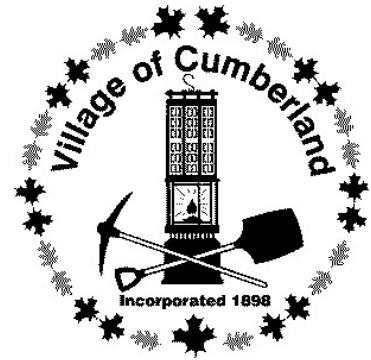


REGULAR AGENDA

04/2019/R



**The Corporation of the Village of Cumberland
Regular Council Meeting
February 11, 2019 at 5:30 p.m.
Village Council Chambers**

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

1. Approval of Agenda

- 1.1 Agenda for regular Council meeting, February 11, 2019
Recommend THAT Council adopt the agenda for the regular Council meeting, February 11, 2019.

2. Adoption of Minutes

- 2.1 Minutes of the Regular Council meeting held January 28, 2019 1
Recommend THAT Council adopt the minutes of the Regular Council meeting held January 28, 2019.
- 2.2 Receipt of Commission Minutes 10
Recommend THAT Council receive the minutes of the Heritage Commission held December 3, 2018.

3. Delegations 12

- 3.1 Katherine Dolmage, Certification Manager, MOWI Canada West, re:
Aquaculture Stewardship Council Certification
Recommend THAT Council receive the delegation from Katherine Dolmage, Certification Manager, MOWI Canada West, re: Aquaculture Stewardship Council Certification.
- 3.2 Wendi Gilson, Black Horse Apiary; Iain Glass, Ethical Bees Vancouver Island, Survival Stock Projectre: Bees in Urban Areas 13
Recommend THAT Council receive the delegation from Wendi Gilson, Black Horse Apiary; Iain Glass, Ethical Bees Vancouver Island, Survival Stock Project re: Bees in Urban Areas

4. Unfinished Business

5. Correspondence

- 5.1 Pamela Munroe, Treasurer, Comox Valley Social Planning Society 14
- Invitation to designate one of the Village of Cumberland councillors to the Comox Valley Social Planning Society
 - i) Recommend THAT Council receive the correspondence from Pamela Munroe, Comox Valley Social Planning Society.*
 - ii) Recommend THAT Council appoint Councillor Brown as liaison, and Councillor Ketler as alternate liaison, to the Comox Valley Social Planning Society.*
- 5.2 Roger J.G. Albert, Chair, Cumberland and District Historical Society 15
- Request that the Village of Cumberland appoint a member of Council to sit on the Board of the Cumberland and District Historical Society.
 - i) Recommend THAT Council receive the correspondence from Roger J.G. Albert, Cumberland and District Historical Society.*
 - ii) Recommend THAT Council appoint Councillor Sproule as non-voting liaison, and Mayor Baird as alternate liaison, to the Cumberland and District Historical Society.*

6. Reports

- 6.1 Temporary Use Permit – Trugreen Solutions – 3276 Third Street 16
Prepared by Joanne Rees, Planner
- i) Recommend THAT Council receive the report Temporary Use Permit – Trugreen Solutions – 3276 Third Street dated February 1, 2019.*
 - ii) THAT Council approve the application for a Temporary Use Permit for property described as Lot 12, Block 10, District 21, Nelson District, Plan 552-A (3276 Third Street) for the purposes of operating a cannabis retail business, substantially in compliance with the Temporary Use Permit dated February 11, 2019.*
- 6.2 2018 Cumberland Lake Park Contractor Annual Report 24
Prepared by Kevin McPhedran, Parks and Outdoor Recreation Coordinator
- i) Recommend THAT Council receive the Cumberland Lake Park Contractor Annual Report for information.*

- 6.3 2019 Lantern Festival, Temporary Street Closure 43
Prepared by Rachel Parker, Corporate Officer
- i) ***Recommend THAT Council receive the 2019 Lantern Festival, Temporary Street Closure report.***
 - ii) ***Recommend that Council approve the closure of Dunsmuir Avenue between Third Street and Sixth Street on February 16, 2019 from 6:15 pm to 6:45 pm for the Lantern Festival parade.***
- 6.4 Volunteer Firefighter Remuneration Policy Amendment 46
Prepared by Mike Williamson, Fire Chief/Manager of Protective Services
- i) ***Recommend THAT Council receive the Volunteer Firefighter Remuneration Policy Amendment report;***
 - ii) ***Recommend THAT Council approve the amendments to the Volunteer Firefighter Remuneration Policy 7.3 to increase compensation for volunteer firefighters for practice and emergency call outs.***
- 6.5 January 2019 – Recreation Department Report 51
Prepared by Ryan Coltura, Manager of Recreation
- January 2019 Parks and Outdoor Recreation Report
- Recommend THAT Council receive the January 2019 – Recreation Department Report for information.**
- 6.6 January 2019 – Protective Services Report 57
Prepared by Mike Williamson, Fire Chief / Manager of Protective Services
- Bylaw Enforcement Report
- Recommend THAT Council receive the January 2019 Protective Services Report.**
- 6.7 January 2019 – Operations Department Report 62
Prepared by Rob Crisfield, Manager of Operations
- Public Works Report
- Recommend THAT Council receive the January 2019 – Operations Department Report for information.**

6.8	January 2019 – Development Services Department Report Prepared by Ken Rogers, Manager of Development Services	67
	• Planning Report	
	Recommend THAT Council receive the January 2019 Development Services Department Report for information.	
6.9	January 2019 Financial Services Report Prepared by Michelle Mason, Financial Officer/Deputy Chief Administration Officer	75
	Recommend THAT Council receive the 2019 Financial Services Report for information.	
6.10	January 2019 Chief Administrative Officer Report Prepared by Sundance Topham, Chief Administrative Officer	77
	• Corporate Services Report	
	• Economic Development Report for January 2019	
	Recommend THAT Council receive the January 2019 Chief Administrative Officer Report for information.	
6.11	Council Reports, January 2019	
6.11.1	Mayor Leslie Baird	83
6.11.2	Councillor Vickey Brown	85
6.11.3	Councillor Jesse Ketler	87
6.11.4	Councillor Gwyn Sproule	
6.11.5	Councillor Sean Sullivan	90
	Recommend THAT the Council reports be received	
7.	Bylaws	
7.1	Development Procedures and Fees Bylaw No. 1073, 2018	91
	Recommend THAT Council adopt Development Procedures and Fees Bylaw No. 1073, 2018	
7.2	Council Remuneration Bylaw No. 1099, 2019	147
	i) Recommend THAT Council receive the Council Remuneration report.	
	ii) Recommend THAT Council give a first, second and third reading to Council Remuneration Bylaw No. 1099, 2019.	
	iii) Recommend THAT Council consider amendments to Policy 7.5, Recreation Fees Reduction for Staff and Council Members.	

8. Consent Calendar

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

9. New Business

10. Notices, Motions and Announcements

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

- Accessibility Committee meeting on February 19, 2019 at 6:00 p.m.
- Homelessness and Affordable Housing Committee meeting on February 20, 2019 at 9:00 a.m.

11. Question Period

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

12. Closed Portion

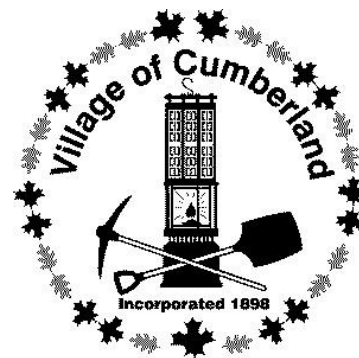
Recommend THAT pursuant to Section 90 of the Community Charter Council close the meeting to the public to consider:

- Personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;
- the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality;
- the security of the property of the municipality;
- Labour relations or other employee relations.

13. Adjournment

REGULAR MINUTES

03/2019/R



**The Corporation of the Village of Cumberland
Regular Council Meeting
January 28, 2019 at 5:30 p.m.
Village Council Chambers**

Council Present:

Mayor Leslie Baird
Councillor Vickey Brown
Councillor Jesse Ketler
Councillor Gwyn Sproule
Councillor Sean Sullivan

Staff Present:

Sundance Topham, Chief Administrative Officer
Michelle Mason, Financial Officer
Rachel Parker, Deputy Corporate Officer
Rob Crisfield, Manager of Operations
Joanne Rees, Planner
Ryan Coltura, Manager of Recreation

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

1. Approval of Agenda

- 1.1 Agenda for regular Council meeting, January 28, 2019
Motion 19-30

Ketler/Sproule

THAT Council adopt the agenda for the regular Council meeting, January 28, 2019 with the addition of 6.3 on table and remove of item 6.2.

Carried Unanimously

2. Adoption of Minutes

- 2.1 Minutes of the Regular Council meeting held January 14, 2019
2.2 Minutes of the Village Hall meeting held January 21, 2019
Motion 19-31

Sproule/Sullivan

THAT Council adopt the minutes of the Regular Council meeting held January 14, 2019 and Village Hall meeting held January 21, 2019.

Carried Unanimously

- 2.3 Receipt of Committee Minutes
Motion 19-32
Sullivan/Sproule

THAT Council receive the minutes of the:

- Accessibility Select Committee meeting held September 17, 2018
- Economic Development Steering Committee meeting held October 3, 2018
- Accessibility Select Committee meeting held November 22, 2018

Carried Unanimously

3. Delegations

- 3.1 Andrea Cupelli, Coordinator; and Betty Tate, Comox Valley Coalition to End Homelessness, Annual Update

Motion 19-33

Ketler/Sullivan

THAT Council receive the delegation from Andrea Cupelli, Coordinator; and Betty Tate, Comox Valley Coalition to End Homelessness, Annual Update.

Carried Unanimously

- 3.2 Helen Boyd, Comox Valley Nurses for Health & the Environment; and Lydia Hardy, Third Year Nursing Student, NIC Comox Valley Nurses re. Ban on Single Use Plastics

Motion 19-34

Ketler/Sproule

THAT Council receive the delegation of Helen Boyd, Comox Valley Nurses for Health & the Environment; and Lydia Hardy, Third Year Nursing Student, NIC Comox Valley Nurses re. Ban on Single Use Plastics.

Carried Unanimously

4. Unfinished Business

None

5. Correspondence

- 5.1 Gary MacIsaac, Union of BC Municipalities

- Scope Change request for the South Regional Wastewater Management and Resource Recovery Project

Motion 19-35

Sproule/Sullivan

THAT Council receive the correspondence from Gary MacIsaac re: Scope Change request for the South Regional Wastewater Management and Resource Recovery Project.

Carried Unanimously

6. Reports

6.1 Fire Hall Detailed Design

Motion 19-36

Sproule/Ketler

THAT Council receive the Fire Hall Detailed Design report.

Carried Unanimously

Motion 19-37

Ketler/Sullivan

THAT Council receive the delegation of Kyle Schick from Finlayson Bonet Architecture Ltd.

Carried Unanimously

Motion 19-38

Sproule/Sullivan

THAT Council approve the detailed design of the Village of Cumberland Fire Hall.

In favour: Mayor Baird
Councillor Brown
Councillor Sproule
Councillor Sullivan

Opposed: Councillor Ketler

Carried

6.2 Development Variance Permit Application – 2690 Derwent Avenue
This item was removed from the agenda.

6.3 Residential Infill Development Permit – 2798 Maryport Avenue
Motion 19-39

Sullivan/Sproule

THAT Council receive “Residential Infill Development Permit – 2798 Maryport Avenue” report dated January 21, 2019.

Carried Unanimously

Motion 19-40

Brown/Sproule

THAT Council approve the application for a Development Permit for property described as Lot 3, Block 19, District Lot 21, Nelson District, Plan 522C (2798 Maryport Avenue) for the purposes of the construction of an Accessory Dwelling Unit, substantially in compliance with the Development Permit dated January 28, 2019.

Carried Unanimously

- 6.4 Community Emergency Preparedness Fund – Emergency Operations Centres & Training Program - Village Emergency Operations Centre Upgrades Grant Application
Motion 19-41

Sullivan/Sproule

THAT Council receive the Community Emergency Fund – Emergency Operations Centres & Training Program grant application report.

Carried Unanimously

Motion 19-42

Sullivan/Brown

THAT Council support the submission of a Community Emergency Preparedness Fund – Emergency Operations Centres & Training Program grant application through the Union of BC Municipalities (UBCM) for the upgrades of the Village Emergency Operations Centre for an amount of up to \$12,000 and direct staff to amend the 2019-2023 financial plan bylaw to reflect this expenditure; AND THAT Council support the proposed activities included in the grant application and commit to provide overall grant management.

Carried Unanimously

- 6.5 Community Grant Program – Special One-Time Projects and Seed Funding
Motion 19-43

Ketler/Sproule

THAT Council receive the Community Grant Program - Special One-Time Projects and Seed Funding report.

Carried Unanimously

Motion 19-44

Brown/Ketler

THAT Council allow funding for operations for special events in the Community Grant Program

Carried Unanimously

Motion 19-45

Ketler/Sproule

THAT Council approve the minimum grant application of \$1000 for the Community Grant Program.

Carried Unanimously

Motion 19-46

Ketler/Sproule

THAT Council approve applications for the Community Grant Program for operating funding for special events for the following only:

- Expansion of or a new program at an established special event
- One-time special event
- Seed funding for a new special event

Carried Unanimously

Motion 19-47

Sullivan/Brown

THAT Council approve the Community Grant Program guidelines as presented with the updates approved by Council.

Carried Unanimously

6.6 2019 Council Conferences and Policy

Motion 19-48

Sullivan/Ketler

THAT Council receive the 2019 Council Conferences and Policy report.

Carried Unanimously

Members confirmed the following conference attendance:

- Mayor Baird: LGLA, AVICC, UBCM, FCM, VIEA
- Councillor Ketler: AVICC, UBCM, 2022 FCM SC
- Councillor Sproule: LGLA, AVICC, UBCM, VIEA
- Councillor Sullivan: LGLA, AVICC, UBCM, VIEA. 2020 FCM SC
- Councillor Brown: LGLA, AVICC, UBCM, VIEA

Motion 19-49

Sproule/Ketler

THAT Council approve Council Member Conference Policy 1.3 as presented.

Motion 19-50

Sullivan/Sproule

THAT Council amend the main motion by changing the Council Member Conference Policy 1.3 in section 2(b) by inserting “annually in November” and removing “after an election”; and in section 2 by inserting “unless voluntarily foregoes attendance at another conference under 3(2)(b)”

Carried Unanimously

Carried Unanimously

- 6.7 Council Member Code of Conduct
Motion 19-51

Sullivan/Ketler

THAT Council receive the Council Member Code of Conduct report.

Carried Unanimously

Motion 19-52

Sullivan/Sproule

THAT Council approve the Code of Responsible Conduct as presented.

Carried Unanimously

- 6.8 2019 AVICC Resolution – Funding of Fire Halls and Public Safety Buildings
Motion 19-53

Sproule/Sullivan

THAT Council receive the AVICC Resolution –Funding of Fire Halls and Public Safety Buildings report.

Carried Unanimously

Motion 19-54

Sproule/Ketler

THAT Council endorse the submission of resolution Funding of Fire Halls and Public Safety Buildings to the 2019 Association of Vancouver Island and Coastal Communities convention.

Carried Unanimously

- 6.9 Financial Performance Report – Fourth Quarter 2018
Motion 19-55

Sproule/Ketler

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

Carried Unanimously

- 6.10 Municipal Natural Assets Initiative – Participation Report
Motion 19-56

Sproule/Sullivan

THAT Council receive the Municipal Natural Assets Initiative – Participation Report.

Carried Unanimously

Motion 19-57

Sullivan/Sproule

THAT Council agree to participate in the Municipal Natural Assets Initiative project with the Comox Valley Regional District, City of Courtenay, Town of Comox and K'omoks First Nation; and

THAT Council approve the expenditure of \$10,500 over the 2019 and 2020 fiscal years, with funding to come from the Water Financial Stabilization Reserve Fund and THAT Council direct staff to amend the 2019-2023 Financial Plan bylaw to reflect the expenditure.

Carried Unanimously

6.11 Corporate Strategic Priorities – Quarterly Update

Motion 19-58

Ketler/Sullivan

THAT Council receive the Corporate Strategic Priorities Quarterly Update report for information.

Carried Unanimously

6.12 Electronic Funds and Cheque Register, November and December 2018

Motion 19-59

Sproule/Sullivan

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

Carried Unanimously

6.13 Outstanding Action Items

Motion 19-60

Ketler/Sproule

THAT Council receive the Outstanding Action Items report.

Carried Unanimously

7. Bylaws

7.1 Development Procedures and Fees Bylaw No. 1073, 2018

Motion 19-61

Ketler/Sullivan

THAT Council receive Development Procedures and Fees Bylaw No. 1073, 2018" dated January 15, 2019.

Carried Unanimously

Motion 19-62

Sullivan/Ketler

THAT Council give third reading to the Development Procedures and Fees Bylaw No. 1073, 2018 as presented to include amendments for reduction in the Manufacture Home Permit for not for profit application, and to insert “accessible” for each instance of a public meeting.

In favour: Mayor Baird
Councillor Ketler
Councillor Sullivan

Opposed: Councillor Brown
Councillor Sproule

Carried

7.2 2018 - 2022 Financial Plan Amendment Bylaw No. 1097, 2019

Motion 19-63

Sullivan/Sproule

THAT Council adopt 2018 - 2022 Financial Plan Amendment Bylaw No. 1097, 2019.

Carried Unanimously

Councillor Brown left the meeting at 7:43 pm as she collect remuneration from Cumberland Lake Wilderness Society.

7.3 2019 - 2023 Financial Plan Bylaw No. 1092, 2018

Motion 19-64

Sproule/Sullivan

THAT Council adopt 2019 - 2023 Financial Plan Bylaw No. 1092, 2018.

Carried Unanimously

Councillor Brown returned to the meeting at 7:44 pm

8. Consent Calendar

None

9. New Business

None

10. Notices, Motions and Announcements

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

- Heritage Commission meeting on February 4, 2019 at 5:00 p.m.

11. Question Period

Members considered questions regarding the following matters:

- Neighbour public meetings for development permits and heritage alteration permits
- Public tour of new water treatment plant
- Fees for Village Park use

12. Adjournment

Ketler/Brown

THAT Council adjourn the meeting at 7:47 p.m.

Carried Unanimously

Certified Correct:

Mayor

Corporate Officer



Corporation of the Village of Cumberland

Heritage Commission Meeting Minutes

Minutes of the Heritage Commission held on Monday, December 3, 2018 in Council Chambers at 2675 Dunsmuir Avenue, Cumberland, BC.

PRESENT:	Mike Tymchuk (till 5:30pm) Paul Laronde Meaghan Cursons Gwyn Sproule Vicky Brown (observing)	Chair
ABSENT:		
STAFF	Cleo Corbett, Senior Planner	Secretary

1. Call to Order 5:00pm

2. Approval of Agenda, as amended:

Sproule/Cursons: THAT the agenda be approved.

CARRIED

3. Approval of the Minutes: November 6, 2018

Cursons/Sproule: THAT the agenda be approved.

CARRIED

4. Resignation of Chairperson Mike Tymchuk:

Mike Tymchuk handed in a hard copy letter resigning from the Heritage Commission and as Chairperson. Mr. Tymchuk spoke fondly of his tenure on the Heritage Commission and the progress and achievements to date. He highlighted the Heritage Management Plan and the Statements of Significance work. He indicated better efforts could be made to engage the community at large.

5. Appointment of a Chairperson:

Meaghan Cursons nominated Paul Laronde as Chairperson for the Heritage Commission. Mr. Laronde accepted. An election was held.

Cursons/Sproule: THAT Paul Laronde be elected Chairperson of the Heritage Commission immediately and for 2019.

CARRIED

6. 2018 Progress Report and Proposed 2019 Work Plan:

Under Section 8. Mandate (5) in the Heritage Commission Bylaw No. 824, the Heritage Commission is to submit to Council for its approval on an annual basis a work program report that summarizes the activities of the Commission in the year past (2018) and outlines the work priorities proposed for the coming year (2019).

The Commission discussed completing the five Statements of Significance in 2018 and efforts on getting the Cumberland United Church provincially designated. They discussed taking direction for future endeavors from the Heritage Management Plan, Statement of Significance preparations (three to five for 2019), community outreach, Commission membership recruitment and looking for direction from Council in a reviewed and updated terms of reference in the near future.

Commission members will work on drafting the subject report to Council prior to the next Commission meeting.

7. Next Meeting: Monday January 7, 2019 time 5:00pm.

8. Termination

Cursons: THAT the meeting terminate.

Time: 6:15pm.

Certified Correct:

Chair

Deputy Corporate Officer



October 30, 2018

Mayor Leslie Baird
Village of Cumberland
2673 Dunsmuir Avenue
Cumberland, BC
mayor.baird@cumberland.ca

Item 3.1

Dear Mayor Baird,

Congratulations on your re-election as Mayor of Cumberland, and to both the new and returning Councillors. We wanted to take this opportunity introduce ourselves to your new Council and provide an update on our ongoing certification activities taking place in your region.

In 2013, Marine Harvest's global operations began an initiative to lead the "Blue Revolution". The Blue Revolution focuses on four key values to promote innovation and achieve goals within our company: passion, change, trust and share. One aspect of the Revolution was our participation in the Global Salmon Initiative and the application of Aquaculture Stewardship Council (ASC) certification program across our production.

Information that may be of interest to you and can be included for further discussion:

- Certification: Marine Harvest is the leading company in Canada in terms of ASC certification. Nineteen farms are now certified, accounting for approximately 60% of our active farms in British Columbia.
- Seafood Watch: in 2017, a detailed review of data and scientific literature resulted in the Seafood Watch updating its recommendation regarding farm-raised salmon in B.C. from "avoid" to "good alternative". BC is the only region to receive this recommendation.
- New technology: Marine Harvest continues to work to achieve such things as strengthening farm infrastructure, reducing feed conversion rates, reducing fresh water use, and finding alternative sea lice treatments.
- Therapeutic treatment: Our certification requires we provide details of therapeutic treatments, additional information on these programs and our treatments is attached.

We would like to meet with you at your convenience to discuss our certification programs and future innovation coming to Marine Harvest's operations here in British Columbia. We look forward to hearing back from you and to establishing regular opportunities to share experiences that will strengthen Marine Harvest Canada's relationship with the Village of Cumberland.

Best regards,

Jeremy Dunn
Director of Public Affairs
Jeremy.Dunn@marineharvest.com
604-908-7073

Katherine Dolmage
Certification Manager
Katherine.Dolmage@marineharvest.com
250-850-3276 x 7228

Rachel Parker

Subject: FW: Delegation to Council

From: Iain Glass - Ethical Bees

Sent: Wednesday, February 06, 2019 11:54 AM

To: Village of Cumberland <info@cumberland.ca>

Cc: Subject: Re: Delegation to Council

Purpose: Request to amend zoning bylaw VCMU-1 section 9.1 to permit honey bee colonies on roof tops within the Village

Honey Bees are endangered. A key to their continuance is the breeding of locally adapted resistant bees.

Roof tops are the safest location for honey bees. This vastly diminishes the interactions with humans and predators such as bears and skunks.

Presenting: Wendi Gilson (Black Horse Apiary) and Iain Glass (Ethical Bees Vancouver Island Survival Stock project) will be presenting.

Disclaimer: Wendi is acting completely independently from her role as a Provincial Apiary Inspector

Iain

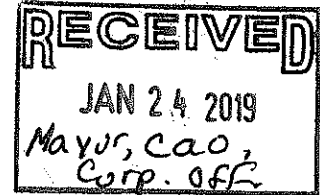


**Do you believe in the "Next Pesticide"
or should we be working on Better Bees?**

COMOX VALLEY SOCIAL PLANNING SOCIETY
489 Old Island Highway
Courtenay BC V9N 3P5

January 21 2019

To: Mayor Leslie Baird
Village of Cumberland



From: Comox Valley Social Planning Society

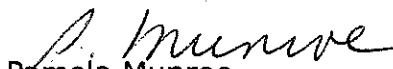
The Comox Valley Social Planning Society was founded in 1996 to promote social planning as a process for developing a healthy community in the Comox Valley. Our goals are:

- To gather information about human services and raise awareness by identifying gaps and overlaps.
- To provide links between service providers and consumers.
- To facilitate community education regarding existing services and citizen participation in new service development
- To act in an advisory/advocacy capacity by responding to community or individual requests
- To identify possible strategies and actions to meet desired targets.

During 2019 our meeting schedule is the first Tuesday of the month in March, May, September and November. These meetings are open to our members, municipal representatives, and the public. Once a year we host a brown-bag lunch forum which brings together agencies from across all sectors to update each other about the successes and challenges in serving the social planning needs of the residents of the Comox Valley.

During 2018 we collaborated with the Comox Valley Community Foundation and the local United Way group to produce our second Comox Valley Vital Signs Report. We believe that this document will be a catalyst in engaging citizens, businesses, institutions, community organizations, and policy makers in making decisions and taking actions that serve to enhance the quality of life for all residents of the Comox Valley.

As they have in the past, we invite the Village of Cumberland to designate one of their councilors as a representative to the Comox Valley Social Planning Society. We look forward to working with you.


Pamela Munroe
Treasurer
on behalf of the Board
Comox Valley Social Planning Society



November 29, 2018

To:

Mayor and Council,
Village of Cumberland,
2673 Dunsmuir Ave.,
Box 340 Cumberland, BC V0R 1S0

From:

Board of Directors,
Cumberland and District Historical Society (Cumberland Museum and Archives)
2680 Dunsmuir Ave.,
Box 258 Cumberland, BC V0R 1S0

Mayor Baird and Council,

This letter constitutes a formal request that the Village of Cumberland appoint a member of Council to sit on the Board of the Cumberland and District Historical Society as a non-voting board member.

Given the close historical ties between the Village of Cumberland and the Cumberland Museum and Archives and the fact that the Museum operates in a municipal building providing an important municipal service, we find that it is most appropriate that a Council member sit on our Board to act as an ongoing liaison with the Village.

Our next meeting is on January 9th, 2019 at 5:30 at the Museum. We would be happy at that time to welcome your representative.

Sincerely, and on behalf of the Board,

Roger J.G. Albert
Chair, Cumberland and District Historical Society

**Box 258 - 2680 Dunsmuir Ave. Cumberland BC, V0R 1S0
www.cumberlandmuseum.ca - 250-336-2445**

COUNCIL REPORT



REPORT DATE: February 1, 2019

MEETING DATE: February 11, 2019

TO: Mayor and Councillors

FROM: Joanne Rees, Planner

SUBJECT: Temporary Use Permit – Trugreen Solutions – 3276 Third Street

OWNERS:	1102849 BC Ltd.		
AGENT:	Trugreen Solutions (Michael Arneja)		
PID:	003-179-061	Folio:	00173.000
LEGAL DESCRIPTION:	Lot 12, Block 10, District Lot 21, Nelson District, Plan 552-A		
OCP DESIGNATION:	Commercial Mixed Use		
ZONE:	Village Core Commercial Mixed Use One (VCMU-1)		

RECOMMENDATION

- i) THAT Council receive the report Temporary Use Permit – Trugreen Solutions – 3276 Third Street dated February 1, 2019.
- ii) THAT Council approve the application for a Temporary Use Permit for property described as Lot 12, Block 10, District Lot 21, Nelson District, Plan 552-A (3276 Third Street) for the purposes of operating a cannabis retail business, substantially in compliance with the Temporary Use Permit dated February 11, 2019.

SUMMARY

On November 26, 2018, Council chose Trugreen Solutions as one of the successful proponents to be given the opportunity to apply for a Temporary Use Permit (TUP) for Retail Sales of Cannabis and Cannabis Related Products within the Village of Cumberland.

BACKGROUND

On September 24, 2018, Council amended two bylaws with regard to Cannabis Retail:

- a) the Zoning Bylaw No. 1027 to add the new definitions for Cannabis, Cannabis Retail, and Recreational Cannabis Facility, while deleting the definition for Marihuana Dispensary. The Bylaw amendment also provided that in the Commercial and Mix Use Zones and the Interchange Zones, Cannabis Retail will be considered through the application for a TUP.

Also, Cannabis Recreational Facility was added as a Principal Use in the Light Industrial Zone, Heavy Industrial Zone, and the Industrial Greenways Reserve Zone.

- b) the Business Licence Bylaw No. 896 that amends the regulation of medical marijuana dispensaries and adds regulation of cannabis retail and recreational cannabis facility.

Other Applications

Trugreen intends to use a portion of an existing building and will be making changes to windows and doors which will require both a Heritage Alteration Permit (HAP) and subsequent Building Permit. The application for the HAP has been made, however it was felt that the TUP should be processed first in order to expedite (for the applicant) the Village's approval (or not) to the Liquor and Cannabis Regulation Branch.

The HAP will require details on Landscaping, Form and Character (includes Materials, Windows and Doors, Architectural Detailing, Colour, Lighting, and Signage), Accessibility, and Access and Parking, Stormwater, and Erosion Control. It is anticipated that the HAP will be forthcoming in early April.

In addition, a Business Licence application is required. The Business Licence requires the following: a security plan for the premises that includes video surveillance, proof of a security alarm contract that includes monitoring at all times by a Licenced third party, adequate health and safety signage, installation of an air infiltration system, and the provision that the windows on any street frontage are not blocked by translucent or opaque material, artwork, posters, shelving, display cases or similar elements (this requirement will be discussed in the HAP).

Please note that granting or refusing Business Licences has been delegated to the Chief Administrative Officer (or his delegate).

Temporary Use Permit (TUP)

Trugreen Solutions has submitted an application to operate a cannabis retail business at the above noted address. The TUP has very few process requirements in itself, and many of the details which may be of interest will be addressed in the HAP and/or Business Licence (as noted above).

The applicant has provided a Site Plan and Landscape Plan as required. The Landscape Plan shows street trees in the boulevard, shrubbery in pots on front of the building, and plantings on the side wall fronting on Penrith Avenue. Details of these plantings such as type of plant and location is yet to be determined and staff would recommend that Council allow the details to be negotiated and present them as part of HAP.

There are no other requirements for the TUP as this process only deals with the intended retail use of the property.

REFERRALS

The Advisory Planning Commission (APC) at present has only three members and the Bylaw requires a minimum of 5 members. Staff are recommending that Council consider this application without APC comments.

FINANCIAL IMPLICATIONS

None

OPERATIONAL IMPLICATIONS

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

STRATEGIC OBJECTIVE

Insert any relevant strategic objectives that this report pertains to.

ATTACHMENTS

1. Results of Public Meeting held on January 8th, 2019
2. Temporary Use Permit

CITIZEN/PUBLIC RELATIONS IMPLICATIONS

Pursuant to the requirements of the *Local Government Act*, notice of Council consideration of a Temporary Use Permit has been:

1. mailed to owners of adjacent properties on January 29th, 2019 which meets the requirement of a minimum of 10days before the Council considers the application; and
2. has been advertisement in two sequential editions of the Record newspaper on February 5th and 7th, 2019.

At the time of writing this report, no comments or concerns have been received by staff.

CONCURRENCE

Ken Rogers, Manager of Development Services KR

OPTIONS

- i) Grant the Temporary Use Permit as presented.
- ii) Deny the Temporary Use Permit as presented (must give reasons).
- iii) Any other action deemed appropriate by Council.

Respectfully submitted,

Joanne Rees

Joanne Rees
Planner

Sundance Topham

Sundance Topham
Chief Administrative Officer

Summary of Comments Received at Neighbourhood Meeting

1.	Neighbourhood meeting held in regards to:		TUP and Heritage Alteration Permit
2.	Meeting Date and Time:		Tuesday January 8th, 2019 at 6:00pm
3.	Meeting Location:		Cumberland OAP Hall
4.	Advertising:	Newspaper (attach tear sheet)	Paper: Comox Valley Record Date: December 25th, 2018 December 27th, 2018
		Notices Hand delivered	Date: December 18th, 2018
5.	Numbers of attendees 0	Attach sign in sheet	NA
6.	Summarize the comments received		Walked Door to Door to over 60 including Homes and Businesses. Lots of people and businesses were present and I was able to speak to them about questions and concerns. Overall the feedback was positive and supportive of our rejuvenation. The main question was how soon will we be open and where will we purchase the products. A number of local businesses and homes owners in close proximity were interested in the building alteration plans and street rejuvenations.
7.	Attach copies of written comments received		None

Signature of Applicant or Agent certified that
Signature of Applicant or Agent certified that the
information is accurate and complete

Michael Arneja

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Legal Notices

NOTICE
TO THE OWNER(S) OF THE VESSEL Oriana II,
Registration # 801553, LOCATED AT Comox
Harbour, Town of Comox, B.C. IS CURRENTLY
CONSIDERED TO BE: ABANDONED

A request for authorization to take possession of and remove this vessel under section 20 of the Navigation Protection Act has been made. If the owner(s) does not contact Transport Canada to demonstrate ownership and reclaim this vessel by January 22, 2019, the Minister of Transport may authorize the undersigned, to take possession of, permanently remove and dispose of the vessel.

If you are the owner(s) or if you have any information about the owner(s) of this vessel, it is important that you contact Transport Canada, Navigation Protection Program at 604-775-8867 or nppac-pnpac@tc.gc.ca and reference file number 2018-50514.

Notice posted by: Tom Taylor, Courtenay, B.C.

Legal Notices

Legal Notices

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Legal Notices

Legal Notices

2019 Council Meetings

The 2019 Courtenay Council meeting schedule is posted on the notice board and available to the public at City Hall, 830 Cliffe Avenue, Courtenay from 8:30 a.m. to 4:30 p.m. Monday to Friday excluding holidays.

The schedule is also available on the City's website at:
www.courtenay.ca/councilmeetings

John Ward, CMC
 Director of Legislative & Corporate Services

This notice is pursuant to Community Charter Section 127



MAKE AN ANNOUNCEMENT

INVITATION TO NEIGHBORHOOD MEETING BY TRUGREEN SOLUTIONS INC.

To review a proposed Temporary Use Permit on the property located at 3276 Third Street, Cumberland BC.

THE MEETING WILL BE HELD ON
Tuesday January 8th, 2019 at 6:00pm
 in the Old Age Pensioners Hall
 located at 2676 Dunsmuir Avenue,
 Cumberland, BC V0R 1S0

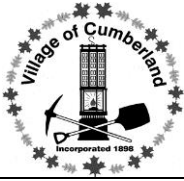
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Corporation of the
Village of Cumberland

TEMPORARY USE PERMIT

TO: 1107249 BC Ltd **AGENT: Trugreen Solutions (Michael Arneja)**

OF: 1212 – 1175 Douglas Street, Victoria, BC V8W 2E1

1. This Temporary Use Permit (2018-01-TUP) is issued subject to compliance with all of the bylaws of the Village of Cumberland applicable thereto, supplemented by this Permit for the purposes of operating a cannabis retail business.

2. This Temporary Use Permit applies to and only to those lands within the Village of Cumberland described below, and any and all buildings, structures and other development thereon:

Legal Description: Lot 12, Block 10, District Lot 21, Nelson District, Plan 552-A

Folio: 516 00173.000 **PID:** 003-179-061

Civic Address: 3276 Third Street

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

a) **Site Design**

The siting shall be substantially in conformance with the attached Schedule A.

b) **Landscaping**

The landscape plan shall be implemented substantially in conformance with the attached Schedule A.

4. **Security**

A Landscaping Security is required, which provides the means by which Council can carry out the landscaping works if the Owner does not complete the approved Landscape Plan. The details of the security are as follows:

a) The amount shall be 120% of the cost estimate for the approved landscape plan and shall be received before the Permit is issued.

b) An inspection shall be carried out upon completion of the plan and if compliant, a refund of 75% shall be made.

- c) The remaining 25% will be held back for one year at which time the Owner will request an inspection. If the plantings are to the satisfaction of the Village, the holdback will be returned to the person who paid it. If any of the plants have not survived, they shall be replaced by the Owner per the approved landscape plan, or failing this, the Village may use the holdback to replace the plants. Any amount of the security not used for the purpose it was intended will be returned to person who paid it.

5. **Expiry and Renewal**

- a) The Owner of land in respect of which a Temporary Use Permit has been issued has the right to put the land to the use described in the Permit for three years after the Permit is issued. The expiry date is _____.
- b) Council may grant renewal of the Permit once for a period not to exceed three years. The Applicant is expected to apply for renewal at least 60 days prior to the expiry date.
- c) When the Permit expires, the Cannabis Retail operation will cease within 30 days and any applicable Business Licence will be revoked at this time.

6. **Timing and Sequencing of Development**

None

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

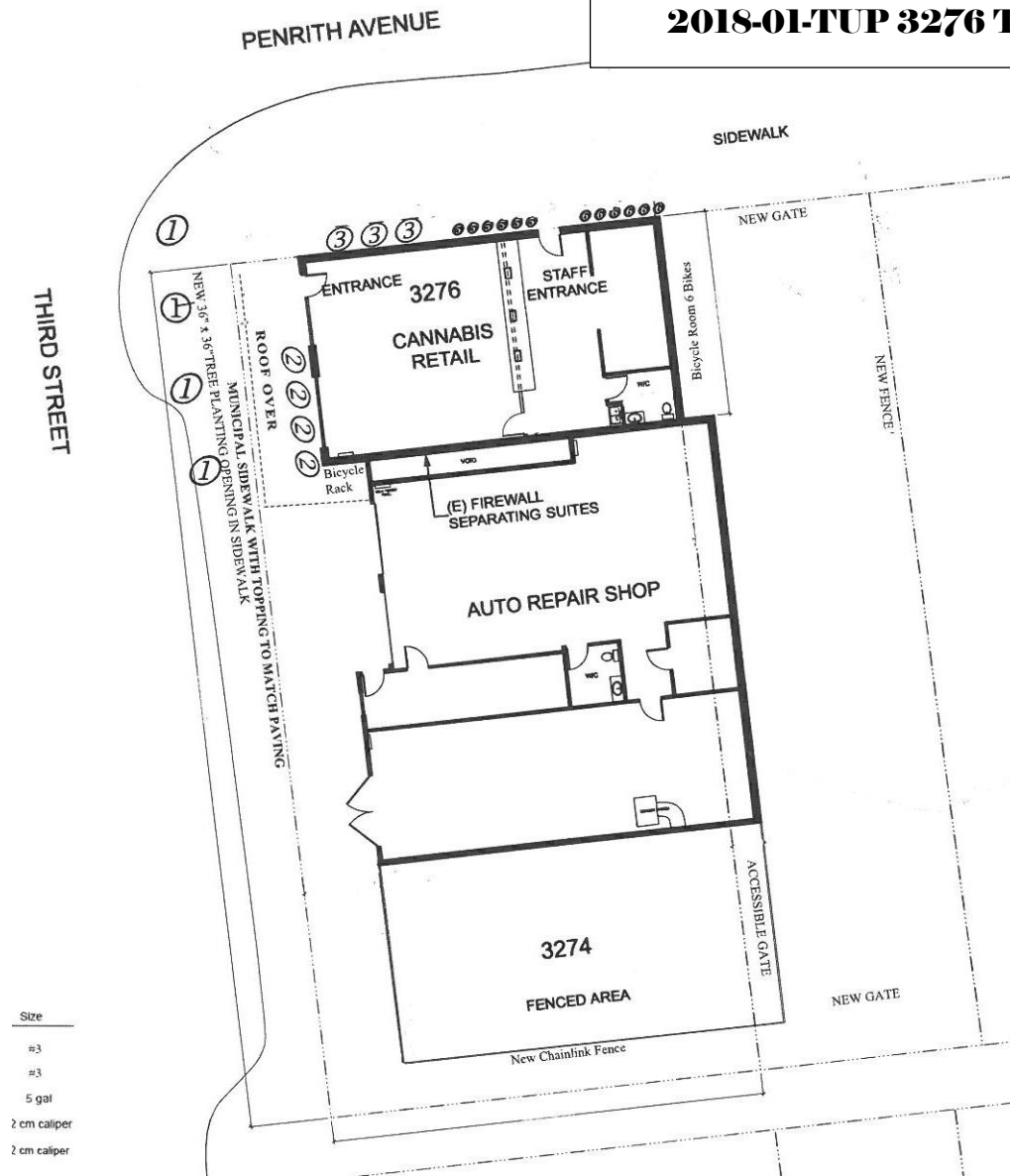
Schedule A – Site & Landscape Plan

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

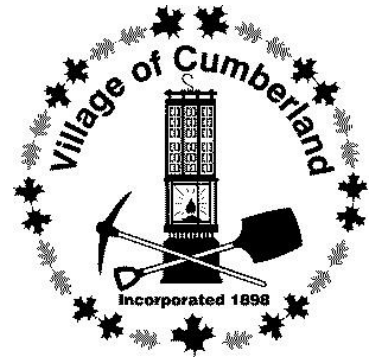
CERTIFIED as the Temporary Use Permit granted by resolution of the Council of the Corporation of the Village of Cumberland on the ____ day of _____, 2019 and issued on the ____ day of _____, 2019. *(the Council grants the Permit, and senior staff shall issue the Permit when all the conditions have been met. (such as the landscaping security, etc)*

Corporate Officer

Schedule A Siting and Landscape Plan **2018-01-TUP 3276 Third Street**



COUNCIL REPORT



REPORT DATE: February 1, 2019
MEETING DATE: February 11, 2019

TO: Mayor and Councillors
FROM: Kevin McPhedran, Parks and Outdoor Recreation Coordinator
SUBJECT: 2018 Cumberland Lake Park Contractor Annual Report

RECOMMENDATION

- i) THAT Council receive the *2018 Cumberland Lake Park Contractor Annual Report* for information.

SUMMARY

As per the Village's 2017-2021 Lake Park Operations Agreement with the Cumberland Lake Wilderness Society, the society is to submit a detailed Annual Report in the fall of each year. The report provides an overview of the contractor's challenges and successes; park maintenance and capital infrastructure issues; and serves to communicate any other issues or concerns to the Village. The 2018 Cumberland Lake Park Contractor Annual Report is attached for Council's information.

BACKGROUND

Cumberland Lake Wilderness Society (CLWS) is a local non-profit organization formed in 2015 for the purpose of managing Cumberland Lake Park. The society was awarded one year park operations contracts in each of 2015 and 2016, and was subsequently awarded a five year operations agreement for 2017-2021 in the fall of 2016.

As per the terms of the Agreement, CLWS submitted their 2018 Annual Report to the Village in November 2018. This report is intended to communicate key information to Village staff and Council in regards to park operations, issues, challenges and successes. The report is attached for Council's information.

2018 was CLWS's fourth season – and second of the current five year contract – managing and operating the park, and the organization reported an “overall busy and successful season with the campground full almost every weekend during the summer.” As the society gains experience in park management, they are increasingly better able to assess park trends, operational and policy issues, and infrastructure and facility requirements.

A summary of some of the key items communicated in the report includes:

- The “culture” of the campground continues to improve with increased visitation from families and destination trail tourists.
- The Village and CLWS continue to collaborate on prioritizing infrastructure improvements/capital projects in the park using the Park Master Plan and identified on-the-ground issues for guidance. Annual Park Capital and Operating Budgets reflect these needs.
- For the second year, CLWS utilized the Camp Host model, which enables CLWS to maintain a park presence 12 months a year.
- CLWS obtained four Canada Summer Jobs Grants and one Get Youth Working Grant, enabling the society to five local Cumberland youth.
- In 2018 park revenues were slightly down from 2017. Accordingly, the Village’s dividend is down from the previous year, but is slightly higher than the five-year average. With a full service concession operating in 2019, staff forecast dividend revenue to correspondingly increase.

Year	Village Lake Park Dividend
2014	\$17,492.96
2015	\$17,160.08
2016	\$14,750.99
2017	\$18,361.63
2018	\$17,093.82
5 Year Average (2014-18)	\$16,971.90

- Some challenges faced in 2018 include:
 - A change in the campsite reservation system resulted in campsite booking issues.
 - Delays in the Village-capital washroom project in May and June, resulting in the society to have to provide temporary interim washroom facilities.
 - Inability to attract a concession / food services contractor, which was attributed to the inability to offer grilled and fried menu due to shortcomings in concession infrastructure.
 - Staff turnover.
 - Other reoccurring challenges such as managing day users, parking, dogs, and old infrastructure.
 - Dividend reporting and payment submission.

FINANCIAL IMPLICATIONS

Park improvements for 2019 and beyond – including many of the capital improvements requested by park operator in the Annual Report – have been budgeted for in the Village’s 2019-2023 Financial Plan Bylaw.

OPERATIONAL IMPLICATIONS

CLWS is under contract to provide park management and day-to-day operations until 2021, while Village staff oversee major park projects and maintenance, planning initiatives, and other issues as required. The Parks and Outdoor Recreation Coordinator manages the Parks Operations Agreement with support from Public Works for operations (e.g. water system maintenance, etc.) and the Recreation Department for specific programming needs.

STRATEGIC OBJECTIVE

Ongoing improvements to Cumberland Lake Park facilities and operation align with the following objectives in Council's 2018 Strategic Plan:

- Implement the Cumberland Lake Park Master Plan
- Support tourism through parks and recreation, heritage, and environmental conservation

CONCURRENCE

Ryan Coltura, Manager of Recreation RC

ATTACHMENTS

- A. Cumberland Lake Park: Contractor Annual Report

OPTIONS

1. THAT Council provide feedback and input on 2018 Cumberland Lake Park operations.
2. Any other action deemed appropriate by Council.

Respectfully submitted,

Kevin McPhedran

Kevin McPhedran
Parks and Outdoor Recreation Coordinator

Sundance Topham

Sundance Topham
Chief Administrative Officer



Cumberland Lake Park Contractor Annual Report



Operating Year:	2018
Date of Report Submission:	November 19, 2018
Submitted by (Name and Position):	Vickey Brown Executive Director

As per the Cumberland Lake Park Operations Agreement between the Village of Cumberland and the Cumberland Lake Wilderness Society, the Society is to submit a detailed annual report to Village Council by November 15th 2018. This report is to be the primary communicative tool with the Village and shall address park maintenance issues and operations, procedures and policies, discuss possible improvements, upgrades and suggested capital projects to enhance the park, along with any other information deemed necessary by CLWS to communicate to the Village.

A. PROVISION OF GENERAL PARK SERVICES

Section 1: Introduction and General Overview of the Operating Season

Provide a general overview of park services and operations in 2018. Include such things as weather, visitation patterns, occupancy rates, and major issues, challenges and successes. Low level of detail- one to two paragraphs.

2018 has been a year of transition for CLWS with staff changes, reservation system program changes, and construction/opening of the new washroom building.

Jamie Knoakes left the organization in March and Vickey Brown was hired as the new Executive Director in March. Emily Blezard left in June and Erika Spearman took over as Campground Manager in July.

Current board members: Ian Cooper (chair), Heather McLaren, Nancy Silverstein (secretary), Maaike Pen, Summer Matthews (treasurer)

We switched reservation system from web rez to Campgroundbooking.com

We ran a 'skeleton' concession from July- Sept due to lack of response to RFP and limited facilities.

The new washroom facility was opened in June.

All these changes meant a lot of learning and inevitably led to some challenges. However, overall it has been a busy and successful season with the entire campground full almost every weekend through the summer.

The culture of the campground continues to improve, and we have seen an increase in families, seniors and mountain bikers using the park, and campground.

The boat launch and day use area were consistently busy due to long periods of hot, sunny weather in July and August.

Section 2: Campground Services

Describe and discuss issues, challenges and successes in regards to campground operations, including un-serviced sites, serviced sites, and group sites; reservation and registration practices; fees and policy; showers and firewood sales. (Specific infrastructure issues to be detailed later in report).

New Washrooms:

The response to the opening of the new washroom facility has been extremely positive. There are some issues related to construction which I believe have recently been addressed (water pooling in men's bathroom, toilet paper dispensers come off the walls easily). We have also had issues with vandalism.

It took some trial and error for campground staff to establish a cleaning schedule that adequately addressed the volume of use the washrooms are receiving. The same was true for ordering supplies to keep the washroom stocked as we have been going through them at a much faster rate compared to previous years.

Shower fees may be raised to \$2 (from \$1) next year to cover propane costs (we will review over the winter).

Reservation System:

A major concern has been consistent problems with double-bookings. Our new reservation system crashed in March after people had made bookings, and we had no record of these bookings. Guests would arrive with confirmation emails for dates we already had others booked into the same sites. Other difficulties with using the new system have led to other errors in bookings which have required significant amounts of management time to resolve as well as costs in terms of giving refunds or discounted stays to compensate for our errors. We continue to work with Campground Booking to have the reservation system work with our campground policies.

Campground Sites:

There have been some complaints regarding size of sites and lack of privacy. Certain sites are extremely popular and booked all summer (1-11, 36). Group Site B continues to be very popular (all summer weekends were fully booked minutes after reservations opened). Maintenance of the road is an ongoing problem. It's a task that can only be done on quiet days when we have the staff and takes a great deal of time for very little progress.

During the winter the dock at Group Site B was removed due to safety concerns. This has led to some complaints from guests.

Section 3: Boat Launch Services

Describe and discuss issues, challenges and successes in regards to the provision of boat launch services, including season pass and single launch fees and policy, trailer parking, boat moorage issues, and other considerations as they relate to the boat launch. (Specific infrastructure issues to be detailed later in report).

Boat Launch:

The boat launch has been very busy again this year. The fees remain the same as last year at \$6 for a day pass and \$45 for a seasons pass. The addition of an outhouse has been very well received.

This year, it was mainly managed by our camp host (Doug) who would patrol the parking areas 4 times per day to check for boat launch passes. Parking for vehicles and trailers is a major challenge. There have been several instances where boat launch users are upset with us due to lack of parking because they view their boat launch pass as a parking pass.

Doug has also helped to diffuse several conflicts between boat launch users who get frustrated with other users. There is a need for better signage and a clearly marked area to allow vehicles to turn around with their trailers on so that they can reverse into the water.

On several occasions, Doug has had to help people jump vehicles, or bring them gas if they've run out while on the water or in other ways assist boaters.

We have a list of season's pass holder email addresses which we could use to solicit feedback on improvements to the boat launch experience.

We have continued to receive complaints about the uneven dock and the danger of using the dock in the winter as it becomes very slippery.

Section 4: Food Services

Describe and discuss issues, challenges and successes in regards to the provision of food services in the park. (Specific infrastructure issues to be detailed later in report).

CLWS actively sought out contractors to operate the concession via an RFP for this season but was unsuccessful. The condition of the building and lack of adequate cooking facilities is a major hurdle for any potential operator. An application has been submitted to the CV Community Foundation on behalf of the CLWS (with the Villages support) to seek funding for improvements to the facility before next year.

In order to mitigate complaints from the public, we began operating the concession in mid July in an extremely limited capacity. Offerings included ice cream cones, chips, gatorade and juice. Additional staff were hired with FoodSafe in order to operate.

There have been a number of complaints from campground guests as well and day users that the concession was closed or that there weren't better food services. Local park users like to come down to the lake in the evening and buy dinner, burgers and fries are expected.

Section 5: Day Use Opportunities

Describe and discuss issues, challenges and successes in regards to park day use services including parking areas, beaches, playgrounds, washrooms, picnic sites and shelters and other amenities catering to day-users. (Specific infrastructure issues to be detailed later in report).

Day Use:

The park continues to be a popular day use area for guests and locals of the Comox Valley. Day use numbers are highly correlated to weather conditions. Anecdotally we can say that we have thousands of visitors over the summer, but it would be great to get real visitation stats via surveys so that we can advocate for the park as a regional and tourist destination.

Seagulls:

We have a concern about the continued presence of large numbers of seagulls in the swim area which could impact water quality and definitely pose a 'yuck' factor for swimmers anywhere near the booms. A staff member has investigated a gull abatement approach and potential partnership with the CVRD on using birds of prey which was passed on to Kevin McPhedran to investigate further. While there was some discussion of swimmer's itch via social media, we did not receive any complaints of swimmer's itch in our day use area.

Parking:

Capacity for parking is a challenge, particularly for trucks and trailers for the boat launch but also in the main parking area. There were many hot, sunny days when cars, trucks and trailers were parked on both sides of the road for quite a long way back from the yellow gate and haphazardly parked in all kinds of interesting ways throughout the parking areas. Parking redesign, including signage for trailer area and parking lines would help alleviate the crowding.

Facilities:

The new bathroom facilities are a welcome addition to the park and have been very well received. The large numbers of day use guests did pose challenges for us as far as maintaining cleanliness and supplies in the washrooms, largely because the facilities are so lovely that the cleanliness expectation was perhaps out of line with a campground.

Many day visitors also use the bathroom stalls as change rooms which can lead to line ups to use the toilets.

Dogs:

Many park visitors as well as campers like to bring their dogs to the lake. We received several questions daily about where people could walk their dogs and let them swim. Campground staff would also patrol the beach to enforce the 'no dogs on beach' policy.

We also had issues with people who left dogs in hot cars after realizing they couldn't have them on the beach.

A designated dog beach area would be hugely popular and help resolve these issues. We also require official signage from the village in more visible locations so that guests know that dogs are not allowed on the main beach.

Playground:

The existing playground equipment is old and in poor condition. This summer, the tire swing had to be removed for safety reasons. CLWS would like to remove the plastic playground equipment as soon as possible as it is also old, unsafe and unsightly. The Cumberland Lake Park Master Plan suggests relocating the play area to a partially shaded area and replacing with nature play elements.

Section 6: Other Subcontracts

Describe and discuss all subcontracts with other park service provider, including successes and challenges. For example, provide a brief overview of the provision of water sport rentals; etc.

West Coast Water Sports (WCWS) Feedback:

This Summer was West Coast Water Sports 5th year in operation at Cumberland Lake Park and it was a very successful one. We were pleased with all the efforts put forward from our staff, supporters and everyone who was part of summer 2018.

This year we offered rentals of: Canoes, Single & Double Kayaks, SUPs (stand up paddle boards), and new this year Hammocraft (hammocks on SUPs). We also offered summer camps (outlined below).

Registration/Advertising:

Summer 2017, we advertised in the Comox/ Courtenay/ Cumberland Rec guide which was an excellent tool for exposure in the Comox Valley. We had some issues with the pay for this through the Village of Cumberland Recreation department but we ended up figuring it out at the end of the year. It was confusing because the village would get paid for bookings, take 10%, give to CLWS to give to me. For me to then give back 15% of my income to CLWS. However, the exposure and numbers that we received from this was a real marketing asset and got the word out extremely well. With around 70% of our rentals coming from the Rec guide last year. This is a well-known guide and we wish to be in it for future years. We plan to double the number of instructors/ children next year so we will need as much exposure as possible.

Infrastructure/Facilities:

Stairs - There are many customers each year who complain about the lack of stairs and uneven loose gravel in front of the rental kiosk and how hard it is to get down close to the water. It would be very beneficial for the lake to have approximately 8-12 steps that would enable everyone to safely walk down to the beach.

Lakefront maintenance:

The last 2 years WCWS had to cut/ chain saw and move beach wood, fallen trees and over grown shrubs that have fallen and become a safety issue. Not just for WCWS customers but for staff, campers and day users alike. I feel that this responsibility should be able to be maintained by the CLWS campground staff and Village of Cumberland to ensure this level of safety is up kept through out the full park to provide everyone with the beautiful, clean, fresh Comox Lake experience they deserve. WCWS certainly doesn't mind helping out and we have been doing all the work of clearing these areas over the past few years. But there should be a limit or description of what WCWS/ CLWS responsibility and what the village is responsible for. This issue was also brought up to the village of Cumberland as well this year. There was and currently still are massive trees with metal spikes sticking out of them that are laying on the beach that has been a constant safety concern for the past 2 years and haven't been removed yet. These spikes cause a big safety concern and I believe it is something that should not be over looked. The Village of Cumberland came and had a look and decided it involved too much man power to take care of and said it wasn't the villages responsibility.

Possible Improvements:

Change of location - The change of location conversation is something that has been discussed for numerous years and has not made much advancement due to numerous reasons. This is something that WCWS would be interested in and would participate in the planning as well. We are very happy in our current position and have been for 4 years. There could be some cost involved with either the upkeep of the current building or the implementation of a new set up. The roof on the covered area we currently use is quite damaged and is currently tarped. We would be interested in investing some money into a logical plan and maybe in turn would be able to extend the contract depending on the amount of money invested and the situation. Any plans would need sufficient time and planning to ensure it worked properly.

Options to consider:

1. Staying in the current covered picnic area; would need a new roof we could also extend this building and take over one of the surrounding campsites and have a larger covered deck area to be able to host other events.
2. Bringing in a sea-can to store all equipment. I would request to have the campsite to the left of WCWS which is located on the corner and has the stairs. The stairs would have to be fixed up, but there is good potential along with good water access and good visibility from the rest of the beach.

We would like to officially thank the Cumberland Lake Wilderness Society Staff and board members, both previous and current. It has been a pleasure to work with all of you. We would also like to thank the Village of Cumberland for their resources. We look forward to working with everyone in the new year.

VI Paddling

We have worked hard with VI Paddling this year to improve and clarify expectations for both CLWS and VI Paddling. Currently, VI Paddling stores a trailer holding 4-6 boats adjacent to the campground office, as well as 2 boats moored to the dock year-round. They run dragon boat practices regularly, their members access the boats for practice regularly, and they also run summer camps for kids via Cumberland Recreation and CCSS.

VI Paddling is a non-profit based out of Victoria and has limited administrative and communication capacity as a result. We struggled to manage this subcontractor over the past couple of years due to these limitations. This year we made great strides and have a good contract to move forward into next year.

VI Paddling is interested in building a structure to hold their equipment somewhere on the property. They have suggested one of the docks as a potential site. They have also requested improvements to the docks to prevent slipping in the winter.

Section 7: Recreation Programming

Describe and discuss all recreation programming in 2018, including partnerships with community groups, recreation contractors or other organizations.

VI Paddling:

VI Paddling hosted two week long paddling camps for kids as well as after school programming with CCSS in the spring. Camps ran July 16-20 and August 13-18, both full with 10 kids in each. They had planned to have a third camp running right after school was out (July 1-5), however we did not have enough kids registered to run it. Youngest paddlers were five and the oldest were 12.

VI Paddling members use the boats stored on site regularly for their own practice. VI Paddling also hosted a season-end season fun dragon boat festival, bbq and campout at the Lake Sept 14-16th attended by about 20 members. This price includes our week-long kids camp programs. These camps cost \$275 for Monday to Friday from 9am - 4pm. The kids age ranged from 6-12 years old. This was the second year doing the kids camp and registration was similar to last year. We believe that with proper marketing for next year we can bring on a second instructor and double the potential numbers. This year camps ran: July 16 – 20, 8 kids, July 23- 27, 9 kids, July 30 – August 3, 5 kids-August 13 – 17, 8 kids, August 20 – 24, 8 kids, August 27 – 31, 7 kids for a total of 45 kids

Camps were run extremely well this year. We have had a lot of very positive feedback and comments from both parents and children. We had an excellent instructor with a fantastic curriculum. The only safety issue was a wasp sting that was easily cared for and treated with 1st aid by our instructor.

We were extremely lucky to receive a donation of \$2,475 from someone who wishes to be anonymous. This enabled 9 less fortunate children who were from the Comox Valley to enjoy a week of camp with us. In addition to this donation, through other donations and free

registration we have personally given away over \$2,500 worth of rentals and kids camp positions over the duration of the summer 2018. Some of our partners involved: Eagle97.3 20K giveaway, C.V. Sports & Social, Military Family Resources Center, Cumberland Firehall, Cumberland Forest and more.

We did not produce any green house gases through our rental services this year. We offer all self powered rentals in our rental fleet. Operations Feedback at the lake: We worked out a great location to operate kids camps under the willow tree on the public beach adjacent to the lakefront RV sites. We hope to use this location again next year. We had no issues with any staff or campers. The CLWS Staff were excellent to work with.

West Coast Water Sports

WCWS ran kids (6-11) camps weekly through July and August which were well attended. No issues or concerns were raised, all ran smoothly.

CLWS Fall Programming with Cumberland Community School

With funding from the Village we had 12 classes (over 250 kids) participate in Outdoor Programming with CLWS at the Lake this fall. Classes from K-6 have enjoyed a full day of shelters, tools, environment, safety, and connecting with nature. Any residual funds will be used for additional programming in the spring.

Section 8: Special Events and Attractions

Describe and discuss all special events and park uses (e.g. Snow to Surf, MOMAR, Dodge City X); also discuss emerging recreation opportunities (e.g. mountain bike, rock climbing), where applicable.

1. Snow to Surf April 28, 2018 - all went well.
2. Dodge City X Off Road Triathlon Sept 9, 2018
First Year of operation, all went well despite horrendous weather!
3. VI Paddling: Fun Dragon Boat Festival and BBQ Sept 14-16 – no problems reported.
4. MOMAR Sept 29, 2018 - all went well, no issues reported.

Future Potential: We have many mountain bikers booking campsites through the season. There is potential for more mountain biking events to be hosted at the park.

Climbing activities could also be expanded via local climbing groups.

Section 9: Other Service Provisions

Describe and discuss any other services provided by CLWS (e.g. park retail store).

We continue to look for additional ways to generate revenue. We are considering the addition of providing propane fire rings for rental for the 2019 season to provide a safe fire option for the annual fire ban.

B. OPERATIONS

Section 10: Park Maintenance Overview

Provide an overview of primary park maintenance duties and any issues, challenges, or successes as it relates to general park maintenance.

Overview of park maintenance

During camping season, the primary day to day maintenance tasks of our campground staff are:

- conducting the morning water system check
- emptying garbage and recycling bins & sorting and storing for pickup
- cleaning and stocking the bathrooms and outhouses
- resetting campsites after guests check out (cleaning/raking site, emptying fire ring)
- picking up garbage on the beach, parking areas, boat launch and campground
- maintaining temporary signage

On a weekly basis, we scheduled staff to clean the septic filter as well as to do a 'deeper' clean of the washroom facilities.

Challenges

Initial challenges in keeping up with the maintenance of the new washrooms was included above.

The road to the group campsite continues to be a challenge for us. We do not feel we have the resources (physical or equipment) to maintain this road. Raking and filling the potholes is extremely difficult and time-consuming work and any results are poor and short lived. Having Public Works come grade the road an additional (they graded it before campground opening) couple of times a season would be much more effective.

One of the ways we will attempt to manage the damage to the road this coming season is to limit traffic on the road by add a lock at the bottom of the hill and only provide vehicle access to registered campers at the group site. This will also stem any unregistered camping along the road out the site.

Section 11: Capital Projects Overview

List and describe all capital repair and maintenance projects completed by CLWS in 2015, including both projects funded by the Village and “in kind” (CLWS funded) projects.

Village:

- New washrooms!
- Road grading and improvements (road to group site and to upper campsites)
- Clean up gravel piles etc from new bathroom building
- Remove large debris/garbage
- Move new picnic tables into sites
- Created new ash/compost pile

CLWS:

- Repairs to picnic tables
- Tree assessment (shared cost with Village)
- Clean up of tree assessment woody debris
- Park prep and clean up
- Repaired damage due to vandalism (new washrooms, outhouse)
- Repair to outhouse door latch
- Repair hot water tank in office
- Replaced boat launch sign post
- Repairs to electrical service in lakefront site

Section 12: Water System

Describe procedures for water supply, testing and chlorination. Also identify any concerns related to water supply and treatment system

All staff were trained on Hach testing by Village Staff (Mark Springford)

Daily water testing includes taking samples at each of the four publicly accessed taps as well as the office kitchen sink, calibrating the pocket colorimeter device, adding chorine free to the sample and testing with the colorimeter. When any out of ordinary levels show we re-sample and if still abnormal report to the Village.

Due to staff and ED turnover this year we did have some initial consistency and quality issues early in the season. Once we managed to get the new staff trained testing went smoothly, and we had no issues with water testing or system management.

Village staff are a vital and integral part of our water system training each year as well as providing ongoing support when we have concerns.

Section 13: Septic System

Describe procedures for septic system monitoring and maintenance, including any concerns or issues.

Procedures:

Weekly cleaning of filters, daily monitoring for alarms and any issues. One clean out in season from Yellow Truck, and one end of season clean out.

Issues: We had one back up prior to the new washrooms being opened, due to people putting paper towel down the toilets. Village and CLWS staff were able to fix the problem in short order. New signage was installed in all washrooms indicating the importance of not putting anything down the drain except toilet paper.

Section 14: Security, Compliance and Enforcement

Provide an overview of park security duties, including key themes and reoccurring issues relating to park violations. Also discuss relations and reporting with other enforcement agencies (RCMP, Village Bylaw Enforcement, etc.)

Throughout the season we had 3 camp hosts on site managing after hours security. Camp host contact info was posted on the office door after hours, handed out to campers on their welcome material and signs placed at camp host campsites. Hosts performed rounds twice per evening as well as being on call for campers with issues or concerns.

We had several issues with 'Friday Night Shenanigans' mostly youth, burnouts in the parking lot, partying on the beach and two instances of vandalism in the new washrooms.

We also had what we suspect to be fairly regular unregistered camping along the road to the group site.

Section 15: Off Season Security

Describe off-season security check routines, including frequency of checks and reporting mechanisms

CLWS is utilizing a Camp Host model where the camp host will remain onsite year-round to provide security and site reporting to the Executive Director:

- 1) Camp host will be onsite the entire off season
- 2) Camp host will monitor activities in the park and notify the Executive Director if there are any issues
- 3) Camp host will check garbage bins and empty bins as required. Frequency: Site walk through will be 4 times weekly. Garbage collection will be as needed.

Reporting to Executive Director weekly unless of emergency which will be immediately.

Section 16: Office and Administration

Describe office and administration operations, including office hours, after hour's policies, and any other applicable information.

CLWS Office hours for 2018:

May/June and Sept 10 am - 2 pm

July/Aug 10 am - 6 pm

The gates were opened at 8 am and closed at 10 pm. No check-ins were completed once the gate was closed. It is important to note that the gate was never locked due to safety concerns during the event of an emergency. Since the park only has one entrance/exit the fire chief has requested we keep the gate unlocked to ensure access of emergency vehicles.

Office administration included:

- Checking in and out customers
- Making reservations
- Cleaning office
- Assisting with firewood sales
- Stacking and bagging firewood
- Conducting site walk throughs
- Updating website
- Creating and posting signs
- Informing customers of important updates
- Writing incident reports

Important to note that internet service continues to be a regular customer complaint and the park is severely limited in access to service.

Section 17: Marketing and Advertising

Describe all marketing and advertising initiatives to promote the park and campground, e.g. website, social media, advertisements, listings in tourism publications, maps, brochures etc.

CLWS maintained and updated a website, facebook and Trip Advisor pages

Connected with schools to promote programming

Cumberland Lake Park is listed in the BC Lodging and Camping Association Magazine

Section 18: Staffing and Personnel

Describe key personnel involved in operations and summarize their duties; also provide staffing schedules during peak operating times.

Please see attached Appendix A - Job Description for Campground Coordinators

CLWS for more detailed staffing information

CLWS Staff positions include:

1. Executive Director
2. Campground Manager
3. Operations Lead
4. Campground Coordinators (2)
5. Office Assistants (2)
6. Concession Operator (2)

Positions 3-6 were all trained on office, operations and concession and rotated depending on demand.

This year we employed 5 students from Cumberland. Four of these were full time funded positions through Student Summer Works. The fifth position was part time to assist in the concession. An additional position was partially funded through the Get Youth Working Program.

Section 19: Vehicles and Equipment

Describe the vehicles and major equipment required to operate key park services.

Key equipment:

- Golf Cart
- Wheel barrows
- Rakes and shovels Drills
- Standard tools such as hammers, screwdrivers
- Truck (not owned by non -profit)

Page 14-25 - *Infrastructure Conditions and Facility Inventory* omitted and available upon special request.

Section 21: Capital Upgrades

In the context of the Cumberland Lake Park Master Plan, list priority future park capital projects and improvements.

1. Concession Upgrades
2. Campground Appliance Replacement
3. Install Park Information Kiosk
4. Removal of existing playground equipment
5. Waterfront Service Sites Electrical Upgrades
6. Waterfront area upgrades (removal of parking lot)
7. Reinforce retaining wall on Point
8. Tree Removal/replacement plan
9. Remove covered picnic area on Point (and add campsite/move WCWS)
10. Replace Playground equipment with natural play structures, shade trees
11. Campsite number posts

D. FINANCIAL AND DIVIDENDS

Section 22: Financial Reporting

Please attach the monthly financial statements and a year-end overview, as well as any other financial information deemed necessary to submit to the Village.

Section 23: Park Dividend

CLWS is to pay the Village a dividend of 5-10% of revenue, varying by revenue source. Please discuss this revenue sharing system, including any issues, concerns or challenges.

Due to continued concerns for timely financial reporting through the season, along with timely reporting and delivering of dividends to the Village; CLWS and Village staff have initiated a discussion around the delivery of dividends for the coming years.

This year, we have not been able to gather the appropriate revenue stream information in an effective way from our new reservation system so we have paid dividends based on last years income and are reconciling now.

Ideally, CLWS would like to pay dividends once a year at season end. We could provide monthly installments if needed. CLWS would like to continue negotiating recreational dividends, and as CLWS continues to develop recreational programming, it is our hope to keep these as low as possible to facilitate affordable programming.

This year we have switched accounting firms and bookkeepers, as well as tightening our accounting and bookkeeping practices.

E. OTHER

Section 24: Visitor Statistics

If CLWS has any park visitation statistics that may be valuable to the Village, please attach (e.g. visitor origins, length of stay, etc.)

See Attached.

Omitted and
available upon
special request.

Section 25: Other Important Information to Communicate to the Village

Use this section to share any other relevant information or requests.

[Click here to enter text.](#)

COUNCIL REPORT



REPORT DATE: January 30, 2019
MEETING DATE: February 11, 2019

File No. 4520-70

TO: Mayor and Councillors
FROM: Rachel Parker, Corporate Officer
SUBJECT: 2019 Lantern Festival, Temporary Street Closure

RECOMMENDATION

- i. THAT Council receive the 2019 Lantern Festival, Temporary Street Closure report.
- ii. THAT Council approve the closure of Dunsmuir Avenue between Third Street and Sixth Street on February 16, 2019 from 6:15 pm to 6:45 pm for the Lantern Festival parade.

SUMMARY

The Empire Events Society's Lantern Festival Committee has requested the closure of Dunsmuir Avenue from Village Square at Third Street to Village Park at Sixth Street on Saturday, February 16, 2019 from 6:15pm to 6:45 pm for the parade portion of the annual Lantern Festival. The Festival takes place at Village Park from 5 pm to 8 pm. Street closures for special events are subject to Council's Street Closure for Special Events Policy.

BACKGROUND

The Lantern Festival includes a parade from Village Square to Village Park. Participants and spectators are expected to number up to 500 people.

The parade will assemble at Village Square at 6:15pm and leave the square at 6:35pm just after the transit bus passes along Dunsmuir. Traffic control marshals wearing high visibility vests and using flashlights will be located at each intersection. For safety, intersections along Dunsmuir Avenue must be closed to traffic with barricades. A plan of the closure is area is shown below. Vehicle crossing must be permitted at Fourth Street and Sixth Street when the parade is not in progress. Traffic control personnel must remain in place until pedestrians have cleared an area. The Village is working with the organizer to set out some temporary accessible parking spaces to make the event more inclusive.

Organizers will not be controlling parking along Dunsmuir Avenue and will not tow parked cars. Additional on-street solid waste containers along the street are not required for this event.

- | barricade and volunteer traffic marshal
- ◊ detour signage



Insurance coverage is being covered by the Empire Events Society to which the Village has been added as an additional insured.

This request has been referred to the BC Transit operator, BC Ambulance Services, RCMP, Cumberland Fire Department and public works. No comments or concerns were received.

FINANCIAL IMPLICATIONS

None

OPERATIONAL IMPLICATIONS

The organizer has asked public works to provide services to set out and collect barricades and signage for a fee. Staff have been scheduled to assist.

STRATEGIC OBJECTIVE

- Support tourism through parks and recreation, heritage, and environmental conservation

ATTACHMENTS

None

CONCURRENCE

Rob Crisfield, Manager of Operations RC

OPTIONS

1. THAT Council approve the closure of Dunsmuir Avenue between Third Street and Sixth Street on February 16, 2019 from 6:15 pm to 6:45 pm for the Lantern Festival parade.
2. Any other action deemed appropriate by Council.

Respectfully submitted,

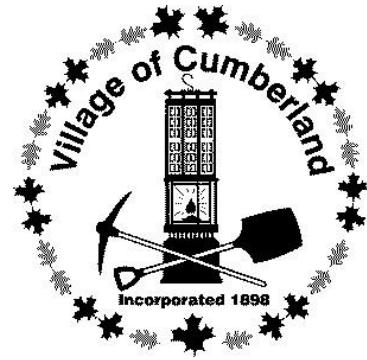
Rachel Parker

Rachel Parker
Corporate Officer

Sundance Topham

Sundance Topham
Chief Administrative Officer

COUNCIL REPORT



REPORT DATE: February 4, 2019
MEETING DATE: February 11, 2019

File No. 7380-20

TO: Mayor and Councilors
FROM: Mike Williamson, Fire Chief / Manager of Protective Services
SUBJECT: Volunteer Firefighter Remuneration Policy Amendment

RECOMMENDATION

THAT Council receive the Volunteer Firefighter Remuneration Policy Amendment report.

THAT Council approve the amendments to the Volunteer Firefighter Remuneration Policy 7.3 to increase compensation for volunteer firefighters for practice and emergency call outs.

SUMMARY

This report outlines proposed amendments to Council's Firefighters Remuneration Policy as requested by Fire Department members.

BACKGROUND

The Village has provided compensation to its volunteer firefighters since 2008. In 2016 remuneration was increased for attending weekly practices, emergency response call-outs, duty officer, and standby as set out in the attached policy.

For 2019, the members have requested the following increases:

- Increasing the firefighter practice compensation from \$12 per hour to \$15 per hour.
- Increasing the emergency call-out compensation from \$12 per hour to \$15 per hour.

The funding to accommodate these increases is included in the proposed 2019 five year financial plan, which was considered by Council in November 2018 and was adopted by bylaw in January 2019.

The Council policy with the proposed amendments highlighted is attached to this report.

FINANCIAL IMPLICATIONS

The proposed five year financial plan has been increased by \$24,000 for 2019 for this increase in remuneration for a total 2019 budget of \$117,310. This amount is based on the hours worked by the membership in past years.

STRATEGIC OBJECTIVES

None

ATTACHMENTS

- Policy 7.3 Volunteer Firefighter Remuneration Policy with proposed amendments

CONCURRENCE

Michelle Mason, Financial Officer **MM**

OPTIONS

1. THAT Council approve the amendments to the Volunteer Firefighter Remuneration Policy 7.3 to increase compensation for volunteer firefighters for practice and emergency call outs.
2. Any other action deemed appropriate by Council.

Respectfully submitted,

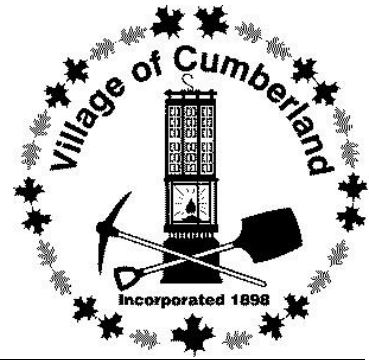
Mike Williamson

Mike Williamson
Fire Chief/ Manager of Protective Services

Sundance Topham

Sundance Topham
Chief Administrative Officer

COUNCIL POLICY



Title: Volunteer Firefighter Remuneration Policy Adopted Date: April 8, 2013 Amended Date: December 9, 2013 Amended Date: April 11, 2016 Amended Date: Feb 2019	No. 7.3 Section: Personnel Motion No. 2013-188, 2013-595, 2016-190
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- PURPOSE:** To provide procedures for the compensation of paid-on-call firefighters.
- SCOPE:** This policy applies to all paid-on-call members of the Cumberland Volunteer Fire Department. *Paid-on-call firefighters are defined as volunteer firefighters who are approved by the fire chief as being trained to a sufficient capacity to attend an emergency incident.*
- POLICY:** Paid-on-call firefighters will be compensated as per the guidelines set out in this policy.
- RATIONALE:** Paid-on-call firefighters are a valuable resource to the community. To ensure firefighters maintain operational readiness and in order to mitigate costs members personally incur to participate in emergency response activities, a nominal compensation package is provided.

A. Regular Compensation Rates

1. Paid-on-call firefighters will be compensated at a rate of **\$15 per hour** for attendance at regularly scheduled weekly and fire department-sanctioned practices to a maximum of 55 practices in one calendar year.
2. Paid-on-call firefighters will receive **\$15 per hour** for attending emergency call-outs.
3. Compensation will be based on a one-hour minimum and paid in half-hour increments for practices and responses that extend beyond the first hour. If the Village of

Cumberland is compensated by another source for the costs of fighting a fire (as per any applicable bylaw or agreement in place at the time), any firefighter who attends a fire scene for in excess of four hours will be paid at the rate of \$20 dollars per hour, for every hour in excess of four hours.

B. Compensation for Stand-by and to Act as Duty Officer

1. Paid-on-call firefighters will be compensated for providing pre-approved stand-by coverage or for acting as a duty officer.
2. Compensation will be \$4.00 per hour for the duration of the stand-by or duty officer shift.
3. In the event the member attends a call-out while on stand-by or while acting as a duty officer, the member is entitled to compensation for the prescribed call-out compensation as well as the stand-by or duty officer rate.
4. A duty officer is required to attend a call when providing coverage in place of the fire chief.
5. The overnight duty officer will be paid \$4.00 per night for plugging in the duty truck in the five winter months (November, December, January, February, March).

C. Compensation Procedures

1. Subject to approval from the BC Director of the Employment Standards, paid-on-call firefighters will be paid all compensation once per year on December 15th for work performed from November 16th of the prior year to November 15th of the current year.
2. In the event December 15th falls on a weekend or holiday, the pay will be issued on the last business day prior to December 15th.
3. In the event that the BC Director of Employment Standards withdraws or denies approval for an annual compensation payment, the compensation will be paid bi-weekly and will coincide with the Village's regular payroll schedule.
4. The fire chief will be responsible for ensuring all employee records, time sheets and notifications of hire and termination are submitted to payroll to meet the Village's payroll schedules.
5. Subject to the approval of the Chief Administrative Officer and the Manager of Protective Services, paid on call firefighters may receive partial remuneration paid in advance of December 15th of each year. *[Amended Dec 9 2013]*

D. Compensation for Training and Operational Duties

1. Paid-on-call firefighters will not receive compensation for attendance at training courses or conferences unless pre-approved in writing by the fire chief or chief administrative officer of the Village. Compensation will be limited to a maximum of \$200 per firefighter per day, and all compensation is to come out of the pre-approved fire department annual training budget.
2. Out-of-pocket costs for tuition fees, travel, accommodation and per-diems for meals will be provided for attending training and conferences pre-authorized by the fire chief or the chief administrative officer of the Village.
3. Mileage and per diem rates will be the rates applicable to the Village's regular employees.
4. When a paid on-call firefighter is performing pre-approved specialized training to the department this member will be compensated at a rate of up to \$25 per hour. All remuneration for training is to come out of the pre-approved fire department annual training budget
5. Training officer(s) will be compensated \$20 per hour for six hours per week from the pre-approved fire department annual training budget to coordinate and monitor firefighter training progression and to record and track individual firefighter training records. This coordination and monitoring will be done on a weekly basis. The fire chief will be responsible for pre-approving and tracking all training officer compensation.
6. When a paid-on-call firefighter is performing operational duties pre-approved by the fire chief, they will be paid up to \$20 per hour for performing these duties. Duties include, but are not limited to, relief coverage for the fire chief, fire hall and equipment inspections, summer fire patrols, and other related work or repairs. Remuneration is to come from pre-approved operations annual budget.

COUNCIL REPORT



REPORT DATE: February 1, 2019

MEETING DATE: February 11, 2019

TO: Mayor and Councillors

FROM: Ryan Coltura, Manager of Recreation

SUBJECT: January 2019 - Recreation Department Report

RECOMMENDATION

THAT Council receive the January 2019 – Recreation Department Report for information.

SUMMARY

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

Administration

- Conducted interviews for the vacant Recreation Coordinator position.
- Met with regional recreation departments to develop partnership towards delivering a regional Physical Literacy program.
- Submitted final report for Rick Hansen Accessibility Grant.

Facilities

- Submitted ICIP Community, Culture and Recreation Infrastructure Grant for \$885,000 project to help fund improvements to Cumberland Recreation Centre.
- Installed new wall mirror in Fitness Centre.
- Met with Comox Valley Horseshoe Club to discuss draft License of Occupation for the Cumberland Horseshoe Pitch and Clubhouse.
- Conducted facility tour of Cultural Centre for Rick Hansen Foundation accessibility assessment.
- Began process of replacing old toilets in the Recreation Centre with new low-flush models as part of the Villages water conservation program.
- Met with members of CV Pickleball Association to discuss their recommendations for converting tennis courts into multi-use courts.

Programming

- Total of 208 registrations for January programs
 - 55% of registrations were in-person/over the phone & 45% of registrations were processed online

Facility Rentals

FACILITY	USER	HOURS
Trail Network	Island Mountain Rides	N/A
Village Park	Comox Valley Kickers	27
Village Park	CV Field Lacrosse	3
Recreation Centre - Gymnasium	Private Rental	1
Recreation Centre - Gymnasium	Private Rental	3
Recreation Centre - Gymnasium	Private Rental	1

Parks & Outdoor Recreation

1. See attached *January 2019 - Parks & Outdoor Recreation Report*

FINANCIAL IMPLICATIONS

None.

OPERATIONAL IMPLICATIONS

None.

STRATEGIC OBJECTIVE

None.

ATTACHMENTS

1. January 2019 - Parks & Outdoor Recreation Report

CONCURRENCE

None.

OPTIONS

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

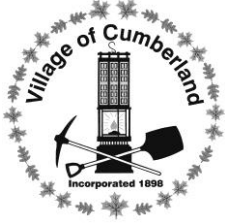
Respectfully submitted,

Ryan Coltura

Ryan Coltura
Manager of Recreation
Village of Cumberland

Sundande Topham

Sundance Topham
Chief Administrative Officer



Corporation of the Village of Cumberland

Memorandum

DATE: January 31, 2019
TO: Ryan Coltura, Manager of Recreation
FROM: Kevin McPhedran, Parks and Outdoor Recreation Coordinator
SUBJECT: January 2019 Parks and Outdoor Recreation Report

BACKGROUND

Staff report on activities undertaken by the Parks and Outdoor Recreation Coordinator.

Parks and Trails Planning and Administration

- Cumberland Community Forest:
 - Improved Ascending and Descending trail routes: initial design work completed and initiated preliminary project engagement with key stakeholders.
 - Liaised with Cumberland Community Forest Society (CCFS) on proposed 2019 acquisition in regards to funding, timelines, budgets, and subject lands.
 - Liaised with Comox Valley Land Trust on proposed 2019 CCFS acquisition, and baseline inventory, covenant development and related business.
 - Supported the CCFS on their public presentation of Perseverance Creek Ecological Studies.
- Met with UROC and the CVRD General Manager of Community Services to discuss the CVRD's Recreation Grant Service #600 and UROC's 2019 CVRD funding request.
- Met with UROC Trail Manager to discuss upcoming projects, opportunities and synergies in Cumberland trail management.
- Supported the accessible trails inventory work completed by the Rick Hansen Foundation.
- Drafted Stewardship Guidelines to help define roles and responsibilities of both volunteer and Public Works efforts in No. 6 Mine Heritage Park.
- Cumberland Lake Park:
 - Oversight of Cumberland Lake Park Operations Agreement.
 - Playground Decommission and Nature Playground Installation: preliminary survey and design work.

Parks and Trails Capital, Operations and Maintenance

- Cumberland Community Forest:
 - 120m Trail re-route on *Two and Juice* nearing completion (Contractor: UROC Trail Crew).
 - Trail maintenance and supervision of volunteer trail improvements (e.g. No Hole, Quacker).
- Trails – General:
 - Partnered with the UROC Trail Crew to acquire Knappett-donated HDPE water main pipe to adapt for use as trail culverts (surplus pipe from the Water Treatment Plant / informal Social Procurement Contribution).
 - Modified deployment of the Trail Counters to improve data collection.
- Cumberland Lake Park:
 - Prepared tender documents for Concession Renovation (spring 2019 timeline).
 - Preparation for other 2019 park capital projects (campsite improvements and electrical updates, boat launch design, etc.).
- Coal Creek Historic Park – No. 1 Japanese Town Interpretive Pathway Project:
 - Cumberland Museum is nearing completion of the draft interpretive signage and the formal review and editing phase of the project is scheduled to begin in February.
 - Grand Opening Ceremony plans are underway. Date of this event is set for Saturday June 8th 2019. Mark your calendars!

Recreation

- Liaised with Recreation Department on Park Use Permit applications for 2019 trail-based special events.

Other

- Village Forest Land Strategy Development: Phase 1 (Information Gathering) underway with background research, inventory and preliminary stakeholder outreach.
- Assisted the Manager of Recreation in the Recreation Coordinator hiring process.
- Roundtable meeting with Park Managers from City of Courtenay, Town of Comox, and Comox Valley Regional District.

2015-2018 Trail Counter Data

COUNTER	YEAR			
2015	2015	2016	2017	2018
BMX Bridge	N/A	16,920	22,846	22,632
Swamp Bridge	32,140	40,655	38,101	45,963
Yellow Gate	30,868	37,199	45,166	58,220
CUMULATIVE COUNT	63,008	94,744	106,113	126,815
Year Over Year Increase	N/A	14,846	11,339	20,702
Year Over Year Percent Increase	N/A	24%	12%	20%
Total Count Increase 2016-2018		32,041		
Total Percentage Increase 2016-2018		34%		

Respectfully submitted,

Kevin McPhedran

Kevin McPhedran
Parks and Outdoor Recreation Coordinator

Attachment: Photos

Attachment: January Parks Photos



HDPE Water Main Pipe adapted for use as a trail culverts. Stockpile of inventory stored at the lagoon



Culvert set for transporting to final installation on UROC-managed trail



Work with the UROC Trail Crew. Scouting alternative trail locations to set back from the Perseverance Creek Floodplain.



Bench cut trail construction on Two and a Juice re-route project (Cumberland Community Forest.)

COUNCIL REPORT



REPORT DATE: January 31, 2019
MEETING DATE: February 11, 2019

TO: Mayor and Councilors
FROM: Mike Williamson, Fire Chief / Manager of Protective Services
SUBJECT: Protective Services Report, January 2019

RECOMMENDATION

THAT Council receive the January 2019 Protective Services Report.

SUMMARY

Incidents for January

Response Type	
Fire	7
Rescue	0
First Responder	7
Motor Vehicle Incident	4
Duty Officer	5
Total Monthly	23
Total 2019	23

BACKGROUND

January was a good month for the Fire Department and the Village. Calls are down so a good start to the year. Most fire calls were minor: power lines down and false alarms, but two were carbon monoxide calls which can be deadly. Luckily these residents had alarms and they worked, called us and we found problems with their carbon burning units which they had repaired and no harm was done. A few motor vehicle incidents again this month were minor incidents. Medical first responders are again average, a few sick people with the flu and BCEHS is delayed quite often these days.

The new fire hall project is moving forward to design, which is very exciting for the membership and community. The new fire engine is coming along with work on final options but it is well in the works. We are very excited about this rescue pumper. It has been on our minds for a few years. It has been fun putting it all together to meet the department and Cumberland's needs. I have but an article in the Currently Cumberland to let residence know things have been going well and hope they continue in the new year.

Yes, 2019 still has a few winter months to go so we need to be careful of our safety in houses and driving to road conditions. We have had a few carbon monoxide calls lately from natural gas appliances so check your CO alarms if you have gas or wood burning appliances. Make sure smoke CO detectors are in good working condition, and test and replace batteries if needed. Check that your appliances are working effectively. Do a little reading on carbon monoxide there is a lot of information on protection from this odorless gas that can be very dangerous. I get updates daily on families having sick and deadly problems with this carbon monoxide across Canada. There is lots of information on the net. So let us have another safe and great year 2019.

Training

Well not a lot of special training going on in January. However, working mostly with new recruits trying to get them truck ready so they can help and keep their interest up. Deputy has laid out some major training for the next three months keep everyone going forward Working mostly with our new probationary personal getting them ready so they can start to be useable few more months to go. Nice to have recruits to work with. Like always still like to have more recruits. We have had few people dropping in and taking applications, we have had one regular member resign this month, and we have two new application out.

Membership

Regular Members	22
Junior Members:	3
Probationary Members:	7
Pending Applications:	2
Total	32

STRATEGIC OBJECTIVE

None

ATTACHMENTS

None

CONCURRENCE

None

OPTIONS

1. THAT Council receive the 2019 January Protective Services Report.
2. Any other action deemed appropriate by Council.

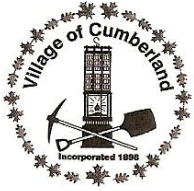
Respectfully submitted,

Mike Williamson

Mike Williamson
Fire Chief/ Manager of Protective Services

Sundance Topham

Sundance Topham
Chief Administrative Officer



The Corporation of the Village of Cumberland

Bylaw Enforcement Report

DATE: February 11, 2019
TO: Mike Williamson, Manager of Protective Services
FROM: James Abrams, Bylaw Enforcement Officer
RE: January 2019 Bylaw Enforcement Summary Report

Please find below a summary of complaints and issues handled in January 2019 by Village Bylaw Enforcement.

Animal Control

One dog at large was taken into custody and returned. One other dog at large file has been received and handled. There was one dog attack in the Village. Only a couple dogs were seen off leash at Village Park this month. However, my time in that area was limited compared to previous months. They were given warnings. A Courtenay resident became angry and verbally hostile as he felt entitled as he was a mountain biker and can't ride his bike with his dogs on leash.

Traffic/Parking

Approximately nine notices, eight-five day warnings, four twenty-four hour warnings, three tickets and three verbal warnings were issued including one to a dirt bike driving on municipal roads (Dunsmuir Avenue). One parking ticket appeal has been received.

Two files were received for water being directed off property onto highway causing a hazard. One file is currently underway; the owners of the second have yet to be reached.

Noise

Two noise complaints have been received.

Garbage

One Solid Waste patrol was conduct this month finding one infraction. Three Solid Waste tickets for three separate infractions from one house in December were served. The three tickets were subsequently paid after the file was reviewed with the landlord.

One illegal dump was handled on Bevan Road.

Zoning

Five living in Trailer/RV files were handled. Three RV files were camping in a Village park.

Eleven unsightly property investigations have been conducted this month. One large unsightly file continues from previous months. Two properties were issued tickets and are now in process of cleaning up.

Miscellaneous

One File regarding rat poison and animals was handled.

The 2019 WildSafeBC program application has been written and submitted to WildSafeBC on behalf of the Village.

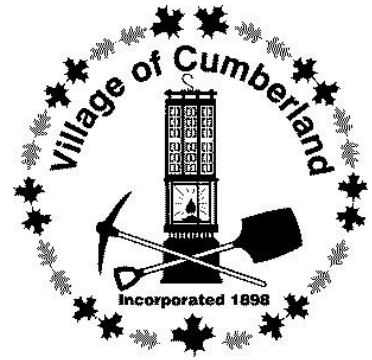
One large graffiti file was investigated. An accused has been discovered and the information handed to RCMP for further actions.

Respectfully submitted,

James Abrams

James Abrams
Bylaw Enforcement Officer
Village of Cumberland

COUNCIL REPORT



REPORT DATE: January 30, 2019

MEETING DATE: February, 2019

TO: Mayor and Council

FROM: Rob Crisfield, Manager of Operations

SUBJECT: January 2019 – Operations Department Report

RECOMMENDATION

THAT Council receive the January 2019 – Operations Department Report for information.

SUMMARY

January 2019 – 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 continues at the new water treatment plant (WTP) and reservoir site and to date, the following has been completed:

- WTP – A lot of the electrical is complete including lights, HVAC system, and much of the plumbing. Electrical control panels in the electrical room are in place and work continues on the connection of these to the equipment. The pipes between the reservoir and treatment building were also installed, and the on-site sodium hypochlorite generation unit is targeted for delivery in early February.
- Reservoir – the structure itself is now complete and will be tested and put into service once we get into commissioning of the WTP, which as this point is looking like March/April.
- Electrical - new poles installed below Derwent Avenue at First Street, back-up generator has arrived on site, and the transformers required on the electrical at the WTP site have arrived. BC Hydro still needs to install two new poles and other work as part of the 3 phase power extension.
- Grant Funding - submitted a grant extension request to the province for an additional year, and have received conditional approval.



Cumberland No. 2 Dam

Staff continue with work with the engineering consultants on the preliminary design for this structures. Also submitted a \$2.234 million dollar grant application under the Rural and Northern Communities component of the ICIP grant program.

2018 Road and Utility Capital Work

This work is to be re-tendered early 2019. No specific date has been set for this to occur.

Other Work

- Staff will be engaging a BC Land Surveyor to complete a survey of land and provide an explanatory plan for a portion of TimberWest land that the dam infrastructure at Stevens Lake that is currently on.
- CRI Washroom Upgrades now complete.
- Booster Station Construction – substantially complete and some initial commissioning took place in January. Not quite ready yet to put into service and
- DCC Bylaw Update is ongoing.
- Continue to support the design of the new fire hall.
- Further discussions on the potential acquisition of land for a public works yard site.

- Preparing an annual report on watershed protection and water filtration deferral data for submission to Island Health.
- Road and Utility capital design work for 2019 was awarded to Wedler Engineering and work is underway.

FINANCIAL IMPLICATIONS

None

OPERATIONAL IMPLICATIONS

None

STRATEGIC OBJECTIVE

None

ATTACHMENTS

Public Works Report for January 2019

CONCURRENCE

None

OPTIONS

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

Respectfully submitted,

Rob Crisfield

Rob Crisfield
Manager of Operations

Sundance Topham

Sundance Topham
Chief Administrative Officer



Corporation of the Village of Cumberland

Memorandum

DATE: January 31, 2019
TO: Rob Crisfield, Manager of Operations
FROM: Gavin Murgatroyd, Public Works Foreman
SUBJECT: Public Works– Monthly Reports for the period ending January 31, 2018.

Water:

Weekly and monthly bacteriological water samples collected within the Village.

Performed dam inspections on all dams that require monthly inspections.

Repaired service leaks at: 2706 Dunsmuir Ave., 2691 Penrith Ave., and 2805 Allen Ave.

Q1 water meter readings completed.

Installed two water meters and five water meters setters for Coal Valley Phase 7.

Worked with electrician to inspect, and replace where necessary, UPS batteries at water and wastewater sites.

Initial commissioning of new booster station at Sutton Road. Contractor to come back once the zone isolation valves have been installed and other key deficiencies rectified.

Sewer & Storm:

Collected monthly sewer samples.

Installed storm sewer connection at 4699 Cumberland Road.

Assisted a representative from the Shellfish Water Classification Program with sampling at the sewer lagoon.

Continued support of Liquid Waste Management Planning initiative.

Roads:

Performed winter ice and snow removal operations. ~11" of snow fell on January 8th.

Graded Ulvertston Road, Hope Road, and Bevan Road.

Pothole patched and shouldered various locations around the Village.

Performed minor road maintenance on Davis Main – severe rains caused erosion in various spots.

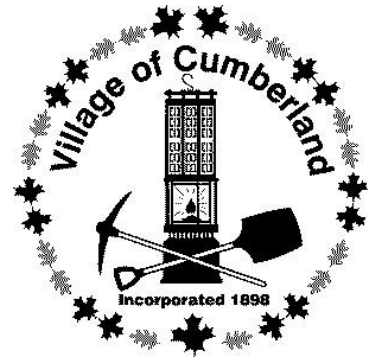
- Buildings:** Completed various work orders for the CRI, Cultural Centre (CC), and municipal office buildings – repaired door in OAP room, cleaned and repaired gutters on North side of CC building, fixed malfunctioning toilet at museum, and repaired fan at CRI.
- Completed installation of the new doors for Horseshoe pitch building. Existing doors had been vandalized to the point that they no longer functioned.
- Commenced low flush toilet replacement program.
- Completed all fire extinguisher related deficiencies that came out of the 2018 fire inspection reports.
- Parks and Cemeteries:** Completion of weekly parks related tasks: garbage pick-up and replenishment of dog waste bag dispensers.
- Interred two ashes, relocated one head stone, and performed one green burial.
- Other:** Continue to support the water treatment plant and reservoir project. Namely, working with various contractors involved in installing the required 3 phase power upgrade. Also attend site meetings and review scope changes/provide feedback on the new facility.
- Commenced inventory counts for finance department.
- All Christmas lights taken down except for snowflakes on Dunsmuir Ave.
- Chargehand completed writing new operating procedures for the Lake Park water and sewer infrastructure.
- Removed a tree that had fallen on a temporary shelter at 3481 Hope Road. The failed tree was on Village owned property.
- Two equipment operators participated in backhoe operation assessments. Results are forthcoming.
- Continued illegal dumping clean up at various locations around the Village.

Respectfully submitted,

Gavin Murgatroyd

Gavin Murgatroyd
Public Works Foreman

COUNCIL REPORT



REPORT DATE: January 31, 2019

MEETING DATE: February 11, 2019

TO: Mayor and Council

FROM: Ken Rogers, Manager of Development Services

SUBJECT: January 2019 – Development Services Department Report

RECOMMENDATION

THAT Council receive the January 2019 – Development Services Department Report for information.

SUMMARY

January 2019, Development Services Department Report indicates continued strength in development following 2018 numbers.

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 January.

Development

- 2015-03-DP Coal Valley Estates ongoing review of development with owner/developer.
- 2018-11-DP Beaufort pre-development meeting with applicant.

Building

- Continued monitoring of applications process and timing to address concerns of Builders.

Subdivision

- Follow up on storm water concern with property at 3407 Solport Street following heavy rain.

Other Work

- Advertisement for Senior Planner initiated
- Village Hall meeting, rental zone and other housing considerations discussed.
- On site tour of United Church and discussion of options for site with owner.
- Pacific Business & Law Institute course completed on estate administration.

FINANCIAL IMPLICATIONS

None

OPERATIONAL IMPLICATIONS

Job posting for Senior Planner to close in February of 2019. Position vacant at this time.

STRATEGIC OBJECTIVE

None

ATTACHMENTS

1. Planning Report for January 2019
2. Building Trends 2019 Year To Date

CONCURRENCE

None

OPTIONS

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

Respectfully submitted,

Ken Rogers

Ken Rogers
Manager of Development Services

Sundance Topham

Sundance Topham
Chief Administrative Officer



Corporation of the Village of Cumberland

Memorandum

DATE: January 31, 2018
TO: Ken Rogers, Manager of Development Services
FROM: Joanne Rees, Planner
SUBJECT: Planning Report for January 2019

OCP AMENDMENTS & REZONINGS		
	None	
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: deferred walkway landscaping to Phase 3 and planting street trees and boulevards in Spring 2019.	
2.	2016-01-DP 4616 Cumberland Road: DP issued to replace existing building with prefab steel building. Awaiting the following conditions to be met prior to granting: 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. Phase 7 registered and building out. Phase 8 review of Design Stage drawings underway.	
5.	2017-07-DP 3244 Sutton Road: Application has been received for an Environmentally Sensitive Protected Area Development Permit to allow a two lot subdivision. Council requested more information on February 13, 2018 and it was received October 30 th , 2018. Council approved Permit at December 10 th meeting.	
6.	2017-10-DP Stoneleigh Station: Application received for 84 unit multi-family phased strata development. Phases 1, 2, 3 & 4 registration complete. Construction underway on Phase 5.	
7.	2017-14-DP Stage Coach: Application received for road works. Biodiversity Inventory received on September 28, 2018 and sent for Peer Review on October 11, 2018.	
8.	2018-06-DP Coal Valley Estates Phase 9– ESA/Wildfire DPA: Previous application received was for Phases 9 and 10. Amended application is for only Phase 9 for 38 lots. Sent for Peer Review on November 26, 2018.	
9.	2018-11-DP 2679 Beaufort Avenue Phase 1 – Two Medical Buildings: Application received for Phase 1 consisting of two medical buildings. Phase 2 to follow for the remainder of the site proposed to be a mixed use commercial/residential development. Anticipate Council consideration in March.	
10.	2019-01-DP 2815 Maryport Avenue – Accessory Dwelling Unit. Application received for new ADU. Anticipate Council consideration on March 28, 2019 (see also 2019-02-DV)	

HERITAGE ALTERATION PERMITS

1. **2015-01-HAP 2692 Dunsmuir Avenue (Waverley):** 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. Proposed parking and garbage bin layout is inadequate. Staff have requested more information. Owner working with administration on outstanding items.
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 a four storey mixed use development with Variance request for parking requirements. Sent to Heritage Commission on March 5, 2018, Advisory Planning Commission on March 6, 2018 and Affordable Housing Committee March 14, 2018 and June 13, 2018. Applicant had put his application on hold and has now requested the application come forward to Council. Council approved the HAP on January 14, 2019.
4. **2018-02-HAP 3273 Third Street (Cooks):** Application received to permit exterior renovations which include an outside dining patio for restaurant. Council granted Permit May 14, 2018. Outstanding conditions: landscaping, irrigation, patio construction and bike parking. Applicant indicates the development will be complete in the Spring.
5. **2018-04-HAP 3276 Third Street (Trugreen Solutions)** Application received for exterior renovations. Anticipate Council consideration in early April.

TEMPORARY USE PERMITS

1. **2018-01-TUP 3276 Third Street (Trugreen Solutions)** Application received for Cannabis Retail. Anticipate Council consideration on February 11, 2019.
2. **2018-02-TUP 2703 Dunsmuir Avenue:** Application received for Cannabis Retail. Anticipate Council consideration on February 11, 2019.

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. **2018-03-DV 2727 Dunsmuir Avenue:** See also 2018-01-HAP Application for variance to parking requirements. Applicant has requested that the application come forward to Council. Council approved variance to loading zone on January 14, 2019.
3. **2018-11-DV 2806 Penrith Avenue –** Application received to vary setbacks to permit a subdivision. Anticipate Council consideration on February 11, 2019
4. **2019-02-DV 2815 Maryport Avenue** Application received to vary setbacks to permit construction of an Accessory Dwelling Unit. Anticipate Council consideration on March 28, 2019 (see also 2019-01-DP)

SUBDIVISIONS

1.	2015-01-SV Carlisle Lane Phase 2: 16 lots	Maintenance Period Ended June 19, 2018
	Deficiencies rectified, irrigation and landscaping of walkway deferred to Phase 3. Acceptance.	
2.	2017-01A-SV Coal Valley Estates – Phase 7 (34 lots)	Maintenance Period Ends April 13, 2019
	Final Approval Granted with Servicing Agreement.	
3.	2017-02-SV Coal Valley Estates – Phase 8 (22 lots)	PLR Expires October 9, 2019
	PLR granted. Second review of Construction drawings complete.	
4.	2017-03-SV 3216 Sutton Road: (2 lots + remainder)	Application received February 7, 2017
	Waiting for ESA DP. DP granted, PLR pending.	
5.	2017-04-SV Carlisle Lane Phase 3: 8 lots	PLR Expires July 30, 2019
	PLR granted. Second review of Construction drawings complete.	
6.	2017-08-SV CVE Water Booster Station	Completion Deadline November 30, 2018
	Booster station under construction.	
7.	2017-09-SV 2641 Penrith Avenue	Maintenance Period expires January 16, 2019
	2 lots. Final Approval granted. Inspection pending	
8.	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	PLR Expires February 1, 2018 Applications received for initial subdivision. Need updated maps for DP's Request for extension for PLR received 31Jan19
9.	2018-06-SV 3469 Hope Road:	PLR Expires September 20, 2019
	Application received for subdivision of one lot. PLR granted.	
10.	2018-07-SV 3400 Mill Street:	PLR Expires November 14, 2019
	Application received for subdivision of one lot. PLR granted.	
11.	2018-08-SV 2810 Bruce Street (formerly 4699 Cumberland):	PLR Expires September 19, 2019
	Application received for 2 lot subdivision. PLR granted.	
12.	2018-09-SV 2963 Royston Road:	PLR Expires November 6, 2019
	Application received for lot line change. PLR granted.	
13.	2018-10-SV 2806A&B Penrith Avenue:	Application received September 28, 2018
	Infill subdivision, staff review in process. Requires DVP to proceed, applicant notified.	
14.	2019-01-SV CVE Phase 9:	Application received January 28, 2019
	38 lot subdivision. Needs approved DP to proceed	

LIQUOR LICENSING APPLICATIONS

None

SIDEWALK CAFÉS AND BIKE RACKS (Approved by Manager of Operations)

None until 2019 season

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 January 2018		To January 2019		January 2019	
Single Family Dwellings	0	\$0	1	\$300,000	1	\$300,000
Secondary Suite Conversions	0	\$0	0	\$0	0	\$0
Duplex	0	\$0	1	\$450,000	1	\$450,000
SFD Addtns & Reno's	3	\$223,600	0	\$0	0	\$0
Accessory Dwelling Units	0	\$0	1	\$199,000	1	\$199,000
Residential Accessory	0	\$0	0	\$0	0	\$0
Multi-family	0	\$0	7	\$5,850,000	7	\$5,850,000
Industrial & Utility	1	\$450 000	0	0	0	0
Commercial	3	\$140,000	1	\$15,000	1	\$15,000
Institutional	0	\$0	0	\$0	0	\$0
Demolition	0	\$0	0	\$0	0	\$0
	7	\$813,600	11	\$6,814,000	11	\$6,814,000

BYLAWS IN PROCESS

1.	Pesticide Use Control Bylaw <i>Repeals Bylaw 838</i>	Met with CVRD contractor for 2017 program. Working with CVRD and MoE to produce new bylaw.
2.	Building Bylaw Review	Required as per the new <i>Building Act</i> and the STEP Code.
3.	Development Procedures and Fees Bylaw No. 1075, 2018	Anticipate Council consideration for adoption on February 11, 2019.

PROJECTS

1.	Statements of Significance (SOS): Consultants retained to assist with SOS's- Camp Road Neighbourhood, Ilo Ilo Theatre, Saito House, Coal Creek Park/Chinatown and the Cumberland Cemetery. All five have been reviewed and approved by the Heritage Commission. All five expected to be presented to Council in early 2019.
2.	Egremont Park Master Plan: Development of the master plan in-house, timing and process is budget dependent.
3.	Trespass issue: Staff are working with Hyland Precast and Eco Gift Canada on historical access encroachment and trespass onto parkland. Hyland has provided a survey and aerial photograph showing the extent of the access trespass. Trespass into parkland has largely been removed. Professional Biologist engaged to confirm success of remedial works and make any further recommendations if necessary. Hyland's access has historically (prior to parkland gifting), and continues, to encroach on parklands. Options are being explored to resolve.
4.	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.

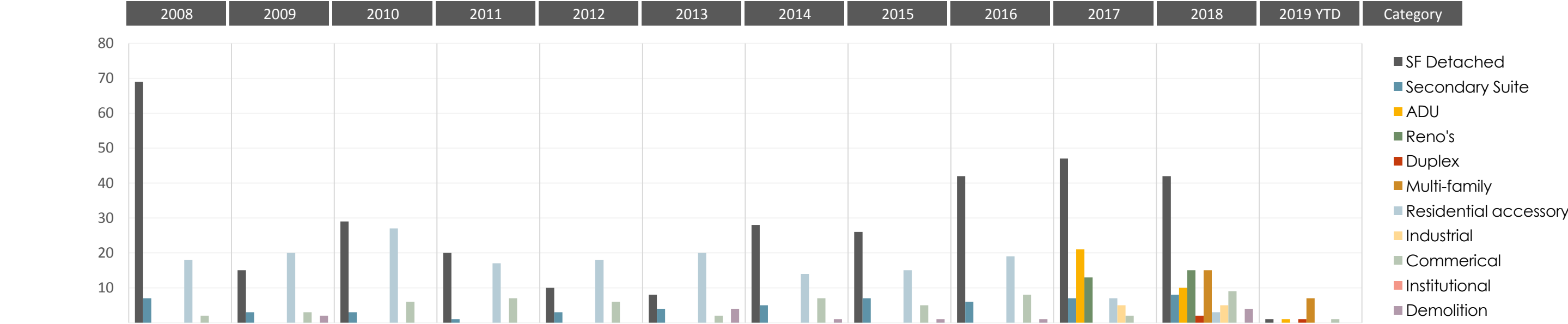
PROJECTS	
5.	Urban Tree Management Strategy: Policy for trees on public land regarding care, maintenance and removal, based on MIA recommendations, to be included in strategy. Draft RFP in process.
6.	Saito House Report: Review short-term lease/rental & long term options. Staff have met with Owners.
7.	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 Provincial Heritage Designation. No response to date.
8.	Age Friendly Grant Program: 2019 Stream 1 Age-Friendly Grant applied for through UBCM November 2, 2018 in the amount of \$25,000. Proposal is to engage a consultant to develop an Age Friendly Assessment and Action Plan to assist Cumberland becoming a more Age Friendly community. Grant received. Draft RFP in process.
9.	Community Child Care Planning Program: applied through UBCM to conduct a Child Care inventory/needs assessment and space creation action plan. Awaiting announcement.

COMMISSIONS & COMMITTEES	
1.	Heritage Commission: Next meeting Monday, March 4, 2019, 5:00pm
2.	Advisory Planning Commission: APC down to 3 members/5 required. Next meeting TBA

Respectfully submitted,

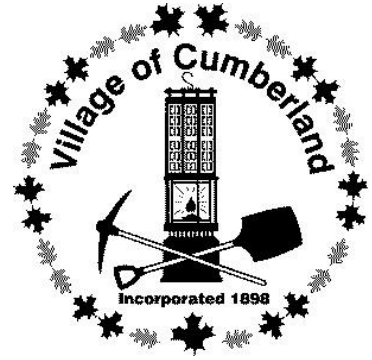
Joanne Rees, Planner

BUILDING TRENDS



year	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	Total	Trend
SF Detached	69	15	29	20	10	8	28	26	42	47	42	1	337	
Secondary Suite	7	3	3	1	3	4	5	7	6	7	8	0	54	
ADU	0	0	0	0	0	0	0	0	0	21	10	1	32	
Reno's	0	0	0	0	0	0	0	0	0	13	15	0	28	
Duplex	0	0	0	0	0	0	0	0	0	0	2	1	3	
Multi-family	0	0	0	0	0	0	0	0	0	0	15	7	22	
Residential accessory	18	20	27	17	18	20	14	15	19	7	3	0	178	
Industrial	0	0	0	0	0	0	0	0	0	5	5	0	10	
Commerical	2	3	6	7	6	2	7	5	8	2	9	1	58	
Institutional	0	0	0	0	0	0	0	0	0	0	0	0	0	
Demolition	0	2	0	0	0	4	1	1	1	0	4	0	13	
Total Permits	96	43	65	45	37	38	55	54	76	102	113	11	735	

COUNCIL REPORT



REPORT DATE: February 5, 2019

MEETING DATE: February 11, 2019

TO: Mayor and Councillors

FROM: Michelle Mason, Financial Officer/Deputy Chief Administrative Officer

SUBJECT: January 2019 Financial Services Report

RECOMMENDATION

THAT Council receive the January 2019 Financial Services Report for information.

SUMMARY

In January, 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 Financial Services department.

Financial Planning, Year-end and Reporting

- Financial planning process was wrapped up with the adoption of the 2019-2023 financial plan
- Budget amendment bylaw for the 2018 – 2022 Financial Plan Bylaw was adopted
- December (4th Quarter) year-to-date financial performance reporting with variance analysis – all department are on track
- Preparation and reconciliations for year-end external audit (scheduled March 11th to 15th)
- Asset management plan in progress

Utility Billings and Property Taxes

- Utility rate increases information sheet were mailed with the 4th quarter utility bills
- 10% penalty imposed on outstanding fourth quarter 2018 utilities levies after February 24th
- Transferred outstanding 2018 utility balances to taxes, posted annual interest on outstanding arrears property taxes and transferred outstanding 2018 and 2017 properties taxes to arrears and delinquent taxes
- 2019 completed assessment roll for Cumberland increased by approximately \$177 million from the 2018 roll – broken out into \$120 million for existing properties (market increases) and \$57 million for new properties (growth)

Customer Service

- Snow and ice, roads and water inquiries
- Building/plumbing inspections and planning inquiries
- Bylaw issues
- Assessment and tax information requests, utility payments and inquiries
- 2019 dog tags and business licence renewals

Other Work:

- Recruitment and training of new Accounting Clerk I
- Acting CAO duties
- BlackBerry for mobile manager application in progress
- Purchased computer equipment and license renewals
- Provided support for grant application, claim and reporting
- Social procurement presentation and video

FINANCIAL IMPLICATIONS

None

OPERATIONAL IMPLICATIONS

None

STRATEGIC IMPLICATIONS

None

ATTACHMENTS

None

CONCURRENCE

Odie Morin, Deputy Financial Officer OM

OPTIONS

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

Respectfully submitted,

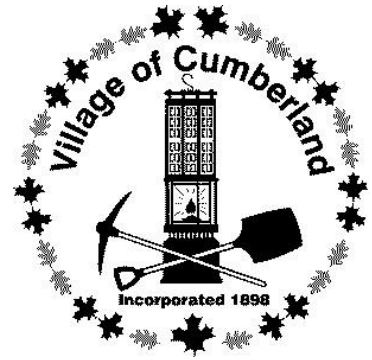
Michelle Mason

Michelle Mason
Financial Officer/Deputy Chief Administrative Officer

Sundance Topham

Sundance Topham
Chief Administrative Officer

COUNCIL REPORT



REPORT DATE: February 4, 2019

MEETING DATE: February 11, 2019

TO: Mayor and Councillors

FROM: Sundance Topham, Chief Administrative Officer

SUBJECT: January 2019 Chief Administrative Officer Report

RECOMMENDATION

THAT Council receive the January 2019 Chief Administrative Officer Report for information.

SUMMARY

The month of January was highlighted by work on the Fire Hall detailed design, along with discussions with the Ministry of Environment in regards to the minor amendment to our existing operating permit in anticipation of upgrades to the Village's wastewater treatment.

BACKGROUND

The following is a synopsis of some of the items that I spent time working on in January 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.

Water and Wastewater Planning

Wastewater Planning:

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. Met with MOE officials on January 8, 2019 in Nanaimo.

Protective Services

New Fire Hall – Detailed Design:

Met with the Manager of Protective Services, the Construction Manager from MKM Projects and the design team to discuss designs for the new Village of Cumberland Fire Hall. A public open

house took place on Wednesday, January 9th, and the detailed design was approved by Council at their January 28, 2019 Council meeting.

Economic Development

Industrial Lands:

Worked with the Economic Development Coordinator to help move forward the exploration of a Business Improvement Area in Cumberland, along with holding an information session on Community Cooperative Investment options. Both are scheduled to take place in early 2019. Attended the January Economic Development Steering Committee meeting and the Comox Valley Chamber of Commerce Economic Forum Breakfast.

Miscellaneous

- Along with the Mayor and Financial Officer I presented an overview of the Village of Cumberland's experiences with Social Procurement to the Comox Strathcona Waste Management (CSWM) Board.
- Met with the main organizer for the proposed Cumberland Wetland Symposium to discuss potential Village of Cumberland involvement.
- Met with the Chair of the Cumberland Community Housing Society to learn more about the Society and the potential for any synergies and/or partnerships between the Village and the Society.
- Attended the Comox Valley Emergency Program Administrative Committee meeting to discuss the proposed 2019 Emergency Program budget.
- Attended a regional Chief Administrative Officer meeting to review the Comox Valley Regional District 2019-2022 Strategic Priorities.
- Attended a Solid Waste Joint Resource Committee meeting with Comox Valley Regional District representatives.

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

Sundance Topham
Chief Administrative Officer
Village of Cumberland



Corporation of the Village of Cumberland

Memorandum

DATE: February 1, 2019
TO: Sundance Topham, Chief Administrative Officer
FROM: Rachel Parker, Corporate Officer
SUBJECT: January 2019 Corporate Services Report

BACKGROUND

This provides Council with highlights for the past month.

- Completed records disposal of 35 boxes of records as set out in the LGMA Records Management manual; working on donation of non-Village records to Museum
- Continued training of new Legislative Services Assistant and casual staff: Ashley and Lorrie
- Drafted an addendum to the animal control services contact with City of Courtenay
- Drafted a short term borrowing bylaw for the wastewater upgrade project
- The Rick Hansen Foundation completed its accessibility assessment of the Village office, the Cultural Centre, and Colliery trail and Coal Creek Historic Park; Reports are expected in early April for a grant opportunity.
- Accessibility Committee met in January and reviewed the special event manual
- Staff attempted without success to contact the manufacturer of the new transit shelter on Egremont Road and replacement panels for the shelter on Windermere Avenue for a new target delivery date.
- Updated cemetery fees for 2019 with 2% increase as per Cemetery Bylaw
- Obtained Provincial certificate for Wastewater Upgrade Loan Authorization Bylaw
- Processing 2018 Community Grant Program reports from grant recipients

Respectfully submitted,

Rachel Parker

Rachel Parker
Corporate Officer



Corporation of the Village of Cumberland

Memorandum

DATE: February 1, 2019
TO: Sundance Topham, Chief Administrative Officer
FROM: Kaelin Chambers, Economic Development Coordinator
SUBJECT: Economic Development Report for January 2019

BACKGROUND

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

1. Economic Development Strategy

- Economic Development Steering Committee (EDSC) met on January 16, 2019.
- The EDC with support from the EDSC is currently planning for the implementation of community events as described in the Strategy, including:
 - Action 3-A Public information session on community cooperative investment and development options.
 - Action 4-A Workshop with arts and culture community.
 - Action 6-A Engage business/commercial interest in establishing a Business Improvement Association.

2. Island Coastal Economic Trust (ICET)

- The Village will be submitting a funding request to ICET application following the result of the Rural Dividend application is announced in February 2019.

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

- The EDC and Chief Administrative Officer continue to meet with Fortis and CVRD staff to advance the project and the Village's interests.

4. Single use plastics

- The EDC is drafting a business outreach plan to support the local business community in a public education/advisory campaign as part of the implementation of a Single-Use Item Regulation Bylaw.

5. Business Outreach

- The EDC continues to engage local businesses and commercial property owners to better understand our local economic environment. Current interests/concerns include:
 - Increasing interest/demand for local commercial properties, particularly administrative space.

- Impacts of empty properties within the Dunsmuir core.
- Coordination and communication between local businesses and community events.

6. Economic Development Networking

- In January, the EDC met and discussed Cumberland's economic development initiatives with the following groups:
 - The EDC attended the quarterly meeting of the Vancouver Island Coast Economic Development Association (VICEDA).
 - Vancouver Island Economic Alliance (VIEA) – Free Trade Vancouver Island Information sessions.
 - Comox Valley Chamber of Commerce Economic Forum Breakfast.
 - Cumberland Business Social.
 - Comox Valley Nurses for Health and the Environment.
 - Ministry of Citizens' Services (Connected Communities BC).
 - Ministry of Forests, Lands, Natural Resource Operations and Rural Development.

Respectfully submitted,

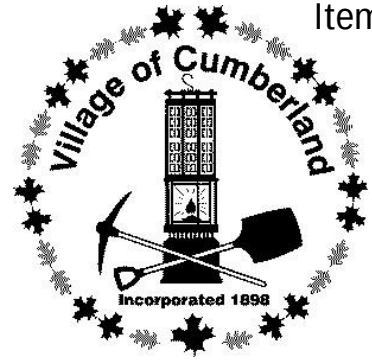
Kaelin Chambers

Kaelin Chambers
Economic Development Coordinator

Sundance Topham

Sundance Topham
Chief Administrative Officer

COUNCIL MEMBER REPORT



DATE: February 5, 2019

TO: Mayor and Councillors

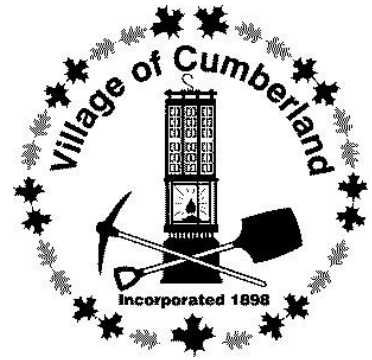
FROM: Mayor Baird

SUBJECT: Monthly Report January 2019

Date	Event	Details
1 st	Cumberland Legion Branch #28	New Years Levee
9 th	Fire Hall open house	New design presented and questions answered by staff and consultants
10 th	Comox Strathcona Waste Management Committee	CAO Sundance Topham, Financial Officer Michelle Mason and myself presented on Leveraging Procurement for Community Benefit on behalf of the Coastal Communities Social Procurement Initiative. Highlighting our experience moving forward with adopting a policy on Social Procurement. Asking Regional Directors to join the steering committee
	ICET Island Coastal Economic Trust	Conference call for board members
13 th	O.A.P.	Christmas dinner
17 th	Comox Valley Chamber of Commerce	Economic Forum Breakfast-BC Chamber President Val Litwin panel coordinator; Karen Guinan MNP; Pauline Stevenson Excel Career College; James Flawith Precision Tree Services. Experiences with their work force and the changes that are happening with employees.
	GP Vanier School	Exit interviews with grads. We were given a sheet of questions and rated the answers that students supplied. I interviewed six young ladies during the allotted time.
18 th	ICET Island Coastal Economic Trust	Board meeting

21 st	Village Hall meeting	
24 th	Community Justice Center	Campagnolo dinner with invited guests followed by Lecture at the Stan Hagen Lecture Theatre at North Island College. Guest for the evening National Commissioner of the RCMP Brenda Lucki. Her lecture was titled "Healing Relationships: Modernizing Policing Through Restorative Justice"
25 th	Coastal Communities Social Procurement Initiative Steering Committee	Scale Collaborative in Qualicum Beach. Update on presentations by individuals to Regional Districts. Local Government needs survey results. Discussion on training workshops. Public Launch February. New Website
26 th	Comox Valley Chamber Awards	Cumberland Finalists: Land of Plenty Award to Riders Pizza, Small Business of the Year Dodge City Grooming
27 th	Mount Washington Alpine Resort	National Ski and Snowboard day held Never Ever Day. Approximately 60 people took the opportunity to learn to ski or snowboard. I was invited to welcome everyone to the fun filled day.
28 th	Comox Valley Emergency Program	An hour before the Council meeting Howie Siemens, Comox Valley Emergency Program Coordinator presented the Emergency Program and Council's role in an Emergency Operations Center.
29 th	Community Enrichment Grant Award Ceremony in Comox	United Riders of Cumberland received a cheque for \$1,160 for increasing the capacity of the trail counter and data program. Cumberland and District Historical Society received \$2,950.25 for Living Libraries. I presented a cheque to Habitat for Humanity for \$12,500 for a Builder Truck.
31 st	Cumberland Museum and Archives	Coal, Conflict & Community – A new permanent Labour and working history exhibit at the Cumberland Museum and Archives- opening reception. Well attended.

COUNCIL MEMBER REPORT



DATE: January, 2019

TO: Mayor and Councillors

FROM: Councillor Brown

SUBJECT: Monthly Report - January 2019

Date	Event	Details
January 9	Fire Hall Open House	Public opportunity for feedback on Fire Hall Design
January 14	Regular Council Meeting	Minutes here: https://cumberland.ca/meetings/meeting-1-2019-r/
January 16	Economic development Steering Committee Meeting	https://cumberland.ca/wp-content/uploads/2019/01/190111_EDSC_Agenda-MERGED.pdf
January 17	CV Chamber Economic Forum Breakfast	Update from BC Chamber on the state of the economy, panel on attraction and retention of employees (a current challenge for small business in BC).
January 19	Vancouver Island Regional Library Meeting/AGM	Held in Nanaimo, elected executive and learned about Library Board
January 21	Village Hall Meeting	Good discussion thanks to those who come out and talk at these meetings, it's a great opportunity to connect with what's concerning people in the village. https://cumberland.ca/meetings/02-2019-vh/
January 22	Accessibility Committee Meeting	Worked on the Events Manual. https://cumberland.ca/meetings/01-2019-accessibility/

January 28 Council Meeting

More info here:

<https://cumberland.ca/meetings/meeting-03-19-r/>

January 31 Coal Conflict and
Community

Excellent new exhibit at the Museum

<http://www.cumberlandmuseum.ca/events/coal-conflict-and-community-exhibit-opening-and-talk-at-the-cumberland-museum-and-archives/>

COUNCIL MEMBER REPORT



DATE: Feb 3, 2019

TO: Mayor and Councillors

FROM: Councillor Jesse Ketler

SUBJECT: Monthly Report – January 2019

Date	Event	Discussion
Jan 8	Call with Whistler Sustainability Centre	Re: Affordable housing workshop in Cumberland
Jan 9	Comox Valley Coalition to End Homelessness	Topics incl: City of Courtenay giving \$35K for a coordinated emergency response, Drop-in center proposal, 5 Year plan updated and submitted to CVRD, discussion re vacation rentals, CO-OP housing, St.Joes Views, CV Health Network, Braidwood turn over Feb.15.
Jan 9	Village Open House	Firehall – presentation of detailed design
Jan 10	Comox Valley Waste Management Board/Hospital Board	Presentation on Social Procurement from Cumberland -motion for CVRD to investigate incl in purchasing policy and membership to hub. Also motion to consider diversion, emissions and cost when considering WTE tech. Orientation.
Jan 14	Regular Council Meeting	
Jan 15	CVRD Committee of the Whole	Presentation: Rails to Trails – assessment to be done by Prov to increase transparency of ICF, possible modification of ToR. Presentation: Cermaq – relocation of sites out of salmon migration route in Broughton, work on microplastics and wild salmon enhancement BC Assessment – Cumberland avg increase 27%, Courtenay/Comox 17%.

		Presentation: CVEDS – visitor centre had 29k people visit in 2018, put in application for V.I. Mountain Bike Consortium Campaign, CVEDS budget presented Feb.5. Presentation: VIHA and MOE – Air Quality – woodstoves pose biggest threat to health – VIHA committing \$35K more to woodstove exchange program for residents in “hot spots” as determined by recent studies. CVRD requisition will increase for Cumberland based on increase assessment and increase in mandatory employment related costs (MERCs) CVRD Financial Bylaw adoption March 19 and 21st.
Jan 19	Komoks Valley Womens March	Participated in the rally/march and Jadie spoke with her friends about their experience
Jan 21	Village Hall	Topics included: rental zoning, park facilities rental, resurface of tennis courts, water treatment update, CRI bathroom/bike wash, Firehall, CV Estates greenways, housing needs, rodent control, sewage treatment, cannabis retail
Jan 22	Cumberland Culture and Arts Society	AGM – election of board members, discussion of past and future projects and fundraising
Jan 24	Perseverance Creek: PFC, Fish Hab 1, LIDAR Info Session	Presentation from EcoFish, CV Land Trust and CCFS re data collected on Perseverance. Different reaches of the stream have been affected at varying levels by high flow events and require different levels of intervention.
Jan 28	Emergency Preparedness Meeting/Regular Council Meeting	Presentation from Howie Siemens from CVRD
Jan 29	Comox Valley Sports Commission	Election of Chair and Vice Chair (myself and Dir.Arbour)
	CVRD COTW	Presentation: Mike Zbarsky - Pilot transit service on Hornby extended (HICEEC)

Presentaiton: Howie Siemens- Search and rescue grant requests incl Cumberland Fire Rescue Boat #8

Presentation: James Taylor – Glacier View Lodge – 42 acres, want to develop affordable housing, could partner with CVRD on survey.

North Island 911 service – motion to recommend their board change funding model to 50% assessment and 50% population based

Jan 31 Cumberland Museum Presentation Coal, Conflict and Communtiy – background and research on new exhibit

COUNCIL MEMBER REPORT



DATE: Tuesday, February 5th , 2019

TO: Mayor and Councillors

FROM: Councillor Sullivan

Monthly Report - January 2019

Date	Event	Discussion
Jan 9 th	Village open house	Fire hall design presentation
Jan 14 th	Council Meeting	
Jan 16 th	Economic Development	Steering Committee Meeting
Jan 19 th	Women's Day March	Marched in Courtenay
Jan 21 st	Village Hall Meeting	
Jan 22 nd	Cumberland Arts & Culture Society	AGM
Jan 24 th	Eco-Fish Perseverance Creek	Presentation on Creek status
Jan 25 th	VIRL Literacy Week	Attended puppet show at the library
Jan 28 th	Emergency Preparedness	Presentation by Howie Siemens/ CVRD
Jan 28 th	Council Meeting	
Jan 31 st	Cumberland Museum and Archives	Coal, Conflict and Community, New Exhibit

CORPORATION OF THE VILLAGE OF CUMBERLAND

BYLAW NO. 1073

**A bylaw to establish procedures and fees for land use development
within the Village of Cumberland**

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

1. TITLE

This bylaw may be cited for all purposes as the ‘Development Procedures and Fees Bylaw No. 1073, 2018.’

2. APPLICATION

- a) This Bylaw is applicable to all lands and surface of the water within the Village of Cumberland that are subject to any permit or application procedure as outlined in this Bylaw.
- b) Procedures under which an Applicant of land may apply for an amendment to the Official Community Planning and/or the Zoning Bylaw are set out in Schedule A which is attached and forms part of this Bylaw.
- c) Procedures under which an Applicant of land may apply for a Development Permit are set out in Schedules B and B-1 which are attached and form part of this Bylaw.
- d) Procedures under which an Applicant may apply for a Heritage Alteration Permit are set out in Schedules C and C-1 which are attached and form part of this Bylaw.
- e) Procedures under which an Applicant of land may apply for a Development Variance Permit are set out in Schedules D and D-1 which are attached and form part of this Bylaw.
- f) Procedures under which an Applicant of land may apply for a Temporary Use Permit are set out in Schedules E and E-1 which are attached and form part of this Bylaw.
- g) Procedures under which an Applicant of land may apply for a Manufactured Home Park Permit are set out in Schedules F and F-1 which are attached and form part of this Bylaw.
- h) Procedures under which an Applicant may apply for a Compliance Determination for any property within the Village boundaries are set out in Schedule G which is attached and forms part of this Bylaw.
- i) Procedures under which an Applicant may apply for a Site Specific Exemption to Flood Construction Level and Setbacks for any property within the Village boundaries are set out in Schedule H which is attached and forms part of this Bylaw.

3. **RELATION TO THE LOCAL GOVERNMENT ACT**

This Bylaw is not intended to conflict with any provision of the *Local Government Act* relating to any application or to fetter any statutory authority of the Village.

4. **DEFINITIONS**

For the purpose of this Bylaw, the following definitions apply. The context meaning of terms contained in this Bylaw and not defined herein, are to be determined in accordance with firstly, 'Zoning Bylaw No. 1027, 2016' as amended from time to time, secondly this Bylaw and thirdly in the Canadian Oxford dictionary.

APPLICANT	means a person registered in the land registry records as Applicant of land or of a charge on land, whether entitled to it in his/her own right or in a representative capacity or otherwise.
CHIEF ADMINISTRATIVE OFFICER (CAO)	means the person appointed by Council pursuant to s.147 of the <i>Community Charter</i> to carry out the duties of this position.
COUNCIL	means the Council of the Corporation of the Village of Cumberland.
INACTIVE	means any application that remains incomplete, or during processing, becomes dormant due to an Applicant's deficiency in fulfilling the requests/requirements of staff or Council.
NEIGHBOURHOOD PUBLIC MEETING	means an accessible meeting open to the public, held by the Applicant, to discuss and answer any questions relating to the proposed development or project and provide information to anyone who attends. The intent of this meeting is to collect the comments of the neighbours in a casual comfortable format that is not to be confused with a Public Hearing that may be required as part of this application process.
VILLAGE	means, as the context requires, the Village of Cumberland, or the area within the boundaries of the Village of Cumberland.

5. **SEVERABILITY**

If any part of this bylaw is found to be invalid it may be severed without affecting the validity of the balance of the bylaw.

6. **INTERPRETATION**

Whenever the singular or masculine is used in this Bylaw, the same is deemed to include the plural or feminine or the body politic or corporate as the context requires.

7. REPEAL

The following Bylaw is hereby repealed in its entirety upon adoption of this Bylaw:

- a) 'Village of Cumberland Development Procedure and Fees Bylaw No. 1008, 2014'.

READ A FIRST TIME THIS	13th	DAY OF	August	2018.
READ A SECOND TIME THIS	13th	DAY OF	August	2018.
AMENDED ON	28th	DAY OF	January	2019.
READ A THIRD TIME THIS	28th	DAY OF	January	2019.
ADOPTED THIS		DAY OF		2019.

Mayor

Corporate Officer

Application to Amend the Official Community Plan (OCP) and/or the Zoning Bylaw

1. APPLICATION

- a) An application shall be completed upon a form provided by the Village which then shall be delivered to the Village together with such additional plans and particulars as may be required. The application is considered as being accepted when all the required information (including fees) has been received.
- b) Each legal parcel shall be considered as a separate application, unless otherwise determined by the Chief Administrative Officer.

2. RE-APPLICATION

An application that has been refused by Council shall not be reconsidered for a period of 12 months immediately following the date of refusal, except as permitted pursuant to the provisions of the *Local Government Act*. A re-application is considered a new application and additional fees apply, as noted in Section 7 of this schedule.

3. ABANDONED APPLICATIONS

An application which has been inactive for more than six months is deemed to be abandoned and will be closed.

4. NEIGHBOURHOOD PUBLIC MEETING(S)

- a) Applications to amend the OCP and/or Zoning Bylaw require the Applicant to hold a Neighbourhood Public Meeting prior to presentation of the application to Council for first reading. The Neighbourhood Public Meeting shall be held in an accessible venue in the Village of Cumberland. The Applicant is required to prepare a summary of comments and/or concerns from the meeting and submit this summary to the Village in a timely manner so that this information is available for Council.
- b) Council may require additional public consultation, the cost of which will be borne by the Applicant.

5. NOTIFICATION

- a) The Applicant shall ensure that the notice of the Neighbourhood Public Meeting is placed in one edition of a local newspaper and mailed or otherwise delivered to adjacent land owners and occupiers of all properties within a 75.0 metre (246.0 feet) radius of the lot lines of the land involved under application at least 10 days before the Neighbourhood Public Meeting.

Schedule A

- b) Within 10 days of the application being made, the Applicant shall install a Public Notice Sign advising of the application in a location visible from the road on the subject property. If the property has two road frontages, two signs may be required. The sign shall be in the format acceptable to the Village. The sign must remain in place until the last act of Council and shall be removed within 10 days of that date.
- c) The Village shall mail or otherwise deliver a notice of Public Hearing or waiving of Public Hearing to the owners and occupiers of all properties within a 75.0metres (246.0feet) radius of the lot lines of the subject property at least 10 days before the Public Hearing or consideration by Council if the Public Hearing is to be waived as required by the Local Government Act.
- d) The Village shall advertise a Public Hearing or waiving of a Public Hearing as required by the *Local Government Act*.

6. APPLICATION REQUIREMENTS

- a) The completed **application form** including the applicable fees and the authorizing signatures of the Applicant.
- b) A **Surveyors Certificate** prepared by BC Land Surveyor may be required for existing development on the subject property, with dimensions and areas, upon request by the Village.
- c) **Site Plans** which contain the following minimum information about the subject property:
 - i) Location map, including neighbouring land uses;
 - ii) Existing and proposed buildings in relation to legal property boundaries with dimensions and areas;
 - iii) Significant physical features and topographic information, and all existing watercourses and wetlands, and all Sensitive Ecosystem Information;
 - iv) North arrow and drawing scales;
 - v) Dimensions for all elevations and site plans;
 - vi) Geodetic elevation upon request by the Village;
 - vii) Residential unit or building layout and/or comprehensive plan, illustrating unit distribution;
 - viii) Roads, existing and/or proposed; and
 - ix) Open space.
- d) Completed 'Site Profile', as per the *Environmental Management Act*, for the subject property or release from the Ministry to proceed.
- e) Additional information may be required in accordance with the "Corporation of the Village of Cumberland Development Approval Information Bylaw No. 809, 2005" and all amendments thereto.

Schedule A**7. FEES**

Amend OCP and/or Zoning Bylaw \$4,100^{1,2}	
+ Plus a fee to reimburse the Village (at cost) for Peer Review of (such as but not limited to) legal, engineering, environmental, architectural plans, studies, and/or documents in the amount of: • \$500 per lot of proposed or potential residential development¹; and • \$1 per 1.0metre² of Gross Floor Area of proposed/potential commercial/industrial development¹. This fee is to be paid at time of application and will form the application “account”. Staff will maintain an accounting of charges to the application, which will be provided to the payee semi-annually and upon completion or termination of the project. Funds remaining in the account after completion or termination of the project will be returned to the payee.	
+ Plus additional monies will be required if the Peer Review charges exceed the Peer Review fees paid at application. The payee will be advised in writing that this fee is required and it will be equal to the amount paid at application, unless the CAO determines otherwise. The letter will include an accounting to date. Processing of the application will be suspended until this fee is paid.	
+ Plus the Applicant shall bear the costs of advertising any Public Hearing/Waiving a Public Hearing which shall be paid before adoption of the amending bylaw(s).	
+ Plus the fee of \$950 for each additional Public Hearing which shall be paid before adoption of the amending bylaw(s).	
Refund	•Less 10% before preliminary review of the application •Less 50% before preparation of first staff report •Less 75% after second reading but before Public Hearing •No refund after Public Hearing.
<i>Notes: 1. Application fees shall include Title searches but do not include other documents such as covenants, ROW's, etc. The cost of retrieving these from LTO shall be borne by the Applicant.</i>	
<i>2. If a concept plan is not available this number will be calculated on the maximum build out allowed in the proposed Zoning amendment.</i>	

8. TYPICAL PROCESS

- a) A complete application and fees are received by staff. Processing will not commence until all the application requirements are met.
- b) Staff will provide the design of the required public notice sign to the Applicant, mapping of the area required for notification of the Neighbourhood Public Meeting, and mailing labels if requested.

Schedule A

- c) The Applicant shall:
 - i) install the Public Notice sign within 10 days of having made the application;
 - ii) hold a Neighbourhood Public Meeting in the Village of Cumberland;
 - iii) advertise the Neighbourhood Public Meeting in a local paper, the advertisement to appear 10 days prior to the Neighbourhood Public Meeting;
 - iv) after the Neighbourhood Public Meeting, provide proof of advertising, a summary of comments and/or concerns; and any submissions made at the Meeting.
- d) Staff prepares a report for Council outlining the application and presenting the proposed bylaws, requesting referral to the internal Commission or Committee as applicable.
- e) Staff prepares a report for the internal Commission or Committee as applicable. The Applicant is invited to attend any meeting where his application is being considered.
- f) Staff prepares a report for Council which may include:
 - i) the results of the Neighbourhood Public Meeting;
 - ii) the recommendation(s) from the internal Commission or Committee as applicable;
 - iii) recommendations regarding first and second readings on the proposed bylaw(s);
 - iv) if the application includes an amendment to the Official Community Plan, the list of government agencies that might be affected by the proposal; and
 - v) scheduling of the public hearing, if required.
- g) Council may, upon considering the application, request additional information, give first and/or second readings to the implementing bylaw, or may refer, table, or deny the application.
- h) Staff schedules the public hearing, ensures that the required notification and advertising is carried out, produces an agenda for the Hearing and distribute to Council, and holds the Public Hearing.
- i) Following the Public Hearing(s) (or waiving of same) Council, without further notice, may give the Bylaw(s) third reading or may refer, table, or deny the application.
- j) As required by the *Transportation Act*, referral of a Zoning or Rezoning within 800metres of Highway 19 being the Inland Island Highway shall be made to the Ministry of Transportation and Infrastructure for their approval.

Schedule A

- k) Staff prepares a report for adoption of the bylaw(s). If all conditions of third reading have been met, the bylaw(s) shall be adopted.
- l) The Applicant is notified within 10 days of Council's decision. Where the amending bylaw(s) have been denied by Council, the letter shall contain the reasons for refusal.
- m) The Applicant shall remove the Public Notice sign within 10 days of the date of Council's final decision.

Application for a Development Permit

1. APPLICATION

- a) An application shall be completed upon a form provided by the Village which then shall be delivered to the Village together with such additional plans and particulars as may be required. The application is considered as being accepted when all the required information (including fees) has been received.
- b) Each legal parcel shall be considered as a separate application, unless otherwise determined by the Chief Administrative Officer.

2. EXEMPTIONS

For applicable exemptions, please see *Village of Cumberland Official Community Plan Bylaw 990, 2016*, Section 10.0 'Development Permit Areas' or amendments thereto.

3. RE-APPLICATION

An application that has been refused by Council shall not be reconsidered for a period of 12 months immediately following the date of refusal, except when permitted pursuant to the provisions of the *Local Government Act*. A re-application is considered a new application and additional fees apply, as noted in the following section 10.

4. ABANDONED APPLICATIONS

An application that has not yet been which has been inactive for more than six months is deemed to be abandoned and will be closed.

5. NEIGHBOURHOOD PUBLIC MEETING

Council may require that the Applicant hold a Neighbourhood Public Meeting, the cost of which will be borne by the Applicant. If a meeting is required, the meeting shall be held in an accessible venue in the Village of Cumberland. The Applicant is required to prepare a summary of comments and/or concerns from the meeting and submit same to the Village in a timely manner in order that this information may be forwarded to Council.

6. NOTIFICATION

- a) If required by Council, the Applicant shall ensure that the notice of a Neighbourhood Public Meeting is placed in one edition of a local newspaper and mailed or otherwise delivered to adjacent owners and occupiers of all properties within a 75.0 metre (246.0 feet) radius of the lot lines of the land involved under application at least 10 days before the Neighbourhood Public Meeting.
- b) Within 10 days of the application being made, the Applicant shall install a public notice sign advising of the application in a location visible from the road on the subject property. If the property has two road frontages, two signs may be required. The sign shall be in the format approved by the Village. The sign must remain in place until the last act of Council and shall be removed within 10 days of that date.

Schedule B

- c) The Village shall mail or otherwise deliver a notice that Council will consider a Development Permit application to the owners of all properties within a 75.0metres (246.0feet) radius of the lot lines of the subject property at least 10 days before the meeting where Council will make a decision on the application.

7. AMENDMENT

After Council has approved a Development Permit for issuance, minor amendments will be accepted provided that the fee as noted in section 10 of this schedule has been paid. Major changes which require significant review by Staff and Council will require a new application and fees.

8. EXTENSION

The Applicant may apply to Council to grant one extension of up to two years. Fees as noted in section 10 of this schedule, apply.

9. APPLICATION REQUIREMENTS

- a) The completed **application form** including the applicable fees and the authorizing signature(s) as required.
- b) A **Surveyors Certificate** prepared by BC Land Surveyor may be required at the request of the Village.
- c) **A Site Plan** which contains the following minimum information about the subject property:
 - i) Location map, including neighbouring land uses;
 - ii) Existing and proposed buildings in relation to legal property boundaries with dimensions and areas;
 - iii) Significant physical features and topographic information, all existing watercourses and wetlands and all Sensitive Ecosystem Information;
 - iv) North arrow and drawing scales;
 - v) Dimensions for all elevations and site plans;
 - vi) Geodetic elevation upon request by the Village;
 - vii) Roads, existing and/or proposed;
 - viii) Residential unit or building layout and/or comprehensive plan, illustrating unit distribution; and
 - ix) Open space.
- d) Where the Development Permit is for form and character, elevation drawings will be required which will be in colour, illustrating the proposed outside of the building and include a list of materials and colours to be used.
- e) Completed 'Site Profile', as per the *Environmental Management Act*, for the subject property or release from the Ministry to proceed.

Schedule B

- f) **Landscape Plans, as required**, must be professionally prepared and conform to the most recent BCSLA\BCLNA Landscape Standard and contain the following minimum information:
- i) Site organization, including planting beds, and landscape features;
 - ii) All plant material and landscape features at installed sizes, accurate location, and spacing;
 - iii) Plant list using botanical and common names for all recommended plant material and size specification;
 - iv) Location of all utility infrastructure (overhead, underground, light standards, etc.), which may be affected by landscaping.
 - v) A cost estimate of completing any required landscape plan. This estimate shall provide the following detailed (itemized) information:
 - 1) Softscaping such as, but not limited to plants, bed preparation, etc.;
 - 2) Equipment to be installed such as but not limited to irrigation system, playground, etc.,
 - 3) Hardscaping such as but not limited to sidewalks, fencing, etc., and
 - 4) Labour costs required for the total cost of the construction and implementation of the plan.
- g) **Security:** If required, the Applicant shall provide a security by letter of credit or in a form acceptable to the Village for the following purposes:
- i) Landscaping: If Landscaping is required, this Security is to provide the means by which Council can carry out the landscaping works if the Applicant does not complete the approved Landscape Plan, as follows:
 - 1) The amount shall be 125% of the cost estimate for the approved landscape plan and shall be received before the Permit is issued.
 - 2) An inspection shall be carried out upon completion of the plan and if compliant, a refund of 75% shall be made.
 - 3) The remaining 25% will be held back for one year at which time the Applicant will request an inspection. If the plantings are to the satisfaction of the Village, the holdback will be returned to the person who paid it. If any of the plants have not survived, they shall be replaced by the Applicant per the approved landscape plan, or failing this, the Village may use the holdback to replace the plants. Any amount of the security not used for the purpose it was intended will be returned to person who paid it.

Schedule B

- ii) Unsafe Condition: Where there is the high probability of an unsafe condition occurring due to a consequence of contravention of a condition in the Development Permit, a Security may be required to provide the means by which Council can rectify said unsafe condition, as follows:
 - 1) The amount shall be 125% of the cost estimate provided by a registered professional and shall be received before the Permit is issued.
 - 2) An inspection shall be carried out upon completion of the plan by a registered professional and if found compliant, a full refund shall be made to the person who paid it.
 - 3) If the professional's inspection reveals an unsafe condition, the Applicant shall rectify the condition, or failing this, the Village may use the security to rectify the condition. Any amount of the security not used for the purpose it was intended will be returned to person who paid it.
- iii) Damage to Natural Environment: Where there is the high probability of damage to the Natural Environment occurring due to a consequence of contravention of a condition in the Development Permit, this Security may be required to provide the means by which Council can rectify said damage, as follows:
 - 1) The amount shall be 125% of the cost estimate provided by a registered professional and shall be received before the Permit is issued.
 - 2) An inspection shall be carried out upon completion of the plan by a registered professional and if found compliant, a full refund shall be made to the person who paid it.
 - 3) If the professional's inspection reveals an unsafe condition, the Applicant shall rectify the condition, or failing this, the Village may use the security to rectify the condition. Any amount of the security not used for the purpose it was intended will be returned to person who paid it.
- h) Additional information may be required in accordance with the "Corporation of the Village of Cumberland Development Approval Information Bylaw No. 809, 2005" and all amendments thereto.

Schedule B**10. FEES**

Residential, Single Family: \$1,200 ^{1,2}		All Other: \$2,100 ^{1,2}	
Plus	\$1 per 1.0metres² gross floor area of commercial or industrial development¹; or \$25 each residential lot/unit¹		to a maximum of \$4,200
+Plus reimbursement to the Village (at cost) for Peer Review of (such as but not limited to) legal, engineering, environmental, architectural plans, studies, and/or documents. The Applicant will be advised in writing of the amount outstanding and will be provided with an accounting of the costs incurred. Payment of these fees will be a condition that must be met prior to issuing the Permit.			
Amendment	50% of application fee	Extension	50% of application fee
Refund	●Less 10% before preliminary review of the application ●Less 75% before preparation of the first staff report ●No refund after notification to adjacent neighbours		
Notes:	1. If a concept plan is not available this number will be calculated on the maximum build out allowed in the applicable Zone.		
	2. Application fees shall include Title searches but do not include other documents such as covenants, ROW's, etc. The cost of retrieving these from LTO shall be borne by the Applicant.		

11. TYPICAL PROCESS

- a) A complete application and fees are received by Staff. Processing will not commence until all the application requirements are met.
- b) Staff will provide the design of the required public notice sign to the Applicant, mapping of the area required for notification of the Neighbourhood Public Meeting (if required), and mailing labels if requested.
- c) The Applicant shall install the Public Notice sign within 10 days of having made the application.
- d) Staff prepares a report for Council outlining the application and requesting referral to the internal Commissions or Committees as applicable.
- e) Council upon considering the application may request: additional information, and/or that the Applicant provide a Neighbourhood Public Meeting, they may issue the application, table, or deny the application.

Schedule B

- f) If required, the Applicant shall:
 - i) schedule the Neighbourhood Public Meeting in a Cumberland venue;
 - ii) advertise in a local paper, the advertisement to appear 10 days prior to the Neighbourhood Public Meeting;
 - iii) after the Neighbourhood Public Meeting, provide proof of advertising, a summary of comments and/or concerns; and any submissions made at the Meeting.
- g) If referred to an internal Commission or Committee by Council, Staff prepares a report for said Commission or Committee. The Applicant is invited to attend any meeting where their application is being considered.
- h) Staff sends out notification to adjacent neighbours at least 10 days prior to the meeting where Council will be making a decision on the application.
- i) The internal Commissions and/or Committees as referred by Council meet and makes recommendations to Council.
- j) Staff prepares report for Council outlining the application, including comments from the Neighbourhood Public Meeting (if held), recommendations from the internal Commission or Committees, and any public submissions received.
- k) Council, upon considering the application, may request additional information, issue the application, or may refer, table, or deny the application.
- l) The Applicant is advised of the Council's decision within 10 days.
- m) Where Council has issued the Development Permit, it is then prepared in the form of the form of Schedule B-1. When the conditions of the permit have been met the Development Permit is then issued by the Corporate Officer; and *Notice of Development Permit* is sent to Land Title Office for registration on the title of the subject property.
- n) Where an application for a Development Permit has been refused by Council, the Applicant shall be advised of the reasons for refusal.
- o) The Applicant shall remove the Public Notice sign within 10 days of Council making its decision.

Schedule B-1

Corporation of the
Village of Cumberland

DEVELOPMENT PERMIT

TO: *(insert Applicant name here)* **AGENT:** *(insert agent name here if applicable)*

OF: *(insert address of Applicant here, as it appears on title)*

This Development Permit *(Insert file number here)* is issued subject to compliance with all of the bylaws of the Village of Cumberland applicable thereto, except as supplemented by this Permit for the purposes of *(insert specific purpose of the Development Permit)*.

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

Legal Description: *(as it appears on title)*

Folio: 516 _____ **PID:** _____

Civic Address: *(address of property affected)*

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

(Insert conditions as prescribed by Council, described as what must be provided before issuance (a precondition), and what will be required after development is finished.)

3. **Security**

Insert conditions of security as required

4. **Expiry**

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

5. **Timing and Sequencing of Development**

Insert conditions of timing or sequencing of development as required

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

Insert Reports or Plans attached as Schedules as required

Schedule B-1**7. Contaminated Sites Regulation**

(choose one of the following as applicable)

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

OR

☐ This Permit is issued pursuant to the requirements of the *Environmental Management Act*, whereby the Regional Manager of the applicable Ministry has received a "Site Profile" for the subject property and has issued a clearance to proceed to the Village on *(insert date)*.

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

Certification for Development Permits where there are pre-conditions:

CERTIFIED as the DEVELOPMENT PERMIT approved for issuance by resolution of the Council of the Corporation of the Village of Cumberland on _____, 20__, subject to conditions noted at paragraphs ____ (Security) and ____ (____), and issued on _____, 20__ by senior staff on satisfaction of those conditions.

OR

Certification for Development Permits if there are no pre-conditions:

CERTIFIED as the DEVELOPMENT PERMIT approved and issued by resolution of the Council of the Corporation of the Village of Cumberland on _____, 20__.

Corporate Officer

Application for a Heritage Alteration Permit

1. APPLICATION

- a) An application shall be completed upon a form provided by the Village which then shall be delivered to the Village together with such additional plans and particulars as may be required. The application is considered as being accepted when all the required information (including fees) has been received.
- b) Each legal parcel shall be considered as a separate application, unless otherwise determined by the Chief Administrative Officer.
- c) A Heritage Alteration Permit (HAP) is required pursuant to s.615 and 617 of the *Local Government Act* (LGA), noting current statutory language indicates a person must not do any of the following unless a Heritage alteration permit authorizing the action has been issued:
 - i) Subdivide land within the Historic Village Commercial Core (HVCC) area;
 - ii) Start the construction of a building or structure or an addition to an existing building or structure within the HVCC area;
 - iii) Alter a building or structure or land within the HVCC area;
 - iv) Alter a feature that is protected heritage property; and
 - v) Demolition of a building.
- d) Section 614 of the LGA allow local governments to, for the purposes of heritage conservation, designate Heritage Conservation Areas. For continuity, the Heritage Conservation Area in the Official Community Plan also includes development permit designations under LGA s.488:
 - h) Establishment of objectives to promote energy conservation;
 - i) Establishment of objectives to promote water conservation;
 - j) Establishment of objectives to promote the reduction of greenhouse gas emissions.
- e) Where two or more types of Permit applications (for example: HAP and Development Variance Permit) are being made at the same time and can be processed together, only one fee shall be charged, whichever is the greater.

2. EXEMPTIONS

A Heritage Alteration Permit is not required under any of the following conditions:

- a) Exterior maintenance and repairs of buildings with materials, design and colours that are consistent with these guidelines so long as there are no changes to overall appearance or design, including permitting repainting in historically appropriate colours or routine upkeep. **However**, any alterations to windows, siding or architectural features **will require** a Heritage Alteration Permit.
- b) Alterations or repairs to existing single family residences.

Schedule C

- c) Soft landscaping that does not affect the heritage character of the Historic Village Commercial Core or the heritage value of the property.
- d) Construction and maintenance activities carried out by, or on behalf of, the Village.
- e) Regular and emergency Village maintenance of municipal infrastructure conducted in a manner that is consistent with the objectives of the Heritage Conservation Area designation.
- f) Public art as approved by Council.
- g) Interior renovations.

3. RE-APPLICATION

An application that has been refused by Council shall not be reconsidered for a period of 12 months immediately following the date of refusal, except when permitted pursuant to the provisions of the *Local Government Act*. A re-application is considered a new application and additional fees apply, as noted in the following section 10.

4. ABANDONED APPLICATIONS

An application which has been inactive for more than six months is deemed to be abandoned and will be closed.

5. NEIGHBOURHOOD PUBLIC MEETING

Council may require that the Applicant hold a Neighbourhood Public Meeting, the cost of which will be borne by the Applicant. If a meeting is required, the meeting shall be held in an accessible venue in the Village of Cumberland. The Applicant is required to prepare a summary of comments and/or concerns from the meeting and submit same to the Village in a timely manner in order that this information may be forwarded to Council.

6. NOTIFICATION

- a) If required by Council, the Applicant shall ensure that the notice of a Neighbourhood Public Meeting is placed in one edition of a local newspaper and mailed or otherwise delivered to adjacent owners and occupiers of all properties within a 75.0metre (246.0feet) radius of the lot lines of the land involved under application at least 10 days before the Neighbourhood Public Meeting.
- b) Within 10 days of the application being made, the Applicant shall install a public notice sign advising of the application, in a location visible from the road on the subject property. If the property has two road frontages, two signs may be required. The sign shall be in the format approved by the Village. The sign must remain in place until the last act of Council and shall be removed within 10 days of that date.
- c) The Village shall mail or otherwise deliver a notice that Council will consider a Heritage Alteration Permit to the owners of all properties within a 75.0metre

Schedule C

(246.0feet) radius of the lot lines of the subject property at least 10 days before the meeting where Council will make a decision on the application.

7. AMENDMENT

After Council has approved a Heritage Alteration Permit for issue, minor amendments will be accepted provided that the fee as noted in section 10 below has been paid. Major changes which require significant review by Staff and Council will require a new application and fees.

8. EXTENSION

The Applicant may apply to Council to grant one extension of up to two years. Fees as noted in section 10 below, apply.

9. APPLICATION REQUIREMENTS

- a) The completed **application form** including the applicable fees and the authorizing signature(s) as required.
- b) A **Surveyors Certificate** prepared by BC Land Surveyor, may be required at the request of the Village.
- c) A **Site Plan** which contains the following minimum information about the subject property:
 - i) Location map, including neighbouring land uses;
 - ii) Existing and proposed buildings in relation to legal property boundaries with dimensions and areas;
 - iii) Significant physical features and topographic information, all existing watercourses and wetlands and all Sensitive Ecosystem Information;
 - iv) North arrow and drawing scales;
 - v) Dimensions for all elevations and site plans;
 - vi) Geodetic elevation upon request by the Village;
 - vii) Roads, existing and/or proposed;
 - viii) Residential unit or building layout and/or comprehensive plan, illustrating unit distribution; and
 - ix) Open space.
- d) **Elevation drawings** in colour, which illustrate the changes to the outside of the building and includes a list of materials and colours used.

Schedule C

- e) **Landscape Plans, as required**, must be professionally prepared and conform to the most recent BCSLA\BCLNA Landscape Standard and contain the following minimum information:
- i) Site organization, including planting beds, and landscape features.
 - ii) All plant material and landscape features at installed sizes, accurate location, and spacing.
 - iii) Plant list using botanical and common names for all recommended plant material and size specification.
 - iv) Location of all utility infrastructure (overhead, underground, light standards, etc.), which may be affected by landscaping.
 - v) A cost estimate of completing any required landscape plan. This estimate shall provide the following detailed (itemized) information:
 - 1) Softscaping such as, but not limited to plants, bed preparation, etc.;
 - 2) Equipment to be installed such as but not limited to irrigation system, playground, etc.,
 - 3) Hardscaping such as but not limited to sidewalks, fencing, etc., and
 - 4) Labour costs required for the total cost of the construction and implementation of the plan.
- f) **Security:** If required, the Applicant shall provide a security by letter of credit or in a form acceptable to the Village for the following purposes:
- i) **Landscaping:** If Landscaping is required, this security is to provide the means by which Council can carry out the landscaping works if the Applicant does not complete the approved Landscape Plan, as follows:
 - 1) The amount shall be 125% of the cost estimate for the approved landscape plan and shall be received before the Permit is issued.
 - 2) An inspection shall be carried out upon completion of the plan and if compliant, a refund of 75% shall be made.
 - 3) The remaining 25% will be held back for one year at which time the Applicant will request an inspection. If the plantings are to the satisfaction of the Village, the holdback will be returned to the person who paid it. If any of the plants have not survived, they shall be replaced by the Applicant per the approved landscape plan, or failing this, the Village may use the holdback to replace the plants. Any amount of the security not used for the purpose it was intended will be returned to person who paid it.

Schedule C

- ii) **Unsafe Condition:** Where there is the high probability of an unsafe condition occurring due to a consequence of contravention of a condition in a permit, a Security may be required to provide the means by which Council can rectify said unsafe condition, as follows:
 - 1) The amount shall be 125% of the cost estimate provided by a registered professional and shall be received before the Permit is issued.
 - 2) An inspection shall be carried out upon completion of the plan by a registered professional and if found compliant, a full refund shall be made to the person who paid it.
 - 3) If the professional's inspection reveals an unsafe condition, the Applicant shall rectify the condition, or failing this, the Village may use the security to rectify the condition. Any amount of the security not used for the purpose it was intended will be returned to person who paid it.
- iii) **Damage to Natural Environment:** Where there is the high probability of damage to the Natural Environment occurring due to a consequence of contravention of a condition in a permit, this Security may be required to provide the means by which Council can rectify said damage, as follows:
 - 1) The amount shall be 125% of the cost estimate provided by a registered professional and shall be received before the Permit is issued.
 - 2) An inspection shall be carried out upon completion of the plan by a registered professional and if found compliant, a full refund shall be made to the person who paid it.
 - 3) If the professional's inspection reveals an unsafe condition, the Applicant shall rectify the condition, or failing this, the Village may use the security to rectify the condition. Any amount of the security not used for the purpose it was intended will be returned to person who paid it.

Schedule C**10. FEES**

\$1,600 ^{1,2,3}			
Plus	• \$1 per 1.0metres² gross floor area of commercial or industrial development¹; or • \$25 each residential lot/unit¹		to a maximum of \$3,200
+Plus a fee to reimburse the Village (at cost) for Peer Review of (such as but not limited to) legal, engineering, environmental, architectural plans, studies, and/or documents. The Applicant will be advised in writing of the amount outstanding and will be provided with an accounting of the costs incurred. Payment of these fees will be a condition that will be met prior to issuing the Permit.			
Amendment	50% of application fee	Extension	50% of application fee
Refund	• Less 10% before preliminary review of the application • Less 75% before preparation of the first staff report • No refund after notification to adjacent neighbours		
Notes:	1. If a concept plan is not available this number will be calculated on the maximum build out allowed in the applicable Zone. 2. Where a Heritage Alteration Permit application is combined with a Development Permit or Development Variance Permit, only one fee shall be charged, whichever is the greater. 3. Application fees shall include Title searches but do not include other documents such as covenants, ROW's, etc. The cost of retrieving these from LTO shall be borne by the Applicant.		

11. TYPICAL PROCESS

- a) A complete application and fees are received by staff. Processing will not commence until all the application requirements are met.
- b) Staff will provide the design of the required public notice sign to the Applicant, mapping of the area required for notification of the Neighbourhood Public Meeting (if required), and mailing labels if requested.
- c) The Applicant shall install the Public Notice sign within 10 days of having made the application.
- d) Staff prepares a report for Council outlining the application and requesting referral to the internal Commission or Committee as applicable.
- e) Council upon considering the application may request: additional information, and/or that the Applicant provide a Neighbourhood Public Meeting, they may issue the application, table, or deny the application.
- f) If required, the Applicant shall:
 - i) schedule the Neighbourhood Public Meeting in a Cumberland venue;
 - ii) advertise in a local paper, the ad to appear 10 days prior to the Neighbourhood Public Meeting;

Schedule C

- iii) after the Neighbourhood Public Meeting, provide proof of advertising, a summary of comments and/or concerns; and any submissions made at the Meeting.
- g) If referred to an internal Commission or Committee by Council, Staff prepares a report for said Commission or Committee. The Applicant is invited to attend any meeting where his application is being considered.
- h) Staff sends out notification to adjacent neighbours at least 10 days prior to the meeting where Council will be making a decision on the application.
- i) The internal Commissions and/or Committees as referred by Council meet and makes recommendations to Council.
- j) Staff prepares report for Council outlining the application, including comments from the Neighbourhood Public Meeting (if held), recommendations from the internal Commission or Committees, and any public submissions received.
- k) Council, upon considering the application, may request additional information, issue the application, or may refer, table, or deny the application.
- l) The Applicant is advised of the Council's decision within 10 days.
- m) Where Council has granted the permit, it is then prepared in the form of Schedule C-1. When the conditions of the Permit have been met (i.e., security, plans) it is then issued by the Corporate Officer; and *Notice of Heritage Alteration Permit* is sent to Land Title Office for registration on the title of the subject property.
- n) Where a permit has been refused by Council, the Applicant shall be advised of the reasons for refusal.
- o) The Applicant shall remove the Public Notice sign within 10 days of Council making its decision.

Schedule C-1

Corporation of the
Village of Cumberland

**Heritage
Alteration Permit**

TO: *(insert Applicant name here)* **AGENT:** *(insert agent name here if applicable)*

OF: *(insert address of Applicant here, as it appears on title)*

This Heritage Alteration Permit *(Insert file number here)* is issued subject to compliance with all of the bylaws of the Village of Cumberland applicable thereto, except as supplemented by this Heritage Alteration Permit for the purposes of *(insert specific purpose of Heritage Alteration Permit)*.

1. This Heritage Alteration Permit applies to and only to those lands within the Village of Cumberland described below, and any and all buildings, structures and other development thereon:

Legal Description: *(as it appears on title)*

Folio: 516 _____ **PID:** _____

Civic Address: *(address of property affected)*

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

Insert conditions as prescribed by Council, described as what must be provided before issuance, and what will be required after development is finished.

3. **Security**

Insert conditions of security as required

4. **Expiry**

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

5. **Timing and Sequencing of Development**

Insert conditions of timing or sequencing of development as required

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

Insert Reports or Plans attached as Schedules as required

Schedule C-1

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

Certification for Permits where there are pre-conditions:

CERTIFIED as the HERITAGE ALTERATION PERMIT approved for issuance by resolution of the Council of the Corporation of the Village of Cumberland on _____ 20__, subject to conditions noted at paragraphs ____ (Security) and ____ (_____) , and issued on _____, 20__ by senior staff on satisfaction of those conditions.

Certification for Permits if there are no pre-conditions:

CERTIFIED as the HERITAGE ALTERATION PERMIT approved and issued by resolution of the Council of the Corporation of the Village of Cumberland on _____, 20__.

Corporate Officer

Schedule C-1

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Application for a Development Variance Permit

1. APPLICATION

- a) An application shall be completed upon a form provided by the Village which then shall be delivered to the Village together with such additional plans and particulars as may be required. The application is considered as being accepted when all the required information (including fees) has been received.
- b) Each legal parcel shall be considered as a separate application, unless otherwise determined by the Chief Administrative Officer.

2. RE-APPLICATION

An application that has been refused by Council shall not be reconsidered for a period of 12 months immediately following the date of refusal, except when permitted pursuant to the provisions of the *Local Government Act*. A re-application is considered a new application and additional fees apply as noted in the following section 8.

3. ABANDONED APPLICATION

An application which has been inactive for more than six months is deemed to be abandoned and will be closed.

4. NOTIFICATION

- a) Within 10 days of the application being made, the Applicant shall install a public notice sign advising of the application in a location visible from the road on the subject property. If the property has two road frontages, two signs may be required. The sign shall be in the format acceptable to the Village. The sign must remain in place until the last act of Council and shall be removed within 10 days of that date.
- b) The Village shall mail or otherwise deliver a notice that Council will consider a Development Variance Permit as required by the *Local Government Act* to the owners and occupiers of all properties within a 75.0 metre (246.0 feet) radius of the lot lines of the subject property at least 10 days before the meeting where Council will make a decision on the application.

5. AMENDMENT TO PERMIT

After Council has approved a DVP for issue, minor amendments will be accepted provided that the fee as noted in section 8 of this schedule has been paid. Major changes which require significant review by Staff and Council will require a new application and fees.

6. EXTENSION

The Applicant may apply to Council to grant one extension of up to two years. Fees as noted in section 8 of this schedule, apply.

Schedule D**7. APPLICATION REQUIREMENTS**

- a) The completed **application form** including the applicable fees and the authorizing signature(s) as required.
- b) A **Surveyors Certificate** prepared by BC Land Surveyor will be required where the requested variance is for existing development on the subject property.
- c) A **Site Plan** which contains the following minimum information about the subject property:
 - i) Location map, including neighbouring land uses;
 - ii) Existing and proposed buildings in relation to legal property boundaries with dimensions and areas;
 - iii) Significant physical features and topographic information, all existing watercourses and wetlands and all Sensitive Ecosystem Information;
 - iv) North arrow and drawing scales;
 - v) Dimensions for all elevations and site plans;
 - vi) Geodetic elevation upon request by the Village;
 - vii) Roads, existing and/or proposed;
 - viii) Residential unit or building layout and/or comprehensive plan, illustrating unit distribution; and
 - ix) Open space.
- d) Completed "Site Profile" as per the *Environmental Management Act*, for the subject property or release from the Ministry to proceed.
- e) **Landscape Plans, as required**, must be professionally prepared and conform to the most recent BCSLA\BCLNA Landscape Standard and contain the following minimum information:
 - i) Site organization, including planting beds, and landscape features;
 - ii) All plant material and landscape features at installed sizes, accurate location, and spacing;
 - iii) Plant list using botanical and common names for all recommended plant material and size specification;
 - iv) Location of all utility infrastructure (overhead, underground, light standards, etc.), which may be affected by landscaping.
 - v) A cost estimate of completing any required landscape plan. This estimate shall provide the following detailed (itemized) information:
 - 1) Softscaping such as, but not limited to plants, bed preparation, etc.;
 - 2) Equipment to be installed such as but not limited to irrigation system, playground, etc.,
 - 3) Hardscaping such as but not limited to sidewalks, fencing, etc., and

Schedule D

- 4) Labour costs required for the total cost of the construction and implementation of the plan.
- f) **Security:** If required, the Applicant shall provide a security by letter of credit or in a form acceptable to the Village for the following purposes:
- i) Landscaping: If Landscaping is required, this security is to provide the means by which Council can carry out the landscaping works if the Applicant does not complete the approved Landscape Plan, as follows:
 - 1) The amount shall be 125% of the cost estimate for the approved landscape plan and shall be received before the Permit is issued.
 - 2) An inspection shall be carried out upon completion of the plan and if compliant, a refund of 75% shall be made.
 - 3) The remaining 25% will be held back for one year at which time the Applicant will request an inspection. If the plantings are to the satisfaction of the Village, the holdback will be returned to the person who paid it. If any of the plants have not survived, they shall be replaced by the Applicant per the approved landscape plan, or failing this, the Village may use the holdback to replace the plants. Any amount of the security not used for the purpose it was intended will be returned to person who paid it.
 - ii) Unsafe Condition: Where there is the high probability of an unsafe condition occurring due to a consequence of contravention of a condition in a Permit, a Security may be required to provide the means by which Council can rectify said unsafe condition, as follows:
 - 1) The amount shall be 125% of the cost estimate provided by a registered professional and shall be received before the Permit is issued.
 - 2) An inspection shall be carried out upon completion of the plan by a registered professional and if found compliant, a full refund shall be made to the person who paid it. .
 - 3) If the professional's inspection reveals an unsafe condition, the Applicant shall rectify the condition, or failing this, the Village may use the security to rectify the condition. Any amount of the security not used for the purpose it was intended will be returned to person who paid it.

Schedule D

iii) Damage to Natural Environment: Where there is the high probability of damage to the Natural Environment occurring due to a consequence of contravention of a condition in a Permit, this Security may be required to provide the means by which Council can rectify said damage, as follows:

- 1) The amount shall be 125% of the cost estimate provided by a registered professional and shall be received before the Permit is issued.
- 2) An inspection shall be carried out upon completion of the plan by a registered professional and if found compliant, a full refund shall be made to the person who paid it.
- 3) If the professional's inspection reveals an unsafe condition, the Applicant shall rectify the condition, or failing this, the Village may use the security to rectify the condition. Any amount of the security not used for the purpose it was intended will be returned to person who paid it.

8. FEES

Single Family Residential: \$950¹		All other: \$1,200¹	
+ Plus a fee to reimburse the Village (at cost) for Peer Review of (such as but not limited to) legal, engineering, environmental, architectural plans, studies, and/or documents. The Applicant will be advised in writing of the amount outstanding and will be provided with an accounting of the costs incurred. Payment of these fees will be a condition that will be met prior to issuing the Permit.			
Amendment	50% of the application fee	Extension	50% of application fee
Refund	● Less 10% before preliminary review of the application ● Less 75% before preparation of the first staff report ● No refund after notification to adjacent neighbours		
Notes:	1. <i>Application fees shall include Title searches but do not include other documents such as covenants, ROW's, etc. The cost of retrieving these from LTO shall be borne by the Applicant .</i>		

9. TYPICAL PROCESS

- a) A complete application and fees are received by staff. Processing will not commence until all the application requirements are met.
- b) Staff will provide the Applicant with the design of the required public notice sign.
- c) The Applicant shall install the Public Notice sign within 10 days of having made the application.

Schedule D

- d) Staff prepares report for Council outlining the application, requesting referral to the internal Commissions or Committees as applicable.
- e) Council upon considering the application may request: additional information they may issue the application, table, or deny the application.
- f) If referred to an internal Commission or Committee by Council, Staff prepares a report for said Commission or Committee. The Applicant is invited to attend any meeting where his application is being considered.
- g) Staff sends out notification to adjacent neighbours at least 10 days prior to the meeting where Council will be making a decision on the application.
- h) The internal Commissions and/or Committees as referred by Council meet and makes recommendations to Council.
- i) Staff prepares report for Council outlining the application, including recommendations from the internal Commission or Committees, and any public submissions received.
- j) Council upon considering the application may request additional information, may refer, table, or deny the application.
- k) The Applicant is advised of the Council's decision within 10 days.
- l) Where Council has approved a Variance, it is then prepared in the form of Schedule D-1. When the conditions of the Variance have been met (i.e., security, plans) it is then issued by the Corporate Officer; and *Notice of Development Variance Permit* is sent to Land Title Office for registration on the title of the subject property.
- m) Where a Permit has been refused by Council, the Applicant shall be advised of the reasons for refusal.
- n) Within 10 days of the date of Council's decision, the Applicant shall remove the Public Notice sign.

Schedule D-1
**Corporation of the
Village of Cumberland**
**DEVELOPMENT
VARIANCE PERMIT**

TO: *(insert Applicant name here)* **AGENT:** *(insert agent name here if applicable)*

OF: *(insert address of Applicant here, as it appears on title)*

This Development Variance Permit *(Insert file number here)* is issued subject to compliance with all of the bylaws of the Village of Cumberland applicable thereto, except as specifically varied or supplemented by this Permit for the purposes of *(insert specific purpose of Development Variance Permit)*.

1. This Development Variance Permit applies to and only to those lands within the Village of Cumberland described below, and any and all buildings, structures and other development thereon:

Legal Description: *(as it appears on title)*

Folio: 516 _____ **PID:** _____

Civic Address: *(address of property affected)*

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

(Insert the Variance as prescribed by Council as well as any conditions described as what must be provided before issuance (a precondition), and what will be required after development is finished.)

3. **Security**

Insert conditions of security as required

4. **Expiry**

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

5. **Timing and Sequencing of Development**

Insert other conditions of timing or sequencing of development as prescribed by Council

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

Insert Reports or Plans attached as Schedules as required

Schedule D-1**7. Contaminated Sites Regulation** (*choose one of the following as applicable*)

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

OR

☐ This Permit is issued pursuant to the requirements of the *Environmental Management Act*, whereby the Regional Manager of the applicable Ministry has received a "Site Profile" for the subject property and has issued a clearance to proceed to the Village on (*insert date*).

8. This Permit is not a Building Permit.**Certification for Development Variance Permits where there are *pre-conditions*:**

CERTIFIED as the DEVELOPMENT VARIANCE PERMIT approved for issuance by resolution of the Council of the Corporation of the Village of Cumberland on _____ 20__, subject to conditions noted at paragraphs ____ (Security) and ____ (_____) , and issued on _____, 2018 by senior staff on satisfaction of those conditions.

OR

Certification for Development Variance Permits where there are no *pre-conditions*:

CERTIFIED as the DEVELOPMENT VARIANCE PERMIT approved and issued by resolution of the Council of the Corporation of the Village of Cumberland on _____, 20__.

Corporate Officer

Schedule D-1

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Application for a Temporary Use Permit

1. APPLICABILITY

The issuance of Temporary Use Permits (TUP's) can be considered in all Official Community Plan designations within limits of the Village boundaries. A TUP is a tool to allow a short-term commercial or industrial use that does not comply with the Zoning Bylaw and may be utilized where a condition prevails that warrants such a use for a short period of time, but does not warrant a change of land use designation or zoning of the land.

- a) The objective of TUP's are to:
 - i) Avoid conflicts between different types of uses (i.e., residential, commercial and industrial).
 - ii) Provide for temporary approval of transitional uses, or uses where uncertainty exists.
 - iii) Respecting appropriateness or viability of the use, and where it is premature to decide upon rezoning and long-term land use rights.
 - iv) Not to be considered a substitute for a rezoning application.
- b) In addition to development procedures requirements, TUP's will be considered against the following criteria:
 - i) The use must be clearly temporary or seasonal in nature.
 - ii) Compatibility of the proposal with adjacent uses.
 - iii) Impact of the proposed use on the natural environment, including groundwater, wildlife, and all environmentally sensitive areas, and the proposed remedial measures to mitigate any damage to the natural environment as a result of the temporary use.
 - iv) Intensity of the proposed use.
 - v) Inability to conduct the proposed use on land elsewhere in the community.
 - vi) If within 800metres of Highway 19 the Inland Island Highway, must be reviewed and approved by the Ministry of Transportation and Infrastructure (MOTI) with respect to access to and effect on this controlled access highway.

2. APPLICATION

- a) An application shall be completed upon a form provided by the Village which then shall be delivered to the Village together with such additional plans and particulars as may be required. The application is considered as being accepted when all the required information (including fees) has been received.
- b) Each legal parcel shall be considered as a separate application, unless otherwise determined by the Chief Administrative Officer.

Schedule E**3. RE-APPLICATION**

An application that has been refused by Council shall not be reconsidered for a period of 12 months immediately following the date of refusal, except when permitted pursuant to the provisions of the *Local Government Act*. A re-application is considered a new application and additional fees apply, as noted in section 10 of this schedule.

4. ABANDONED APPLICATION

An application which has been inactive for more than six months is deemed to be abandoned and will be closed.

5. NEIGHBOURHOOD PUBLIC MEETING

- a) Applications to consider a Temporary Use Permit will require the Applicant to hold a Neighbourhood Public Meeting prior to presentation of the application to Council for consideration. The Neighbourhood Public Meeting shall be held in an accessible venue in the Village of Cumberland. The Applicant is required to prepare a summary of comments and/or concerns from the Neighbourhood Public Meeting and submit same to the Village in a timely manner in order that this information may be forwarded to Council.
- b) Council may require additional public consultation, the cost of which will be borne by the Applicant.

6. NOTIFICATION

- a) The Applicant shall ensure that the notice of a Neighbourhood Public Meeting is placed in one edition of a local newspaper and mailed or otherwise delivered to adjacent owners and occupiers of all properties within a 75.0metre (246.0feet) radius of the lot lines of the land involved under application at least 14 days before the Neighbourhood Public Meeting.
- b) Within 10 days of the application being made, the Applicant shall install the public notice sign advising of the application in a location visible from the road the subject property. If the property has two road frontages, two signs may be required. The sign shall be in the format acceptable to the Village. The sign must remain in place until the last act of Council and shall be removed within 10 days of that date.
- c) The Village shall advertise the notice of consideration of a Temporary Use Permit as required by the *Local Government Act* and shall provide notice to be mailed or otherwise delivered to the owners and occupiers of all properties within a 75.0metre (246.0feet) radius of the lot lines of the subject property at least 14 days before the meeting where Council will make a decision on the application.

Schedule E**7. AMENDMENT TO PERMIT**

After Council has approved a Temporary Use Permit for issue, minor amendments will be accepted provided that the fee as noted in section 10 of this schedule has been paid. Major changes which require significant review by Staff and Council will require a new application and fees.

8. EXTENSION

The Applicant may apply to Council to grant one extension of up to three years. Fees as noted in section 10 of this schedule, apply.

9. APPLICATION REQUIREMENTS

- a) The completed **application form** including the applicable fees and the authorizing signature(s) as required.
- b) A **Surveyors Certificate** prepared by BC Land Surveyor will be required for existing development on the subject property.
- c) **Site plans** which contain the following minimum information about the subject property:
 - i) Location map, including neighbouring land uses;
 - ii) Existing and proposed buildings in relation to legal property boundaries with dimensions and areas;
 - iii) Significant physical features and topographic information, all existing watercourses and wetlands and all Sensitive Ecosystem Information;
 - iv) North arrow and drawing scales;
 - v) Dimensions for all elevations and site plans;
 - vi) Geodetic elevation upon request by the Village;
 - vii) Roads, existing and/or proposed;
 - viii) Residential unit or building layout and/or comprehensive plan, illustrating unit distribution; and
 - ix) Open space.
- d) **Landscape Plans**, as required, must be professionally prepared and conform to the most recent BCSLA\BCLNA Landscape Standard and contain the following minimum information:
 - i) Site organization, including planting beds, and landscape features.
 - ii) All plant material and landscape features at installed sizes, accurate location, and spacing.
 - iii) Plant list using botanical and common names for all recommended plant material and size specification.
 - iv) Location of all utility infrastructure (overhead, underground, light standards, etc.), which may be affected by landscaping.

Schedule E

- v) A cost estimate of completing any required landscape plan. This estimate shall provide the following detailed (itemized) information:
 - 1) Softscaping such as but not limited to plants, bed preparation, etc.;
 - 2) Equipment to be installed such as but not limited to irrigation system, playground, etc.,
 - 3) Hardscaping such as but not limited to sidewalks, fencing, etc.' and
 - 4) Labour costs required for the total cost of the construction and implementation of the plan.
- e) **Security:** If required, the Applicant shall provide a security by letter of credit or in a form acceptable to the Village for the following purposes:
 - i) Landscaping: If Landscaping is required, this security is to provide the means by which Council can carry out the landscaping works if the Applicant does not complete the approved Landscape Plan, as follows:
 - 1) The amount shall be 125% of the cost estimate for the approved landscape plan and shall be received before the Permit is issued.
 - 2) An inspection shall be carried out upon completion of the plan and if compliant, a refund of 75% shall be made.
 - 3) The remaining 25% will be held back for one year at which time the Applicant will request an inspection. If the plantings are to the satisfaction of the Village, the holdback will be returned to the person who paid it. If any of the plants have not survived, they shall be replaced by the Applicant per the approved landscape plan, or failing this, the Village may use the holdback to replace the plants. Any amount of the security not used for the purpose it was intended will be returned to person who paid it.
 - ii) Unsafe Condition: Where there is the high probability of an unsafe condition occurring due to a consequence of contravention of a condition in a Permit, a Security may be required to provide the means by which Council can rectify said unsafe condition, as follows:
 - 1) The amount shall be 125% of the cost estimate provided by a registered professional and shall be received before the Permit is issued.
 - 2) An inspection shall be carried out upon completion of the plan by a registered professional and if found compliant, a full refund shall be made to the person who paid it.
 - 3) If the professional's inspection reveals an unsafe condition, the Applicant shall rectify the condition, or failing this, the Village may use the security to rectify the condition. Any amount of the security not used for the purpose it was intended will be returned to person who paid it.

Schedule E

- iii) **Damage to Natural Environment:** Where there is the high probability of damage to the Natural Environment occurring due to a consequence of contravention of a condition in a Permit, this Security may be required to provide the means by which Council can rectify said damage, as follows:
- 1) The amount shall be 125% of the cost estimate provided by a registered professional and shall be received before the Permit is issued.
 - 2) An inspection shall be carried out upon completion of the plan by a registered professional and if found compliant, a full refund shall be made to the person who paid it.
 - 3) If the professional's inspection reveals an unsafe condition, the Applicant shall rectify the condition, or failing this, the Village may use the security to rectify the condition. Any amount of the security not used for the purpose it was intended will be returned to person who paid it.
- f) Additional information may be required in accordance with the "Corporation of the Village of Cumberland Development Approval Information Bylaw No. 809, 2005" and all amendments thereto.

10. FEES

\$1,850 ^{1,2}			
Plus	\$1 per 1.0metres ² gross floor area of proposed/potential commercial and/or industrial development		to a maximum of \$3,500
+ Plus a fee to reimburse the Village (at cost) for Peer Review of (such as but not limited to) legal, engineering, environmental, architectural plans, studies, and/or documents. The Applicant will be advised in writing of the amount outstanding and will be provided with an accounting of the costs incurred. Payment of these fees will be a condition that will be met prior to issuing the Permit.			
+ Plus the Applicant shall bear the costs of statutory advertising. Payment shall be a condition of granting the Permit.			
Amendment	50% of application fee	Extension	50% of application fee
Refund	● Less 10% before preliminary review of the application ● Less 75% before preparation of the first staff report ● No refund after notification to adjacent neighbours		
Notes:	1. If a concept plan is not available this number will be calculated on the maximum build out allowed in the applicable Zone.		
	2. Application fees shall include Title searches but do not include other documents such as covenants, ROW's, etc. The cost of retrieving these from LTO shall be borne by the Applicant.		

11. TYPICAL PROCESS

- a) A complete application and fees are received by staff. Processing will not commence until all the application requirements are met.
- b) Staff will provide the design of the required public notice sign to the Applicant, mapping of the area required for notification (if required), and mailing labels if requested.
- c) The Applicant shall:
 - i) install the Public Notice sign within 10 days of having made the application.
 - ii) schedule the Neighbourhood Public Meeting in a Cumberland venue;
 - iii) advertise in a local paper, the advertisement to appear 10 days prior to the Neighbourhood Public Meeting;
 - iv) after the Neighbourhood Public Meeting, provide proof of advertising, a summary of comments and/or concerns; and any submissions made at the Meeting.
- d) Staff prepares a report for Council outlining the application and requesting referral to the internal Commissions or Committees as applicable.
- e) Staff sends out notification to adjacent neighbours at least 14 days prior to the meeting where Council will be making a decision on the application and ensures that statutory advertising is carried out.
- f) The internal Commissions and/or Committees as referred by Council meet and makes recommendations to Council.
- g) Staff prepares report for Council outlining the application, including comments from the Neighbourhood Public Meeting, recommendations from the internal Commission or Committees, and any public submissions received.
- h) Council upon considering the application may request additional information, or they may issue the application, table, or deny the application.
- i) The Applicant is advised of Council's decision within 10 days.
- j) Where Council has issued a Permit it is then prepared in the form of Schedule E-1. When the conditions of the Permit have been met (i.e., security, plans) it is then issued by the Corporate Officer; and *Notice of the Temporary Use Permit* is sent to Land Title Office for registration on the title of the subject property.
- k) Within 10 days of the date of Council's decision, the Applicant shall remove the Public Notice sign.

Schedule E-1

Corporation of the
Village of Cumberland

TEMPORARY USE PERMIT

TO: *(insert Applicant name here)* **AGENT:** *(insert agent name here if applicable)*

OF: *(insert address of Applicant here, as it appears on title)*

This Temporary Use Permit *(Insert file number here)* is issued subject to compliance with all of the bylaws of the Village of Cumberland applicable thereto, supplemented by this Permit for the purposes of *(insert specific purpose of Temporary Use Permit)*.

1. This Temporary Use Permit applies to and only to those lands within the Village of Cumberland described below, and any and all buildings, structures and other development thereon:

Legal Description: *(as it appears on title)*

Folio: 516 _____ **PID:** _____

Civic Address: *(address of property affected)*

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

(Insert conditions as prescribed by Council described as what must be provided before issuance, and what will be required after development is finished)

3. **Security**

Insert conditions of security as required

4. **Expiry**

The Applicant of land in respect of which a Temporary Use Permit has been issued has the right to put the land to the use described in the Permit until:

- a) the date that the Permit expires; or
- b) three years after the Permit was issued.

whichever occurs first.

5. **Timing and Sequencing of Development**

Insert conditions of timing or sequencing of development as required

Schedule E-1**6. List of Reports or Plans attached as Schedules**

Insert Reports or Plans attached as Schedules as required

7. Contaminated Sites Regulation

(choose one of the following as applicable)

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

OR

☐ This Permit is issued pursuant to the requirements of the *Environmental Management Act*, whereby the Regional Manager of the applicable Ministry has received a "Site Profile" for the subject property and has issued a clearance to proceed to the Village on *(insert date)*.

8. This Permit is not a Building Permit.**Certification for Permits where there are *pre-conditions*:**

CERTIFIED as the TEMPORARY USE PERMIT approved for issuance by resolution of the Council of the Corporation of the Village of Cumberland on _____ 20__, subject to conditions noted at paragraphs ____ (Security) and ____ (_____) , and issued on _____, 2018 by senior staff on satisfaction of those conditions.

OR

Certification for Permits where there are no *pre-conditions*:

CERTIFIED as the TEMPORARY USE PERMIT approved and issued by resolution of the Council of the Corporation of the Village of Cumberland on _____, 20__.

Corporate Officer

Application for a Manufactured Home Park Permit

1. APPLICATION

- a) An application shall be completed upon a form provided by the Village which then shall be delivered to the Village together with such additional plans and particulars as may be required. The application is considered as being accepted when all the required information (including fees) has been received.
- b) Each legal parcel shall be considered as a separate application, unless otherwise determined by the Chief Administrative Officer.

2. Exemptions

In accordance with the Manufactured Home Park Bylaw No. 1036 or amendments thereto, Part A, Section 5:

- a) *The provisions of this Bylaw do not apply to a Manufactured Home Park or any part of a Manufactured Home Park existing prior to coming into force of this Bylaw.*
- b) *Further to 5(a) above:*
 - i) *no person shall be compelled to upgrade existing permitted Manufactured Home Parks to the standards of this Bylaw;*
 - ii) *new development in an existing Manufactured Home Park shall not lessen the compliance with the Bylaw; and*
 - iii) *expansion of an existing Manufactured Home Park shall meet all Bylaw provisions.*

3. RE-APPLICATION

An application that has been refused by Council shall not be reconsidered for a period of 12 months immediately following the date of refusal, except when permitted pursuant to the provisions of the *Local Government Act*. A re-application is considered a new application and additional fees apply, as noted in the following section 10.

4. ABANDONED APPLICATION

An application which has been inactive for more than six months is deemed to be abandoned and will be closed.

5. NEIGHBOURHOOD PUBLIC MEETING

- a) Applications to consider a Manufactured Home Park Permit (MHPP) will require the Applicant to hold a Neighbourhood Public Meeting prior to presentation of the application to Council for first reading. The Neighbourhood Public Meeting shall be held in an accessible venue in the Village of Cumberland. The Applicant is required to prepare a summary of comments and/or concerns from the Neighbourhood Public Meeting and submit same to the Village in a timely manner in order that this information may be forwarded to Council.

Schedule F

- b) Council may require additional public consultation, the cost of which will be borne by the Applicant.

6. NOTIFICATION

- a) The Applicant shall ensure that the notice of the Neighbourhood Public Meeting is placed in one edition of a local newspaper and mailed or otherwise delivered to adjacent owners and occupiers of all properties within a 75.0metre (246.0feet) radius of the lot lines of the land involved under application at least 10 days before the Neighbourhood Public Meeting.
- b) Within 10 days of the application being made, the Applicant shall install a public notice sign advising of the application within 10 days of the application being made in a location visible from the road on the subject property. If the property has two road frontages, two signs may be required. The sign shall be in the format acceptable to the Village. The sign must remain in place until the last act of Council and shall be removed within 10 days of that date.
- c) The Village shall mail or otherwise deliver a notice that Council will consider a Manufactured Home Park Permit to the owners of all properties within a 75.0metre (246.0feet) radius of the lot lines of the subject property at least 10 days before the meeting where Council will make a decision on the application.

7. AMENDMENT

After Council has approved a Manufactured Home Park Permit for issue, minor amendments will be accepted provided that the fee as noted in section 10 of this schedule has been paid. Major changes which require significant review by Staff and Council will require a new application and fees.

8. EXTENSION

The Applicant may apply to Council to grant one extension of up to three years. Fees as noted in section 10 of this schedule, apply.

9. APPLICATION REQUIREMENTS

- a) The completed **application form** including the applicable fees and signature of the Applicant.
- b) A **Surveyors Certificate** prepared by BCLS Surveyor may be required at the request of the Village.

Schedule F

- c) Professionally prepared **drawings** which identify:
 - i) Location map, including neighbouring land uses;
 - ii) North arrow and drawing scales;
 - iii) Existing and proposed buildings in relation to legal property boundaries with dimensions and areas as certified by a BCLS surveyor;
 - iv) The location, dimensions, area, and boundaries of each manufactured home space and the number assigned to each space;
 - v) Significant physical features and topographic information shown as 2.0metre intervals, and contours of 1.0metre intervals where grade is greater than 10%;
 - vi) The location and dimensions of existing and proposed roads, public access, walkways, trails, adjacent to the subject property;
 - vii) The location of any hazard areas: steep slopes, unstable soils, high water table areas, areas subject to flooding, etc.;
 - viii) Plan of proposed park, trail and open space (as applicable); or park existing
 - ix) Site works and servicing plan, detailing connections, location, design and sizing of all servicing infrastructure required to adequately service the proposed development.
 - x) The location and dimensions of registered rights-of-ways or easements.
- d) **Landscape Plans, as required**, must be professionally prepared and conform to the most recent BCSLA\BCLNA Landscape Standard and contain the following minimum information:
 - i) Site organization, including planting beds, and landscape features.
 - ii) All plant material and landscape features at installed sizes, accurate location, and spacing.
 - iii) Plant list using botanical and common names for all recommended plant material and size specification.
 - iv) Location of all utility infrastructure (overhead, underground, light standards, etc.), which may be affected by landscaping.
 - v) A cost estimate of completing any required landscape plan. This estimate shall provide the following detailed (itemized) information:
 - 1) Softscaping such as, but not limited to plants, bed preparation, etc.;
 - 2) Equipment to be installed such as but not limited to irrigation system, playground, etc.;
 - 3) Hardscaping such as but not limited to sidewalks, fencing, etc.; and
 - 4) Labour costs required for the total cost of the construction and implementation of the plan.

Schedule F

- e) **Security:** If required, the Applicant shall provide a performance security by letter of credit or in a form acceptable to the Village for the following purposes:
- i) **Landscaping:** If Landscaping is required, this security is to provide the means by which Council can carry out the landscaping works if the Applicant does not complete the approved Landscape Plan, as follows:
 - 1) The amount shall be 125% of the cost estimate for the approved landscape plan and shall be received before the Permit is issued.
 - 2) An inspection shall be carried out upon completion of the plan and if compliant, a refund of 75% shall be made.
 - 3) The remaining 25% will be held back for one year at which time the Applicant will request an inspection. If the plantings are to the satisfaction of the Village, the holdback will be returned to the person who paid it. If any of the plants have not survived, they shall be replaced by the Applicant per the approved landscape plan, or failing this, the Village may use the holdback to replace the plants. Any amount of the security not used for the purpose it was intended will be returned to person who paid it.
 - ii) **Unsafe Condition:** Where there is the high probability of an unsafe condition occurring due to a consequence of contravention of a condition in a permit, a Security may be required to provide the means by which Council can rectify said unsafe condition, as follows:
 - 1) The amount shall be 125% of the cost estimate provided by a registered professional and shall be received before the Permit is issued.
 - 2) An inspection shall be carried out upon completion of the plan by a registered professional and if found compliant, a full refund shall be made to the person who paid it.
 - 3) If the professional's inspection reveals an unsafe condition, the Applicant shall rectify the condition, or failing this, the Village may use the security to rectify the condition. Any amount of the security not used for the purpose it was intended will be returned to person who paid it.
 - iii) **Damage to Natural Environment:** Where there is the high probability of damage to the Natural Environment occurring due to a consequence of contravention of a condition in a permit, this Security may be required to provide the means by which Council can rectify said damage, as follows:
 - 1) The amount shall be 125% of the cost estimate provided by a registered professional and shall be received before the Permit is issued.

Schedule F

- 2) An inspection shall be carried out upon completion of the plan by a registered professional and if found compliant, a full refund shall be made to the person who paid it.
- 3) If the professional's inspection reveals an unsafe condition, the Applicant shall rectify the condition, or failing this, the Village may use the security to rectify the condition. Any amount of the security not used for the purpose it was intended will be returned to person who paid it.

10. FEES

All applications: \$2,250^{1,2} Plus \$25 for each space to a maximum of \$4,500	
+ Plus a fee to reimburse the Village (at cost) for Peer Review of (such as but not limited to) legal, engineering, environmental, architectural plans, studies, and/or documents in the amount of \$250 per proposed space/lot of proposed or potential residential development ¹ . This fee is to be paid at time of application and will form the application "account". Staff will maintain an accounting of charges to the application, which will be provided to the payee semi-annually and upon completion or termination of the project. Funds remaining in the account after completion or termination of the project will be returned to the payee.	
+ Plus additional monies will be required if the Peer Review charges exceed the Peer Review fees paid at application. The payee will be advised in writing that this fee is required and it will be equal to the amount paid at application, unless the CAO determines otherwise. The letter will include an accounting to date. Processing of the application will be suspended until this fee is paid.	
Amendment	50% of application fee
Extension	50% of application fee
Refund	● Less 10% before preliminary review of the application ● Less 75% before preparation of the first staff report ● No refund after notification to adjacent neighbours
Affordable Housing Provision	Reduction of 25% on total fees for not-for-profit, non-profit or society that is prohibited from operating for profitable purposes
Notes:	1. If a concept plan is not available this number will be calculated on the maximum build out allowed in the applicable Zone. 2. Application fees shall include Title searches but do not include other documents such as covenants, ROW's, etc. The cost of retrieving these from LTO shall be borne by the Applicant.

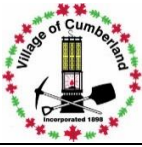
11. TYPICAL PROCESS

Schedule F

- a) A complete application and fees are received by Staff. Processing will not commence until all the application requirements are met.
- b) Staff will provide the design of the required public notice sign, mapping of the area required for the Neighbourhood Public Meeting notification, and mailing labels if requested.

Schedule F

- c) The Applicant shall:
 - i) install the Public Notice sign within 10 days of having made the application.
 - ii) hold a Neighbourhood Public Meeting in the Village of Cumberland;
 - iii) advertise in a local paper, the advertisement to appear 10 days prior to the Neighbourhood Public Meeting;
 - iv) after the Neighbourhood Public Meeting, provide proof of advertising, a summary of comments and/or concerns; and any submissions made at the Meeting.
- d) Staff prepares a report for Council outlining the application and requesting referral to the internal Commission or Committee as applicable.
- e) Council upon considering the application may request: additional information, or may issue the application, table, or deny the application.
- f) Staff prepares a report for said Commission or Committee. The Applicant is invited to attend any meeting where his application is being considered.
- g) Staff sends out notification to adjacent neighbours at least 10 days prior to the meeting where Council will be making a decision on the application.
- h) The internal Commissions and/or Committees as referred by Council meet and makes recommendations to Council.
- i) Staff prepares report for Council outlining the application, including comments from the Neighbourhood Public Meeting, recommendations from the internal Commission or Committees, and any public submissions received.
- j) Council, upon considering the application, may request additional information, issue the application, or may refer, table, or deny the application.
- k) The Applicant is advised of the Council's decision within 10 days.
- l) Where Council has issued the Permit, it is then prepared in the form of Schedule F 1. When the conditions of the Permit have been met (i.e., security, plans) it is then granted by the Corporate Officer; and *Notice of Manufactured Home Park Permit* is sent to Land Title Office for registration on the title of the subject property.
- m) Where a Permit has been refused by Council, the Applicant shall be advised of the reasons for refusal.
- n) Within 10 days of the date of Council's decision, the Applicant shall remove the Public Notice sign.

Schedule F-1

Corporation of the
Village of Cumberland

**MANUFACTURED
HOME PARK PERMIT**

TO: *(insert Applicant name here)* **AGENT:** *(insert agent name here if applicable)*

OF: *(insert address of Applicant here, as it appears on title)*

This Manufactured Home Park Permit *(Insert file number here)* is issued subject to compliance with all of the bylaws of the Village of Cumberland applicable thereto, except as supplemented by this Permit for the purposes of *(insert specific purpose of application)*.

1. This Manufactured Home Park Permit applies to and only to those lands within the Village of Cumberland described below, and any and all buildings, structures and other development thereon:

Legal Description: *(as it appears on title)*

Folio: 516 _____ **PID:** _____

Civic Address: *(address of property affected)*

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

(Insert conditions as prescribed by Council described as what must be provided before issuance, and what will be required after development is finished.)

3. **Security**

Insert conditions of security as required

4. **Timing and Sequencing of Development**

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

Insert conditions of timing or sequencing of development as required

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

Insert Reports or Plans attached as Schedules as required

Certification for Manufactured Home Park Permits where there are *pre-conditions*:

CERTIFIED as the MANUFACTURED HOME PARK PERMIT approved for issuance by resolution of the Council of the Corporation of the Village of Cumberland on _____ 20__, subject to conditions noted at paragraphs ____ (Security) and ____ (____) , and issued on _____, 20__ by senior staff on satisfaction of those conditions.

Schedule F-1

OR

Certification for Manufactured Home Park Permits where there are no pre-conditions:

CERTIFIED as the MANUFACTURED HOME PARK PERMIT approved for issuance by resolution of the Council of the Corporation of the Village of Cumberland on _____ 20__.

Corporate Officer

Application for a Compliance Determination (a “Comfort Letter”)

1. APPLICATION

- a) Where a request for information is made which requires a determination of compliance with regards to Village bylaws, an application for a “Comfort Letter” must be made.
- b) An application shall be completed upon a form provided by the Village which then shall be delivered to the Village together with such additional plans and particulars as may be required. The application is considered as being accepted when all the required information (including fees) has been received.
- c) Each legal parcel shall be considered as a separate application, unless otherwise determined by the Chief Administrative Officer.

2. ABANDONED APPLICATION

An application which has been inactive for more than six months is deemed to be abandoned and will be closed.

3. FEES

Requests by Owners for a Single Family Dwelling \$250		All Others: \$500
Refund	None	
Notes:	Application fees shall include Title searches but do not include other documents such as covenants, ROW's, etc. The cost of retrieving these from LTO shall be borne by the Applicant.	

4. APPLICATION REQUIREMENTS

- a) The completed **application form** including the applicable fees and the authorizing signatures of the Applicant.
- b) Where the request is for confirmation of siting and/or height a **Survey Certificate** prepared by BCLS Surveyor is required.
- c) Where the application is for determination of status of siting and/or use, incontrovertible proof of existence is required. Acceptable evidence may be, but not limited to, Building Permit or BC Assessment information.

SCHEDULE G**5. PROCESS**

- a) A complete **application** and fees are received by staff.
- b) Research is carried out by staff, who prepares a written letter which is circulated to internal departments (as required) for comment.
- c) The information may be provided to the Applicant verbally, however it shall be also made in writing, and the copy filed accordingly.

Application for Site Specific Exemption to Flood Construction Level and Setbacks

1. APPLICATION

- a) An application shall be completed upon a form provided by the Village which then shall be delivered to the Village together with such additional plans and particulars as may be required. The application is considered as being accepted when all the required information (including fees) has been received. This provision is not a substitute for any requirements under Section 56 of the *Community Charter*.
- b) Each legal parcel shall be considered as a separate application, unless otherwise determined by the Chief Administrative Officer.

2. RE-APPLICATION

An application that has been refused by Council shall not be reconsidered for a period of 12 months immediately following the date of refusal, except when permitted pursuant to the provisions of the *Local Government Act*. A re-application is considered a new application and additional fees apply, as noted in the following section 5.

3. ABANDONED APPLICATION

An application which has been inactive for more than six months is deemed to be abandoned and will be closed.

4. APPLICATION REQUIREMENTS

- a) The completed **application form** including the applicable fees and the authorizing signatures of the Applicant.
- b) As a condition of a Site Specific Exemption, the Applicant will be required at his own expense to commission a Professional Engineer's Report that addresses exemption precedents in the surrounding area and provides a report containing a description of the proposed development, and recommendations for conditions addressing flood proofing, as applicable.
- c) A Surveyors Certificate prepared by BC Land Surveyor showing the following:
 - i) Location map, including neighbouring land uses;
 - ii) existing and proposed structures and distances to property lines;
 - iii) existing and proposed building elevation levels in geodetic datum;
 - iv) existing and proposed flood construction setbacks;
 - v) North arrow and drawing scale; and
 - vi) Roads and access.

Schedule H**5. FEES**

All Applications: \$1,200^{1,2}			
+ Plus a fee to reimburse the Village (at cost) for Peer Review of (such as but not limited to) legal, engineering, environmental, architectural plans, studies, and/or documents. The Applicant will be advised in writing of the amount outstanding and will be provided with an accounting of the costs incurred. Payment of these fees will be a condition that will be met prior to issuing the permit.			
Amendment	50% of application fee	Extension	50% of application fee
Refund	● Less 10% before preliminary review of the application ● Less 75% before preparation of the first staff report ● No refund after preparation of the first staff report		
Notes:	1. <i>Where an exemption to flood construction level and setbacks application is combined with a Development Permit,, only one fee shall be charged, whichever is the greater.</i> 2. <i>Application fees shall include Title searches but do not include other documents such as covenants, ROW's, etc. The cost of retrieving these from LTO shall be borne by the Applicant.</i>		

6. TYPICAL PROCESS

- a) A complete application and fees are received by staff. Processing will not commence until all the application requirements are met.
- b) The application will be referred to internal departments for comment, the Village Engineer, and peer review as required.
- c) Staff prepares a report for Council which will include the professional engineer's report, staff comments, and peer review, as applicable
- d) Council upon considering the application may request additional information, issue the application, or may refer, table, or deny the application.
- e) Where a site specific exemption has been granted, the Applicant will be invited (at their expense) to prepare and register a covenant under Section 219 of the *Land Title Act* in favour of the Village:
 - i) specifying conditions that would enable the land to be safely used for the use intended according to the terms of the Profession Engineer's report which will form part of the restrictive covenant;
 - ii) acknowledging that no Disaster Financial Assistance Funding is available for the building or its contents;
 - iii) releasing and indemnifying the Village from liability in the event any damage is caused by flooding or erosion; and
 - iv) attaching the Engineer's report to the covenant.

Schedule H

- f) The Applicant is advised of the Council's decision within 10 days.
- g) Where site specific exemption has been denied by Council, the Applicant shall be advised of the reasons for refusal.

END OF DOCUMENT

COUNCIL REPORT



REPORT DATE: February 1, 2019
MEETING DATE: February 11, 2019

File No. 0530-05

TO: Mayor and Councillors
FROM: Rachel Parker, Deputy Corporate Officer
SUBJECT: Council Remuneration Bylaw No. 1099, 2019

RECOMMENDATION

1. THAT Council receive the Council Remuneration report.
2. THAT Council give first, second and third reading to Council Remuneration Bylaw No. 1099, 2019.
3. THAT Council consider amendments to Policy 7.5, Recreation Fees Reduction for Staff and Council Members

SUMMARY

In September 2018, Council adopted a remuneration bylaw to increase Council rates to compensate for the loss of remuneration due to the elimination of the non-taxable status of 1/3 portion beginning in 2019, as well as to bring forward a 4% increase for 2019 to 2022. In November 2018, Council then directed staff to increase the remuneration budget by \$4310 each year in the 2019-2023 five year financial plan. This report brings forward a new remuneration bylaw for Councils' consideration to allocate these additional funds.

BACKGROUND

In September 2018, Council adopted a remuneration bylaw to increase Council rates to compensate for the loss of remuneration due to the elimination of the non-taxable status of 1/3 portion beginning in 2019, as well as to bring forward a 4% increase for 2019 to 2022. In November 2018, Council directed staff to increase the remuneration budget by \$4310 each year in the 2019-2023 five year financial plan.

Divided based on the historic proportional distribution of remuneration between the mayor and councillors, this sum allows for a lump sum increase of \$718 for Councillors and \$1436 for the Mayor for 2019. The bylaw then increases this amount of remuneration by 4% each year for years 2020 to 2022 and returns to the consumer price index for future years. The next local

government elections will be held in October 2022, and staff may bring forward a remuneration review before the election.

The following table shows the remuneration increase distribution under the proposed bylaw.

	Bylaw 1020, 2015 (4% annual increase)	Bylaw 1089, 2018: 4% increase plus compensation for non-taxable status	Proposed remuneration under Bylaw 1099, 2019
Mayor 2019	\$ 18,255	\$ 19,170	\$ 20,606
Council 2019	\$ 9,813	\$ 9,975	\$ 10,693
Ratio Mayor to Councillors	53.75%	52%	51.9%

For information, the May 2018 staff report presented 2017 remuneration in a number of comparable communities. The full survey is attached to this report. The 2017 median remuneration is shown below:

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

Also attached are the Town of View Royal remuneration survey and the Town of Lake Cowichan survey.

Recreation Fees Policy

Council members had also discussed that Policy 7.5, Recreation Fees Reduction for Staff, be expanded to apply to members of Council. The policy is attached with the proposed amendment highlighted. The adult drop in rate is \$3.33, and the monthly pass is \$29 for the weight room or squash court.

FINANCIAL IMPLICATIONS

The Council salary budget is \$63,380 for 2019. There are no financial implications to adopting this bylaw.

STRATEGIC OBJECTIVE

None

ATTACHMENTS

1. Cumberland 2017 Remuneration Survey
2. Vancouver Island Remuneration Survey, Town of View Royal, Dugal Smith
3. Lake Cowichan Remuneration Review, 2018
4. Council Remuneration Bylaw No. 1099, 2019
5. Policy 7.5, Recreation Fees Reduction for Staff and Council Members

CONCURRENCE

Michelle Mason, Financial Officer

Ryan Coltura, Manager of Recreation

OPTIONS

1. THAT Council give first, second, and third reading to "Council Remuneration Bylaw No. 1019, 2019".
2. THAT Council consider amendments to Policy 7.5, Recreation Fees Reduction for Staff and Council Members
3. Any other action deemed appropriate by Council.

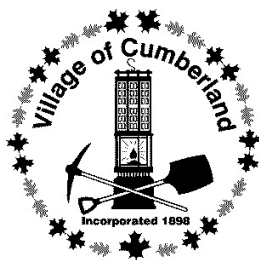
Respectfully submitted,

Rachel Parker

Rachel Parker
Corporate Officer

Sundance Topham

Sundance Topham
Chief Administrative Officer



Corporation of the Village of Cumberland

2673 Dunsmuir Avenue
P.O. Box 340
Cumberland, BC V0R 1S0
Telephone: 250-336-2291
Fax: 250-336-2321
cumberland.ca

File No. 0530-06
April 2018

Council Remuneration Survey 2017

Municipality	Pop'n 2016 Census	Annual Operating Expenditures 2014	2017 Representative Family Household Value	2017 Mayor including 1/3 expense allowance	2017 Councillor including 1/3 expense allowance
Area Municipalities					
Cumberland	3 753	\$3 992 915	\$300 408	\$16 878	\$ 9 073
Campbell River	32 588	\$41 168 841	\$312 611	\$63 427	\$21 856
Courtenay	25 599	\$31 739 459	\$346 064	\$40 961	\$15 148
Comox	14 028	\$10 912 365	\$399 379	\$31 690	\$17 000
Comparable Communities					
Armstrong	5 114	\$6 025 956	\$323 363	\$22 766	\$13 084
Bowen Island	3 680	\$6 622 832	\$958 158	\$22 917	\$11 458
Duncan	4 944	\$5 539 449	\$273 984	\$24 987	\$13 731
Elkford ⁺	2 499	\$4 179 732	\$228 556	\$19 508	\$9 085
Enderby	2 964	\$2 042 211	\$250 814	\$15 511	\$ 7 818
Gibsons	4 605	\$8 901 438	\$558 689	\$30 985	\$14 370
Golden [#]	3 708	\$5 296 033	\$248 067	\$24 514	\$11 606
Grand Forks	4 049	\$7 403 415	\$202 240	\$22 628	\$16 971

Lake Cowichan	3 226	\$3 113 691	\$270 843	\$20 808	\$12 485
Ladysmith	8 537	\$9 518 686	\$335 739	\$30 515	\$14 475
Lantzville	3 605	\$2 410 565	\$535 634	\$14 594	\$ 9 194
Pemberton	2 574	\$4 028 277	\$567 773	\$26587	\$13293
Port Hardy	4 132		\$158 928	\$37 707	\$16 975
Princeton ⁺	2 828	\$2 803 298	\$175 371	\$22 901	\$11 450
Rossland [#]	3 729	\$5 089 099	\$267 571	\$13 500	\$ 6 100
Sicamous	2 429	\$3 272 388	\$256 466	\$20 604	\$10 449

⁺ tax revenue from major industry

[#] resort municipality (receives funding from province)

TOWN OF VIEW ROYAL

**SURVEY REPORT ON COUNCIL
REMUNERATION**

JULY 2018

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

Dugal Smith, CMC
Burnaby, BC

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

COUNCIL REMUNERATION SURVEY REPORT

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

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

⁽¹⁾ Annual increase in the Victoria CPI

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

⁽³⁾ 2017 data

COUNCIL REMUNERATION SURVEY REPORT (cont'd)

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

⁽¹⁾ Annual increase in the Victoria CPI

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

⁽³⁾ 2017 data

⁽⁴⁾ Excludes Saanich and Victoria remuneration

COUNCIL REMUNERATION PARTICIPANTS

The following communities participated in the Council remuneration survey.

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

Town of Lake Cowichan
Council Remuneration & Benefit Review - 2018

"Schedule 1"

Community	2016 Census	Estimated Population 2017	Remuneration Mayor	Remuneration for Councillor's	Council Remuneration Ratio to Mayor	Acting Mayor Payment	Date of Last Review	Annual CPI Increase	Comments
Highlands	2,225	2,561	12,500	7,500	60.00%	N	Feb-18	Y	See note 1 below Information sourced from website
Chetwynd	2,503	2,721	33,864	11,287	33.33%	N	Jun-14	N	
Pemberton	2,574	2,553	27,783	13,891	50.00%	N	N/A	Y	
Princeton	2,828	2,745	22,234	5,053	22.73%	N	Jan-18	N	
Enderby	2,964	2,794	17,357	9,189	52.94%	N	Apr-17	Y	
Houston	2,993	3,003	15,783	7,892	50.00%	N	Jan-10	Y	
Lake Cowichan	3,226	3,016	21,224	12,734	60.00%	N	Jun-14	Y	
Invermere	3,391	2,969	22,015	13,209	60.00%	N	N/A	N	Information sourced from website
Lantzville	3,605	3,379	14,594	9,194	63.00%	N	Dec-12	N	
Bowen Island	3,680	3,623	23,890	11,945	50.00%	N	Dec-04	Y	
Golden	3,708	3,689	21,794	11,756	53.94%	N	Dec-17	Y	
Rossland	3,729	3,582	12,274	6,259	50.99%	N	Jul-18	N	
Cumberland	3,753	3,699	17,553	9,436	53.76%	N	Aug-18	N	
Average	3,168	3,103	20,220	9,950	49.21%				
Median			21,224	9,436					
Communities Outside of Comparable Group									
Ladysmith	8,537	8,949	30,575	14,475	47.34%	N		N	
North Cowichan	29,676	30,616	62,450	22,800	36.51%	Y		N	
Duncan	4,944	5,040	28,868	14,757	51.12%	Y		Y	

Notes:

1. **Chetwynd** - Council annual salary adjustment equals average annual salary increase for the management group. Councillors receive \$25 per mth for cell phone use.
2. **Rossland** - Council has approved a 40% increase effective January 1st to bring Rossland into line with like sized communities
3. **Bowen Island** - CPI Vancouver annual adjustment
4. **Cumberland** - Annual 4% increase for Mayor and Council to help bring remuneration in line with other communities of similar size.
5. **Highlands** - 25% increase planned for Mayor and Councillors for 2019
6. **Enderby** - 10% increase for Mayor & Councillors in 2019
7. **Houston** - 14% increase for Mayor & Councillors in 2019
8. **Pemberton** - actual remuneration adjustment for Mayor & Councillors is yet to be determined
9. **Princeton** - did not officially participate in survey. Information obtained from website
10. **Rossland** - Council has approved a 40% increase to bring remuneration closer to like sized communities

THE CORPORATION OF THE VILLAGE OF CUMBERLAND

BYLAW NO. 1099

A bylaw to provide for remuneration to members of council.

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

1. This Bylaw may be cited as “Council Remuneration Bylaw No. 1099, 2019”.
2. The mayor shall be paid an annual remuneration in the following amount in the year indicated:

2019:	\$ 20,606
2020:	\$ 21,430
2021:	\$ 22,287
2022:	\$ 23,179
3. Each councillor shall be paid an annual remuneration in the following amount in the year indicated:

2019:	\$ 10,693
2020:	\$ 11,120
2021:	\$ 11,565
2022:	\$ 12,028
4. In each year following 2022, the remuneration for the mayor and each councillor shall be increased on January 1st by a rate equivalent to any annual percentage increase in the consumer price index for British Columbia over the immediately preceding year.
5.
 - (1) Members have the option to participate in an extended health and dental program through the Union of British Columbia Municipalities for either family or single benefits, subject to the program conditions.
 - (2) For each member who chooses to participate in extended health and dental program, 100 per cent of the cost will be deducted from that member’s remuneration each month and reimbursed to the Village.

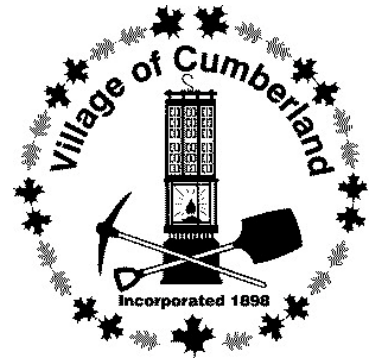
6. The "Council Remuneration Bylaw No. 1089, 2018" is repealed.

READ A FIRST TIME THIS	DAY OF	2019.
READ A SECOND TIME THIS	DAY OF	2019.
READ A THIRD TIME THIS	DAY OF	2019.
ADOPTED THIS	DAY OF	2019.

Mayor

Corporate Officer

COUNCIL POLICY



Title: Recreation Fees Reduction for Staff and Council Members Authority: Adopted Date: June 25, 2012 Amended Date: February 11, 2019	No. 7.5 Section: Personnel Motion No.
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Policy Statement

As part of a health and wellness program for members of Council and Village employees, the Village provides access to the use of its recreational facilities.

Purpose

To provide administrative guidelines for the assignment of facility use to members of Council and permanent, part-time and casual Village employees.

Policy

Fees are reduced by 50% for members of Council during their term of office and Village of Cumberland employees for use of recreation fitness studios and programs that do not have additional costs attached to them.

For clarity, the 50% fee reduction applies to drop in and monthly fees for

- Fitness studio
- Drop in gym
- Squash ball courts

The fee reduction does not apply to Instructional recreation.