part of future planning for the Village.

Historical Wastewater Flows

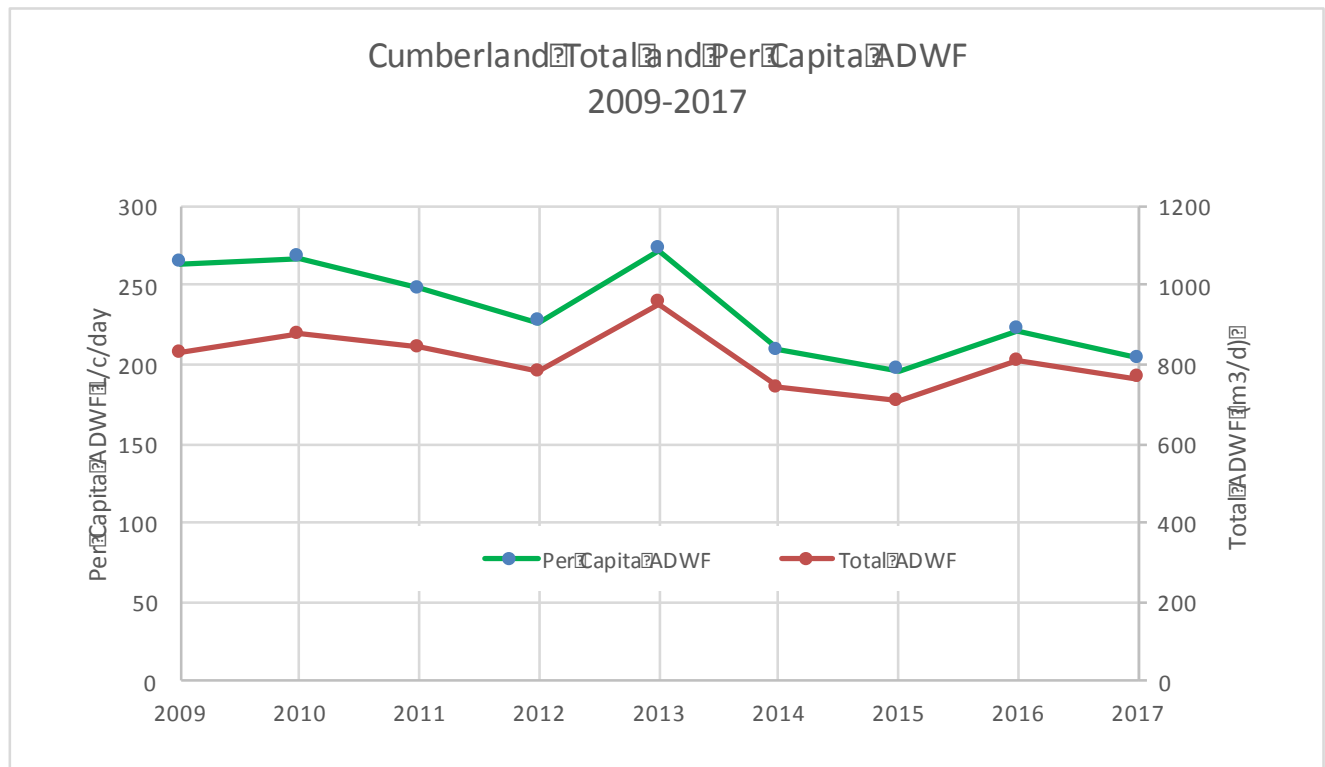
The Stage 2 LWMP looks at historical trends in wastewater flow, and population growth, to estimate the per capita wastewater flow, for the purposes of sizing of wastewater expansions, and predicting when they will be needed. The analysis looks at both dry and wet weather flow, with the Average Dry Weather Flow (ADWF) being the best indicator of actual wastewater generation. This occurs during summer, when the influence of rainfall inflow and groundwater infiltration is the lowest.

The ADWF represents water that has been used inside a building, and discharged to the sewer system. It excludes all outdoor uses, such as garden irrigation and car washing, as these drain to ground or sometimes storm sewer. One exception to this rule, discussed later, is the splash park at the Village Park, which does drain to sanitary sewer.

The following data are extracted from Table 5-5-2 of the Stage 2 LWMP:

Table 1. Total and Per Capita Dry Weather Wastewater Flows

YEAR	2009	2010	2011	2012	2013	2014	2015	2016	2017	AVG
ADWF (m3/d)	828	874	840	780	953	742	705	809	765	811
POPULATION	3144	3271	3398	3448	3499	3549	3600	3650	3750	3479
ADWF PER CAPITA (L/c/d)	263	267	247	226	272	209	196	222	204	234



2015 was a drought year in which water restrictions were imposed during the summer, and this is reflected in the all-time low per capita ADWF of 196L/c/day. The average for 2014, 2016 and 2017 is 212 L/c/day, an 18% decrease from the average of years 2009-2011. This figure is well below industry averages of around 250 L/c/day.

From this data, the trend is clear – the per capita use has been steadily declining over the last decade. This is likely due to a combination of both decreased use by the population, and decreased summertime infiltration from various storm-sewer separation and sanitary sewer replacement projects over this period.

Potential Water Conservation Projects

In May 2017, Welder Engineering LLP prepared a report titled “Water Conservation and Reuse Program” that listed numerous water conservation initiatives to be pursued, such as renewed education programs, and fixture replacement. Recommendations were also made for the Village to:

- 1) Audit its facilities and demonstrate leadership by making low-flow plumbing fixture retrofits;
- 2) Partner with the Cumberland Hospital Laundry Society to purchase new water-efficient washers;
- 3) Carry out measures for more efficient public park irrigation; and
- 4) Review water main flushing operational procedures.

Discussions have been held with the Laundry Society in relation to potential recovery of heat energy from treated wastewater. These discussions revealed that the laundry is already state of

the art in terms of water efficiency, following an extensive refit in 2009, and there are unlikely to be any further water savings.

Some additional potential actions have been identified during the LWMP studies, and these can be included for future consideration of water conservation projects;

1. An audit of the potable water production, metered water use, and wastewater production, to identify as accurately as possible the “Lost and Unaccounted” for portion of potable water production, and the infiltration component of wastewater.
2. A revision of the metered water user rates.
3. Development of metered sewer user rates as an alternative to the current flat rate schedule. This is particularly important for commercial customers, which can have widely varying wastewater use. A metered sewer rate gives a “double incentive” to implement conservation measures compared to a metered water rate alone. For customers with significant irrigation/outdoor water use, a separate irrigation meter can be installed to quantify this volume, which would not be charged for sewer.
4. An operational analysis of the water volume required for the auto flushing at system dead-ends.
5. A pilot project for the reuse of water from the Splash Park for irrigation of the adjacent playing fields, as discussed below.

Splash Park Reuse Potential

The Splash Park is a unique opportunity for a reuse project. Like most splash parks, the water is used only once, and discharged to sanitary sewer. The alternative of recycling the water in the splash park is not cost effective for small installations such as Cumberland, due to the treatment required to meet health regulations.

However, the water leaving the splash park is very clean, and, like bathwater, is considered to be “very light greywater” under the BC [Manual of Composting Toilet and Greywater Practice](#) . This water can be directly reused, without treatment, *if the reuse is such that there is no potential for human contact with the water.*

The most logical reuse for the water is to irrigate the adjacent playing field of the Village Park. This field has an existing spray irrigation system, which uses potable water. This system could only be used for the splash park water if the water has been treated/disinfected, and the system is fitted with backflow preventers.

However, an alternative method would be to irrigate the playing field using sub-surface drip irrigation. While widely used in agriculture, it is a relatively new technique for parks and playing fields, and not yet used in BC. The main reason for using subsurface drip is the reduced water use compared to spray irrigation, as there is no loss from wind drift and reduced surface evaporation loss. An [example project in Maryland, USA](#), saw a 50% decrease in water use compared to spray irrigation

When using recycled water there is an additional advantage in that, since the water is delivered below ground level, *human contact cannot occur.*

Thus, the use of subsurface drip irrigation would allow direct recycling of the splash park water with no treatment. When the splash park is not being used, the field could still be irrigated via the subsurface system – with appropriate backflow prevention- to achieve potable water savings. There are still regulations to be met, and the system must be professionally designed.

Such a project would make for an innovative demonstration project of both water efficient irrigation and light greywater reclamation. As such, it would have potential for receiving some outside grant funding.

Conclusions

Water conservation is best regarded as a continuing “work in progress” – there are continuing benefits from water conservation, and there are always new opportunities arising.

For Cumberland, the Liquid Waste Management Plan process identified good evidence that per capita water savings have been achieved. It also identified some further possibilities for water management and conservation. The Splash Park, in particular, offers great potential for an innovative water saving project.

It is recommended that a feasibility study of these projects be considered for inclusion in the next Five Year Financial Plan. If the study shows good potential, then capital projects can be considered.

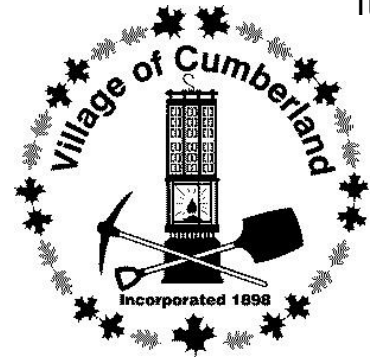
There are various funding sources that can be pursued for both studies and projects.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Paul Nash", is written over a horizontal line.

Paul Nash
Liquid Waste Management Planning Project Coordinator
Village of Cumberland

COUNCIL REPORT



REPORT DATE: August 8, 2018

MEETING DATE: August 13, 2018

File No. 4520-70-20

TO: Mayor and Councillors

FROM: Rachel Parker, Deputy Corporate Officer

SUBJECT: Temporary Street Closure and Noise Exemption, Grizedale Block Party

RECOMMENDATION

- i. THAT Council receive the Temporary Street Closure and Noise Exemption, Grizedale Block Party report.
- ii. THAT Council approve the temporary street closure of Grizedale Avenue and an exemption to the Noise Control Bylaw on September 15, 2018 from noon to midnight for a residential block party.

SUMMARY

The Village has received a community event application to hold a private block party on Grizedale Avenue on the afternoon and evening of September 15, 2018. Temporary street closures for special events and noise bylaw exemptions are considered by Council for approval.

BACKGROUND

A resident of Grizedale Avenue is requesting a temporary road closure of Grizedale Avenue and an exemption from the Village's noise bylaw to hold a private block party for residents of Grizedale Avenue and surrounding streets from on Saturday, September 15, 2018 from noon to midnight for approximately 75 residents. The block party will include live music and a potluck in private yards, and will give neighbours an opportunity to know each other.

Street Closure

The street closure is proposed from noon to midnight. Barricades will be used at each end of the street. The proposed closure is shown on the map below.



The Fire Department requires a 20 ft access through the closure area for emergency response and clearance of 16 ft around any fire hydrants. Public works has no concerns. The street is not used as a bus route. The street will be used for games such as washoes and give a safe play zone for children.

Noise Exemption

A noise exemption is requested from noon to midnight. A live band will be playing inside a residence garage with the door open facing north. It is proposed that the band will turn down the music by 10pm and the music will end at 11pm. The organizer reports that there is little noise travel in previous use of this garage for music.

The organizer will provide advance written notice of the street closure and noise exemption to residences in about a 100m radius around the closure area. The notice will include contact names and number of two people to address any issues.

The Village will provide notification of the closure and noise exemption to the BC Transit operator, BC Ambulance Services, and RCMP.

FINANCIAL IMPLICATIONS

None

OPERATIONAL IMPLICATIONS

Administration and Public Works staff must arrange barricade loan for the event.

FINANCIAL IMPLICATIONS

None

STRATEGIC OBJECTIVE

None

ATTACHMENTS

None

CONCURRENCE

Rob Crisfield, Manager of Operations 
Mike Williamson, Manager of Protective Services

OPTIONS

1. THAT Council approve the temporary street closure of Grizedale Avenue and an exemption to the Noise Control Bylaw on September 15, 2018 from noon to midnight for a residential block party.
2. Any other action deemed appropriate by Council.

Respectfully submitted,



Rachel Parker
Deputy Corporate Officer



Sundance Topham
Chief Administrative Officer



Corporation of the Village of Cumberland

Memorandum

DATE: July 26, 2018

TO: Sundance Topham, CAO

FROM: Genevieve Burdett, Recreation Coordinator

SUBJECT: July 2018 Recreation Programming Report

BACKGROUND

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

Administration

- Bi-weekly meetings with PerfectMind Account Manager.
- Staff attended Empire Events Society wrap up meeting on Sunday, July 22nd.
- Assist clients with low income recreation access (Kidsport Comox Valley applications)

Facilities & Equipment

- Ongoing purchase of equipment and supplies for recreation programs, events and facility.
- Ongoing maintenance and repair of equipment and facility (fitness studio equipment, heat pump, climbing wall).

Communications/Marketing

- Submitted notices to Currently Cumberland
- Created a social media campaign for Picnic in the Park and ongoing social media updates
- Submitted Choose to Move press release
- Submitted Fall 2018 Recreation Guide pages to publisher and programs entered into PerfectMind
- Updated recreation portions of cumberland.ca

Financial Planning

- 2019 - 2023 internal financial planning process started

Events

- The second Picnic in the Park celebration took place Saturday, July 21st at Village Park with grant funding from Island Health. Around 150 adults and children participated in the event. The final Picnic in the Park is scheduled for Saturday Aug 25th.
- Current Event bookings in queue: Cumberland Wild, MOMAR

Fall Programs

- Fall Recreation Guide will be delivered to households Thursday August 9th and registration opens across the Comox Valley on Monday August 13th.
- Approximately 60 programs are being offered this fall (average length of three months each).
- Programming is at maximum capacity and contractors interested in offering new or expanded programming are being waitlisted. Waitlisted contractors/programs will be reviewed every season according to evaluation criteria and available space.
- Afterschool programming has been expanded for Fall 2018, due to community demand.
- Free or low cost teen nights are now being planned collaboratively and offered at all Comox Valley recreation centres. This fall, an “Extreme Teen Rec Night” is being offered on November 16th in collaboration with Cumberland Recreation, City of Courtenay, Comox Community Centre and the CVRD. Teens will visit all 4 recreation centers during the evening (swimming, rock climbing, archery tag, skatepark) with the option of being shuttled by the LINC bus.

Summer Programs

- Pop Up in the Park, a free weekly parent and tot program, is running again for its third year. This collaboration with Valley Child, CVCDA and Pacific Care offers parents and children, 8 years and under, a variety of art activities, games, and sensory activities at #6 Mine Park. Attendance numbers are high (around 256 parents and tots for July), confirming the need for this type of free programming.
- Parent & Tot Gym is being offered through the summer on Fridays, for the first time. Around 100 parents and tots attended in July.
- Summer camps are running at maximum capacity with one or two camps running every week. Even after opening another 20 spots early in the summer, there are over 50 children on summer camp waitlists. This does not include the parents who chose not to use the waitlist (as there were already over 10 on the waitlist) or because they needed care for a particular week, so booked elsewhere.

Grants

- Ongoing grant research and reporting

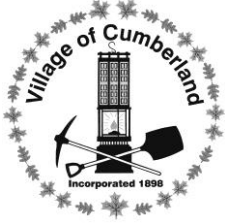
Miscellaneous

- Attended No. 6 Mine Park playground equipment upgrade session

Respectfully submitted,

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

Genevieve Burdett
Recreation Coordinator



Corporation of the Village of Cumberland

Memorandum

DATE: August 7, 2018
TO: Sundance Topham, Chief Administrative Officer
FROM: Kevin McPhedran, Parks and Outdoor Recreation Coordinator
SUBJECT: July 2018 Parks and Outdoor Recreation Report

BACKGROUND

This report provides a synopsis of ongoing parks and trails projects and tasks in Cumberland.

1. Cumberland Lake Park:

- Washroom Building Project: contract is substantially complete with only minor deficiencies outstanding, some of which will be taken care of after the busy summer season.
- Investigations and preliminary planning for future Concession Improvement project, including researching equipment to enable fried and grilled menu items (e.g. exhaust hood, fryer, flat top griddle, etc.).
- The tire swing has been decommissioned due to safety concerns.
- Liaised with Cumberland Lake Wilderness Society, including on food services, and other campground operational and management issues.

2. Trails:

- Ongoing trail maintenance and improvement projects, including planning for Bugged Pig upgrades.
- Public notices for Village Water Treatment and Reservoir project.
- Wildfire Hazard Risk communications and coordination work.

3. Jump Park and Skatepark:

- Jump Park Maintenance
- Skatepark One Year Warranty Meeting
- Coordinated contracts for site preparation and construction of a cedar fence portable toilet surround. Construction is scheduled to proceed in August.
- Replacement of seven street trees in front of the skatepark is planned for this fall.

4. Trails Tourism / Marketing: continue to work with The Update Company and the Vancouver Island Mountain Bike Tourism Consortium on website updates and the "Ride Island" marketing campaign, respectively. Content development is nearing completion for both, with launches expected to occur in the near future.
5. Coal Creek Historic Park No. 1 Japanese Town Historic Site Interpretive Trail:
 - Completed pathway and trailhead amenity area design and drafted a Request for Quote for the fall construction of the improvements.
 - Ongoing work with the Cumberland Museum for the development of site interpretive signage, including an 11-13 stop walking tour.
6. No. 6 Mine Park Playground Equipment Upgrades: researched various replacement equipment options and began acquiring community feedback via an informal project Working Group.
7. Invasive Plants: Liaised with the Coastal Invasive Species Council on the 2018 regional invasive plant partnership program "Knot on My Property."
8. Other Miscellaneous:
 - Hazard tree work in Chinatown Area of Coal Creek Historic Park.
 - 2019 Budgeting
 - Miscellaneous sign design and ordering
 - Trail counter monitoring and troubleshooting

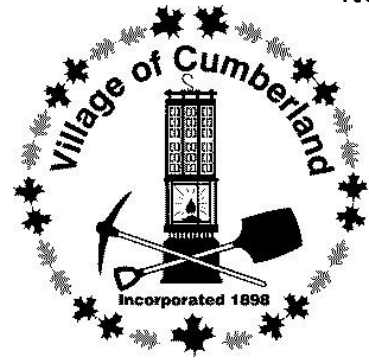
Respectfully submitted,



Kevin McPhedran

Parks and Outdoor Recreation Coordinator

COUNCIL REPORT



REPORT DATE: July 30, 2018
MEETING DATE: August 13, 2018

TO: Mayor and Councilors
FROM: Mike Williamson, Fire Chief / Manager of Protective Services
SUBJECT: Protective Services Report July 2018

RECOMMENDATION

THAT Council receive the July 2018 Protective Services Report.

SUMMARY

Incidents for July responses

Response Type	23
Fire	1
Rescue	0
First Responder	7
Motor Vehicle Incident	5
Duty Officer	10
Total Monthly	23
Total 2018	157

BACKGROUND

July for all the hot weather was a normal month average in call outs, although we did have one very serious MVI on Highway 19. Fire calls included just one Vehicle fire which also lit the bush on fire on Highway 19. Coastal fire will pay us for that response as it spread to bush area it was on the Buckley bay north off ramp. We have had number of MVIs this month, one on Highway 19 where our crew had to extricate two people who were seriously injured. Both were trapped in the vehicle and were air lifted to Vancouver hospital our crew performed a rapid extrication as one patient was unconscious and non-response the other had a head entrapment very serious and technical rescue which went very well and both patient will recover.

Several Duty officer call outs which are normal summer calls; people mostly reporting smoke we need to check out. Fire Service Underwrites have requested to do a survey on the Village's Fire Service and water supply. They tell me this has not been done since 1983. I do not remember this but I have answered some question and gave some updates a few times over the last eight years. This will be a complete survey where they will be going over our water supply, Firehall and Training records. I have been busy getting them all the upfront information they have requested. So far it is all going well they will be doing an onsite visit late August to the Village and when evaluating our situation this survey will also include our outside Fire protection area. I think it will be very interesting see how we stack up, as I have never been involved in one quite like this looking forward to meeting with them. They are doing several communities on the island.

I think everyone heard the park siren and intercom system go off at the park the other night. This system was installed many years ago (in 1994) when we put the lights in the park and redid the ball diamonds. Softball was a big back then we could announce games and if some hit one over the fence you get a siren on for few seconds so that's the history part of it. Almost all big parks have an intercom system which I think could be very useful for many things not just park emergencies. This intercom is behind locked door, which was vandalized, to get access to it.

This is not part of our Village evacuation system but could be used if the park became a Muster point for residents. All of our fire engines have these same communication systems on them. Our Evacuation plan covers different scenarios and has many different plans for different events the community could have. It is also always in update mode as we are adding equipment and update plans often. There are procedures in the event of an evacuation and our training on how to notify residents depending on the problem, we are dealing with.

Residents should be prepared for at least 72 hours, and in reality two weeks of supplies. We will, depending on the problem have info on TV, Local radio, and drive by announcements and in some cases door-to-door information if your area is effected or in danger. We have a few sites designated for Emergency Operation Centers (EOC) and depending what the problem is and when we are sure these places are safe and functional we would broadcast this info. For most problems, we have our Village office prepared to turn into an EOC with in minutes, and we have had this in service for the last four years and have practiced this procedure. We will continue working on improvements for EOC and Emergency Social Services (ESS) requirements for the Village. This year we are adding storage for ESS equipment and have added new Radio equipment to Firehall communications in case its necessary. With the new radio we will have backup communications from our Village with other EOC's or with the Emergency Management BC EOC directly. This what we are working on at the moment and will have emplace this year.

Training

Training these summer days, we work on using our forestry equipment and we have been working on shorthanded tactics with firefighters and officers for structural fires. Also training two new duty officers that have met the certification so we have been doubling with them on weekends they have been doing good work.

We will be losing some more members to moves and work commitments and we have not had many new applications so we need to still work at finding some Cumberland residents will to help our community

Have been placing ads in paper and web site and Facebook looking for new members and have two new ones signed up we could use more and will continue to place ads.

Training

Membership

Regular Members	24
Junior Members:	3
Probationary Members:	6
Pending Applications:	0
Total	30

STRATEGIC OBJECTIVE

None

ATTACHMENTS

None

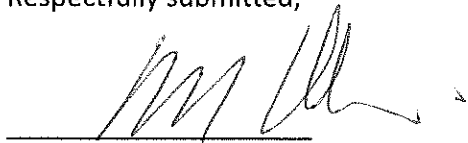
CONCURRENCE

None

OPTIONS

1. THAT Council receive the July 2018 Protective Services Report.
2. Any other action deemed appropriate by Council.

Respectfully submitted,



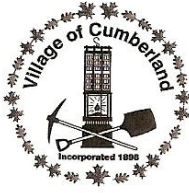
Mike Williamson

Fire Chief/ Manager of Protective Services



Sundance Topham

Chief Administrative Officer



The Corporation of the Village of Cumberland

Bylaw Enforcement Report

Date: August 13, 2018
To: Mike Williamson, Manager of Protective Services
From: James Abrams, Bylaw Enforcement Officer
Re: July 2018 Bylaw Enforcement Summary Report

Please find below a summary of complaints and issues handled in July 2018 by Village Bylaw Enforcement.

Animal Control

Seven dogs at large (not on leash and not by their owner were found, seven dogs not on leash were found. five verbal warnings were given for being in the village park, four dog tickets were served for dogs being at large. These are additional to the Dog at large stats.

There were no animal conflicts reported in the Village this month however, staff has recently sound scat in multiple locations on the edge of the inhabited portions of the village.

Traffic/Parking

thirteen information notices were given along with, five- five day notices, zero 24 hour notices, two traffic ticket disputes, eleven verbal warnings, and one parking inquiries handled this month along with three customer service requests. Inquiring about various aspects about parking tickets such as if or how they can dispute or other things.

Noise

There were two noise complaints in July.

Garbage

There was a slight rise in illegal dumping, six locations were found. One offender was spotted in the act and handled as per protocols.

There was six Solid Waste infractions given this month.

Zoning

There was three constructions without permits found and worked on. One more sea can was brought into compliance with the zoning bylaw and I found and handled three camping/living in trailer occurrences. I also had one rental customer service request and investigated an illegal

home business as it would be without a license and in the wrong zone.

Miscellaneous

I have started to patrol the village for unmaintained boulevards and have identified several locations, which are notable in comparison to the rest of the Village.

There have been at least six occurrences of vandalism at the Village Park.

Respectfully submitted,

James Abrams
Bylaw Enforcement Officer
Village of Cumberland



WildSafeBC Village of Cumberland

Monthly Activities Report for July 2018

In the month of July 2018, the WSBC Community Coordinator for the Village of Cumberland spent almost 100 hours on a variety of educational and outreach activities, planning and reporting. Highlights of July included attendance at events including BC Bike Race weekend, Cumberland Village Square Farmer's Market, Picnic in the Park (hosted by Cumberland Parks and Rec), and Summer Camp presentations two Fridays in the Village park. The Summer Camp presentations were a great success and were organized and designed not only for the camp kids but anyone in the park interested in joining or listening in to maximize reach and awareness on topics like attractants and bear and cougar safety. Three nights of garbage tagging were carried out on July 3rd, 17th and 31st. An interview with local media Eagle Radio News was provided regarding garbage tagging in the Village, attractant management and a warning regarding dry conditions moving into the fall (reminder to be extra vigilant about securing attractants). A warning message regarding dry conditions going into the Fall that may affect natural food sources and bears was also published in the bylaw flyer by Bylaw Enforcement. Additionally a mass mail out of black bear brochures was organized with the Village liaison/Bylaw and sent out by the Village staff. Thank you very much to all the Village staff who worked hard to stuff 1375 black bear brochures in envelopes and mail out!

WSBC head office held a training session for coordinators at the beginning of the month to address planning and running the upcoming BC Goes Wild Weekend events and following increased enforcement and education week in September. General program administration was carried out including: monitoring WSBC VOC email address and phone (responding to all inquiries); running social media/Facebook page; event planning

and organization for August (Village Picnic in the Park with Parks and Rec, Market Days, Movie Night at CCS) and September's BC Goes Wild Weekend and Wildlife Education Week with Cumberland Community School (advertising to start soon).

A significant number of hours was spent working to complete the Bear Hazard Assessment for the Village and it will be sent off for final editing and approval to the WSBC team early next week before being submitted to the Village.

Reports of wildlife activity and encounters within the Village remained low during July. A few reports regarding cougar sightings came in but were not out of the ordinary for Cumberland. No wildlife issues of note have been reported so far this season.

Upcoming Month:

- BC Goes Wild Weekend planning and advertisement
- Bear Hazard Assessment Completion and to schedule a presentation to Council
- Picnic in the Park Teddy Bear Picnic Theme
- Cumberland Farmer's Market
- Continued Summer Camp Presentations
- Plus a number of other possible activities and events.

Sincerely,

Cali Barton

WildSafeBC Community Coordinator Village of Cumberland

"Keeping wildlife wild and communities safe"



COUNCIL REPORT



REPORT DATE: August 3, 2018
MEETING DATE: August 13, 2018

TO: Mayor and Council
FROM: Kaelin Chambers, Economic Development Coordinator
SUBJECT: July 2018 – Economic Development Report

RECOMMENDATION

THAT Council receive the July 2018 – Economic Development Report for information.

BACKGROUND

This report provides a synopsis of economic development activities undertaken by the Economic Development Coordinator (EDC).

1. Rural Dividend Program

- An application of grant funding was made to the Rural Dividend Program on July 30, 2018.
- The requested contribution from the RDF was for \$80,000. An additional \$20,000 will be provided by the Village (\$10,000 matching funds and \$10,000 in-kind)
- As part of the application, the Village received letters of support from MLA Scott Fraser, the Comox Chamber of Commerce, Mount Washington and the Vancouver Island Economic Alliance.
- A decision on the application is anticipated in 3-4 months (October- November 2018)

2. Island Coastal Economic Trust

- The Village will be submitting a funding request application to ICET in October 2018
- The Village will be seeking funds to undertake a Sector Strategy focused on supporting local arts and culture (and/or Tourism), as economic drivers.
- The EDC continues to meet with ICET staff to further define the scope of the Village's ICET application.

3. Comox Valley Waste Management Centre – Landfill Gas Utilization First Option

- Work continues work towards a 'First-Option' proposal to CVRD as per the Host Community Agreement MOU.

4. Permit and Licensing Approvals

- EDC has reviewed licensing by-laws and identified opportunities to improve efficiency/effectiveness of business licensing process

5. Single use plastics – Business Outreach

- The EDC has drafted a Business Outreach Plan to engage local business with respect to the Council's July 9 direction to staff to report on ban on single use plastics in the Village
- The Business outreach Plan considers opportunities and tools for business engagement (ie in person discussions/interviews, on-line surveys/questionnaires).
- Feedback will be sought from local business owners regarding the potential economic implications of developing a single use plastic ban in the Village.

6. Economic Development Networking

- In July, the EDC met and discussed Cumberland's economic development initiatives with:
 - Scott Fraser – Minister of Indigenous Relations and Reconciliation, MLA Mid Island-Pacific Rim
 - Line Robert – CEO, Island Coastal Economic Trust
 - Meaghan Cursons – Executive Director, Cumberland Community Forest Society
 - Mike Manara – Director, Mount Washington
 - George Hanson – President, Vancouver Island Economic Alliance
 - Graham Truax - Interim Executive Director, Innovation Island Technology Association
 - Rose Klukas – Economic Development Officer, Campbell River
 - Melinda Knox – Economic Development CEO, K'omoks First Nation
 - Numerous local businesses
- On July 29, the EDC attended the Modular Housing Event at Muchalat Manufacturing
- The EDC coordinated a letter of support for Innovation Island Technology Association grant funding request. The Village is being considered by the IITA as the host community for an upcoming business and entrepreneurial workshop/conference.
- The EDC registered to attend the VIEA Summit on October 24, 2018

FINANCIAL IMPLICATIONS

None

OPERATIONAL IMPLICATIONS

None

STRATEGIC OBJECTIVE

None

ATTACHMENTS

None

CONCURRENCE

None

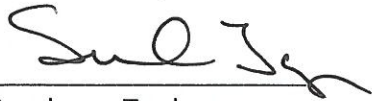
OPTIONS

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

Respectfully submitted,

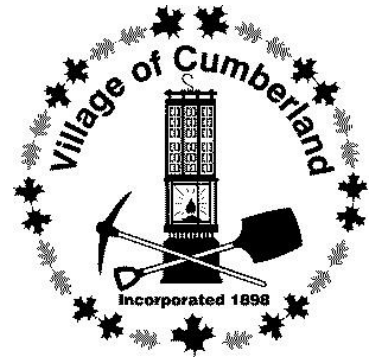


Kaelin Chambers
Economic Development Coordinator



Sundance Topham
Chief Administrative Officer

COUNCIL REPORT



REPORT DATE: August 7, 2018
MEETING DATE: August 13, 2018

TO: Mayor and Council
FROM: Ken Rogers, Manager of Development Services
SUBJECT: July 2018 – Development Services Department Report

RECOMMENDATION

THAT Council receive the July 2018 – Development Services Department Report for information.

SUMMARY

July 2018 – Development Services Department Report

BACKGROUND

Staff Report on Recent Activities undertaken by the Development Services Department, Building Department and the Manager of Development Services.

Manager of Development Services

Meetings with developers on potential projects are confidential in nature, therefore, the following points are work that is under accepted application.

Development

- Stoneleigh build out proceeding with Phase 1 for registration
- Reviewed various outstanding items throughout the community in regards to Parks, developer obligations, and future proposals.

Bylaw

- Review of Zoning Bylaw in regards to concerns mentioned by community members in regards to Mobile Food Vending.

Subdivision

- Carlisle Lane proposed subdivision site examination conducted with proposed utility and amenity space.
- Coal Valley Estates Phasing reviewed with developer and staff.

Other Work

- Meeting with representative from the Comox Lake Land Corporation.
- Follow up on Stagecoach and outstanding report from Biologist.
- Assisted Bylaw Officer on land use enforcement issues.
- Cannabis Federal, Provincial, and Municipal regulations reviewed.

FINANCIAL IMPLICATIONS

None

OPERATIONAL IMPLICATIONS

None

STRATEGIC OBJECTIVE

None

ATTACHMENTS

1. Planning Report for July 2018

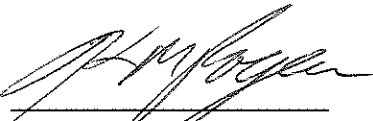
CONCURRENCE

None

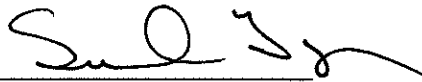
OPTIONS

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

Respectfully submitted,



Ken Rogers
Manager of Development Services



Sundance Topham
Chief Administrative Officer



Corporation of the Village of Cumberland

Memorandum

DATE: August 7, 2018
TO: Ken Rogers, Manager of Development Services
FROM: Judy Walker, Senior Planner
SUBJECT: Planning Report for July 2018

OCP AMENDMENTS & REZONINGS

1.	2018-01-RZ 2771 Dunsmuir Avenue	Applications received to rezone to allow Vacation Rentals in two single family residences within the VCMU-1 zone. Anticipated (tentative) dates:
2.	2018-02-RZ 2773 Dunsmuir Avenue	23Jul18: Council referral to APC 4Sept18: Advisory Planning Commission meeting 5Sept18: Heritage Commission meeting

DEVELOPMENT PERMITS

1.	2015-02-DP Carlisle Lane Phase 2: DP issued on April 27, 2015 for Phase 2 of the PDA at Carlisle Lane for 17 lots. Permit granted. Outstanding Issues: planting trees, spring 2018.	
2.	2016-01-DP 4616 Cumberland Road: DP issued to replace existing building with prefab steel building. Awaiting the following conditions to be met before granting: DarkSky lighting; sheltered & secure bicycle parking; electric plug in ready; and a stormwater report. Letter sent to Owner on July 17, 2017.	
3.	2016-02-DP Trilogy Lots 3a, 3b, 3c 2016-03-DP Trilogy Lots 4, 6, 10b, 11 2016-04-DP Trilogy Lots 7, 9a, 10b 2016-05-DP Trilogy Lots 8a, 8b	Applications received for initial subdivision. Peer review completed. APC met on January 16 th . Awaiting information from applicant to proceed to Committee of the Whole.
4.	2017-04-DP CVE Phases 7 & 8: Application for 32 and 27 lot subdivision. Council approved permit on May 8 th , 2017, staff granted permit. Blasting timeline removed for these phases. Phase 7 registered and building out. Phase 8 underway.	
5.	2017-07-DP 3244 Sutton Road: Application has been received for an Environmentally Sensitive Protected Area Development Permit to allow a two lot subdivision. Council requested more information on February 13, 2018.	
6.	2017-10-DP Stoneleigh Station: Application received for 84 unit multi-family phased strata development. Council approved DP on December 8, 2017, DP granted on January 22, 2018. Construction underway on Phase 3.	

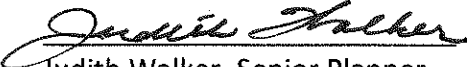
DEVELOPMENT PERMITS	
7.	2017-14-DP Stage Coach: Application received for road works. Peer Review completed. Applicant has provided a timeline for providing outstanding items. Anticipate Council review late Fall 2018
8.	2017-15-DP 2798 Ulverston Residential Infill: Application received for new ADU. Council issued Permit. Awaiting conditions to be met (landscape security) before granting.
9.	2018-04-DP 2806 Penrith Avenue - Residential Infill: Application received for Accessory Dwelling Unit. Referral to the APC on July 17, 2018
10.	2018-05-DP 2725 Derwent Avenue - Residential Infill: Application received for Accessory Dwelling Unit. Referral to the APC on July 17, 2018
11.	2018-06-DP Coal Valley Estates Phases 9 & 10 – ESA/Wildfire DPA: Application has been received for two phases of subdivision.
HERITAGE ALTERATION PERMITS	
1.	2015-01-HAP 2692 Dunsmuir Avenue (Waverley): Legal action on outstanding Issues from HAP: Lighting spillage; No enclosed garbage and recycling area; Parking lot: No pavers, no lines, no HC, no electric vehicle hookup; No rooftop screening of mechanical equipment. Staff met with owner, visited site and issued a letter with deficiencies, actions and timeline. Have received new parking and garbage bin layout (May 29) - staff requested more information.
2.	2016-02-HAP Riders Pizza: Application received on May 13, 2016. Council granted Permit on June 27, 2016. Outstanding conditions: Sheltered and secure bicycle parking.
3.	2016-03-HAP 2781 Dunsmuir Avenue : Application received September 9, 2016. Permit granted by Council on June 12 th . Outstanding conditions: SRW in lane required.
4.	2018-01-HAP 2727 Dunsmuir Avenue: Application received for small apartment units over commercial with Variance request for parking requirements. Considered by Heritage Commission on March 5 and Advisory Planning Commission on March 6. Delegation to future meetings of Homelessness and Affordable Housing Select Committee and Council.
5.	2018-02-HAP 3273 Third Street: Application received to permit exterior renovations which include an outside dining patio for restaurant. Council granted Permit May 14, 2018. Outstanding conditions required at Building Permit and prior to Occupancy.
6.	2018-03-HAP 2717 Dunsmuir Avenue: Application received for façade improvements. Council granted Permit May 28, 2018. Outstanding conditions required at Building Permit and prior to Occupancy.
DEVELOPMENT VARIANCE PERMITS	
1.	2016-04-DV 2613 Dunsmuir Avenue : Application received to vary lot line setbacks, height, and lot coverage for an existing single family dwelling and proposed accessory building. Enforcement in process.

DEVELOPMENT VARIANCE PERMITS		
2.	2018-01-DV 2727 Dunsmuir Avenue : See also 2018-01-HAP Application for variance to parking requirements. On hold on applicant's request.	
3.	2018-08-18 2817 Wellington Road : Application to allow ADU in the front yards. Anticipate Council referral to APC on August 13, 2018	
SUBDIVISION		
1.	Carlisle Lane Phase 2: 16 lots Outstanding deficiencies prior to accepting subdivision.	Maintenance Period Ends June 19, 2018
2.	2639 Penrith Avenue: 4 lots Final Approval granted January 16 th , 2018 with minor deficiencies	Maintenance Period Ends January 15, 2019
3.	3376 Mill Street: 2 lots PLR granted. Final Approval granted, no deficiencies.	Maintenance Period Ends September 28, 2018
4.	2017-01A-SV Coal Valley Estates – Phase 7 (34 lots) Final Approval Granted with Servicing Agreement. Deficiencies reduced	Maintenance Period Ends April 13, 2019
5.	2017-01B-SV Coal Valley Estates – Phase 8 (22 lots) PLR granted. Construction drawings received, staff review in process.	PLR Expires October 9, 2018
6.	2017-03-SV 3216 Sutton Road (2 lots + remainder) Staff review while waiting for ESA DP	Application received February 7, 2017
7.	2017-04-SV Carlisle Lane Phase 3: 8 lots PLR granted. Construction drawings received, staff review in process.	PLR Expires July 30, 2018
8.	2017-05-SV 2903&2905 Penrith Avenue Being processed with Phase 2 (above)	Application received April 10, 2017
10.	2017-08-SV CVE Water Booster Station Watermain Transmission Line (Works on Sutton, Egremont, Penrith) have been completed. Booster station outstanding, design review in process.	Completion Deadline November 30, 2018
11.	2017-09-SV 2641 Penrith Avenue 2 lots. Final Approval granted	Maintenance Period expires January 16, 2019
12.	2018-01-SV Trilogy Lots 3a, 3b, 3c 2018-02-SV Trilogy Lots 4, 6, 10b, 11 2018-03-SV Trilogy Lots 7, 9a, 10b 2018-04-SV Trilogy Lots 8a, 8b	Application received January 12, 2018 Applications received for initial subdivision. Need updated maps for DP's

SUBDIVISION						
13.	2018-06-SV 3469 Hope Road			Application received May 30, 2018		
	Application received for subdivision of one lot. Staff review in process					
14.	2018-07-SV 3400 Mill Street			Application received June 7, 2018		
	Application received for subdivision of one lot. Staff review in process					
15.	2018-08-SV 4681 Cumberland Road (Daley):			Application received July 13, 2018		
	Application received for 2 lot subdivision. Staff review in process					
OTHER						
1.	Provided verbal and written responses to enquiries on potential land use and development proposals. Meet with public to confirm conformity of land use with Village bylaws. Referrals from other local governments and agencies.					
2.	Trees on public property: dealing with public’s concerns for potential hazardous trees; coordinating arborist reports, pruning/removal, liaison with adjacent owners.					
3.	Provided verbal and written responses to enquiries regarding business licenses.					
BUILDING PERMITS						
Provided advice/information on-Building/Plumbing Permits, prepared and kept forms and statistics, and processed Building/Plumbing Permit applications prior to plan check by Building Inspector.						
	Year to July 2017		Year to July 2018		July 2018	
Single Family Dwellings	26	6,161,000	29	3,136,191	8	2,300,222
Secondary Suite Conversions	5	176,000	2	5,801	1	94,700
Duplex	0	0	2	800,000	0	0
SFD Addn & Reno’s	6	219,000	7	519,860	1	140,000
Accessory Dwelling Units	16	701,742	5	295,775	0	89,775
Residential Accessory	6	38,600	3	89,148	1	7,500
Multi-family	0	0	12	8,415,303	3	3,900,000
Industrial	1	35,000	2	459,500	0	0
Commercial	3	1,368,000	6	185,001	1	12,000
Institutional	0	0	0	0	0	0
Demolition	0	0	3	70,000	1	10,000
Totals	63	\$7,331,342	71	\$13,976,579	16	\$6,554,197
BYLAWS IN PROCESS						
1.	Pesticide Use Control Bylaw <i>Repeals Bylaw 838</i>		Met with CVRD contractor for 2017 program. New bylaw in process and aiming for adoption in 2018.			
2.	Building Bylaw Rewrite		Required as per the new <i>Building Act</i> and the STEP Code. First report on the STEP Code to Council anticipated soon. Investigation of regulation of solid fuel burning appliances (wood & pellet stoves) in new construction.			
3.	Development Procedures and Fees Bylaw No. 1075, 2018		Fees review from the 2014 bylaw, additional processing, and housekeeping, anticipated Council review soon			

PROJECTS	
1.	Statements of Significance (SOS): Consultants retained to assist with SOSs- Camp Road Neighbourhood, Ilo Ilo Theatre, Saito House, Chinatown and the Cumberland Cemetery. Three SOS's reviewed at April meeting. Next two at August 7, 2018 HC meeting.
2.	Japanese-Canadian Historic Places Recognition Project: Nominated for No. 1 Japanese townsite and Japanese Cemetery recognition. Staff to clarify the selected submissions by the Village.
3.	Cumberland Road Entrance Landscape: Planting contract completed by June 1, 2018. Deficiencies noted.
4.	Egremont Park Master Plan: Development of the master plan in-house in the future. Currently settling individual concerns on a case-by-case basis.
5.	Trespass issue: Staff working with Hyland Precast on significant historical trespass onto parkland. Staff and Hyland met on site Nov 29, 2017. Now have survey showing extent of trespass.
6.	Bike Parking/Parklet on Dunsmuir: Staff and Bike Park Project committee reviewed project and approval granted for 2018.
7.	Cumberland Enhancement Study (June 2008): Update plan to include rainwater management options, bike parking platform project, and review of bike parking in the Village.
8.	Eighth Street Subdivision Trees: Staff receiving concerns on tree canopies and roots. Letter to concerned owners regarding pruning and root barriers but further investigation shows root barrier not useful. Some root trimming will be done by Parks Gardener. Owners will be notified and staff will provide recommendations for surface roots.
9.	Urban Tree Management Strategy: Policy for trees on public land regarding care, maintenance and removal, based on MIA recommendations, to be included in strategy, pending budget. Deferred to 2019 by Council in budget process.
10.	Cannabis Legalization Strategy: Open House and Public Hearing on Zoning Amendment Bylaw No. 1085, 2018: August 8, 2019.
11.	Saito House Report: Review short-term lease/rental & long term options. Staff met with owners.
12.	Cumberland United Church: Council approved entering the church on the Cumberland Community Heritage Register. Owner and Provincial Ministry notified as per LGA requirements. Letter sent to United Church regarding interest in Heritage Designation.
COMMISSIONS & COMMITTEES	
1.	Heritage Commission: Next meeting Wednesday, September 5, 2018 at 5:30pm
2.	Advisory Planning Commission: Next meeting Tuesday September 4, 2018 11:00am.
3.	Homelessness & Affordable Housing Select Committee: Next meeting September 19, 2018 9am.
4.	Accessibility Select Committee: Next meeting September 24, 2018 6:30pm.

Respectfully submitted,


Judith Walker, Senior Planner

COUNCIL REPORT



REPORT DATE: August 7, 2018
MEETING DATE: August 13, 2018

TO: Mayor and Council
FROM: Rob Crisfield, Manager of Operations
SUBJECT: July 2018 – Operations Department Report

RECOMMENDATION

THAT Council receive the July 2018 – Operations Department Report for information.

SUMMARY

June 2018 – Operations Department Report

BACKGROUND

Staff Report on Recent Activities undertaken by the Public Works Department and by the Manager of Operations.

Manager of Operations Activities

Surface Water Supply Improvements

Work is well underway at the new water treatment plant (WTP) and reservoir site. To date, the following has been completed:

- The WTP building itself is at a stage where the footing and foundation walls are complete. Work continues on pre-slab plumbing and reinforcement and this phase of work should be complete by the middle of August. Work will then commence on the split face concrete block walls.
- The Reservoir site has been cleared and footing work is expected to commence soon. The Steel reservoir tank is expected to be delivered later in October.
- Funding Partners project sign has been installed at the bottom of Sutton Road next to the entrance to the Community Forest.
- BC Hydro 3 phase power extension preliminary design has now been approved in principle and we are now waiting for Hydro to complete their design work and issue the drawing along with a cost estimate something in September. Once this is complete, the next stage will be for the Village to pay fees and hire a contractor to install the underground portion with BC Hydro the completing their portion of work.

Cumberland No. 2 Dam

Staff have been working with the lead consultant on reviewing the preliminary dam design and hydro feasibility report for the No. 2 Dam. The next step is to review the 'draft' reports with CVRD staff and then prepare a report to Council this fall. Last year staff had submitted an application under the Infrastructure Planning Grant program and while not successful, the project has been resubmitted.

Cumberland & Bevan Roads Design Work

More of the Landscaping deficiencies have now been completed.

2018 Road and Utility Capital Work

These three projects (Egremont Road (Phase 3), Lane S of Maryport, and Allen Road, have been issued for tender as a package. The initial indication is contractors are very busy and we may not see the best

Other Work

- Have started preparing materials and documents in support of infrastructure designs for 2018 and 2019 utility upgrades.
- Utility Person II hiring is still ongoing as we offered the job to our first choice and they made a decision to not accept.
- Building Inspection Services – is now being provided by the Comox Valley Regional District.
- Final asset inventory work completed on surface water supply and wastewater lagoon infrastructure and this has now been passed on the consultant doing our asset management update and risk analysis.
- Cultural Centre Building – the majority of the work to remediate water damage from a leaking roof has now taken place. A delay from the supplier for two new bottom floor doors has the contractor on hold, with the doors and finishing work as the only remaining outstanding work.
- Fire Hall overhead door openings – have now received final drawings for the structural changes to the two east bay door openings. Staff are working on acquiring three quotes to complete this work and hope to start work soon as we'll need to displace two fire trucks while this work takes place and summer is a good time to temporarily store the trucks outside. Just a note that this work, as noted on the engineered drawing, will not meet current BC Building Code seismic requirements and is a temporary fix until the new fire hall has been completed.
- CRI Washroom Upgrades (Rick Hansen Foundation Grant) – The Rick Hansen Foundation has approved a scope change to this project that will now see two new accessible doors installed, one at the CRI main entrance and the other at the north entrance to the Cultural Centre. In addition, the concrete pad at the north entrance of the Cultural Centre will be modified to improve the approach to the door and create a much smoother transition.
- Recycle BC – attempting to have a report to Council on the new State of Works agreement for September 4, but still waiting to hear back from Recycle BC on some wording modifications as was allowed in current agreement. Bottom line is we need to

have a signed agreement by October 1st of this year if we intend on continuing with the program.

FINANCIAL IMPLICATIONS

None

OPERATIONAL IMPLICATIONS

None

STRATEGIC OBJECTIVE

None

ATTACHMENTS

Public Works Report for July 2018

CONCURRENCE

None

OPTIONS

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

Respectfully submitted,



Rob Crisfield
Manager of Operations



Sundance Topham
Chief Administrative Officer



Corporation of the Village of Cumberland

Memorandum

DATE: August 7, 2018
TO: Rob Crisfield, Manager of Operations
FROM: Gavin Murgatroyd, Public Works Foreman
SUBJECT: Public Works– Monthly Report for the period ending July 31, 2018.

Water:

Weekly and monthly bacteriological water samples collected within the Village and at Cumberland Lake Park.

Performed dam inspections on all dams that require monthly inspections.

Completed Q2 meter readings.

Repaired a water service leak at 2741 Maryport Ave.

Repaired blown water meter bottom plate at 2667 Cumberland Road.

Installed a new fire hydrant at the corner of Ulverston and Egremont Road and removed the old hydrant at this same location.

Changed out water meter at Japanese town site at it was reading incorrectly.

Repaired water main leak 2630 Maryport Ave.

Commenced annual hydrant servicing program.

Sewer & Storm:

Raised manholes at 2599 Maryport and 2584 Windermere Ave.

Removed sewer blockage at 2911 Royston Road.

Removed a significant sewer blockage in a main line at the bottom of Kendal Ave. at 3rd Street. This blockage was the result of gravel and rag build up in the invert of sewer pipe.

Continued support of Liquid Waste Management Planning initiative.

Roads:

Various sign installs around the Village, i.e. engine brakes prohibited heading into the Village on Cumberland Road.

Pothole patching various locations around the Village.

Bike lane and shoulder sweeping completed on arterial routes.

Brushed out the shoulder and inside corner at the bottom of Sutton Road as well as the bottom of the Davis Main forestry road by the yellow gate. This work has greatly improved visibility, and as a result the safety for all users of this busy section of road.

Added material to the shoulder and bank at Derwent and 1st Street.

Annual shoulder mowing completed by contractor.

Buildings:

Completed various work orders for the CRI, Cultural Centre (CC), and municipal office buildings.

Installed AC unit in the office at the museum.

Made repairs to the A Diamond building as a result of a break in.

**Parks and
Cemeteries:**

Completion of weekly parks related tasks: garbage pick-up, water hanging baskets, and filling of tree bags.

Commenced work on removing the larger rocky material and levelling the fill that was placed in Peace Park. In addition, the old manhole in this park was decommissioned.

Affected repairs to the standpipe at the jump park.

Completed repairs to the globe valves at the water park.

Interment of numerous ashes and placement of headstones at the cemetery.

Completed first green burial.

Continued efforts to remove graffiti from skate park surfaces.

Completed grass/scrub trimming work at the Japanese Townsite.

Affected repairs to the new hand pump at cemetery.

Other:

Manager of Operations and Public Works Foreman held interviews with the short listed candidates for the Utility Person 2 position.

Continue to support the water treatment plant and reservoir project – received UV equipment and stored it in the lower yard shed. Inspector from Xylem dispatched to confirm what damage, if any, occurred in transit. One damaged button and some broken bulbs was reported. The button has been fixed and new bulbs are to be sent to us. In addition, the grant sign was installed at the bottom of Sutton Road.

Continued illegal dumping clean up at various locations around the Village.

Respectfully submitted,



Gavin Murgatroyd
Public Works Foreman

COUNCIL REPORT



REPORT DATE: August 7, 2018
MEETING DATE: August 13, 2018

File No. 1880

TO: Mayor and Councillors
FROM: Michelle Mason, Financial Officer and
Rachel Parker, Deputy Corporate Officer
SUBJECT: July 2018 Finance and Administration Report

RECOMMENDATION

THAT Council receive the July 2018 Finance and Administration Report for information.

SUMMARY

In July, staff continued to provide financial and administrative support to all departments.

BACKGROUND

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

Financial Planning

- 2019-2023 internal financial planning process underway
- Fleet equipment rates analysis
- Asset management plan support

Year-end Audit and Financial Reporting

- June year-to-date management financial performance reports (on track)
- Second quarter financial performance report presented to Council

Utility Billings and Property Taxes

- Water meters readings during the week of July 3rd for the second quarter utility bills
- Second quarter utility bills mailed July 16th
- Second quarter levies that are outstanding as of the end of the day on August 27, 2018 will receive a 10% penalty
- Property tax payment deadline July 3rd
- Property tax penalty of 10% imposed on outstanding tax balances

- Similar to previous years, 95% of the current 2018 property tax receivables were collected by the deadline
- Letters to notify property owners of outstanding balances on their accounts
- All properties with delinquent taxes outstanding from 2016 as of 10 am on September 24, 2018 will be sold at the municipal tax sale
- Taxes collected on behalf of other taxing authorities were remitted in July

Procurement

- Purchasing Card system setups in progress.
Next steps are:
 - finalization of internal purchasing card policy and procedures;
 - issuance of additional purchasing cards to designated staff
 - staff training on using an online reporting system (BMO Spend Dynamics)
 - purchase of GP Diamond import utility system
- Competitive bidding documents support

Customer Service

Staff responded to public enquiries about the following matters:

- Questions about property taxes, tax deferment and home owner grants
- Processed large volume of property tax payments
- Tax certificate requests
- Greater than normal volume of cemetery enquiries, sales and interments
- Building/plumbing permits and inspections
- Dog licences
- Business licences
- Recreational fire permits
- New lawn watering permits
- Water restrictions

Human Resources

- Monthly CFO forum meeting
- GFOABC Communication Committee quarterly meeting
- July: celebrated the retirement of one of Village's longest serving employees in the Finance department
- Finance hiring processes underway for vacancy
- Acting CAO duties

Information Technology

- Perfect Mind support and maintenance
- Diamond Financial System investigations and maintenance
- Staff support and coordination of support with IT provider
- Assisted in replacement/purchased of desktop printers for Fire Chief and Deputy Fire Chief

- Coordinated CRI point-of-sale updates
- Purchased license software renewal for back up tape
- Met with CVRD IT consultant to discuss network requirements at the CRI, requested quote from electrician

Grant Administration

- Updated grant status workbook
- Provided support for grant reporting and application
- Submitted monthly budget forecast report for the month of Jun for the water supply grant
- Submitted final contribution claim to FCM for LWMP project
- Submitted 2nd quarter claim to the Ministry for water supply project

Communications/cumberland.ca

News posts at cumberland.ca:

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2018	12	15	23	23	29	18	27					
2017	15	14	15	14	25	17	23	21	22	22	27	15
2016	14	13	22	26	37	24	17	21	20	25	23	11

- Most popular pages at cumberland.ca were events, Lake Park campground, and mountain biking. Popular news posts include hiring of Economic Development Officer, new Lake Park washrooms, and vandalism at Village Park
- Worked with local photographer for images for the Village's image stock library

Cemetery

- training continued for staff on new forms and cemetery services
- continued to work on written operational procedures, ground improvements after interments, and natural burial operations with public works
- The Village has its first natural burial interment in July and another booked in early August
- Working on plans and funding to repair/decommission fence at Chinese Cemetery and confirmed location of historic altar

Rights of Interment (Licences)

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2018	0	1	0	0	2	3	4					
2017	0	1	1	1	1	2	0	1	2	0	0	1
2016	3	1	0	1	1	1	1	1	0	4	0	0

Interment Permits (public works open and close of lot)

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2018	0	2	0	1	2	2	4					
2017	0	1	1	3	1	2	1	2	2	0	0	1
2016	1	1	0	0	2	2	1	1	2	2	0	1

Committees

- Homelessness and Affordable Housing Committee meeting
- Accessibility Committee: Staff finalized registration of Village facilities and trails for rating by the Rick Hansen Foundation

Miscellaneous

- Launched alternate approval process for the loan authorization bylaw for the wastewater treatment project
- Worked with AIDS Vancouver Island for a free Naloxone training session on September 19 at 7pm
- Pride Flag raising on July 23 with Council
- Submitted Cabinet Minister meeting requests and briefing notes for UBCM
- Prepared candidate nomination packages and election notices, worked on election staffing
- Development support

FINANCIAL IMPLICATIONS

None

STRATEGIC OBJECTIVE

None

ATTACHMENTS

None

CONCURRENCE

None

OPTIONS

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

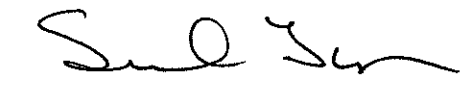
Respectfully submitted,



Michelle Mason
Financial Officer



Rachel Parker
Deputy Corporate Officer



Sundance Topham
Chief Administrative Officer

COUNCIL REPORT



REPORT DATE: August 7, 2018
MEETING DATE: August 13, 2018

TO: Mayor and Councillors
FROM: Sundance Topham, Chief Administrative Officer
SUBJECT: July 2018 Chief Administrative Officer Report

RECOMMENDATION

THAT Council receive the July 2018 Chief Administrative Officer Report for information.

SUMMARY

The month of July included the continuation of a number of projects, including the wrap-up of Stage 2 of the Liquid Waste Management Plan and the preparation for the Wastewater Alternative Approval Process. An extensive amount of time was also spent on Human Resources issues, including integrating newly hired staff.

BACKGROUND

The following is a synopsis of some of the items that I spent time working on in July over and above regular daily duties:

Development Services

Approving Officer Duties:

Performed a number of Approving Officer related duties associated with subdivision applications in the Village.

Cayet (Trilogy):

Had ongoing conversations with Cayet representatives in regards to their initial subdivision application. Continued to work on the finalization of the replacement covenants.

Water and Sewer Planning

Liquid Waste Planning:

Worked with the Liquid Waste Management Planning Project Coordinator on the finalized LWMP Stage Two Report.

Met with Union of British Columbia Municipality officials in Victoria along with Comox Valley Regional District and K'omoks First Nations officials to discuss the future of the Gas Tax Strategic

Priorities Fund money that was allocated to the now defunct South Sewer Project, and the possibility of a partnership and scope change for the former project.

Economic Development

Economic Development Strategy:

Worked with the new Economic Development Coordinator to start the process of implementing the *Cumberland Economic Development Strategy 2018-2023*. Focus on finding grant funding and moving forward on the quick start actions.

Worked with the Economic Development Coordinator on moving forward the Village's Memorandum of Understanding with the Comox Valley Regional District in regards to Integrated Resource Recovery (Land Fill Gas).

Miscellaneous

- Attended a number of Regional Growth Strategy Steering Committee planning sessions to discuss the 3L application.
- Met with the new detachment commander for the Comox Valley Royal Canadian Mounted Police.
- Met with representatives from the BC Wildfire Service to discuss jurisdictional processes in relation to fires on highways that are attended by Cumberland Fire Rescue.
- Met with the Chief Administrative Officer from the Union Bay Improvement District to discuss items of mutual interest.

FINANCIAL IMPLICATIONS

None

OPERATIONAL IMPLICATIONS

None

STRATEGIC OBJECTIVE

None

ATTACHMENTS

None

CONCURRENCE

None

OPTIONS

1. Receive this report for information.

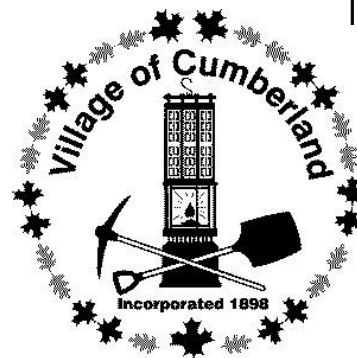
2. Any other action deemed appropriate by Council.

Respectfully submitted,



Sundance Topham
Chief Administrative Officer
Village of Cumberland

COUNCIL MEMBER REPORT



DATE: August 1, 2018

TO: Council

FROM: Mayor Leslie Baird

SUBJECT: Councillor Report- July 2018

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

Date	Event
Jul. 1	Canada Day Parade in Courtenay Canada Day Parade and Fireworks in Campbell River
Jul. 5	Jane Austen's "Persuasion" a musical drama held in Port Alberni as part of the Jane Austen Festival
Jul. 6	Vancouver Island and Coastal Communities "Community Benefit Hub" meeting in Qualicum Beach. Bobi Sadler, Assistant Deputy Minister, Ministry of Citizens Services who provided a British Columbia Procurement Strategy for 2018 will be joining the committee.
Jul. 8	BC Bike race to cheer for the participants at the start of the race and later on at the finish line.
Jul. 14	Convoy Club art and antique sale Former Fire Chief Jack Robertson's 90 th birthday event Vancouver Island Music Fest
Jul. 17	Interview with CAO and Inspector Paul Cheney of the Victoria RCMP detachment
Jul. 19	Community Justice monthly board meeting to pass budget
Jul. 21	67/67 Potlatch ceremony Picnic in the Park
Jul. 23	Meeting at The Views at St. Joseph's with Jane Murphy, Michael Aikins, Chief Administration Officer and Chris Kelsey, Chair

	Ministry of Municipal Affairs and Housing Modular Housing Program Update. Tour of Muchalat Group manufacturing plant and speeches from Minister Selina Robinson, Minister of Municipal Affairs and Housing. Scott Fraser, Minister of Indigenous Relations and Reconciliation and MLA for Mid Island-Pacific Rim. We Hewitt, Executive Director, Port Alberni Shelter Society.
Jul.27	Unveiling of the Ginger Goodwin Funeral Procession Photograph Improv at the Masonic Hall
Jul. 29	Comox Valley Classic Cruisers Car Show at the exhibition grounds.
Jul. 31	Meeting with Vancouver Island University student, Josh, who is taking courses on Community Policing, Restorative Justice and School Liaison Officers.

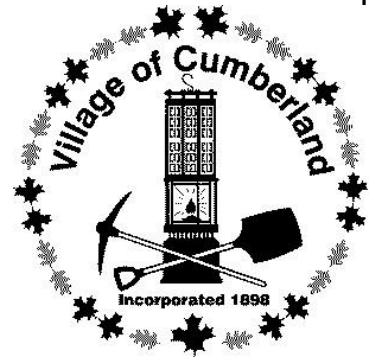
COUNCIL MEMBER REPORT



DATE: Aug 1, 2018
 TO: Mayor and Councillors
 FROM: Councillor Jesse Ketler
 SUBJECT: Monthly Report – July 2018

Date	Event	Discussion
July 1	Canada Day Parade	Courtenay
July 9	Regular Council Meeting	
July 12	Cumberland Housing Society meeting	Review of objectives and action items
July 18	Homelessness and Affordable Housing Committee	Discussed draft Homelessness Response Protocol Policy & Parks Bylaw Amendment and 2019 work plan and budget
July 18	Naxolone Training	AIDS Vancouver Island provided free training at Convoy Club, Cumberland
July 19	Meeting re SFUs Community Economic Development program	Program director Jeremy Stone outline the course goals and admission requirements
July 21	Potlach 67-67	A gathering of people to recognize and celebrate the history of Indigenous people and the important role potlach plays in their culture.
July 23	Pride Flag raising	Cumberland Village office
July 23	Regular Council Meeting	

COUNCIL MEMBER REPORT



DATE: August 1, 2018

TO: Mayor and Councillors

FROM: Councillor Roger Kishi

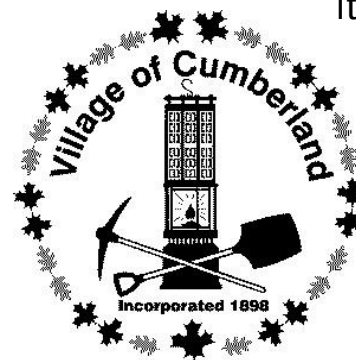
SUBJECT: Councillor Report- July 2018

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

Date	Event	Comments
Jul. 10	Meet with Minister of State- Childcare, Katrina Chen	Discussed child care in Cumberland
Jul. 19	Simon Fraser University- Community Economic Development Program	Information session- Courtenay
Jul. 20	Potlatch 67- 67 Exhibit Opening	CV Art Gallery
Jul. 21	Potlatch 67- 67	Kumugwe Cultural Society
	Party in the Park	Village Park
Jul. 22	Dog Day of Summer	Cumberland Dog Park
Jul. 23	VoC Pride Flag Raising	
Jul. 25	Minister of Municipal Affairs & Housing, Selina Robinson	Supportive Modular Housing event, Muchalat Modular Construction Facility
Jul. 27	Ginger Goodwin Day, Funeral Procession Re- enactment Portrait unveiling	Cumberland Museum
Jul. 28	Pride in the Park	CV Pride- Simms Park, Courtenay

I am also attending CV Homelessness Coalition meetings from work.

COUNCIL MEMBER REPORT



DATE: August 8th, 2018

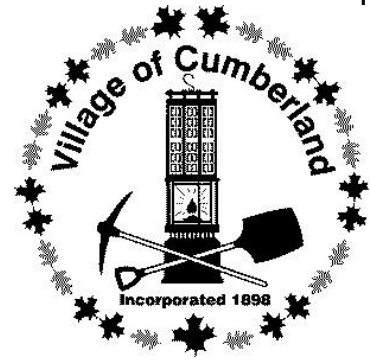
TO: Mayor and Councillors

FROM: Councillor Sproule

SUBJECT: Monthly Report – July 2018

Date	Event	Comments
6 th	Teresa Allen's retirement celebration	
10 th	CVRD COW	
13 th to 15 th	Music Fest	
21 st	Potlatch 67-67 at KFN	
23 rd	Helped raise Pride Flag	
24 th	CVRD Board	
	COW for 3L	
25 th	Open House Muchlat Construction	Housing Min. Selena Robinson

COUNCIL REPORT



REPORT DATE: July 23, 2018
MEETING DATE: August 17, 2018

File No. 0530-05

TO: Mayor and Councillors
FROM: Rachel Parker, Deputy Corporate Officer
SUBJECT: Council Remuneration Bylaw

RECOMMENDATION

1. THAT Council receive the Council Remuneration report.
2. THAT Council THAT Council give first, second, and third reading to "Council Remuneration Bylaw No. 1089, 2018".

SUMMARY

In May 2018, staff brought forward a report to Council seeking direction on Council remuneration rates. Council requested that staff draft a bylaw to compensate for remuneration lost to income taxes due to the elimination of the non-taxable status of 1/3 portion beginning in 2019, as well as to bring forward a review of percentage increases to remuneration.

BACKGROUND

In 2015 Council implemented annual 4% remuneration increases from 2015 to 2019 in its Council Remuneration Bylaw, rather than the annual the consumer price index increase (CPI), to bring Cumberland Council's remuneration inline with other similar municipalities. In each year after 2019, the bylaw increases remuneration by the CPI.

Having a sufficient remuneration is important for a community to attract candidates to office before an election. In the current bylaw, the 2019 rates for the incoming council will be:

Mayor:	\$18,255
Council:	\$ 9,813

Two-thirds of this remuneration is taxable as income, and one-third is currently considered an allowance for expenses incidental to the discharge of duties of office, which currently is not taxable. In 2019, this non-taxable status will be eliminated and the all of the council remuneration will be taxable. The financial loss depends how each member's income tax and CPP is structured. Based on a basic tax structure, the annual financial loss is estimated at \$880

for the mayor and \$155 for councillors. If the basic tax credit is not considered and taxes at 100%, the annual financial loss is estimated at \$1420 for the mayor and \$620 for councillors.

Members currently have the option of participating in an extended health and dental program through UBCM. In the proposed bylaw attached to this report, staff have included a change in the bylaw in order to revise the administration of these benefits based on new information from the benefit provider. The full cost of the benefit will be reimbursed to the Village from the remuneration of those members who choose to participate. This administrative change will not change net pay received by those members currently participating or impact the bottom line for the Village.

Members also have the option to participate in the Employee and Family Assistance Program, which offers counselling and wellness services. The cost is \$6.50 per month which would be deducted from a participating members' remuneration.

The May 2018 staff report presented remuneration in a number of comparable communities. The 2017 median remuneration is shown below:

Office	2017 Median comparable	2017 Cumberland	% difference
Mayor	\$22,901	\$16,878	35%
Councillor	\$11,606	\$ 9,073	30%

Since that time, the Village has received a Vancouver Island remuneration survey in which the Village participated. A copy of the report is attached for Council's information.

In May 2018, Council requested staff to provide options for

- a general increase to remuneration from the existing 4% increase in 2019 and CPI increase for 2020 and future years;
- compensation for remuneration lost to income taxes dues to the elimination of the non-taxable status of the 1/3 portion of remuneration for an expense allowance beginning in 2019.

An immediate compensation increase in 2019 of \$880 for the mayor and \$155 for councillors to compensate for the loss to income taxes is included in the first table below. The second table shows options for an annual percentage increase of 4%, 6% and 8% for the next four years.

	Mayor	Councillor
2018 current	\$ 17,553.00	\$ 9,436.00
comp increase	\$ 880.00	\$ 155.00
2019 base	\$ 18,433.00	\$ 9,591.00

	4% increase		6% increase		8% increase	
	Mayor	Councillor	Mayor	Councillor	Mayor	Councillor
2019	\$ 19,170.32	\$ 9,974.64	\$ 19,538.98	\$ 10,166.46	\$ 19,907.64	\$ 10,358.28
2020	\$ 19,937.13	\$ 10,373.63	\$ 20,711.32	\$ 10,776.45	\$ 21,500.25	\$ 11,186.94
2021	\$ 20,734.62	\$ 10,788.57	\$ 21,954.00	\$ 11,423.03	\$ 23,220.27	\$ 12,081.90
2022	\$ 21,564.00	\$ 11,220.11	\$ 23,271.24	\$ 12,108.42	\$ 25,077.89	\$ 13,048.45

The proposed bylaw attached to this report includes the initial compensation for the tax loss in 2019 and remuneration at a 4% increase each year to 2022. Council may choose to increase either of these rates before first reading of the bylaw.

FINANCIAL IMPLICATIONS

The Council salary budget is \$54,600 for 2018, and increases by 4% for 2019. Any additional increases for the 2019 year would be included for Council's consideration for the 2019 budget and five year financial plan bylaw considered this fall.

STRATEGIC OBJECTIVE

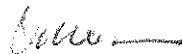
None

ATTACHMENTS

1. Vancouver Island Remuneration Survey, Town of View Royal, Dugal Smith
2. Council Remuneration Bylaw No. 1089, 2018

CONCURRENCE

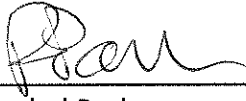
Odie Morin, Deputy Financial Officer



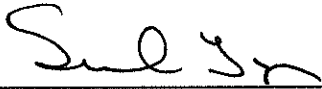
OPTIONS

1. THAT Council give first, second, and third reading to "Council Remuneration Bylaw No. 1089, 2018".
2. Any other action deemed appropriate by Council.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read 'R Parker', written above a horizontal line.

Rachel Parker
Deputy Corporate Officer

A handwritten signature in cursive script, appearing to read 'Sundance Topham', written above a horizontal line.

Sundance Topham
Chief Administrative Officer

TOWN OF VIEW ROYAL

**SURVEY REPORT ON COUNCIL
REMUNERATION**

JULY 2018

Thank you for your participation in this survey. I hope that the results are helpful to you.

Dugal Smith, CMC
Burnaby, BC

Dugal Smith & Associates
(604) 299-7977
dugal.smith@telus.net

COUNCIL REMUNERATION SURVEY REPORT

This report summarizes the results of a survey of Council remuneration carried out in June 2018.

Community	Mayor's Remuneration \$	Councillors' Remuneration \$	Ratio Councillor to Mayor's Remuneration	Acting Mayor Pay	Annual Updating	Plans for 2019 Council Remuneration
Central Saanich	\$31,668	\$13,912	44%	-	✓ ⁽¹⁾	Mayor 9.9% increase; Councillors 10.0% increase
Colwood	27,023	13,512	50%			
Comox	33,628	17,724	53%	-		Internal report to Council planned
Cumberland	17,553	9,436	54%	-		2019 remuneration under review
Duncan	28,328	14,093	50%	\$388/yr.		No decision
Esquimalt	49,236	19,695	40%	\$82/mo.	✓ ⁽²⁾	Mayor \$57,600; Councillor \$23,010
Gibsons	32,772	16,000	49%	\$100/mo.	✓ ⁽¹⁾	No decision
Highlands	12,500	7,500	60%	-	✓ ⁽¹⁾	Mayor 25% increase; Councillors 25% increase
Lake Cowichan	21,224	12,733	50%	-		Plan to retain a consultant before election
Langford	36,700	17,250	48%	\$4,850 for 6 months	✓ ⁽¹⁾	No decision
Metchosin	23,327	13,784	59%	-		No decision
North Saanich	27,587	13,794	50%	-		Increase of \$2000 to each member of Council on Jan 1, 2019 (i.e. 14.5% for Councillor)
Oak Bay	29,833	12,660	42%	-	✓ ⁽¹⁾	Will be asking staff for recommendation
Parksville	36,020	14,961	42%	10% premium for time served (\$125/mo.)		11% increase for Mayor and 10.5% for Councillors on Jan 1, 2019
Port Alberni	40,431	17,919	44%	-		Plan to use a community committee for 2019 remuneration
Saanich	101,106 ⁽³⁾	40,618 ⁽³⁾	40%	-		

⁽¹⁾ Annual increase in the Victoria CPI

⁽²⁾ Annual increase in the Victoria CPI with a minimum of 2%

⁽³⁾ 2017 data

COUNCIL REMUNERATION SURVEY REPORT (cont'd)

Community	Mayor's Remuneration \$	Councillors' Remuneration \$	Ratio Councillor to Mayor's Remuneration	Acting Mayor Pay	Annual Updating	Plans for 2019 Council Remuneration
Sidney	35,057	14,003	40%	-	✓	Mayors increase \$2203; Councillors increase \$976; Are using a marginal tax rate of 20%;
Sooke	20,321	10,160	50%	-		No decision
Tofino	21,148	12,243	58%	-		No decision
Victoria	106,458	42,583	40%	-	✓ ⁽¹⁾	Taxing full remuneration since 2009; No change
Average ⁽⁴⁾	\$29,131	\$13,966	48%			
Median ⁽⁴⁾	\$29,081	\$13,853	48%			
View Royal	\$26,769	\$12,834	48%		✓ ⁽¹⁾	

⁽¹⁾ Annual increase in the Victoria CPI

⁽²⁾ Annual increase in the Victoria CPI with a minimum of 2%

⁽³⁾ 2017 data

⁽⁴⁾ Excludes Saanich and Victoria remuneration

COUNCIL REMUNERATION PARTICIPANTS

The following communities participated in the Council remuneration survey.

Community	Population (2016 Census)	Expenditures (2016)	Expenditures per Capita (2016)	Area Hectares
Central Saanich	16,814	\$25.1M	\$1,493	3,861
Colwood	16,859	\$20.4M	\$1,210	1,474
Comox	14,028	\$18.6M	\$1,326	910
Cumberland	3,753	\$5.6M	\$1,492	2,862
Duncan	4,944	\$8.4M	\$1,699	102
Esquimalt	17,655	\$32.3M	\$1,830	932
Gibsons	4,605	\$8.1M	\$1,759	318
Highlands	2,225	\$2.8M	\$1,258	2,052
Lake Cowichan	3,226	\$4.3M	\$1,333	742
Langford	35,342	\$46.8M	\$1,324	1,240
Metchosin	4,306	\$4.6M	\$977	6,800
North Saanich	11,249	\$15.9M	\$1,413	3,029
Oak Bay	18,094	\$35.8M	\$1,979	1,031
Parksville	12,514	\$17.8M	\$1,422	904
Port Alberni	17,678	\$37.0M	\$2,093	1,218
Saanich	114,148	\$174.5M	\$1,529	6,481
Sidney	11,672	\$19.1M	\$1,636	300
Sooke	13,001	\$12.8M	\$985	5,810
Tofino	1,932	\$6.3M	\$3,261	1,099
Victoria	85,792	\$188.0M	\$2,191	1,148
Median	13,000	\$16.9M	\$1,300	1,150
View Royal	10,408	\$14.2M	\$1,364	691

THE CORPORATION OF THE VILLAGE OF CUMBERLAND

BYLAW NO. 1089

A bylaw to provide for remuneration to members of council.

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

1. This Bylaw may be cited as “Council Remuneration Bylaw No. 1089, 2018”.
2. The mayor shall be paid an annual remuneration in the following amount in the year indicated:

2018:	\$ 17,553
2019:	\$ 19,170
2020:	\$ 19,937
2021:	\$ 20,735
2022:	\$ 21,564

3. Each councillor shall be paid an annual remuneration in the following amount in the year indicated:

2018:	\$ 9,436
2019:	\$ 9,975
2020:	\$ 10,374
2021:	\$ 10,789
2022:	\$ 11,220

4. In each year following 2022, the remuneration for the mayor and each councillor shall be increased on January 1st by a rate equivalent to any annual percentage increase in the consumer price index for British Columbia over the immediately preceding year.
5.
 - (1) Members have the option to participate in an extended health and dental program through the Union of British Columbia Municipalities for either family or single benefits, subject to the program conditions.
 - (2) For each member who chooses to participate in extended health and dental program, 100 per cent of the cost will be deducted from that member’s remuneration each month and reimbursed to the Village.

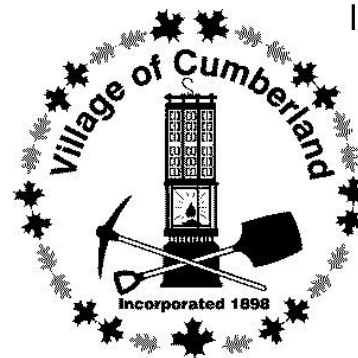
6. The "Council Remuneration Bylaw No. 1020, 2015" is repealed.

READ A FIRST TIME THIS	DAY OF	2018.
READ A SECOND TIME THIS	DAY OF	2018.
READ A THIRD TIME THIS	DAY OF	2018.
ADOPTED THIS	DAY OF	2018.

Mayor

Corporate Officer

COUNCIL REPORT



REPORT DATE: July 5, 2018
MEETING DATE: August 13, 2018

File No.

TO: Mayor and Councillors
FROM: Ken Rogers, Manager of Development Services
SUBJECT: Development Procedures and Fees Bylaw No. 1073, 2018

RECOMMENDATION

1. THAT Council receive "Development Procedures and Fees Bylaw No. 1073, 2018" dated July 5, 2018.
2. THAT "Council give first, second, and third readings to the Development Procedures and Fees Bylaw No. 1073, 2018 as presented".

SUMMARY

The existing Development Procedures and Fees Bylaw was adopted in 2014. In an effort to continually monitor and improve current processes and reflect adequate cost recovery for administration, the existing Bylaw No. 1008, 2014 was reviewed. Due to the number of changes applied in this recommendation, a replacement Bylaw rather than an amendment is presented for Council consideration.

BACKGROUND

1. The following are the Highlights of the changes to Bylaw and Schedules for:

- Amend the Official Community Plan (OCP) and/or the Zoning Bylaw
- Development Permit
- Heritage Alteration Permit.
- Development Variance Permit
- Temporary Use Permit
- Manufactured Home Park Permit
- Compliance Determination (a "Comfort Letter")
- Site Specific Exemption to Flood Construction Level and Setbacks

2. Bylaw:

Definitions include the introduction of the term Applicant. This term will replace all references to Owner and the definition for owner has been deleted.

Amendments for the following Schedules A through H:

SCHEDULE A – APPLICATION TO AMEND THE OFFICIAL COMMUNITY PLAN (OCP) AND/OR THE ZONING BYLAW

Schedule A and A-1 are updated to reflect the changed from Owner to Applicant in references, along with applicable minor referencing clarification for Neighborhood Public Meetings.

Timeline of an Official Community Plan or Zoning Bylaw amendment is estimated between three and four months depending on Committee, Commission and Council meetings. As per Part 14, Division 3, Section 464 of the *Local Government Act*, bylaws affecting planning and land use have a legislated requirement for a public meeting.

Fee review for an amendment, be it a single amendment for either Official Community Plan or Zoning or the combination of both, indicates that the Official Community Plan and Zoning Bylaw have very similar information and administrative effort in processing an application for amendment. Given the estimate costs associated with an amendment, the recommended new fee is for any of the three scenarios that an application may contain, be that for an Official Community Plan amendment, Zoning Bylaw amendment or both in conjunction.

SCHEDULE B - APPLICATION FOR A DEVELOPMENT PERMIT

Schedule B and B-1 are updated to reflect the changed from Owner to Applicant in references, along with applicable minor referencing clarification for Neighbourhood Public Meetings.

Information Centre completion deleted reference to properties legally described as Lot A Section 25 Township 10 Comox District Plan EPP10373 and Lot 1 Section 25 Township 10 Comox District Plan VIP78656, except part in Plan EPP10373

Timeline of a Development Permit application is estimate to be less than three months depending on Commission and Council meetings. As per Part 14, Division 7 of the *Local Government Act*, the Village of Cumberland has designated Development Permit areas for protection, revitalization, and establishment of protection. These designated areas require approval of an application for development.

Fee review for an application indicated that the single family residential application yields less administrative effort than all other areas for a development permit. The recommended new fees are based on cost recovery for staff time.

Legal reference on Schedule B-1 was updated with the certification clauses.

SCHEDULE C - APPLICATION FOR A HERITAGE ALTERATION PERMIT

Heritage Alteration Permits moved From Schedule H, H-1 to Schedule C and C-1 which are updated to reflect the changed from Owner to Applicant in references, along with applicable minor referencing clarification for Neighbourhood Public Meetings and post 2015 updates for section reference to the *Local Government Act*.

Timeline of a Heritage Alteration Permit application is estimated to be less than three months depending on Commission and Council meetings. As per Part 15, Division 3 of the Local Government Act, the Village of Cumberland may establish a Community Heritage Register. A Heritage Management Plan was approved December 12 , 2016.

Fee review for an application indicated that existing fees are potentially half the amount of administrative time to address a heritage alteration permit. The recommended new fee structure is based on cost recovery for staff time.

Legal reference on Schedule C-1 was updated with the certification clauses.

SCHEDULE D - APPLICATION FOR A DEVELOPMENT VARIANCE PERMIT

Schedule D and D-1 are updated to reflect the changed from Owner to Applicant in references, along with applicable minor referencing clarification for Neighbourhood Public meetings.

Timeline of a Development Variance Permit application is estimate to be greater than three months depending on Commission and Council meetings. As per Part 14, Division 9 of the Local Government Act, the Village of Cumberland may not vary the use or density of land from that specified in the bylaw, the application of a zoning bylaw in relation to residential rental tenure, or a flood plain specification under requirements in relation to flood plain areas through a Development Variance Permit.

Fee review for an application indicated that the single family residential application yields less administrative effort than all other areas for a development permit. The recommended new fees are based on cost recovery for staff time.

Legal reference on Schedule D-1 was updated with the certification clauses.

SCHEDULE E - TEMPORARY USE PERMIT

Schedule E and E-1 are updated to reflect the changed from Owner to Applicant in references, along with applicable minor referencing clarification for Neighbourhood Public meetings.

Timeline of a Temporary Use Variance Permit application is estimate to be less than three months depending on Commission and Council meetings. As per Part 14, Division 8 of the Local Government Act, the Village of Cumberland has designated where temporary uses permits may be allowed.

Fee review for an application indicates roughly an eighty five percent base increase to address application costs for administration on a Temporary Use Permit.

Legal reference on Schedule E-1 was updated with the certification clauses.

SCHEDULE F MANUFACTURED HOME PARK PERMIT

Schedule F and F-1 are updated to reflect the changed from Owner to Applicant in references, along with applicable minor referencing clarification for Neighbourhood Public meetings.

Timeline of a Manufactured Home Park Permit application is estimated to be less than three months depending on Commission and Council meetings.

Fee review for an application indicated that existing fees are not capturing the full extent of staff time and review of an application for a manufactured home park. The recommended new fee structure is based on cost recovery for staff time.

Legal reference on Schedule F-1 was updated with the certification clauses.

SCHEDULE G - COMPLIANCE DETERMINATION (A "COMFORT LETTER")

Schedule G is updated to reflect the changed from Owner to Applicant in references.

Fee review indicates that preparation for a Comfort Letter is less than half the cost of staff time related to researching and preparing that document.

SCHEDULE H - SITE SPECIFIC EXEMPTION TO FLOOD CONSTRUCTION LEVEL AND SETBACKS

Schedule H is updated to remove the notification clause due to the redundant nature of the affected area requirements and application requirements are upgraded for proper technical submission needs.

Fee review indicates that the application for site specific exemption to flood construction level and setbacks is relative to current processing costs, but need a slight adjustment for full cost recovery.

FINANCIAL IMPLICATIONS

The *Local Government Act* requires that fees be defensible, and to that end staff has prepared a spreadsheet that outlines all the steps in the processing of each of the processes noted below and the costs associated with each.

TABLE for FEES

	Existing Bylaw No 1008	Proposed Bylaw No 1073
Amend Official Community Plan Only	\$1,500	\$4,100
Amend Zoning Bylaw only	\$2,000	\$4,100
Amend OCP & Zoning Bylaw	\$3,000	\$4,100
	Plus a fee to reimburse the Village (at cost) for Peer Review of (such as but not limited to) legal, engineering, environmental, architectural plans, studies, and/or documents in the amount of: • \$500 per lot of proposed or potential residential development¹; and • \$5 per 10.0metres² of gross floor area of proposed/potential commercial/industrial development.	+ Plus a fee to reimburse the Village (at cost) for Peer Review of (such as but not limited to) legal, engineering, environmental, architectural plans, studies, and/or documents in the amount of: • \$500 per lot of proposed or potential residential development¹; and • \$1 per 1.0metres² of gross floor area of proposed/potential commercial/ industrial development
	+ Plus the fee of \$400 for each additional Public Meeting or Public Hearing which shall be paid before adoption of the amending bylaw(s).	+ Plus the fee of \$950 for each additional Public Meeting or Public Hearing which shall be paid before adoption of the amending bylaw(s).
	Refunds of application fees •Less 10% before application is circulated internally •Less 30% before first staff report to Council •Less 60% after 2nd reading but before Public Hearing	Refunds of application fees •Less 10% before preliminary review of the application •Less 50% before preparation of first staff report •Less 75% after second reading but before Public Hearing
Development Permit		
Residential, Single Family	\$800 plus the greater of either, to a maximum of \$2,500: \$25 each residential lot/unit ¹ over 10 lots/units	\$1,200 Plus; \$25 each residential lot/unit to a maximum of \$4,200
All Other (nonresidential)	\$800 \$1 per 1.0metres ² gross floor area of commercial or industrial development; or to a maximum of \$2,500	\$2,100 plus \$1 per 1.0metres ² gross floor area of commercial or industrial development; or to a maximum of \$4,200
	+Plus reimbursement to the Village (at cost) for Peer Review of (such as but not limited to) legal, engineering, environmental, architectural plans, studies, and/or documents. The Applicant will be advised in writing of the amount outstanding and	

	Existing Bylaw No 1008	Proposed Bylaw No 1073
	will be provided with an accounting of the costs incurred. Payment of these fees will be a condition that must be met prior to issuing the Permit.	
	Amendment to Permit 50% of application fee or \$250 whichever is less.	Amendment to Permit 50% of application fee
		Extension 50% of application fee.
	Refund of Application Fee ● Less 10% before file circulation ● Less 30% before preparation of staff report to Council	Refund of Application Fee ● Less 10% before preliminary review of the application ● Less 75% before preparation of staff report to Council
Heritage Alteration	\$800 Plus \$25 each residential lot/unit1 over 10 lots/units to a Maximum of \$2,500	\$1,600 Plus \$25 each residential lot/unit1 to a Maximum of \$3,200
	+Plus a fee to reimburse the Village (at cost) for Peer Review of (such as but not limited to) legal, engineering, environmental, architectural plans, studies, and/or documents. The Applicant will be advised in writing of the amount outstanding and will be provided with an accounting of the costs incurred. Payment of these fees will be a condition that will be met prior to issuing the Permit.	
	Amendment 50% of application fee or \$250 whichever is less	Amendment 50% of application fee
		Extension 50% of application fee
	Refund ● Less 10% before file circulation ● Less 30% before preparation of the first staff report	Refund ● Less 10% before preliminary review of the application ● Less 75% before preparation of the first staff report

	Existing Bylaw No 1008	Proposed Bylaw No 1073
Development Variance Permit		
Residential, Single Family	\$350	\$950
All other (nonresidential)	\$800	\$1,200
	+ Plus a fee to reimburse the Village (at cost) for Peer Review of (such as but not limited to) legal, engineering, environmental, architectural plans, studies, and/or documents. The Applicant will be advised in writing of the amount outstanding and will be provided with an accounting of the costs incurred. Payment of these fees will be a condition that will be met prior to issuing the Permit.	
	Amendment to Permit 50% of application fee or \$250 whichever is less	Amendment 50% of the application fee
		Extension 50% of application fee
	Refund of application fees •Less 10% before file circulation •Less 30% before preparation of staff report to Council	Refund of application fees • Less 10% before preliminary review of the application •Less 75% before preparation of the first staff report
Temporary Use Permit	\$1,000 Plus \$1 per 1.0 metre ² GFA of proposed commercial and/or industrial to a maximum of \$2,500	\$1,850 Plus \$1 per 1.0 metre ² Gross Floor Area of proposed/potential commercial and/or industrial to a maximum of \$3,500
	+ Plus a fee to reimburse the Village (at cost) for Peer Review of (such as but not limited to) legal, engineering, environmental, architectural plans, studies, and/or documents. The Applicant will be advised in writing of the amount outstanding and will be provided with an accounting of the costs incurred. Payment of these fees will be a condition that will be met prior to issuing the Permit.	
	Plus the Owner shall bear the costs of advertising Council consideration of the application, payment of this fee shall be a condition of issuing the Permit.	Plus the Applicant shall bear the costs of statutory advertising. Payment shall be a condition of granting the Permit
	Amendment to permit \$400	Amendment 50% of application fee
	Extension to application \$250	Extension 50% of application fee
	Refunds of application fees •Less 10% before file circulation •Less 30% before preparation of staff to Council	Refunds of application fees •Less 10% before preliminary review of the application •Less 75% before preparation of staff to Council

	Existing Bylaw No 1008	Proposed Bylaw No 1073
Manufactured Home Park Permit	\$1,600 Plus \$25 for each space over 10 spaces to a maximum of \$3,000	\$2,250 Plus \$25 for each space to a maximum of \$4,500
	Plus a fee to reimburse the Village (at cost) for Peer Review of (such as but not limited to) legal, engineering, environmental, architectural plans, studies, and/or documents in the amount of \$250 per proposed space/lot of proposed or potential residential development.	
	Amendment \$500	Amendment 50% of application fee
		Extension 50% of application fee
	Refund of application fees: •Less 10% before file circulation •Less 30% before preparation of staff report Council	Refund of application fees: •Less 10% before preliminary review of the application •Less 75% before preparation of staff report Council
Compliance Determination		
Requests by Owners for a Single Family Dwelling	\$100	\$250
Requests by All Others	\$250	\$500
Site Specific Exemption to Flood Construction Level and Setbacks	\$1,000	\$1,200
	+ Plus a fee to reimburse the Village (at cost) for Peer Review of (such as but not limited to) legal, engineering, environmental, architectural plans, studies, and/or documents. The Applicant will be advised in writing of the amount outstanding and will be provided with an accounting of the costs incurred. Payment of these fees will be a condition that will be met prior to granting the exemption.	
	Amendment to permit 50% of application fee or \$250 whichever is less	Amendment 50% of application fee
		Extension 50% of application fee
	Refund to application fees •Less 10% before file circulation •Less 30% before preparation of staff report to Council •No refund after notification to adjacent neighbours	Refund to application fees •Less 10% before preliminary review of the application •Less 75% before preparation of the first staff report to Council •No refund after preparation of the first staff report

OPERATIONAL IMPLICATIONS

The review and processing of Amendments to the Official Community Plan, Zoning Bylaw, Development Permits, Heritage Alteration Permits, Development Variance Permits, Temporary Use Permits, Manufactured Home Park Permits, Compliance Determination (a "Comfort Letter"), and Site Specific Exemption to Flood Construction Level and Setbacks applications are part of the services provided by the Development Services Department.

STRATEGIC OBJECTIVE

None

ATTACHMENTS

Proposed Development Procedures and Fees Bylaw No. 1073, 2018

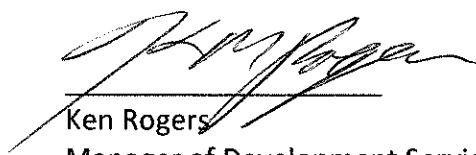
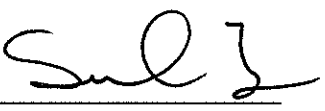
CONCURRENCE

Michelle Mason, Chief Financial Officer

OPTIONS

1. Council give first, second, and third readings to the Development Procedures and Fees Bylaw No. 1073, 2018 as amended by Council.
2. Council receive the report for information.
3. Any other action deemed appropriate by Council.

Respectfully submitted,


Ken Rogers
Manager of Development Services
Sundance Topham
Chief Administrative Officer

CORPORATION OF THE VILLAGE OF CUMBERLAND**BYLAW NO. 1073****A bylaw to establish procedures and fees for land use development
within the Village of Cumberland**

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

1. TITLE

This bylaw may be cited for all purposes as the 'Development Procedures and Fees Bylaw No. 1073, 2018.'

2. APPLICATION

- a) This Bylaw is applicable to all lands and surface of the water within the Village of Cumberland that are subject to any permit or application procedure as outlined in this Bylaw.
- b) Procedures under which an Applicant of land may apply for an amendment to the Official Community Planning and/or the Zoning Bylaw are set out in Schedule A which is attached and forms part of this Bylaw.
- c) Procedures under which an Applicant of land may apply for a Development Permit are set out in Schedules B and B-1 which are attached and form part of this Bylaw.
- d) Procedures under which an Applicant may apply for a Heritage Alteration Permit are set out in Schedules C and C-1 which are attached and form part of this Bylaw.
- e) Procedures under which an Applicant of land may apply for a Development Variance Permit are set out in Schedules D and D-1 which are attached and form part of this Bylaw.
- f) Procedures under which an Applicant of land may apply for a Temporary Use Permit are set out in Schedules E and E-1 which are attached and form part of this Bylaw.
- g) Procedures under which an Applicant of land may apply for a Manufactured Home Park Permit are set out in Schedules F and F-1 which are attached and form part of this Bylaw.
- h) Procedures under which an Applicant may apply for a Compliance Determination for any property within the Village boundaries are set out in Schedule G which is attached and forms part of this Bylaw.
- i) Procedures under which an Applicant may apply for a Site Specific Exemption to Flood Construction Level and Setbacks for any property within the Village boundaries are set out in Schedule H which is attached and forms part of this Bylaw.

3. **RELATION TO THE LOCAL GOVERNMENT ACT**

This Bylaw is not intended to conflict with any provision of the *Local Government Act* relating to any application or to fetter any statutory authority of the Village.

4. **DEFINITIONS**

For the purpose of this Bylaw, the following definitions apply. The context meaning of terms contained in this Bylaw and not defined herein, are to be determined in accordance with firstly, 'Zoning Bylaw No. 1027, 2016' as amended from time to time, secondly this Bylaw and thirdly in the Canadian Oxford dictionary.

APPLICANT	means a person registered in the land registry records as Applicant of land or of a charge on land, whether entitled to it in his/her own right or in a representative capacity or otherwise.
CHIEF ADMINISTRATIVE OFFICER (CAO)	means the person appointed by Council pursuant to s.147 of the <i>Community Charter</i> to carry out the duties of this position.
COUNCIL	means the Council of the Corporation of the Village of Cumberland.
INACTIVE	means any application that remains incomplete, or during processing, becomes dormant due to an Applicant's deficiency in fulfilling the requests/requirements of staff or Council.
NEIGHBOURHOOD PUBLIC MEETING	means a meeting open to the public, held by the Applicant, to discuss and answer any questions relating to the proposed development or project and provide information to anyone who attends. The intent of this meeting is to collect the comments of the neighbours in a casual comfortable format that is not to be confused with a Public Hearing that may be required as part of this application process.
VILLAGE	means, as the context requires, the Village of Cumberland, or the area within the boundaries of the Village of Cumberland.

5. **SEVERABILITY**

If any part of this bylaw is found to be invalid it may be severed without affecting the validity of the balance of the bylaw.

6. **INTERPRETATION**

Whenever the singular or masculine is used in this Bylaw, the same is deemed to include the plural or feminine or the body politic or corporate as the context requires.

7. REPEAL

The following Bylaw is hereby repealed in its entirety upon adoption of this Bylaw:

- a) 'Village of Cumberland Development Procedure and Fees Bylaw No. 1008, 2014'.

READ A FIRST TIME THIS	DAY OF	2018.
READ A SECOND TIME THIS	DAY OF	2018.
READ A THIRD TIME THIS	DAY OF	2018.
ADOPTED THIS	DAY OF	2018.

Mayor

Corporate Officer

Schedule A**Application to Amend the
Official Community Plan (OCP) and/or the Zoning Bylaw****1. APPLICATION**

- a) An application shall be completed upon a form provided by the Village which then shall be delivered to the Village together with such additional plans and particulars as may be required. The application is considered as being accepted when all the required information (including fees) has been received.
- b) Each legal parcel shall be considered as a separate application, unless otherwise determined by the Chief Administrative Officer.

2. RE-APPLICATION

An application that has been refused by Council shall not be reconsidered for a period of 12 months immediately following the date of refusal, except as permitted pursuant to the provisions of the *Local Government Act*. A re-application is considered a new application and additional fees apply, as noted in Section 7 of this schedule.

3. ABANDONED APPLICATIONS

An application which has been inactive for more than six months is deemed to be abandoned and will be closed.

4. NEIGHBOURHOOD PUBLIC MEETING(S)

- a) Applications to amend the OCP and/or Zoning Bylaw require the Applicant to hold a Neighbourhood Public Meeting prior to presentation of the application to Council for first reading. The Neighbourhood Public Meeting shall be held in a venue in the Village of Cumberland. The Applicant is required to prepare a summary of comments and/or concerns from the meeting and submit this summary to the Village in a timely manner so that this information is available for Council.
- b) Council may require additional public consultation, the cost of which will be borne by the Applicant.

5. NOTIFICATION

- a) The Applicant shall ensure that the notice of the Neighbourhood Public Meeting is placed in one edition of a local newspaper and mailed or otherwise delivered to adjacent land owners and occupiers of all properties within a 75.0 metre (246.0 feet) radius of the lot lines of the land involved under application at least 10 days before the Neighbourhood Public Meeting.

Schedule A

- b) Within 10 days of the application being made, the Applicant shall install a Public Notice Sign advising of the application in a location visible from the road on the subject property. If the property has two road frontages, two signs may be required. The sign shall be in the format acceptable to the Village. The sign must remain in place until the last act of Council and shall be removed within 10 days of that date.
- c) The Village shall mail or otherwise deliver a notice of Public Hearing or waiving of Public Hearing to the owners and occupiers of all properties within a 75.0metres (246.0feet) radius of the lot lines of the subject property at least 10 days before the Public Hearing or consideration by Council if the Public Hearing is to be waived as required by the Local Government Act.
- d) The Village shall advertise a Public Hearing or waiving of a Public Hearing as required by the *Local Government Act*.

6. APPLICATION REQUIREMENTS

- a) The completed **application form** including the applicable fees and the authorizing signatures of the Applicant.
- b) A **Surveyors Certificate** prepared by BC Land Surveyor may be required for existing development on the subject property, with dimensions and areas, upon request by the Village.
- c) **Site Plans** which contain the following minimum information about the subject property:
 - i) Location map, including neighbouring land uses;
 - ii) Existing and proposed buildings in relation to legal property boundaries with dimensions and areas;
 - iii) Significant physical features and topographic information, and all existing watercourses and wetlands, and all Sensitive Ecosystem Information;
 - iv) North arrow and drawing scales;
 - v) Dimensions for all elevations and site plans;
 - vi) Geodetic elevation upon request by the Village;
 - vii) Residential unit or building layout and/or comprehensive plan, illustrating unit distribution;
 - viii) Roads, existing and/or proposed; and
 - ix) Open space.
- d) Completed 'Site Profile', as per the *Environmental Management Act*, for the subject property or release from the Ministry to proceed.
- e) Additional information may be required in accordance with the "Corporation of the Village of Cumberland Development Approval Information Bylaw No. 809, 2005" and all amendments thereto.

Schedule A**7. FEES**

Amend OCP and/or Zoning Bylaw \$4,100^{1,2}	
+ Plus a fee to reimburse the Village (at cost) for Peer Review of (such as but not limited to) legal, engineering, environmental, architectural plans, studies, and/or documents in the amount of: • \$500 per lot of proposed or potential residential development¹; and • \$1 per 1.0metre² of Gross Floor Area of proposed/potential commercial/industrial development¹. This fee is to be paid at time of application and will form the application “account”. Staff will maintain an accounting of charges to the application, which will be provided to the payee semi-annually and upon completion or termination of the project. Funds remaining in the account after completion or termination of the project will be returned to the payee.	
+ Plus additional monies will be required if the Peer Review charges exceed the Peer Review fees paid at application. The payee will be advised in writing that this fee is required and it will be equal to the amount paid at application, unless the CAO determines otherwise. The letter will include an accounting to date. Processing of the application will be suspended until this fee is paid.	
+ Plus the Applicant shall bear the costs of advertising any Public Hearing/Waiving a Public Hearing which shall be paid before adoption of the amending bylaw(s).	
+ Plus the fee of \$950 for each additional Public Hearing which shall be paid before adoption of the amending bylaw(s).	
Refund	•Less 10% before preliminary review of the application •Less 50% before preparation of first staff report •Less 75% after second reading but before Public Hearing •No refund after Public Hearing.
<i>Notes: 1. Application fees shall include Title searches but do not include other documents such as covenants, ROW's, etc. The cost of retrieving these from LTO shall be borne by the Applicant.</i>	
<i>2. If a concept plan is not available this number will be calculated on the maximum build out allowed in the proposed Zoning amendment.</i>	

8. TYPICAL PROCESS

- a) A complete application and fees are received by staff. Processing will not commence until all the application requirements are met.
- b) Staff will provide the design of the required public notice sign to the Applicant, mapping of the area required for notification of the Neighbourhood Public Meeting, and mailing labels if requested.
- c) The Applicant shall:

Schedule A

- i) install the Public Notice sign within 10 days of having made the application;
 - ii) hold a Neighbourhood Public Meeting in the Village of Cumberland;
 - iii) advertise the Neighbourhood Public Meeting in a local paper, the advertisement to appear 10 days prior to the Neighbourhood Public Meeting;
 - iv) after the Neighbourhood Public Meeting, provide proof of advertising, a summary of comments and/or concerns; and any submissions made at the Meeting.
- d) Staff prepares a report for Council outlining the application and presenting the proposed bylaws, requesting referral to the internal Commission or Committee as applicable.
- e) Staff prepares a report for the internal Commission or Committee as applicable. The Applicant is invited to attend any meeting where his application is being considered.
- f) Staff prepares a report for Council which may include:
 - i) the results of the Neighbourhood Public Meeting;
 - ii) the recommendation(s) from the internal Commission or Committee as applicable;
 - iii) recommendations regarding first and second readings on the proposed bylaw(s);
 - iv) if the application includes an amendment to the Official Community Plan, the list of government agencies that might be affected by the proposal; and
 - v) scheduling of the public hearing, if required.
- g) Council may, upon considering the application, request additional information, give first and/or second readings to the implementing bylaw, or may refer, table, or deny the application.
- h) Staff schedules the public hearing, ensures that the required notification and advertising is carried out, produces an agenda for the Hearing and distribute to Council, and holds the Public Hearing.
- i) Following the Public Hearing(s) (or waiving of same) Council, without further notice, may give the Bylaw(s) third reading or may refer, table, or deny the application.
- j) As required by the *Transportation Act*, referral of a Zoning or Rezoning within 800metres of Highway 19 being the Inland Island Highway shall be made to the Ministry of Transportation and Infrastructure for their approval.
- k) Staff prepares a report for adoption of the bylaw(s). If all conditions of third reading have been met, the bylaw(s) shall be adopted.

Schedule A

- l) The Applicant is notified within 10 days of Council's decision. Where the amending bylaw(s) have been denied by Council, the letter shall contain the reasons for refusal.
- m) The Applicant shall remove the Public Notice sign within 10 days of the date of Council's final decision.

Schedule A

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Application for a Development Permit

1. APPLICATION

- a) An application shall be completed upon a form provided by the Village which then shall be delivered to the Village together with such additional plans and particulars as may be required. The application is considered as being accepted when all the required information (including fees) has been received.
- b) Each legal parcel shall be considered as a separate application, unless otherwise determined by the Chief Administrative Officer.

2. EXEMPTIONS

For applicable exemptions, please see *Village of Cumberland Official Community Plan Bylaw 990, 2016*, Section 10.0 'Development Permit Areas' or amendments thereto.

3. RE-APPLICATION

An application that has been refused by Council shall not be reconsidered for a period of 12 months immediately following the date of refusal, except when permitted pursuant to the provisions of the *Local Government Act*. A re-application is considered a new application and additional fees apply, as noted in the following section 10.

4. ABANDONED APPLICATIONS

An application that has not yet been which has been inactive for more than six months is deemed to be abandoned and will be closed.

5. NEIGHBOURHOOD PUBLIC MEETING

Council may require that the Applicant hold a Neighbourhood Public Meeting, the cost of which will be borne by the Applicant. If a meeting is required, the meeting shall be held in a venue in the Village of Cumberland. The Applicant is required to prepare a summary of comments and/or concerns from the meeting and submit same to the Village in a timely manner in order that this information may be forwarded to Council.

6. NOTIFICATION

- a) If required by Council, the Applicant shall ensure that the notice of a Neighbourhood Public Meeting is placed in one edition of a local newspaper and mailed or otherwise delivered to adjacent owners and occupiers of all properties within a 75.0 metre (246.0 feet) radius of the lot lines of the land involved under application at least 10 days before the Neighbourhood Public Meeting.
- b) Within 10 days of the application being made, the Applicant shall install a public notice sign advising of the application in a location visible from the road on the subject property. If the property has two road frontages, two signs may be required. The sign shall be in the format approved by the Village. The sign must remain in place until the last act of Council and shall be removed within 10 days of that date.

Schedule B

- c) The Village shall mail or otherwise deliver a notice that Council will consider a Development Permit application to the owners of all properties within a 75.0metres (246.0feet) radius of the lot lines of the subject property at least 10 days before the meeting where Council will make a decision on the application.

7. AMENDMENT

After Council has approved a Development Permit for issuance, minor amendments will be accepted provided that the fee as noted in section 10 of this schedule has been paid. Major changes which require significant review by Staff and Council will require a new application and fees.

8. EXTENSION

The Applicant may apply to Council to grant one extension of up to two years. Fees as noted in section 10 of this schedule, apply.

9. APPLICATION REQUIREMENTS

- a) The completed **application form** including the applicable fees and the authorizing signature(s) as required.
- b) A **Surveyors Certificate** prepared by BC Land Surveyor may be required at the request of the Village.
- c) A **Site Plan** which contains the following minimum information about the subject property:
 - i) Location map, including neighbouring land uses;
 - ii) Existing and proposed buildings in relation to legal property boundaries with dimensions and areas;
 - iii) Significant physical features and topographic information, all existing watercourses and wetlands and all Sensitive Ecosystem Information;
 - iv) North arrow and drawing scales;
 - v) Dimensions for all elevations and site plans;
 - vi) Geodetic elevation upon request by the Village;
 - vii) Roads, existing and/or proposed;
 - viii) Residential unit or building layout and/or comprehensive plan, illustrating unit distribution; and
 - ix) Open space.
- d) Where the Development Permit is for form and character, elevation drawings will be required which will be in colour, illustrating the proposed outside of the building and include a list of materials and colours to be used.
- e) Completed 'Site Profile', as per the *Environmental Management Act*, for the subject property or release from the Ministry to proceed.

Schedule B

- f) **Landscape Plans, as required**, must be professionally prepared and conform to the most recent BCSLA\BCLNA Landscape Standard and contain the following minimum information:
- i) Site organization, including planting beds, and landscape features;
 - ii) All plant material and landscape features at installed sizes, accurate location, and spacing;
 - iii) Plant list using botanical and common names for all recommended plant material and size specification;
 - iv) Location of all utility infrastructure (overhead, underground, light standards, etc.), which may be affected by landscaping.
 - v) A cost estimate of completing any required landscape plan. This estimate shall provide the following detailed (itemized) information:
 - 1) Softscaping such as, but not limited to plants, bed preparation, etc.;
 - 2) Equipment to be installed such as but not limited to irrigation system, playground, etc.,
 - 3) Hardscaping such as but not limited to sidewalks, fencing, etc., and
 - 4) Labour costs required for the total cost of the construction and implementation of the plan.
- g) **Security:** If required, the Applicant shall provide a security by letter of credit or in a form acceptable to the Village for the following purposes:
- i) Landscaping: If Landscaping is required, this Security is to provide the means by which Council can carry out the landscaping works if the Applicant does not complete the approved Landscape Plan, as follows:
 - 1) The amount shall be 125% of the cost estimate for the approved landscape plan and shall be received before the Permit is issued.
 - 2) An inspection shall be carried out upon completion of the plan and if compliant, a refund of 75% shall be made.
 - 3) The remaining 25% will be held back for one year at which time the Applicant will request an inspection. If the plantings are to the satisfaction of the Village, the holdback will be returned to the person who paid it. If any of the plants have not survived, they shall be replaced by the Applicant per the approved landscape plan, or failing this, the Village may use the holdback to replace the plants. Any amount of the security not used for the purpose it was intended will be returned to person who paid it.

Schedule B

- ii) Unsafe Condition: Where there is the high probability of an unsafe condition occurring due to a consequence of contravention of a condition in the Development Permit, a Security may be required to provide the means by which Council can rectify said unsafe condition, as follows:
 - 1) The amount shall be 125% of the cost estimate provided by a registered professional and shall be received before the Permit is issued.
 - 2) An inspection shall be carried out upon completion of the plan by a registered professional and if found compliant, a full refund shall be made to the person who paid it.
 - 3) If the professional's inspection reveals an unsafe condition, the Applicant shall rectify the condition, or failing this, the Village may use the security to rectify the condition. Any amount of the security not used for the purpose it was intended will be returned to person who paid it.
- iii) Damage to Natural Environment: Where there is the high probability of damage to the Natural Environment occurring due to a consequence of contravention of a condition in the Development Permit, this Security may be required to provide the means by which Council can rectify said damage, as follows:
 - 1) The amount shall be 125% of the cost estimate provided by a registered professional and shall be received before the Permit is issued.
 - 2) An inspection shall be carried out upon completion of the plan by a registered professional and if found compliant, a full refund shall be made to the person who paid it.
 - 3) If the professional's inspection reveals an unsafe condition, the Applicant shall rectify the condition, or failing this, the Village may use the security to rectify the condition. Any amount of the security not used for the purpose it was intended will be returned to person who paid it.
- h) Additional information may be required in accordance with the "Corporation of the Village of Cumberland Development Approval Information Bylaw No. 809, 2005" and all amendments thereto.

Schedule B**10. FEES**

Residential, Single Family: \$1,200 ^{1,2}		All Other: \$2,100 ^{1,2}	
Plus	\$1 per 1.0metres² gross floor area of commercial or industrial development¹; or \$25 each residential lot/unit¹	to a maximum of \$4,200	
+Plus reimbursement to the Village (at cost) for Peer Review of (such as but not limited to) legal, engineering, environmental, architectural plans, studies, and/or documents. The Applicant will be advised in writing of the amount outstanding and will be provided with an accounting of the costs incurred. Payment of these fees will be a condition that must be met prior to issuing the Permit.			
Amendment	50% of application fee	Extension	50% of application fee
Refund	●Less 10% before preliminary review of the application ●Less 75% before preparation of the first staff report ●No refund after notification to adjacent neighbours		
Notes:	1. If a concept plan is not available this number will be calculated on the maximum build out allowed in the applicable Zone.		
	2. Application fees shall include Title searches but do not include other documents such as covenants, ROW's, etc. The cost of retrieving these from LTO shall be borne by the Applicant.		

11. TYPICAL PROCESS

- a) A complete application and fees are received by Staff. Processing will not commence until all the application requirements are met.
- b) Staff will provide the design of the required public notice sign to the Applicant, mapping of the area required for notification of the Neighbourhood Public Meeting (if required), and mailing labels if requested.
- c) The Applicant shall install the Public Notice sign within 10 days of having made the application.
- d) Staff prepares a report for Council outlining the application and requesting referral to the internal Commissions or Committees as applicable.
- e) Council upon considering the application may request: additional information, and/or that the Applicant provide a Neighbourhood Public Meeting, they may issue the application, table, or deny the application.

Schedule B

- f) If required, the Applicant shall:
 - i) schedule the Neighbourhood Public Meeting in a Cumberland venue;
 - ii) advertise in a local paper, the advertisement to appear 10 days prior to the Neighbourhood Public Meeting;
 - iii) after the Neighbourhood Public Meeting, provide proof of advertising, a summary of comments and/or concerns; and any submissions made at the Meeting.
- g) If referred to an internal Commission or Committee by Council, Staff prepares a report for said Commission or Committee. The Applicant is invited to attend any meeting where their application is being considered.
- h) Staff sends out notification to adjacent neighbours at least 10 days prior to the meeting where Council will be making a decision on the application.
- i) The internal Commissions and/or Committees as referred by Council meet and makes recommendations to Council.
- j) Staff prepares report for Council outlining the application, including comments from the Neighbourhood Public Meeting (if held), recommendations from the internal Commission or Committees, and any public submissions received.
- k) Council, upon considering the application, may request additional information, issue the application, or may refer, table, or deny the application.
- l) The Applicant is advised of the Council's decision within 10 days.
- m) Where Council has issued the Development Permit, it is then prepared in the form of the form of Schedule B-1. When the conditions of the permit have been met the Development Permit is then issued by the Corporate Officer; and *Notice of Development Permit* is sent to Land Title Office for registration on the title of the subject property.
- n) Where an application for a Development Permit has been refused by Council, the Applicant shall be advised of the reasons for refusal.
- o) The Applicant shall remove the Public Notice sign within 10 days of Council making its decision.

Schedule B-1

Corporation of the
Village of Cumberland

DEVELOPMENT PERMIT

TO: *(insert Applicant name here)* **AGENT:** *(insert agent name here if applicable)*

OF: *(insert address of Applicant here, as it appears on title)*

This Development Permit *(Insert file number here)* 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 *(insert specific purpose of the Development Permit)*.

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

Legal Description: *(as it appears on title)*

Folio: 516 _____ **PID:** _____

Civic Address: *(address of property affected)*

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

(Insert conditions as prescribed by Council, described as what must be provided before issuance (a precondition), and what will be required after development is finished.)

3. **Security**

Insert conditions of security as required

4. **Expiry**

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

5. **Timing and Sequencing of Development**

Insert conditions of timing or sequencing of development as required

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

Insert Reports or Plans attached as Schedules as required

Schedule B-1**7. Contaminated Sites Regulation**

(choose one of the following as applicable)

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

OR

☐ This Permit is issued pursuant to the requirements of the *Environmental Management Act*, whereby the Regional Manager of the applicable Ministry has received a "Site Profile" for the subject property and has issued a clearance to proceed to the Village on *(insert date)*.

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

Certification for Development Permits where there are pre-conditions:

CERTIFIED as the DEVELOPMENT PERMIT approved for issuance by resolution of the Council of the Corporation of the Village of Cumberland on _____, 20__, subject to conditions noted at paragraphs ____ (Security) and ____ (____), and issued on _____, 20__ by senior staff on satisfaction of those conditions.

OR

Certification for Development Permits if there are no pre-conditions:

CERTIFIED as the DEVELOPMENT PERMIT approved and issued by resolution of the Council of the Corporation of the Village of Cumberland on _____, 20__.

Corporate Officer

Application for a Heritage Alteration Permit

1. APPLICATION

- a) An application shall be completed upon a form provided by the Village which then shall be delivered to the Village together with such additional plans and particulars as may be required. The application is considered as being accepted when all the required information (including fees) has been received.
- b) Each legal parcel shall be considered as a separate application, unless otherwise determined by the Chief Administrative Officer.
- c) A Heritage Alteration Permit (HAP) is required pursuant to s.615 and 617 of the *Local Government Act* (LGA), noting current statutory language indicates a person must not do any of the following unless a Heritage alteration permit authorizing the action has been issued:
 - i) Subdivide land within the Historic Village Commercial Core (HVCC) area;
 - ii) Start the construction of a building or structure or an addition to an existing building or structure within the HVCC area;
 - iii) Alter a building or structure or land within the HVCC area;
 - iv) Alter a feature that is protected heritage property; and
 - v) Demolition of a building.
- d) Section 614 of the LGA allow local governments to, for the purposes of heritage conservation, designate Heritage Conservation Areas. For continuity, the Heritage Conservation Area in the Official Community Plan also includes development permit designations under LGA s.488:
 - h) Establishment of objectives to promote energy conservation;
 - i) Establishment of objectives to promote water conservation;
 - j) Establishment of objectives to promote the reduction of greenhouse gas emissions.
- e) Where two or more types of Permit applications (for example: HAP and Development Variance Permit) are being made at the same time and can be processed together, only one fee shall be charged, whichever is the greater.

2. EXEMPTIONS

A Heritage Alteration Permit is not required under any of the following conditions:

- a) Exterior maintenance and repairs of buildings with materials, design and colours that are consistent with these guidelines so long as there are no changes to overall appearance or design, including permitting repainting in historically appropriate colours or routine upkeep. **However**, any alterations to windows, siding or architectural features **will require** a Heritage Alteration Permit.
- b) Alterations or repairs to existing single family residences.

Schedule C – 1

- c) Soft landscaping that does not affect the heritage character of the Historic Village Commercial Core or the heritage value of the property.
- d) Construction and maintenance activities carried out by, or on behalf of, the Village.
- e) Regular and emergency Village maintenance of municipal infrastructure conducted in a manner that is consistent with the objectives of the Heritage Conservation Area designation.
- f) Public art as approved by Council.
- g) Interior renovations.

3. RE-APPLICATION

An application that has been refused by Council shall not be reconsidered for a period of 12 months immediately following the date of refusal, except when permitted pursuant to the provisions of the *Local Government Act*. A re-application is considered a new application and additional fees apply, as noted in the following section 10.

4. ABANDONED APPLICATIONS

An application which has been inactive for more than six months is deemed to be abandoned and will be closed.

5. NEIGHBOURHOOD PUBLIC MEETING

Council may require that the Applicant hold a Neighbourhood Public Meeting, the cost of which will be borne by the Applicant. If a meeting is required, the meeting shall be held in a venue in the Village of Cumberland. The Applicant is required to prepare a summary of comments and/or concerns from the meeting and submit same to the Village in a timely manner in order that this information may be forwarded to Council.

6. NOTIFICATION

- a) If required by Council, the Applicant shall ensure that the notice of a Neighbourhood Public Meeting is placed in one edition of a local newspaper and mailed or otherwise delivered to adjacent owners and occupiers of all properties within a 75.0metre (246.0feet) radius of the lot lines of the land involved under application at least 10 days before the Neighbourhood Public Meeting.
- b) Within 10 days of the application being made, the Applicant shall install a public notice sign advising of the application, in a location visible from the road on the subject property. If the property has two road frontages, two signs may be required. The sign shall be in the format approved by the Village. The sign must remain in place until the last act of Council and shall be removed within 10 days of that date.
- c) The Village shall mail or otherwise deliver a notice that Council will consider a Heritage Alteration Permit to the owners of all properties within a 75.0metre

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(246.0feet) radius of the lot lines of the subject property at least 10 days before the meeting where Council will make a decision on the application.

7. AMENDMENT

After Council has approved a Heritage Alteration Permit for issue, minor amendments will be accepted provided that the fee as noted in section 10 below has been paid. Major changes which require significant review by Staff and Council will require a new application and fees.

8. EXTENSION

The Applicant may apply to Council to grant one extension of up to two years. Fees as noted in section 10 below, apply.

9. APPLICATION REQUIREMENTS

- a) The completed **application form** including the applicable fees and the authorizing signature(s) as required.
- b) A **Surveyors Certificate** prepared by BC Land Surveyor, may be required at the request of the Village.
- c) A **Site Plan** which contains the following minimum information about the subject property:
 - i) Location map, including neighbouring land uses;
 - ii) Existing and proposed buildings in relation to legal property boundaries with dimensions and areas;
 - iii) Significant physical features and topographic information, all existing watercourses and wetlands and all Sensitive Ecosystem Information;
 - iv) North arrow and drawing scales;
 - v) Dimensions for all elevations and site plans;
 - vi) Geodetic elevation upon request by the Village;
 - vii) Roads, existing and/or proposed;
 - viii) Residential unit or building layout and/or comprehensive plan, illustrating unit distribution; and
 - ix) Open space.
- d) **Elevation drawings** in colour, which illustrate the changes to the outside of the building and includes a list of materials and colours used.

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- e) **Landscape Plans, as required**, must be professionally prepared and conform to the most recent BCSLA\BCLNA Landscape Standard and contain the following minimum information:
- i) Site organization, including planting beds, and landscape features.
 - ii) All plant material and landscape features at installed sizes, accurate location, and spacing.
 - iii) Plant list using botanical and common names for all recommended plant material and size specification.
 - iv) Location of all utility infrastructure (overhead, underground, light standards, etc.), which may be affected by landscaping.
 - v) A cost estimate of completing any required landscape plan. This estimate shall provide the following detailed (itemized) information:
 - 1) Softscaping such as, but not limited to plants, bed preparation, etc.;
 - 2) Equipment to be installed such as but not limited to irrigation system, playground, etc.,
 - 3) Hardscaping such as but not limited to sidewalks, fencing, etc., and
 - 4) Labour costs required for the total cost of the construction and implementation of the plan.
- f) **Security:** If required, the Applicant shall provide a security by letter of credit or in a form acceptable to the Village for the following purposes:
- i) **Landscaping:** If Landscaping is required, this security is to provide the means by which Council can carry out the landscaping works if the Applicant does not complete the approved Landscape Plan, as follows:
 - 1) The amount shall be 125% of the cost estimate for the approved landscape plan and shall be received before the Permit is issued.
 - 2) An inspection shall be carried out upon completion of the plan and if compliant, a refund of 75% shall be made.
 - 3) The remaining 25% will be held back for one year at which time the Applicant will request an inspection. If the plantings are to the satisfaction of the Village, the holdback will be returned to the person who paid it. If any of the plants have not survived, they shall be replaced by the Applicant per the approved landscape plan, or failing this, the Village may use the holdback to replace the plants. Any amount of the security not used for the purpose it was intended will be returned to person who paid it.

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- ii) **Unsafe Condition:** Where there is the high probability of an unsafe condition occurring due to a consequence of contravention of a condition in a permit, a Security may be required to provide the means by which Council can rectify said unsafe condition, as follows:
 - 1) The amount shall be 125% of the cost estimate provided by a registered professional and shall be received before the Permit is issued.
 - 2) An inspection shall be carried out upon completion of the plan by a registered professional and if found compliant, a full refund shall be made to the person who paid it.
 - 3) If the professional's inspection reveals an unsafe condition, the Applicant shall rectify the condition, or failing this, the Village may use the security to rectify the condition. Any amount of the security not used for the purpose it was intended will be returned to person who paid it.
- iii) **Damage to Natural Environment:** Where there is the high probability of damage to the Natural Environment occurring due to a consequence of contravention of a condition in a permit, this Security may be required to provide the means by which Council can rectify said damage, as follows:
 - 1) The amount shall be 125% of the cost estimate provided by a registered professional and shall be received before the Permit is issued.
 - 2) An inspection shall be carried out upon completion of the plan by a registered professional and if found compliant, a full refund shall be made to the person who paid it.
 - 3) If the professional's inspection reveals an unsafe condition, the Applicant shall rectify the condition, or failing this, the Village may use the security to rectify the condition. Any amount of the security not used for the purpose it was intended will be returned to person who paid it.

Schedule C – 1**10. FEES**

\$1,600 ^{1,2,3}			
Plus	• \$1 per 1.0metres² gross floor area of commercial or industrial development¹; or • \$25 each residential lot/unit¹		to a maximum of \$3,200
+Plus a fee to reimburse the Village (at cost) for Peer Review of (such as but not limited to) legal, engineering, environmental, architectural plans, studies, and/or documents. The Applicant will be advised in writing of the amount outstanding and will be provided with an accounting of the costs incurred. Payment of these fees will be a condition that will be met prior to issuing the Permit.			
Amendment	50% of application fee	Extension	50% of application fee
Refund	•Less 10% before preliminary review of the application •Less 75% before preparation of the first staff report •No refund after notification to adjacent neighbours		
Notes:	1. If a concept plan is not available this number will be calculated on the maximum build out allowed in the applicable Zone. 2. Where a Heritage Alteration Permit application is combined with a Development Permit or Development Variance Permit, only one fee shall be charged, whichever is the greater. 3. Application fees shall include Title searches but do not include other documents such as covenants, ROW's, etc. The cost of retrieving these from LTO shall be borne by the Applicant.		

11. TYPICAL PROCESS

- a) A complete application and fees are received by staff. Processing will not commence until all the application requirements are met.
- b) Staff will provide the design of the required public notice sign to the Applicant, mapping of the area required for notification of the Neighbourhood Public Meeting (if required), and mailing labels if requested.
- c) The Applicant shall install the Public Notice sign within 10 days of having made the application.
- d) Staff prepares a report for Council outlining the application and requesting referral to the internal Commission or Committee as applicable.
- e) Council upon considering the application may request: additional information, and/or that the Applicant provide a Neighbourhood Public Meeting, they may issue the application, table, or deny the application.
- f) If required, the Applicant shall:
 - i) schedule the Neighbourhood Public Meeting in a Cumberland venue;
 - ii) advertise in a local paper, the ad to appear 10 days prior to the Neighbourhood Public Meeting;

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- iii) after the Neighbourhood Public Meeting, provide proof of advertising, a summary of comments and/or concerns; and any submissions made at the Meeting.
- g) If referred to an internal Commission or Committee by Council, Staff prepares a report for said Commission or Committee. The Applicant is invited to attend any meeting where his application is being considered.
- h) Staff sends out notification to adjacent neighbours at least 10 days prior to the meeting where Council will be making a decision on the application.
- i) The internal Commissions and/or Committees as referred by Council meet and makes recommendations to Council.
- j) Staff prepares report for Council outlining the application, including comments from the Neighbourhood Public Meeting (if held), recommendations from the internal Commission or Committees, and any public submissions received.
- k) Council, upon considering the application, may request additional information, issue the application, or may refer, table, or deny the application.
- l) The Applicant is advised of the Council's decision within 10 days.
- m) Where Council has granted the permit, it is then prepared in the form of Schedule C-1. When the conditions of the Permit have been met (i.e., security, plans) it is then issued by the Corporate Officer; and *Notice of Heritage Alteration Permit* is sent to Land Title Office for registration on the title of the subject property.
- n) Where a permit has been refused by Council, the Applicant shall be advised of the reasons for refusal.
- o) The Applicant shall remove the Public Notice sign within 10 days of Council making its decision.

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Corporation of the
Village of Cumberland

Heritage Alteration Permit

TO: *(insert Applicant name here)* **AGENT:** *(insert agent name here if applicable)*

OF: *(insert address of Applicant here, as it appears on title)*

This Heritage Alteration Permit *(Insert file number here)* is issued subject to compliance with all of the bylaws of the Village of Cumberland applicable thereto, except as supplemented by this Heritage Alteration Permit for the purposes of *(insert specific purpose of Heritage Alteration Permit)*.

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

Legal Description: *(as it appears on title)*

Folio: 516 _____ **PID:** _____

Civic Address: *(address of property affected)*

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

Insert conditions as prescribed by Council, described as what must be provided before issuance, and what will be required after development is finished.

3. **Security**

Insert conditions of security as required

4. **Expiry**

Subject to the terms of the Permit, if the Applicant of this Heritage Alteration 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 Heritage Alteration Permit lapses.

5. **Timing and Sequencing of Development**

Insert conditions of timing or sequencing of development as required

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

Insert Reports or Plans attached as Schedules as required

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

Certification for Permits where there are pre-conditions:

CERTIFIED as the HERITAGE ALTERATION PERMIT approved for issuance by resolution of the Council of the Corporation of the Village of Cumberland on _____ 20__, subject to conditions noted at paragraphs ____ (Security) and ____ (_____) , and issued on _____, 20__ by senior staff on satisfaction of those conditions.

Certification for Permits if there are no pre-conditions:

CERTIFIED as the HERITAGE ALTERATION PERMIT approved and issued by resolution of the Council of the Corporation of the Village of Cumberland on _____, 20__.

Corporate Officer

Application for a Development Variance Permit

1. APPLICATION

- a) An application shall be completed upon a form provided by the Village which then shall be delivered to the Village together with such additional plans and particulars as may be required. The application is considered as being accepted when all the required information (including fees) has been received.
- b) Each legal parcel shall be considered as a separate application, unless otherwise determined by the Chief Administrative Officer.

2. RE-APPLICATION

An application that has been refused by Council shall not be reconsidered for a period of 12 months immediately following the date of refusal, except when permitted pursuant to the provisions of the *Local Government Act*. A re-application is considered a new application and additional fees apply as noted in the following section 8.

3. ABANDONED APPLICATION

An application which has been inactive for more than six months is deemed to be abandoned and will be closed.

4. NOTIFICATION

- a) Within 10 days of the application being made, the Applicant shall install a public notice sign advising of the application in a location visible from the road on the subject property. If the property has two road frontages, two signs may be required. The sign shall be in the format acceptable to the Village. The sign must remain in place until the last act of Council and shall be removed within 10 days of that date.
- b) The Village shall mail or otherwise deliver a notice that Council will consider a Development Variance Permit as required by the *Local Government Act* to the owners and occupiers of all properties within a 75.0 metre (246.0 feet) radius of the lot lines of the subject property at least 10 days before the meeting where Council will make a decision on the application.

5. AMENDMENT TO PERMIT

After Council has approved a DVP for issue, minor amendments will be accepted provided that the fee as noted in section 8 of this schedule has been paid. Major changes which require significant review by Staff and Council will require a new application and fees.

6. EXTENSION

The Applicant may apply to Council to grant one extension of up to two years. Fees as noted in section 8 of this schedule, apply.

Schedule D**7. APPLICATION REQUIREMENTS**

- a) The completed **application form** including the applicable fees and the authorizing signature(s) as required.
- b) A **Surveyors Certificate** prepared by BC Land Surveyor will be required where the requested variance is for existing development on the subject property.
- c) A **Site Plan** which contains the following minimum information about the subject property:
 - i) Location map, including neighbouring land uses;
 - ii) Existing and proposed buildings in relation to legal property boundaries with dimensions and areas;
 - iii) Significant physical features and topographic information, all existing watercourses and wetlands and all Sensitive Ecosystem Information;
 - iv) North arrow and drawing scales;
 - v) Dimensions for all elevations and site plans;
 - vi) Geodetic elevation upon request by the Village;
 - vii) Roads, existing and/or proposed;
 - viii) Residential unit or building layout and/or comprehensive plan, illustrating unit distribution; and
 - ix) Open space.
- d) Completed "Site Profile" as per the *Environmental Management Act*, for the subject property or release from the Ministry to proceed.
- e) **Landscape Plans, as required**, must be professionally prepared and conform to the most recent BCSLA\BCLNA Landscape Standard and contain the following minimum information:
 - i) Site organization, including planting beds, and landscape features;
 - ii) All plant material and landscape features at installed sizes, accurate location, and spacing;
 - iii) Plant list using botanical and common names for all recommended plant material and size specification;
 - iv) Location of all utility infrastructure (overhead, underground, light standards, etc.), which may be affected by landscaping.
 - v) A cost estimate of completing any required landscape plan. This estimate shall provide the following detailed (itemized) information:
 - 1) Softscaping such as, but not limited to plants, bed preparation, etc.;
 - 2) Equipment to be installed such as but not limited to irrigation system, playground, etc.,
 - 3) Hardscaping such as but not limited to sidewalks, fencing, etc., and

Schedule D

- 4) Labour costs required for the total cost of the construction and implementation of the plan.
- f) **Security:** If required, the Applicant shall provide a security by letter of credit or in a form acceptable to the Village for the following purposes:
- i) Landscaping: If Landscaping is required, this security is to provide the means by which Council can carry out the landscaping works if the Applicant does not complete the approved Landscape Plan, as follows:
 - 1) The amount shall be 125% of the cost estimate for the approved landscape plan and shall be received before the Permit is issued.
 - 2) An inspection shall be carried out upon completion of the plan and if compliant, a refund of 75% shall be made.
 - 3) The remaining 25% will be held back for one year at which time the Applicant will request an inspection. If the plantings are to the satisfaction of the Village, the holdback will be returned to the person who paid it. If any of the plants have not survived, they shall be replaced by the Applicant per the approved landscape plan, or failing this, the Village may use the holdback to replace the plants. Any amount of the security not used for the purpose it was intended will be returned to person who paid it.
 - ii) Unsafe Condition: Where there is the high probability of an unsafe condition occurring due to a consequence of contravention of a condition in a Permit, a Security may be required to provide the means by which Council can rectify said unsafe condition, as follows:
 - 1) The amount shall be 125% of the cost estimate provided by a registered professional and shall be received before the Permit is issued.
 - 2) An inspection shall be carried out upon completion of the plan by a registered professional and if found compliant, a full refund shall be made to the person who paid it. .
 - 3) If the professional's inspection reveals an unsafe condition, the Applicant shall rectify the condition, or failing this, the Village may use the security to rectify the condition. Any amount of the security not used for the purpose it was intended will be returned to person who paid it.

Schedule D

iii) Damage to Natural Environment: Where there is the high probability of damage to the Natural Environment occurring due to a consequence of contravention of a condition in a Permit, this Security may be required to provide the means by which Council can rectify said damage, as follows:

- 1) The amount shall be 125% of the cost estimate provided by a registered professional and shall be received before the Permit is issued.
- 2) An inspection shall be carried out upon completion of the plan by a registered professional and if found compliant, a full refund shall be made to the person who paid it.
- 3) If the professional's inspection reveals an unsafe condition, the Applicant shall rectify the condition, or failing this, the Village may use the security to rectify the condition. Any amount of the security not used for the purpose it was intended will be returned to person who paid it.

8. FEES

Single Family Residential: \$950 ¹		All other: \$1,200 ¹	
+ Plus a fee to reimburse the Village (at cost) for Peer Review of (such as but not limited to) legal, engineering, environmental, architectural plans, studies, and/or documents. The Applicant will be advised in writing of the amount outstanding and will be provided with an accounting of the costs incurred. Payment of these fees will be a condition that will be met prior to issuing the Permit.			
Amendment	50% of the application fee	Extension	50% of application fee
Refund	• Less 10% before preliminary review of the application • Less 75% before preparation of the first staff report • No refund after notification to adjacent neighbours		
Notes:	1. Application fees shall include Title searches but do not include other documents such as covenants, ROW's, etc. The cost of retrieving these from LTO shall be borne by the Applicant .		

9. TYPICAL PROCESS

- a) A complete application and fees are received by staff. Processing will not commence until all the application requirements are met.
- b) Staff will provide the Applicant with the design of the required public notice sign.
- c) The Applicant shall install the Public Notice sign within 10 days of having made the application.

Schedule D

- d) Staff prepares report for Council outlining the application, requesting referral to the internal Commissions or Committees as applicable.
- e) Council upon considering the application may request: additional information they may issue the application, table, or deny the application.
- f) If referred to an internal Commission or Committee by Council, Staff prepares a report for said Commission or Committee. The Applicant is invited to attend any meeting where his application is being considered.
- g) Staff sends out notification to adjacent neighbours at least 10 days prior to the meeting where Council will be making a decision on the application.
- h) The internal Commissions and/or Committees as referred by Council meet and makes recommendations to Council.
- i) Staff prepares report for Council outlining the application, including recommendations from the internal Commission or Committees, and any public submissions received.
- j) Council upon considering the application may request additional information, may refer, table, or deny the application.
- k) The Applicant is advised of the Council's decision within 10 days.
- l) Where Council has approved a Variance, it is then prepared in the form of Schedule D-1. When the conditions of the Variance have been met (i.e., security, plans) it is then issued by the Corporate Officer; and *Notice of Development Variance Permit* is sent to Land Title Office for registration on the title of the subject property.
- m) Where a Permit has been refused by Council, the Applicant shall be advised of the reasons for refusal.
- n) Within 10 days of the date of Council's decision, the Applicant shall remove the Public Notice sign.

Schedule D-1
**Corporation of the
Village of Cumberland**
**DEVELOPMENT
VARIANCE PERMIT**

TO: *(insert Applicant name here)* **AGENT:** *(insert agent name here if applicable)*

OF: *(insert address of Applicant here, as it appears on title)*

This Development Variance Permit *(Insert file number here)* is issued subject to compliance with all of the bylaws of the Village of Cumberland applicable thereto, except as specifically varied or supplemented by this Permit for the purposes of *(insert specific purpose of Development Variance Permit)*.

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

Legal Description: *(as it appears on title)*

Folio: 516 _____ **PID:** _____

Civic Address: *(address of property affected)*

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

(Insert the Variance as prescribed by Council as well as any conditions described as what must be provided before issuance (a precondition), and what will be required after development is finished.)

3. **Security**

Insert conditions of security as required

4. **Expiry**

Subject to the terms of the Permit, if the Applicant of this Development Variance 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.

5. **Timing and Sequencing of Development**

Insert other conditions of timing or sequencing of development as prescribed by Council

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

Insert Reports or Plans attached as Schedules as required

Schedule D-1**7. Contaminated Sites Regulation** (*choose one of the following as applicable*)

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

OR

☐ This Permit is issued pursuant to the requirements of the *Environmental Management Act*, whereby the Regional Manager of the applicable Ministry has received a "Site Profile" for the subject property and has issued a clearance to proceed to the Village on (*insert date*).

8. This Permit is not a Building Permit.**Certification for Development Variance Permits where there are *pre-conditions*:**

CERTIFIED as the DEVELOPMENT VARIANCE PERMIT approved for issuance by resolution of the Council of the Corporation of the Village of Cumberland on _____ 20__, subject to conditions noted at paragraphs ____ (Security) and ____ (_____) , and issued on _____, 2018 by senior staff on satisfaction of those conditions.

OR

Certification for Development Variance Permits where there are no *pre-conditions*:

CERTIFIED as the DEVELOPMENT VARIANCE PERMIT approved and issued by resolution of the Council of the Corporation of the Village of Cumberland on _____, 20__.

Corporate Officer

Application for a Temporary Use Permit

1. APPLICABILITY

The issuance of Temporary Use Permits (TUP's) can be considered in all Official Community Plan designations within limits of the Village boundaries. A TUP is a tool to allow a short-term commercial or industrial use that does not comply with the Zoning Bylaw and may be utilized where a condition prevails that warrants such a use for a short period of time, but does not warrant a change of land use designation or zoning of the land.

- a) The objective of TUP's are to:
 - i) Avoid conflicts between different types of uses (i.e., residential, commercial and industrial).
 - ii) Provide for temporary approval of transitional uses, or uses where uncertainty exists.
 - iii) Respecting appropriateness or viability of the use, and where it is premature to decide upon rezoning and long-term land use rights.
 - iv) Not to be considered a substitute for a rezoning application.
- b) In addition to development procedures requirements, TUP's will be considered against the following criteria:
 - i) The use must be clearly temporary or seasonal in nature.
 - ii) Compatibility of the proposal with adjacent uses.
 - iii) Impact of the proposed use on the natural environment, including groundwater, wildlife, and all environmentally sensitive areas, and the proposed remedial measures to mitigate any damage to the natural environment as a result of the temporary use.
 - iv) Intensity of the proposed use.
 - v) Inability to conduct the proposed use on land elsewhere in the community.
 - vi) If within 800metres of Highway 19 the Inland Island Highway, must be reviewed and approved by the Ministry of Transportation and Infrastructure (MOTI) with respect to access to and effect on this controlled access highway.

2. APPLICATION

- a) An application shall be completed upon a form provided by the Village which then shall be delivered to the Village together with such additional plans and particulars as may be required. The application is considered as being accepted when all the required information (including fees) has been received.
- b) Each legal parcel shall be considered as a separate application, unless otherwise determined by the Chief Administrative Officer.

Schedule E**3. RE-APPLICATION**

An application that has been refused by Council shall not be reconsidered for a period of 12 months immediately following the date of refusal, except when permitted pursuant to the provisions of the *Local Government Act*. A re-application is considered a new application and additional fees apply, as noted in section 10 of this schedule.

4. ABANDONED APPLICATION

An application which has been inactive for more than six months is deemed to be abandoned and will be closed.

5. NEIGHBOURHOOD PUBLIC MEETING

- a) Applications to consider a Temporary Use Permit will require the Applicant to hold a Neighbourhood Public Meeting prior to presentation of the application to Council for consideration. The Neighbourhood Public Meeting shall be held in a venue in the Village of Cumberland. The Applicant is required to prepare a summary of comments and/or concerns from the Neighbourhood Public Meeting and submit same to the Village in a timely manner in order that this information may be forwarded to Council.
- b) Council may require additional public consultation, the cost of which will be borne by the Applicant.

6. NOTIFICATION

- a) The Applicant shall ensure that the notice of a Neighbourhood Public Meeting is placed in one edition of a local newspaper and mailed or otherwise delivered to adjacent owners and occupiers of all properties within a 75.0metre (246.0feet) radius of the lot lines of the land involved under application at least 14 days before the Neighbourhood Public Meeting.
- b) Within 10 days of the application being made, the Applicant shall install the public notice sign advising of the application in a location visible from the road the subject property. If the property has two road frontages, two signs may be required. The sign shall be in the format acceptable to the Village. The sign must remain in place until the last act of Council and shall be removed within 10 days of that date.
- c) The Village shall advertise the notice of consideration of a Temporary Use Permit as required by the *Local Government Act* and shall provide notice to be mailed or otherwise delivered to the owners and occupiers of all properties within a 75.0metre (246.0feet) radius of the lot lines of the subject property at least 14 days before the meeting where Council will make a decision on the application.

Schedule E**7. AMENDMENT TO PERMIT**

After Council has approved a Temporary Use Permit for issue, minor amendments will be accepted provided that the fee as noted in section 10 of this schedule has been paid. Major changes which require significant review by Staff and Council will require a new application and fees.

8. EXTENSION

The Applicant may apply to Council to grant one extension of up to three years. Fees as noted in section 10 of this schedule, apply.

9. APPLICATION REQUIREMENTS

- a) The completed **application form** including the applicable fees and the authorizing signature(s) as required.
- b) A **Surveyors Certificate** prepared by BC Land Surveyor will be required for existing development on the subject property.
- c) **Site plans** which contain the following minimum information about the subject property:
 - i) Location map, including neighbouring land uses;
 - ii) Existing and proposed buildings in relation to legal property boundaries with dimensions and areas;
 - iii) Significant physical features and topographic information, all existing watercourses and wetlands and all Sensitive Ecosystem Information;
 - iv) North arrow and drawing scales;
 - v) Dimensions for all elevations and site plans;
 - vi) Geodetic elevation upon request by the Village;
 - vii) Roads, existing and/or proposed;
 - viii) Residential unit or building layout and/or comprehensive plan, illustrating unit distribution; and
 - ix) Open space.
- d) **Landscape Plans**, as required, must be professionally prepared and conform to the most recent BCSLA\BCLNA Landscape Standard and contain the following minimum information:
 - i) Site organization, including planting beds, and landscape features.
 - ii) All plant material and landscape features at installed sizes, accurate location, and spacing.
 - iii) Plant list using botanical and common names for all recommended plant material and size specification.
 - iv) Location of all utility infrastructure (overhead, underground, light standards, etc.), which may be affected by landscaping.

Schedule E

- v) A cost estimate of completing any required landscape plan. This estimate shall provide the following detailed (itemized) information:
 - 1) Softscaping such as but not limited to plants, bed preparation, etc.;
 - 2) Equipment to be installed such as but not limited to irrigation system, playground, etc.,
 - 3) Hardscaping such as but not limited to sidewalks, fencing, etc.' and
 - 4) Labour costs required for the total cost of the construction and implementation of the plan.
- e) **Security:** If required, the Applicant shall provide a security by letter of credit or in a form acceptable to the Village for the following purposes:
 - i) Landscaping: If Landscaping is required, this security is to provide the means by which Council can carry out the landscaping works if the Applicant does not complete the approved Landscape Plan, as follows:
 - 1) The amount shall be 125% of the cost estimate for the approved landscape plan and shall be received before the Permit is issued.
 - 2) An inspection shall be carried out upon completion of the plan and if compliant, a refund of 75% shall be made.
 - 3) The remaining 25% will be held back for one year at which time the Applicant will request an inspection. If the plantings are to the satisfaction of the Village, the holdback will be returned to the person who paid it. If any of the plants have not survived, they shall be replaced by the Applicant per the approved landscape plan, or failing this, the Village may use the holdback to replace the plants. Any amount of the security not used for the purpose it was intended will be returned to person who paid it.
 - ii) Unsafe Condition: Where there is the high probability of an unsafe condition occurring due to a consequence of contravention of a condition in a Permit, a Security may be required to provide the means by which Council can rectify said unsafe condition, as follows:
 - 1) The amount shall be 125% of the cost estimate provided by a registered professional and shall be received before the Permit is issued.
 - 2) An inspection shall be carried out upon completion of the plan by a registered professional and if found compliant, a full refund shall be made to the person who paid it.
 - 3) If the professional's inspection reveals an unsafe condition, the Applicant shall rectify the condition, or failing this, the Village may use the security to rectify the condition. Any amount of the security not used for the purpose it was intended will be returned to person who paid it.

Schedule E

- iii) **Damage to Natural Environment:** Where there is the high probability of damage to the Natural Environment occurring due to a consequence of contravention of a condition in a Permit, this Security may be required to provide the means by which Council can rectify said damage, as follows:
- 1) The amount shall be 125% of the cost estimate provided by a registered professional and shall be received before the Permit is issued.
 - 2) An inspection shall be carried out upon completion of the plan by a registered professional and if found compliant, a full refund shall be made to the person who paid it.
 - 3) If the professional's inspection reveals an unsafe condition, the Applicant shall rectify the condition, or failing this, the Village may use the security to rectify the condition. Any amount of the security not used for the purpose it was intended will be returned to person who paid it.
- f) Additional information may be required in accordance with the "Corporation of the Village of Cumberland Development Approval Information Bylaw No. 809, 2005" and all amendments thereto.

10. FEES

\$1,850 ^{1,2}			
Plus	\$1 per 1.0metres ² gross floor area of proposed/potential commercial and/or industrial development		to a maximum of \$3,500
+ Plus a fee to reimburse the Village (at cost) for Peer Review of (such as but not limited to) legal, engineering, environmental, architectural plans, studies, and/or documents. The Applicant will be advised in writing of the amount outstanding and will be provided with an accounting of the costs incurred. Payment of these fees will be a condition that will be met prior to issuing the Permit.			
+ Plus the Applicant shall bear the costs of statutory advertising. Payment shall be a condition of granting the Permit.			
Amendment	50% of application fee		Extension 50% of application fee
Refund	●Less 10% before preliminary review of the application ●Less 75% before preparation of the first staff report ●No refund after notification to adjacent neighbours		
Notes:	1. If a concept plan is not available this number will be calculated on the maximum build out allowed in the applicable Zone.		
	2. Application fees shall include Title searches but do not include other documents such as covenants, ROW's, etc. The cost of retrieving these from LTO shall be borne by the Applicant.		

11. TYPICAL PROCESS

- a) A complete application and fees are received by staff. Processing will not commence until all the application requirements are met.
- b) Staff will provide the design of the required public notice sign to the Applicant, mapping of the area required for notification (if required), and mailing labels if requested.
- c) The Applicant shall:
 - i) install the Public Notice sign within 10 days of having made the application.
 - ii) schedule the Neighbourhood Public Meeting in a Cumberland venue;
 - iii) advertise in a local paper, the advertisement to appear 10 days prior to the Neighbourhood Public Meeting;
 - iv) after the Neighbourhood Public Meeting, provide proof of advertising, a summary of comments and/or concerns; and any submissions made at the Meeting.
- d) Staff prepares a report for Council outlining the application and requesting referral to the internal Commissions or Committees as applicable.
- e) Staff sends out notification to adjacent neighbours at least 14 days prior to the meeting where Council will be making a decision on the application and ensures that statutory advertising is carried out.
- f) The internal Commissions and/or Committees as referred by Council meet and makes recommendations to Council.
- g) Staff prepares report for Council outlining the application, including comments from the Neighbourhood Public Meeting, recommendations from the internal Commission or Committees, and any public submissions received.
- h) Council upon considering the application may request additional information, or they may issue the application, table, or deny the application.
- i) The Applicant is advised of Council's decision within 10 days.
- j) Where Council has issued a Permit it is then prepared in the form of Schedule E-1. When the conditions of the Permit have been met (i.e., security, plans) it is then issued by the Corporate Officer; and *Notice of the Temporary Use Permit* is sent to Land Title Office for registration on the title of the subject property.
- k) Within 10 days of the date of Council's decision, the Applicant shall remove the Public Notice sign.

Schedule E-1

Corporation of the
Village of Cumberland

TEMPORARY USE PERMIT

TO: *(insert Applicant name here)* **AGENT:** *(insert agent name here if applicable)*

OF: *(insert address of Applicant here, as it appears on title)*

This Temporary Use Permit *(Insert file number here)* is issued subject to compliance with all of the bylaws of the Village of Cumberland applicable thereto, supplemented by this Permit for the purposes of *(insert specific purpose of Temporary Use Permit)*.

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

Legal Description: *(as it appears on title)*

Folio: 516 _____ **PID:** _____

Civic Address: *(address of property affected)*

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

(Insert conditions as prescribed by Council described as what must be provided before issuance, and what will be required after development is finished)

3. **Security**

Insert conditions of security as required

4. **Expiry**

The Applicant of land in respect of which a Temporary Use Permit has been issued has the right to put the land to the use described in the Permit until:

- a) the date that the Permit expires; or
- b) three years after the Permit was issued.

whichever occurs first.

5. **Timing and Sequencing of Development**

Insert conditions of timing or sequencing of development as required

Schedule E-1**6. List of Reports or Plans attached as Schedules**

Insert Reports or Plans attached as Schedules as required

7. Contaminated Sites Regulation

(choose one of the following as applicable)

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

OR

☐ This Permit is issued pursuant to the requirements of the *Environmental Management Act*, whereby the Regional Manager of the applicable Ministry has received a "Site Profile" for the subject property and has issued a clearance to proceed to the Village on *(insert date)*.

8. This Permit is not a Building Permit.**Certification for Permits where there are *pre-conditions*:**

CERTIFIED as the TEMPORARY USE PERMIT approved for issuance by resolution of the Council of the Corporation of the Village of Cumberland on _____ 20__, subject to conditions noted at paragraphs ____ (Security) and ____ (_____) , and issued on _____, 2018 by senior staff on satisfaction of those conditions.

OR

Certification for Permits where there are no *pre-conditions*:

CERTIFIED as the TEMPORARY USE PERMIT approved and issued by resolution of the Council of the Corporation of the Village of Cumberland on _____, 20__.

Corporate Officer

Application for a Manufactured Home Park Permit

1. APPLICATION

- a) An application shall be completed upon a form provided by the Village which then shall be delivered to the Village together with such additional plans and particulars as may be required. The application is considered as being accepted when all the required information (including fees) has been received.
- b) Each legal parcel shall be considered as a separate application, unless otherwise determined by the Chief Administrative Officer.

2. Exemptions

In accordance with the Manufactured Home Park Bylaw No. 1036 or amendments thereto, Part A, Section 5:

- a) *The provisions of this Bylaw do not apply to a Manufactured Home Park or any part of a Manufactured Home Park existing prior to coming into force of this Bylaw.*
- b) *Further to 5(a) above:*
 - i) *no person shall be compelled to upgrade existing permitted Manufactured Home Parks to the standards of this Bylaw;*
 - ii) *new development in an existing Manufactured Home Park shall not lessen the compliance with the Bylaw; and*
 - iii) *expansion of an existing Manufactured Home Park shall meet all Bylaw provisions.*

3. RE-APPLICATION

An application that has been refused by Council shall not be reconsidered for a period of 12 months immediately following the date of refusal, except when permitted pursuant to the provisions of the *Local Government Act*. A re-application is considered a new application and additional fees apply, as noted in the following section 10.

4. ABANDONED APPLICATION

An application which has been inactive for more than six months is deemed to be abandoned and will be closed.

5. NEIGHBOURHOOD PUBLIC MEETING

- a) Applications to consider a Manufactured Home Park Permit (MHPP) will require the Applicant to hold a Neighbourhood Public Meeting prior to presentation of the application to Council for first reading. The Neighbourhood Public Meeting shall be held in a venue in the Village of Cumberland. The Applicant is required to prepare a summary of comments and/or concerns from the Neighbourhood Public Meeting and submit same to the Village in a timely manner in order that this information may be forwarded to Council.

Schedule F

- b) Council may require additional public consultation, the cost of which will be borne by the Applicant.

6. NOTIFICATION

- a) The Applicant shall ensure that the notice of the Neighbourhood Public Meeting is placed in one edition of a local newspaper and mailed or otherwise delivered to adjacent owners and occupiers of all properties within a 75.0metre (246.0feet) radius of the lot lines of the land involved under application at least 10 days before the Neighbourhood Public Meeting.
- b) Within 10 days of the application being made, the Applicant shall install a public notice sign advising of the application within 10 days of the application being made in a location visible from the road on the subject property. If the property has two road frontages, two signs may be required. The sign shall be in the format acceptable to the Village. The sign must remain in place until the last act of Council and shall be removed within 10 days of that date.
- c) The Village shall mail or otherwise deliver a notice that Council will consider a Manufactured Home Park Permit to the owners of all properties within a 75.0metre (246.0feet) radius of the lot lines of the subject property at least 10 days before the meeting where Council will make a decision on the application.

7. AMENDMENT

After Council has approved a Manufactured Home Park Permit for issue, minor amendments will be accepted provided that the fee as noted in section 10 of this schedule has been paid. Major changes which require significant review by Staff and Council will require a new application and fees.

8. EXTENSION

The Applicant may apply to Council to grant one extension of up to three years. Fees as noted in section 10 of this schedule, apply.

9. APPLICATION REQUIREMENTS

- a) The completed **application form** including the applicable fees and signature of the Applicant.
- b) A **Surveyors Certificate** prepared by BCLS Surveyor may be required at the request of the Village.

Schedule F

- c) Professionally prepared **drawings** which identify:
 - i) Location map, including neighbouring land uses;
 - ii) North arrow and drawing scales;
 - iii) Existing and proposed buildings in relation to legal property boundaries with dimensions and areas as certified by a BCLS surveyor;
 - iv) The location, dimensions, area, and boundaries of each manufactured home space and the number assigned to each space;
 - v) Significant physical features and topographic information shown as 2.0metre intervals, and contours of 1.0metre intervals where grade is greater than 10%;
 - vi) The location and dimensions of existing and proposed roads, public access, walkways, trails, adjacent to the subject property;
 - vii) The location of any hazard areas: steep slopes, unstable soils, high water table areas, areas subject to flooding, etc.;
 - viii) Plan of proposed park, trail and open space (as applicable); or park existing
 - ix) Site works and servicing plan, detailing connections, location, design and sizing of all servicing infrastructure required to adequately service the proposed development.
 - x) The location and dimensions of registered rights-of-ways or easements.
- d) **Landscape Plans, as required**, must be professionally prepared and conform to the most recent BCSLA\BCLNA Landscape Standard and contain the following minimum information:
 - i) Site organization, including planting beds, and landscape features.
 - ii) All plant material and landscape features at installed sizes, accurate location, and spacing.
 - iii) Plant list using botanical and common names for all recommended plant material and size specification.
 - iv) Location of all utility infrastructure (overhead, underground, light standards, etc.), which may be affected by landscaping.
 - v) A cost estimate of completing any required landscape plan. This estimate shall provide the following detailed (itemized) information:
 - 1) Softscaping such as, but not limited to plants, bed preparation, etc.;
 - 2) Equipment to be installed such as but not limited to irrigation system, playground, etc.;
 - 3) Hardscaping such as but not limited to sidewalks, fencing, etc.; and
 - 4) Labour costs required for the total cost of the construction and implementation of the plan.

Schedule F

- e) **Security:** If required, the Applicant shall provide a performance security by letter of credit or in a form acceptable to the Village for the following purposes:
- i) **Landscaping:** If Landscaping is required, this security is to provide the means by which Council can carry out the landscaping works if the Applicant does not complete the approved Landscape Plan, as follows:
 - 1) The amount shall be 125% of the cost estimate for the approved landscape plan and shall be received before the Permit is issued.
 - 2) An inspection shall be carried out upon completion of the plan and if compliant, a refund of 75% shall be made.
 - 3) The remaining 25% will be held back for one year at which time the Applicant will request an inspection. If the plantings are to the satisfaction of the Village, the holdback will be returned to the person who paid it. If any of the plants have not survived, they shall be replaced by the Applicant per the approved landscape plan, or failing this, the Village may use the holdback to replace the plants. Any amount of the security not used for the purpose it was intended will be returned to person who paid it.
 - ii) **Unsafe Condition:** Where there is the high probability of an unsafe condition occurring due to a consequence of contravention of a condition in a permit, a Security may be required to provide the means by which Council can rectify said unsafe condition, as follows:
 - 1) The amount shall be 125% of the cost estimate provided by a registered professional and shall be received before the Permit is issued.
 - 2) An inspection shall be carried out upon completion of the plan by a registered professional and if found compliant, a full refund shall be made to the person who paid it.
 - 3) If the professional's inspection reveals an unsafe condition, the Applicant shall rectify the condition, or failing this, the Village may use the security to rectify the condition. Any amount of the security not used for the purpose it was intended will be returned to person who paid it.
 - iii) **Damage to Natural Environment:** Where there is the high probability of damage to the Natural Environment occurring due to a consequence of contravention of a condition in a permit, this Security may be required to provide the means by which Council can rectify said damage, as follows:
 - 1) The amount shall be 125% of the cost estimate provided by a registered professional and shall be received before the Permit is issued.

Schedule F

- 2) An inspection shall be carried out upon completion of the plan by a registered professional and if found compliant, a full refund shall be made to the person who paid it.
- 3) If the professional's inspection reveals an unsafe condition, the Applicant shall rectify the condition, or failing this, the Village may use the security to rectify the condition. Any amount of the security not used for the purpose it was intended will be returned to person who paid it.

10. FEES

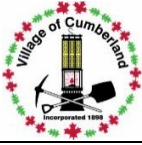
All applications: \$2,250^{1,2} Plus \$25 for each space to a maximum of \$4,500			
+ Plus a fee to reimburse the Village (at cost) for Peer Review of (such as but not limited to) legal, engineering, environmental, architectural plans, studies, and/or documents in the amount of \$250 per proposed space/lot of proposed or potential residential development ¹ . This fee is to be paid at time of application and will form the application "account". Staff will maintain an accounting of charges to the application, which will be provided to the payee semi-annually and upon completion or termination of the project. Funds remaining in the account after completion or termination of the project will be returned to the payee.			
+ Plus additional monies will be required if the Peer Review charges exceed the Peer Review fees paid at application. The payee will be advised in writing that this fee is required and it will be equal to the amount paid at application, unless the CAO determines otherwise. The letter will include an accounting to date. Processing of the application will be suspended until this fee is paid.			
Amendment	50% of application fee	Extension	50% of application fee
Refund	●Less 10% before preliminary review of the application ●Less 75% before preparation of the first staff report ●No refund after notification to adjacent neighbours		
Notes:	1. <i>If a concept plan is not available this number will be calculated on the maximum build out allowed in the applicable Zone.</i> 2. <i>Application fees shall include Title searches but do not include other documents such as covenants, ROW's, etc. The cost of retrieving these from LTO shall be borne by the Applicant.</i>		

11. TYPICAL PROCESS

- a) A complete application and fees are received by Staff. Processing will not commence until all the application requirements are met.
- b) Staff will provide the design of the required public notice sign, mapping of the area required for the Neighbourhood Public Meeting notification, and mailing labels if requested.

Schedule F

- c) The Applicant shall:
 - i) install the Public Notice sign within 10 days of having made the application.
 - ii) hold a Neighbourhood Public Meeting in the Village of Cumberland;
 - iii) advertise in a local paper, the advertisement to appear 10 days prior to the Neighbourhood Public Meeting;
 - iv) after the Neighbourhood Public Meeting, provide proof of advertising, a summary of comments and/or concerns; and any submissions made at the Meeting.
- d) Staff prepares a report for Council outlining the application and requesting referral to the internal Commission or Committee as applicable.
- e) Council upon considering the application may request: additional information, or may issue the application, table, or deny the application.
- f) Staff prepares a report for said Commission or Committee. The Applicant is invited to attend any meeting where his application is being considered.
- g) Staff sends out notification to adjacent neighbours at least 10 days prior to the meeting where Council will be making a decision on the application.
- h) The internal Commissions and/or Committees as referred by Council meet and makes recommendations to Council.
- i) Staff prepares report for Council outlining the application, including comments from the Neighbourhood Public Meeting, recommendations from the internal Commission or Committees, and any public submissions received.
- j) Council, upon considering the application, may request additional information, issue the application, or may refer, table, or deny the application.
- k) The Applicant is advised of the Council's decision within 10 days.
- l) Where Council has issued the Permit, it is then prepared in the form of Schedule F 1. When the conditions of the Permit have been met (i.e., security, plans) it is then granted by the Corporate Officer; and *Notice of Manufactured Home Park Permit* is sent to Land Title Office for registration on the title of the subject property.
- m) Where a Permit has been refused by Council, the Applicant shall be advised of the reasons for refusal.
- n) Within 10 days of the date of Council's decision, the Applicant shall remove the Public Notice sign.

Schedule F-1

Corporation of the
Village of Cumberland

**MANUFACTURED
HOME PARK PERMIT**

TO: *(insert Applicant name here)* **AGENT:** *(insert agent name here if applicable)*

OF: *(insert address of Applicant here, as it appears on title)*

This Manufactured Home Park Permit *(Insert file number here)* 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 *(insert specific purpose of application)*.

1. This Manufactured Home Park Permit applies to and only to those lands within the Village of Cumberland described below, and any and all buildings, structures and other development thereon:

Legal Description: *(as it appears on title)*

Folio: 516 _____ **PID:** _____

Civic Address: *(address of property affected)*

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

(Insert conditions as prescribed by Council described as what must be provided before issuance, and what will be required after development is finished.)

3. **Security**

Insert conditions of security as required

4. **Timing and Sequencing of Development**

Subject to the terms of the Permit, if the Applicant of this 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.

Insert conditions of timing or sequencing of development as required

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

Insert Reports or Plans attached as Schedules as required

Certification for Manufactured Home Park Permits where there are *pre-conditions*:

CERTIFIED as the MANUFACTURED HOME PARK PERMIT approved for issuance by resolution of the Council of the Corporation of the Village of Cumberland on _____ 20__, subject to conditions noted at paragraphs ____ (Security) and ____ (____) , and issued on _____, 20__ by senior staff on satisfaction of those conditions.

Schedule F-1

OR

Certification for Manufactured Home Park Permits where there are no pre-conditions:

CERTIFIED as the MANUFACTURED HOME PARK PERMIT approved for issuance by resolution of the Council of the Corporation of the Village of Cumberland on _____ 20__.

Corporate Officer

Application for a Compliance Determination (a “Comfort Letter”)

1. APPLICATION

- a) Where a request for information is made which requires a determination of compliance with regards to Village bylaws, an application for a “Comfort Letter” must be made.
- b) An application shall be completed upon a form provided by the Village which then shall be delivered to the Village together with such additional plans and particulars as may be required. The application is considered as being accepted when all the required information (including fees) has been received.
- c) Each legal parcel shall be considered as a separate application, unless otherwise determined by the Chief Administrative Officer.

2. ABANDONED APPLICATION

An application which has been inactive for more than six months is deemed to be abandoned and will be closed.

3. FEES

Requests by Owners for a Single Family Dwelling \$250		All Others: \$500
Refund	None	
Notes:	Application fees shall include Title searches but do not include other documents such as covenants, ROW's, etc. The cost of retrieving these from LTO shall be borne by the Applicant.	

4. APPLICATION REQUIREMENTS

- a) The completed **application form** including the applicable fees and the authorizing signatures of the Applicant.
- b) Where the request is for confirmation of siting and/or height a **Survey Certificate** prepared by BCLS Surveyor is required.
- c) Where the application is for determination of status of siting and/or use, incontrovertible proof of existence is required. Acceptable evidence may be, but not limited to, Building Permit or BC Assessment information.

SCHEDULE G**5. PROCESS**

- a) A complete **application** and fees are received by staff.
- b) Research is carried out by staff, who prepares a written letter which is circulated to internal departments (as required) for comment.
- c) The information may be provided to the Applicant verbally, however it shall be also made in writing, and the copy filed accordingly.

Application for Site Specific Exemption to Flood Construction Level and Setbacks

1. APPLICATION

- a) An application shall be completed upon a form provided by the Village which then shall be delivered to the Village together with such additional plans and particulars as may be required. The application is considered as being accepted when all the required information (including fees) has been received. This provision is not a substitute for any requirements under Section 56 of the *Community Charter*.
- b) Each legal parcel shall be considered as a separate application, unless otherwise determined by the Chief Administrative Officer.

2. RE-APPLICATION

An application that has been refused by Council shall not be reconsidered for a period of 12 months immediately following the date of refusal, except when permitted pursuant to the provisions of the *Local Government Act*. A re-application is considered a new application and additional fees apply, as noted in the following section 5.

3. ABANDONED APPLICATION

An application which has been inactive for more than six months is deemed to be abandoned and will be closed.

4. APPLICATION REQUIREMENTS

- a) The completed **application form** including the applicable fees and the authorizing signatures of the Applicant.
- b) As a condition of a Site Specific Exemption, the Applicant will be required at his own expense to commission a Professional Engineer's Report that addresses exemption precedents in the surrounding area and provides a report containing a description of the proposed development, and recommendations for conditions addressing flood proofing, as applicable.
- c) A Surveyors Certificate prepared by BC Land Surveyor showing the following:
 - i) Location map, including neighbouring land uses;
 - ii) existing and proposed structures and distances to property lines;
 - iii) existing and proposed building elevation levels in geodetic datum;
 - iv) existing and proposed flood construction setbacks;
 - v) North arrow and drawing scale; and
 - vi) Roads and access.

Schedule H**5. FEES**

All Applications: \$1,200^{1,2}			
+ Plus a fee to reimburse the Village (at cost) for Peer Review of (such as but not limited to) legal, engineering, environmental, architectural plans, studies, and/or documents. The Applicant will be advised in writing of the amount outstanding and will be provided with an accounting of the costs incurred. Payment of these fees will be a condition that will be met prior to issuing the permit.			
Amendment	50% of application fee	Extension	50% of application fee
Refund	● Less 10% before preliminary review of the application ● Less 75% before preparation of the first staff report ● No refund after preparation of the first staff report		
Notes:	1. <i>Where an exemption to flood construction level and setbacks application is combined with a Development Permit,, only one fee shall be charged, whichever is the greater.</i> 2. <i>Application fees shall include Title searches but do not include other documents such as covenants, ROW's, etc. The cost of retrieving these from LTO shall be borne by the Applicant.</i>		

6. TYPICAL PROCESS

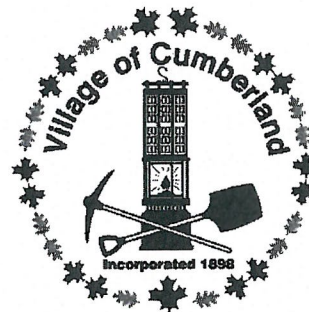
- a) A complete application and fees are received by staff. Processing will not commence until all the application requirements are met.
- b) The application will be referred to internal departments for comment, the Village Engineer, and peer review as required.
- c) Staff prepares a report for Council which will include the professional engineer's report, staff comments, and peer review, as applicable
- d) Council upon considering the application may request additional information, issue the application, or may refer, table, or deny the application.
- e) Where a site specific exemption has been granted, the Applicant will be invited (at their expense) to prepare and register a covenant under Section 219 of the *Land Title Act* in favour of the Village:
 - i) specifying conditions that would enable the land to be safely used for the use intended according to the terms of the Profession Engineer's report which will form part of the restrictive covenant;
 - ii) acknowledging that no Disaster Financial Assistance Funding is available for the building or its contents;
 - iii) releasing and indemnifying the Village from liability in the event any damage is caused by flooding or erosion; and
 - iv) attaching the Engineer's report to the covenant.

Schedule H

- f) The Applicant is advised of the Council's decision within 10 days.
- g) Where site specific exemption has been denied by Council, the Applicant shall be advised of the reasons for refusal.

END OF DOCUMENT

COUNCIL REPORT



DATE: August 9, 2018
 MEETING DATE: August 13, 2018

TO: Mayor and Councillors

FROM: Ken Rogers, Manager of Development Services

SUBJECT: Cannabis Retail Sales Report

RECOMMENDATION

- I. THAT Council receive the Cannabis Retail Sales Report;
- II. THAT Zoning Amendment Bylaw No. 1085, 2018 be given Third Reading.
- III. THAT Business Licence Amendment Bylaw No. 1086, 2018 be given Third Reading;
- IV. THAT Council receive for information only Policy No. 9.5 Cannabis Retail Sales;

SUMMARY

Council approved first and second reading of Zoning Amendment Bylaw No. 1085 on July 23, 2018 and the public hearing was held on August 8, 2018 (minutes attached). Zoning Amendment Bylaw No. 1085 is presented to Council for consideration of third reading. Council approved first and second reading of Bylaw No. 1086 on July 23, 2018 and the open house was held on August 8, 2018. Business Licence Amendment Bylaw No. 1086 is presented to Council for consideration of third reading. For clarity purposes, staff have attached Cannabis Retail Sales Policy 9.5 to be received as information only.

BACKGROUND

Federal Legislation

On April 13, 2017, the federal government tabled Bill C-45, the Cannabis Act. It is now law. The bill received Royal Assent on June 21, 2018 during a ceremony in the Senate Chamber.

Bill C-45 is a piece of government legislation that will legalize access to recreational cannabis in Canada when it comes into force on October 17, 2018. The bill will also control and regulate how cannabis is grown, distributed and sold.

OPEN HOUSE: No written comments were received for the open house, however, conversation on the fee structure of the Business Licence Amendment Bylaw No. 1086 appeared to be the major area of interest. As stated by staff at the open house, the Licence fee was a pull forward from the repealed Bylaw No. 1040, Marijuana-Related Business License Regulation, and no change was suggested to the fee established in Bylaw No. 1040 for current Cannabis Retail category in the Business Licence Bylaw.

Provincial Legislation

The Province's regulation of the distribution, sale and use of non-medical cannabis, is to protect public health and safety as its key priority. The *Cannabis Distribution Act* (Bill 31- CDA) passed Third Reading on the 15th day of May, 2018 and establishes a public wholesale distribution monopoly, where the province will regulate and manage distribution in a manner similar to liquor distribution through the existing BC Liquor Distribution Branch. The *Cannabis Distribution Act* establishes:

- A public wholesale distribution monopoly; and
- Public (government-run) retail sales, both in stores and online.

Local Government

Legal counsel has suggested having the Zoning Bylaw amendments approved by August, in advance of the change to legislation.

FINANCIAL IMPLICATIONS

There will be significant staff time associated with dealing with cannabis applications moving forward.

OPERATIONAL IMPLICATIONS

Zoning bylaw amendments are part of the services provided by the Planning Department.

STRATEGIC OBJECTIVE

None

ATTACHMENTS

- Minutes of the Public Hearing August 8, 2018
- Cannabis Retail Sales – Policy 9.5

OPTIONS

- i) THAT Zoning Amendment Bylaw No. 1085, 2018 be given Third Reading, AND
THAT Business Licence Amendment Bylaw No. 1086, 2018 be given Third Reading;
- ii) Any other action deemed appropriate by Council.

Respectfully submitted,



Ken Rogers, Manager of Development Services



Sundance Topham, Chief Administrative Officer

Minutes of the Public Hearing held on Wednesday, August 8, 2018 in the Village of Cumberland Council chambers located at 2675 Dunsmuir Avenue, Cumberland BC to consider Bylaw No.1085, 2018. The Hearing commenced at 7:00 pm. There were twelve people in attendance.

PRESENT: Mayor Leslie Baird
Councillor Ketler
Councillor Roger Kishi
Councillor Gwyn Sproule
Councillor Sean Sullivan

Staff: Ken Rogers, Manager of Development Services
Judith Walker, Senior Planner, Recording Secretary

Zoning Amendment Bylaw No 1085, 2018.

Mayor Baird read a prepared statement regarding the procedure of the public hearing and Ken Rogers provided a brief overview of the bylaw. Mayor Baird then called for the first speaker on the speakers list.

Kate Greening, Cumberland Road: Provided written comments are attached and form part of these minutes. Ms. Greening disagrees with the bylaw. Verbal comments included:

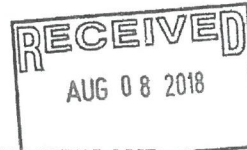
- i. Need to add in “lands” in definitions, not just buildings and other structures
- ii. Eliminate all reference to “marijuana” and replace with “cannabis”
- iii. Remove “dispensary” as use is a retail store
- iv. The OCP permits TUP anywhere in the Village. Six years is too much money invested for that length of time
- v. A Development Permit would be a better process then people can comment on each application. Size, location and conditions can be requirements in a DP.
- vi. “Industrial” zoned locations should stay in
- vii. Interchange is not the core, which is where Council said they wanted the cannabis retail stores
- viii. 7). Confusing as it says “Prohibited” and then permits the use
- ix. 8). Market Gardens: what are “other substances”?
- x. TUP s are not a substitute for rezoning. TUPs are defined as “temporary or seasonal” which cannabis retail sales are not.

Kate Greening, Cumberland Road: asked for consistency in spelling of “licence” and “license”

Mayor Baird asked for any further speakers for a second and third time. Hearing none, she declared the Public Hearing terminated at 7:12pm.

Certified Correct:	Confirmed:
Judith Walker Recording Secretary	Leslie Baird Mayor

Kate Greening



THE CORPORATION OF THE VILLAGE OF CUMBERLAND

BYLAW NO. 1085

A Bylaw to amend the Zoning Bylaw No. 1027, 2016.

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

Citation

1. This Bylaw shall be cited as the "Zoning Amendment Bylaw No. 1085, 2018".

Definitions

2. In this bylaw:

CANNABIS	Means cannabis as defined in the Federal <i>Controlled Drugs and Substances Act</i> or <i>Cannabis Act</i> and includes any products containing cannabis.
CANNABIS RETAIL	Means the use of land, buildings or other structure for dispensing, selling or distributing cannabis, or related controlled substances and derivatives, other than a medical marijuana facility. <i>See Remark</i>
RECREATIONAL CANNABIS FACILITY	Means the use of buildings and other structures for the purpose of growing, processing, packaging, testing, destroying, storing or shipping of cannabis or its derivatives for recreational purpose, as lawfully permitted and authorized under the Federal <i>Cannabis Act</i> . <i>for</i>
MEDICAL MARIJUANA FACILITY <i>Cannabis</i>	Means the use of buildings and other structures for the purpose of growing, processing, packaging, testing, destroying, storing or shipping of marijuana for medical purposes as lawfully permitted and authorized under the Federal <i>Access to Cannabis for Medical Purposes Regulations (ACMPR)</i> or any subsequent legislation which may be enacted in substitution thereof. <i>plant</i>

Text Amendments

3. The Zoning Bylaw No. 1027, 2016 is amended by **deleting** the definition for Marihuana Dispensary in Section 2.2 Definitions.

4. The Zoning Bylaw No. 1027, 2016 is amended by **adding** new definitions, as detailed above, for

- (a) Cannabis
- (b) Cannabis Retail
- (c) Recreational Cannabis Facility

in Section 2.2 Definitions.

5. The Zoning Bylaw No. 1027, 2016 is amended by **deleting** the definition for Medical Marihuana Facility in Section 2.2 Definitions and substituting the definition for Medical ~~Marijuana~~ Facility, as detailed above.

6. The Zoning Bylaw No. 1027, 2016 is amended by **adding** a new subsection e) to Section 3.1 General Compliance:

In accordance with Section 492 of the Local Government Act, the following zone in the Village of Cumberland is a designated area for consideration of ~~Temporary Use Permits~~ for Cannabis Retail use subject to an application:

- i) Commercial and Mix Use Zones (C1, C2, C3, VCMU-1)
- ii) Industrial Zones (I-1, I-2, IGR)
- iii) Interchange Zones (IMU-1, IMU-2, IMU-4, IMU-5, IMU-6)

7. The Zoning Bylaw No. 1027, 2016 is amended in Section 3.3 Uses Prohibited in Zones subsection d) by deleting the "and" at the end of subsection iii), by replacing the period at the end of subsection (iv) with a semi-colon, by deleting subsection v) and by substituting the following:

- v) Cannabis retail use

8. The Zoning Bylaw No. 1027, 2016 is amended by **amending** subsection b) of 4.14 Market Gardens by deleting subsection v) and substituting:

- v) include medical ~~marijuana~~ ^{cannabis} facilities, recreation cannabis facility, cannabis retail use, or any portion thereof, or be used for the growing of cannabis, ~~marijuana or other similar substances~~.

9. The Zoning Bylaw No. 1027, 2016 is amended by **inserting** Recreational Cannabis Facility as a Principal Use in:

- i) 10.1 I-1 Light Industrial Zone
- ii) 10.2 I-2 Heavy Industrial Zone
- iii) 10.5 IGR Industrial Greenways Reserve Zone:

Severability

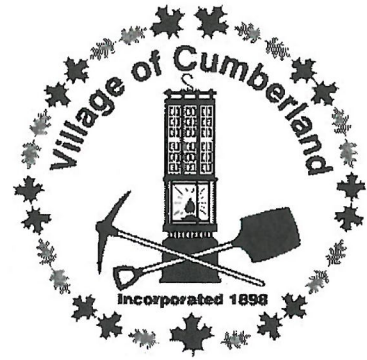
10. If any section or subsection of this bylaw is found to be invalid by a court of competent jurisdiction, the section or subsection may be severed from the Bylaw without affecting the validity of the remainder of the bylaw.

READ A FIRST TIME THIS	DAY OF	2018.
READ A SECOND TIME THIS	DAY OF	2018.
PUBLIC HEARING HELD THIS	DAY OF	2018.
READ A THIRD TIME THIS	DAY OF	2018.
MINISTER OF TRANSPORTATION AND INFRASTRUCTURE		
APPROVAL RECEIVED THIS	DAY OF	2018.
ADOPTED THIS	DAY OF	2018.

Mayor

Corporate Officer

COUNCIL POLICY



Title:	Cannabis Retail Sales	No.	9.5
Authority:	Planning Department	Section:	Legislative & Regulatory Services
Adopted Date	July 23, 2018	Motion No:	18-452

Council may consider a total combined maximum of two Cannabis Retail sales dispensaries to be located in either the Commercial Zones (C-1, C2, C-3), Village Core Commercial Mixed Use Zone (VCMU-1), or the Interchange Zones (IMU-1, IMU-2, IMU4, IMU5, IMU-6) in the Village of Cumberland as a temporary use subject to a Temporary Use Permit and under the regulations contained within Business Licence Bylaw No. 896, 2009, as amended from time to time, as well as its legal authority under the Local Government Act and Community Charter.

1.0 PURPOSE

The purpose of this policy is to outline the criteria to be considered by Council as part of a Temporary Use Permit (TUP) Application to allow for a Cannabis Retail Store within the Commercial Zones (C-1, C2, C-3), Village Core Commercial Mixed Use Zone (VCMU-1), or the Interchange Zones (IMU-1, IMU-2, IMU4, IMU5, IMU-6) of the Village of Cumberland Zoning Bylaw No. 1027, 2016. This policy is intended to guide applicants and Village staff as part of the application process but it is not intended to fetter Council's discretion when dealing with individual TUP applications, each of which will be evaluated on its own merits.

This policy was established in response to the legalization of Cannabis by both the Federal and Provincial Governments. It is intended to address potentially adverse community impacts of storefront Cannabis Retail, including inappropriate exposure of minors to cannabis and undesirable concentration of Cannabis Retail Stores.

It is noted by Council that the Village of Cumberland has no ability to address the legalization of Cannabis, and the RCMP with the Public Prosecution Service of Canada on behalf of Her Majesty the Queen in Right of Canada maintains the jurisdiction to enforce against any Cannabis related businesses that the Federal Crown considers illegal until such time as the federal criminal law is changed.

2.0 GUIDING PRINCIPLE:

TUP considerations

1. Cannabis Retail sales dispensaries should not be considered appropriate for a Temporary Use Permit except in a retail location (C-1, C2, C-3, VCMU-1, IMU-1, IMU-2, IMU4, IMU5, IMU-6) to minimize nuisance to nearby residential neighbours.
2. The sale of cannabis or other substances under the Controlled Drugs and Substances Act in edible form, including beverage form, in a Cannabis Retail sales dispensary is not permitted.
3. A Cannabis Retail sales dispensaries must be at least 150 metres (in a straight line from closest lot line to closest lot line) from any public or independent community, elementary, middle or secondary school.
4. Cannabis Retail sales dispensaries must be limited to a maximum total of two in the Village and each one must be located at least 50 metres (in a straight line from closest lot line to closest lot line) from another lot where a Cannabis Retail sales dispensary has been permitted, whether it is active or not.
5. The off-street parking requirements applicable to retail stores as outlined in Part 6 Table 6.3.3 of the Village of Cumberland Zoning Bylaw No. 1027, 2016 apply to Cannabis Retail sales Dispensaries, depending on the amount of other products and paraphernalia sold.
6. No more than one Cannabis Retail sales should be allowed per lot.
7. A TUP for Cannabis Retail sales should not be approved for a term greater than three years, with the possibility for an additional three year extension, with the approval of Council.

3.0 POLICY STATEMENT:

Applicant means an applicant for a TUP that would allow for a storefront Cannabis Retail within the C-1, C2, C-3, VCMU-1, IMU-1, IMU-2, IMU4, IMU5, or IMU-6 zone.

Cannabis Retail means the use of lands, buildings or other structures for dispensing selling or distributing marijuana, or related controlled substances and derivatives, other than a Medical Marijuana Facility

4.0 ROLES AND RESPONSIBILITIES:

The application process is initiated by entering the required information and documents to the Liquor and Cannabis Regulation Branch (LCRB).

With the above information included in the notice for Municipal consideration, Village staff will be able to prepare a report for Council in a timely manner.

The Province will refer notice of the application to the local government for recommendation and will not determine whether to issue a licence until it receives a positive recommendations from the local government.

The LCRB cannot consider a licence application unless the local government for the area in which the establishment is proposed to be located or is located gives the LCRB a positive recommendation that the licence be issued.

In addition to the Liquor and Cannabis Regulation Branch application, Cannabis Retail Applicants for operations in the Village of Cumberland will be required to submit a Request for Proposal (RFP) submission that meets the requirements of any Village RFP as well as any required Temporary Use Permit (TUP) application for review.

5.0 POLICY PROVISIONS:

1. The Applicant must undertake all of the standard processes required for a TUP application as outlined in Development Procedures and Fees Bylaw No. 1008, 2014, as amended or replaced from time to time.
2. Development Procedures and Fees Bylaw No. 1008, 2014 contains within it the ability for the Chief Administrative Officer to request additional information in accordance with the Corporation of the Village of Cumberland Development Approval Information Bylaw No. 809, 2005, including the following:
 - a. The provision of information that he/she deems necessary to properly assess the impact of an application's proposed activity or development in addition to the LCRB information.
3. The Applicant is advised that along with any federal and provincial requirements, the Village of Cumberland - Social Procurement Framework policy, as part of the RFP submission, will be referred to when any cannabis retail sales TUP application is being considered.
4. The Applicant be advised that under the referral response to the Liquor and Cannabis Regulation Branch that a retail cannabis sales business not be open between the hours of 11pm to 9am next day

THE CORPORATION OF THE VILLAGE OF CUMBERLAND

BYLAW NO. 1085

A Bylaw to amend the Zoning Bylaw No. 1027, 2016.

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

Citation

1. This Bylaw shall be cited as the “Zoning Amendment Bylaw No. 1085, 2018”.

Definitions

2. In this bylaw:

CANNABIS	Means cannabis as defined in the Federal <i>Controlled Drugs and Substances Act</i> or <i>Cannabis Act</i> and includes any products containing cannabis.
CANNABIS RETAIL	Means the use of land, buildings or other structure for dispensing, selling or distributing cannabis, or related controlled substances and derivatives, other than a medical marijuana facility.
RECREATIONAL CANNABIS FACILITY	Means the use of buildings and other structures for the purpose of growing, processing, packaging, testing, destroying, storing or shipping of cannabis or its derivatives for recreational purpose, as lawfully permitted and authorized under the Federal <i>Cannabis Act</i> .
MEDICAL MARIJUANA FACILITY	Means the use of buildings and other structures for the purpose of growing, processing, packaging, testing, destroying, storing or shipping of marijuana for medical purposes as lawfully permitted and authorized under the Federal <i>Access to Cannabis for Medical Purposes Regulations</i> (ACMPR) or any subsequent legislation which may be enacted in substitution thereof.

Text Amendments

3. The Zoning Bylaw No. 1027, 2016 is amended by **deleting** the definition for Marijuana Dispensary in Section 2.2 Definitions.

4. The Zoning Bylaw No. 1027, 2016 is amended by **adding** new definitions, as detailed above, for

- (a) Cannabis
- (b) Cannabis Retail
- (c) Recreational Cannabis Facility

in Section 2.2 Definitions.

5. The Zoning Bylaw No. 1027, 2016 is amended by **deleting** the definition for Medical Marihuana Facility in Section 2.2 Definitions and substituting the definition for Medical Marijuana Facility , as detailed above.

6. The Zoning Bylaw No. 1027, 2016 is amended by **adding** a new subsection e) to Section 3.1 General Compliance:

In accordance with Section 492 of the Local Government Act, the following zone in the Village of Cumberland is a designated area for consideration of Temporary Use Permits for Cannabis Retail use subject to an application:

- i) Commercial and Mix Use Zones (C1, C2, C3, VCMU-1)
- ii) Interchange Zones (IMU-1, IMU-2, IMU-4, IMU-5, IMU-6)

7. The Zoning Bylaw No. 1027, 2016 is amended in Section 3.3 Uses Prohibited in Zones subsection d) by deleting the “and” at the end of subsection iii), by replacing the period at the end of subsection (iv) with a semi-colon, by deleting subsection v) and by substituting the following:

- v) Cannabis retail use

8. The Zoning Bylaw No. 1027, 2016 is amended by **amending** subsection b) of 4.14 Market Gardens by deleting subsection v) and substituting:

- v) include medical marijuana facilities, recreation cannabis facility, cannabis retail use, or any portion thereof, or be used for the growing of cannabis, marijuana or other similar substances.

9. The Zoning Bylaw No. 1027, 2016 is amended by **inserting** Recreational Cannabis Facility as a Principal Use in:

- i) 10.1 I-1 Light Industrial Zone
- ii) 10.2 I-2 Heavy Industrial Zone
- iii) 10.5 IGR Industrial Greenways Reserve Zone:

Severability

10. 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.

READ A FIRST TIME THIS	23RD	DAY OF	JULY	2018.
READ A SECOND TIME THIS	23RD	DAY OF	JULY	2018.
PUBLIC HEARING HELD THIS	8TH	DAY OF	AUGUST	2018.
READ A THIRD TIME THIS		DAY OF		2018.
MINISTER OF TRANSPORTATION AND INFRASTRUCTURE				
APPROVAL RECEIVED THIS		DAY OF		2018.
ADOPTED THIS		DAY OF		2018.

Mayor

Corporate Officer

THE CORPORATION OF THE VILLAGE OF CUMBERLAND

BYLAW NO. 1086

A bylaw to amend the Business Licence Bylaw and repeal the Marijuana-Related Business Licence Bylaw.

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

1. This bylaw may be cited as the 'Business Licence Amendment Bylaw No. 1086, 2018.'

Text Amendments

2. "Corporation of the Village of Cumberland Business Licence Bylaw No. 896, 2009" is amended in section 2 by deleting the definitions for
 - (a) Marijuana,
 - (b) Medical Marijuana Dispensary, and
 - (c) Medical Marijuana Facility
3. "Corporation of the Village of Cumberland Business Licence Bylaw No. 896, 2009" is amended in section 2 by adding the following definitions:
 - (a) Cannabis - means cannabis, as defined in the Federal *Controlled Drugs and Substances Act* or *Cannabis Act* and includes any products containing cannabis.
 - (b) Cannabis Retail - means the use of land, buildings or other structure for dispensing, selling or distributing cannabis, or related controlled substances and derivatives, other than a medical marijuana facility.
 - (c) Recreational Cannabis Facility - means the use of buildings and other structures for the purpose of growing, processing, packaging, testing, destroying, storing or shipping of cannabis or its derivatives for recreational purpose, as lawfully permitted and authorized under the Federal Cannabis Act.
 - (d) Medical Marijuana Facility - Means the use of buildings and other structures for the purpose of growing, processing, packaging, testing,

destroying, storing or shipping of marijuana for medical purposes as lawfully permitted and authorized under the Federal Access to Cannabis for Medical Purposes Regulations (ACMPR) or any subsequent legislation which may be enacted in substitution thereof.

4. "Corporation of the Village of Cumberland Business Licence Bylaw No. 896, 2009" is amended in section 3 by deleting d).

5. "Corporation of the Village of Cumberland Business Licence Bylaw No. 896, 2009" is amended in section 3 by inserting d):

Every business shall comply with all federal, provincial, and municipal laws, bylaws and regulations. However, issuance by the Village of a licence is not a representation that a business is compliant with federal, provincial and municipal laws, bylaws and regulations.

6. "Corporation of the Village of Cumberland Business Licence Bylaw No. 896, 2009" is amended in section 5 by amending f) to:

The Licence fee shall be decreased by one-half for any new licence that is issued after June 30th of any year, **except Cannabis Retail**.

7. "Corporation of the Village of Cumberland Business Licence Bylaw No. 896, 2009" is amended in section 5 by inserting h):

A person applying for the issuance or renewal of a license to carry on a Cannabis Retail Store must:

- a) Complete and submit an application for a license in a form satisfactory to the Village;
- b) Pay to the Village the applicable license fees prescribed under Schedule A attached to this Bylaw;
- c) Provide a security plan for the premises that, in the opinion of the CAO, describes adequate security measures to mitigate risk of theft or robbery at the premises;
- d) Provide proof of a security alarm contract that includes monitoring at all times during the period for which the licence is being sought;

8. "Corporation of the Village of Cumberland Business Licence Bylaw No. 896, 2009" is amended by inserting Section 5.1, Cannabis Retail Licences Operating Requirements:

Part A: Restrictions for all Cannabis retail stores

A person carrying on a Cannabis Retail Store must not:

- a) Allow a person to smoke, vape, consume or otherwise ingest cannabis or products containing cannabis on the premises;
- b) Sell cannabis or other substances under the Controlled Drugs and Substances Act in edible form, including beverage form.
- c) Be open for business between the hours of 11pm and 9am the next day;
- d) Mail or deliver any products from the business premises; and
- e) Use the premises to carry on business other than the Cannabis Retail Store and accessory uses.

Part B: Requirements for all Cannabis retail stores

A person carrying on a Cannabis Retail Store must:

- a) Prominently display a sign on the premises indicating that no persons under 19 years of age are permitted on the premises;
- b) Post health and safety warning signs on the premises;
- c) Ensure that windows on any street frontage of the premises are not blocked by translucent or opaque material, artwork, posters, shelving, display cases or similar elements;
- d) Conduct business within a completely enclosed building, with the doors remaining closed when not in use for immediate ingress and egress;
- e) Install and maintain an air filtration system that effectively minimizes odour impacts on neighbouring properties;
- f) Implement the following security measures:
 - i) install video surveillance cameras that monitor all entrances and exits and the interior of the business premises at all times with a high definition resolution;
 - ii) retain video camera data for at least 21 days after it is gathered; and,
 - iii) install a security and fire alarm system that is, at all times, monitored by a licensed third party.

9. "Corporation of the Village of Cumberland Business Licence Bylaw No. 896, 2009" is amended by deleting Schedule 'A', and inserting Schedule 'A' to this bylaw.

Repeal

10. "Marijuana-Related Business License Regulation Bylaw No. 1040, 2016" is repealed in its entirety upon adoption of this bylaw.

READ A FIRST TIME THIS	23RD	DAY OF	JULY	2018.
READ A SECOND TIME THIS	23RD	DAY OF	JULY	2018.
READ A THIRD TIME THIS		DAY OF		2018.
ADOPTED THIS		DAY OF		2018.

Mayor

Corporate Officer

Schedule A

Licence Fees

1.	Licence Fee (for applicable licence period)	\$110.00
2.	Licence Fee for Cannabis Retail, Recreational Cannabis Facility, OR Medical Marijuana Facility	\$3,250.00
3.	Fire & Safety Inspection	\$100.00
4.	Criminal Record Check	\$40.00
5.	Building Inspection	\$50.00

Office of the Chair

600 Comox Road, Courtenay, BC V9N 3P6
 Tel: 250-334-6000 Fax: 250-334-4358
 Toll free: 1-800-331-6007
www.comoxvalleyrd.ca



File: 6410-20 / CV RGS Amendments
 RGS 1CV 17

July 25, 2018

Sent via email: rparker@cumberland.ca

Mayor and Council
 Village of Cumberland
 2673 Dunsmuir Ave.,
 PO Box 340
 Cumberland BC V0R 1S0

Dear Mayor and Council:

Re: Initiation of Regional Growth Strategy Bylaw No. 120, Amendment No. 1

Please be advised that on July 24, 2018, the Comox Valley Regional District (CVRD) Board passed the following resolutions:

“THAT the Comox Valley Regional District Board initiate an amendment to the Regional Growth Strategy in order to consider the application made by 3L Developments Inc. that proposes creation of a new Settlement Node.”

“THAT the Comox Valley Regional District Board provide written notice of the initiation of the 3L Developments Inc. Regional Growth Strategy amendment to affected local governments and the Minister of Municipal Affairs and Housing.”

In accordance with *Local Government Act* (RSBC, 2015, c. 1) Section 433(4), this letter provides notice of the CVRD's initiation of a standard amendment.

If you have any questions regarding the proposal or the CVRD's process, please contact Alana Mullaly, Acting General Manager of Planning and Development Services at 250-334-6051 or via email to planningdevelopment@comoxvalleyrd.ca.

Sincerely,

A handwritten signature in blue ink, appearing to read 'B Jolliffe', is written over a faint, larger signature.

Bruce Jolliffe
 Chair

cc: A. Mullaly, Acting General Manager of Planning and Development Services
 R. Dyson, Chief Administrative Officer
 S. Topham, Chief Administrative Officer, Village of Cumberland
 Ken Rogers, Manager of Planning and Development