REGULAR AGENDA

18/2019/R

The Corporation of the Village of Cumberland

Regular Council Meeting
July 22, 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, July 22, 2019
Recommend THAT Council adopt the agenda for the July 22, 2019 regular Council meeting.

2. Adoption of Minutes

2.1 Minutes of the Regular Council meeting held June 24, 2019 — 1
Recommend THAT Council adopt the minutes of the Regular Council meeting held June 24, 2019.

2.2 Minutes of the Regular Council meeting held July 8, 2019 — 7
Recommend THAT Council adopt the minutes of the regular Council meeting held July 8, 2019.

2.3 Receipt of Committee Minutes — 16
Recommend THAT Council receive the Minutes of the:

- ***Heritage Commission Meeting, Feb 4, 2019***
- ***Economic Development Advisory Committee Meeting, April 10, 2019***
- ***Heritage Commission Meeting, May 6, 2019***
- ***Accessibility Committee Meeting, May 16, 2019***
- ***Advisory Planning Commission Meeting, May 23, 2019***
- ***Advisory Planning Commission Meeting, June 13, 2019***

3. Delegations

3.1 Dianne Hawkins, Chief Executive Officer, Comox Valley Chamber of Commerce regarding the 100 year anniversary of the organization. 34

Recommend THAT Council receive the delegation of Dianne Hawkins, Chief Executive Officer, Comox Valley Chamber of Commerce regarding the 100 year anniversary of the organization.

4. Unfinished Business

4.1 Fortis BC – CNG Fueling Station Response 35

- ***i. Recommend THAT Council direct staff to collaborate with Fortis BC to find a suitable location within the Village of Cumberland or the region to construct a compressed natural gas (CNG) or renewable CNG multi-fueling station.***
- ***ii. Recommend THAT council direct staff to consider a requirement for CNG, or heavier weighting for request for proposals with CNG or R-CNG fuelling in new waste collection contracts.***
- ***iii. Recommend THAT Council refer the development of a multi-fuelling station to strategic priorities session on July 26, 2019.***

5. Correspondence

5.1 Maurita Prato, Executive Director, LUSH Valley Food Action Society 36

- Request for a Council member from the Village of Cumberland to sit as a member for one, two-year term on the Comox Valley Regional Food Policy Council

Recommend THAT Council appoint a member of Council to the LUSH Valley Food Action Society's Comox Valley Regional Food Policy Council for a two-year term to September 30, 2021.

6. Reports

6.1 Temporary Street Closure and Noise Exemption, Penrith Block Party 41
Prepared by Rachel Parker, Corporate Officer

- ***i. Recommend THAT Council receive the Temporary Street Closure and Noise Exemption, Penrith Block Party report.***
- ***ii. THAT Council approve the temporary street closure of Penrith Avenue, between First and Second Street, and an exemption to the Noise Control Bylaw on September 15, 2019 from 1 pm to 10 pm for a residential block party.***

6.2 Municipal Auditor Appointment for the 2019-2021 Year-ends 44
Prepared by Michelle Mason, Chief Financial Officer/Deputy CAO

i. Recommend THAT Council receive the Municipal Auditor Appointment for the 2019-2021 Year-ends report.

ii. Recommend THAT Council appoints the audit firm of MNP LLP for the 2019-2021 financial years.

6.3 Financial Performance Report – Second Quarter 2019 47
Prepared by Michelle Mason, Chief Financial Officer/Deputy CAO
Recommend THAT Council receive the Financial Performance Report – Second Quarter 2019 report for information.

7. Bylaws

7.1 Heritage Commission Bylaw 55
Recommend THAT Council adopt "Heritage Commission Repeal Bylaw No. 1107, 2019".

8. Consent Calendar

9. New Business

10. Notices, Motions and Announcements

- Special Council meeting (closed to the public), July 25 at 4 pm
- Committee of the Whole, July 26 at 10 am
- Advisory Planning Commission, August 1 at 4 pm
- Heritage Committee, August 6 at 5:30 pm

11. Question Period

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

12. Closed Portion

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

- ***labour relations or other employee relations;***
- ***the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;***

- ***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***

13. Adjournment

REGULAR MINUTES

16/2019/R

The Corporation of the Village of Cumberland

Regular Council Meeting
June 24, 2019 at 5:30 p.m.
Village Council Chambers

Council Present:	**Staff Present:**
Mayor Leslie Baird	Sundance Topham, Chief Administrative Officer
Councillor Vickey Brown	Michelle Mason, Financial Officer/Deputy CAO
Councillor Jesse Ketler	Ken Rogers, Manager of Development Services
Councillor Gwyn Sproule	Rob Crisfield, Manager of Operations
Councillor Sean Sullivan	Ryan Coltura, Manager of Recreation
	Rachel Parker, Corporate Officer

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

1. Approval of Agenda

1.1 Agenda for regular Council meeting, June 24, 2019
Motion 19-281
Sullivan/Ketler
THAT Council adopt the agenda for the June 24, 2019 regular Council meeting.
Carried Unanimously

2. Adoption of Minutes

2.1 Minutes of the Regular Council meeting held June 10, 2019
Motion 19-282
Sproule/Sullivan
THAT Council adopt the minutes of the Regular Council meeting held June 10, 2019.
Carried Unanimously

2.2 Minutes of the Committee of the Whole meeting held June 7, 2019
Motion 19-283
Ketler/Sproule
THAT Council adopt the minutes of the Committee of the Whole meeting held June 7, 2019.
Carried Unanimously

3. Delegations

3.1 Chelsea Ruben and Nigel Harrison regarding Development Variance Permit Application – 2806A&B Penrith Avenue
Motion 19-284
Ketler/Sullivan
THAT Council receive the delegation from Chelsea Ruben and Nigel Harrison regarding Development Variance Permit Application – 2806A&B Penrith Avenue.
Carried Unanimously

4. Unfinished Business

None

5. Correspondence

5.1 David Frisch, Chair, Comox Valley Water Committee regarding referral process for temporary use permits, official community plan amendments and rezoning applications for lands within the Comox Lake watershed
Motion 19-285
Ketler/Sullivan
THAT Council receive the correspondence from David Frisch, Chair, Comox Valley Water Committee regarding Referral process for temporary use permits, official community plan amendments and rezoning applications for lands within the Comox Lake watershed.
Carried Unanimously

Motion 19-286
Brown/Ketler
THAT Council continue to send referrals for official community plan bylaws and zoning bylaws, and also refer temporary use permit applications, affecting the Comox Lake Watershed the Comox Valley Regional District Board requesting feedback within the process timeframe.
Carried Unanimously

6. Reports

6.1 Council Strategic Priorities

Motion 19-287

Sproule/Ketler

THAT Council receive the 2019-2022 Corporate Strategic Priorities report.

Carried Unanimously

Motion 19-288

Brown/Ketler

THAT Council direct staff to schedule a two hour timeframe for Council and senior staff to look at the public input and the proposed corporate strategies scheduled as a committee of the whole meeting to take place after July 22, 2019.

In Favour: Mayor Baird
Councillor Ketler
Councillor Brown
Opposed: Councillor Sproule
Councillor Sullivan

Carried

Motion 19-289

Brown/Ketler

THAT Council direct staff to post notice of the proposed 2019-2022 Strategic Priorities on cumberland.ca and invite public feedback through the website and through a notice in the Currently Cumberland newsletter.

Carried Unanimously

6.2 Homelessness and Affordable Housing Committee

Motion 19-290

Sullivan/Sproule

THAT Council receive the Homelessness and Affordable Housing Committee report dated June 18, 2019.

Carried Unanimously

Motion 19-291

Ketler/Sproule

THAT Council approve Policy 1.8, Homelessness and Affordable Housing Committee, Terms of Reference with the following changes:

- Remove section 1 “The Committee will meet until December 2020. At that time, Council will review the role of the Committee, establish a new term or disband the Committee”
- Add a new section 1 under Scope of Work “To make recommendations to Council on (a) affordability guidelines for housing agreements, (b) rules about development cost charges and amenities, (c) brochure on affordable housing in Cumberland, (d) facilitation of partnerships, and (e) review of available lands to develop land bank
- Remove section 3, “make recommendations to Village staff on matters related to homelessness or affordable housing on request”

Carried Unanimously

6.3 Accessibility Committee, Terms of Reference
Motion 19-292
Ketler/Sproule
THAT Council receive the Accessibility Committee, Terms of Reference report.
Carried Unanimously

Motion 19-293
Ketler/Sproule
THAT Council refer proposed policy 1.7, Accessibility Select Committee, Terms of Reference, to the Accessibility Committee.
Carried Unanimously

6.4 2018 Statement of Financial Information (SOFI)
Motion 19-294
Sullivan/Sproule
THAT Council receive the 2018 Statement of Financial Information (SOFI) report.
Carried Unanimously

Motion 19-295
Sullivan/Sproule
THAT Council approve the Corporation of the Village of Cumberland 2018 Statement of Financial Information for filing with the Ministry.
Carried Unanimously

6.5 Union of BC Municipalities Conference, Meeting Requests
Motion 19-296
Ketler/Sullivan
THAT Council receive the Union of BC Municipalities Conference, Meeting Requests report.
Carried Unanimously

6.6 BC Private Managed Forest Land Program Review submission
Motion 19-297
Ketler/Sullivan
THAT Council receive the BC Private Managed Forest Land Program Review submission report.
Carried Unanimously

Motion 19-298
Ketler/Sproule
THAT Council defer discussion about submission to PMFL program review until July 8, 2019.
Carried Unanimously

7. Bylaws

7.1 Fees Bylaw
Motion 19-299
Sproule/Ketler
THAT Council receive the Fees Bylaw report.
Carried Unanimously

Motion 19-300
Sproule/Ketler
THAT Council give first, second and third reading to “Fees Bylaw No. 1110, 2019”.
Carried Unanimously

7.2 Recreation Fees Bylaw
Motion 19-301
Ketler/Sullivan
THAT Council receive the Recreation Fees Bylaw report.
Carried Unanimously

Motion 19-302
Sproule/Sullivan
THAT Council give first, second and third reading to "Recreation Fees Bylaw No. 1111, 2019".
Carried Unanimously

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.

- Advisory Planning Commission, June 27 at 4 pm

11. Question Period
There were no questions received.

12. Closed Portion
Sullivan/Sproule
THAT pursuant to Section 90 of the *Community Charter* Council close the meeting to the public at 6:55pm to consider:

- labour relations or other employee relations.

Carried Unanimously

13. Adjournment
Brown/Ketler
THAT Council adjourn the meeting at 8:30 pm.
Carried Unanimously

Certified Correct:

____________________________ ____________________________
Mayor Corporate Officer

REGULAR MINUTES

17/2019/R

The Corporation of the Village of Cumberland

Regular Council Meeting
July 8, 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:
Michelle Mason, Financial Officer/Deputy CAO
Rob Crisfield, Manager of Operations
Ken Rogers, Manager of Development Services
Rachel Parker, Corporate Officer
Karin Albert, Senior Planner
Joanne Rees, Planner
Kaelin Chambers, Economic Development Officer

Mayor Baird called the meeting to order at 5:30 pm. Mayor Baird recognized the passing of former mayor Fred Bates and offered condolences to his family.

1. Approval of Agenda

1.1 Agenda for regular Council meeting, July 8, 2019
Motion 19-303
Ketler/Sullivan
THAT Council adopt the agenda for the July 8, 2019 regular Council meeting, with the addition of two on table late items for item 6.4 and late item 6.12, UBCM Meeting Requests.
Carried Unanimously

2. Adoption of Minutes

2.1 Minutes of the Regular Council meeting held June 24, 2019
2.2 Receipt of Committee Minutes
Motion 19-304
Ketler/Sullivan
THAT Council defer consideration of the minutes until the next regular Council meeting.
Carried Unanimously

3. Delegations

3.1 Carmen Driechel, Community & Indigenous Relations Manager, Fortis BC, Multi-fuelling station in the Comox Valley

Motion 19-305

Ketler/Brown

THAT Council receive the delegation on Carmen Driechel, Community & Indigenous Relations Manager, Fortis BC.

Carried Unanimously

3.2 Chris Durupt, Project Engineer, McElhanney, Introduction of the Development Permit Area #1 and #4 application for Coal Valley Estates Phase 9

Motion 19-306

Ketler/Sullivan

THAT Council receive the delegation of Chris Durupt, Project Engineer, McElhanney.

Carried Unanimously

Motion 19-307

Ketler/Sproule

THAT Council extend the delegation time for Chris Durupt, Project Engineer, McElhanney for ten additional minutes.

Carried Unanimously

4. Unfinished Business

None

5. Correspondence

None

6. Reports

6.1 CVRD Zoning Bylaw No. 520, 2019 Referral

Motion 19-308

Sproule/Ketler

THAT Council receive the Comox Valley Regional District Zoning Bylaw No. 520, 2019 Referral report.

Carried Unanimously

Motion 19-309
Ketler/Brown
THAT Council direct staff to provide the following comments to the Comox Valley Regional District Zoning Bylaw No. 520, 2019 Referral:

> THAT the Council for the Village of Cumberland supports the proposed Zoning Bylaw No. 520, 2019 with the following provision: Update the Comox Lake Park (TC-2 Zone) polygon, which is based on the Metes and Bounds description from 1937, to encompass the infrastructural works of the park that include the log boom to delineated areas for swimmers, all dock and marina use areas.

Carried Unanimously

6.2 Coal Valley Estates Phase 9 – Application for an Environmental Protection and Wildfire Urban Interface Development Permit
Motion 19-310
Sullivan/Ketler
THAT Council receive the "Coal Valley Estates Phase 9 – Application for an Environmental Protection and Wildfire Urban Interface Development Permit" report dated July 3, 2019.
Carried Unanimously

Motion 19-311
Ketler/Brown
THAT Council request a study on the effects of runoff from the land (for Coal Valley Estates Phase 9 – Application for an Environmental Protection and Wildfire Urban Interface Development Permit, File 2018-06-DP) on the downstream system north of Kendal Avenue.
Carried Unanimously

6.3 Application for a Development Variance Permit – 2797 Penrith Avenue
Motion 19-312
Ketler/Sullivan
THAT Council receive the report "Application Development Variance Permit – 2797 Penrith Avenue" dated July 2, 2019.
Carried Unanimously

Motion 19-313
Sullivan/Sproule
THAT Council grant the Development Variance Permit – 2797 Penrith Avenue for property legally described as Lot 10, Block 21, District Lot 21, Nelson District, Plan 522C (2797 Penrith Avenue) substantially in accordance with the attached Development Variance Permit dated July 8, 2019.
Carried Unanimously

6.4 Development Variance Permit Application – 2806 A&B Penrith Avenue
Motion 19-314
Ketler/Sproule
THAT Council receive the report “Development Variance Permit Application – 2806A&B Penrith Avenue” dated July 2, 2019.
Carried Unanimously

Motion 19-315
Brown/Sproule
THAT Council approve the variance for property described as Lot 6, Block 20, Section 21, Nelson District, Plan 522C (2806A&B Penrith Avenue):

a) On proposed lot A from the permitted rear setback of 4.5metres to 1.92metres;
b) On proposed lot A from the permitted exterior right side from 3.0 to 2.29metres;
c) On proposed lot B from the permitted rear setback of 4.5metres to 1.5metres; and
d) On the proposed lot B the maximum height of the existing building shall be 6.5metres.

Carried Unanimously

6.5 Development Permit – 2721 Ulverston Avenue
Motion 19-316
Ketler/Sullivan
THAT Council receive “Residential Infill Development Permit – 2721 Ulverston Avenue” report dated July 2, 2019.
Carried Unanimously

Motion 19-317
Sullivan/Ketler
THAT Council grant the Development Permit on property described as Lot 7, District Lots 21 and 24, Nelson District, Plan 4869 (2721 Ulverston Avenue) substantially as attached as Development Permit dated July 8, 2019
Carried Unanimously

6.6 Development Permit and Development Variance Permit, 3901 Bevan Road
Motion 19-318
Ketler/Sullivan
THAT Council receive the report Development Permit and Development Variance Permit 3901 Bevan Road report dated July 2 2019.
Carried Unanimously

Motion 19-319
Sproule/Ketler
THAT Council refer the Development Permit and Development Variance Permit 3901 Bevan Road report dated July 2, 2019 to the next meeting of the Advisory Planning Commission and that Council not require the applicant to hold a Neighbourhood Public Meeting.
Carried Unanimously

6.7 BC Private Managed Forest Land Program Review submission
Motion 19-320
Ketler/Sproule
THAT Council receive the BC Private Managed Forest Land Program Review submission report.
Carried Unanimously

Motion 19-321
Ketler/Sproule
THAT Council direct staff to submit the attached Village of Cumberland comments to the BC Private Managed Forest Land Program Review, with the following changes:

- In section 1, Program Goals, first bullet: add “ecological services and tourism”, and third bullet: add “with the Province acting as the broker”
- In section 2, last bullet: remove the word “raw”; add “Work with Ministry and partners on fire smart programs”;
- In section 4, add: “Conservation incentives around providing ecological goods and services”
- In section 5: add “to 30 years” for the term

Carried Unanimously

6.8 Cheque Register
Motion 19-322
Ketler/Sullivan
THAT Council receive the Cheque Register.
Carried Unanimously

6.9 Outstanding Action Items
Motion 19-323
Sullivan/Sproule
THAT Council receive the Outstanding Action Items report.
Carried Unanimously

6.10 Council Monthly Reports
Motion 19-324
Sproule/Brown
THAT Council receive the Council monthly reports.
Carried Unanimously

6.11 Vancouver Island Economic Alliance, Wood Recovery Workshops
Motion 19-325
Ketler/Sproule
THAT Council receive the verbal Report from Councillor Brown regarding the Vancouver Island Economic Alliance, Wood Recovery Workshops
Carried Unanimously

6.12 Union of BC Municipalities Conference, Meeting Requests
Motion 19-326
Ketler/Sullivan
THAT Council receive the Union of BC Municipalities Conference, Meeting Requests report.
Carried Unanimously

Council members agreed to request the following meetings with cabinet ministers at UBCM and to invite the MLA to all meetings:

Environment and Climate Change	declaration of climate emergency and resource challenges, senior government funding for climate energy and emissions plan
Forests, Lands and Natural Resources	Private Managed Forest Land harvesting practices around watersheds; review PMFL review submission
Public Safety and Solicitor General	Fire Hall funding and development cost charges

7. Bylaws

7.1 Fees Bylaw
Motion 19-327
Sullivan/Ketler
THAT Council adopt "Fees Bylaw No. 1110, 2019".
Carried Unanimously

7.2 Recreation Fees Bylaw
Motion 19-328
Brown/Sproule
THAT Council adopt "Recreation Fees Bylaw No. 1111, 2019".
Carried Unanimously

7.3 Heritage Commission Bylaw
Motion 19-329
Sproule/Ketler
THAT Council receive the Heritage Committee Terms of Reference report dated July 2, 2019.
Carried Unanimously

Motion 19-330
Sproule/Sullivan
THAT Council give first, second and third reading to the "Heritage Commission Repeal Bylaw No. 1107" to repeal "The Corporation of the Village of Cumberland Heritage Commission Bylaw No. 824, 2006"; THAT Council adopt the amended Policy 1.6, Heritage Committee Terms of Reference; THAT Council appoint the current Heritage Commission members, Paul Laronde, Meaghan Cursons, and Councillor Sproule to the new Heritage Committee; and to advertise for more members to the Committee.
Carried Unanimously

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.

- Economic Development Steering Committee – July 10 at 6:00 p.m.
- Accessibility Committee – July 11, 2019 at 9:30 a.m.
- Heritage Committee – July 15 at 5:30 p.m.
- Homelessness & Affordable Housing Committee – July 17 at 9:00 a.m.

11. Question Period
Questions were received on the following matters:

- Benefits of compressed natural gas fueling station
- Commercial fees for Village Park
- Framework to retain percentage of original vegetation on development lands
- Knowledge of different zoning between Lake Park land and Fish and Game Association land in CVRD zoning bylaw

12. Closed Portion

Motion 19-331

Brown/Sullivan

THAT Council close the meeting at 8:05 pm to the public pursuant to Section 90 of the *Community Charter* Council to consider:

- labour relations or other employee relations.

Carried Unanimously

13. Adjournment

The meeting was adjourned at 8:40 pm.

Certified Correct:

Mayor

Corporate Officer

Corporation of the Village of Cumberland

Heritage Commission Meeting Minutes

Minutes of the Heritage Commission held on Monday, February 4, 2019 in Council Chambers at 2675 Dunsmuir Avenue, Cumberland, BC.

PRESENT:	Paul Laronde	Chair
	Meaghan Cursons	
	Gwyn Sproule	
ABSENT:		
STAFF	Ken Rogers, Manager of Development Services	Secretary

1. Call to Order 5:05pm

2. Approval of Agenda, as amended:

Sproule/Cursons: THAT the agenda be approved.

CARRIED

3. Approval of the Minutes: December 3, 2018

Cursons/Sproule: THAT the agenda be approved.

CARRIED

4. Old Business:

2018 Summary of Activities presented for review, edits occurred. Final attached.

2019 Work Plan presented for review, edits occurred. Final attached.

Cursons/Sproule: THAT the 2018 Summary of activities and the 2019 Cumberland Heritage Commission Work Plan be approved.

Discussion on seeking new members and networking in the community.

5. New Business:

SOS for 2019, Paul to forward information. Photos and GPS for SOS sites to be worked on by the Commission.

Heritage commission anticipating referral on No. 5 Fan House Park dedication site following Council decision from January 14 Council meeting

Meaghan planning to attend the Heritage Branch Provincial Roundtable on Vancouver Island in Campbell River on February 7, 2019.

Heritage Week February 16th.

Discussion on historic sites for the heritage features, baseline survey of sites in CVRD land transfer at Comox Lake.

7. Next Meeting: Monday March 4, 2019 time 5:00pm.

8. Termination

Cursons: THAT the meeting terminate.

Time: 5:55pm.

Certified Correct:

______________________________ ______________________________

Chair Deputy Corporate 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

Economic Development Steering Committee
Minutes
April 10, 2019 at 6:00 pm
Council Chambers

Members Present:
Roger Albert
Meaghan Cursons
Chris Higgins
Mike Manara
Melissa Roeske
Nick Ward
Councillor Sean Sullivan

Staff:
Kaelin Chambers, Economic Development Coordinator

Regrets: Sean Carberry, Troy Ellis, Sundance Topham (CAO)

Mr. Chambers called the meeting to order at 6:00 pm

1. Approval of Agenda

Higgins/Ward: THAT the agenda be approved.
Carried

2. Adoption of Minutes

Albert/Roeske: THAT the minutes of January 16, 2019 be adopted.
Carried

3. Delegations

4. Correspondence

5. Unfinished Business

5.1 Review of Follow up Actions from January 16, 2019

The Economic Development Coordinator (EDC) provided a review of the follow up actions from the January 16, 2019 meeting

6. New Business

6.1 Review of Work-to-Date and Strategy Progress

The EDC reviewed the Economic Development Strategy Progress Tracker. The Progress Tracker is based on the Implementation Monitoring process outlined in the Strategy and is designed to inform and report on whether the actions outlined in the Strategy are being worked on and completed.

The EDC provided an update on each Strategy and the work completed to-date, including:

- Strategy 1 – Conduct Investment Attraction
    - The EDC received approval for the 2018 grant submission to the Rural Dividend Fund (RDF) seeking financial support to conduct investment attraction analysis.
- Strategy 2 – Leverage Industrial Assets
    - An update was provided on the Village's proposed Landfill Gas Project with the CVRD.
    - Details were discussed regarding potential interest in the Bevan Industrial Lands and the EDCs role in facilitating discussions with property owners.
- Strategy 3 – Support Creation of Community Development Corporation/Investment Fund
    - Details were provided regarding the planning of a public information session
    - Chris Higgins acknowledged that First Credit Union would be interested in supporting this strategy.
- Strategy 4 – Support Arts and Culture as an Economic Driver
    - EDC acknowledged that it was likely that this strategy would not be implemented until the completion of the recent RDF funded projects (investment attraction and economic development web-portal).
    - Committee members discussed the organizations/interests that would be involved in an arts and culture strategy/plan.
    - The Committee were favourable to arts and culture being inclusive with respect to local cultural interests (ie music, recreation, historical events…etc.)
    - The EDC continues to explore grant funding opportunities to support the facilitation of Strategy 4
- Strategy 5 – Expand Accommodation Options in the Village
    - The EDC is exploring grant funding opportunities to support the development of a Village Accommodation Strategy.
- Strategy 6 – Village Core Improvements
    - The EDC has engaged the local business community to gauge interest in establishing a Business Improvement Area (BIA) for the Village core (i.e. Dunsmuir Ave).

        - A meeting with local business owners and commercial property owners was held in February 2019.
        - The local business community continues to explore the interests and/or feasibility of a local business organization.
    - Strategy 7 – Create a More Business Friendly Environment
        - A grant submission to the RDF seeking financial support for the creation of a new business web-portal was approved.
        - The EDC noted the Village was in the process of developing/circulating an RFP for the creation of a web-portal which will facilitate the Village's ability to more effectively support and promote local economic opportunities.
    - Strategy 8 – Support Diversification and Better Packaging of Tourism Opportunities
        - The EDC is exploring grant funding opportunities to support the facilitation of engagement amongst local tourism operators.
        - This strategy will also be supported through the development of Investment Attraction Analysis (Strategy 1), as well as the implementation of a new business web-portal (Strategy 7).

6.2 Rural Dividend Funding (Next Steps)

- The EDC provided an update that the Village's 2018 RDF grant application was successful
- A total of $80,000 was being provided by RDF to support the Village in completing two key projects as per the Economic Development Strategy, including:
    - $40,000 to be allocated to the creation of an Investment Attraction Action Plan
        - The EDC noted that part of this Plan would include a conceptual design/plan for the Bevan Industrial Lands
        - The committee discussed the role of the EDC (and Village) in promoting economic opportunities related to the sell of private lands (ie Bevan Industrial Lands)
    - $40,000 to be allocated towards the creation of an economic Development Web-portal
    - The EDC noted that the Village was in the process of developing/circulating requests for proposals to select a consultant to complete the projects.

6.3 Connect Communities BC

- The Committee was joined by guests Leigh Badgley and Bill Weaver who are producing a short video on Cumberland's economy on behalf of Connected Communities BC.
- Members discussed their role as interviewees in the video and provided input on the subject matter

7. Upcoming meetings

7.1 Next meeting is scheduled for Wednesday July 10, 2019

8. Adjournment

8.1 The meeting was adjourned at 7:35 pm.

Certified Correct:

______________________	______________________
Chair	Corporate Officer

Corporation of the
Village of Cumberland

Item 2.3.3

Heritage Commission Meeting Minutes

Minutes of the Heritage Commission held on Monday, May 6, 2019 in Council Chambers at 2675 Dunsmuir Avenue, Cumberland, BC.

PRESENT:	Paul Laronde (Chair) Meaghan Cursons Councillor Gwyn Sproule
STAFF	Karin Albert, Senior Planner Joanne Rees, Recording Secretary

1. Call to Order 5:30pm

2. Approval of Agenda:

Cursons/Sproule: "THAT the agenda be approved."

CARRIED

3. Approval of the Minutes:

Sproule/Cursons: "THAT the minutes of February 6, 2019 be approved."

CARRIED

4. Old Business

4.1 2018 Summary of Activities and Proposed 2019 Work Plan (attached)

Under Section 8 Mandate (5) in 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). February 3, 2019 report attached for discussion, review, and endorsement.

Cursons/Sproule: "THAT the 2018 Summary of Activities and Proposed 2019 Work Plan dated February 3, 2019 be recommended for endorsement and approval." (copy attached)

CARRIED

5. New Business

5.1 May 9 – 11 interpreting Heritage, Nanaimo

Ms. Cursons and Ms. Albert will be attending.

5.2 May 17th deadline - Heritage Legacy Fund Program Update

The Heritage Commission acknowledges the short timeline and that we don't have the capacity to apply at this time.

5.3 Items Referred by Council

a) 2018-04-HAP - 3276 Third Street

Cursons/Sproule: "THAT the Heritage Commission recommends that Council approve the Heritage Alteration Permit Application – 3276 Third Street (2018-04-HAP) for property described as Lot 12, Block 10, District Lot 21, Nelson District, Plan 552-A with the following changes to Schedule A of the Heritage Alteration Permit dated May 6, 2019:

a) no boulders shall be placed in close proximity to the road;

b) move garbage/recycling bins closer to Third Street;

c) locate required parking to the rear of the building or adjacent to Penrith avenue if angled parking can be done with a walking path, otherwise parallel parking shall be installed."

CARRIED

Cursons/Sproule: "THAT the Heritage Commission recommends that Council consider designating Third Street adjacent to the front of the building as after working hours parallel parking which would provide much needed parking for this busy area as well as increased safety."

CARRIED

7. Next Meeting: Monday, July 15, 2019 time 5:30pm.

8. Termination

Cursons: "THAT the meeting terminate."

Time: 7:35pm.

Certified Correct:	Confirmed:
_**Kathy Duperron**______________________________ Chair	____ Deputy Corporate Officer

February 3, 2019

Village of Cumberland Council

From: Paul Laronde, Chair, Cumberland Heritage Commission

On behalf of the Cumberland Heritage Commission, I am writing to provide you with a 2018 Summary of Activities for the Commission and a 2019 Work Plan as required in the Cumberland Heritage Commission terms of reference.

2018 Summary of Activities

It has been an ambitious and eventful year for the commission. In addition to 6 referrals from Council, 6 Statements of Significance (SOS) for the Heritage Registry were also completed. The first three were developed by Ance Building Services in consultation with the Commission and the remaining three were developed by Village staff working closely with the Commission for input and review. It has been very exciting to be part of the evolution of the Commission and to begin to see our capacity grow to allow us to develop SOS's 'in house'. This 6 SOS's completed is double the number anticipated by the commission at this time last year.

The completed Statements of Significance include:

- Coal Creek Historic Park, Ance Building Services (completed 2017/2018)
- The Ilo Ilo Theatre, Ance Building Services
- Saito House, Ance Building Services
- Camp Road, Village of Cumberland (Heritage Commission)
- Cumberland United Church, Developed by Village of Cumberland (Heritage Commission)
- Cumberland Cemetery, Developed by Village of Cumberland (Heritage Commission)

The Heritage BC Conference was attended by Commission member Meaghan Cursons in May of 2018. This provided the Village with an excellent opportunity to be represented at the Conference and to respond to questions related to a presentation on Coal Creek Historic Park by Ance Building Services. Commission members we're also pleased to participate in Miners Memorial activities in June commemorating the 100th anniversary of the shooting of Albert "Ginger" Goodwin.

2018 has also been a transitional year for membership in the Heritage Commission with Leif Roebuck, Karen Weber, Gillian Brooks and Mike Tymchuk stepping down to pursue other activities and Meaghan Cursons joining. The Commission looks forward to reaching out the community and encouraging individuals to submit expressions of interest to council to join the Commission for 2019.

We also wish to acknowledge the incredible contribution of Judith Walker who retired this year from the Village. Her contribution to the development of the Heritage Management Plan and the Statements of Significance cannot be understated. She will be missed.

2019 Cumberland Heritage Commission Work Plan

The Commission will continue to support activities of a heritage nature in the Village. As identified in the Terms of Reference for the Heritage Commission, the members will continue to meet once a month, or as requested by council, to advise council on matters referred to the Commission including any matter falling within the scope of Part 27 of the Local Government Act.

For 2019, the Commission has identified four sites for which they would like to develop statements of significance. All four sites are listed in the Village's Heritage Management Plan and were identified by the community as community defining locations. We also understand that Commission members will need to play a greater role in the drafting of these documents as we no longer have consultant support and we will be working with new planning staff who will be busy getting up to speed in myriad regards.

The four sites identified for Statements of Significance include:

- Coal Beach and #4 Mine Site
- Little Jerusalem
- Perseverance Creek
- The Big Store

These sites have been selected by applying a filter that considers:

- reference to the site in the 2016 community input in the Heritage Management Plan
- imminent or recent changes in ownership
- potential threats to built or natural sites
- ensuring a variety of site 'types'. For example -for 2019 we have selected one commercial space, one residential area, one historic industrial site and one natural asset.

We are pleased that Commission member Meaghan Cursons will be participating in the Heritage BC Conference in May in Nanaimo as the developer and presenter for the following workshop:

Reclaiming Place: Interpreting Historic Landscapes

The practice of heritage has shifted from a single focus on the built environment to one that includes the natural landscapes, music, art, theatre, story, science, sport and recreation culture. Cultural landscapes provide opportunities to expand the conversation, building community identity, cultivating new champions, and creating a culture where heritage interpretation is exciting and relevant. More than that, cultural landscapes also allow us to reanimate and conserve historic spaces and interpret the landscapes in meaningful ways.

- Desiree Valadares, University of California (Berkeley) and University of Victoria Landscapes of Injustice
- Meaghan Cursons, member of the Cumberland Heritage Commission, and Executive Director of the Cumberland Community Forest Society

The Commission would also like to express that we are keen to support the Village in outreach activities to help cultivate understanding of, and interest in, the Cumberland Heritage Commission and the Heritage Management Plan. This in turn will support Commission recruitment. As we all know, the Village is rapidly changing, and a good mix of long time and new residents will be beneficial to the depth and scope of the work of the Commission going forward.

We also look forward to completing the consolidation and digitization of the existing SOS's, Heritage By-Laws and related resolutions and making these available to the public (summary versions and links to complete documents) via the Village website this year. This will also be a useful tool for engaging the public in Heritage matters.

We would also like to express our willingness to support the Grand Opening Ceremony of the No. 1 Japanese Town Interpretive Trail in Coal Creek Historic Park on June 8th of this year. Please do not hesitate to let us know how we can be of service to the Village in this regard.

Finally, we hope that the Village will consider allocating resources in their budgeting process that will allow for the ongoing implementation of the Heritage Management Plan including the development of Statements of Significance and Commission participation in local, regional and provincial Heritage activities that support the goals of the Village.

The Commission looks forward to working with staff and council in the year ahead. We are small but enthusiastic group who share a deep passion for Heritage issues and are delighted for the opportunity to serve our community. We are of course at your disposal and available to respond to any matters connected to Heritage in the Village.

Thank you,

Paul Laronde
Chair, Cumberland Heritage Commission

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

Accessibility Select Committee
May 16, 2019 at 11 am
Council Chambers
Minutes

Members Present:
Laurel Rankin, Chair
Judy Norbury, Vice-chair
Trond Halle
Jaye Mathieu
Vickey Brown. Councillor

Staff:
Rachel Parker, Corporate Officer

Regrets: Brenda Lenahan

Ms. Rankin called the meeting to order at 11:08 am.

1. **Approval of Agenda**
   Brown/Norbury: THAT the Committee approve the agenda. **Carried**

2. **Adoption of Minutes**
   Norbury/Mathieu: THAT the Committee approve the minutes of April 25, 2019. **Carried**

3. **Unfinished Business**

   3.1 Emergency Reception Centres:
   - Update on communication boards received.
   - **Rankin/Mathieu**: THAT the Committee recommend that Council update the Moncrief Hall washrooms to create an accessible washroom in each washroom. **Carried**

   3.2 Market Day (May 18) and Accessibility Awareness Day (June 1)
   - Members will work on a SPARC BC funding application for the cost of the *We Are All Cumberland* stickers

   3.3 Reserved Parking at Village Park
   - Feedback on marking reserved parking by Village Park dog park area due to gravel boulevard: Members gave feedback that reserved signage on posts was satisfactory – one in front of the dog park access and one in front of the skatepark access

4. New Business

4.1 Reports from committee members

- Councillor Brown asked for input for Council's strategic planning and the Committee noted previous suggestions for its task list for an updated terms of reference and outstanding work. The upcoming Age-Friendly Community project was noted.

5. Upcoming meeting: June 28, 2019 at 11 am

6. Adjournment

The meeting was adjourned at 12:30 pm

Certified Correct:

Chair

Corporate Officer

Village of Cumberland

Advisory Planning Commission

Minutes

The meeting of the APC was held on Thursday May 23, 2019 in the Council Chambers located at 2675 Dunsmuir Avenue, commencing at 5:30 p.m.

1. **CALL TO ORDER:** Time: 5:40pm

2. **INTRODUCTIONS**

3. **SELECTION OF CHAIR AND SECRETARY**

a) The Commission chair shall be selected, at the first meeting in each and every year, by the members of the Commission.

Kishi/Bonaguro: "THAT Nick Ward be designated as Chair for the 2019 APC."

CARRIED

b) If the chair is absent from any meeting of the Commission, the members present shall elect one of their numbers to serve as acting Chair and the member so elected shall preside at such meeting.

THAT an alternate chair be chosen as needed.

c) A Commission shall choose, at the first meeting in each and every year, a secretary to record and submit the minutes in a format dictated by the Village, to the Deputy Corporate Officer.

Krejci/Mathieu: "THAT Janet Bonaguro be Recording Secretary for the 2019 APC."

4. **APPROVAL OF AGENDA**

Ward/Bonaguro: "THAT the agenda be approved as presented"

5. **APPROVAL OF THE MINUTES** None outstanding.

6. **REFERRALS FROM COUNCIL** None yet.

7. **OLD BUSINESS** None.

8. NEW BUSINESS

a) Presentation of the APC Binder Materials – Ms. Rees

i) Agendas will be created by the planner responsible. Copies will be sent via email a week before the meeting. Hard copies will be made available for pick up at the Village office on request. Occasionally, when the document file sizes are too large, they will be posted on Sync, a dropbox-type app.

ii) Minutes: A template for this purpose is enclosed for the secretary's convenience.

iii) Official Community Plan Bylaw No. 990, 2014, as consolidated

iv) Zoning Bylaw No. 1027, 2016, as consolidated

v) Development Procedures and Fees Bylaw, 1073, 2018 (new)

vi) Advisory Planning Commission Bylaw No. 999, 2014 , as consolidated

vii) Advisory Planning Commission Guide (new)

viii) Carvello on Advisory Planning Commissions (presented 2015)

The Council Procedure Bylaw No. 964 will be sent to members to add to the APC members' guide.

9. NEXT REGULAR MEETING

The APC meetings will be held on the second Thursday of the month at 3:00 p.m.

The next meeting of the APC will be held on Thursday, June 13, 2019 in the Council Chambers located at 2675 Dunsmuir Avenue, commencing at 3:00 p.m. Snacks will be provided.

10. TERMINATION: Time: 7:25 pm

Village of Cumberland

Advisory Planning Commission Minutes

The meeting of the APC was held on Thursday June 13, 2019 in the Council Chambers located at 2675 Dunsmuir Avenue, Cumberland, BC.

PRESENT:	Jaye Mathieu Eric Krejci Neil Borecky Dan Griffin	Janet Bonaguro Nick Ward Roger Kishi
GUESTS \ STAFF	Karin Albert, Senior Planner Joanne Rees, Planner	

1. CALL TO ORDER: Time: 3:00pm

2. APPROVAL OF AGENDA

Krejci / Mathieu: THAT the agenda be approved as presented with the following additions:

- May 23 minutes approval; and
- Discussion of APC meeting time.

CARRIED

3. APPROVAL OF MINUTES

Mathieu / Griffin: THAT the minutes of the meeting held May 23 be approved with the following changes:

- Change member name to “Nick Ward”
- Reference that the Council Procedure Bylaw No. 964 will be sent to members to add to the APC members guide.
- Decision on regular meeting schedule for the second Thursday of each month at 3:00pm

CARRIED

4. REFERRALS FROM COUNCIL

a) Development Variance Permit – 2797 Penrith Avenue

Bonaguro / Mathieu: THAT the Advisory Planning Commission receive the report "Application Development Variance Permit – 2797 Penrith Avenue" dated June 11, 2019.

CARRIED

Mathieu / Ward: THAT the Advisory Planning Commission recommend that Council approve the variance for property legally described as Lot 10, Block 21, District Lot 21, Nelson District, Plan 522C (2797 Penrith Avenue): the Accessory Dwelling Unit may be located in the front yard; in accordance with the drawing attached as Schedule A to the permit dated June 13, 2019, with the following changes:

- Correct the proponent name and address inconsistencies between the permit and the application.

CARRIED

b) Development Variance Permit – 2806A&B Penrith Avenue

Krejci / Griffin: THAT the Advisory Planning Commission receive the report "Development Variance Permit Application – 2806A&B Penrith Avenue" dated June 10, 2019.

CARRIED

DISCUSSION

- Current owners have gone above and beyond in accommodating neighbour concern over the 10.0metre allowable dwelling height and are voluntarily restricting the maximum height of the existing dwelling on Lot B to 6.5metres.
- The Zoning Bylaw No. 1027, 2016 allows for the proposed uses and dwelling size in the application.

Kishi / Bonaguro: THAT the Advisory Planning Commission recommend that Council approve the variance for property described as Lot 6, Block 20, Section 21, Nelson District, Plan 522C (2806A&B Penrith Avenue).

CARRIED

c) Development Permit – 2721 Ulverston Avenue

Kishi / Krejci: THAT The Advisory Planning Commission receive the "Residential Infill Development Permit – 2721 Ulverston Avenue" report dated June 13, 2019.

CARRIED

DISCUSSION

Corrections to the staff report:

- Item (d(ii) on page 16 of the report – change “Maryport” to “Ulverston”.
- Item (f)(i) on page 17 of the report – change “Schedule B” to “Schedule A”.

Griffin / Ward: THAT the Advisory Planning Commission recommend to Council to approve application (2019-07-DP) for a Residential Infill Development Permit on property described as Lot 7, District Lots 21 and 24, Nelson District, Plan 4869 (2721 Ulverston Avenue) substantially in compliance with the Permit dated June 13, 2019.

CARRIED

5. NEW BUSINESS

a) Unanimous agreement to change the regular meeting time to 4:00pm on the second Thursday of the month.

b) APC website updated to reflect the new members and meeting dates and times.

c) The APC annual budget is $750. Mr. Kishi will research relevant learning opportunities for commission members for consideration at the next APC meeting.

6. NEXT REGULAR MEETING

a) Thursday, July 11 at 4:00pm.

b) Additional meeting to consider the Environmental Protection and Wildfire Urban Interface Development Permits for Coal Valley Estates Phase 9: Thursday, June 27 at 4:00pm.

7. TERMINATION:

Ward: “THAT the meeting terminate.”

Time: 4:50pm

Certified Correct:	Confirmed:
____________________ Chair	____________________ Deputy Corporate Officer

Item 3.1

Village of Cumberland

From: dhawkins@comoxvalleychamber.com
Sent: Tuesday, July 09, 2019 5:22 PM
To: Village of Cumberland
Subject: REQUEST TO APPEAR AS A DELEGATION

Hi,

I would like to request to appear as a delegation to Cumberland Council on July 22nd. I would like to request that Cumberland Council recognize the Chamber's 100 year anniversary in the Comox Valley.

I will also be providing invitations to council for our Centennial celebration.

Thank you.

Village of Cumberland

From: Driechel, Carmen <Carmen.Driechel@fortisbc.com>
Sent: Wednesday, June 26, 2019 9:48 AM
To: Village of Cumberland
Cc: Sundance Topham
Subject: FortisBC - request to appear as a delegation for July 8th Council Meeting

Good morning,

Following a presentation yesterday afternoon to the CVRD Board, we are requesting the opportunity to present a very time sensitive opportunity to the Village of Cumberland Council at the July 8th meeting.

We have an immediate opportunity to combine investment by FortisBC with funding through an NRCan program to build a multi-fuelling station in the Comox Valley.
We are reaching out to the region's local governments to collaborate with us to create an opportunity to build this station and support the transition away from high carbon fuels in the commercial transportation sector.

A final decision on the station needs to be submitted to NRCan by August 2019, so time is of the essence.

Presenter would be Carmen Driechel, Community & Indigenous Relations Manager, FortisBC.
I could supply a short PowerPoint presentation as well.

Thank you for your consideration, I look forward to hearing from you.

Carmen Driechel
Community & Indigenous Relations Manager | FortisBC
T: 250.380.5738   C: 250.883.5044

____

LUSH VALLEY

July 11th, 2019

Attn: Mayor and Council Village of Cumberland,

RE: Request for a Council member from the Village of Cumberland to sit as a member for one, two-year term on the Comox Valley Regional Food Policy Council

Term: September 2019- August 2021 (with possibility of another term extension)

This letter is a formal request to Mayor and Council to support the appointment of one counselor to sit on the new Comox Valley Regional Food Policy council for a 2 year term starting late September 2019.

The purpose of the CV regional food policy council is to help support regional, municipal and territorial governments and community leaders to include food systems policy where appropriate in planning process and initiatives and specifically to look towards best practices in supportive food policy in the areas of local food production, food security and food systems education for the region.

The CVRD BOD has passed a motion to support the establishment of such a council in principal as well as providing funds through their Grant-In-Aid to support it's establishment.

I have attached the draft Terms of Reference for review. Please don't hesitate to contact me should you require further information, either by way of a delegation to council or other means in order to support this decision.

Thanks so much for your consideration,

Maurita Prato, Executive Director LUSH Valley Food Action Society

LUSH Valley Food Action Society
T: 250-331-0152
E: admin@lushvalley.org
PO Box 20008, Courtenay, BC V9N 0A7
CRA # 866653637RR0001

Draft CV Food Policy Council Terms of Reference- May, 2019

Draft Vision:

By 2040, across the Comox Valley Regional District our food system will be economically viable and ecologically sustainable; our community will grow, harvest, process, preserve, and distribute the majority of food for its members while eliminating waste. All members of the Comox Valley will have access to, and the knowledge to prepare healthy local foods and have access to enough nutritious, safe, ecologically sustainable, and culturally appropriate food at all times.

Format:

The Comox Valley Regional Food Policy Council (CVFPC) is a Hybrid Model with Indirect Links to Government (Category 3 in Municipal Food Policy Entrepreneurs by MacRae and Donahue, 2013, pg. 10 http://www.ensser.org/fileadmin/files/2013_MacRae%26Donahue.pdf).

These food policy initiatives are a hybrid of civil society organizations and government (not an official committee of Comox Valley Regional District) with significant linkages to local government via departments and government staff, with financial support from a mix of sources.

This format allows us the benefit of blending municipal and civil society organization resources (i.e. funding, additional regional and national support) and expertise, and allows for a more flexible agenda.

Examples of communities that use this model are Kamloops, BC and Hamilton, ON and Squamish BC http://www.squamishfoodpolicycouncil.com/. And Kamloops website here: http://kamloopsfoodpolicycouncil.com/

- The Food Policy Council is its own entity (not a committee of a municipal or regional government)
- The Food Policy Council provides input to all 4 municipal/regional governments and staff about issues of concern (and to K’òmoks First Nation if requested)

- The Food Policy Council considers any matters which may be referred to the Policy Council by local, regional or K'òmoks First Nation
- The Food Policy Council may take positions on policy initiatives from other levels of government within the mandate of the Policy Council

The proposed goals of the CVFPC support the processes and goals outlined in the CVRD BOD Priority Chart for 2019/2022. The CVFPC is interested in providing input into the Regional Growth Strategy and the Comox Valley Sustainability Strategy

Planning, reporting and outreach:

The Policy Council:

- Produces an annual work plan with specific objectives by no later than April of each year, in consultation with CVRD and local government representatives.
- Submits an annual report to municipal, regional governments and other stakeholders describing its accomplishments for the year, including reference to each objective set out in their annual work plan and any arising issues to which the Policy Council has responded
- Works co-operatively with other agencies whose activities affect constituent communities, including initiating and developing relevant projects.
- Acts as a resource for staff engaging in public involvement processes and civic events.
- Exchanges information with the constituent communities and the general public about relevant programs and issues of interest
- Engages in outreach to disseminate information and encourage participation from constituent communities
- May support groups developing projects to enhance the food system

Membership:

- Members must endorse the vision, priorities and goals of the Council and have skills, knowledge, experience or a genuine interest in at least one area of the food system. Areas of focus include but are not limited to: Food Security, Local Food Economy, Food Literacy and Food Systems Education.

Membership Structure:

LUSH Valley will have one staff position to help coordinate and administer the Council.

The CVFPC will include a minimum of 10 and no more than 18 members that represent diversity across the food system, as well as local government representatives. Each member is asked to commit to a 2 year term on the Council.

- Komoks First Nation (1 position)
- CVRD Director (1 position)
- City of Courtenay (1 position)
- Town of Comox (1 Position)
- Village of Cumberland (1 position)
- Food distributer/larger food retailer (1 position)
- Mid Island Farmers Institute (1 position)
- Comox Valley Farmers Institute (1 position)
- Community (This could include a member of CVEDS and/or members of the planning community and/or individual from seniors organization up to 4 positions)
- Vancouver Island Health Authority or Community Health Network (1 position)
- Youth (1 positions)
- Food Charity (1 positions)
- Local food business (1 position)
- School District 71 or NIC (1 position)
- Lush Valley (1 position)

The Council's membership should reflect the Comox Valley's diverse population, including, but not limited to, ethno-racial, faith, gender, mental ability, physical ability, literacy/educational level, age, sexual orientation, rural/urban residency and socioeconomic circumstances.

Meeting frequency:

The Policy Council meets at _(location TBD)_ , but not more than 12 times a year.

Currently, the Policy Council meets on *(date TBD*)_of each month at (time TBD)_pm in the.

Members of the public are welcome to attend the meetings.

Time commitment

Outside of meetings, members should expect to spend 2 hours on email and other correspondence, report writing, and background reading. Preparation time for all meetings is required.

Attendance requirement

Members may miss no more than four consecutive meetings without obtaining leave of absence from the Policy Council. Membership will be terminated following the fourth such absence.

COUNCIL REPORT

REPORT DATE: July 16, 2019
MEETING DATE: July 22, 2019

File No. 4520-70-20

TO: Mayor and Councillors

FROM: Rachel Parker, Corporate Officer

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

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RECOMMENDATION

i. THAT Council receive the Temporary Street Closure and Noise Exemption, Penrith Block Party report.

ii. THAT Council approve the temporary street closure of Penrith Avenue, between First and Second Street, and an exemption to the Noise Control Bylaw on September 15, 2019 from 1 pm to 10 pm for a residential block party.

SUMMARY

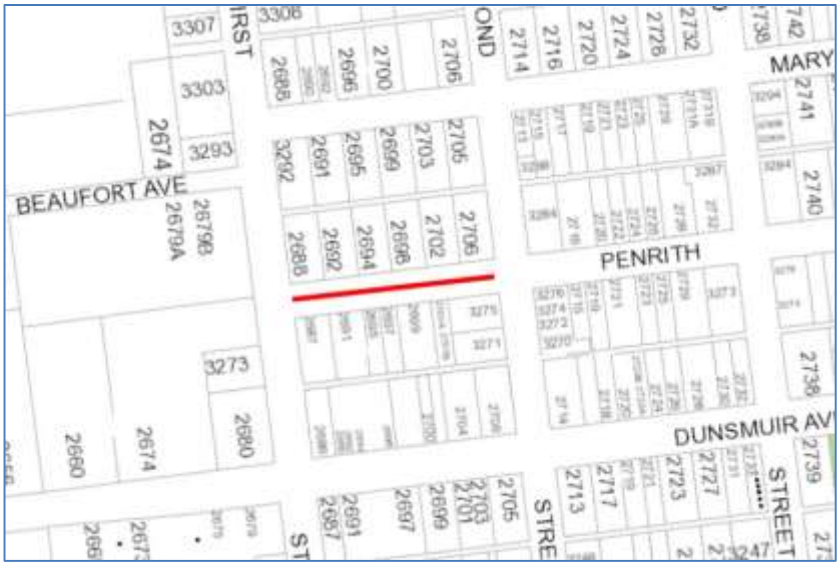
The Village has received a community event application to hold a private block party on Penrith Avenue on the afternoon and evening of Sunday, September 15, 2019. Under Council's street closures for special events policy, temporary street closures for special events are considered by Council for approval.

BACKGROUND

A resident of Penrith Avenue is requesting a temporary road closure of Penrith Avenue between First and Second Streets and an exemption from the Village's noise bylaw to hold a private block party for residents of Penrith Avenue on Sunday, September 15, 2019 from 1 pm to 10 pm for approximately 30 residents. The block party will include an afternoon BBQ, games, amplified music from a number of homes/yards, possibly a movie screening for children. Alcohol will not be served or consumed on the public road right-of-way.

Street Closure

The street closure is proposed from 1 pm to 10 pm. Barricades will be used at each end of the street. The proposed closure is show on the map below.



Council’s policy requires minimum 14 ft clear access through the closure area for emergency response and clear area around any fire hydrants. Public works has no concerns. The street is not used as a bus route. Neither public works nor the fire department have any concerns. The applicant will submit a site plan which will be vetted by public works and the fire department.

Noise Exemption

A noise exemption is requested for the block party for “conversation, reasonable music noise, potential movie screening for kids”. The Noise Bylaw does not exempt private parties from the regulation that no person make, cause or permit to be made any noise or sound, including amplified music, which disturbs or intends to disturb the quiet, peace, rest, enjoyment, comfort or convenience of individuals or the public. Therefore, the applicant is requesting an exemption from Council. This block party appears to be a family style event ending at 10 pm. Staff recommend the exemption.

Notification

The applicant has polled residents on the block and all have indicated interest in participating and has set up a social medial page for the event to communicate with neighbours. The applicant will let residents know to move their vehicles ahead of time if they need to use them during the closure period.

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

FINANCIAL IMPLICATIONS

None

OPERATIONAL IMPLICATIONS

Finance and Public Works staff must arrange barricade loan for the event. There is a $200 deposit to borrow equipment.

FINANCIAL IMPLICATIONS

None

STRATEGIC OBJECTIVE

None

ATTACHMENTS

None

CONCURRENCE

Rob Crisfield, Manager of Operations RC

Mike Williamson, Manager of Protective Services MW

OPTIONS

1. THAT Council approve the temporary street closure of Penrith Avenue, between First and Second Street, and an exemption to the Noise Control Bylaw on September 15, 2019 from 1 pm to 10 pm for a residential block party.
2. Any other action deemed appropriate by Council.

Respectfully submitted,

Rachel Parker

____

Rachel Parker
Corporate Officer

Michelle Mason for

____

Sundance Topham
Chief Administrative Officer

Item 6.2

COUNCIL REPORT

REPORT DATE: July 10, 2019
MEETING DATE: July 22 2019

TO: Mayor and Councillors

FROM: Michelle Mason, Chief Financial Officer/Deputy CAO

SUBJECT: Municipal Auditor Appointment for the 2019-2021 Year-ends

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RECOMMENDATION

i. THAT Council receive the Municipal Auditor Appointment for the 2019-2021 Year-ends report;

ii. THAT Council appoints the audit firm of MNP LLP for the 2019-2021 financial years.

SUMMARY

The Village of Cumberland needs to appoint a municipal auditor and staff is recommending that Council appoint MNP LLP for the 2019-2021 year-ends to allow for continuity in those years. The all inclusive audit fee committed to by MNP LLP for the 3-years are as follows:

Year	Audit Fee
Year 2019	$ 18,900
Year 2020	19,845
Year 2021	20,843
Total for 3 years	**$ 59,588**

The audit fee and administration costs for 2018 was $24,500.

BACKGROUND

Pursuant to Section 169 of the Community Charter, Council is required to appoint a Municipal auditor.

In 2014, Council appointed the BDO Canada LLP for 2014-2016 year-ends audit and was extended for another two years for 2017 and 2018.

Three proposals were received, including from BDO Canada LLP, MNP LLP, and Smythe CPA. Each proposal was evaluated by Village staff based on the following criteria:

- Qualifications, experience and references
- Audit implementation
- Audit fees
- Additional services offered
- Social procurement

Based on these criteria, staff agrees that the proposal submitted by MNP LLP provides the Village with the best overall value and best meets the Village's requirements for the year-end audit. MNP has great amount of current local government audit experience, provides the value added services and has the lowest audit fees among the firms that submitted proposals. Included in those additional services are consultation with their enterprise risk services practice leader and IT strategy consultant, as well as all year round advice to inquiries. MNP scored the lowest points for Social Procurement but points in all criteria were high enough to overcome this. Staff believe that this low mark is likely due to the need for vendor education regarding how to respond to the Village's social procurement framework in our Request for Proposals. Vendor education has been identified as the next steps with social procurement.

MNP's proposed schedule anticipates the interim audit to take place in November and staff expects the 2019 year-end audit fieldwork to be scheduled later in Mar 2020.

FINANCIAL IMPLICATIONS

The 3-year average audit fee proposal ranged from $19,900 to $39,400. The all inclusive audit fee committed to by MNP LLP for 2019 is $18,900, 2020 is $19,845 and 2021 is $20,843. The audit fee and administration/disbursement costs for 2018 was $24,500.

OPERATIONAL IMPLICATIONS

Annual external audit is a statutory requirement. Staff prepare financial statements, reconcile them to the general ledger and provide these statements and supporting documents to the auditors. Staff assist the auditors as well during the audit for questions and inquiries.

STRATEGIC OBJECTIVE

None.

ATTACHMENTS

None.

CONCURRENCE

Odie Morin, Deputy Financial Officer OM

OPTIONS

1. Receive this report for information and appoint MNP LLP as the municipal auditors for the 2019, 2020 and 2021 year-ends.

2. Any other action deemed appropriate by Council.

Respectfully submitted,

Michelle Mason

____

Michelle Mason
Chief Financial Officer/Deputy CAO

COUNCIL REPORT

REPORT DATE: July 17, 2019
MEETING DATE: July 22, 2019

TO: Mayor and Councillors

FROM: Michelle Mason, Chief Financial Officer/Deputy CAO

SUBJECT: Financial Performance Report – Second Quarter 2019

RECOMMENDATION

THAT Council receive the Financial Performance Report – Second Quarter 2019 report for information.

SUMMARY

Revenue and expense items are currently within budget and all departments are in a surplus position. There are no significant concerns to note at this time. The overall surplus based on the financial plan is $2,905,872.

BACKGROUND

Attached to this report are financial summaries as at June 30, 2019 with comparisons to the 2019 financial plan and 2018 audited amounts. These financial summaries are not audited and do not meet all accounting standards which would otherwise be applied for final year-end financial statement purposes. Amortization on assets and expense accruals are not booked, prepayments and inventories have not been adjusted. The summaries are intended for internal purposes only.

The following statements as at June 30, 2019 are attached and provide information in financial statement format:

- *Attachment 1: Statement of Financial Position*
- *Attachment 2: Statement of Operations and Accumulated Surplus*
- *Attachment 3: Statement of Change in Net Financial Assets / (Debt)*

Attachment 4: Reconciliation of Financial Statement Surplus to Financial Plan Surplus as at June 30, 2019 is attached and provides a list of adjustments to reconcile surplus for financial statement reporting purposes to surplus for financial plan purposes.

For budget variance analysis, we recommend focusing on the *Statement of Operations and Accumulated Surplus (Attachment 2)* and the *Reconciliation of Financial Statement Surplus to Financial Plan Surplus (Attachment 4)*. In reviewing budget variance please note that asset amortization is a significant accounting expense that is not being recorded throughout the year and is not within budget managers' ability to control. Consequently, Attachment 2, 3 and 4 have been modified to show the 2019 financial plan figures with and without amortization in order to provide a better comparative figure for a review of performance against budget.

Based on the above information and the fact that 2019 year-end adjustments and some invoices are still outstanding for the period, we can expect an approximate 45-50% use of financial plan for operating expenses at June 30, 2019. Brief variance comments are included on Attachments 2 and 4. The following are more significant variance explanations and other items of note:

Attachment 1: Statement of Financial Position

The cash and cash equivalents balance of $12,022,710 is always high at this time of year due to the receipt of property tax payments prior to the payment of taxes collected for other taxing authorities as well as most projects are still in their earlier stages of completion. A cash flow analysis will be completed and the Village will invest excess cash in higher yielding guaranteed investments until the funds are required. Property taxes receivable (still owing) of $2,669,983 appears substantially higher than the 2018 comparatives, but as at June 30, 2019, it does not reflect post-dated payments, mortgage company transfers and last day tax collections. We collected 97% of current year property tax revenues by the deadline date. Accounts payable and accrued liabilities are always high at this time of year due to accruals for property tax collections for other taxing authorities that are not due until a later date.

Attachment 2: Statement of Operations and Accumulated Surplus

Revenues

100% of property and frontage tax revenues are levied and recognized in May of each year. Parcel taxes are $75,529 over expected collections due to parcel taxes collected for the Cumberland Road Local Area Service that will need a budget amendment. The use of financial plan for sales of services to other governments is 71% at June 30, 2019 due to increased animal control fees based on a recent cost analysis. The Village has received the small community grant of $504,900. Other government transfers (grants) and development cost charge (DCC) revenues are expected to reflect similar timing to related project expenses upon completion.

Operating Expenses

Most of the 2019 special operating projects are in progress and we expect to incur costs for these over the next six months. Audit fees are not recognized until year-end and the Volunteer Fire Fighter compensation is not paid until December each year. Solid waste collection expenses are lower than expected due to timing of receipt of invoices. Water expenses are lower than expected at this point because of the timing of the operating expenses related to the water supply projects.   Cemetery expenses are higher than expected but use of the financial plan for cemetery revenues is also 95%, so higher than expected expenses are expected in this case.

Attachment 3: Statement of Change in Net Financial Assets / (Debt)

The Village is currently in a net financial assets position of $4,177,855 This is due to the fact that a significant amount of the property taxes have been collected; whereas, there is less than a 50% use of expenditures at June 30, 2019 and expected debt has not been entered into at this point. Simply put the net financial assets means that the Village's financial assets are currently greater than its liabilities. The Village has budgeted to be in a net financial debt position of $4,183,559 in 2019 due to planned borrowing for the water supply project, the Public Works land, the wastewater treatment plant and the fire engine.

Attachment 4: Reconciliation of Financial Statement Surplus to Financial Plan Surplus

The use of financial plan for capital projects is only 21% at June 30, 2019. Most capital projects still do not have significant costs associated with them at this early stage but we expect to incur these costs over the next six months.

The 2019 financial plan surplus to date is $2,905,872 due to the fact that 100% of the property taxes are recognized early in the year; whereas, there is less than a 50% use of expenditures at June 30, 2019.   There are also other funding sources for the capital projects that are not recorded in the financial statements until 100% of the costs for the projects are recognized or at year-end.

FINANCIAL IMPLICATIONS

There are no financial implications to receiving this report.

OPERATIONAL IMPLICATIONS

Financial Management of the Village is undertaken by finance throughout the year. A year-end external audit takes place each year to review and confirm the financial management for the Village.

STRATEGIC OBJECTIVE

None

ATTACHMENTS

- Attachment 1: Statement of Financial Position
  as at June 30, 2019;
- Attachment 2: Statement of Operations and Accumulated Surplus
  as at June 30, 2019;
- Attachment 3: Statement of Change in Net Financial Assets / (Debt)
  as at June 30, 2019; and
- Attachment 4: Reconciliation of Financial Statement Surplus to Financial Plan Surplus
  as at June 30, 2019.

CONCURRENCE

None

OPTIONS

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

Respectfully submitted,

Michelle Mason

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Michelle Mason

Chief Financial Officer/Deputy CAO

THE CORPORATION OF THE VILLAGE OF CUMBERLAND
Statement Of Financial Position
As At
June 30, 2019
UNAUDITED

	2019 *(Note 1)*	2018
FINANCIAL ASSETS		
Cash, equivalents and investments	12,022,710	9,782,389
Property taxes receivable	2,669,983	162,488
Accounts receivable	2,623,268	2,477,911
	17,315,960	12,422,788
LIABILITIES		
Accounts payable and accrued liabilities	(3,777,443)	(1,815,534)
Service and other deposits	(1,170,460)	(1,171,983)
Deferred revenue	(4,455,053)	(3,612,887)
Debenture and long term-debt	(3,735,149)	(3,154,008)
	(13,138,105)	(9,754,412)
NET FINANCIAL ASSETS / (DEBT)	**4,177,855**	**2,668,376**
NON-FINANCIAL ASSETS		
Tangible Capital Assets	56,796,025	53,985,805
Inventories	121,390	121,390
Prepaid expenses	1,388	43,234
	56,918,803	**54,150,429**
ACCUMULATED SURPLUS	**$ 61,096,658**	**$ 56,818,805**
MUNICIPAL POSITION		
Operating funds	(6,364,296)	(4,323,920)
Statutory/Bylaw Authorized Reserves	(1,671,487)	(1,663,088)
Equity in capital assets	(53,060,875)	(50,831,797)
	$ (61,096,658)	**$ (56,818,805)**

Note 1:
These statements are not audited and do not comply with all applicable
They are intended for internal management purposes only.

Attachment 2

THE CORPORATION OF THE VILLAGE OF CUMBERLAND
Statement of Operations and Accumulated Surplus
Interim Statement as at
June 30, 2019
Unaudited

	2019 Approved Financial Plan	Remove Amortization	2019 Adjusted Financial Plan (Note)	2019 Actual-YTD (Note)	% Use Of Financial Plan	Variance	2018 Actual	Comments
REVENUE								
Property taxes and P.I.L.	$ 3,000,875	$ -	$ 3,000,875	$ 2,981,095	99%	$ 19,780	$ 2,631,513	*Property Taxes levied in May each year*
Parcel taxes	423,105	-	423,105	498,634	118%	(75,529)	366,142	*Parcel Taxes levied in May each year (budget amendment required for Cumberland Rd LAS parcel tax)*
Sale of services & fees	1,857,405	-	1,857,405	976,536	53%	880,869	1,761,586	*Utility billings, service connections and sales for other municipal services (Recreation/Cemetery)*
Sale of services to other governments	421,570	-	421,570	300,437	71%	121,133	401,618	*Bulk water/Fire Protection District/Animal Control to Ctny*
Transfer from other govts-unconditional	494,795	-	494,795	504,900	102%	(10,105)	485,094	*Small Community Grant received in June each year*
Transfer from other govt's-conditional	3,700,020	-	3,700,020	951,872	26%	2,748,148	3,660,039	*Grants relate to timing of projects plus Host Amenity & Community Works Funds received twice per year*
Other revenue	697,010	-	697,010	319,147	46%	377,863	989,024	*Permits & Licensing/donations/interest & miscellaneous*
Development cost charges	1,436,075	-	1,436,075	-	0%	1,436,075	13,118	*DCC revenue relates to timing of projects*
Contributed Assets	-	-	-	-		-	1,858,601	
	12,030,855	-	12,030,855	6,532,621	54%	5,498,234	12,166,735	
OPERATING EXPENSES								
General government services	1,023,850	(18,900)	1,004,950	364,300	36%	640,650	857,363	*2019 operating projects in progress/Econ Devel service timing later in year/YE expenses outstanding*
Transportation services	1,614,865	(746,130)	868,735	364,210	42%	504,525	1,397,039	*2019 operating projects in progress*
Protective services	688,785	(61,080)	627,705	268,597	43%	359,108	693,667	*2019 operating projects in progress/YE expenses outstanding*
Environmental health services	2,058,530	(438,465)	1,620,065	586,937	36%	1,033,128	1,747,602	*2019 operating projects in progress/timing difference for solid waste collection & water supply ops expenses*
Cemetery Services	37,090	(3,140)	33,950	20,414	60%	13,536	32,770	*higher than expected cemtery services (revenues higher)*
Planning, development & environment	478,840	-	478,840	169,601	35%	309,239	359,562	*2019 operating projects in progress/vacancies*
Recreation services	725,715	(28,190)	697,525	323,264	46%	374,261	691,756	
Cultural and community events	105,370	-	105,370	16,185	15%	89,185	104,642	*Community Grant Program payments outstanding at this point in the year*
Parks Services	456,310	(107,870)	348,440	141,260	41%	207,180	424,308	*2019 operating projects in progress*
	7,189,355	(1,403,775)	5,785,580	2,254,768	39%	3,530,812	6,308,709	
ANNUAL SURPLUS	4,841,500	1,403,775	6,245,275	4,277,853	68%	1,967,422	5,858,026	
ACCUMULATED SURPLUS, BEGINNING OF YEAR	56,818,805	-	56,818,805	56,818,805			50,960,779	
ACCUMULATED SURPLUS, END OF YEAR	**$ 61,660,305**	**$ 1,403,775**	**$ 63,064,080**	**$ 61,096,658**	**97%**	**$ 1,967,422**	**$ 56,818,805**	

Note:
These statements are not audited and do not comply with all applicable accounting standards. They are intended for internal management purposes only.

THE CORPORATION OF THE VILLAGE OF CUMBERLAND
Statement of Change in Net Financial Assets
Interim Statement as at
June 30, 2019
Unaudited

	2019 Approved Financial Plan	Remove Amortization	2019 Adjusted Financial Plan *(Note)*	2019 Actual-YTD *(Note)*	% Use Of Financial Plan	Variance	2018 Actual
ANNUAL SURPLUS	4,841,500	1,403,775	6,245,275	4,277,853	68%	1,967,422	5,858,026
Amortization	1,403,775	(1,403,775)	-	-		-	1,317,356
Change in supplies inventories	-	-	-	-		-	(3,835)
Change in prepaid expenses	-	-	-	41,845		(41,845)	3,808
Proceeds on disposal of tangible capital assets	-	-	-	-		-	21,972
Loss on sale of tangible capital assets	-	-	-	-		-	(5,991)
Acquisition of tangible capital assets	(13,097,210)	-	(13,097,210)	(2,810,219)	21%	(10,286,991)	(6,997,940)
CHANGE IN NET FINANCIAL ASSETS / (DEBT)	(6,851,935)	-	(6,851,935)	1,509,479	(22%)	(8,361,414)	193,396
NET FINANCIAL ASSETS, BEGINNING OF YEAR	2,668,376	-	2,668,376	2,668,376		-	2,474,980
NET FINANCIAL ASSETS / (DEBT), END OF YEAR	**$ (4,183,559)**	**$ -**	**$ (4,183,559)**	**$ 4,177,855**	**(100%)**	**$ (8,361,414)**	**$ 2,668,376**

Note:
These statements are not audited and do not comply with all applicable accounting standards. They are intended for internal management purposes only.

Attachment 4

THE CORPORATION OF THE VILLAGE OF CUMBERLAND
Reconciliation of Financial Statement Surplus to Financial Plan Surplus
Interim Statement as at
June 30, 2019
UNAUDITED

	2019 Approved Financial Plan	Remove Amortization	2019 Adjusted Financial Plan	2019 Actual-YTD	% Use Of Financial Plan	Variance	2018 Actual	Comments
ANNUAL SURPLUS	4,841,500	1,403,775	6,245,275	4,277,853	68%	1,967,422	5,858,026	
ADJUSTMENTS AS PER FINANCIAL PLAN								
Acquisition of tangible capital assets	(13,090,555)	-	(13,090,555)	(2,810,219)	21%	(10,280,336)	(6,997,940)	*2019 projects in progress*
Add back amortization expenses	1,403,775	(1,403,775)	-	-		-	1,317,356	
Proceeds on borrowing	5,891,725	-	5,891,725	662,965	11%	5,228,760	507,408	
Principal payments on debt	(344,330)	-	(344,330)	(81,825)	24%	(262,505)	(286,051)	
Add back DCC revenue realized	(1,436,075)	-	(1,436,075)	-	0%	(1,436,075)	(13,118)	
Add DCC & Parking in lieu reserve interest earned	-	-	-	(40,846)		40,846	(0)	
Add Non-cash adjustments	-	-	-	-		-	(5,991)	
CHANGE IN CONSOLIDATED BALANCES	(2,733,960)	-	(2,733,960)	2,007,928	(73%)	(4,741,888)	379,690	
TRANSFER (TO) / FROM OTHER RESERVES								
Development cost & Parking In Lieu charges	1,436,075	-	1,436,075	40,846	3%	1,395,229	13,118	
Reserves	1,297,885	-	1,297,885	857,098	66%	440,788	208,087	
TRANSFER (TO) / FROM OTHER RESERVES	2,733,960	-	2,733,960	897,944	33%	1,836,016	221,205	
(DEFICIT) / SURPLUS PER FINANCIAL PLAN	$ -	$ -	$ -	**$ 2,905,872**		**$ (2,905,872)**	**$ 600,895**	

Note:
These statements are not audited and do not comply with all applicable accounting standards. They are intended for internal management purposes only.

THE CORPORATION OF THE VILLAGE OF CUMBERLAND

BYLAW NO. 1107

A Bylaw to Repeal the Heritage Commission Bylaw.

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

1. This Bylaw shall be cited as “Heritage Commission Repeal Bylaw No. 1107, 2019”.

2. This bylaw repeals “The Corporation of the Village of Cumberland Heritage Commission Bylaw No. 824, 2006”.

READ A FIRST TIME THIS	**8TH**	**DAY OF**	**JULY**	**2019.**
READ A SECOND TIME THIS	**8TH**	**DAY OF**	**JULY**	**2019.**
READ A THIRD TIME THIS	**8TH**	**DAY OF**	**JULY**	**2019.**
ADOPTED THIS		**DAY OF**		**2019.**

____________________________ Mayor

____________________________ Corporate Officer