

DP Language		Application content		DP Condition
10.5.5	DPA#5 Industrial Guidelines			
1.	Site Design			
a)	The Village will work with the principles of Crime Prevention through Environmental Design (CPTED) in the consideration of site design and landscaping.	The lot has an existing minimum 8' (2.5m.) chain link fence around the perimeter with a lockable access gate.	See Schedule A	
b)	Site Design should consider the preservation of natural site features.	The active portion of the lot is an existing cleared site and the treed native planting / forested area is being requested to be retained as a buffer.		
c)	Site design should protect the enhancement of view corridors to open areas and viewsapes.	The lot is an existing works yard and is generally surrounded by native planting/forested area. Additional trees are being requested along the street frontage.		
2.	Landscaping			
a)	All landscaping shall be irrigated by means of an automated system.	The installation of four trees along the frontage of the property shall be irrigated.	3(a) & See Schedule A	
b)	A landscaped buffer shall be provided along all major roads and all buildings shall be screened from view from any adjacent property zoned for residential use as effectively as possible through the use of landscaping, solid sound attenuating fencing, and siting.	The installation of four trees is requested for screening and enhanced visual aesthetics along the adjacent roadway(s). The lot is an existing site/ works yard and has existing native planting/forested area along the east side of the property. This area is to be retained as a minimum 10 metre buffer area to adjacent properties to the east.	3(a) & See Schedule A	
c)	Fencing as required in 1.8.5(2) (b) above shall be a minimum of 2.5metres in height.	The lot is an existing works yard and has an minimum 8ft (2.5m) chain link fence around the perimeter with a lockable access gate.	None	
d)	All waste disposal and recycling bins shall be screened on three sides within a solid walled animal-proof enclosure, not less than 2.0metres in height.	Existing – not currently visible from Royston Road.	None	
e)	Such elements as shipping and loading areas, outdoor storage areas, transformers, and meters shall be additionally screened landscaping, solid fencing, and appropriate siting.	There are no new outdoor storage areas proposed.	None	
f)	Building footprints should be located to create opportunities for plazas, courtyards, or garden patio areas with appropriate site furniture and lighting.	The lot is an existing site/works yard.	None	

DP Language		Application content	DP Condition	
10.5.5	DPA#5 Industrial Guidelines			
	g)	The appearance of both the buildings and the site landscaping should have a strong emphasis toward public street views, incorporating a concept that emphasizes the public realm.	New storage shed will be screened by existing landscape.	None
	h)	Landscape plans will be provided at the developer’s expense, which have been prepared by registered professional utilizing plants appropriate to the growing conditions. The plan shall include a complete plant list and cost estimate. A performance security will be required before the Permit is issued.	The lot is an existing site/works yard – there are no landscaping works associated with this addition.	None
3.	Accessibility			
	a)	Accessibility features shall be integrated into the overall design concept and identified on the site plans.	Truck access only for proposed storage shed.	None
	b)	Accessible travel routes shall be provided from adjacent roadways and parking areas to the main building entry and should incorporate barrier-free universal design principles.	Truck access only for proposed storage shed.	None
	c)	Accessible travel routes shall be of a hard, slip-resistant surface with a minimum width per requirements of the most current edition of the British Columbia Building Code (BCBC).	Truck access only for proposed storage shed.	None
	d)	Accessible travel routes shall conform to the requirements of the most current edition of the BCBC.	Truck access only for proposed storage shed.	None
4.	Building Form and Character			
	a)	Buildings shall be sited to ensure that any adjacent residential properties have visual privacy, as well as protection from site illumination and noise.	Proposed building will not be visible from adjacent rural properties.	See Schedule B
	b)	All buildings and expansions thereto, storage, parking, and supply yards shall be designed to be compatible with surrounding land uses and the major roads fronting the property.	Refer to photo of similar lockblock/fabric building photo in staff report.	
	c)	The use of smooth surfaced, wood, concrete board, acrylic stucco, brick, baked enamel-finished metal siding, or metal panels are encouraged.	Shed roof/tarp is a smooth fabric finish	
	d)	Rooftop mechanical equipment shall be hidden behind screens or parapets designed as an integral part of a building to conceal such equipment.	There is no roof top mechanical equipment.	

DP Language		Application content	DP Condition
10.5.5	DPA#5 Industrial Guidelines		
e)	Building design should include a variety of architectural design treatments, including articulated building footprints to reduce massing and to promote architectural definition and interest.	See photo of similar storage shed, in staff report- form follows function.	See Schedule B
f)	Building massing shall consider the preservation or enhancement of view corridors to open areas and mountain vistas.	There are no view corridors at this site.	
g)	Building massing should respond to a human scale with materials and details that are proportionate to human height and provide visual interest at the street and sidewalk level.	Not applicable to salt storage building.	
h)	Building elevations fronting and visible to the street are encouraged to include offices, showrooms, pitched roofs and decorative design elements.	Not applicable to salt storage building.	
i)	Buildings shall be designed to mitigate the effect of internal noise from mechanical and other industrial equipment.	Shed is enclosed by a perimeter of concrete lock block walls.	
5.	Signs		
a)	Sign illumination for new signs shall be exterior, from the front and downcast. Internally illuminated signs may include halo lighting or the direct back lighting, only for individual letters and logos, subject to any Sign Bylaw.	There are no illuminated signs associated with this storage shed.	None
b)	Sign heights and size shall be in context with the neighbourhood, subject to the applicable bylaw provisions.	There are no illuminated signs associated with this storage shed.	None
c)	No signs shall be equipped with flashing, oscillating or moving lights or beacons.	There are no illuminated signs associated with this storage shed.	None
6.	Lighting		
Natural cycles of day and night lighting are important for human health, the natural environment, astrophysical endeavors, and the conservation of energy. To minimize these impacts, outdoor lighting should be regulated to control both the quantity and quality of night lighting.			
a)	All site lighting installations shall be fully shielded (full cutoff).	A small shielded light will be may be added to entrance to storage shed. All other lighting is existing.	3(b)(i)& 3(c)(i)
b)	Light shall be shielded such that the lamp itself or the lamp image is not directly visible outside the property perimeter.	A small shielded light will be may be added to entrance to storage shed. All other lighting is existing	
c)	Security and other lighting shall be placed so as not to shine directly into residential properties	No lighting will shine directly on adjacent properties.	

DP Language			Application content	DP Condition
10.5.5		DPA#5 Industrial Guidelines		
		or to reduce the separation effectiveness of any landscaped buffer.		
	d)	Exterior building lighting should generally be concealed in soffits or other similar architectural features.	All lighting is existing and compliant to requirements of the existing works yard.	
	f)	Lamp poles and luminaries used for site area lighting should be complementary to the form and character of adjacent sites and Village streetlighting standards.	See photo of similar storage shed, in staff report- form follows function.	See Schedule B
	g)	There should be sufficient on-site illumination for pedestrian/vehicle safety. Illumination shall not encroach onto adjacent properties.		
	h)	Adhering to the principles of Crime Prevention through Environmental Design Principles (CPTED), lighting for pedestrian pathways, building entrances and parking areas should be designed at a human scale (i.e., low level bollards) and address pedestrian safety.		
7.	Access & Parking			
	a)	Large surface parking areas may be broken down into smaller parking lots evenly dispersed throughout the development and integrated with planted, landscaped areas.	All parking is existing and compliant to requirements of the existing works yard.	None
	b)	Parking areas shall clearly identify pedestrian circulation areas, preferably with different paving and landscaping treatment.	Not applicable- truck access only.	None
	c)	Parking areas should be surfaced with a paving treatment (including: pervious paving, cellular paving and concrete unit pavers). Parking aisles shall provide a hard travel surface.	Parking exists.	None
	d)	Developers are encouraged to use permeable surface treatments for roadways, parking areas and other surfaced areas within a development, where appropriate.	All roadways and parking areas are existing.	None
	e)	Building entrances should be prominent and clearly visible from access driveways.	All access routes are existing and provide access to the proposed building.	None
	f)	Site designs should include provisions for multi-modal transportation.	Not applicable to salt storage building.	None
	g)	All parking requirements for the development shall be met on-site.	All parking is existing and meets requirements.	None
	h)	All paved parking areas shall be included within the context of the required stormwater	A retention pond is currently existing on site. The stormwater collected from the	3(b)(ii)

DP Language		Application content	DP Condition
10.5.5	DPA#5 Industrial Guidelines		
		management plan and shall incorporate oil/water separators which meet current Ministry of Forest Lands and Natural Resource Operations and Department of Fisheries and Oceans criteria or a bio-filtration facility constructed by a qualified professional.	storage shed roof will be recycled where possible for use in road maintenance operations – such as brine making. Stormwater management plan is required prior to issuance of Building Permit.
	i)	Site Designs should include provisions for controlled access.	Not applicable to this location. None
8.	Energy Conservation & Reduction of Greenhouse Gas Emissions		
	a)	Building design should include passive heating, lighting and cooling design features.	There is no heating associated with this shed structure. None
	b)	Landscaping and building design should consider the incorporation of natural daylight and seasonal shade needs.	The shed structure is has a light transmitting cover and is open on one end. None
	c)	Building orientation should, where practical, be designed to optimize the benefits of solar orientation	There is no heating/cooling associated with this shed structure. None
	d)	Building design should incorporate solar ready features.	There is no power associated with this shed structure. None
	e)	Sheltered and secure bicycle parking shall be provided to a level that is consistent with the proposed use.	There is no parking associated with this shed structure. None
	f)	Electric Vehicle Plug-ins should be provided for new developments.	This is an existing works yard with a proposed storage building, with no new office and staff areas proposed. New
	g)	All buildings shall be designed and engineered to be solar ready.	There is no power associated with this shed structure. None
	h)	Adaptive reuse of buildings and on-site materials is encouraged, where permitted within the BC Building Code and under relevant legislation.	The buildings are existing. A new storage shed is required for aggregate materials None
9.	Water Conservation		
	a)	Development projects should incorporate rainfall capture systems for irrigation where feasible.	A retention pond is currently existing on site. The stormwater collected from the storage shed roof is recycled where possible for use in road maintenance operations – such as brine making. 3(b)(ii) None
	b)	Development projects should minimize impervious areas and incorporate on-site integrated stormwater management solutions that maintain pre-development infiltration rates and site hydrology.	

DP Language		Application content		DP Condition
10.5.5	DPA#5 Industrial Guidelines			
	c)	Landscape planting should be designed to reduce water consumption through the use of native and drought-tolerant plant species suitable for the growing area.	The lot is an existing site/works yard and is surrounded by native planting/forested area.	None
	d)	Landscaped areas should be watered by an automatic irrigation system, complete with an automated ‘smart’ controller.	There is no existing or new landscaping to be installed	None
	e)	High water use turf, sod and lawn are discouraged.	There is no existing or new turf to be installed	None
10.	Stormwater			
	a)	A stormwater management plan shall be required as prepared by a registered professional engineer that has as its goal the maintenance of post-development flows equivalent to those of pre-development flow patterns and volumes over the entire wet weather season.	A retention pond is currently existing on site. The stormwater collected from the storage shed roof is recycled where possible for use in road maintenance operations – such as brine making. An acceptable Stormwater management plan is required prior to issuance of Building Permit. Implementation of the works required in the Stormwater Management Plan is required prior to granting Occupancy.	3(b)(ii) & 3(c)(ii)
	b)	Stormwater management shall follow source control (on-site) principles and practices and minimize the use of conventional pipe and pond techniques, and avoid direct discharges to streams and other waterbodies.		
	c)	Stormwater management shall take advantage of on-site opportunities to recycle water to absorbent soils, wetlands, and forests.		
11.	Soil Erosion and Sediment Control			
		A Sediment and Erosion Control Plan shall be prepared by a registered professional for the construction and operational phases of the development.	No Sediment and Erosion Control Plan is required due to the gravel/paved location. No disturbance to soil should occur.	None



OWNER: Emcon Services Inc.

AGENT: MRC Total Build

OF: 3190 Royston Road, Courtenay, BC V0R 1S0

1. This Development Permit (2018-08-DP) is issued subject to compliance with all of the bylaws of the Village of Cumberland applicable thereto, except as supplemented by this Permit for the purpose of construction of a salt storage building on the subject property.

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

Legal Description: Lot A Section 30 Township 11 Nelson District Plan VIP69479

Folio: 516 00256.350

PID: 024-584-827

Civic Address: 3190 Royston Road

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

a) The development siting and exteriors shall be substantially in compliance with the attached Schedules A and B. In addition, four trees shall be installed and irrigated along the southern property line west of the physical access generally as shown on Schedule A. A minimum of a 10 metres of contiguous treed area running along the eastern property line from south to north shall be retained as a buffer to adjacent properties.

b) Required prior to Issue of Building Permit:

i) Design of fully shielded (full cutoff) site lighting installation; and

ii) A Stormwater Management Plan acceptable to senior staff, a copy of which will be attached as Schedule C of this Permit.

c) Required prior to Building Permit Occupancy:

i) Installation of fully shielded (full cutoff) site lighting installation; and

ii) Implementation of all works required in the Stormwater Management Plan acceptable to senior staff.

4. **Expiry**

Subject to the terms of the Permit, if the Owner 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.

5. **Timing and Sequencing of Development**

None

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

- a) Schedule A Site Plan
- b) Schedule B Building Exteriors
- c) Stormwater Management Plan (when provided)

7. **Contaminated Sites Regulation**

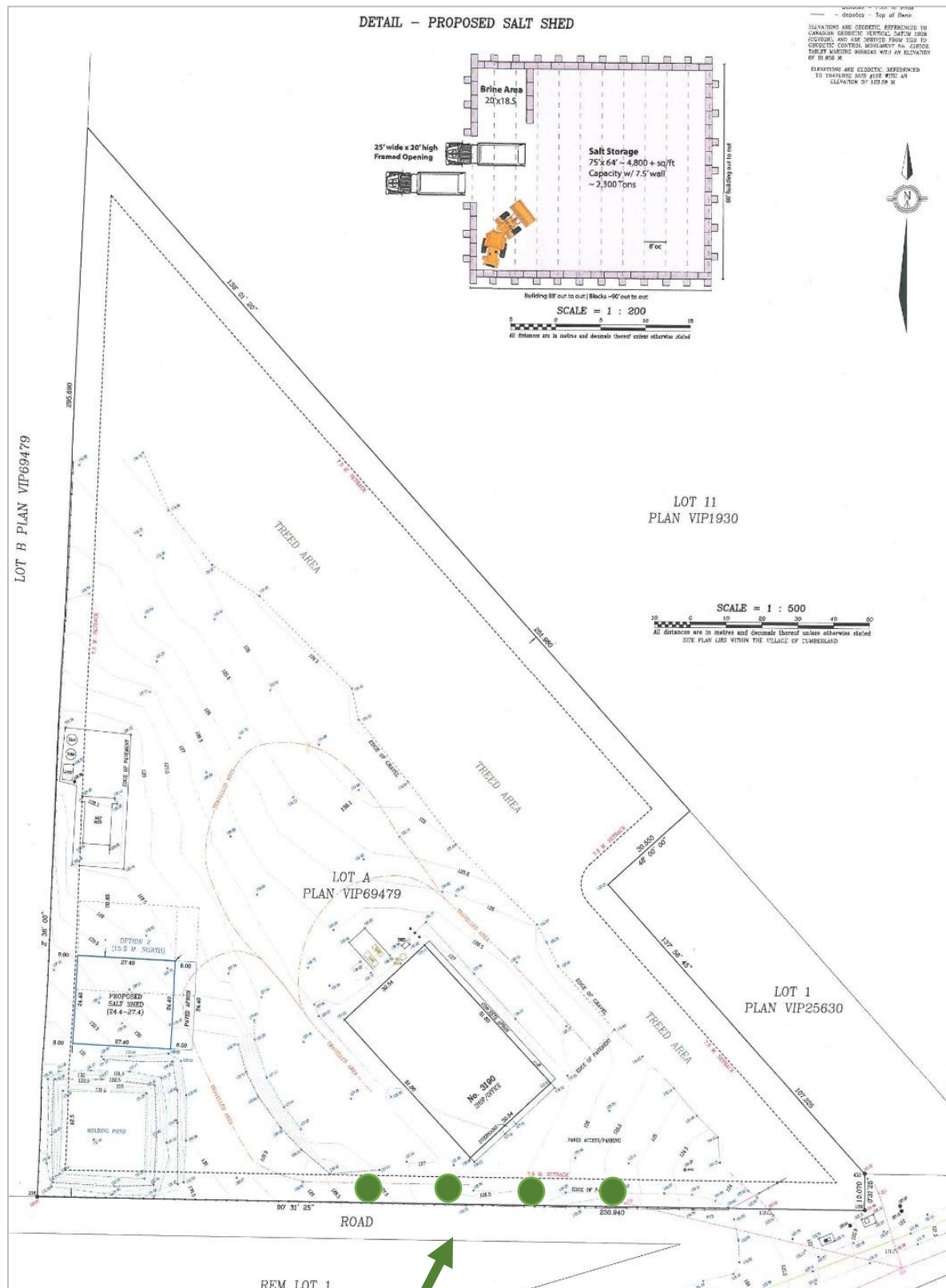
This Permit is issued pursuant to the requirements of the *Environmental Management Act*, whereby the Owner has completed a "Site Declaration" for the subject property.

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

CERTIFIED as the **DEVELOPMENT PERMIT** approved by resolution of the Council of the Corporation of the Village of Cumberland on _____ 2018 and issued on _____ 2018.

Corporate Officer

Schedule A Site Plan with Proposed Building Location



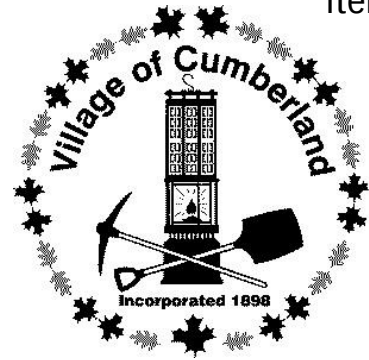
Schedule B – Building Exterior



Photo 3: Image of a similar storage shed

Schedule C
Stormwater Management Plan
To be provided prior to issuance of the Building Permit

COUNCIL REPORT



REPORT DATE: October 2, 2018
MEETING DATE: October 9, 2018

TO: Mayor & Council

File: 3180-20

FROM: Cleo Corbett, Senior Planner

SUBJECT: CVRD Regional Growth Strategy Bylaw No. 120, Amendment 1 Referral

RECOMMENDATION

- i) THAT Council receive the CVRD Regional Growth Strategy Bylaw No. 120, Amendment 1 Referral Report dated October 2, 2018;
- ii) THAT Council accept the Comox Valley Regional District Regional Growth Strategy Bylaw No. 120, Amendment 1, as presented.

SUMMARY

The Comox Valley Regional District Regional Growth Strategy Bylaw No. 120, Amendment 1, aims to refine and clarify the standard and minor amendment processes to the Regional Growth Strategy (RGS), how and by whom an amendment is initiated and updates references to Local Government Act numbering which changed in 2015. The subject Referral Letter and proposed bylaw amendment is attached for Council's review and consideration. Under Section 436 (2) of the Local Government Act, Council may choose, by resolution, to accept the proposed amendments as presented or indicate reasons for refusal. Council has 60 days to respond (by November 24, 2018).

BACKGROUND

The Comox Valley Regional District (CVRD) Board determined in August of 2017 that a five year review of the Regional Growth Strategy Bylaw No. 120, 2010 was unnecessary but directed CVRD staff to prepare a standard amendment to address the above noted refinements which focused on Part 5 – Implementation and Monitoring and the RGS amendment process. The proposed bylaw amendments (See Attachment 1) were prepared in consultation with, and recommended by, the RGS Steering Committee which the Village of Cumberland participates on. The subject bylaw had a Public Hearing on August 28, 2018 and received Second Reading on September 18, 2018.

Discussion

The proposed RGS amendments do not affect the Village of Cumberland Official Community Plan (OCP) or the Regional Context Statement within it. Should the proposed amendments be adopted as proposed, the OCP and RGS would remain congruent.

Options

Should Council object to all, or part, of the proposed subject RGS amendments, Council must by resolution, as per Section 439 of the Local Government Act, provide information on the specific details of the amendment(s) it objects to and the reasons for those objections.

FINANCIAL IMPLICATIONS

none

OPERATIONAL IMPLICATIONS

none

STRATEGIC OBJECTIVE

none

ATTACHMENTS

1. CVRD Letter: Referral for Acceptance, RGS Bylaw No 120, Amendment No. 1, dated September 24, 2018

CONCURRENCE

Ken Rogers, Manager of Development Services 

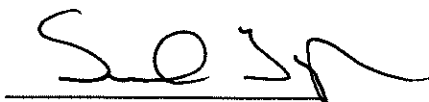
OPTIONS

- i) Council accept the Comox Valley Regional District Regional Growth Strategy Bylaw No. 120, Amendment 1, as presented.
- ii) Any other action deemed appropriate by Council.

Respectfully submitted,



Cleo Corbett
Senior Planner



Sundance Topham
Chief Administrative Officer

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 / Amendments
RGS 1CV 18

September 24, 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: Referral for Acceptance, Regional Growth Strategy Bylaw No. 120, Amendment No. 1

Please be advised that on September 18, 2018, the Comox Valley Regional District (CVRD) Board passed the following recommendation:

“THAT Bylaw No. 539 being “Comox Valley Regional District Regional Growth Strategy Bylaw No. 120, 2010, Amendment No. 1, be given second reading”

In accordance with *Local Government Act* (RSBC, 2015, c. 1) (LGA), Section 436(1), enclosed for your consideration of acceptance is the Comox Valley Regional District Regional Growth Strategy Bylaw No. 120, 2010, Amendment No. 1. Following first reading of Regional Growth Strategy Bylaw No. 120, Amendment No. 1 on July 24, 2018, the CVRD held a public hearing on August 28, 2018.

Affected local governments are requested to respond to the Regional Growth Strategy bylaw by resolution (LGA Section 436(2)). Upon receipt of this referral, each local government must:

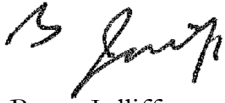
1. Review the proposed Regional Growth Strategy Bylaw No. 120, Amendment No. 1 in the content of any Official Community Plan for its jurisdiction, both those that are current and those that are in preparation, and in the context of any other matters that affect its jurisdiction; and
2. Within 60 days either:
 - a. Accept Regional Growth Strategy Bylaw No. 120, Amendment No. 1 as presented; or
 - b. Respond by resolution to the CVRD Board indicating specifically the reasons your local government refuses to accept.

Failure to accept the proposed Regional Growth Strategy Bylaw No. 120, Amendment No. 1 or respond with specific objections within 60 days of receipt of the referral, as per LGA Section 436(7), will deem your local government to have accepted the proposed Regional Growth Strategy Bylaw No. 120, Amendment No. 1.

Should your government choose not to accept the proposed Regional Growth Strategy Bylaw No. 120, Amendment No. 1 as presented, you must identify by resolution the reason for your objection (LGA Section 439). At that time as per LGA Section 440, the process is then taken over by the Ministry of Municipal Affairs and Housing who will determine the form and nature of efforts to resolve the matter. The disputing parties (the local government that objects and the regional district and other impacted local governments) must share equally all costs associated with the process imposed by the Minister.

If you have any questions, please contact Alana Mullaly at 250-334-6051 or amullaly@comoxvalleyrd.ca.

Sincerely,



Bruce Jolliffe
Chair

Enclosure: Appendix A – Bylaw No. 538 bring “Comox Valley Regional District Regional Growth Strategy Bylaw No. 120, 2010, Amendment No. 1”.

cc: Russell Dyson, Chief Administrative Officer
Scott Smith, General Manager of Planning and Development Services
Alana Mullaly, Senior Manager of Planning and Protective Services
Sundance Topham, Chief Administrative Officer, Village of Cumberland
Ken Rogers, Manager of Planning and Development

STATUS

Title: Comox Valley Regional District Regional Growth Strategy
Bylaw No. 120, 2010, Amendment No. 1

Applicant: Comox Valley Regional District

File No.: RGS 1CV 18

Purpose: To amend Section 5.2 of the Comox Valley Regional District
Regional Growth Strategy Bylaw No. 120, 2010

Participants: Baynes Sound – Vancouver Island portion (Electoral Area A);
Lazo North (Electoral Area B); Puntledge – Black Creek
(Electoral Area C); City of Courtenay; Town of Comox;
Village of Cumberland



Comox Valley Regional District Board:	Date:	June 26, 2018
	Decision:	Initiate a standard amendment to consider changes to Part 5 of the Regional Growth Strategy; adopt consultation plan; and provide notice to affected local governments

Read a first time	Date:	July 24, 2018
Public Hearing	Date:	August 28, 2018
Read a second time	Date:	September 18, 2018
Accepted by resolution	Date:	
Read a third time	Date:	
Adopted	Date:	

Comox Valley Regional District

Bylaw No. 539

A Bylaw to amend the "Comox Valley Regional District Regional Growth Strategy Bylaw No. 120, 2010".

WHEREAS pursuant to the provisions of Section 433 of the *Local Government Act* (RSBC, 2015, c. 1), the preparation of the regional growth strategy amendment was initiated by resolution of the board;

WHEREAS pursuant to the provision of Section 434 (2) of the *Local Government Act*, the board adopted a consultation plan that provides opportunities for early and ongoing consultation;

WHEREAS pursuant to the provision of Section 434(4) of the *Local Government Act*, the board held a public hearing on the proposed regional growth strategy amendment;

AND WHEREAS pursuant to the provision of Section 436(1) of the *Local Government Act*, the regional growth strategy amendment was accepted by affected local governments;

NOW THEREFORE the board of the Comox Valley Regional District in open meeting assembled, enacts the following amendments to the "Comox Valley Regional District Regional Growth Strategy Bylaw No. 120, 2010.

Section One Text Amendment

- 1) Bylaw No. 120, being the "Comox Valley Regional District Regional Growth Strategy Bylaw No. 120, 2010," is hereby amended as set out in Schedule A attached to and forming part of this Bylaw.

Section Two Title

- 1) This Bylaw No. 539 may be cited as the "Comox Valley Regional District Regional Growth Strategy Bylaw No. 120, 2010, Amendment No. 1."

Read a first time this	24th	day of	July	2018.
Public hearing held this		day of		2018.
Read a second time this		day of		2018.
Accepted by resolution this		day of		2018.

Read a third time this _____ day of _____ 2018.

I hereby certify the foregoing to be a true and correct copy of Bylaw No. 539, being the “Comox Valley Regional District Regional Growth Strategy Bylaw No. 120, 2010, Amendment No. 1”, as read a third time by the board of the Comox Valley Regional District on the day of 2018.

Corporate Legislative Officer

Adopted this day of 2018.

Chair

Corporate Legislative Officer

I hereby certify the foregoing to be a true and correct copy of Bylaw No. 539, being the “Comox Valley Regional District Regional Growth Strategy Bylaw No. 120, 2010, Amendment No. 1”, as adopted by the board of the Comox Valley Regional District on the day of 2018.

Corporate Legislative Officer

Schedule A

Section One Text Amendment

1. Part 05, “Implementation and Monitoring”, Section 5.1(1), be amended by replacing the reference to “*Local Government Act s.866*” with “*Local Government Act s.446*”;
2. Part 05, “Implementation and Monitoring”, Section 5.1(3), be amended by replacing the reference to “*Local Government Act s.855*” with “*Local Government Act s.434*”;
3. Part 05, “Implementation and Monitoring”, Section 5.2(1), be amended by deleting the title that now reads “*Standard Amendments*” and re-numbered accordingly;
4. Part 05, “Implementation and Monitoring”, Section 5.2(1), be amended by replacing the text that now reads

“An amendment to the RGS, other than those considered to be a minor amendment, is considered a standard amendment and will follow the same process that is required to adopt a RGS as set out in Part 25 of the Local Government Act”

With:

“An amendment to the RGS may be proposed by a member municipality, the Electoral Areas Services Committee, or the board, including on behalf of an external agency or private land owner. Unless determined by board resolution to be a minor amendment, an amendment is a standard amendment and will follow the same process that is required to adopt a RGS as set out in Part 13 of the Local Government Act. The process that is required to adopt a minor amendment is as set out in Section 5.2(4). The RGS Summary Chart summarizes the processes for the adoption of a standard and minor amendment.”

5. Part 05, “Implementation and Monitoring”, Section 5.2(2) be amended by deleting the title that now reads “*Minor Amendments*” and re-numbering accordingly;
6. Part 05, “Implementation and Monitoring”, Section 5.2(2) be amended by replacing the reference to “*Section 857.1*” with “*Section 437*”;
7. Part 05, “Implementation and Monitoring”, Section 5.2(3) Criteria for Minor Amendments, be amended by replacing the reference in 5.2(3)(e) to “*Part 25*” with “*Part 13*”;
8. Part 05, “Implementation and Monitoring”, Section 5.2(4) be amended by replacing the text that now reads

“Minor amendments may be applied for by a member municipality, the regional district, external agency, private land owner or developer. Once a minor amendment application has been received, the process for review and adoption is as follows:”

With:

“Where an amendment to the RGS has been proposed by a member municipality, the Electoral Areas Services Committee, or the board, and the board has, by resolution, initiated the amendment, the process for the board to determine if the amendment is minor, and then to consider it as minor, is as follows:”

9. Part 05, “Implementation and Monitoring”, Section 5.2 (4) be amended by replacing the text that now reads

“Upon receiving a minor amendment application, the CVRD will set up a Technical Advisory Committee (TAC) meeting for review and discussion of the application and provide comments to CVRD staff”

With:

“Upon a board resolution to initiate an amendment, the regional district will set up a Technical Advisory Committee (TAC) meeting for review and discussion of the proposed amendment. The TAC will provide comments, in the form of a report prepared by regional district staff, to the Steering Committee”.

10. Part 05, “Implementation and Monitoring”, Section 5.2 (4) be amended by replacing the text that now reads

“On receipt of an application with comments from the technical advisory committee, CVRD staff will prepare a preliminary report for review by the RGS steering committee. Steering committee comments and recommendations will be forwarded to the CVRD Board to assist in its decision on whether the application should be processed as a minor amendment”

With:

“Upon receipt of a report from the Technical Advisory Committee, the Steering Committee will meet to review and discuss the proposed amendment. The Steering Committee will provide its comments and recommendations to the CVRD Board via a report prepared by regional district staff. The Steering Committee’s report will assist the board in its decision on whether the proposed amendment should be processed as a minor amendment”

11. Part 05, “Implementation and Monitoring”, Section 5.2 (4) be amended by replacing the text that now reads

“The CVRD board will assess any proposed amendment in terms of the minor amendment criteria. The Board may resolve, by an affirmative vote of 2/3 of the board members present, to proceed with an amendment application as a minor amendment. Where the board resolves to proceed with an amendment application as a minor amendment, the Board will...”

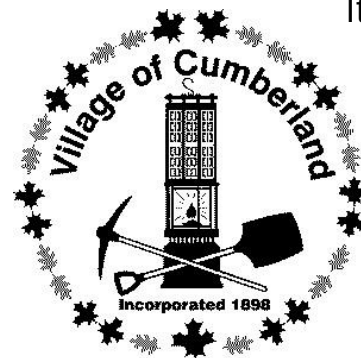
With:

“The board will assess any proposed amendment in terms of the minor amendment criteria. The board may resolve, by an affirmative vote of 2/3 of the board members present, to process the proposed amendment as a minor amendment. Where the board resolves to process an amendment proposal as a minor amendment, the board will...”

12. Part 05, “Implementation and Monitoring”, Section 5.2(4), Summary Chart, be amended by replacing the text box that now reads “RGS amendment initiated” with “Board resolution to initiate RGS amendment”

13. Part 05, "Implementation and Monitoring", Section 5.2(4), Summary Chart, be amended by replacing the text box that now reads "*CVRD Board determines if amendment is minor (2/3 vote)*" with "*Board resolution by 2/3 vote if an amendment is minor*"

COUNCIL REPORT



REPORT DATE: September 21, 2018
 MEETING DATE: October 9, 2018
 TO: Mayor & Council
 FROM: Ken Rogers, Manager of Development Services
 SUBJECT: Age Friendly Assessment and Action Plan

RECOMMENDATION

- i) THAT Council receive the Age Friendly Assessment and Action Plan Report;
- ii) THAT Council support the submission of an Age-friendly Assessment and Action Plan grant application through the Ministry of Health Age-friendly Communities Program for an amount of \$25,000,
- iii) AND THAT Council support the proposed activities included in the grant application and commit to provide overall grant management.

SUMMARY

Age-friendly Communities 2019 Grant Program is available through the Ministry of Health and administered by Union of BC Municipalities. Applicants approved under the 2019 Age-friendly Communities grant program maybe eligible to apply for a range of services to support their project from BC Healthy Communities Society. All Local Governments in BC are eligible to apply for Stream 1 or Stream 2 funding. The Village of Cumberland could request funding for a (Stream 1) Age-friendly Assessment and Action Plan.

BACKGROUND

Local Governments will have access to funding under Stream 1: Age-friendly Assessments, Action Plans & Planning and Stream 2: Age-friendly projects. Local governments must submit their applications for 2019 grants to the Union of British Columbia Municipalities by Friday, Nov. 2, 2018. A grant for age-friendly assessments and action plans may be applied for up to 100% eligible costs to a maximum of \$25,000. Once an assessment and action plan has been developed, communities may apply for an additional grant of up to \$15,000 to support age-friendly projects. Some examples of projects in demand of funding include seniors housing and transportation strategies, programs to support social connectedness and mental health, and strategies around dementia care.

The 2018 age-friendly grants were distributed to 34 communities throughout B.C., almost double the number that received grants in 2017. This included 12 communities that received grants of up to \$25,000 for age-friendly assessments and action plans, and up to \$15,000 awarded to 22 communities in support of age-friendly projects.

The age-friendly communities grant program is a partnership between the Province and the Union of British Columbia Municipalities. Successful applicants are eligible to apply for a range of services from BC Healthy Communities Society to support their project.

The Village Official Community Plan 990, 2014 includes supportive Land Use Policies on Community Well-Being that includes Age In Place Policy. Under section 8.2.10:

- 1) All development applications and new Village infrastructure developments or upgrades should consider the needs of seniors and, where appropriate, incorporate design features to improve their friendliness to seniors.
- 2) Where feasible, Village sidewalks, roads, public places, and facilities should be safe and accessible to seniors.
- 3) Through partnerships, the Village will encourage public transportation services to reach key destinations needed by seniors.
- 4) Support the development of assisted living options within the health care framework of the Village.

Should Council approve moving forward with the grant application, Staff would prepare a Request for Proposal on development of an Age-Friendly Assessment and Action Plan for the Village of Cumberland. It is anticipated that the Age-Friendly Assessment and Action Plan would include a background to introduce the age friendly community concept and the role of local government. The Assessment would review the current status of Cumberland through public statistics, survey results, detailed assessments and public feedback on the municipality's outdoor spaces, sidewalks, trails, public buildings, recreation infrastructure and policies/plans. This would include top recommendations for each location and general recommendations for the Village. The Action Plan would then take the recommendations from the above focused assessment, identified priority areas and suggest action steps as well as set indicators for success.

FINANCIAL IMPLICATIONS

Staff recommend that the Village apply for the grant to the maximum of \$25,000 at 100% funding.

OPERATIONAL IMPLICATIONS

Administration of consulting services

STRATEGIC OBJECTIVE

The vision for the Village is built upon priorities such as a healthy, active and engaged citizenry of all ages and walks of life.

ATTACHMENTS

Age Friendly Communities 2019 Program & Application Guide

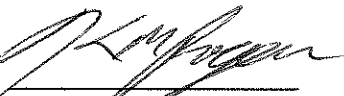
CONCURRENCE

Ryan Coltura, Manager of Recreation *RC*

OPTIONS

- i) Council support the submission of an Age-friendly Assessment and Action Plan grant application through the Ministry of Health Age-friendly Communities Program for an amount of \$25,000, AND THAT Council support the proposed activities included in the grant application and commit to provide overall grant management.
- ii) Any other action deemed appropriate by Council.

Respectfully submitted,



Ken Rogers
Manager of Development Services



Sundance Topham
Chief Administrative Officer

Age-friendly Communities

2019 Program & Application Guide

1. Introduction

The Age-friendly Communities program assists communities in BC to support aging populations by developing and implementing policies and plans, undertaking projects that enable seniors to age in place and facilitating the creation of age-friendly communities.

Since 2005, the provincial government has provided \$6.25 million to support the program. To date, more than 148 local governments have completed projects or been approved for funding.

2019 Age-friendly Communities Grant Program

The Ministry of Health has committed an additional \$0.5 million in funding to the program and grants are now available for 2019 program.

For local governments, this will include the continuation of funding under Stream 1: Age-friendly Assessments, Action Plans & Planning and Stream 2: Age-friendly projects.

In addition, in partnership with health authorities, a pilot program is being introduced in 2019 to offer up to five First Nations the opportunity to apply for Stream 1 grants.

2. Other Programs & Resources

In an age-friendly community, the policies, services and structures related to the physical and social environment are designed to help seniors "age actively." In other words, the community is set up to help seniors live safely, enjoy good health and stay involved.

The creation of age-friendly communities in BC builds on findings from the [World Health Organization's Age-friendly Cities](#) and the Canadian Age-friendly Rural & Remote Communities projects in 2007.

The Province of BC, in collaboration with key partners including health authorities, has advanced the age-friendly agenda since 2007 to engage and support local governments in preparing their communities for an aging population. Age-friendly BC (AFBC) is supported by:

1. The Age-friendly Communities grant program, which is administered by [UBCM](#)
2. A range of services to support age-friendly projects, which are provided by the [BC Healthy Communities Society](#) (BCHC):
 - [Age-friendly BC Community Recognition](#)
 - Applicants approved under the 2019 Age-friendly Communities grant program may be eligible to apply for a range of services to support their project from BCHC.

3. A commitment to meet the needs of an aging population and work with partners to ensure people of all ages and abilities feel included and valued in their communities, which is provided by the [Ministry of Health](#)

3. Guiding Principles

All applications should demonstrate a commitment to the following guiding principles:

- Community Driven - Community solutions are based on local priorities and plans
- Catalyst for Action – Community activities are catalysts that enable local governments and community partners, including health authorities, to enhance and improve services for older adults
- Focus on Funding Priorities - Activities are focused on funding priorities with clear outcomes
- Flexible - Required actions differ in each community
- Coordinated - Activities of different levels of government and community partners, including health authorities, are coordinated to avoid duplication among programs and projects
- Sustainable Results – Community activities contribute to improving the lives of older adults over time

4. Eligible Applicants

All local governments (municipalities and regional districts) in BC are eligible to apply for Stream 1 or Stream 2 funding. Local governments can each submit one application.

For the First Nations pilot program, health authorities will identify one First Nation in each health authority region that is at a stage of readiness to apply for Stream 1 funding. **Only the five First Nations identified by the health authorities are eligible to apply under the pilot program and can each submit one application.**

5. Eligible Projects

Eligible projects are new community planning or community projects that are undertaken by an eligible applicant and that address the guiding principles and funding priorities of the program.

In addition, to qualify for funding, projects must:

- Be a new project (retroactive funding is not available)
- Be capable of completion by the applicant within the 2019 calendar year
- Focus on one or more of the eight age-friendly community components:
 - Outdoor spaces and buildings
 - Transportation (including traffic safety)
 - Housing
 - Respect and social inclusion
 - Social participation
 - Communications and information
 - Civic participation and employment
 - Community support and health services

6. Eligible & Ineligible Activities & Costs

Eligible costs are direct costs that are approved by the Evaluation Committee, properly and reasonably incurred, and paid by the applicant to carry out eligible activities. Eligible costs can only be incurred from the date of application submission until the final report is submitted.

Stream 1: Age-friendly Assessments, Action Plans & Planning

The intent of this funding stream is to support communities to develop or update assessments or plans in order to enable seniors to age in place and to facilitate the creation of age-friendly communities. The maximum grant under Stream 1 is \$25,000.

Under Stream 1, eligible activities must be cost-effective and may include:

- Development of a local Age-friendly plan or assessment
- Creation of specific plans and/or policies that address one or more of the eight community components (see Section 5)
- Engagement of seniors in planning activities
- Adding an age-friendly or seniors lens to existing plans or policies, such as:
 - o Official Community Plans, Integrated Community Sustainability Plans, Health and Wellness Plans, or community or neighbourhood plans
 - o Zoning and other bylaws (subdivision, snow removal, parking, etc.)
 - o Development permit requirements
 - o Emergency response, evacuation and/or emergency social services plans
 - o Design guidelines
 - o Active transportation planning
 - o Food security and food systems planning
 - o Community planning processes related to social determinants of health (e.g. affordable housing, homelessness, etc.)
 - o Development of community health plans

Stream 2: Age-friendly Projects

The intent of this funding stream is to support local governments to undertake local projects that enable seniors to age in place and facilitate the creation of age-friendly communities. The maximum grant under Stream 2 is \$15,000.

In order to be eligible for Stream 2, eligible applicants are required to have a completed an age-friendly assessment or action plan, or demonstrate that their Official Community Plan, Integrated Sustainability Community Plan, or an equivalent plan, is inclusive of age-friendly planning principles.

Under Stream 2, eligible activities must be cost-effective and may include:

- Support for persons with dementia
- Increased community accessibility (transportation, housing, services)

- Provision of recreation and healthy living activities and/or referral and support to link seniors with recreation and healthy living services
- Community gardens and healthy eating
- Health literacy and promotion (e.g. workshops, guides, etc.)
- Chronic disease prevention
- Injury prevention and community safety (including traffic safety)
- Intergenerational projects
- Promotion of age-friendly business practices
- Prevention of elder abuse

The 2019 Age-friendly Communities grant program is not intended to be a capital funding program. However, minor capital expenditures for eligible activities that have a clear and definable benefit to seniors and that are clearly linked to programming for seniors will be considered for funding under Stream 2.

Capital costs cannot exceed 40% of the total requested Stream 2 grant (i.e. an application for a \$15,000.00 grant cannot include more than \$6,000.00 in capital costs).

Ineligible Activities & Costs

Any activity that is not outlined above or is not directly connected to activities approved in the application by the Evaluation Committee is not eligible for grant funding. This includes:

- Development of feasibility studies, business cases, architectural, engineering or other design drawings for the construction or renovation of facilities providing services to seniors, including housing and care facilities
- Fundraising
- Sidewalk, path or trail construction or improvements, or other infrastructure projects

7. Grant Maximum

Stream 1 can contribute a maximum of 100% of the cost of eligible activities – to a maximum of \$25,000. Stream 2 can contribute a maximum of 100% of the cost of eligible activities – to a maximum of \$15,000.

In order to ensure transparency and accountability in the expenditure of public funds, all other grant contributions for eligible portions of the project must be declared and, depending on the total value, may decrease the value of the grant

8. Application Requirements & Process

Application Deadline

Applications are due by November 2, 2018, and applicants will be notified of the status of their application within 60 days.

Required Application Contents

- Completed Application Form
- Local government Council or Board resolution or Band Council Resolution, indicating support for the current proposed activities and willingness to provide overall grant management
- Detailed budget that indicates the proposed expenditures and aligns with the proposed activities outlined in the application form. Although additional funding or support is not required, any other grant funding or in-kind contributions should be identified.

Submission of Applications

Applications should be submitted as Word or PDF files. If you choose to submit your application by e-mail, hard copies do not need to follow.

All applications should be submitted to:

Local Government Program Services, Union of BC Municipalities

E-mail: lgps@ubcm.ca

Mail: 525 Government Street, Victoria, BC, V8V 0A8

Review of Applications

UBCM will perform a preliminary review of applications to ensure the required application elements (identified above) have been submitted and to ensure that basic eligibility criteria have been met. Only complete application packages will be reviewed.

Following this, the Evaluation Committee will assess and score all eligible applications based on the funding priorities. Higher application review scores will be given to applications that:

- Demonstrate direct participation of seniors
- Complement the Health Promotion Initiatives regarding seniors outlined in Appendix 1
- Include collaboration with health authorities or others partners (e.g. school districts, First Nations or Aboriginal organizations, seniors, senior-serving organizations, community organizations and other local governments)

Point values and weighting have been established within each of these scoring criteria. Only those applications that meet a minimum threshold point value will be considered for funding.

The Evaluation Committee will also consider the location of each application in order to ensure a balanced representation of projects across the province.

All application materials will be shared with the Province of BC and the BC Healthy Communities Society
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9. Grant Management & Applicant Responsibilities

Grants are awarded to eligible applicants only and, as such, the applicant is responsible for completion of the project as approved and for meeting reporting requirements.

Applicants are also responsible for proper fiscal management, including maintaining acceptable accounting records for the project. UBCM reserves the right to audit these records.

Notice of Funding Decision

All applicants will receive written notice of funding decisions, which will include the terms and conditions of any grant that is awarded. Grants are awarded in two payments: 70% at the approval of the project and 30% when the project is complete and UBCM has received the required final report and a financial summary.

Please note that in cases where revisions are required to an application, or an application has been approved in principle only, the applicant has 30 days from the date of the written notice of the status of the application to complete the application requirements. Applications that are not completed within 30 days may be closed.

Changes to Approved Projects

Approved grants are specific to the project as identified in the application, and grant funds are not transferable to other projects. Approval from Evaluation Committee will be required for any significant variation from the approved project.

To propose changes to an approved project, approved applicants are required to submit:

- Revised application package, including updated, signed application form, budget and an updated Council, Board or Band Council resolution
- Written rationale for proposed changes to activities and/or expenditures

The revised application package will then be reviewed by the Evaluation Committee.

Applicants are responsible for any costs above the approved grant unless a revised application is submitted and approved prior to work being undertaken.

Extensions to Project End Date

All approved activities are required to be completed within the 2019 calendar year and all extensions beyond this date must be requested in writing and be approved by UBCM. Extensions will not exceed six months.

10. Final Report Requirements

Applicants are required to submit an electronic copy of the complete final report, including the following:

- Completed Final Report Form
- Financial summary
- Optional: photos of the project, media clippings and or any reports or documents developed or amended with grant funding.

All final report materials will be shared with the Province of BC and the BC Healthy Communities Society

Submission of Final Reports

All final reports should be submitted to:

Local Government Program Services, Union of BC Municipalities

E-mail: lgps@ubcm.ca

Mail: 525 Government Street, Victoria, BC, V8V 0A8

11. Additional Information

Union of BC Municipalities

For further information on grants and the application process, please contact: Local Government Program Services: (250) 952-9177 or lgps@ubcm.ca

BC Healthy Communities Society

For further information on age-friendly communities, visit www.bchealthycommunities.ca or contact: Sarah Ravlic, Program Coordinator: 250 590-1845 or sarah@bchealthycommunities.ca

Ministry of Health

For further information on other provincial initiatives, please visit the Age-friendly BC website or contact: (250) 952-2574 or AgeFriendlyBC@gov.bc.ca

Appendix 1: Health Promotion Initiatives

The following are examples of provincial priorities that may complement age-friendly community planning and projects:

Accessibility 2024 (www.gov.bc.ca/accessibility)

In 2014, *Accessibility 2024: Making B.C. the most progressive province in Canada for people with disabilities by 2024* was released. This 10-year action plan is designed around 12 building blocks: inclusive government, accessible service delivery, accessible internet, accessible built environment, accessible housing, accessible transportation, income support, employment, financial security, inclusive communities, emergency preparedness and consumer experience.

Example of an age-friendly assessment/project incorporating accessibility

Sun Peaks Mountain Resort Municipality has committed to being an age-friendly community by providing essential amenities to facilitate walking and skiing around the village, as well as accessible recreation and adaptive sports. (Awarded age-friendly recognition in 2015)

Aging Well (www.healthyfamiliesbc.ca/aging-well)

Supporting older adults to think about and plan for the future helps them anticipate needs as they age. Knowing where to find the right information if and when they need it is key to planning for a healthy and independent future. Aging Well is an online resource on Healthy Families BC, the Province's health promotion plan to encourage British Columbians to make healthier choices. Aging Well has information, tools and videos on topics including health and wellness (includes healthy eating and physical activity), finance, transportation, housing and social connection - areas of life that are important and interconnected when it comes to healthy aging.

Example of an age-friendly project incorporating planning for a healthy and independent future

Columbia-Shuswap Regional District has engaged the Communities of the South Shuswap in the development of a resource centre to support age-friendly community planning. Services offered through the centre include financial planning, computer literacy training, transportation and health eating programs.

Better at Home (www.betterathome.ca)

Better at Home, an innovative non-medical home support program funded by the Province and managed by United Way of the Lower Mainland, helps seniors with day-to-day tasks so that they can continue to live independently in their own homes and remain connected to their communities. Better at Home services may include transportation to appointments, light housekeeping, light yard work and home visits. There are currently 67 community-based Better at Home programs across B.C., including six rural and remote pilot sites.

Example of an age-friendly project incorporating the Better at Home program

District of Invermere created an age-friendly business directory, companion program, monthly luncheons and a mentorship program. The companion program matched seniors with volunteers

who will assist with everyday living activities such as shoveling the sidewalk, driving to and from the grocery store or appointments. Business owners and employees offered training on how their operations can be more age-friendly.

Physical Activity Strategy (<http://www2.gov.bc.ca/gov/content/health/managing-your-health/physical-activity>)

The BC Physical Activity strategy is designed to guide and stimulate coordinated policies, practices and programs in physical activity that will improve the health and well-being of British Columbians and the communities in which they live, learn, work and play. It aims to foster active people and active places and its development was guided by key leaders and organizations across the province who worked collectively to determine the best approach to increasing physical activity rates.

Example of an age-friendly project incorporating physical activity

Town of Oliver developed an outdoor fitness park with input from partners including Interior Health, service clubs and seniors groups. The year-round park is well utilized and provides a no-cost opportunity for seniors to be physically active.

Provincial Guide to Dementia Care in British Columbia

(<http://www.health.gov.bc.ca/library/publications/year/2016/bc-dementia-care-guide.pdf>)

Dementia impacts roughly 66,000 British Columbians. In May 2016, the Ministry of Health released the Provincial Guide to Dementia Care in British Columbia. The Guide identifies priorities, goals and deliverables to support people with dementia, their families and caregivers. One deliverable identifies need to increase understanding of dementia and expand community information and support programs, e.g., dementia friendly communities, for people with dementia and their caregivers. In addition, priorities of the Guide include: increasing public awareness and early recognition of cognitive changes; supporting people with dementia to live safely at home for as long as possible, including caregiver support; improving quality of dementia care in residential care including palliative and end-of-life care; and, increasing system supports and adoption of best practices in dementia care.

Example of an age-friendly project incorporating dementia

City of Richmond conducted a survey and focus groups and used the results to develop the age-friendly action plan. Next steps include establishing an inter-departmental task force and designing a framework for monitoring and evaluation. One of the action items is working with health partners to ensure sufficient supported, affordable housing is provided locally for disabled and frail older adults, as well as those with dementia and other mental health challenges. (Awarded age-friendly recognition in 2015)

Provincial End of Life Care Action Plan for British Columbia

(<http://www.health.gov.bc.ca/library/publications/year/2013/end-of-life-care-action-plan.pdf>)

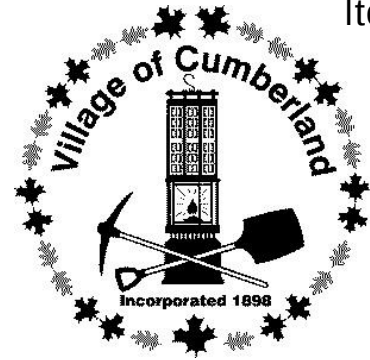
The Provincial End of Life Care Action Plan identifies priority, goals, and actions to improve health care outcomes and quality of life for individuals living with life limiting or life threatening illness, and for their families. Actions in the plan include increasing public knowledge and

awareness of palliative care as an approach to care that improves quality of life for both the person receiving care and their family, at any stage of illness; and, providing information and resources to support advance care planning, including an understanding of the available options for ensuring values, wishes, and instructions for health care treatments and choices for end-of-life care are respected by health care providers.

Example of a potential age-friendly project in support of people with serious illness

Become a 'compassionate community'. A compassionate community builds awareness of vulnerable people, including people who are seriously ill or frail. A compassionate community promotes shared responsibility and support of people who are vulnerable.

COUNCIL REPORT



REPORT DATE: October 2, 2018

MEETING DATE: October 9, 2018

TO: Mayor & Council

FROM: Ken Rogers, Manager of Development Services

SUBJECT: Road Name Request on Beaumont Crescent

RECOMMENDATION

- i) THAT Council receive the Road Name Request on Beaumont Crescent
- ii) That Council support the request for the Road Name Request on Beaumont Crescent to Kehler Crescent.

SUMMARY

Phase 9 of the Coal Valley Estates subdivision will include an initial portion of a crescent that is the extension of Beaumont Avenue. The crescent would normally be designated a name reflecting the continuation of the road leading into it which is, in this case, Beaumont Avenue. The Applicant would like to change the future crescent on the west side of Kendal Avenue from Beaumont Crescent to Kehler Crescent.

BACKGROUND

In 2012, the Subdivision and Development Bylaw No. 948 was adopted by Council. The Bylaw states that street names in the Village are subject to Council approval and are identified from traditional street names found in the Cumbria area of northern England's 'Lakes District'. An application for a Development Permit was received June 29, 2018. The proposed subdivision layout plan submitted with the application indicated a street name of Kehler Crescent. The Applicant has followed up from the June 29, 2018 application with a letter dated October 1, 2018 requesting approval of the name Kehler Crescent to honour the late Bruce Kehler. The name Kehler does not appear on the Subdivision and Development Bylaw No. 948, 2012, referenced on Schedule A.2(b), National Gazetteer of 1868 for Cumberland. Bylaw 948, 2012, states that there are exceptions that may vary names in cases where a property speaks to a different historical use, such as the future street name of Nikkei Crescent, for the area that was the Japanese town.

The discretion is with Council to approve street names and shall be guided by the principles in Bylaw 948, 2012.

Following a positive response from Council on this name request of the future Beaumont Crescent to Kehler Crescent, the Approving Officer will have information for subdivision approval and road name allocation. No subdivision application is in process at this time.

FINANCIAL IMPLICATIONS

none

OPERATIONAL IMPLICATIONS

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

STRATEGIC OBJECTIVE

None

ATTACHMENTS

October 1, letter of request

July 9 2018 proposed subdivision layout

April 10 2017 changes to CDA map

Potential Street Names for Cumberland BC excerpt from Subdivision and Bylaw No. 948

CONCURRENCE

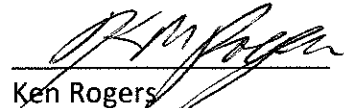
Rob Crisfield, Manager of Operations



OPTIONS

- i) Council support the request for the Road Name Request on Beaumont Crescent to Kehler Crescent
- ii) Council receive as information only
- iii) Any other action deemed appropriate by Council

Respectfully submitted,



Ken Rogers

Manager of Development Services



Sundance Topham

Chief Administrative Officer

October 1, 2018

Our File: 2211-46871-12

Ms. Joanne Rees
Planning Department
Village of Cumberland
2673 Dunsmuir Avenue
Box 340, Cumberland, BC V0R 1S0

Dear Ms. Rees,

**COAL VALLEY ESTATES – RESIDENTIAL DEVELOPMENT PHASE 9 & 10
REMAINDER DL 24, NELSON DISTRICT – ROAD NAME CHANGE REQUEST: BEAUMONT
CRESCENT TO KEHLER CRESCENT**

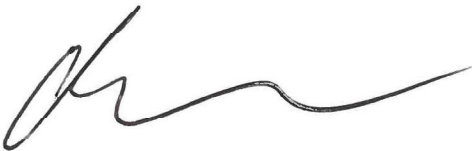
Further to our Development Permit application for Phases 9 and 10 of Coal Valley Estates, we wish to make a formal request to change the name of Beaumont Crescent to Kehler Crescent. The reason for this request is to honour the late Bruce Kehler, one of the original partners of Coal Valley Estates. During his life, Bruce donated over 1.7 million dollars to various organizations supporting the homeless and low-income families. Bruce was also called "A Businessman with a Heart of Gold" by The Times of Canada Magazine for his "charity work and giving to the community".

Please let us know if the Village requires any further information to process this road name change request.

Yours truly,

MCELHANNEY CONSULTING SERVICES LTD.

QMS Reviewed by:



Alex Fachler



Chris Durupt, P.Eng.

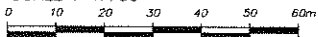
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cc: Village of Cumberland, Sundance Topham
Village of Cumberland, Ken Rogers
CVE Joint Venture Ltd.

PROPOSED SUBDIVISION OF PART
OF THE REMAINDER OF DISTRICT
LOT 24, NELSON DISTRICT

BCGS 92F 065

SCALE : 1:750

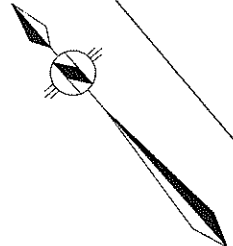


(ALL DIMENSIONS ARE IN METRES)

THE INTENDED PLOT SIZE OF THIS PLAN IS 559mm
IN WIDTH BY 432mm IN HEIGHT (C SIZE) WHEN
PLOTTED AT A SCALE OF 1:750

PARCEL BOUNDARIES ARE DERIVED
FROM PLAN EPP53358

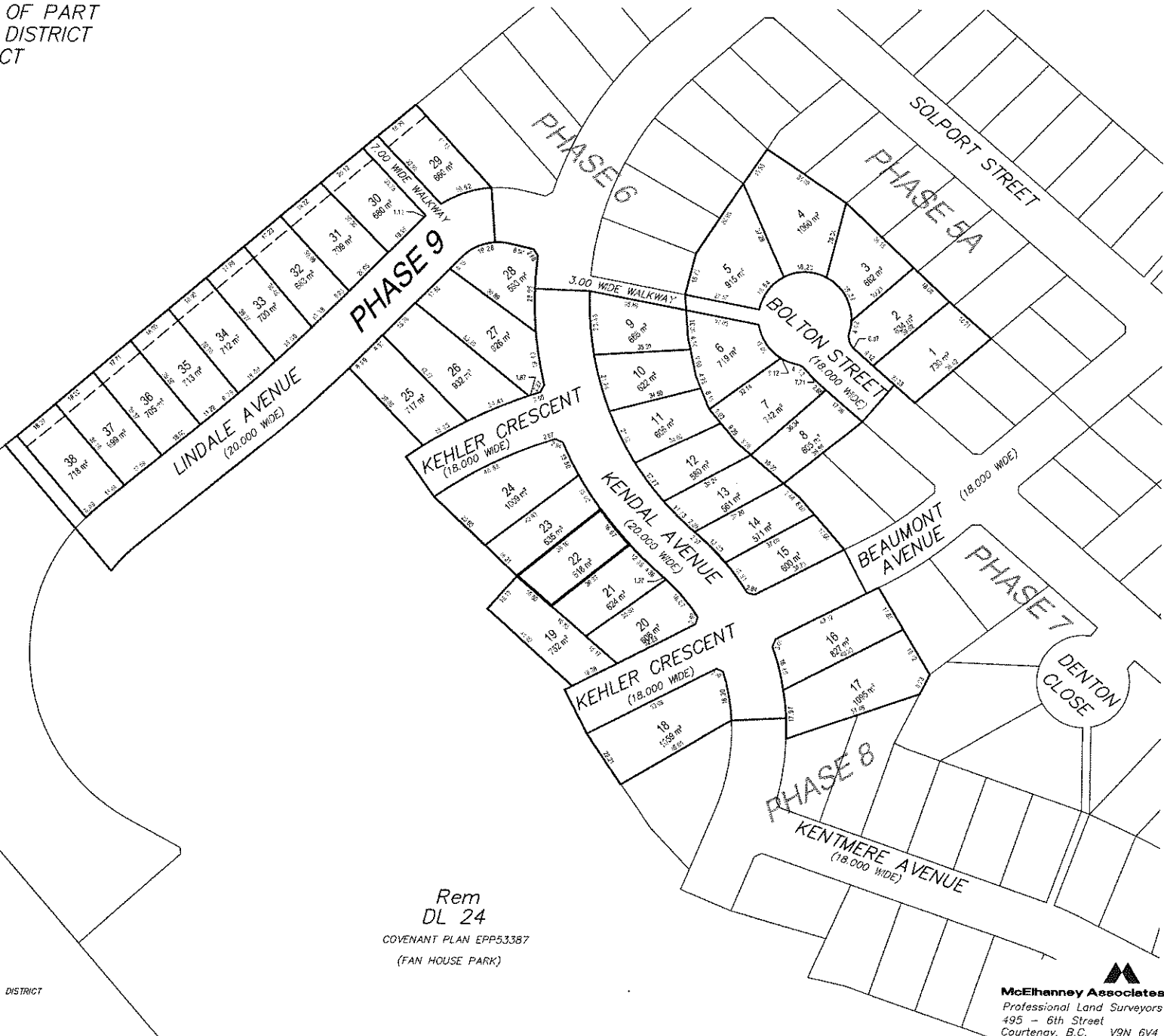
- 172 -



THIS PLAN LIES WITHIN THE COMOX VALLEY REGIONAL DISTRICT
AND THE VILLAGE OF CUMBERLAND.

JULY 09, 2018

Rem
DL 24
COVENANT PLAN EPP53387
(FAN HOUSE PARK)



McElhanney Associates
Professional Land Surveyors
495 - 6th Street
Courtenay, B.C. V9N 6V4
Tel. (250) 338-5495
Fax (250) 338-7700
File 05596PLR-8

LETTER & MAP REQUESTING CHANGES TO CDA



Potential Street Names for Cumberland, BC

Excerpt from Subdivision and Bylaw No. 948, 2012 Schedule A.2(b):

Street Names

Street names shall be subject to approval of Council and shall be guided by the following principles:

- i) The street names in the Village have traditionally been assigned based on street names found in the Cumbria area of northern England's 'Lakes District'. This general policy has been varied in cases where a property speaks to a different historical use, such as the future street name of Nikkei Crescent, for the area that was the Japanese town (in the area currently known as Maple Street).
- ii) Street names should be logical, understandable, and should be designed to satisfy the needs of visitors, operators and delivery vehicles, emergency vehicles, taxis, and similar uses, and local residents. Street names that are confusing, or that sound or appear similar to existing street names within the Village or adjacent electoral areas shall be avoided.
- iii) In the case of larger subdivisions, where a number of streets are involved, consideration may be given by Council to developing a common theme which may assist in associating a street with a specific neighbourhood.

NATIONAL GAZETTEER, 1868 FOR CUMBERLAND

A:	Addington, Aglionby, Aikton, Ainstable, Aldstone, Allerby, Allerdale, Allhallows, Alne, Alston, Anthorn, Arcledon, Armathwaite, Arthuret, Askerton, Aspatria, Austhwaide
B:	Bailey, Baldwinholme, Banks, Barfield, Barkharth, Bassenthwaite, Beaumont, Beck, Beckermest, Beckfoot, Bellbank, Berrier, Bewaldeth, Bewcastle, Biglands, Birker, Blackwell, Blencogo, Blennerhasset, Blindcraze, Bolton, Boonwood, Boot, Borrowdale, Botchergate, Bothel, Boulness, Boundhow, Boustead, Bowness, Bowscale, Brackenhill, Brampton, Branthwaite, Braystones, Breconhill, Bridekirk, Brigham, Briscoe, Bromfield, Broughton, Buckabank, Burholme, Busk, Bustabeck, Buttermere.
C:	Caldbeck, Caldewgate, Calthwaite, Camerton, Cannonby Cross, Cargo, Carleton, Carlisle, Catterlin, Chapelsucken, Cleator, Clifton, Cloffocks, Coathill, Coledale, Copeland Forest, Corney, Croglin, Crookdale, Crosby, Cross Fell, Crosthwaite, Crowpark, Crummockwater, Culgaith
D:	Dacre, Dalston, Dean, Deargarth, Dearham, Denton, Devockwater, Dissington, Dockray, Dolphinsby, Dovenby, Drigg, Drumburgh, Dundraw, Dunmallet, Dykesfield
E:	Eaglesfield, Eamontbridge, Easby, Edenhall, Ellen, Ennerdale, Eskat, Eskdale, Eston, Etterby, Ewanrigg
F:	Farlham, Faugh, Fenton, Ferrers, Fingland, Flimby, Frizington
G	Gaitsgill, Gamblesby, Garrigill, Gelt, Gilcrux, Gillercoombe, Gilsland, Ginns, Glassonby, Gosforth, Grange, Graysouthern, Greta Mills, Greystoke, Grinsdale

H	Hale, Harraby, Harrington, Harris, Hawes, Hayton, Helvellyn, Hesingham, Hesket, Hestholme, Hethersgill, Holmecultram, Hoskethill, Houghton, Hunsonby, Hutbank.
I	Inglewood Forest, Ireby, Irton, Itonfield, Ivegill
J	Johnby
K	Kelton, Kingmoor, Kinneyside, Kirkcambeck, Kirkland, Kirkoswald, Kirkthwaite
L	Lamonby, Lamplugh, Lanercost, Langwathby, Laversdale, Lazonby, Leath, Leegate, Levenwater, Leversdale, Levington, Lineside, Linstock, Longrigg, Lords Island, Lorton, Lowdore, Loweswater, Lyneside
M	Manesty, Matterdale, Mealo, Mealrigg, Melay, Melmerby, Micklethwaite, Midgeholme, Millom, Mite, Mockerkinn, Moorhouse, Morseby, Mosedale, Mosser, Motherby, Muncaster, Mungrisdale, Murrah, Murton
N	Naddle Fell, Nawurth, Nenthead, Netherby, Newbiggin, Newby, Newlands, Nichol Forest, Nixons
O	Orton, Oughterside, Oulton, Ousby, Overmeer
P	Papcastle, Pardsey, Parton, Penruddock, Penton, Petteril, Plumptonhead, Ponsonby, Portingscale
Q	Quarryhill
R	Rampsholme, Raughton, Redmain, Renwick, Ribton, Rickergate, Rockcliff, Rosecastle, Rosley, Rossthwaite, Rottington, Rougha Bridge, Rowbound, Ruckcroft
S	Saddleback, Salkeld, Salter, Sandwith, Santon, Scarfell, Scaleforce, Scarness, Scilly Bank, Scotby, Seascale, Seaton, Sebergham, Selker, Sellafeld, Setmurthy, Shield, Sillothpoint, Skelton, Skiddaw, Skinburness, Skirwith, Snittlegarth, Solport, Sosgil, Soulby, Sprinking, Staffield, Stainburn, Stanwix, Stapleton, Stockdalewath, Stoneraise, Stonethwaite Strands
T	Talkin, Tallentire, Tarrenby, Tees, Thirlmere, Threapland, Thelkeld, Thornthwaite, Thursby, Thurstonfield, Torpenhow, Trough
U	Uldale, Ulfsby, Ullswater, Ullock, Ulpha, Unerigg, Unthank, Upperby
W	Waberthwaite, Walby, Walton, Wampool, Warwickbridge, Wasdale, Watendlath, Waterhead, Watermillock, Waverton, Weddiker, Westward, Wetheral, Wheddicker, Wicham, Whilly Moor, Whinfell, Whitbeck, Whiehaven, Whitrigg, Wiggonby, Wigton, Wilton, Winder, Winscales, Winskel, Woodside, Workington, Wreay, Wythburn, Wythrop

COUNCIL REPORT



REPORT DATE: October 1, 2018

MEETING DATE: October 9, 2018

File No. 4520-70-20

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

RECOMMENDATIONS

- i. THAT Council receive the Temporary Street Closure, Halloween Parade report.
- ii. THAT Council approve the closure of Dunsmuir Avenue from First Street to Fourth Street on October 31, 2018 from 3:50 pm to 6 pm for the Halloween Parade.

SUMMARY

Cumberland's Halloween parade is taking place on Wednesday, October 31 at 4 pm along Dunsmuir Avenue. Staff is requesting the closure of three blocks of Dunsmuir Avenue for safety of participants.

BACKGROUND

The Halloween Parade is an annual event sponsored by the Village of Cumberland and local businesses. Costumed families gather at the Village Office at 4 pm and walk eastbound along Dunsmuir Avenue sidewalks to trick-or-treat at local businesses. Participants return to Cumberland Recreation by 6 pm for free hot dogs and juice.

In past years, this event has been very well-attended, with approximately 500 trick-or-treaters plus their adults, up to 800 participating. The street was first closed to traffic in 2016, resulting in a safer and more enjoyable event for participants.

Cumberland Recreation is requesting the closure of three blocks of Dunsmuir Avenue from First to Fourth Streets using traffic barricades as shown on the plan below. The



Rotary Club of Cumberland Centennial has volunteered again this year to set out and attend to barricades. The intersection at First Street will be closed at 3:50 until the throng of children passes through – until about 4:20 pm, when the intersection will be opened and the barricade moved in front of the crosswalk on the east side of the intersection. This will allow transit and other traffic pass through the intersection westbound on to Dunsmuir Avenue. The remaining blocks will be closed until no later than 6 pm when participants begin to disperse.



Street parking will not be restricted prior to the event. Many of the attendees are from Cumberland and walk to the event. Those who drive are directed to the Cumberland Recreation and Cultural Centre parking lots.

Vehicle access to businesses will be restricted. Council's policy requires proof of benefits to the community, both economic and social, for closures of more than three hours, and does not require notification to businesses for closures of less than three hours.

BC Ambulance, Comox Valley RCMP, Cumberland Fire Rescue, Cumberland Operations will be notified of the closure. BC Transit has been advised and will use Penrith Avenue as alternate route during the closure.

FINANCIAL IMPLICATIONS

None

OPERATIONAL IMPLICATIONS

This street closure is for a Village-run event and coordinated by Cumberland Recreation staff. Public works will assist Recreation staff organizing barricades. In addition to notifying the appropriate agencies, staff are also responsible for event planning.

STRATEGIC OBJECTIVE

None

CONCURRENCE

Ryan Coltura, Manager of Recreation




Rob Crisfield, Manager of Operations

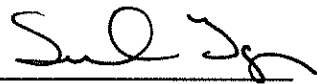
OPTIONS

1. THAT Council approve the closure of Dunsmuir Avenue from First Street to Fourth Street on October 31, 2017 from 3:50 pm to 6:00 pm for the Halloween Parade.
2. Any other action deemed appropriate by Council.

Respectfully submitted,



Rachel Parker
Deputy Corporate Officer



Sundance Topham
Chief Administrative Officer

COUNCIL REPORT



REPORT DATE: September 24, 2018

MEETING DATE: October 9, 2018

File No. 4520-70-20

TO: Mayor and Councillors

FROM: Rachel Parker, Deputy Corporate Officer

SUBJECT: Temporary Street Closure, Remembrance Day Service

RECOMMENDATIONS

- i. THAT Council receive the Temporary Street Closure, Remembrance Day Service report.
- ii. THAT Council approve the closure of Dunsmuir Avenue from Third Street to Fifth Street on November 11, 2018 from 10:30 to 11:30 am for the Remembrance Day service, and approve the use of \$310 from Community Event Services for public works in kind services.
- iii. THAT Council approve the period of October 31, 2018 to November 11, 2018 for the Legion Poppy Campaign.

SUMMARY

The Cumberland Remembrance Day parade and service is approaching on November 11, 2018. The service is held either at the Legion at 2770 Dunsmuir or at the Cumberland Recreation centre depending on the weather. This report reviews the request for the required street closure for the outdoor service.

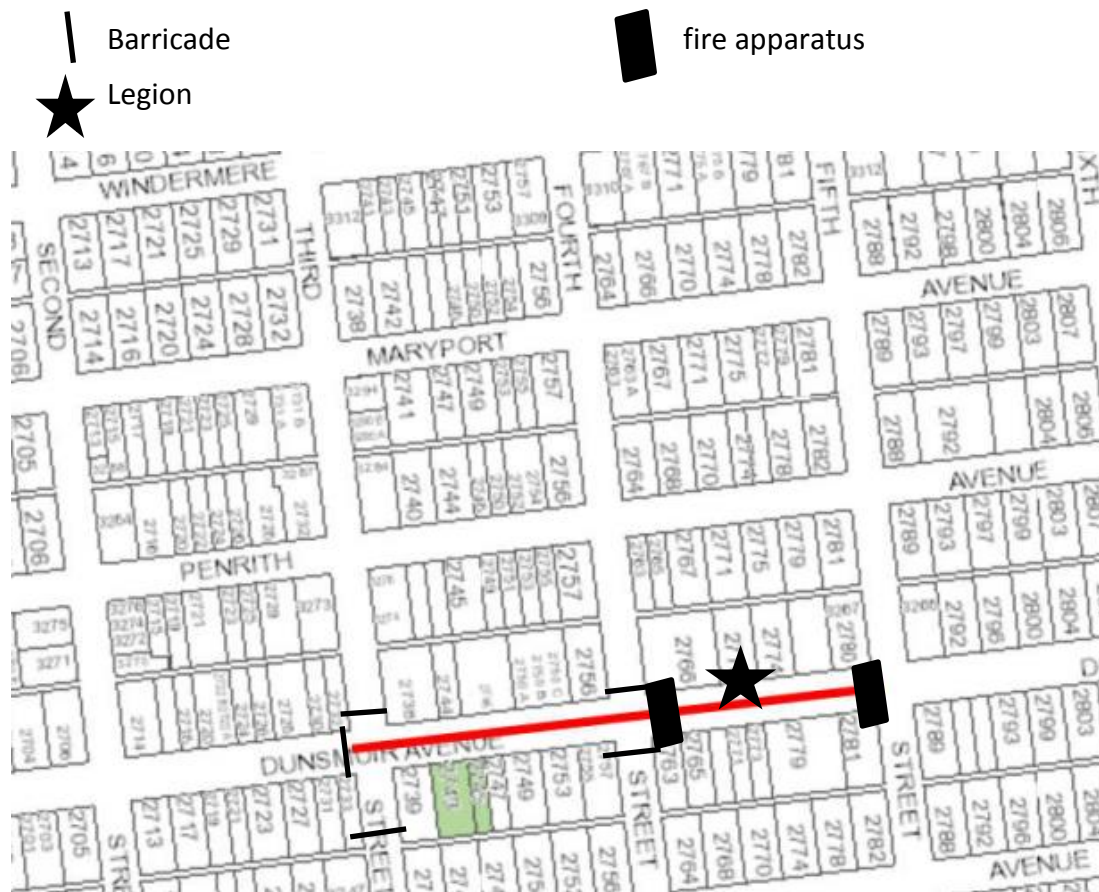
BACKGROUND

Branch No. 28 of the Royal Canadian Legion is requesting approval of the closure of Dunsmuir Avenue from Third Street to Fifth Street for the outdoor Remembrance Day parade and service from 10:30 to 11:30 am on the holiday Sunday to accommodate the parade and service. The small parade assembles on Third Street at Dunsmuir Avenue and proceeds eastbound on Dunsmuir in both lanes across Fourth Street to the outdoor service at the memorial arch at the Legion. As the parade passes Fourth Street, that block of Dunsmuir will be opened to traffic. The ceremony takes place from just before 11 am until approximately 11:30 am. The Legion has requested a fly by from CFB Comox and staff have provided a letter of support for that request.

Little traffic is expected to be impacted on the holiday Sunday with many businesses closed for the day. Members of the Cumberland Fire Department have volunteered to assist with traffic control for the service, bringing two trucks out to serve as physical barricades at Fourth Street and at Fifth Street.

The Village has a \$310 budget under its Community Events Service to provide custodial staffing in the event that the weather is poor enough to bring the service indoors at Cumberland Recreation. If the service is held outdoors, staff is recommending that Council approve the use of this amount to fund in kind public works service to set out barricades along Dunsmuir for the parade. Physical barricades are necessary for safety of those on the roadway – however brief it is.

The closure area is shown on the plan below:



Approximately 200 people attend the service, many on foot. Parking has not been an issue in the past. Access to the two nearby businesses will not be restricted during the service. No prior notification to businesses is being required. BC Transit, BC Ambulance, Comox Valley RCMP, Cumberland Fire Rescue, Cumberland Public Works and Recreation have been notified of the closure.

The Legion has also requested the period of October 31, 2018 to November 11, 2018 for its Poppy Campaign.

FINANCIAL IMPLICATIONS

The Village has set the community event budget of \$310 to provide support for this annual event. Cumberland Recreation is booked on November 11, 2018 in the event of severely

inclement weather. When Cumberland Recreation is closed for the statutory holiday there is extra cost the Village for staffing. Council approval is not required for this booking. The facility fee is exempted in Council's Fees Bylaw.

OPERATIONAL IMPLICATIONS

The Remembrance Day closure requires the Village to make arrangements for inclement weather, including booking the Recreation Centre and tentatively scheduling staff.

STRATEGIC OBJECTIVE

None

ATTACHMENTS

None

CONCURRENCE

Ryan Coltura, Manager of Recreation 

Rob Crisfield, Manager of Operations 

Mike Williamson, Manager of Protective Services

Michelle Mason, Financial Officer 

OPTIONS

1. THAT Council approve the closure of Dunsmuir Avenue from Third Street to Fifth Street on November 11, 2018 from 10:30 to 11:30 am for the Remembrance Day service, and approve the use of \$310 from Community Event Services for public works in kind services, and THAT Council approve the period of October 31, 2018 to November 11, 2018 for the Legion Poppy Campaign.
2. Any other action deemed appropriate by Council.

Respectfully submitted,

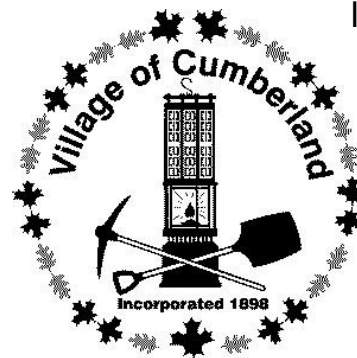


Rachel Parker
Deputy Corporate Officer



Sundance Topham
Chief Administrative Officer

COUNCIL REPORT



REPORT DATE: October 3, 2018

MEETING DATE: October 8, 2018

TO: Mayor and Councillors

FROM: Sundance Topham, Chief Administrative Officer

SUBJECT: Appointment of Corporate Officer and Deputy Chief Administrative Officer

RECOMMENDATION

- i. THAT Council receive the Appointment of Corporate Officer and Deputy Chief Administrative Officer report.
- ii. THAT Council appoint Rachel Parker as Corporate Officer for the Village of Cumberland.
- iii. THAT Council appoint Michelle Mason as Deputy Chief Administrative Officer for the Village of Cumberland.

SUMMARY

With the growth of the municipality, I have reviewed the roles and responsibilities of current management personnel, and I am recommending to Council that the current Deputy Corporate Officer (Rachel Parker) be officially appointed as the Corporate Officer, and that the Financial Officer (Michelle Mason) be appointed as the Deputy Chief Administrative Officer.

BACKGROUND

With the growth of the Village and the accompanying changes to the Village's management structure, I am proposing some changes to the responsibilities of management. The biggest change would be that the Deputy Corporate Officer (Rachel Parker) would be officially designated as the Corporate Officer, and that the Financial Officer (Michelle Mason) be designated as the Deputy Chief Administrative Officer, instead of having rotating acting-CAOs in my absence.

Although the general responsibility for the organizational structure of the municipality rests with myself as the Chief Administrative Officer, because I am recommending the appointment of Rachel Parker as Corporate Officer, and Michelle Mason as Deputy Chief Administrative Officer (both Officer positions designated by Bylaw – Village of Cumberland Officer's Bylaw attached as Schedule A) – these appointments require Council approval.

Although I am currently designated as the Corporate Officer, my contract allows for the employer to at any time appoint another employee to act as Corporate Officer or Approving Officer without breaching the terms of the agreement. Under the proposed new organizational structure I would be the Deputy Corporate Officer, with Rachel Parker the Corporate Officer. For the Deputy Chief

Administrative Officer position, appointing Michelle Mason in that role would mean that we would have continuity in my absence, and a go-to Deputy CAO in the organization, as opposed to rotating acting-CAOs.

These proposed changes align with recently implemented changes to the Administration/Finance department structure at the Village. Despite a number of procedural and process changes that have taken place at the Village, the structure of this department has remained relatively static in recent years. The retirement of the longtime employee in the Administration Clerk position prompted an analysis of the department workloads, and the results of the analysis led to a restructuring of the department.

Up until recently, the departmental structure had the Deputy Financial Officer, Administrative Clerk, Accounting Clerk and Corporate Services Assistant reporting to the Financial Officer, with no employees reporting to the Deputy Corporate Officer (see Schedule B – Organizational Chart – 2018 – Actual).

With the increased demands in the Administration/Finance Department, I worked with the Deputy Corporate Officer and Financial Officer to review the departmental makeup, and using the current budget allocated to the department we were able to revamp the department as follows:

- The former Administrative Clerk and Accounting Clerk positions have been changed into three new positions; Accounting Clerk I, Accounting Clerk II, and Accounting Clerk III, and the Corporate Services Assistant position is going to be discontinued and replaced with a permanent part time (28 hours per week) Legislative Services Assistant position.
- The new permanent part-time Legislative Services Assistant position is going to work directly supporting the Deputy Corporate Officer (Proposed Corporate Officer) along with the Development Services department (specifically helping the Building Department). The new position will be primarily responsible for providing coordination and support to the legislative, corporate administration, records management, and communications functions. This new structure will provide additional support to the Legislative Department, and take this position off the front desk.

The Deputy Corporate Officer is on board with her proposed new position of Corporate Officer, and the Financial Officer is also excited about being appointed as Deputy Chief Administrative Officer.

An updated Organizational Chart showing this proposed new structure has been attached to this report as Schedule C.

Although the attached Village of Cumberland Officers Bylaw No. 944, 2011 includes an oath of office, this isn't a requirement through the Community Charter, and neither Rachel Parker or Michelle Mason will be required to swear/affirm the oath.

FINANCIAL IMPLICATIONS

The reorganization of the Administration/Finance department was done within the existing budget and there are no implications to that reorganization.

The Village typically budgets a 2 per cent assumption for management salary increases to account for any Cost of Living Increases. Any additional increases to account for increased job duties will be included in the budget for approval by Council.

OPERATIONAL IMPLICATIONS

None

STRATEGIC OBJECTIVE

None

ATTACHMENTS

1. Schedule A – Village of Cumberland Officers Bylaw No. 944, 2011
2. Schedule B – Village of Cumberland Organizational Chart – 2018 – Actual
3. Schedule C – Village of Cumberland Organizational Chart – 2018 – Proposed

CONCURRENCE

None

OPTIONS

1. Receive the Appointment of Corporate Officer and Deputy Chief Administrative Officer report.
2. Appoint Rachel Parker as Corporate Officer for the Village of Cumberland.
3. Appoint Michelle Mason as Deputy Chief Administrative Officer for the Village of Cumberland.
4. Any other action deemed appropriate by Council.

Respectfully submitted,



Sundance Topham
Chief Administrative Officer

STATUS

TITLE: The Corporation of the Village of Cumberland Officers
Bylaw No. 944, 2011

APPLICANT: Village of Cumberland

PURPOSE: A bylaw to establish the powers, duties and
responsibilities of the officers of the Village of
Cumberland



COUNCIL: **Date:** June 14, 2011
Decision: 1st, 2nd & 3rd reading

COUNCIL: **Date:** June 27, 2011
Decision: 4th reading & adoption

CORPORATION OF THE VILLAGE OF CUMBERLAND

OFFICERS BYLAW NO. 944, 2011

A Bylaw to establish the Officer positions of The Corporation of the Village of Cumberland and to establish the powers, duties and responsibilities of such Officers

WHEREAS the *Community Charter* empowers Council, by bylaw, to establish officer positions and to establish the powers, duties and responsibilities of officers;

NOW THEREFORE the Council of the Corporation of the Village of Cumberland in open meeting assembled ENACTS AS FOLLOWS:

1. **OFFICER POSITIONS**

The following positions are hereby established as officer positions of the Corporation of the Village of Cumberland:

- a) Chief Administrative Officer
- b) Corporate Officer
- c) Financial Officer

2. The position established under section 1 (a) is assigned responsibility for the powers, duties and functions under section 147 of the *Community Charter*.

3. The position established under section 1 (b) is assigned responsibility for corporate administration under section 148 of the *Community Charter*.

4. The position established under section 1 (c) is assigned responsibility for financial administration under section 149 of the *Community Charter*.

5. **POWERS, DUTIES AND RESPONSIBILITIES**

- a) The powers, duties and responsibilities of the Chief Administrative Officer are as set out in Schedule "A".
- b) The powers, duties and responsibilities of the Corporate Officer are as set out in Schedule "B".
- c) The powers, duties and responsibilities of the Financial Officer are as set out in Schedule "C".

In accordance with the *Community Charter*, the same person may be appointed to two or more positions.

6. **OATH OF OFFICE**

The oath of office as set out in Schedule "D" to this Bylaw is hereby adopted as the oath of office for Officers of the Corporation of the Village of Cumberland.

7. **BYLAW CITATION**

This Bylaw may be cited as "The Corporation of the Village of Cumberland Officers Bylaw No. 944, 2011."

8. **REPEAL**

"The Corporation of the Village of Cumberland Officers and Employees Bylaw No. 755, 2001" is hereby repealed.

Read a first time this 13th day of June, 2011.

Read a second time this 13th day of June, 2011.

Read a third time this 13th day of June, 2011.

RECONSIDERED, finally passed and adopted this 27th day of June, 2011.

Mayor

Corporate Officer

I hereby certify the foregoing to be a true and correct copy of the 'Corporation of the Village of Cumberland Officers Bylaw No. 944, 2011', as adopted by the Village Council on this 27th day of June, 2011.

Corporate Officer

SCHEDULE "A"

Powers, Duties and Functions of Chief Administrative Officer

Human Resources

- (a) appoint, promote, discipline and dismiss all employees of the Municipality;
- (b) recommend to Council the appointment, promotion, demotion, suspension or termination of officers of the Municipality, being those employees who are designated officers by bylaw;
- (c) supervise all officers and employees of the Municipality;
- (d) appoint acting department heads to administer departments in case of illness or absence;
- (e) supervise contract negotiations with employee unions of the Municipality and recommend contract settlements with the unions to Council;
- (f) act as arbitrator between an employee and that employee's director subject to the terms of any applicable collective agreement with an employee union;

General Administration

- (g) supervise the operation of the departments of the Municipality;
- (h) supervise implementation of Council directives;
- (i) act as the principal intermediary between the Municipality and the administration of other governments and all other entities dealing with the Municipality;
- (j) from time to time re-organize the administrative structure to improve the efficient and effective operation of the Municipality;

Legal Advice and Proceedings

- (k) obtain legal advice on behalf of the Municipality;
- (l) authorize lawyers to defend, or conduct any action or proceeding in any court of law or before any tribunal, arbitrator, board, or any person, for or on behalf of the Municipality;
- (m) authorize settlements of claims against the Municipality;

Council

- (n) supervise preparation of Council agendas;
- (o) have the right to participate in all meetings of Council, Committees of Council and other entities created by Council;
- (p) provide advice and recommendations to Council on any matter within Council's jurisdiction;
- (q) report to Council on any matter of importance to the Municipality;

Contracts

- (r) authorize the use or budgeted purchase or sale of Municipality facilities, equipment and services and authorize the awarding of contracts for budgeted items;
- (s) supervise the calling and awarding of tenders for the supply of materials, equipment, services or construction approved by Council; and

Additional Powers, Duties and Responsibilities

- (t) exercise whatever additional powers and discharge whatever additional duties and responsibilities Council from time to time may assign.

SCHEDULE "B"

Powers, Duties and Functions of Corporate Officer

Statutory

- (a) ensuring that the accurate minutes of the meetings of the Municipality and its committees are prepared and the minutes, bylaws and other records of the business of the Municipality and its committees are maintained and kept safe;
- (b) ensuring that access is provided to records of the Municipality and its committees, as required by law or authorized by Council;
- (c) certifying copies of bylaws and other documents, as required or requested;
- (d) administering oaths and taking affidavits, declarations and affidavits required to be taken under the *Community Charter* in relation to municipal matters;
- (e) accepting, on behalf of the Municipality, notices and documents that are required or permitted to be given, served on, filed with or otherwise provided to the Municipality;
- (f) keeping the corporate seal and having it affixed to documents as required;

Human Resources

- (g) recommend to the Chief Administrative Officer, appointment, promotion, discipline and dismissal of all employees within the Administration Department;
- (h) supervise all employees in the Administration Department;

General Administration

- (i) supervise the operation of the Administration Department of the Municipality;
- (j) supervise implementation of Council directives and directives of the Chief Administrative Officer;
- (k) act as a contact between the Administration Department and other departments, under the supervision of the Chief Administrative Officer;

Council

- (l) attend or ensure a Deputy attends all meetings of the Council and its committees for the purposes of minute taking, except where otherwise directed by the Chief Administrative Officer;
- (m) organize efficient and effective record-keeping for all corporate documents;
and
- (n) provide copies of any documents served on the Municipality to the Chief Administrative Officer and to any insurers, as appropriate.

SCHEDULE "C"

Powers, Duties and Functions of Financial Officer

Statutory

- (a) receiving all money paid to the Municipality;
- (b) ensuring the keeping of all funds and securities of the Municipality;
- (c) expending and disbursing money in the manner authorized by Council;
- (d) investing revenue funds, until required, in investments as permitted under the *Community Charter*;
- (e) ensuring that accurate records and full accounts of the financial affairs of the Municipality are prepared, maintained and kept safe;
- (f) compiling and supplying information on the financial affairs of the Municipality required by the *Community Charter*;
- (g) prepare and arrange for filing of any documentation necessary under the *Financial Disclosure Act* or otherwise;

Human Resources

- (h) recommend to the Chief Administrative Officer, appointment, promotion, discipline and dismissal of all employees within the Finance Department;
- (i) supervise all employees in the Finance Department;

General Administration

- (j) supervise the operation of the Finance Department of the Municipality;
- (k) supervise implementation of Council directives and directives of the Chief Administrative Officer;
- (l) act as a contact between the Finance Department and other departments, under the supervision of the Chief Administrative Officer;

Insurance

- (m) supervise the obtaining of insurance as deemed necessary;
- (n) supervise the provision of or management of insurance matters;

Council

- (o) attend meetings of Council and any Committee, as required by the Chief Administrative Officer or Council;
- (p) provide advice to Chief Administrative Officer and Council regarding any matter of a financial nature;
- (q) prepare budgets, as required under the *Community Charter* and as requested by Council and the Chief Administrative Officer; and
- (r) liaise with the Municipality's auditor in connection with the financial audit.

SCHEDULE "D"

Oath of Office

I _____ having been appointed to the office of _____ Officer
for the Village of Cumberland do hereby promise and swear:

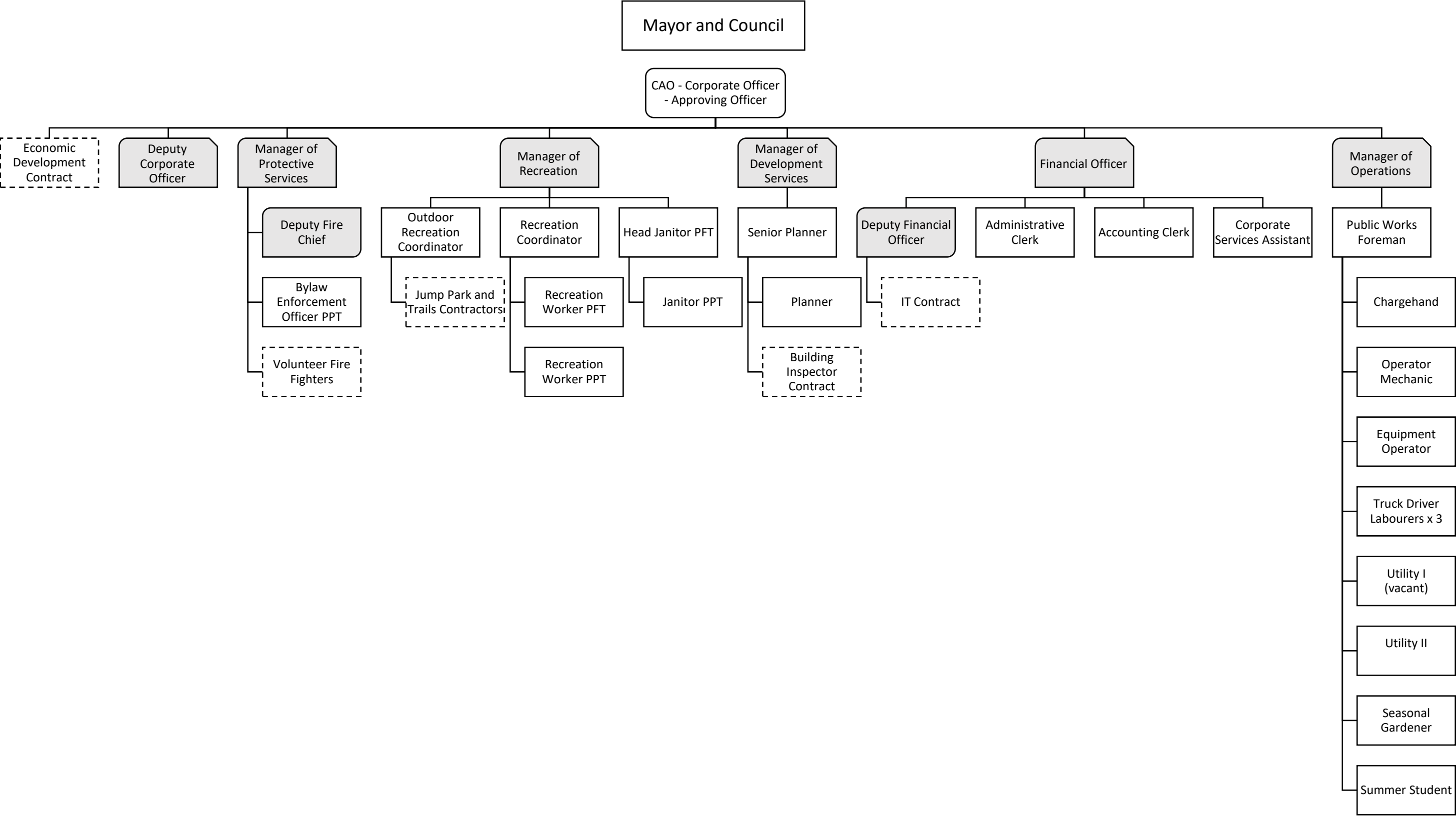
- (a) I will faithfully, honestly and impartially, to the best of my knowledge and ability, execute the powers, duties and functions of my Office;
- (b) I will treat all matters and information that comes to my attention, as a result of my Office, in confidence;
- (c) I have not received, nor will I receive or accept any payment or reward, or promise of either, in return for the exercise of my powers, duties and functions, other than as permitted by the Municipality;
- (d) I will not allow my personal interest to conflict with the duties of my Office;
and
- (e) I will comply with all policies and directive of the Municipality and comply with all applicable laws.

Sworn/Affirmed by me at Cumberland, B.C. on the _____ day of _____, 201_.

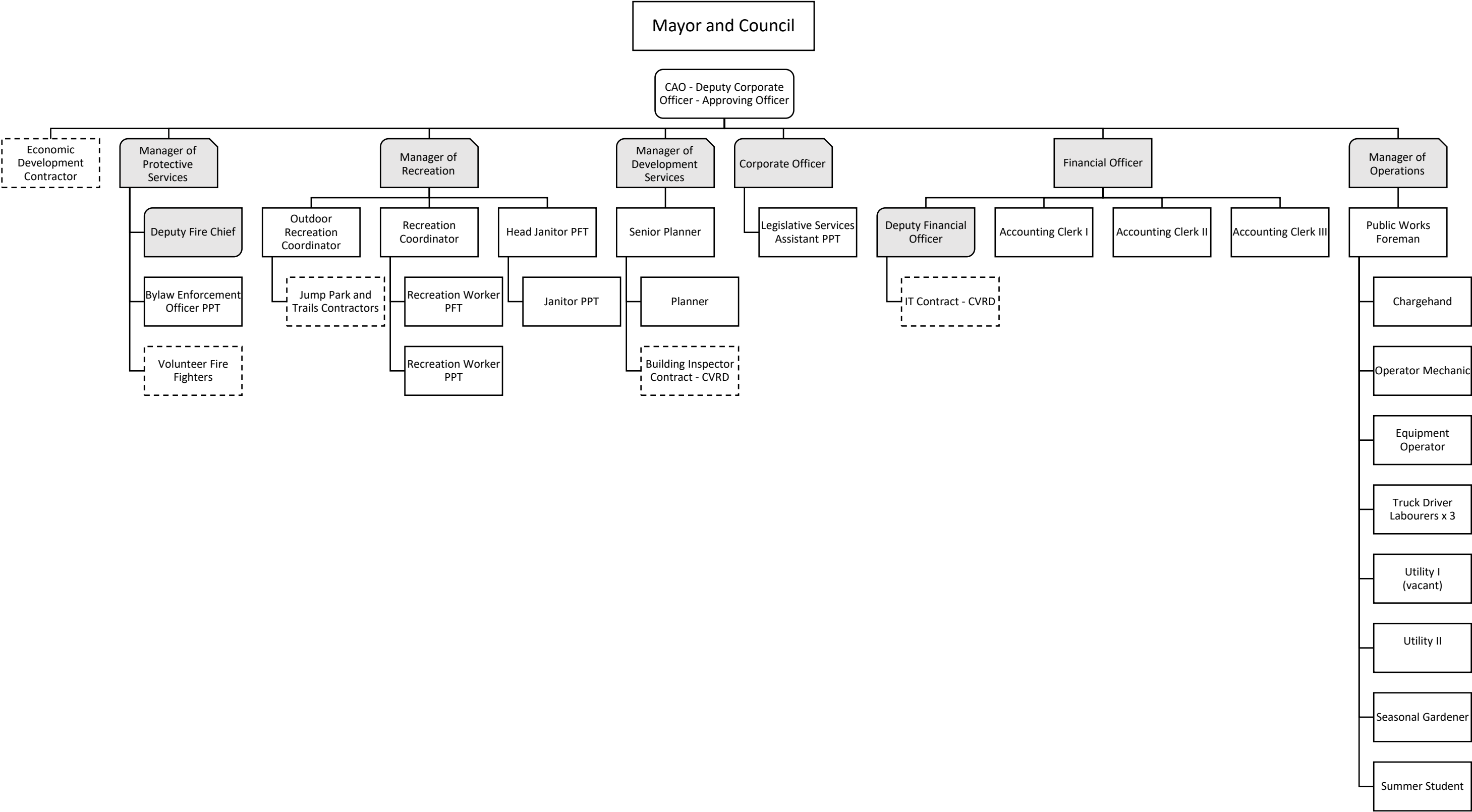
(Signature of person swearing/affirming oath)

(Signature of person administering oath)

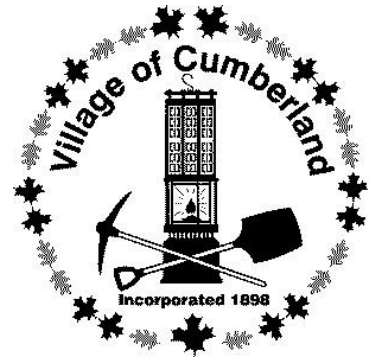
Village of Cumberland – Organizational Chart – 2018 – Actual



Village of Cumberland – Organizational Chart – 2018 – Proposed



COUNCIL REPORT



REPORT DATE: October 1, 2018

MEETING DATE: October 9, 2018

TO: Mayor and Councillors

FROM: Ryan Coltura, Manager of Recreation

SUBJECT: August & September 2018 - Recreation Department Report

RECOMMENDATION

THAT Council receive the August & September 2018 – Recreation Department Report for information.

SUMMARY

Monthly Staff Reports on recent activities undertaken by the Recreation Department.

Administration

- Met with CV Recreation Joint Marketing Committee to discuss Recreation Guides
- Met with CV Regional Recreation Managers to discuss opportunities for increased regional collaboration
- Attended Parks Bylaw meeting with staff to discuss possible bylaw amendments
- Met with Cumberland Lake Wilderness Society and staff for a report on their busy summer season and to resolve outstanding issues
- Attended initial Forest Lands Strategy Development Discussion with staff to determine next steps
- Attended the Comox Valley Early Years Collaborative Meeting – discussion included funding for programs, community literacy, and a desire for a collaborative grant application for a regional Childcare Plan
- Began review process of Fees Bylaw No.1016

Human Resources

- Met with the CUPE Local 556 Labour Management Committee.
- Posted for Casual Recreation Worker position (closes October 3, 2018)
- Reviewing recreation job descriptions and staff scheduling
- Piloting a new scheduling program for recreation staff

Facilities

- Toured all of our facilities and gained valuable insight into history of how many of them came to be and the current challenges they face
- Reviewing ICIP Community, Culture and Recreation Infrastructure Grant opportunity as possible funding source to “Implement the Cumberland Recreation Renovation Study.”
- Preliminary discussion with Accessibility Committee around improving accessibility at Lake Park – possible grant funding

Programming

- Hand-in-Hand Early Years Nature Education Program Meeting to discuss current relationship and plans for the future
- See attached *August & September 2018 - Recreation Programming Report*

Parks

- See attached *August & September 2018- Parks & Outdoor Recreation Report*

FINANCIAL IMPLICATIONS

None.

OPERATIONAL IMPLICATIONS

None.

STRATEGIC OBJECTIVE

None.

ATTACHMENTS

1. August & September 2018 - Recreation Programming Report
2. August & September 2018 - Parks & Outdoor Recreation Report

CONCURRENCE

None.

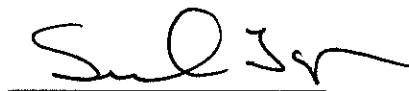
OPTIONS

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

Respectfully submitted,

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

Ryan Coltura
Manager of Recreation

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

Sundance Topham
Chief Administrative Officer



Corporation of the Village of Cumberland

Memorandum

DATE: Oct 1, 2018
TO: Ryan Coltura, Manager of Recreation
FROM: Genevieve Burdett, Recreation Coordinator
SUBJECT: August & September 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

- Attended Choose to Move/ActivAge teleconference meeting
- Attended MIA BC webinar "Liability Waivers: Managing Risk in Recreation Programs"
- Attended Joint Marketing meeting
- Met with new literacy coordinator of Comox Valley Lifelong Learner Association and new Program Coordinator of LUSH Valley.

Financial Planning

- 2019 - 2023 internal financial planning process submitted

Events

- The third and final Picnic in the Park celebration took place Saturday, Aug 25th at Village Park with grant funding from Island Health. Around 150 adults and children participated in the event.

Fall Programs

- Registration for fall opened on Monday August 13th with around 60 recreation programs offered.

Summer Programs Summary

Category	Summer Programs (July & August 2018)	Individual Attendance Records (July & August 2018)
Early years, school age, family friendly programs	Full day summer camp	179 (week long)
	Half day summer camp	70 (week long)
	Drop in programs (taekwondo, family gym)	50
	Free programs (parent & tot, pop- up in the park, picnic in the park)	1353
Adult programs	Fitness programs	539
	Adult programs (pickleball, table tennis, basketball, cards)	551
Total		2742

- A total of 2742 individual attendance records were logged for recreation programs over the months of July and August (not including fitness studio and squash courts visits). Twenty weeklong summer camps were offered over the summer. This is an increase from previous years, yet Cumberland Recreation was still not able to meet demand, with many children on waitlists.
- A closing survey was completed for the free 'Pop Up in the Park' program and all respondents said that they would attend again, with the overall feedback being extremely positive. Parents say that they attend for age appropriate/fun activities, socialization for themselves and their children, and to encourage outdoor play in a natural environment. 94% of respondents feel that there should be more low-income/free recreation programming and felt that the inclusive nature of this program is supportive of families who cannot afford to pay for summer camps for their children.
- A closing survey was collected at the final Picnic in the Park event. All survey respondents agreed that the event allowed them to spend quality time with friends and family, connect with community and access free healthy snacks. 91% agreed that the event allowed their kids to get physically active and 66% agreed that the event got them physically active. Suggestions for improvement included doing the event more often, adding music and including more activities (especially for older kids).

Grants

- Ongoing grant reporting and administration (CPRA Green Jobs Initiative, Comox Valley Community Foundation, Island Health Community Wellness grant)

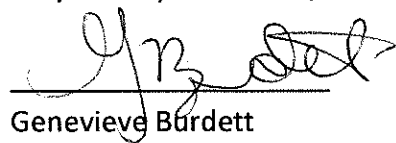
Park Use Permits for September 2018

Organization or Individual	Date(s)
North Island Field Lacrosse Association	Tuesdays, Sept - Jan, 2019
Comox Valley Kickers - Adult Rugby	Mondays & Thursdays, Sept - Jan 2019
Comox Valley Kickers - Juniors	Wednesdays Sept - Jan 2019
Steam Donkey Racing Club – Dodge City X	Sunday, September 9 , 2018
Comox Valley Farmers Market	Last market is on Sunday, September 16, 2018
Cross on the Rock - Coal Cross Race	Sunday, September 16, 2018
UROC – Enduro race	Sunday, September 23, 2018
Mind over Matter Adventure Race	Sunday, September 29, 2018
Gravity MTB	Active Trail Permit
Island Mountain Rides	Active Trail Permit
UROC	Active Active Trail Permit Trail Permit
Equilibrium Lifestyle Management	Active Trail Permit

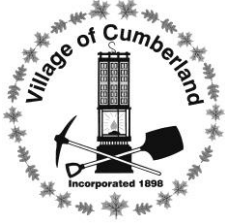
Facility Rentals for September 2018

Organization or Individual	Date(s)
Girl Guide Commissioners Luncheon	Saturday, September 22, 2018
Comox Valley School House Quilters	Saturday, September 22, 2018
Cumberland Rotary Dinner & Auction	Saturday, September 29, 2018

Respectfully submitted,



Genevieve Burdett
Recreation Coordinator



Corporation of the Village of Cumberland

Memorandum

DATE: October 1, 2019
TO: Ryan Coltura, Manager of Recreation
FROM: Kevin McPhedran, Parks and Outdoor Recreation Coordinator
SUBJECT: August and September 2018 Parks and Outdoor Recreation Report

BACKGROUND

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

1. Coal Creek Historic Park No. 1 Japanese Town Historic Site Interpretive Trail:
 - A Council-approved grant application to the Province's Rural Dividend program was submitted in December 2017; the Village was successful in receiving \$30,000 in funding, to be matched by \$10,000 from Village, for a total project value of approximately \$40,000.
 - Two bids were received in response to the Construction Tender (Request for Quotations) advertised in August.
 - A contract for trail construction works and related trailhead improvements was awarded to Saunders Construction in early September.
 - Construction started in mid-September; targeted completion date for 2018 work is late October.
 - Disturbed areas and exposed dirt will be seeded in spring 2019.
 - Work continues with the Cumberland Museum on the development of site interpretive signage, including a nine to 11 stop walking tour. Site interpretive signage, including the walking tour, is scheduled to be installed in the spring 2019.
 - Cumberland Museum has provided procedures for the contractor to follow if any artifacts are found during construction.
2. Trails:
 - Fall 2018 Cumberland Community Forest trail maintenance work has been initiated, with Space Nugget the initial focus. Additional work will also take place on Lost and Found, Found Link and Kitty Litter this fall.
 - Further improvements are also scheduled for Two and a Juice and Buggered Pig this fall, with final scope of work currently being defined with UROC.
 - Working with volunteers on the replacement of wooden structures on Tied Knot.
 - Attended the United Riders of Cumberland Trail Maintenance Committee meeting.

- Met with the CAO and UROC in regards to trails tourism and funding. More information will be brought forward to UROC in this regard later this fall.
3. Cumberland Lake Park:
 - Washroom Building Project: final deficiencies are now being followed up on.
 - Planning for concession upgrades are underway with the goal of enabling an expanded concession menu in 2019 and beyond. A used commercial exhaust hood was purchased from a Courtenay restaurant in August. Grant funding is currently being pursued and additional funds to support this work have been requested in the 2019 Parks Budget.
 - Liaised with Cumberland Lake Wilderness Society on a variety of other campground operational and management issues.
 - The CVRD has once again provided the Village with funding for the purchase of additional of wild-life proof waste receptacles. This should be the final round of replacements with all park waste receptacles converted to wild-life proof standards by 2019.
 4. Jump Park and Skatepark:
 - Earthwaves Landscapes has been contracted to complete summer/fall Jump Park maintenance with great results.
 - A portable restroom has now been installed adjacent to the skatepark and jump park.
 - The seven dead *Zelkova* street trees in front of the skatepark have now been replaced with *Fagus* (beech) trees, which we hope will be more resilient.
 5. Coal Creek Historic Park Disc Golf Course: coordination of fall 2018 course improvements, which will focus on upgrades to the tee pads installed earlier this year.
 6. Preliminary planning work for the Village Forest Lands Strategy has been initiated; more information on this project and its scope will be presented to Council later this fall.
 7. Trails Tourism and Marketing:
 - The Ride Island Campaign was launched in August and online advertising ran into September. Initial advertising metrics are reporting the campaign is having good results, providing exposure in markets across western Canada and the United States.
 - The 2018 edition of the MBTA's annual "Bikes and Beers" contest was a weeklong guided mountain bike trip to Vancouver Island, with the winners spending two nights in Cumberland in September and riding local Cumberland Trails, in addition to trails at Mount Washington, Forbidden, and Hornby Island.
 8. No. 6 Mine Park Playground Equipment Upgrades: consensus from initial outreach and consultations is that the existing equipment is popular and any replacement equipment should offer a similar play experience. To enable this scope of work, additional funds for this project have been requested in the 2019 Parks Budget

9. Other Miscellaneous:

- 2019 Budgeting
- Trail counter monitoring and troubleshooting
- Attended the Coal Creek Historic Park Advisory Committee

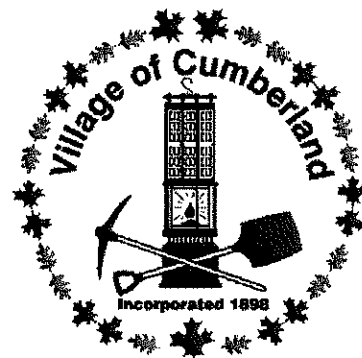
Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Kevin McPhedran', is written over a horizontal line.

Kevin McPhedran

Parks and Outdoor Recreation Coordinator

COUNCIL REPORT



REPORT DATE: September 30 2018

MEETING DATE: October 9 2018

TO: Mayor and Councilors

FROM: Mike Williamson, Fire Chief / Manager of Protective Services

SUBJECT: Protective Services Report, August and September 2018

RECOMMENDATION

THAT Council receive the August and September 2018 Protective Services Report.

SUMMARY

August 2018

Response Type	
Fire	3
Rescue	3
First Responder	11
Motor Vehicle Incident	2
Duty Officer	8
Total Monthly	27
Total 2018	183

September 2018

Response Type	
Fire	2
Rescue	0
First Responder	11
Motor Vehicle Incident	1
Duty Officer	4
Total Monthly	18
Total 2018	201

BACKGROUND

August was a great month for sunny dry days and swimming at the lake. We did very well on the fire calls with very little problems. Yes there were some, but minor and very minor compared to the rest of BC and the Island for that matter. Our area residents have just done a great job respecting the rules we have had very little problems and fire responses our community has just done great job again. It's great to report we have been doing a good job the cooperation we have had is fabulous and our fire responses the last few months speaks loudly and clear everyone is using their fire smarts.

We never shut our trails down this year - one reason is we need to keep our people out there on watch. The Fire department has done some patrolling in the forest but the main reason I feel is our past record of very few incidents. The incidents we had were reported very quick and dealt with quickly. This is a very important part of keeping things going as if we had problems we would have no choice but to stop the use of the trails. We had more than average first responder medical calls in August, but very low fire calls mostly being duty officer investigation.

September was a good month with just 18 responses. Nothing of a serious nature. The rain came and took a lot of pressure off the forest and community.

In August we completed all of our fire prevention inspections for the last 12 months of business and public buildings. They are looking in good shape. We have had great cooperation from them and Deputy Chief Craig will begin that process again starting in September we will also be looking to improve our fire safety plans and fire attack plans at the same time as they are very much connected and we are constantly working and updating these plans.

The Fire Underwriters were here and conducted our audit. I feel it was all good. I'm sure they will have recommendations to help us improve and make our community safer and better. Looking forward to seeing the report. I don't think there was anything that stood out that need address immediately - nothing they said anyway. I learned some things from them that showed we have definitely been on the right track the last several years and doing things they required us to provide operations and training, as well as mapping of our water system and hydrant maintenance by public works.

Jordan Almond of MKM Project Ltd. has started the consulting work on the much needed Fire Station. This is an exciting time for the membership and Village. It is long overdue. It has been discussed for the last 25 years and I am happy to see that council is moving forward with action.

Training

We should have seven new recruits starting training in October. The other seven probationers we have been training for the last year have completed their evaluations and will become Level I Firefighters and regular members in October. It's very good and exciting to have these probationers ready for action and eight more for training. Not all will stay as people move for work or other issues but it's great we have this many starting with us. It's the most we have had starting for years. We will still be looking for more recruits as people move on quickly at times and training can be a long process so it works well to keep people at different stages of training.

Membership

Regular Members	27
Junior Members	3
Probationary Members	7
Total	37
Pending Applications	2

STRATEGIC OBJECTIVE

None

ATTACHMENTS

None

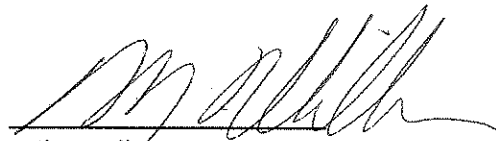
CONCURRENCE

None

OPTIONS

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

Respectfully submitted,

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

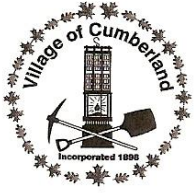
Mike Williamson

Fire Chief/ Manager of Protective Services

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

Sundance Topham

Chief Administrative Officer



The Corporation of the Village of Cumberland

Bylaw Enforcement Report

Date: October 9, 2018
To: Mike Williamson, Manager of Protective Services
From: James Abrams, Bylaw Enforcement Officer
Re: August 2018 Bylaw Enforcement Summary Report

Please find below a summary of complaints and issues handled in August 2018 by Village Bylaw Enforcement. Bylaw services was covered approximately 75% during August due to being away.

Animal Control

There were four dogs at large (not on leash and not with their owner) and five warnings of a dog off leash were given. Other Dogs at large came into the office and/or were handled by other staff to the best of their abilities during times where the bylaw officer was not available.

Traffic/Parking

Five warning notices were given along with one-five day warning letter, four-twenty four hour warning notices, three verbal warnings and one ticket was issued.

Noise

There were two noise complaints in August.

Garbage

There were two illegal dumping sites found by bylaw along with 10 instances where people placed their garbage out before collection day.

There was one Customer Service Request received by bylaw in regards to an illegal dump.

Zoning

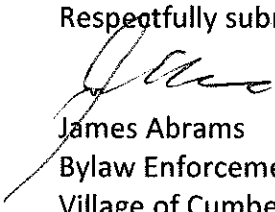
There was three zoning issues handled by bylaw this month. Two involved a mobile vendor and one was for living in a trailer.

Miscellaneous

Vandalism in the Village park at the ball diamonds is a weekly occurrence if not more frequent. Steps are being taken to find a solution for this.

There was an illegal camper in the forest who was creating fires during the fire ban and a couple of minor business investigations for compliance.

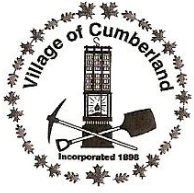
Respectfully submitted,



James Abrams

Bylaw Enforcement Officer

Village of Cumberland



The Corporation of the Village of Cumberland

Bylaw Enforcement Report

Date: October 9, 2018
To: Mike Williamson, Manager of Protective Services
From: James Abrams, Bylaw Enforcement Officer
Re: September 2018 Bylaw Enforcement Summary Report

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

Animal Control

There were two dog bites within Cumberland; one was significant but had mitigating circumstances involved. One dog at large was reported to bylaw. Many dogs off leash were witnessed by bylaw but only three people were given warnings because the others were observed while driving to another file.

Traffic/Parking

Four verbal warnings were given, four warning notices, two tickets issued, one twenty-four hour notice, two five-day warning notices were issued by Bylaw this month. Five parking complaints were received this month along with a couple of speed complaints regarding Kendal Avenue.

Noise

Noise complaints were up significantly this month (six complaints were received).

Garbage

There were four illegal dumps found this month and all but one were very large in size. Five infractions of the Solid waste Bylaw were found on regular Tuesday night patrols. One garbage complaint was received by bylaw.

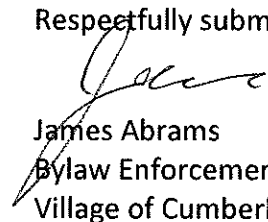
Zoning

Eight zoning issues were completed by bylaw. Several others were handled but are ongoing. Resolved files in September were a mix of building without permits and living in trailers.

Miscellaneous

Vandalism in the Village park at the ball diamonds is a weekly occurrence if not more frequent. Steps have been taken to identify the individuals involved.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'James', is written over the printed name 'James Abrams'.

James Abrams
Bylaw Enforcement Officer
Village of Cumberland



WildSafeBC Village of Cumberland

Monthly Activities Report for August 2018

In the month of August 2018, the WSBC Community Coordinator for the Village of Cumberland spent 82 hours on a variety of educational and outreach activities, planning and reporting. Highlights of August included participation in the Village Picnic in the Park Teddy Bear Picnic on August 25th and the Community Credit Union Movie Under the Stars event that took place in the soccer field at Cumberland Community School. Through these events alone the program gained exposure to an estimated 450-500 people. WSBC Cumberland provided two more summer camp presentations in the Village park and invited everyone in the park to participate making a total of four summer camp presentations. The Sunday Village Farmer's Market was also attended with the WSBC information booth, as always many great wildlife stories and questions were shared and the tattoos are always a big hit with the kids and draws families into wildlife conversation and opportunities for education.

One night of garbage tagging was carried out. WSBC head office held a training session for coordinators at the beginning of the month to start preparations and planning for BC Goes Wild Weekend in September. A number of hours was spent this month starting to plan and prepare for this weekend-long event third week of September and the following week of increased education and outreach. A plan for the community was submitted with anticipated events and activities for the community. Preparation for school presentations in the fall also began this month in anticipation of a busy fall education season.



The Bear Hazard Assessment (part of the Bear Smart Community Status program requirements) was finally completed this month and submitted to the Village of Cumberland CAO for review.

Reports of wildlife activity and encounters within the Village remained low this month although WSBC VOC has been in touch with Conservation Services and WSBC head office regarding preparing for a potentially busy fall given the dry summer months.

Vacation time: The Community Coordinator also took about a week's worth of Holiday time at the end of August during which minimal activities were carried out.

Upcoming Month:

- BC Goes Wild Weekend – Bear Spray Demonstration and Education Event
- BC Goes Wild Weekend Wildlife Film Night
- Start of School and Teacher Presentations at Cumberland Community School
- Increased Educational Activities specific to Fall and pre-hibernation wildlife activity (Door-to-door canvassing, fruit gleaning and garbage tagging) to be carried out throughout the fall.

Sincerely,

Cali Barton

WildSafeBC Community Coordinator Village of Cumberland

"Keeping wildlife wild and communities safe"



WildSafeBC Village of Cumberland

Monthly Activities Report for September 2018

In the month of September 2018, the WSBC Community Coordinator for the Village of Cumberland focused on preparing, advertising and running the BC Goes Wild Weekend Events and the kick off of school presentations with Cumberland Community School which will be held throughout the fall. Highlights of this month included a successful bear spray demonstration in the Village Square with about 8-10 participants and a number of onlookers. The participants were given information about bear attractant management, trail safety (bears and cougars) and were shown the safe handling, storage and deployment of bear spray. The participants were then allowed to try deploying the bear spray themselves and a representative from Eagle Radio 97.3 participated and did an onsite interview broadcast. WSBC also held a province-wide photo contest for BC Goes Wild and a film night was put on the following Saturday the 22nd of September in the council chambers. Participation for the film night was low, perhaps due to a number of factors but those who came enjoyed learning about wildlife safety and watching a number of clips of exciting trail cam footage from across the Province taken by Provincial Coordinator Frank Ritcey.

The Community Coordinator presented the Junior Rangers program and other WSBC educational classroom presentation options to a room full of teachers at the Cumberland Community School and kicked off the school presentation season with seven teachers already signed up for class presentations this Fall.

Two nights of garbage tagging were carried out. WSBC Coordinators had a debriefing conference call with the WSBC Team and a bat training session opportunity was provided.



The Bear Hazard Assessment (part of the Bear Smart Community Status program requirements) was reviewed by the Village of Cumberland CAO and appropriate staff and final edits and changes were made to produce a finished report which will be presented to council early October.

Reports of wildlife activity and encounters within the Village were nonexistent (zero sightings and encounters were reported to COS according to WARP) this month, but signs of bear activity in and around the Village have significantly increased as well as verbal reports of sightings from Villagers.

Upcoming Month:

- School presentations with Cumberland Community School Classes
- Presentation of the Bear Hazard Assessment to Council
- WSBC Year End Report to be drafted and submitted to Head Office
- Possible presentations to other community groups such as Rotary Club
- Continued Educational Activities specific to fall and pre-hibernation wildlife activity (Door-to-door canvassing, fruit gleaning and garbage tagging) to be carried out throughout the fall.

Sincerely,

Cali Barton

WildSafeBC Community Coordinator Village of Cumberland

"Keeping wildlife wild and communities safe"

COUNCIL REPORT



REPORT DATE: September 27, 2018

MEETING DATE: October 9, 2018

TO: Mayor and Council

FROM: Rob Crisfield, Manager of Operations

SUBJECT: August/September 2018 – Operations Department Report

RECOMMENDATION

THAT Council receive the August/September 2018 – Operations Department Report for information.

SUMMARY

August/September 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:

- Split face block walls complete, glulam beams are in place and work has begun on the roof. Both the Septic holding tank, and storm runoff manhole on the south side of the building have been installed.
- The Reservoir site has been further prepped for footing construction in October, leading up to the arrival of the steel components that make up the tank.
- Work has also continued on considerable rock breaking for both utility trenches and drainage ditches, and work continues on finishing off lining the drainage ditches with rip rap material.
- BC Hydro 3 phase power extension final design has now been approved and we are waiting on a cost estimate. We'll also be working with the prime contractor on costing out the underground electrical ducting work down First Street to Derwent Avenue. The next stage will be for the Village to pay fees and engage the prime contractor to install the underground ducting before BC Hydro can complete their work.

Cumberland No. 2 Dam

Staff continue to work with the consultant on this project including some edits to the draft reports and correspondence with the Ministry of Forest Lands and Natural Resources on water permitting. The next step is to review the 'draft' reports with CVRD staff and then prepare a report to Council this fall. In addition to this work, two holes were drilled on the west side of the dam to provide the geotechnical engineers with a better understanding of the bedrock profile under the dam. Just recently we received news that we will be receiving up to \$10,000 in funding through the Infrastructure Planning Grant program, following a re-submission of the application.

2018 Road and Utility Capital Work

Staff will review project estimates for these three capital projects, following an unsuccessful tendering of the work. The current plan is to re-tender this work in early 2019.

Allen Lake Geotechnical and Piezometer work

Work took place at Allen Lake late September for the installation of two piezometers and geotechnical analysis of the soil extracted. These piezometers, which also exist on our other surface water reservoir dams, will be used to measure the phreatic water level inside the dam.

Other Work

- Attempting to get quotes for infrastructure design work for utility and road upgrade projects.
- Utility Person II now filled.
- Working with Timberwest on some boundary adjustments in and around Stevens Lake, as a portion of our dam is on their land, and a number of their forestry roads are on our land.
- Cultural Centre Building – Water damage repair work is now complete.
- Fire Hall overhead door openings – Staff are now waiting for materials testing results and working with the contractor on a start date for this work. It's anticipated work will take three weeks to complete.
- 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 – agreement has been signed and returned to Recycle BC for their signature.
- 2019 Budget preparations.
- Booster Station Construction – staff have been working with the developer and their engineer on various aspects of the building including the bike wash station and public washrooms. Finishing touches are now being applied and work continues on the electrical and mechanical.
- DCC Bylaw Update – working with the Manager of Development Services on a draft RFP that will be issued shortly.

- Working with PW on sourcing a used Hydro Vactor Truck.
- Continued support with the LWMP process and on communications efforts for our wastewater lagoon upgrades.

FINANCIAL IMPLICATIONS

None

OPERATIONAL IMPLICATIONS

None

STRATEGIC OBJECTIVE

None

ATTACHMENTS

Public Works Report for August/September 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: September 26, 2018
TO: Rob Crisfield, Manager of Operations
FROM: Gavin Murgatroyd, Public Works Foreman
SUBJECT: Public Works– Monthly Reports for the period ending September 26, 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.

Worked with contractor to complete the annual chlorinator maintenance.

Completed A and B hydrant servicing.

Effected repairs to the chlorine dosing line at the Union Road booster station.

Water service repaired at 2518 Dunsmuir Ave.

Installed numerous water meter setters and water meters in the Coal Valley subdivision – phase 7 and 8.

Power washed and re-grouted the spillway at Henderson Lake dam.

Completed brushing of Allen Lake dam and saddle dams.

Repaired blown water meter base plates at 2799 Derwent Ave. and 2800 Keswick Ave.

Performed maintenance on the chlorine dosing system at the Coal Creek well site.

Sewer & Storm:

Worked with the electrical contractor to fix the UPS that failed at the Royston Road sewer lift station.

Installed storm connection at 4689 Cumberland Road.

Retrieved what was remaining of the sewer ball that let go from Stoneleigh Station. The rope and associated metal connection parts from the ball were jammed in the solids grinder at the sewer lagoon head works. PW crew will inspect the grinder for damage during the annual head works cleaning program; slated for October.

Removed a piece of wood that was lodged in the impeller/volute in pump #1 at the lagoon lift station.

Continued support of Liquid Waste Management Planning initiative.

Roads:

Graded the alleys from 1st Street to 3rd Street north of Dunsmuir and from 2749 Dunsmuir to 2765 Dunsmuir as well as Ulverston Ave., Hope Road, and Bevan Road.

Completed annual line painting program – stop bars and cross walks.

Laid out dust abatement product on Ulverston Ave. and Hope Road.

Installed new retro-reflective school zone signage on Egremont Road.

Installed new retro-reflective playground signage on Dunsmuir Ave. and Keswick Ave.

Re-painted bus stop areas.

Pothole patching various locations around the Village.

Bike lane and shoulder sweeping completed on arterial routes.

Buildings:

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

Installed new hand washing sink in the men's washroom at the Centennial building.

Power washed the courtyard area in front of the Village office.

Cleaned the sidewalk gutters in front of the Village office.

Re-installed the bike rack at the museum.

Cleaned the air filters in the air handling unit at the CRI.

**Parks and
Cemeteries:**

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

Top-dressed and spread grass seed at the Peace Park.

Effected repairs to the new hand pump at the cemetery.

Various head stone installs and ash interments.

Installed the Ron Bannerman memorial plaque at #6 Mine Park.

Removed dead trees and planted new ones at the skate park

Planted replacement trees along Sutton Road pathway.

Commenced end of season/winterization activities at Lake Park.

Other:

Utility Person 2 position filled. New employee is Dave Wing.

Prepared gravel pad and set concrete blocks for new Fire department storage container.

Cleaned storm water sumps and checked pump operation at the museum.

Two Public Works employees attended the EOCP conference in Vancouver.

Public Works Foreman attended the joint PWABC/MSABC conference in Sun Peaks.

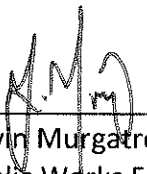
Installed posts at Peace Park for the Red Dress Awareness Campaign.

Continue to support the water treatment plant and reservoir project

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

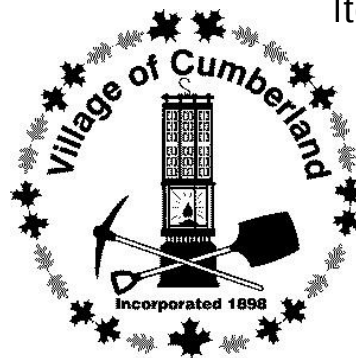
Installed a berm on Minto Road across from cemetery in an effort to reduce the illegal dumping at this location. Our efforts to install this berm were paid for by the land owner.

Respectfully submitted,



Gavin Murgatroyd
Public Works Foreman

COUNCIL REPORT



REPORT DATE: August 21, 2018

MEETING DATE: October 9, 2018

TO: Mayor and Council

FROM: Ken Rogers, Manager of Development Services

SUBJECT: August 2018 – Development Services Department Report

RECOMMENDATION

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

SUMMARY

August 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

The following points are activities during the month of August.

Development

- 2016-01-DP Cumberland Ready Mix reviewed on site with operator.
- 2017-10-DP Stoneleigh trail construction reviewed on site with developer.
- 2017-04-DP Coal Valley Estates review with developer on site.
- 2018-04-DP inspection for security release.

Bylaw

- Continuing review of Zoning Bylaw in regards to concerns mentioned by community members in regards to Mobile Food Vending.
- Review of Building Bylaw regarding existing development
- Business Licence Bylaw review

Subdivision

- Application for deposit of Plan EPP84211 for 2017-09-SV, 2641 Penrith Avenue.
- Coal Valley Estates Phasing reviewed with Manager of Operations.

Other Work

- Completed interviews for Senior Planner position.
- CVRD Technical Advisory Committee meeting regarding 3L Developments Inc.
- Closed off file 2016-02-HAP, Riders Pizza

FINANCIAL IMPLICATIONS

None

OPERATIONAL IMPLICATIONS

None

STRATEGIC OBJECTIVE

None

ATTACHMENTS

1. Planning Report for August 2018

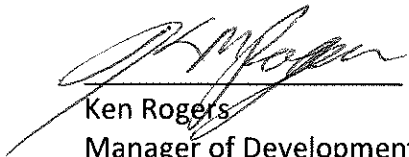
CONCURRENCE

None

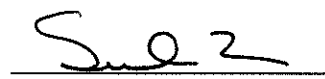
OPTIONS

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 21, 2018
TO: Ken Rogers, Manager of Development Services
FROM: Judy Walker, Senior Planner
SUBJECT: Planning Report for August 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 10Sept18: 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. 15Aug18: Application received to amend the DP for Lot 14 to be able to have ADU's, anticipate Council referral to APC on Sep 24, 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.	
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 review of Design Stage drawings in process.	
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 4.	

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 approved issuance of Permit. Awaiting conditions to be met (landscape security) before granting.
9.	2018-05-DP 2725 Derwent Avenue - Residential Infill: Application received for SADU. Council approved issuance of Permit. Awaiting conditions to be met (landscape security) before granting.
10.	2018-06-DP Coal Valley Estates Phases 9 & 10 – ESA/Wildfire DPA: An incomplete application has been received for two phases of subdivision. Awaiting missing information to proceed to peer review.
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, issued a letter with deficiencies, actions and timeline. Have received inadequate parking and garbage bin layout. Staff requested more information. Owner confirmed September.
2.	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.
3.	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.
4.	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: landscaping, irrigation, and bike parking.
5.	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.
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. Council referral to September 4 th APC.

SUBDIVISION		
1.	Carlisle Lane Phase 2: 16 lots Outstanding deficiencies prior to accepting subdivision.	Maintenance Period Ended 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.	2017-02-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. Staff review of Construction drawings complete.	PLR Expires July 30, 2019
8.	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
9.	2017-09-SV 2641 Penrith Avenue 2 lots. Final Approval granted	Maintenance Period expires January 16, 2019
10.	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
11.	2018-06-SV 3469 Hope Road Application received for subdivision of one lot. Staff review in process	Application received May 30, 2018
12.	2018-07-SV 3400 Mill Street Application received for subdivision of one lot. Staff review in process	Application received June 7, 2018
13.	2018-08-SV 4681 Cumberland Road : Application received for 2 lot subdivision. Staff review in process	Application received July 13, 2018
14.	2018-09-SV 2963 Royston Road : Application received for lot line change. Staff review in process	Application received July 20, 2018
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 and planning review application for 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 August 2017		Year to August 2018		August 2018	
Single Family Dwellings	33	\$7,380,287	30	\$1,136,192	1	\$247,730
Secondary Suite Conversions	6	\$272,000	3	\$101,501	1	\$46,000
Duplex	0	\$0	2	\$800,000	0	\$0
SFD Addtns & Reno's	8	\$336,802	7	\$519,861	0	\$0
Accessory Dwelling Units	17	\$807,092	6	\$295,776	1	\$86,775
Residential Accessory	9	\$117,832	3	\$89,148	0	\$0
Multi-family	0	\$0	12	\$8,415,303	0	\$0
Industrial & Utility	5	\$1,568,000	3	\$459,501	1	\$150,000
Commercial	1	\$35,000	6	\$185,001	0	\$0
Institutional	0	\$0	0	\$0	0	\$0
Demolition	0	\$0	3	\$60,001	0	\$0
Totals	63	\$10,817,013	75	\$17,062,284	4	\$530,505

BYLAWS IN PROCESS

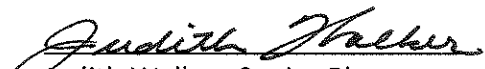
1.	Pesticide Use Control Bylaw <i>Repeals Bylaw 838</i>	Met with CVRD contractor for 2017 program. New bylaw in process and aiming for adoption in 2018.
2.	Building Bylaw Rewrite	Required as per the new <i>Building Act</i> and the STEP Code. First report on the STEP Code to Council anticipated soon. Investigation of regulation of solid fuel burning appliances (wood & pellet stoves) in new construction.
3.	Development Procedures and Fees Bylaw No. 1075, 2018	Council direction for a communication strategy.

PROJECTS

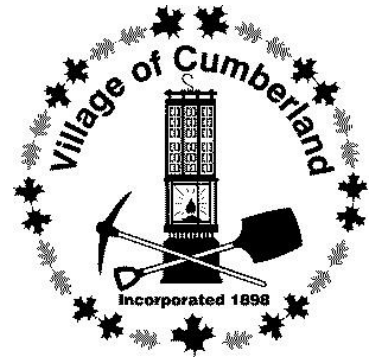
1.	Statements of Significance (SOS): Consultants retained to assist with SOSs- Camp Road Neighbourhood, Ilo Ilo Theatre, Saito House, Chinatown and the Cumberland Cemetery. All five have been reviewed and comments sent to consultants. Waiting for 2 nd draft.
2.	Japanese-Canadian Historic Places Recognition 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.

PROJECTS	
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 by Council to 2019 budget process.
10.	Cannabis Legalization Strategy: Open House and Public Hearing on Zoning Amendment Bylaw No. 1085, 2018. Received 3 rd reading August 13. To Council Sept. 4 th for adoption.
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 Monday, September 10, 2018 at 5:30pm
2.	Advisory Planning Commission: Next meeting Tuesday October 2, 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: September 26, 2018

MEETING DATE: October 9, 2018

TO: Mayor and Council

FROM: Ken Rogers, Manager of Development Services

SUBJECT: September 2018 – Development Services Department Report

RECOMMENDATION

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

SUMMARY

September 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

The following points are activities during the month of August.

Development

- 2015-01-HAP Waverly Hotel and Pub reviewed on site with owner.
- 2017-10-DP Stoneleigh trail construction reviewed trail construction with developer.
- 2017-04-DP Coal Valley Estates review with developer.

Bylaw

- Zoning Bylaw review continued.

Subdivision

- Application for deposit of Plan EPP84211 for 2017-09-SV, 2641 Penrith Avenue.
- Coal Valley Estates Phasing reviewed with Manager of Operations.

Other Work

- Senior Planner retired mid-September, position vacant for two weeks.
- CVRD Technical Advisory Committee meetings regarding 3L Developments Inc.
- CSWMC tour to review cell heights and future works.

FINANCIAL IMPLICATIONS

None

OPERATIONAL IMPLICATIONS

None

STRATEGIC OBJECTIVE

None

ATTACHMENTS

1. Planning Report for September 2018

CONCURRENCE

None

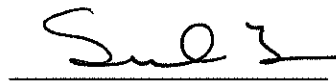
OPTIONS

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: October 1, 2018
TO: Ken Rogers, Manager of Development Services
FROM: Joanne Rees, Planner
SUBJECT: Planning Report for September 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. 23Jul18: Council referral to APC, HC
2.	2018-02-RZ 2773 Dunsmuir Avenue	4Sept18: Advisory Planning Commission meeting 10Sept18: 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.	
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	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 review of Design Stage drawings review held in abeyance pending resolution of fan house issues.	
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 4.	
7.	2017-14-DP Stage Coach: Application received for road works. Biodiversity Inventory received on September 28, 2018 sent for Peer Review. Council consideration after completion.	
8.	2018-06-DP Coal Valley Estates Phases 9 & 10 – ESA/Wildfire DPA: An incomplete application was been received for two phases of subdivision. Required mapping has been received, being held in abeyance pending resolution of fan house and CDA issues.	

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, issued a letter with deficiencies, actions and timeline. Have received inadequate parking and garbage bin layout. Staff requested more information. Owner confirmed September.
2. **2016-03-HAP 2781 Dunsmuir Avenue :** Application received September 9, 2016. Permit granted by Council on June 12th. Outstanding conditions: SRW in lane required.
3. **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. On hold by request of applicant.
4. **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: landscaping, irrigation, and bike parking.
5. **2018-03-HAP 2717 Dunsmuir Avenue:** Application received for façade improvements. Council granted Permit May 28, 2018.

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.
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. **2018-09-DV 2792 Windermere Avenue** Application received to legalize setback to permit carport conversion. Anticipate Council consideration on November 13th

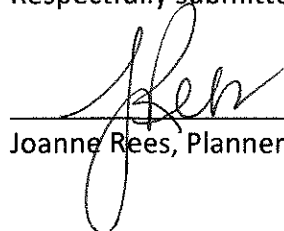
SUBDIVISION

1. **Carlisle Lane Phase 2: 16 lots** **Maintenance Period Ended June 19, 2018**
Outstanding deficiencies prior to accepting subdivision.
2. **2639 Penrith Avenue: 4 lots** **Maintenance Period Ends January 15, 2019**
Final Approval granted January 16th, 2018 with minor deficiencies
3. **3376 Mill Street: 2 lots** **Maintenance Period Ends September 28, 2018**
PLR granted. Final Approval granted, no deficiencies.
4. **2017-01A-SV Coal Valley Estates – Phase 7 (34 lots)** **Maintenance Period Ends April 13, 2019**
Final Approval Granted with Servicing Agreement.
5. **2017-02-SV Coal Valley Estates – Phase 8 (22 lots)** **PLR Expires October 9, 2019**
PLR granted. Construction drawings received.
6. **2017-03-SV 3216 Sutton Road (2 lots + remainder)** **Application received February 7, 2017**
Waiting for ESA DP
7. **2017-04-SV Carlisle Lane Phase 3: 8 lots** **PLR Expires July 30, 2019**
PLR granted. First staff review of Construction drawings complete.
8. **2017-08-SV CVE Water Booster Station** **Completion Deadline November 30, 2018**
Booster station outstanding

SUBDIVISION						
9.	2017-09-SV 2641 Penrith Avenue 2 lots. Final Approval granted			Maintenance Period expires January 16, 2019		
10.	2018-01-SV Trilogy Lots 3a, 3b, 3c 2018-02-SV Trilogy Lots4, 6, 10b, 11 2018-03-SV Trilogy Lots7, 9a, 10b 2018-04-SV Trilogy Lots 8a, 8b			Application received February 1, 2019 Applications received for initial subdivision. Need updated maps for DP’s		
11.	2018-06-SV 3469 Hope Road Application received for subdivision of one lot. Staff review in process			PLR Expires September 20, 2019		
12.	2018-07-SV 3400 Mill Street Application received for subdivision of one lot. Staff review in process			Application received June 7, 2018		
13.	2018-08-SV 4681 Cumberland Road : Application received for 2 lot subdivision. Staff review in process			PLR Expires September 19, 2019		
14.	2018-09-SV 2963 Royston Road : Application received for lot line change. Staff review in process			Application received July 20, 2018		
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 and planning review application for 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.						
	To September 2017		To September 2018		September 2018	
Single Family Dwellings	37	\$8,902,851	37	\$7,948,802	7	\$1,812,610
Secondary Suite Conversions	6	\$272,000	4	\$167,701	1	\$67,200
Duplex	0	\$0	2	\$800,000	0	\$0
SFD Addtns & Reno’s	8	\$336,802	9	\$533,524	2	\$13,663
Accessory Dwelling Units	18	\$895,387	9	\$688,676	3	\$392,900
Residential Accessory	9	\$117,832	3	\$89,148	0	\$0
Multi-family	0	\$0	12	\$8,415,303	0	\$0
Industrial & Utility	5	\$1,568,000	4	\$815,760	1	\$356,259
Commercial	2	\$37,500	6	\$185,001	0	\$0
Institutional	0	\$0	0	\$0	0	\$0
Demolition	0	\$0	3	\$60,001	0	\$0
Totals	85	\$12,130,372	89	\$19,703,916	14	\$2,642,632

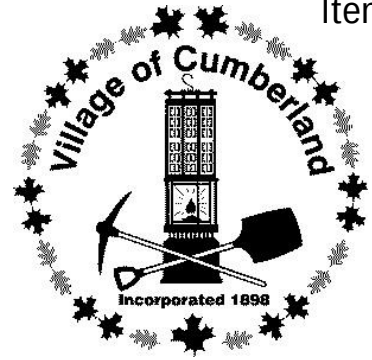
BYLAWS IN PROCESS		
1.	Building Bylaw Rewrite	Required as per the new <i>Building Act</i> . First report to Council introducing the STEP Code in August.
2.	Development Procedures and Fees Bylaw No. 1075, 2018	Council direction for a communication strategy. Public meeting November 14, 2018
PROJECTS		
1.	Statements of Significance (SOS): Consultants retained to assist with SOSs- Camp Road Neighbourhood, Ilo Ilo Theatre, Saito House, Chinatown and the Cumberland Cemetery. Final(?) versions to Heritage Commission October 1, 2018.	
2.	Japanese-Canadian Historic Places Recognition Project: Nominated for No. 1 Japanese townsite and Japanese Cemetery recognition. In process	
3.	Egremont Park Master Plan: Development of the master plan in-house in the future. Currently settling individual concerns on a case-by-case basis.	
4.	Trespass issue: Staff working with Hyland Precast on significant historical trespass onto parkland. Staff and Hyland met on site Nov 29, 2017. Survey received. Staff to meet with them on October 4, 2018 to discuss options for resolution of the issue.	
5.	Cumberland Enhancement Study (June 2008): Update plan to include rainwater management options, bike parking platform project, and review of bike parking in the Village.	
6.	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 by Council to 2019 budget process.	
7.	Saito House Report: Review short-term lease/rental & long term options. Staff met with owners and are developing options.	
8.	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 (Planning Responsibility)		
1.	Heritage Commission: Next meeting Monday, September 10, 2018 at 5:30pm	
2.	Advisory Planning Commission: Next meeting Unknown	

Respectfully submitted,



 Joanne Rees, Planner

COUNCIL REPORT



REPORT DATE: September 3, 2018

MEETING DATE: September 4, 2018

TO: Mayor and Council

FROM: Kaelin Chambers, Economic Development Coordinator

SUBJECT: August/September 2018 – Economic Development Report

RECOMMENDATION

THAT Council receive the August/September 2018 – Economic Development Report for information.

BACKGROUND

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

1. Cumberland Economic Development Steering Committee (EDSC)
 - Council appointed eight members to the EDSC
 - The first EDSC meeting was held on October 3, 2018
2. Island Coastal Economic Trust (ICET)
 - The Village will be submitting a funding request to ICET application this fall, after further discussion with the EDSC.
 - ICET has updated its matching funding methodology and new potential funding opportunities may exist for the Village.
 - 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
 - The CVRD is seeking approval from the Comox Strathcona Waste Management Board (CSWM) to move forward with an RNG project as per Cumberland's 'First-Option' proposal.
 - The EDC and Chief Administrative Officer continue to meet with Fortis and CVRD staff
4. Permit and Licensing Approvals
 - EDC has reviewed licensing by-laws and identified opportunities to improve efficiency/effectiveness of business licensing process. Currently working with the financial department in a review of the business license process to provide to Council.

5. Single use plastics – Business Outreach

- The EDC is implementing 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 EDC has engaged and/or received feedback from numerous local businesses regarding the potential economic implications of developing a single use plastic ban in the Village.
- A report on the ban on single use plastics in the Village is currently being drafted, and will be submitted to Council in November 2018

6. Economic Development Networking

- In August and September, the EDC met and discussed Cumberland's economic development initiatives with:
 - Numerous local businesses
 - Local land owners – The EDC has had ongoing discussions with owners of vacant commercial and industrial zoned lands in Cumberland
 - Mount Washington – The EDC hosted a Mt. Washington staff event in Cumberland
 - Royal Roads University – The EDC hosted a tour and discussion with a delegation from the university's tourism program.
 - BC Community and Culture for Technology and Innovation – The EDC has been attending teleconferences/discussions with other economic development professionals regarding rural connectivity and economic development
 - The EDC registered to attend the VIEA Summit on October 24, 2018

7. Budgeting

- The EDC is working with the Financial Officer and CAO on the preparation of a budget for the Economic Development department

FINANCIAL IMPLICATIONS

None

OPERATIONAL IMPLICATIONS

None

STRATEGIC OBJECTIVE

None

ATTACHMENTS

None

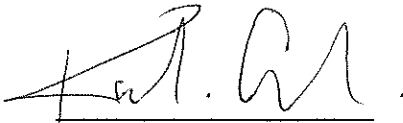
CONCURRENCE

None

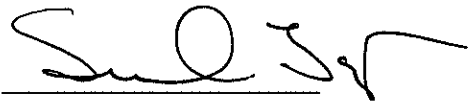
OPTIONS

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

Respectfully submitted,

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

Kaelin Chambers
Economic Development Coordinator

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: October 3, 2018

MEETING DATE: October 9, 2018

File No. 1880

TO: Mayor and Councillors

FROM: Michelle Mason, Financial Officer and
Rachel Parker, Deputy Corporate Officer

SUBJECT: August and September 2018 Finance and Administration Report

RECOMMENDATION

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

SUMMARY

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 in progress
- Scheduling for budget meetings

Year-end Audit and Financial Reporting

- July and August year-to-date management financial performance reports (on track)
- Interim audit is scheduled on Nov 19th and 20th 2018

Utility Billings and Property Taxes

- Water meters readings during the week of October 1st for the third quarter utility bills
- Third quarter utility bills will be mailed during the week of October 15th
- Third quarter utility levies that are outstanding as of the end of the day on November 12, 2018 will receive a 10% penalty
- Royston bulk water 2019 rates analysis
- There were no properties with outstanding delinquent taxes that needed to be sold at the municipal tax sale this year

Procurement

- Purchasing Card system setups in progress
 - Signed an agreement with Aptean for creation of a p-card import utility to GP Diamond AP system
 - Mapped Aptean/GP Diamond import file requirements to BMO p-card reporting
 - Created an import file report and transaction search report from BMO p-card system and sent to Aptean for testing
 - Finalized internal purchasing card policy and procedures
- Next steps are:
- issuance of additional purchasing cards to designated staff
 - staff training on using an online reporting system (BMO Spend Dynamics)
 - Testing and implementation of a p-card import utility system is scheduled on Oct 10th and 11th 2018.
- Competitive bidding documents support

Customer Service

Staff responded to public enquiries about the following matters:

- Property taxes, late payments, penalty and arrears notice, and annual tax sale
- Street lights
- Solid waste collection inquiries and for new residential units
- Recreational fire permits
- Building/plumbing permits and inspections
- AAP forms and questions
- August utility payments
- Natural burial inquiries

Human Resources

- Prepared for and attended a labour management meeting
- Finance hiring processes in progress for vacancy
- Acting CAO duties
- Annual staff hearing tests scheduled for September
- School tax training webinar for additional taxes in 2019 for high valued homes (no impact to Cumberland homes at this time)

Information Technology

- Perfect Mind support and maintenance
- Diamond Financial System investigations and maintenance
- Staff support and coordination of support with IT provider
- Assisted in purchase and installation of a “drop box” Sync.com
- Purchased and coordinated installations, configurations and data subscriptions:
 - computers and application licenses for new employees
 - new iPads for Fire Chief and FO as per approved budgets
 - external drive
 - new SSDs for existing computers
 - UPS750 for CRI network
 - dual monitor arms for staff
- Coordinated configuration of refurbished computers and installation of SSDs to enhance performance
- Coordinated installation of Perfect Mind Smart Client to new CRI Manager
- Coordinated installation of Sensus UniPro to public works Toughbook
- Updated computer inventory, sent to CVRD to update the Village network users profile
- Requested and received quotes for the following projects, coordinated the requirements to the CVRD (IT) and IPTS (phone service provider) and scheduled implementation timelines:
 - CRI network project – connection completion before Dec 1st
 - Financial accounting system upgrade from v2015 to v2018. Current system v2015 can receive payroll updates only up to end of 2019 – conversion to start Q2-2019 and completion in Q3-2019 or early Q4-2019
- Investigated an after hour answering service, received 3 quotes – awarding and implementation to start late Oct or early Nov 2018
- Investigated a mobile management software (Blackberry good software) for cellphone digital certificates and security

Grant Administration

- Updated grant status workbook
- Provided support for grant reporting and application
- Submitted monthly budget forecast report for the months of July and August for the water supply grant
- Assisted CRI staff in filing CRI grant claims (BCRPA-3 grants; Green Job Initiative)
- Worked with Cumberland Recreation and the Accessibility Committee on a grant application for Lake Park accessibility

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	28	26			
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 in August were events, recreation, mountain biking, careers; most popular news posts include fall programs at Cumberland Recreation, Coal Valley booster station, on the agenda
- Most popular pages at cumberland.ca in September again were events, recreation, mountain biking, careers; most popular news posts include annual tax sale, candidates, and Accounting Clerk posting

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	1	1			
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	1	0			
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

- Accessibility Committee: worked on budget requests and recommendations for 2019 accessibility projects; consulted with Comox Valley Emergency Support Services, recommend Lake Park project for accessibility grant opportunity

Miscellaneous

- Alternate approval process for the loan authorization bylaw closed in August
- Prepared for assent vote at general local election
- Worked with AIDS Vancouver Island for a free Naloxone training session in September
- Prepared packages and schedules for Council members attending UBCM in September
- Publication of notices and election preparation continues, attended candidates information session hosted by the CVRD in August, assisted candidates with nominations and information requests, attending voting machine training
- Established Cumberland Emergency Program EOC operational shifts
- Prepared toilet rebate program for launch in October 2018 as part of the water conservation program
- Promoted air quality information and woodstove rebates: six Cumberland property owners have received CVRD woodstove rebates
- Cash flow analysis and investing activities

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

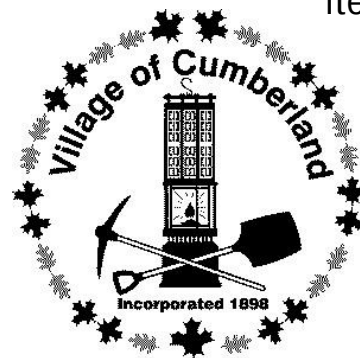


Rachel Parker
Deputy Corporate Officer



Sundance Topham
Chief Administrative Officer

COUNCIL REPORT



REPORT DATE: October 3, 2018

MEETING DATE: October 8, 2018

TO: Mayor and Councillors

FROM: Sundance Topham, Chief Administrative Officer

SUBJECT: August-September 2018 Chief Administrative Officer Report

RECOMMENDATION

THAT Council receive the August-September 2018 Chief Administrative Officer Report for information.

SUMMARY

August and September were busy months, with the municipality working on numerous important initiatives. Some projects to highlight include the kick-off to the Fire Hall detailed design, discussions with Fortis BC and the Comox Valley Regional District in regards to the beneficial end use of landfill gas, the wrap-up of Stage 2 of the Liquid Waste Management Plan and the preparation for the Wastewater Alternative Approval Process. The Village has also been actively engaged with Ministry of Environment staff in regards to amending our current operating permit. 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 August and September 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.

Coal Valley Estates:

Had ongoing conversations with Cayet representatives in regards to their initial subdivision application.

Recreational Cannabis:

Worked with the Manager of Development Services on moving forward the Village's recreational cannabis regulatory framework.

Water and Sewer Planning

Liquid Waste Planning:

I spent time working on a variety of different liquid waste items in August and September, including the following:

- Provided feedback to the Liquid Waste Management Planning Project Coordinator on the finalized grant application to the Investing in Canada Infrastructure Program – Green Infrastructure – Environmental Quality Program.
- Worked with the Deputy Corporate Officer to ensure that a referendum question was available in case the Alternative Approval Process (AAP) was unsuccessful. Upon notification that the AAP failed, worked with the Liquid Waste Management Planning Project Coordinator and Manager of Operations to engage communications support for the upcoming referendum.
- Worked with the Liquid Waste Management Planning Project Coordinator and Manager of Operations on our permit amendment application with the Ministry of Environment for our existing Operating Permit.

Number Two Dam:

Worked with the Manager of Operations to review the options for the Number Two Dam rebuild.

Economic Development

Economic Development Strategy:

Worked with the new Economic Development Coordinator to start implementing the *Cumberland Economic Development Strategy 2018-2023*.

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).

Human Resources

Senior Planner Hiring:

Worked with the Manager of Development Services to hire the new Senior Planner.

Manager of Recreation

Worked with the new Manager of Recreation to help him integrate into the Village.

Organizational Structure:

Worked with the Financial Officer and Deputy Corporate Officer on a review and reorganization of the Finance and Legislative Services departments.

Miscellaneous

- Met with Timberwest representatives to discuss their 2019 and 2020 logging plans for lands within the Village of Cumberland
- Met with the Manager of Protective Services and Project Manager from MKM Projects to kick off the detailed design of the new Village of Cumberland Fire Hall.

- Attended a number of Regional Growth Strategy Steering Committee meetings to discuss the 3L application.
- Attended the Union of British Columbia Municipalities Convention with Mayor and Council.
- Attended a tour of the Comox Strathcona Waste Management Centre with Mayor and Council and Senior Staff.
- Attended the bi-annual Comox Strathcona Waste Management Joint Resources Committee meeting.

FINANCIAL IMPLICATIONS

None

OPERATIONAL IMPLICATIONS

None

STRATEGIC OBJECTIVE

None

ATTACHMENTS

None

CONCURRENCE

None

OPTIONS

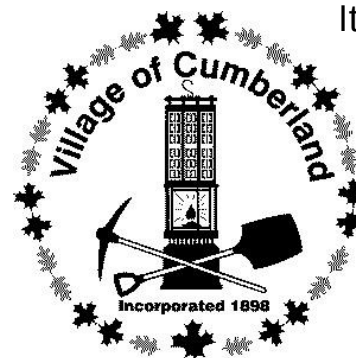
1. Receive this report for information.
2. Any other action deemed appropriate by Council.

Respectfully submitted,



Sundance Topham
Chief Administrative Officer
Village of Cumberland

COUNCIL MEMBER REPORT



DATE: Oct 3, 2018

TO: Council

FROM: Mayor Leslie Baird

SUBJECT: Councillor Report - August and September 2018

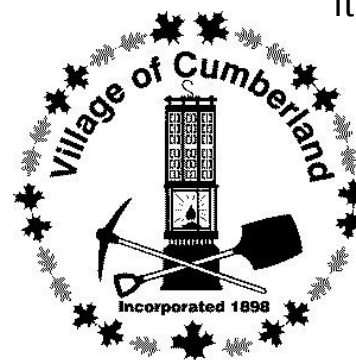
As well as regular Council business/ meetings, I attended the following:

Date	Event
Aug 1	Convoy Club to discuss usage of meeting room for children.
Aug 3	Regional Cadet Support Unit (Pacific) Graduation ceremony to review Cadets HMCS Quadra.
Aug 6	Nautical Days Parade, Mayors Luncheon.
Aug 7	Change of Command Parade LCol M. A. Jacula will assume command from Maj. J.M.M.S. Bishop
Aug 8	Meeting with staff of Fortis BC- various discussions including clean air.
	Open house in Council chambers for Cannabis regulations.
	Public Hearing Zoning Bylaw amendment for Cannabis retail regulations.
Aug 9	Consul General of Japan Asako Okai garden part to bid farewell.
Aug 14	South Sewer Select Committee meeting at the Regional District boardroom.
Aug 22	Comox Valley Development & Construction Association AGM.
Aug 29	Komok's First Nations announcement SFI's Pilot for small scale forest management module.
Sep 1	Taiwanfest opening ceremony at "Fete with the Philippines in Vancouver. Meeting with Director General Andy-i Chen of Taipei Economic Cultural Office in Vancouver to discuss coming to Cumberland in February. He would like to with various businesses.
Sep 5	Gord Johns MP held an open house to discuss Affordable housing opening with a panel of guests updating on projects they are working on. Well attended.
Sep 6	Rare Bird Book store closure.
	CVRD held an open house on 3L Developments. Very good turn out with many speakers.
Sep 7	Mayor's golf tournament held at Crown Isle. Mayor Jangula and I sold tickets for a draw.

Sep 8	Port Alberni parade and fall fair.
Sep 10	Annual UBCM conference held in Whistler. Mayors Caucus-speaker Minister of Mental Health and addictions Judy Darcy. 80 percent of people dying are dying alone. 58,000 calls for overdoses in BC they feel this is half of what it should be. July this year 134 people died. The stigma is people think it is the homeless that are dying.
Sep 11	Mid-Sized Communities Forum Discussion on Affordable Housing- I left the discussion as we had heard members of the panel at Gord Johns open house. Small Talk Form was much more beneficial. Discussions: Biomass Energy Systems Taxation impacts from Brownfield Sites Childcare Needs in Small Communities Success stories from small communities. Meeting with Minister of State for Child Care- Katrina Chen. Update on Cumberland's need for more Child Care and the willingness of Council to proceed with groups in the village to apply for funding. Meeting with Minister of Environment and Climate Change Strategy to discuss the burning regulations review to address air quality. Attended trade show and spoke to Ambulance Paramedics Community Solutions program. I have asked staff to invite members to attend a future council meeting to discuss Cumberland becoming a Community Paramedicine Community. Municipal Insurance Association of BC annual general meeting. Welcome reception. Clean Energy BC reception.
Sep 12	Keynote Address Arlene Dickinson entrepreneur- Shark Tank panellist. Address by the Leader of the Green Party: Andrew Weaver Principal Policy Session-Resolutions Ministry of Forests, Lands, Natural Resource Operation and Rural Development meeting to discuss harvesting in and around watersheds on Private Management Forest Lands. BC Government reception Consulate-General of the People's Republic of China in Vancouver Reception.

Sep 13	Resolutions Workshop on Growing Prosperity in your Community. Benefit Hub Working Group- meeting with Minister of Citizens Services Jinny Sims. To discuss the Hub and role of the Ministry working with the group. BC Assessment meeting to discuss assessments in Cumberland. UBCM Reception Annual Banquet
Sep 14	Remaining Resolutions Address by the Premier.
Sep 15	Invited to and attend the permitted block party.
Sep 16	Volunteered at Rib Fest.
Sep 18	CVRD provided a tour of Kendal Ave. To look at the impact the landfill is having on the view scape. Toured the landfill visiting all the new areas and facilities.
Sep 20	Regional District South Sewer meeting update.
Sep 22	Royston-Cumberland Lions 35 th celebration projects they have worked on and continue Coins for Kids Needed Medical Equipment-Food Hampers-Hearing Aids-Eye Glasses-CV Lifeline-Santa's workshop- CRA Special needs, the list continues.
Sep 25	Number Six Mine Park recognizing the plaque for Ron Bannerman.
Sep 27	Community Justice Centre Dinner invited guest Jody Wilson-Raybould, Minister of Justice and Attorney General of Canada. Native Son's Hall lecture on Taking a new approach to Criminal Justice: Reconciliation and Restorative Justice.
Sep 28	Conference call for Hub Community Benefit to discuss hiring of the contractor.
	Momar welcomed Bryan and racers.
Sep 29	Red Dress Awareness Campaign and Installation- in honour of the Missing and Murdered Indigenous Women and Girls of Canada ceremony.
	Extravaganza Italiana held by Cumberland Rotary this is there major fundraiser for the year.

COUNCIL MEMBER REPORT



DATE: Oct 2, 2018

TO: Mayor and Councillors

FROM: Councillor Jesse Ketler

SUBJECT: Monthly Report – August/Sept 2018

Date	Event	Discussion
Aug 6	Regular Council Meeting	
Aug 8	Open House and Public Hearing on Cannabis retail sales	Discussions on changes to Zoning bylaw with regards to Cannabis retail stores.
Aug 13	Regular Council Meeting	
Aug 29	Let's Save Our Coast, Again	NDP Town Hall – Gord Johns and Nathan Cullen discuss Kinder Morgan pipeline and protection of marine ecosystems
Sept 4	Regular Council Meeting	
Sept 5	Cumberland Housing Society	Presentation from Marika Albert, BC Non-Profit Housing Assoc.
Sept 5	Gord Johns Town Hall	Gord Johns hosted expert panel on Affordable Housing - Florence Filberg
Sep 10 -14	UBCM - Whistler	Met with Minister of Education re growth and space needs funding and special needs assessors, Minister of Environment re air quality and OBSCR, Minister of Forests, Land and Natural Resources re harvest

setbacks for licensed water supply areas and BC Assessment.

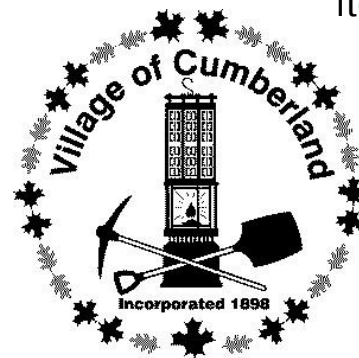
Two resolutions:

B155 – Community and Social Planning (financial support)

B163 – Continuation of Income Subsidy Benefits (retain Support portion of income assistance for those entering residential recovery programs)

Sept 16	Cumberland Wetland Lecture	Presented by Steve Morgan and hosted by the Comox Valley Naturalists at Florence Filberg
Sept 17	Integrated Regional Transportation Select Committee	Review of presentation re Comox Rd multimodal path along estuary - CVRD
Sept 18	Comox Valley Waste Management Facility Tour	View and consider requested increase in height of old cell by 5m.
Sept 19	2 nd Sustainability Forum – CV Global Awareness Network, Council of Canadians and Imagine Comox Valley	Presentation topics: single use plastic bag ban, Campbell River sustainability plan, social procurement – Komox Band Hall
Sept 20	Cumberland Community School PAC meeting	Regarding new classrooms and facility needs
Sept 24	Regular Council Meeting	
Sept 29	Red Dress Awareness Campaign	Hosted event at Peace Park – Rob Everson spoke about missing and murdered indigenous women and girls and the injustice that still exists, Kumugwe dancers performed, speech from Mayor Baird
Sept 29	Rotary Dinner	Annual Italian dinner to raise money for Rotary Club of Cumberland Centennial at the CRI

COUNCIL MEMBER REPORT



DATE: September 30, 2018

TO: Mayor and Councillors

FROM: Councillor Roger Kishi

SUBJECT: Councillor Report- August and September 2018

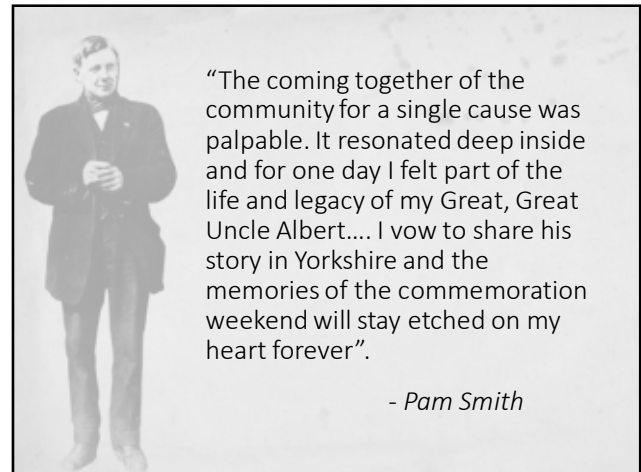
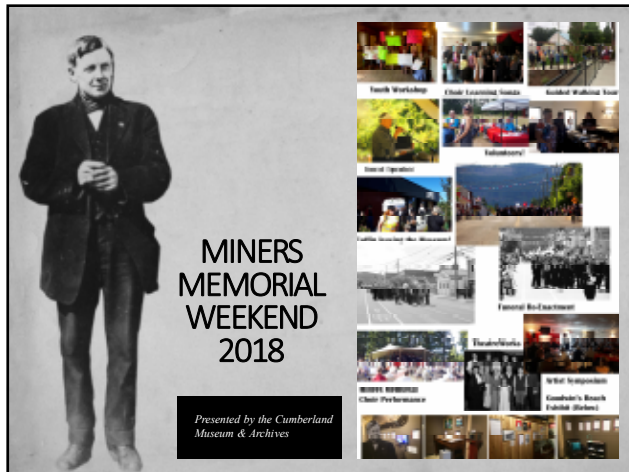
As well as regular Council business/ meetings, I attended the following:

Date	Event	Comments
Aug. 8	VoC Public Hearing	Cannabis Regulations
Aug. 12	Nikkei community clean up of Japanese cemetery for upcoming Obon	
Aug. 15	First Credit Union Movie Night	
Aug. 17	Steveston Buddhist Temple group tour of #1 Japanese Townsite & dinner	
Aug. 18	Obon ceremony- Japanese cemetery	
Aug. 24	CVEX Opening	
Aug. 25	Picnic in the Park- Village Park	
Aug. 27	Waste to Energy Select Committee	Update of options
Aug. 30	CSRHD Agenda setting teleconference	
Sep. 3	Labour Day Picnic	Campbell River, Courtenay & District Labour Council hosted
Sep. 5	MP Gord Johns- Affordable Housing Townhall	
Sep. 6	Comox Strathcona Solid Waste Management- Campbell River	Sustane Technologies- alternate waste management technology presentation, updating mandate of Waste to Energy Select Committee, CV & CR cost comparison.
	Comox Strathcona Regional Hospital District- Campbell River	Strategic planning, capacity issues in CR.
	Rarebird Shop closing event	
Sep. 10-14	UBCM Convention- Whistler	Sessions attended: Affordable Housing- Policy & future needs, Regional Hospital Districts- Cost sharing, Cannabis Legalization- A Joint Venture, Land Use for Housing people can afford, Building a Better BC Cabinet Townhall- Minister of Municipal Affairs & Housing- Minister of Transportation & Infrastructure- Minister of Jobs Trade & Technology, Better bang for buck with bylaw, Indigenous Relations- How NOT to tick a box. Ministerial meetings with Education, Environment, Forest Lands & Rural Development. Spoke on resolutions about indigenous services in urban/ rural communities, resourcing social planning.
Sep. 18	Council & Staff tour of CVWMC	

Sep. 19	VoC/ AVI harm reduction & naloxone training	13 participants
	Sustainability Forum	
Sep. 20	MMW debrief meeting	
Sep. 22	CCFS Gearswap fundraiser	Hosted by Beaufort Cycles
Sep. 26	St. Joseph's Board meeting	Participated by teleconference from Vancouver.
Sep. 29	Red Dress Awareness Campaign opening	Peace Park installation until Oct. 8
	Cumberland Rotary dinner	Extravaganza Italiana fundraiser

I am also attending CV Homelessness Coalition meetings from work.

I also have a summary report as the Council representative to the Cumberland Museum Miner's Memorial Weekend Committee, a quick slide presentation.





Official Re-enactment Photograph...

Then (1918)...

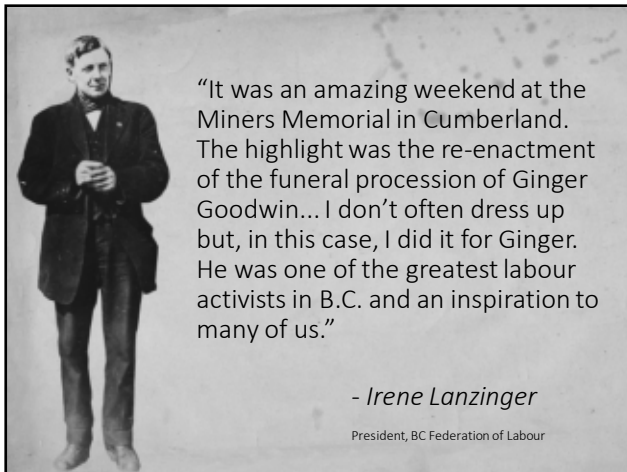


And Now! 100 Years Later

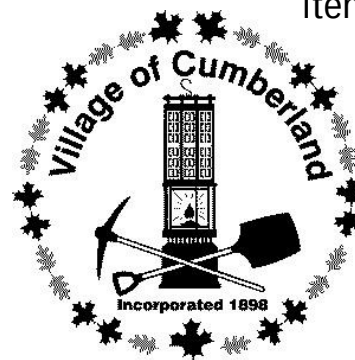


Ribbons, Banners and Art Projects





COUNCIL MEMBER REPORT



DATE: October 1st, 2018

TO: Mayor and Councillors

FROM: Councillor Sproule

SUBJECT: Monthly Report – August/September 2018

Date	Event	Comments
7 th	Heritage Commission	
8 th	Public Hearing for Cannabis Retail By-law	
14 th	CVRD COW	
19 th	Accompanied Gord Johns at Farmers Market	
28 th	CVRD Board and Public Hearing on RGS	
29 th	Groundbreaking at new Regional District HQ	
30 th	Tour of Morrison Creek headwaters Leung Family presentation at the Museum	
September		
5 th	Gord Johns and Affordable Housing Forum	
6 th	CVRD Open house with 3L	
10 th to 14 th	UBCM Whistler Workshops, meetings with ministers, resolutions	
16 th	Cyclocross Island meet BMX area	
18 th	Tour of landfill, new cells and leachate treatment	Also looked at viewscape of dump from top of Kendal
	CVRD COW	
19 th	Met with group of International Tourism students from Royal Roads	
23 rd	Did the CV Bike Farm Tour. Very popular	
27 th	Attended the presentation by Jody Raybold-Wilson, the Federal Attorney General	

28 th /29 th	Book Launch “Dancing in Gumboots?”	
10 th to 14 th	Whistler workshops	
	Green Innovation & Clean Growth communities	
	New Child Care Funding	
	Canabis legalisation Policy and Framework	
	Taking Action on Housing Affordability	
	Small Talk Forum	
	Municipal Trails planning	
	Meeting with ministers	

THE CORPORATION OF THE VILLAGE OF CUMBERLAND

BYLAW NO. 1090

A bylaw to exempt from taxation certain lands and improvements for the 2019 taxation year.

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

- 1 This Bylaw may be cited as "Permissive Tax Exemption 2019 Bylaw No. 1090, 2018".
- 2 The following land or improvements, or both, are exempted from taxation for the 2019 taxation year as follows:
 - (a) the following land or improvements, or both, held by a charitable, philanthropic or other not for profit corporation and meeting the provisions under section 224(2)(a) of the *Community Charter*:
 - (i) that portion of Lot 3, Block H, Plan 522E, District Lot 21, Nelson Land District, PID 008-932-212, occupied by the Cumberland and District Historical Society; and
 - (ii) that portion of Lot B, Plan 29219, District Lot 21 & 24, Nelson Land District, PID 001-418-041, occupied by the Cumberland Old Age Pensioners Organization, Branch 51;
 - (b) the following land and improvements used for the purposes of a church hall or the area of land surrounding a church as permitted under section 224(2)(f) of the *Community Charter*:
 - (i) that portion of Lot 1, Block 4, Plan 522, District Lot 21, Nelson Land District, PID 008-970-513, held by the Cumberland United Church Trustees; and
 - (ii) that portion of Lot B, Plan 43397, District Lot 21 Nelson Land District, PID 003-382-281, held by the Cumberland Community Church.

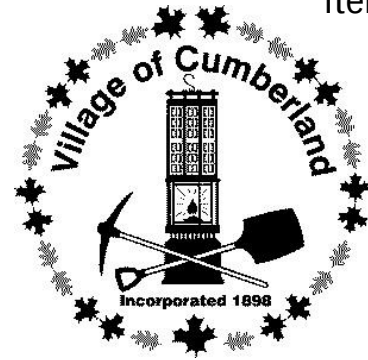
- 3 This Bylaw shall come into full force and effect and is binding on all persons during the 2019 taxation year.

READ A FIRST TIME THIS	4TH	DAY OF	SEPTEMBER	2018.
READ A SECOND TIME THIS	24TH	DAY OF	SEPTEMBER	2018.
READ A THIRD TIME THIS	24TH	DAY OF	SEPTEMBER	2018.
ADOPTED THIS		DAY OF		2018.

Mayor

Corporate Officer

COUNCIL REPORT



REPORT DATE: October 1, 2018

MEETING DATE: October 9, 2018

TO: Mayor and Councillors

FROM: Joanne Rees, Planner

SUBJECT: Solid Fuel Burning Appliances Bylaw No. 1091, 2018

RECOMMENDATION

- i) THAT Council receive the Solid Fuel Burning Appliances Bylaw No. 1091, 2018 report dated October 1, 2018.
- ii) THAT Council give second and third reading to the Solid Fuel Burning Appliance Bylaw No. 1091, 2018.

SUMMARY

On February 13, 2018, Council directed staff “...to investigate the permitting process for wood burning appliances and, if feasible, to refuse permits for wood burning appliances in new homes.”

On September 4, 2018 Council adopted: “THAT Council give first reading to Solid Fuel Burning Appliance Bylaw No. 1091, 2018.”

BACKGROUND

Building Permits for installations of solid fuel burning appliances (i.e., woodstoves, fireplaces, pellet stoves, etc.) can be refused in light of public health benefits as it is outside the scope of the *Building Act* and within the scope of Section 8(3)(i) of the *Community Charter*.

In BC, municipalities have the authority to enact bylaws to protect public health, upon approval from the Minister of Health. The process to have a public health bylaw approved by the Ministry is to give the bylaw three readings, and then:

1. If it will not impact health authority resources nor restrict access to health services:
 - a) Consult with the health authority,
 - b) Deposit a copy of the proposed bylaw with the Minister,
 - c) The Ministry then sends out a letter confirming the deposit of the bylaw, then
 - d) Adopt the bylaw.
2. If it will impact health authority resources or restrict access to health services:
 - a) Consult with the health authority,
 - b) Request approval of the proposed bylaw by the Minister prior to it being brought into force,

- c) Ministry will review the proposed bylaw and confirm approval (or rejection) of the bylaw, and
- d) If approved, adopt the bylaw.

This Bylaw fits into the first category as it does not impact health authority resources nor will it restrict access to health services. The intent of Council approving Bylaw 1091, 2018 is to address air quality issues related to woodsmoke.

Council gave first reading to Bylaw No. 1091 on September 4, 2018 and subsequent to that meeting, the Bylaw was sent to Island Health for their comments (consultation). The letter received from them dated September 14, 2018 (attached to this report) notes that they have no objections to adoption of the Bylaw.

FINANCIAL IMPLICATIONS

None

OPERATIONAL IMPLICATIONS

The review of this issue is part of the services provided by the Planning Department.

STRATEGIC OBJECTIVE

Healthy Communities: (i) continue to work with local governments to address air quality issues.

ATTACHMENTS

- 1. Letter from Island Health dated September 14, 2018
- 2. Solid Fuel Burning Appliance Bylaw No. 1091, 2018

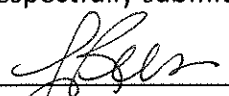
CONCURRENCE

Ken Rogers, Manager of Development Services 
Rachel Parker, Deputy Corporate Officer 

OPTIONS

- i) Council consider second and third readings for Bylaw 1091.
- ii) No action at this time.
- iii) Any other action deemed appropriate by Council.

Respectfully submitted,



Joanne Rees
Planner



Sundance Topham
Chief Administrative Officer

Excellent health and care, for everyone,
everywhere, every time.



September 14, 2018

Joanne Rees, Planner
Village of Cumberland
PO Box 340, 2673 Dunsmuir Avenue
Cumberland, BC V0R 1S0

Dear Ms. Rees:

Re: Bylaw 1091

Thank you for the opportunity to comment on the Village of Cumberland's proposed Solid Fuel Burning Appliance Bylaw No. 1091, 2018. From a health perspective this bylaw's implementation is an incredibly important step to reduce exposure to woodsmoke. According to available literature, many woodsmoke constituents have been shown individually to produce acute and/or chronic health effects in exposed humans. Of the more than 200 chemicals and compound groups contained in woodsmoke, fine particles (which can penetrate deep into the lung) are generally considered to be the best indicator of the health impacts of combustion sources¹. Breathing in wood smoke can cause increased respiratory symptoms, increased hospital admissions, exacerbation of asthma and COPD, and decreased your ability to breathe normally. If you have a lung disease (for example), breathing in wood smoke can make your disease worse and cause flare-ups².

There are numerous ways to improve air quality in the Village and Valley, reducing wood smoke from burning is a key health intervention. We would, however, also ask that in the future Council and Village staff consider the immense merit in including the removal of the residential wood burning device with the sale of residential property, retrofitting or removing non-CSA emission standard devices upon renovation, or even better that there be a deadline for existing devices to be replaced/upgraded to the appropriate standard. The City of Port Alberni (Solid-Fuel Burning Appliance Regulations Bylaw No. 4802) and Duncan (Wood Burning and Air Quality Bylaw No. 3089) have enacted bylaws to address these additional elements.

Should you have any questions about the above and/or would like to discuss these comments please do not hesitate to contact us.

Sincerely,

A handwritten signature in black ink, appearing to read "Dave Cherry", with a long, sweeping horizontal line extending to the right.

Dave Cherry, C.P.H.I.(C)

Environmental Health Officer

¹National Collaborating Centre for Environmental Health (2009). Residential Use of Wood-Burning Appliances in Canada: Emissions, Health Effects, and Intervention Strategies. Retrieved from: [http://www.nccelh.ca/sites/default/files/Wood-burningv Appliances Dec2009.pdf](http://www.nccelh.ca/sites/default/files/Wood-burningv%20Appliances%20Dec2009.pdf).

²Canadian Lung Association (2016). Residential Wood Burning — How wood smoke hurts human health. Retrieved from: <https://www.lung.ca/lung-health/air-quality/outdoor-air-quality/residential-wood-burning>

THE CORPORATION OF THE VILLAGE OF CUMBERLAND

BYLAW NO. 1091

A Bylaw to prohibit the installation and use of solid fuel burning appliances in new homes.

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

Citation

1. This Bylaw shall be cited as “Solid Fuel Burning Appliance Bylaw No. 1091, 2018”.

Definitions

2. In this Bylaw:

INSTALL means placing and connecting a solid fuel burning appliance within or to a building, and includes removing and reinstalling an appliance in a different location within the same building.

SOLID FUEL BURNING APPLIANCE means an appliance, such as a woodstove, fireplace, furnace, or pellet stove, in which solid fuel is burned and which discharges combustion products.

Appliance Installation

3. No person shall install, or cause to be installed, a solid fuel burning appliance in any new residential building.

Enforcement

4. The Manager of Protective Services, Manager of Development Services, Fire Chief, Building Inspector, and Bylaw Enforcement Officer are authorized to administer and enforce this Bylaw.

Severability

5. 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	4 TH	DAY OF	SEPTEMBER	2018.
CONSULTATION WITH				
THE MINISTER OF HEALTH THIS	14 TH	DAY OF	SEPTEMBER	2018.
READ A SECOND TIME THIS		DAY OF		2018.
READ A THIRD TIME THIS		DAY OF		2018.
DEPOSITED WITH				
THE MINISTER OF HEALTH THIS		DAY OF		2018.
ADOPTED THIS		DAY OF		2018.

Mayor

Corporate Officer