

REGULAR AGENDA

2/2020/R



The Corporation of the Village of Cumberland

**Regular Council Meeting
January 27, 2020 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, January 27, 2020
Recommend THAT Council adopt the agenda for the January 27, 2020 Regular Council meeting.

2. Adoption of Minutes

- 2.1 Adoption of Minutes
Recommend THAT Council adopt the following meeting minutes:
- ***Regular Council held January 13, 2020*** 1
- 2.2 Receipt of Committee Minutes
Recommend THAT Council receive the following meeting minutes:
- ***Advisory Planning Commission held November 14, 2019*** 7
 - ***Accessibility Committee held November 19, 2019*** 9

3. Delegations

- 3.1 Tim Ennis and Meaghan Cursons of the Comox Valley Conservation Partnership, 3rd Annual Vancouver Island Symposium: Water Stewardship in a Changing Climate – Climate Change, Collaboration and Landscape Restoration 12
Recommend THAT Council receive the delegation from the Comox Valley Conservation Partnership.

4. Unfinished Business

- 4.1 Steam Engine Estates residents and neighbours regarding the Liquid Waste Management Plan 13
Recommend THAT Council refer the correspondence from Steam Engine Estates residents and neighbours regarding the Wastewater Treatment Upgrades to staff.

5. Correspondence

- 5.1 Cumberland Culture and Art Society requesting a letter of support for grant applications regarding for the Fifth Annual Woodstove Festival in Cumberland. 14
***Recommend THAT Council receive the correspondence from The Cumberland Culture and Art Society;
AND THAT Council provide a letter to the Cumberland Culture and Arts Society confirming the Woodstove Festival activities for the purpose of federal and provincial grant applications.***

6. Reports

- 6.1 WildSafeBC Annual Report 2019 15
Prepared by Cali Barton, WildSafeBC Cumberland Community Coordinator
Recommend THAT Council receive the WildSafeBC Annual Report 2019 and presentation by Cali Barton, WildSafeBC Cumberland Community Coordinator.
- 6.2 Association of Vancouver Island and Coast Communities Resolutions 29
Prepared by Rachel Parker, Corporate Officer
i. Recommend THAT Council receive the Association of Vancouver Island and Coastal Communities Resolutions report.
ii. Recommend THAT Council submit resolutions to the Association of Vancouver Island and Coastal Communities on Private Managed Forest Land Program Environmental Values, and Funding for Clean Renewable Energy Projects.

- 6.3 Draft Zoning Bylaw Housekeeping Amendments 41
Prepared by Karin Albert, Senior Planner
- i. Recommend THAT Council receive the draft Zoning Bylaw Housekeeping Amendments report.*
 - ii. Recommend THAT Council refer the Draft Zoning Bylaw Housekeeping Amendments report to the Advisory Planning Commission for comment.*
- 6.4 Committee of the Whole Meetings 56
Prepared by Rachel Parker, Corporate Officer
- i. Recommend THAT Council receive the Committee of the Whole Meetings report.*
 - ii. Recommend THAT Council schedule a Committee of the Whole meeting on February 10, 2020 and April 6, 2020.*
- 6.5 Financial Performance Report – Fourth Quarter 2019 60
Prepared by Michelle Mason, Chief Financial Officer/Deputy CAO
- Recommend THAT Council receive the Financial Performance Report – Fourth Quarter 2019 report for information.***
- 6.6 Appointment and Designation of Officers and Employees 68
Prepared by Rachel Parker, Corporate Officer
- i. Recommend THAT Council receive the Appointment and Designation of Officers and Employees report.*
 - ii. Recommend THAT Council appoint:*
 - Clayton Postings Chief Administrative Officer*
 - Deputy Corporate Officer*
 - Financial Signing Authority*
 - Michelle Mason Deputy Chief Administrative Officer*
 - Financial Officer*
 - Financial Signing Authority*
 - Rachel Parker Corporate Officer*
 - Teodora Morin Deputy Financial Officer*
 - Financial Signing Authority*
 - Ken Rogers Approving Officer*
 - Rob Crisfield Deputy Approving Officer*
 - Karin Albert Secretary to the Board of Variance*
 - iii. Recommend THAT Council authorize the following Officers access to the Village's safety deposit box:*
 - Chief Administrative Officer, Financial Officer, and Deputy Financial Officer.*

7. Bylaws

7.1 2019-2023 Financial Plan Amendment Bylaw No. 1124, 2020 83
Recommend THAT Council adopt "2019-2023 Financial Plan Amendment Bylaw No. 1124, 2020".

7.2 Revenue Anticipation Borrowing Bylaw No. 1121, 2020 85
Recommend THAT Council adopt "Revenue Anticipation Borrowing Bylaw No. 1121, 2020."

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.

- Economic Development Advisory Committee, February 5, 2020 at 6:00 p.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

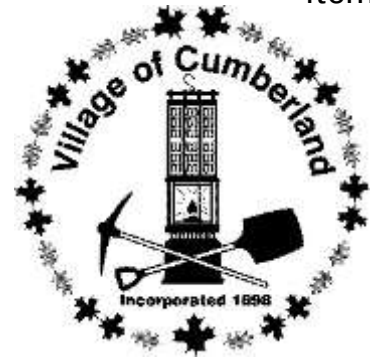
Recommend THAT pursuant to Section 90 of the Community Charter Council close the meeting to the public to consider:

- ***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 receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose***
- ***law enforcement, if the council considers that disclosure could reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment;***

13. Adjournment

REGULAR MINUTES

1/2020/R



The Corporation of the Village of Cumberland

Regular Council Meeting January 13, 2020 at 5:30 p.m. Village Council Chambers

Council Present:

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

Staff Present:

Clayton Postings, Chief Administrative Officer
Michelle Mason, Chief Financial Officer/Deputy CAO
Rob Crisfield, Manager of Operations
Rachel Parker, Corporate Officer
Karin Albert, Senior Planner

Regrets: Councillor Gwyn Sproule

Mayor Baird called the meeting to order at 5:30 pm. Mayor Baird welcomed new chief administrative officer, Clayton Postings.

1. Approval of Agenda

1.1 Agenda for regular Council meeting, January 13, 2020

Motion 20-1

Sullivan/Ketler

THAT Council adopt the agenda for the January 13, 2020 Regular Council meeting.

Carried Unanimously

2. Adoption of Minutes

2.1 Adoption of Minutes

Motion 20-2

Ketler/Sullivan

THAT Council adopt the following meeting minutes:

- Regular Council held December 9, 2019
- Special Council held December 16, 2019

Carried Unanimously

3. Delegations

- 3.1 Roger Kishi, Donna Frawley, Dave Rudolf of Steam Engine Estates and Neighbours, 3400 Coniston Crescent, Regarding the Liquid Waste Management Plan

Motion 20-3

Ketler/Sullivan

THAT Council receive the delegation of Neighbours from Steam Engine Estates regarding the Liquid Waste Management Plan.

Carried Unanimously

4. Unfinished Business

- 4.1 Jennifer and John Hedican, regarding Opioid Crisis

Motion 20-4

Brown/Sullivan

THAT Council support the decriminalization of drugs and the creation of a regulated safe drug supply in Canada through a letter to the Government of Canada.

Carried Unanimously

5. Correspondence

- 5.1 Lush Valley Food Action Society, Request from the Comox Valley Food Policy Council to Adopt the Vancouver Island Food Charter

Motion 20-5

Ketler/Brown

THAT Council receive the correspondence from Lush Valley Food Action Society, Request from the Comox Valley Food Policy Council to Adopt the Vancouver Island Food Charter.

Carried Unanimously

Motion 20-6

Sullivan/Brown

THAT Council direct staff to consider the Vancouver Island Food Charter during the Official Community Plan update in 2021.

Carried Unanimously

6. Reports

6.1 Child Care Inventory and Space Creation Action Plan

Motion 20-7

Ketler/Sullivan

THAT Council receive the Child Care Inventory and Space Creation Action Plan report and a presentation from Jane Worton and Greg Awai of Queenswood Consulting.

Carried Unanimously

Motion 20-8

Sullivan/Brown

THAT Council accept the Child Care Inventory and Space Creation Action Plan.

Carried Unanimously

6.2 Cumberland Age-Friendly Assessment and Action Plan

Motion 20-9

Ketler/Brown

THAT Council receive the Cumberland Age-Friendly Assessment and Action Plan report and receive a presentation by Anne-Marie Whittaker of EcoPlan International.

Carried Unanimously

Motion 20-10

Ketler/Brown

THAT Council accept the Age-Friendly Assessment and Action Plan, and direct staff to apply for Age-Friendly BC designation.

Carried Unanimously

6.3 Secondary Suites, BC Building Code Changes

Motion 20-11

Sullivan/Brown

THAT Council receive the Secondary Suites, BC Building Code Changes report dated December 30, 2019 as information only.

Carried Unanimously

6.4 Outstanding Action Items

Motion 20-12

Sullivan/Brown

THAT Council receive the Outstanding Action Items.

Carried Unanimously

Motion 20-13

Brown/Ketler

THAT Council direct staff to report on suggestions on how to reconcile the Zoning Bylaw with the heritage statement of significance for Camp Road.

Carried Unanimously

6.5 November/December 2019 Cheque Register

Motion 20-14

Sullivan/Ketler

THAT Council receive the November/December 2019 Cheque Register.

Carried Unanimously

7. Bylaws

7.1 2020-2024 Financial Plan Bylaw No. 1117, 2019

Motion 20-15

Ketler /Sullivan

THAT Council receive the 2020-2024 Financial Plan Bylaw No. 1117, 2019 for discussion.

Carried Unanimously

Motion 20-16

Sullivan/Brown

THAT Council adopt "2020-2024 Financial Plan Bylaw No. 1117, 2019".

Carried Unanimously

7.2 Financial Plan Amendment Bylaw

Motion 20-17

Ketler/Sullivan

THAT Council receive the Financial Plan Amendment Bylaw report for information.

Carried Unanimously

Motion 20-18

Sullivan/Brown

THAT Council give first, second and third reading to the "2019-2023 Financial Plan Amendment Bylaw No. 1124, 2020".

Carried Unanimously

7.3 Revenue Anticipation Borrowing Bylaw No. 1121, 2020

Motion 20-19

Ketler/Sullivan

THAT Council receive the Revenue Anticipation Borrowing Bylaw No. 1121, 2020 report for information.

Carried Unanimously

Motion 20-20

Brown/Sullivan

THAT Council give first, second and third reading of the Revenue Anticipation Borrowing Bylaw No. 1121, 2020.

Carried Unanimously

8. Consent Calendar

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

- Mayor of Saanich re. Modernizing the Motor Vehicle Act

Motion 20-21

Brown/Sullivan

THAT Council receive the Consent Calendar.

Carried Unanimously

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.

- January 20, 2020 Village Hall meeting has been cancelled
- January 21, 2020 Accessibility Committee at 10 :30 a.m. in Council Chambers

11. Question Period

No questions were received.

12. Closed Portion

Motion 20-22

Brown/Ketler

THAT pursuant to Section 90 of the *Community Charter* Council close the meeting to the public at 7:25 pm to consider:

- labour relations or other employee relations;
- discussions with municipal officers and employees respecting municipal objectives, measures and progress reports for the purposes of preparing an annual report under section 98 [annual municipal report]
- 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 receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;

Carried Unanimously

13. Adjournment

The meeting was adjourned at 8:25 pm.

Certified Correct:

Mayor

Corporate Officer



Village of Cumberland

Advisory Planning Commission

Minutes

The meeting of the APC was held on Thursday, November 14, 2019 in the Council Chambers located at 2675 Dunsmuir Avenue, commencing at 4:05pm.

PRESENT:	Roger Kishi, Acting Chair Eric Krejci	Jaye Mathieu Dan Griffin
ABSENT:	Janet Bonaguro Nick Ward	Neil Borecky
STAFF:	Karin Albert, Planner	

1. CALL TO ORDER

2. APPROVAL OF AGENDA

Kishi/Mathieu: THAT the agenda be approved with the following amendment: add APC Training and Development under New Business.

CARRIED

3. APPROVAL OF MINUTES

Griffin/Mathieu: THAT the minutes of the meeting held October 10, 2019 be approved.

CARRIED

4. REFERRALS FROM COUNCIL

a) 2019-01 OCP&RZ 4693 Cumberland Road

Mathieu / Griffin: THAT Council consider a property specific amendment to Zoning Bylaw No. 1027, 2016 to permit automotive repair facility as a permitted accessory use on the subject property in the existing Residential Three (R-3) zone.

CARRIED

Discussion

- The APC does not support an amendment of the OCP to change the land use designation to Commercial in that area.
- The APC also does not wish to see other commercial uses be possible on the site. Those should require a full rezoning with associated infrastructure upgrades that might be needed.

- The current business has been operating in Cumberland and serving the community for over 28 years.
- The owner states that he was not aware of the requirement to live on site to continue auto repair facility as a non-conforming use when he bought the property.
- Spot rezoning won't require changes to the intersection or a traffic study. It legitimizes what's been working on that site for many years.
- The spot rezoning will resolve the contravention of Village bylaws.
- The fee paid for the rezoning by the owner should negate any bylaw fines.
- The owner should obtain a business licence.
- The preferred solution would be for the property to remain legally non-conforming. That would mean the existing use could continue until such time that the owner closes the business. At that time the property would revert to a residential only use. It was acknowledged that as a result of the Village's bylaw enforcement action, the Village may no longer have the option to recognize the property as legally non-conforming.

5. OLD BUSINESS

None

6. NEW BUSINESS

APC Training and Development:

Mathieu/Krejci: THAT the APC hold a professional development workshop for APC members on Thursday, December 12 at 4 pm.

CARRIED

7. NEXT REGULAR MEETING

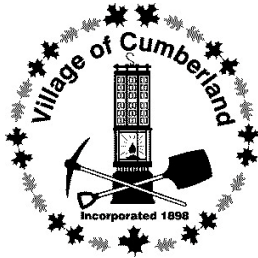
Thursday, January 16 at 4:00pm.

8. TERMINATION:

Griffin: THAT the meeting terminate.

Time: 5:35 pm

Certified Correct:	Confirmed:
_____	_____
Chair	Deputy Corporate Officer



Corporation of the Village of Cumberland

Item 2.2b

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

Accessibility Select Committee
November 19, 2019 at 9:30 am
Council Chambers
Minutes

Members Present:

Judy Norbury, Vice-chair
Brenda Lenahan
Jaye Mathieu
Vickey Brown, Councillor

Staff:

Rachel Parker, Corporate Officer

Ms. Norbury called the meeting to order at 9:55 am and acknowledged the work of past-chair and member Laurel Rankin.

1. Approval of Agenda

Brown/Mathieu: THAT the agenda be approved. **Carried**

2. Adoption of Minutes:

Mathieu/Brown: THAT the minutes October 21, 2019. **Carried**

3. Unfinished Business

3.1 Committee Terms of Reference, Referral from Council - revised Terms of Reference

Norbury/Lenahan: THAT the Committee recommend that Council adopt amended policy 1.7, Accessibility and Inclusion Select Committee, Terms of Reference as set out in the agenda. **Carried**

4. New Business

4.1 Council Referral: *BC Accessibility Through Legislation* review to the Accessibility Committee for recommendations on a formal submission.

Halle/Brown: THAT the Committee recommend that Council make a formal submission to the *BC Accessibility Through Legislation* review with the following recommendations:

- Improve the BC Building Code
- Improve accessibility standards for multi-family, commercial and public spaces
- Require that public and commercial spaces be fully accessible
- Create accessibility legislation modelled on the Americans with Disabilities Act

- Require workspaces to be accessible and provide employment opportunities
- Provision of sufficient financial support for families raising children and individuals with disabilities to meet daily living costs
- Provision of support for businesses to make accessibility renovations
- Provision of support for local governments, schools and hospitals to effectively implement accessibility standards in the built environment
- Provision of appropriate housing for people with disabilities
- Provision of standards for public service levels to support people with disabilities, including emergency planning and voting opportunities
- Encourage development of and require use of accessible technologies (alternative and augmentative communication)
- Provision of a directory service to assist people with all manners of disabilities navigate support services
- Establish guidelines or standards for parking, signage, and built spaces

Carried

- 4.2 Recruitment for members – advertisement with deadline for applications at January 3, 2020: Members will recruit applicants within the community.

5. Reports from committee members

- 5.1 Meetings in 2020: Members discussed scheduling meetings on the third Tuesday at 10:30 am in January, March, May, July, September and November, and to schedule additional meetings when required.
- 5.2 Woodstove Festival: Trond reported that the Woodstove Festival appointed him as accessibility liaison for the event. Tickets were set aside to ensure for those requiring adaptation. Members noted the efforts made by organizers and festival goers to accommodate individuals. Committee members nominated the Woodstove Festival for recognition.
- 5.3 Comox Valley Accessibility Committee: Judy reported that the CVAC will not receive any supports from the City of Courtenay or CVRD to enable it to continue.

6. **Upcoming meeting:** January 21, 2020 a 10:30 am

7. **Adjournment**

The meeting adjourned at 10:50 am.

Certified Correct:

Chair

Corporate Officer

Village of Cumberland

Subject: FW: Cumberland Delegation Request for February 10, 2020

From: Erin Nowak <erin@cvlandtrust.ca>
Sent: Thursday, January 09, 2020 1:49 PM
To: Village of Cumberland <info@cumberland.ca>
Subject: Cumberland Delegation Request for Jan 27th

Afternoon,

My name is Erin Nowak and I am requesting an opportunity to apply for a delegation slot at the upcoming Village of Cumberland Council Meeting Jan 27th 2020.

Organization you are representing: Comox Valley Conservation Partnership (CVCP)

Primary purpose of the organization: CVCP brings together local community groups to provide a unified voice for the value of conservation in our natural areas

Number of members:

Delegates are **Tim Ennis and Meaghan Cursons** representing the Comox Valley Conservation Partnership.

Intent of the Delegation:

- Brief introduction to the Comox Valley Conservation Partnership;
- Introduce the **3rd Annual Vancouver Island Symposium: Water Stewardship in a Changing Climate - Climate Change, Collaboration and Landscape Restoration. April 22 - 24, 2020 Courtenay BC**. Presented by the Comox Valley Conservation Partnership, Partnership for Water Sustainability in British Columbia, Cumberland Community Forest Society, and Nanaimo & Area Land Trust. This symposium is part of an ongoing series that highlights the power of collaboration between local government, elected leaders and industry professionals. This collaboration is essential to mobilize and respond effectively to the impacts of climate change and to reconnect the ecology and hydrology in the built and natural environments that surround us.

Please feel free to contact me at the information below, as I am organizing the logistics of delegations!

Cheers,

December 10, 2019

Mayor and Council
Village of Cumberland
via email: info@cumberland.ca

Re: Liquid Waste Management Plan

We are communicating to Council as neighbouring residents of Cumberland's Liquid Waste Treatment facility. We wish to engage with the Village as the Liquid Waste Management Plan progresses. Our main interest is to avoid situations like the CVRD's Curtis Road Sewage Treatment facility and neighbouring residents. <https://decafNation.net/2019/11/05/curtis-road-residents-threaten-legal-action-over-sewage-commission-failure-on-odour-issues/>

We would like to appear as a delegation to Council in early 2020, to present some concerns and questions. Some of these include; odour due to sewage lagoon reconfiguration, chemical process(es) for solids separation and nutrient removal and disinfection by Peracetic Acid, project construction disturbance(s) and future effects to neighbouring residents by odour, noise & light.

Our hope is that the Village will undertake a robust neighbourhood engagement process early on, during and upon commencement of the new Liquid Waste Treatment facility.

Sincerely,

Roger Kishi, 2905 Ulverston Avenue

Donna Frawley, Dave Rudolph, Marvin Kempner: Steam Engine Estates, 3400 Coniston Crescent

January 15, 2020
Her Worship Mayor Leslie Baird and Council
Cumberland, BC

Dear Mayor Baird and Council,

The Cumberland Culture and Art Society is in the planning stages of the Fifth Annual Woodstove Festival in Cumberland.

In order to obtain funding from grant sources at the national and provincial levels we are requesting a letter of support from the Village committing to your ongoing support of this festival. As a dedicated community partner we are grateful for all of the support we have received since our inception.

Our aim with the Woodstove Festival is that citizens can be involved in their community through music, the arts, and heritage, with affordable pricing. We also have a large base of local volunteers. The programming always includes some family entertainment.

We see the importance of having partners within the local community to support the festival, and we are glad to acknowledge the financial benefits that Cumberland businesses receive.

We are proud of our community and enjoy that artists, artisans, heritage performers and cultural carriers from near and far have the opportunity to experience Cumberland through the Woodstove Festival.

The growth of the festival has been a pleasant surprise and we recognize that this growth has carried benefits as well as some problems in logistics. We appreciate the working relationship we have with the Village of Cumberland to sort these out as they arise.

We hope that we can receive a letter of support at your earliest convenience as one application has a January 31st deadline.
Thank you,

Diana Paige, Chair
Cumberland Culture and Art Society.

WildSafeBC Annual Report 2019

Cumberland

Prepared by: Cali Barton, WildSafeBC Cumberland Community Coordinator



Executive Summary

The WildSafeBC (WSBC) Cumberland Program covers the Village of Cumberland including the surrounding parks, recreation areas, mountain biking trails, Comox Lake, and Cumberland Lake campground (fig.1). The third season of the WSBC Cumberland Program was another great success. Since 2016, there has been a trend of reduced human-wildlife conflict. Outreach activities and events were well received by the community. Education remains key as our community continues to grow and expand with new residents, visitors and businesses.

The coordinators gave 14 presentations to over 290 participants this season including presentations to the Cumberland Community School and Cumberland Parks and Recreation, among others. This year, 180 children participated in the WildSafe Ranger program which remains a popular service in the community. The WSBC booth was popular at many events and over 850 people were reached directly. Bin tagging took place over 20 times in the community and through ongoing education and bylaw enforcement, the number of bins placed out early remains low.

The WSBC coordinators maintained partnerships with the Conservation Officer Service (COS), Cumberland Parks and Recreation, the Rotary Club, and Cumberland Bear Initiative Society. Two new volunteers were trained and welcomed to the program. James Abrams, WSBC Co-Coordinator, presented to the Cumberland Rotary Club and was honored with a donation to begin building WSBC Village of Cumberland's education kit with the purchase of a bear or cougar pelt. Currently pelts and skulls are borrowed from COS and private collections. We look forward to having the valuable addition of a pelt.

Progress towards Bear Smart Community status is an important goal for the community. During the spring of 2019, the Bear Hazard Assessment was approved. With support from the Village Council and staff, the Bear Conflict Management Plan is now underway and is almost complete. Mike Badry, Wildlife Conflict Manager at the Ministry of Environment and Climate Change Strategy, has been a source of expertise and guidance during this process.

A challenge for the community has been the continued under-reporting of wildlife conflicts. Much of the community seems to resist reporting sightings and encounters through the COS RAPP line. Additionally, fruit trees remain a complicated challenge. Opportunities for the program are significant for the 2020 season including continued work towards Bear Smart Community status, and growing partnerships with local K'ómoks First Nations and other organizations.

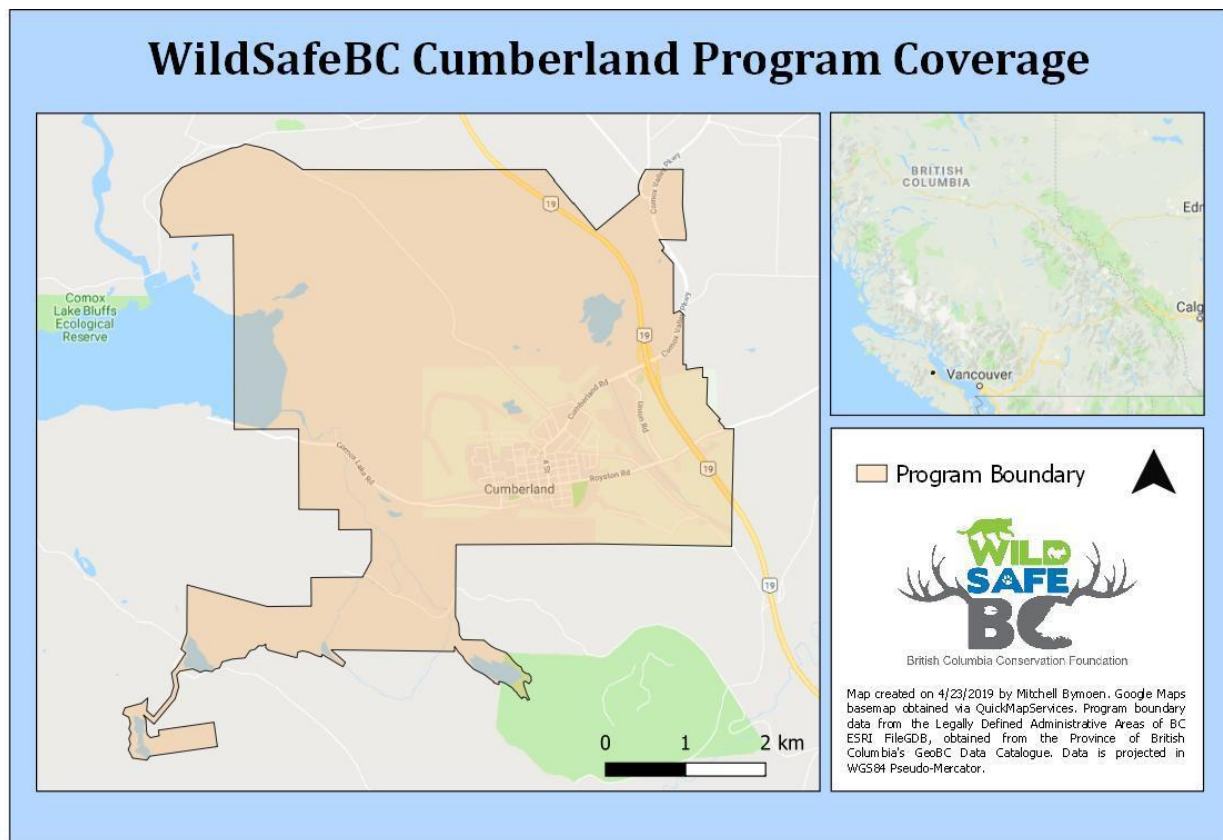


Table of Contents

Executive Summary	1
Highlights from the 2019 Season	5
Wildlife Activity	5
WildSafe Ranger Program	7
Presentations to Community Groups	8
Public Displays and Events	8
Door-to-Door Education and Garbage Tagging	9
Social Media and Press	10
Wildlife in Area Signs	10
Collaborations	10
Directed Initiatives for 2019	10
Bear Spray	11
Indigenous Awareness and Engagement	11
Special Initiatives	11
Challenges and Opportunities	12
Acknowledgements	13

Table of Figures

Figure 1. WildSafeBC Cumberland program coverage area.	2
Figure 2. Reports to the COS and WARP regarding black bears from January 1 st , 2016 to November 15 th , 2019.	5
Figure 3. Year-over-year reports for black bears in from January 1 st , 2016 to November 15 th , 2019 in the Village of Cumberland.	6
Figure 4. Wildlife Attractants in Cumberland, 2016-2019	7
Figure 5. Cumberland Rec Centre Summer Camp WildSafe Rangers, photo credit Rebecca (Camp Counselor).	7
Figure 6. Village Square Farmers Market (top), Community Discovery Night booth (left), BCGWW info booth (right).	8
Figure 7. Number of bins tagged with an education sticker from February to November, 2019.	9

Cover photo: Cumberland Community Rec Centre WildSafeBC Rangers Summer 2019, photo credit James Abrams

Highlights from the 2019 Season

Wildlife Activity

Calls made to the Conservation Officer Service (COS) through the RAPP line (1-877-952-7277) are made available to the public through the WildSafeBC Wildlife Alert Reporting Program (WARP). This data is updated daily and the graphs below include wildlife encounter data from January 1, 2016 to November 15, 2019 (fig. 2).

Despite the high number of verbal reports and evidence of black bear activity (bear scat, damaged property etc.), there remain low numbers of reports to the RAPP line. These are likely a combination of two factors; the resistance of the public to report bear and other wildlife sightings and the positive impact of education and bylaw enforcement. The enforcement of the garbage bylaw has resulted in less attractants being available and fewer food-conditioned animals that would get into conflict. While other communities are seeing increases in human-wildlife conflicts, the Village has seen an overall declining trend. No black bears were destroyed in the Village of Cumberland in 2019 to date, and in the last three consecutive years.

Though there are less cougar reports this year compared to previous years, cougars are always present in and around the Village of Cumberland. They tend to keep a low profile but their presence are known to locals who verbally report sightings fairly often. Cougar encounters consist mostly of sightings and occasional reports of cougars preying on domestic cats. WildSafeBC recommends trail users carry bear spray and that house cats be kept indoors, especially at night.

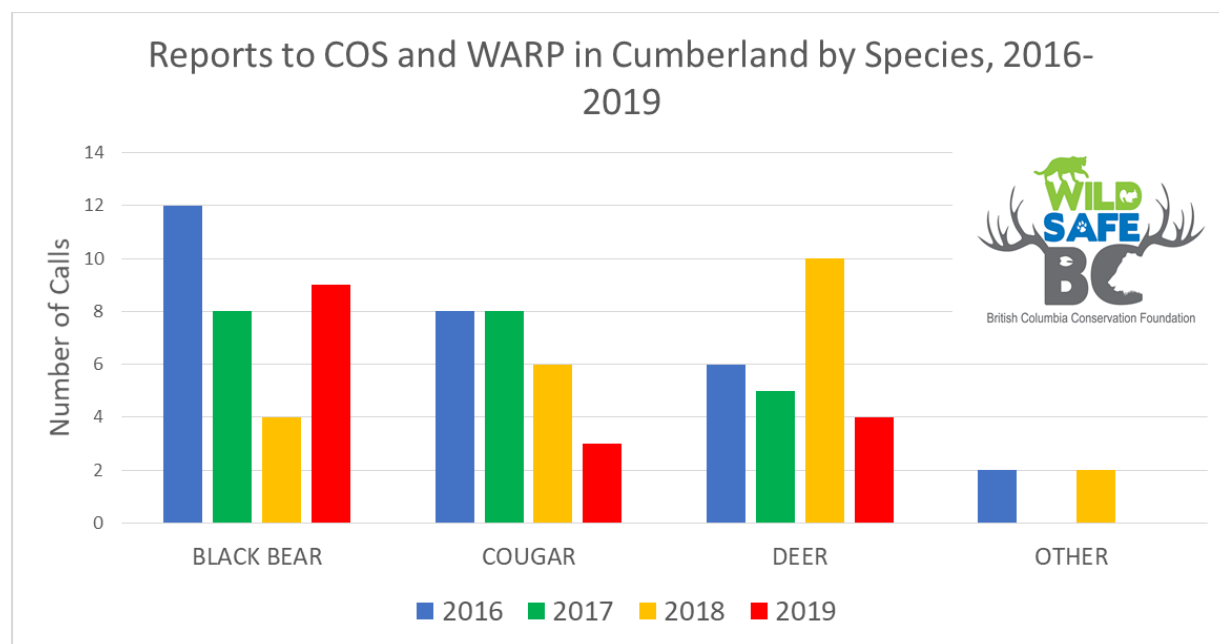


Figure 2. Reports to the COS and WARP regarding black bears from January 1st, 2016 to November 15th, 2019.

Also absent from the data are the large number of deer that consistently roam throughout the Village on a daily basis. Urban deer are a growing concern in many communities and conflicts are increasing province-wide. Deer will at times aggressively protect their fawns leading to human and pet injury. Deer are also a leading species involved in vehicle collisions.

Black bear activity is seasonal province-wide and in the Village of Cumberland (fig.3). Over the winter, most black bears will enter their dens as food becomes more scarce. However, in milder climates such as Vancouver Island, some bears may remain active, especially if they find sources of food. Bears are typically most active April to November. Bear conflict reports increase when domestic fruit becomes available or when the bears enter hyperphagia, a period of intense eating in the fall prior to denning. The availability of unnatural foods close to people's homes and natural foods in the wild, all play a factor in the number of conflicts.

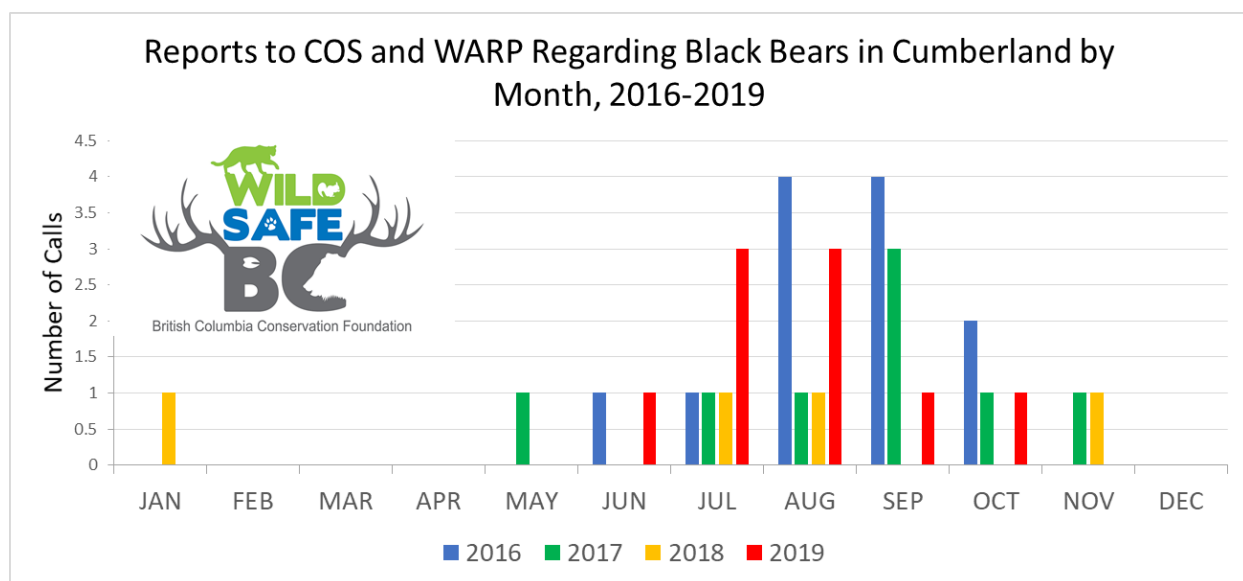


Figure 3. Year-over-year reports for black bears in from January 1st, 2016 to November 15th, 2019 in the Village of Cumberland.

Garbage is consistently the most reported attractant for black bears in the Village of Cumberland and throughout the province (fig. 4). This is followed by fruit trees which are abundant throughout the Village both on residential property and public lands such as streets and parks. Old heritage fruit trees (apple, pear and plum) are distributed throughout parks and properties, often in dense brush, while wild chokecherry trees line some streets and walking trails in greenways and alleys. The Village has a strong cultural attachment to their two heritage orchards which are not consistently managed and are a consistent source of food for bears in the fall. The Village Council is aware of these issues and is working to find possible solutions.

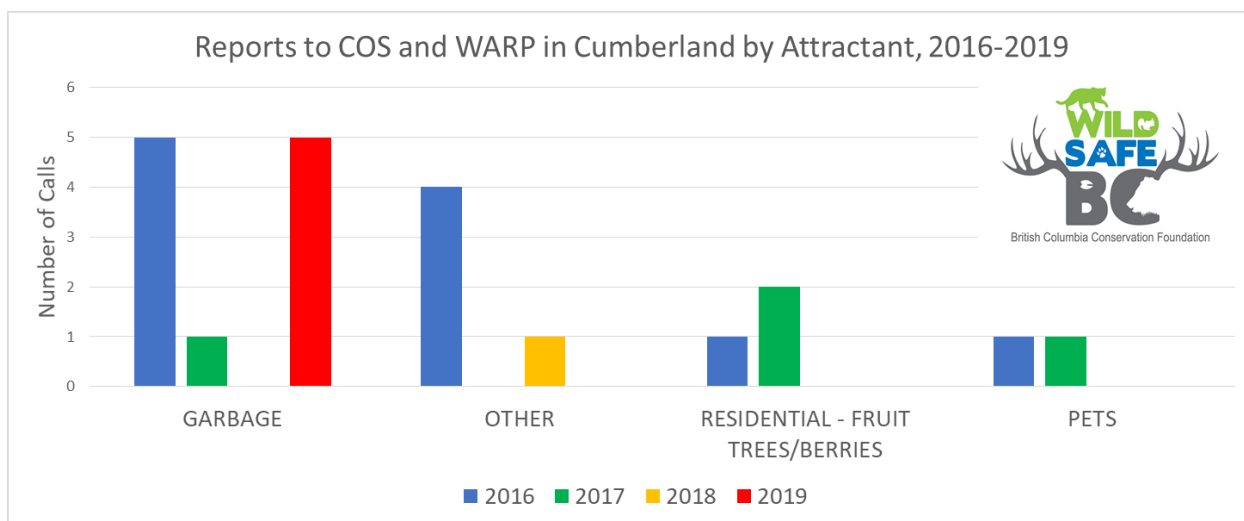


Figure 4. Wildlife Attractants in Cumberland, 2016-2019

WildSafe Ranger Program

In 2019, the Junior Ranger Program was renamed to the WildSafe Ranger Program. This is a keystone of the WSBC education program as children bring home and share their wildlife knowledge and educational materials with their parents, siblings and guardians. It is a wonderful way to inspire the next generation to care for wildlife and reduce conflict in their community.

Cumberland Community School and Cumberland Parks and Recreation summer programs participated in the WildSafe Ranger Program this year with 8 presentations to over 180 students who became WildSafe Rangers and received WildSafe Ranger kits. The WildSafeBC Community Coordinator (WCC) for the Village of Cumberland is still in the midst of school presentations, and receiving more requests from teachers. Final numbers will be reported in a program addendum. The COS kindly lends their wildlife pelts and skulls to the program for school presentations so that the kids have a unique opportunity to touch, explore and learn respect for wildlife.



Figure 5. Cumberland Rec Centre Summer Camp WildSafe Rangers, photo credit Rebecca (Camp Counselor).

Presentations to Community Groups

The WCC gave a total of 14 presentations to over 290 participants including:

- Bear Safety and Electric Fencing Presentation to the Comox Valley Bee keepers Association
- Two presentations to the Cumberland Rotary Club
- Presentation of the Bear Hazard Assessment and progress with Bear Smart Community status and program goals to the Village of Cumberland Council
- A Bear Safety Presentation to Comox lake Campground staff

Public Displays and Events

The education booth was great fun as always, with lots of wonderful questions and great public engagement (fig.6). The busiest events were Mayday and the final Farmers' Market Day for the season. Games and activities continued to be a great way to engage children and the wildlife tattoos are another reliable resource for keeping kids engaged. Meanwhile, adults had the opportunity to ask questions and learn something new. The Program reached over 850 people through WSBC information displays this season.



Figure 6. Village Square Farmers Market (top), Community Discovery Night booth (left), BCGWW info booth (right).

Door-to-Door Education and Garbage Tagging

Door-to-door canvassing is typically focused on homes with unmanaged fruit trees that are easily viewed from public roads and right-of-ways. Reminders to residences to manage their attractants were sent out several times in bylaw flyers and Currently Cumberland (local news flyer). Illegal dumping is also an issue in Cumberland but is currently being attended to by the bylaw department and the municipality with efforts to catch offenders and reduce this issue.

As of this report, garbage tagging was carried out over 20 nights from February to November 2019 and approximately 1,800 residences were canvassed per event. Bin tagging consists of placing education “Warning” stickers on garbage cans and/or organics bins that are placed on the curb the night before collection. Garbage tagging numbers remained low with an average of 3 to 4 infractions per night before collection day (garbage collection is biweekly in Cumberland). One event had 15 bins tagged which was unusually high. Ticketing by the bylaw department has been very effective in reducing these numbers and most people comply to avoid the fine.

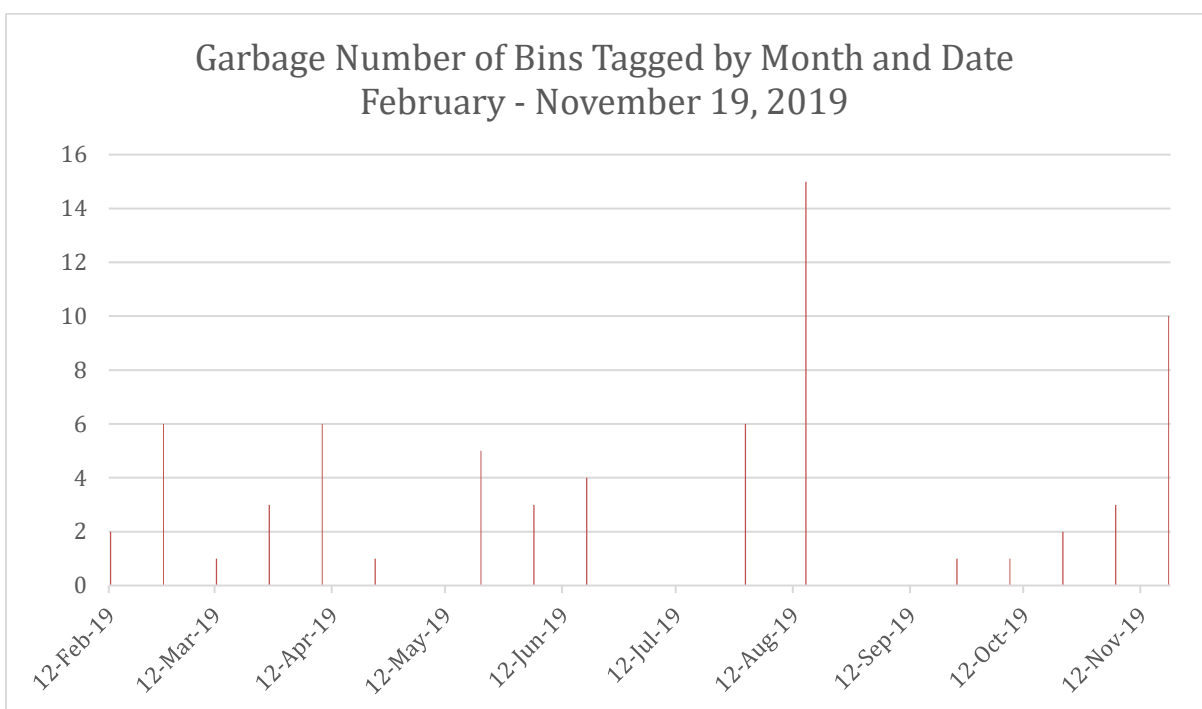


Figure 7. Number of bins tagged with an education sticker from February to November, 2019. An average of 1,800 residences were canvassed during each tagging event.

Social Media and Press

The WildSafeBC Village of Cumberland page's popularity grew, with 188 followers on January 1st, 2019 to 212 on November 15th. The page has an overall reach of 12769. In 2019, 129 posts were made to the page including posts shared provincially. The WCC was interviewed on local radio stations 97.3 the Eagle and 98.9 The Goat. These interviews were rebroadcasted several times. Additionally, a press release and summarized interview were published online by local news sources, the Comox Valley Record and My Comox Valley Now:

My Comox Valley Now: <https://www.mycomoxvalleynow.com/58166/wildsafe-bc-hosting-4th-annual-bc-goes-wild-event/>

Comox Valley Record: <https://www.comoxvalleyrecord.com/community/cumberland-hosting-wildsafebcs-bc-goes-wild-event/>

The local radio stations and news companies cover both the Comox Valley and Campbell River with over 90,000 residents.

Wildlife in Area Signs

We are currently working with the Village of Cumberland staff to update signage at key trail heads and hotspots around the community with bear and cougar safety signage. Original WSBC wildlife awareness signage were laminated paper signs which were posted at 7 locations at prominent hiking and biking trail heads last year and replaced if damaged over the 2019 season. Cumberland is a mountain bike mecca with hundreds of kilometers of biking trails and hiking paths in the hills and mountains behind the community. Signage is vital to keep community members and visitors informed and aware they are in bear and cougar country. New signage includes safety tips for bikers and hikers.

Collaborations

WildSafeBC Cumberland continues to work in collaboration with the Conservation Officer Service who provide much needed support, information, and updates on wildlife activity. The Rotary Club gave the program a generous donation to purchase a pelt to begin building the WSBC Village of Cumberland education kit. Collaborating with Cumberland Parks and Recreation is also a valued partnership. This year we provided WildSafe Ranger presentations at the summer camps put on by the Rec Centre. A new collaboration for this year was joining the Community Discovery night for non-profits on BC Goes Wild Weekend. We are currently working with the Village front office staff to make brochures, program information, and basic info available to the public. The Comox Valley Tourism and Information Centre continues to distribute WSBC brochures and provide information about our program.

Directed Initiatives for 2019

WildSafeBC focused on two initiatives in 2019: increased use and acceptance of bear spray and increased Indigenous awareness and engagement.

Bear Spray

Bear spray education was a focus for WSBC across the province during the 2019 season. The WCC offered bear spray awareness and demonstrations and also increased messaging in social media posts. Bear spray continues to be an important focus in Cumberland as the community revolves around recreation and outdoor activity, especially mountain biking. The program will continue to reach out to more biking clubs such as United Riders of Cumberland (UROC) to offer demonstrations and encouragement around bear spray use.

Indigenous Awareness and Engagement

Indigenous awareness and engagement was a key initiative for WSBC this year. Research was conducted on local First Nations, the K'omoks. The WCC increased cultural awareness during a training workshop. Initial outreach to the K'omoks Band was made in hopes of coordinating joint events and other partnerships in the future.

Special Initiatives

The Village of Cumberland and WSBC have been working in collaboration for the last two seasons on progressing towards Bear Smart Community status. The Bear Hazard Assessment was completed in early 2019 and approved by the Village Council. The Bear Conflict Management Plan (BCMP) is almost complete and a plan to address changes to the Official Community Plan (OCP) is also underway.

Challenges and Opportunities

As discussed in previous sections of this report, fruit-producing trees remain a source of conflict in the Village both as an attractant to wildlife (bear, deer, raccoon, and rats) and a cultural conflict with many local people at odds in terms of how to resolve the issue. There are a number of consistent hotspots in the Village for black bears due to consistent sources of fruit (Keswick and Allen Avenue and the Colliery Trail running behind the south side of town).

To address the abundance of fruit in the community, the following initiatives are suggested as potential opportunities for 2020:

- Electric fence demonstrations
- Education campaigns focusing on the hazards and solutions through social media, news articles, workshops, flyers in municipal tax information
- Engaging food banks and other non-profits in greater gleaning activities and events
- Connecting residents through a social media food sharing group
- Increased door-to-door campaigns in hotspots

Other opportunities for WSBC in 2020 include supporting the community on achieving Bear Smart Community status. This includes providing input on the Official Community Plan, formation of a bear smart steering committee, designing of a pilot program to affordably replace or subsidize bear-resistant garbage cans, and working with local businesses to improve waste management. It is also a priority to build and grow partnerships with the K'ómoks First Nation, and other organizations. Other areas for improvement and change include increased social media presence and following and increased volunteer base. As well, the Program hopes to reach out to surrounding communities and share best practices in the hopes that they will also consider the need for wildlife education programming throughout the Comox Valley.

Acknowledgements

WildSafeBC Village of Cumberland would like to acknowledge our generous sponsors, supporters, and partners. A big thank you to the sponsors of this program who make it possible including the Village of Cumberland, the British Columbia Ministry of Environment and Climate Change Strategy, and the British Columbia Conservation Foundation.

We would like to recognize our two new volunteers this season, Margaret Neal from the Cumberland Bear Initiative Society, and Cathy Ruskin. Thank you to the staff of the Village of Cumberland for providing a welcoming space for program work and delivery and storage of program materials and equipment. Thank you to James Abrams for his support as bylaw officer for the Village and for also providing support as a Community Co-Coordinator.

Thank you to Sergeant Mike Newton and the Conservation Service Officers as well as the Black Creek COS office. Special thanks to Sarah Ellis for providing and organizing wildlife education kit materials for the school presentations and events. Thank you to Mike Badry from the Ministry of Environment and Climate Change Strategy for supporting the work towards Bear Smart Community status. Thanks as well to the BCCF team for their support.

COUNCIL REPORT



REPORT DATE: January 15, 2020

MEETING DATE: January 27, 2020

File No. 0390-20

TO: Mayor and Councillors

FROM: Rachel Parker, Corporate Officer

SUBJECT: Association of Vancouver Island and Coast Communities Resolutions

RECOMMENDATION

- i. THAT Council receive the Association of Vancouver Island and Coastal Communities Resolutions report.
- ii. THAT Council submit resolutions to the Association of Vancouver Island and Coastal Communities on Private Managed Forest Land Program Environmental Values, and Funding for Clean Renewable Energy Projects.

SUMMARY

The purpose of this report is to present draft resolutions to Council for submission at April's Association of Vancouver Island and Coast Communities (AVICC) conference. In November 2019, Council members suggested submitting resolutions on slash pile burning and harvesting in watersheds on Private Managed Forest Lands, and funding for micro hydro projects.

BACKGROUND

The 2020 AVICC convention will be held from April 17-19, 2020 in Nanaimo. Four Council members have indicated that they will attend this year's conference. It is an opportunity for area local governments to submit resolutions that, if endorsed, would be considered at the fall Union of BC Municipalities conference. As noted on the UBCM website:

The UBCM was formed to provide a common voice for local government...Convention continues to be the main forum for UBCM policy-making. It provides an opportunity for local governments of all sizes and from all areas of the province to come together, share their experiences and take a united position.

Positions developed by members are carried to other orders of government and other organizations involved in local affairs. Policy implementation activities have expanded from annual presentations to Cabinet to UBCM involvement in intergovernmental committees, regular meetings with Ministers and contact on a daily basis with senior government.

Council has the opportunity at this meeting to finalize resolutions for submission. The deadline for Council to submit resolutions is February 6, 2020.

Resolutions of a regional nature endorsed by AVICC are submitted to the appropriate government office for response. Resolutions of provincial interest endorsed by AVICC are submitted to UBCM Resolution Committee for review for submission to the UBCM convention. The AVICC resolution guidelines recommend focus on issues that are province-wide and to avoid repeat resolutions. Background information must accompany each resolution submitted.

Cumberland has submitted the following resolutions:

Year	Topic	AVICC Disposition	UBCM Disposition
2019	Funding of Fire Halls and Public Safety Buildings	Endorsed	Not admitted for debate (similar resolution)
2018	Continuation of Income Subsidy Benefits	Endorsed	Endorsed
2018	Community Social Planning	Amended and endorsed	Not Endorsed
2016	Social Procurement	Endorsed	Endorsed as amended
2016	Medical Marijuana Retail Dispensaries	Not endorsed	
2014	Sewer Management Resources for Local Governments	Not endorsed	
2013	Private Managed Forest Land Assessment and Consultation	Endorsed	Endorsed
2013	Underground Aquifer Mapping for Proposed Mining Projects	Endorsed	Endorsed
2013	Canada-European Comprehensive Economic and Trade Agreement	Endorsed	Endorsed

In November 2019, Council members suggested submitting resolutions on slash pile burning and harvesting in watersheds on Private Managed Forest Lands, and funding for micro hydro projects. Staff have prepared two resolutions for Council's consideration. The first summarizes the Village's 2019 submission to the Private Managed Forest Land Review and requests legislative changes based on local government feedback.

The second requests reinstatement of the BC Hydro program funding and electricity purchase program for local governments. The Village completed a feasibility study in 2018 on a mid-sized ~950kW renewable hydropower energy project as part of its water system upgrades.

FINANCIAL IMPLICATIONS

Other than costs for Council members to attend the AVICC and UBCM conferences, there are no financial implications to submitting resolutions.

OPERATIONAL IMPLICATIONS

A moderate amount of staff time is required for research, resolution drafting, and finding suitable supporting documents. Staff also arrange travel and other conference details for Council and staff members

STRATEGIC OBJECTIVE

- Establish an adequate and high-quality source of water for the current and future residents of the Village
- Continue to work with local governments to address air quality issues
- Initiate a Climate Energy and Emissions Plan
- Investigate alternative energy options

ATTACHMENTS

- AVICC Resolution Notice for 2020 AGM & Convention
- Draft Resolution - Private Managed Forest Land Program Environment Values
- Draft Resolution - Funding for Clean Renewable Energy Projects

CONCURRENCE

Rob Crisfield, Manager of Operations RC

OPTIONS

1. THAT Council submit resolutions to the Association of Vancouver Island and Coastal Communities on Private Managed Forest Land Program Environmental Values, and Funding for Clean Renewable Energy Projects.
2. Any other action deemed appropriate by Council.

Respectfully submitted,

Rachel Parker

Rachel Parker
Corporate Officer

Clayton Postings

Clayton Postings
Chief Administrative Officer



2020 AGM & CONVENTION

RESOLUTIONS NOTICE

REQUEST FOR SUBMISSIONS

DEADLINE FOR RESOLUTIONS

All resolutions must be received in the AVICC office by: **Thursday, February 6, 2020**

IMPORTANT SUBMISSION REQUIREMENTS

To submit a resolution to the AVICC for consideration please send:

1. One copy as a **word document** by email to avicc@ubcm.ca; AND
2. One copy of the resolution by regular mail to:
AVICC, 525 Government Street, Victoria, BC V8V 0A8

Guidelines for preparing a resolution follow, but the basic requirements are:

- Resolutions are only accepted from AVICC member local governments, and must have been endorsed by the board or council.
- Members are responsible for submitting accurate resolutions. Local government staff must check the accuracy of legislative references, and be able to answer questions from AVICC/UBCM about each resolution. Contact AVICC/UBCM for assistance.
- Each resolution **must include a separate background**er that is a maximum of 3 pages and specific to a single resolution. Do not submit backgrounders for multiple resolutions. The backgrounder may include links to other information sources and reports.
- Sponsors should be prepared to introduce their resolutions on the Convention floor.
- Resolutions must be relevant to other local governments within AVICC rather than specific to a single member government.
- The resolution should not contain more than two "whereas" clauses.
- Each whereas clause must only have **one sentence**.

LATE AND OFF THE FLOOR RESOLUTIONS

- a. A resolution submitted after the regular deadline is treated as a "Late Resolution". Late Resolutions need to be received by AVICC by noon on **Wednesday, April 15th**.
- b. Late resolutions are not included in the resolutions package sent out to members before the Convention. They are included in the Report on Late Resolutions that is distributed on-site.
- c. The Resolutions Committee only recommends late resolutions for debate if the topic was not known prior to the regular deadline date or if it is emergency in nature. Late resolutions require a special motion at the convention to admit for debate.
- d. Late resolutions are considered after all resolutions printed in the Resolutions Book have been debated. The time is set out in the program, and is normally on Sunday morning.
- e. Off the Floor resolutions must be submitted in writing to the Chair of the Resolutions Session, and copies must be made available to all delegates no later than Sunday morning.

UBCM RESOLUTION PROCEDURES

UBCM urges members to submit resolutions to Area Associations for consideration. Resolutions endorsed at Area Association annual meetings are submitted automatically to UBCM for consideration and do not need to be re-submitted to UBCM by the sponsor.

UBCM and its member local governments have observed that submitting resolutions first to Area Associations results in better quality resolutions overall. If absolutely necessary, however, local governments may submit council or board endorsed resolutions directly to UBCM prior to June 30. Should this be necessary, detailed instructions are available on the UBCM website.

UBCM RESOLUTIONS PROCESS

1. Members submit resolutions to their Area Association for debate.
2. The Area Association submits resolutions endorsed at its Convention to UBCM.
3. The UBCM Resolutions Committee reviews the resolutions for submission to its Convention.
4. Resolutions endorsed at the UBCM Convention are submitted to the appropriate level of government for response.
5. UBCM will forward the response to the resolution sponsor for review.

UBCM RESOLUTIONS GUIDELINES

The Construction of a Resolution:

All resolutions contain a preamble and an enactment clause. The preamble describes *the issue* and the enactment clause outlines *the action being* requested. A resolution should answer the following three questions:

- a) What is the problem?
- b) What is causing the problem?
- c) What is the best way to solve the problem?

Preamble:

The preamble begins with "WHEREAS", and is a concise paragraph about the nature of the problem or the reason for the request. It answers questions (a) and (b) above, stating the problem and its cause, and should explain, clearly and briefly, the reasons for the resolution.

The preamble should contain no more than two "WHEREAS" clauses. Supporting background documents can describe the problem more fully if necessary. Do not add extra clauses.

Only one sentence per WHEREAS clause.

Enactment Clause:

The enactment clause begins with the phrase "THEREFORE BE IT RESOLVED", and is a concise sentence that answers question (c) above, suggesting the best way to solve the problem. The enactment should propose a specific action by AVICC and/or UBCM.

Keep the enactment clause as short as possible, and clearly describe the action being requested. The wording should leave no doubt about the proposed action.

HOW TO DRAFT A RESOLUTION

1. Address one specific subject in the text of the resolution.

Since your community seeks to influence attitudes and inspire action, limit the scope of a resolution to one specific subject or issue. Delegates will not support a resolution if it is unclear or too complex for them to understand quickly. If there are multiple topics in a resolution, the resolution may be sent back to the sponsor to rework and resubmit, and may end up as a Late Resolution not admitted for debate.

2. For resolutions to be debated at UBCM, focus on issues that are province-wide.

The issue identified in the resolution should be relevant to other local governments across BC. This will support productive debate and assist UBCM to represent your concern effectively to the provincial or federal government on behalf of all BC municipalities and regional districts. Regionally specific resolutions may be referred back to the AVICC, and may not be entered for debate during the UBCM Convention.

3. Use simple, action-oriented language and avoid ambiguous terms.

Explain the background briefly and state the desired action clearly. Delegates can then debate the resolution without having to try to interpret complicated text or vague concepts.

4. Check legislative references for accuracy.

Research the legislation on the subject so the resolution is accurate. Where necessary, identify:

- the correct jurisdictional responsibility (responsible ministry or department, and whether provincial or federal government); and
- the correct legislation, including the title of the act or regulation.

5. Provide factual background information.

Even a carefully written resolution may not be able to convey the full scope of the problem or the action being requested. Provide factual background information to ensure that the resolution is understood fully so that members understand what they are debating and UBCM can advocate effectively with other levels of government and agencies.

Each resolution **must include a separate backgrounder** that is a maximum of 3 pages and specific to a single resolution. Do not submit backgrounders that relate to multiple resolutions. The backgrounder may include links to other information sources and reports.

The backgrounder should outline what led to the presentation and adoption of the resolution by the local government, and can link to the report presented to the council or board along with the resolution. Resolutions submitted without background information **will not be considered** until the sponsor has provided adequate background information. This could result in the resolution being returned and having to be resubmitted as a late resolution.

6. Construct a brief, descriptive title.

A title identifies the intent of the resolution and helps eliminate the possibility of misinterpretation. It is usually drawn from the "enactment clause" of the resolution. For ease of printing in the Annual Report and Resolutions Book and for clarity, a title should be no more than three or four words.



Sample Resolution

CURTAIL JUMPING OVER DOGS
[SHORT TITLE]

City of Green Forest
[Sponsor]

WHEREAS the quick brown fox jumped over the lazy dog;

Semicolon precedes
"WHEREAS" clause.

AND WHEREAS the lazy dog does not enjoy games of leapfrog:

Colon precedes
"THEREFORE" clause.

THEREFORE BE IT RESOLVED that the quick brown fox will refrain from jumping over the lazy dog.

[A second enactment clause, if absolutely required:]

AND BE IT FURTHER RESOLVED that in the future the quick brown fox will invite a different partner to participate in games of leapfrog.

Your resolution should follow the structure of this sample resolution.

Draft your resolution to be as readable as possible within these guidelines.



Corporation of the Village of Cumberland

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Cumberland, BC V0R 1S0
Telephone: 250-336-2291
Fax: 250-336-2321
cumberland.ca

File No. 0390-20
DRAFT January 15, 2020

2020 AVICC Resolution

Private Managed Forest Land Program Environment Values

WHEREAS the Province reviewed the Private Managed Forest Land (PMFL) Program in 2019 to inform the government's consideration of future policy options;

AND WHEREAS local governments strongly indicated that key public environmental values in the *Private Managed Forest Land Act* are insufficient;

THEREFORE BE IT RESOLVED that the Association of Vancouver Island and Coastal Communities AND the Union of BC Municipalities request that the Province of British Columbia proceed with amendments to the management objectives and regulatory framework for Private Managed Forest Lands to better protect drinking water quality and riparian areas, and to require alternatives to slash pile burning where feasible to protect air quality.

2020 AVICC Resolution

Private Managed Forest Land Program Environment Values

Backgrounder

In 2019, the Ministry of Forests, Lands, Natural Resource Operations and Rural Development (the ministry) conducted a review of the Private Managed Forest Land (PMFL) Program. The review was one of several policy reforms announced as part of the Coast Forest Sector Revitalization Initiative.

The Province advises that one of the primary goals of the initiative is to restore public confidence in forest management and that the feedback provided by British Columbians through this engagement will help to inform the government's consideration of future policy options.

The review examined how well the PMFL Program is meeting its goals to:

- encourage private landowners to manage their lands for long-term forest production, and
- encourage sustainable forest management practices, including the protection of key public environmental values.

British Columbians in all regions of the province were invited to participate in the PMFL Program review engagement process. The ministry provided background information including how managed forest land is regulated, a history of the PMFL Program, benefits of the program and information regarding the engagement process and methods to participate. The *What We Heard Summary Report* was released in August 2019.

While the summary indicates that PMFL owners indicated general support for the current program and that owners are satisfied that key public environmental values are sufficient, local governments indicated that regulations and practices do not protect the environmental values and in particular watersheds should be better protected.

The following is feedback submitted to the review by the Village of Cumberland:

Public Environmental Values and Management Objectives

The management objectives that apply to Private Managed Forest Lands should take into account greater consideration of the cumulative effects of harvesting in watersheds – especially those in proximity to a community drinking water supply.

Management objectives should change to include increased oversight from the province and other agencies, in particular in regards to fish habitat and riparian areas, and improvement of monitoring and reporting programs.

Penalties should be increased for contraventions of *Private Managed Forest Land Act* guidelines.

Management objectives should be put in place that require replanting of a broader variety of species including deciduous and nitrogen building species, including varieties resistant to wildfire and specific to replacing lost wildlife habitat.

The Village of Cumberland would like to see appurtenancy in place for private managed forest lands to reduce log exports, and increase processing jobs in neighboring communities, and to work with the Ministry and partners on fire smart programs.

Regulatory Framework for Environmental Values

The *Private Managed Forest Land Act* regulations should require consultation/collaboration with adjacent local governments and First Nations.

The regulations that apply to Private Managed Forest Lands should better protect drinking water quality by increasing riparian zone regulations around non-productive and fish bearing streams.

Future regulatory changes should take into account adaptive harvesting and operating practices which account for climate change and heavy rainfalls and erosion, including replanting schemes and road building.

Enhanced regulations excluding the use of herbicides on Private Managed Forest Lands should be put in place, especially where the lands are located in watersheds or where there is active recreation.

Increased access to waste wood on private forest lands to decrease burning of slash piles should be required.



Corporation of the Village of Cumberland

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File No. 0390-20
January 15, 2020

2020 AVICC Resolution

Funding for Clean Renewable Energy Projects

WHEREAS the BC Hydro Standing Offer Program encouraging the development of new small and clean renewable energy projects was indefinitely suspended in 2019 after the Province's comprehensive review of BC Hydro;

AND WHEREAS renewable energy projects are a feasible revenue source for local governments;

THEREFORE BE IT RESOLVED that Association of Vancouver Island and Coastal Communities AND the Union of BC Municipalities request that the Province of British Columbia reinstate the BC Hydro funding and electricity purchase program for renewable energy projects for local governments.

2020 AVICC Resolution

Funding for Clean Renewable Energy Projects

Backgrounder

BC Hydro's Standing Offer Program (SOP) encourages the development of small clean or renewable electricity projects by multiple developers throughout B.C., as guided by the principles and policies set out in the 2007 BC Energy Plan and the 2010 *Clean Energy Act*.

The SOP was developed to streamline the process for selling electricity to BC Hydro for Projects that will be connected to BC Hydro's Distribution System, and to simplify the contract, called the Standard Form Electricity Purchase Agreement ("Standard Form EPA"), between BC Hydro and the Developer. The SOP is also intended to decrease transaction costs for Developers while remaining cost-effective for ratepayers, and embodies the principles and policies set out in the BC Energy Plan and the Clean Energy Act. BC Hydro intends for the SOP to provide Project development opportunities to a broad range of experienced and new Developers alike.

BC Hydro Notice, February 26, 2019

As a result of government's comprehensive review of BC Hydro, a number of measures to lower our costs to keep rates low are being implemented, including reducing the amount of future energy purchases from independent power producers.

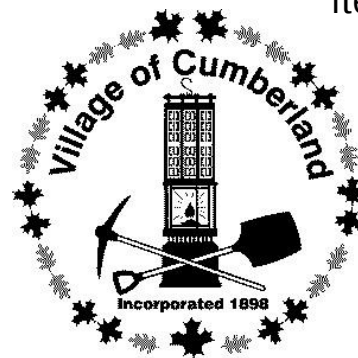
Effective immediately, our Standing Offer and Micro Standing Offer Program are suspended indefinitely, and we will not accept new applications or award any new electricity purchase agreements, with the exception of the five First Nations clean energy projects announced on March 14, 2018. Any applications received to date will not be advanced and BC Hydro will no longer maintain the SOP queue.

The decision to indefinitely suspend the program does not impact existing executed electricity purchase agreements.

Background Documents

BC Hydro, Standing Offer Program Rules, Version 3.2, April 2016

COUNCIL REPORT



REPORT DATE: January 16, 2020

MEETING DATE: January 27, 2020

File No. 3010

TO: Mayor and Councillors

FROM: Karin Albert, Senior Planner

SUBJECT: Draft Zoning Bylaw Housekeeping Amendments

RECOMMENDATIONS

- 1) THAT Council receive the draft Zoning Bylaw housekeeping amendments.
- 2) THAT Council refer the draft Zoning Bylaw housekeeping amendments to the Advisory Planning Commission for comment.

SUMMARY

Since the Village of Cumberland Zoning Bylaw No. 1027 came into effect on September 6, 2016, staff have identified a few needed housekeeping amendments to the bylaw. They include:

- a. updating references to the *Local Government Act*;
- b. additional definitions or clarification of existing definitions;
- c. clarification that the mobile vending regulation includes goods, not just food;
- d. updates to permitted home occupations;
- e. permission of accessory dwelling units in front yards;
- f. clarification of the prohibition of breezeways between principal residences and accessory dwelling units and accessory buildings;
- g. corrections to the R-4 Carlisle Lane, MU-1 – Mixed Use Residential and VCMU-1 Village Core Commercial Mixed-Use zones;
- h. corrections of mapping errors.

In addition, the Village wishes to rezone the new firehall property at 4382 Cumberland Road to PA-1 Public Assembly/ Institutional and designate the property as Institutional.

BACKGROUND

Zoning bylaws govern how land may be used, where buildings and other structures can be located and the types of buildings that are permitted and how they may be used. Zoning bylaws also regulate lot size and dimensions, parking requirements, building heights, and setbacks. Most importantly, zoning bylaws identify permitted uses in a zone and can also explicitly prohibit uses in a zone.

On September 6, 2016, the Village of Cumberland repealed its former Zoning Bylaw No. 717, 1997 and adopted Zoning Bylaw No. 1027, 2016. While the new bylaw modernized some of the

definitions, zones and provisions, it kept many of the existing regulations. It is not uncommon that after the adoption of a large and complex bylaw, such as a zoning bylaw, errors and omissions are identified that require correction.

The proposed Zoning Bylaw amendments correct those errors and omissions. Staff are also proposing several map amendments to make the map more readable and correct a few minor errors.

In addition to the housekeeping amendments, this Zoning Bylaw amendment also seeks to rezone the new firehall property from R-2 Small Lot Residential Zone to PA-1 Public Assembly/Institutional.

Following is a summary of the proposed amendments.

Update to Local Government References

The January 1, 2016 amendments to the provincial *Local Government Act* resulted in a re-numbering of the sections and paragraphs in that *Act*. The Village of Cumberland Zoning Bylaw 1027, 2016 still references the pre-2016 *Act* sections and paragraphs. Zoning Amendment Bylaw No. 1109, attached as attachment A, includes an update of all references to the *Act* to correspond to the sections in the current *Local Government Act*.

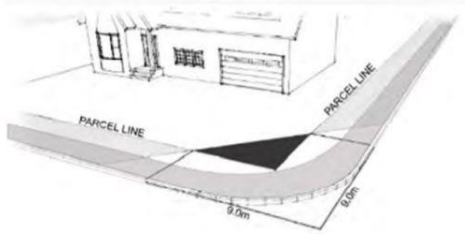
Other Housekeeping Changes

In addition to an update of references, a number of other housekeeping changes are included in the proposed Zoning Amendment Bylaw and listed in the table below.

The changes include amendments to clarify existing definitions or to add new ones that are needed; additions to existing regulations to capture a broader range of possible uses; transfer of text from the former Zoning Bylaw that was missed when the new one was drafted and new regulation to respond to issues that have arisen since the adoption of the Zoning Bylaw on September 6, 2016.

	Location	Existing wording	Proposed wording	Explanation
1.	2.2. Definitions	-	Add " Apartment – means a multi-storey residential building containing three or more dwelling units, where each dwelling unit has access through common corridors and/or common stairways."	The Zoning Bylaw does not have a definition for apartment but apartment is a permitted use in some zones; therefore a definition is needed.
2.	2.2. Definitions Breezeway	-	Add "means a roofed outdoor passage between buildings."	An amendment is proposed to prohibit joining buildings by breezeways. Hence a definition for breezeway is required.
3.	2.2 Definitions Community Care Facility	means the use of <i>buildings</i> or other <i>structures</i> where a person provides care of three or more persons and is under permit by the Provincial Government pursuant to the <u>Community Care and Assisted Living Act</u> .	Change to: "means the use of <i>buildings</i> or other <i>structures</i> where a person provides residential care to three or more persons who are not related by blood or marriage and is under permit by the Provincial Government pursuant to the <u>Community Care and Assisted Living Act</u> ."	The change to the definition is proposed to identify that the care is 'residential' to distinguish it from day cares. The definition also includes the clarifier used in the Community Care and Assisted Living Act that the persons under care are not family members.
4.	2.2. Definitions Day care	means providing for the care of up to three children or adults for commercial gain. Care for more than three children or adults requires provincial licensing under the <i>Community Care and Assisted Living Act</i> .	Change definition to "... means providing provincially licensed day care (as per the <i>Community Care and Assisted Living Act</i> requirements) for commercial gain.	Facilities for more than 8 persons are captured under the definition of 'community care facility' in the Zoning Bylaw and cannot be operated out of a residential home.
5.	2.2. Definitions Day care, in-home	-	Add definition for in-home, small scale day care: "means providing unlicensed day care for up to two children or adults, or providing provincially licensed care (as per the <i>Community Care and Assisted Living Act</i> requirements) for three to eight children or adults within the provider's residence.	This change is recommended in the Cumberland Child Care Action and Space Creation Plan and is to reflect the exemptions to regulations provided in section 20 of the <i>Community Care and Assisted Living Act</i> and correspond to the <i>Child Care Licensing Regulation</i> .

	Location	Existing wording	Proposed wording	Explanation
			The maximum number of persons in care includes family members.”	Note that in-home day cares are a home occupation and require a business licence and have to meet requirements under the <i>Community Care and Assisted Living Act</i> .
6.	2.2. Definitions Institutional Use	Means the use of land, <i>buildings</i> or other <i>structures</i> to serve a community’s social, educational, health, cultural and recreational needs, and includes: religious use, museum, public library, fire or police station, public works, hospital, nursing home, community <i>building</i> , <i>accessory</i> recreational, cultural or open space use.	Add: “day care” after nursing home.	This change is recommended in the Cumberland Child Care Action and Space Creation Plan in order to allow for licensed child care facilities in the VCMU-1 – Village Core Commercial Mixed Use Zone where institutional use is permitted. Note that the definition of day care includes child as well as adult day care.
7.	2.2. Definitions Manufactured home	means a factory-built <i>single family dwelling</i> .	Change the definition to: “means a factory-built and certified by the Canadian Standards Association mobile <i>single family dwelling</i> for year round residential use.”	This edit aligns the definition with the one used in the Village’s Manufactured Home Park Bylaw No. 1035, 2016 and is to avoid confusion between manufactured and modular homes. Both are factory- built but modular homes have a floor system and are designed to go on a concrete foundation, basement or crawl space; whereas, manufactured aka mobile homes are built on a steel frame and set on concrete blocking, cement or metal pylons. The addition of ‘year round residential use’ helps distinguish manufactured homes from recreational vehicles.

	Location	Existing wording	Proposed wording	Explanation
8.	3.11 Vision Clearance at Intersections	No <i>fence</i> or wall shall be constructed or maintained, nor shall any hedge be maintained or allowed to grow, exceeding a height of greater than <u>1.2 metres (3.9 feet)</u> or otherwise so as to obstruct visions and sight lines in an area bounded by the intersection <i>lot lines</i> at a street corner and a line joining points along said <i>lot lines</i> , 6.0metres (19.6 feet) from their point of intersection.	Replace with “1.0 metres (3.28 feet)”	To ensure good visibility at intersections, a maximum height of 1.0 metres high is proposed.
9.	Figure F – Sight Line Triangle	<u>Site</u> Triangle	Change to “Sight Triangle” Update drawing similar to the following but with a 6 metre setback: 	Correct the spelling mistake within the figure. Change the figure to calculate the required sight line clearance from the edge of the curb, or in the absence of a curb, from the edge of pavement. This makes it easier to measure the distance where there are no property corner pins and property lines are not marked otherwise. This method equally protects sight lines but avoids having to survey to confirm compliance.
10.	4.1 Accessory Buildings and Uses		Add: “(v) Accessory Buildings, including Accessory Dwelling Units, cannot be joined to the building that houses the principal use by a <i>Breezeway</i> .”	Accessory buildings and Accessory Dwelling Units uses have lower maximum heights than the buildings that house the principal uses. A breezeway would make them part of the principal building and allow for greater height maximums.
11.	4.2 Accessory Dwelling Units	An ADU shall not be located in a front <i>yard</i> .	Delete	Some residents would like to be able to locate ADUs in their front yards on

	Location	Existing wording	Proposed wording	Explanation
	a) i)		<i>Note: The ADU section exempts ADUs in the R-4 Carlisle Lane Zone which have their own regulations and can only be in the rear yard.</i>	properties where they are permitted instead of in the back yard. Currently a variance is required to locate an ADU in the front yard. Permitting ADUs in front yards gives homeowners greater flexibility to locate an ADU on their lot. It also reduces the number of planning applications and reduces administrative burden. This change may also help generate additional rental housing.
12.	4.2 Accessory Dwelling Units a) iii)	The floor area of the ADU	Add “gross” before “floor area of the ADU	The Zoning Bylaw definition refers to “gross floor area.” References to “floor area” were updated to “gross floor area” throughout the bylaw but a few instances were missed.
13.	4.2 Accessory Dwelling Units c)	Notwithstanding the <i>setback</i> regulations for the zone: i) lots with interior side yards less than 1.5 metres (4.9 feet) wide; and ii) with a rear <i>lane</i> less than 6.0 metres (19.7 feet) wide or a <i>lane</i> which is greater than 6.0 metres but is not accessible year-round; must provide no less than 1.5 metres (4.9feet) clearance, past the principal <i>building</i> for firefighting access from the <i>road</i> .	Add at the end: “If a fence is installed within the 1.5 metre clearance area, a gate, accessible at all times and no less than 1.5 metres in width needs to be installed.	The fire department requires ease of access for fire fighters and equipment. No gate is preferred; however, residents seem to want to be able to install privacy fences to the ADUs.
14.	4.2 Accessory Dwelling Units		Add “d) An ADU cannot be subdivided from the property of which it is a part under the <i>Strata Property Act</i> .”	This corresponds to a similar prohibition that applies to Secondary Suites (section 4.10 (f). One of the key purposes of permitting ADUs is to increase the rental

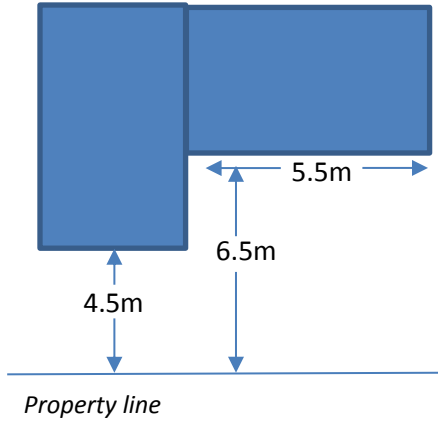
	Location	Existing wording	Proposed wording	Explanation
				housing stock. A strata subdivision to create a separate strata lot for the ADU would facilitate ownership of the ADU, rather than rental.
15.	4.7 Home Occupations b)	In <i>dwelling units</i> above or behind <i>commercial uses, home occupation</i> as a permitted use is restricted to <u>office space for a business which is lawfully carried on at another location</u> .	Delete “for a business which is lawfully carried on at another location”	<i>Office</i> is a permitted use in commercial zones. Owners of a business who have a dwelling unit on the same property may want to have the office associated with their business in their dwelling unit. It seems unnecessary to restrict this in commercial zones given that <i>office</i> is a permitted home occupation use in residential zones.
16.	4.7 Home Occupations c)	The following <i>home occupations</i> are otherwise permitted: iv) <i>office use</i> , catering businesses and dog grooming; v) daycares;	Change to: “iv) <i>office use</i> ; v) food catering vi) pet grooming (for clarity, this does not include pet daycare or boarding) vii) in-home day cares limited to two persons (children or adults) without a Community Care Facility License (CCFL) and up to eight persons, including family members, with a CCFL.” Renumber the items following the above accordingly.	This edit is recommended for greater readability. The restriction with regard to the number of day care spaces with and without a CCFL is to comply with the provincial <i>Community Care and Assisted Living Act</i> regulations. The Village cannot prohibit in-home day cares as home occupations for up to two persons without licence and up to eight with licence.
17.	4.7 Home Occupations j)	In Residential zones, the home occupation including its accessory buildings and structures, shall not occupy more than 50.0square metres (164.0square feet) or, 25%	Correct the conversion from square metres to square feet, which is “(538.2 square feet)”.	This error was identified in the Child Care Inventory and Space Creation Action Plan and recommended to be corrected to fall within the requirements of the Child Care Licensing Regulations which require

	Location	Existing wording	Proposed wording	Explanation
		of the GFA of all <i>buildings</i> on the <i>lot</i> , whichever is less.		licensee to have a usable floor space of at least 3.7square metres per child. Since a maximum of 8 children are permitted in licensed in-home day cares, the minimum useable space would need to be 29.6 square metres which is well below what the Zoning Bylaw permits. Hence, no conflict exists.
18.	4.7 Home Occupations k)	In the case of day care use, 14.0 square metres (150.7 square feet) of usable outdoor activity space per child in care shall be provided.	Change to: 14.0 square metres (150.7 square feet) to: “6.0 square metres (64.6 square feet)”	The requirement of 14 square metres per child is inconsistent with the Child Care Licensing Regulations, which in Division 2 – Facility Requirements, in the play area, materials and equipment section states:“16 (1)A licensee must have (a)at least 6 m2 of outdoor play area for each child”. The proposed wording brings the requirement in line with the provincial regulation.
19.	4.9 Retail Mobile Food Vending	4.9 <u>Retail</u> Mobile <u>Food</u> Vending a) <u>Mobile food carts and pushcarts</u> are permitted in all non-Residential zones, and ice cream vendors are also permitted in all Residential zones, subject to the following conditions:...”	Delete “retail” and “food” in the title and change a) to “ <i>Mobile food carts and pushcarts</i> ” to “ <i>Mobile vendors</i> ”	The section refers to “the vending of goods” under 4.9 (a) (ii) but the title suggests that only mobile food vending is permitted. Further, the definition for pushcart in the definition section of the Zoning Bylaw includes vending of merchandise. A broader review of mobile vending will be undertaken as part of further Zoning Bylaw updates.
20.	4.10 Secondary Suites		Add: “f) Secondary suites cannot be joined to the principal dwelling by a Breezeway.”	Secondary suites are intended to be located within a single family dwelling. This update prevents circumvention of that regulation.

	Location	Existing wording	Proposed wording	Explanation
21.	4.13 Urban Agriculture d) A <i>roadside stand</i> shall:		Add: “be operated by a sole vendor for the sale of agricultural or horticultural products grown on the same property.”	This edit reflects the definition in the bylaw and is recommended for clarity and to ensure roadside stands don’t evolve into small retail businesses not connected to the urban agricultural use on the property.
22.	6.2 Cash in Lieu Provisions	e) the parking cash-in-lieu funds shall be deposited into the “Municipal Cash-in-Lieu Fund.”	Delete since the exact language occurs under 6.2.(a)	
23.	6.3 Required Number of Vehicular Parking Stalls Tables 6.33, 6.3.5 and 6.3.6.		Add: “Place of Worship” as a land use and add the same parking requirements as for meeting hall. That is, no requirement for employees and a minimum requirement of 1 spot per 8 seats for visitors and a maximum of 1 spot per 4 seats.	Religious use is included under institutional uses but no parking requirements are currently identified for this use. Since occupancy is irregular, the same parking requirements as for meeting halls is proposed.
24.	Tables under 6.3 Required Number of Vehicular Parking Stalls and under 6.4 Required Number of Bicycle Parking Stalls	<u>Community</u> Meeting Hall	Delete “Community”	Meeting halls may be run by a community association a service club or another entity for the community or private meetings and events. When it comes to parking requirements, there is no need to distinguish who manages or uses the hall.
25.	6.3 Required Number of Vehicular Parking Stalls	Tables 6.3.3. and 6.3.5 0.075/Child Spot 0.125/Child Spot	Change to: “0.075/Child or Adult Spot” “0.125/Child or Adult Spot”	This edit is to take into account that day cares can also be for adults, requiring parking just as for child cares.

	Location	Existing wording	Proposed wording	Explanation
	Tables 6.3.3 and 6.3.5 and Tables 6.4.3, 6.4.5 and 6.4.6 Day care	Tables 6.4.3., 6.4.5 and 6.4.6 0.1 Child Spot	"0.1 Child or Adult Spot"	
26.	6.4 Required Number of Bicycle Parking Stalls Table 6.4.3 Primary Use Commercial-Cycling		Add the following under the headings 'Land Use', 'Min. <i>Bicycle Parking Stalls – Class 1</i> ' and ' <i>Bicycle Parking Stalls – Class 2</i> ' respectively: "Apartment 1.5/Dwelling Unit 0.5/Dwelling Unit"	<i>Apartment</i> is one of the accessory uses permitted in the VCMU-1 – Village Core Commercial Mixed-Use Zone. Table 6.4.3 is missing a requirement for bicycle parking for that use. The proposed number of bicycle parking stalls is the same as for the apartment use in zones RM-2 (Residential Multi-Family), RM-3 (Comprehensive Residential Multi-Family) and MU-1 (Mixed Use Residential)
27.	6.11 Bicycle Parking Stall Design Criteria	i) <i>Bicycle Parking Stalls – Class 1</i> must be located on hard surfaced area; ii) <i>Bicycle Parking Stalls – Class 2</i> must be located in hard surfaces areas and in hard surfaced landscaped areas;	Delete i) and ii) and replace with: "i) <i>Bicycle Parking Stalls – Class 1 and 2</i> must be located on hard surfaced areas." Renummer the following items sequentially.	This change is proposed to simplify the requirement since there does not appear to be an important distinction between the requirements in i) and ii).
28.	7.6 R-4 – Carlisle Lane 9. Additional Regulations	<i>Accessory dwelling units</i> shall: b) when restricted to the second storeys; and	Delete "s" at the end of storey.	This is a correction of a typo.

	Location	Existing wording	Proposed wording	Explanation
29.	7.6 R-4 – Carlisle Lane 9. Additional Regulations		Under ‘ <i>Accessory dwelling units</i> shall’, add: “d) be located on: i) a lot with lane access ii) a lot with double frontage (corner lot); or iii) a lot with minimum area of 850.0 m ² and a minimum frontage of 20.0metres. e) be located in the rear yard; f) be detached from (and with no breezeway to) an existing single family dwelling, (with or without secondary suite) on the subject property; g) not be subdivided from the building or the lot of which it is a part under the <i>Strata Property Act</i> and amendments thereto.”	A few of the additional regulations from the former Residential Four (R-4) Zone were not transferred to the new Zoning Bylaw. The proposed amendment adds the language that was missed.
30.	7.6 R-4 – Carlisle Lane 9. Additional Regulations	Notwithstanding Part 6.0 of this Bylaw and Sections therein; a) ii) one off-street <i>parking space</i> for the exclusive use of the <u>auxiliary</u> <i>dwelling unit</i> , ...	Under the heading ‘Notwithstanding Part 6.0 of this Bylaw and Sections therein’, replace “auxiliary” with “ <i>accessory</i> ”	This is a correction of a typo.
32.	7.11 MU-1 – Mixed Use Residential Zone 4. Density	The maximum combined floor area of <i>office, personal service</i> and <i>retail</i> , The total maximum combined floor area of <i>community care facility</i> uses is ...	Add “gross” before “floor area” in both instances.	The Zoning Bylaw has a definition for ‘gross floor area’ but not for ‘floor area’. The former is more descriptive and should be used in all instances where floor area is used.

	Location	Existing wording	Proposed wording	Explanation
33.	7.11 MU-1 – Mixed Use Residential Zone 4. Density		In the column to the right of ‘ <i>Building</i> and use typology, maximum,’ add a row titled “Multi-family Seniors Housing”. In that row, and subsidiary to ‘592 dwelling units,’ add a row with the words “143 dwelling units ¹ ”. Add footnote “1: Comprehensive Development Agreement FB401405 section 10 Seniors Housing.”	This edit reflects the Comprehensive Development Agreement FB401405 section 10 Seniors Housing which requires that 143 dwelling units of the 592 multi-family dwellings be allocated to multi-family seniors housing.
34.	7.10 MU-1 Mixed Use Residential Zone 6. Principal Buildings and Structures <i>Single Family Dwelling Setbacks, Minimum Front</i>	6.0metres (19.6feet) for a minimum of 5.5metres (18.0feet) of the <i>building</i> ; and for any portion of the <i>building</i> used as a garage or carport. 4.5metres(14.8feet) for any portion of the principal dwelling beyond 5.5 metres (18.0 feet)	Add “of the width of” in front of <i>building</i> and “in width” at the end as per below: 6.0metres (19.6feet) for a minimum of 5.5metres (18.0feet) of the width of the <i>building</i> ; and for any portion of the <i>building</i> used as a garage or carport. 4.5metres(14.8feet) for any portion of the principal dwelling beyond 5.5 metres in width (18.0 feet). Add the following sketch for clarity: 	This edit is proposed for clarity.

	Location	Existing wording	Proposed wording	Explanation
35.	9.4 VCMU-1 – Village Core Commercial Mixed-Use Zone	1. Principal Uses Apartment	Delete “Apartment” under Principal Uses and add “Apartment” under Accessory Use.	When this zone was updated, the intent was to allow for residential use only in conjunction with a commercial use in the village core. This type of ‘mixed use’ is defined in the Zoning Bylaw as “the use of land, <i>buildings</i> or other <i>structures</i> with a range of uses that can be mixed horizontally and vertically, including but not limited to residential.” Accordingly, where a mixed use is permitted, such as in the VCMU-1 Zone, an apartment can be located above commercial units.

Map Amendments

When the Zoning Bylaw map for the Village of Cumberland Zoning Bylaw No. 1027, 2016 was created, a few of the zone labels were not centered in the zone polygons but ended up on the adjacent parcels. This is corrected on the attached Zoning Bylaw map.

In addition, the private property abutting the east side of Village Square was accidentally zoned PA-2 – Park. The revised map in Attachment A corrects those mapping errors.

The updated Zoning Bylaw map also changes the zone for the Cumberland fire hall property to PA-1 Public Assembly/Institutional to permit the public assembly use of the meeting room included within the fire hall. This amendment also requires an Official Community Plan amendment to designate the property from Residential to Institutional. A draft Zoning Amendment Bylaw specific to the firehall and a draft OCP Amendment Bylaw were presented to Council at their September 30, 2019 meeting and went to the APC at their October 10, 2019 meeting.

The APC passed the following resolutions:

- 1) *THAT the Advisory Planning Commission recommend to Council that Bylaw No.1115 be presented to Council for first and second reading and a public hearing to amend the Official Community Plan to amend the land use designation of the property legally described as Lot 1, District Lot 24, Plan EPP59401 from Residential to Institutional.*
- 2) *THAT the Advisory Planning Commission recommend to Council that Bylaw No.1116 be presented to Council for first and second reading and a public hearing to amend the zone of the property legally described as Lot 1, District Lot 24, Plan EPP59401 from R-2 Small Lot Residential to PA-1 Public Assembly/Institutional.*

The change of the Zoning Bylaw map will be completed as part of this proposed Zoning Amendment Bylaw No. 1116. The OCP Amendment Bylaw No. 1115 will be introduced for first and second reading at the same time.

REFERRALS

As per section 5 (a) of the Advisory Planning Commission Bylaw No. 999, 2014, Council may refer this report to the Advisory Planning Commission for comment. While the amendments are largely corrections and minor updates to the Zoning Bylaw with few impacts on residents, discussions with the APC may identify possible impacts for consideration.

FINANCIAL IMPLICATIONS

The zoning bylaw amendment process requires a public hearing and, therefore, remuneration of Council and staff to attend the public hearing.

OPERATIONAL IMPLICATIONS

Zoning bylaw updates are part of the regular services provided by the Development Services Department.

STRATEGIC OBJECTIVE

Strategic Priority 2: Comprehensive Community Planning

- Update the Zoning Bylaw

ATTACHMENTS

Proposed amended Zoning Bylaw maps (Schedule A and Schedule B).

CONCURRENCE

Ken Rogers, Manager of Development Services KR

OPTIONS

1. Refer the proposed Zoning Bylaw amendments to the APC for comment.
2. Provide edits to the proposed Zoning Bylaw amendments and refer them to the APC.
3. Provide edits to the proposed Zoning Bylaw amendments and direct staff to present the revised Bylaw for first and second reading at the next Council meeting without prior referral to the APC.
4. Direct staff to introduce OCP Amendment Bylaw No. 1115 and Zoning Amendment Bylaw No. 1116 and for first and second reading at the next Council meeting with a proposed date for a public hearing without edits nor prior referral to the APC.
5. Any other action deemed appropriate by Council.

Respectfully submitted,

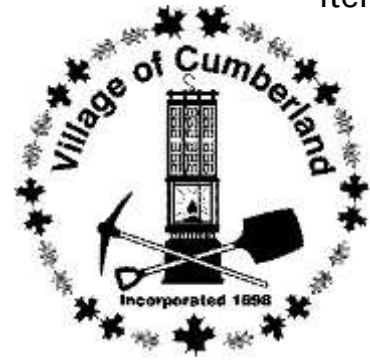
Karin Albert

Karin Albert
Senior Planner

Clayton Postings

Clayton Postings
Chief Administrative Officer

COUNCIL REPORT



REPORT DATE: January 17, 2020

MEETING DATE: January 27, 2020

File No. 0550-01

TO: Mayor and Councillors
FROM: Rachel Parker, Corporate Officer
SUBJECT: Committee of the Whole meetings

RECOMMENDATION

- i. THAT Council receive the Committee of the Whole Meetings report.
- ii. THAT Council schedule a Committee of the Whole meeting on February 10, 2020 and April 6, 2020.

PURPOSE

The purpose of this report is to request that Council schedule Committee of the Whole meetings in 2020.

BACKGROUND

A committee of the whole is a committee of all members of Council, where matters may be discussed without some of the more formal rules of order of Council meetings. As with other committees, decisions are not made by the committee of the whole, but rather the committee can make recommendations to Council for decision.

In local government, committee of the whole meetings are often used to give an opportunity for Council members to discuss proposed changes to bylaws and policies, receive presentations, and to give feedback and direction to staff. Cumberland Council meets as committee of the whole to discuss its strategic planning (May 8, 2020, closed meeting) and budget (October 27, 2020) each year. Some local governments schedule committee of the whole meetings on a regular basis in place of a council meeting to have an opportunity to have more fulsome discussion on significant matters.

Staff are proposing committee of the whole meetings on February 10, and April 6, 2020. These are regular Council meeting nights and it is proposed that the Council meetings take place for limited and time-sensitive matters only, with the Committee of the Whole meeting to immediately follow.

Possible agenda items:

- Heritage statements of significance
- Village core parking inventory
- Site adaptive planning
- Business licence review
- Zoning Bylaw policy amendments: mobile vending, water bottling, rental zoning
- Animal Control Bylaw review
- Council Chamber layout
- Parks Regulation Bylaw review
- Community grant applications
- Bylaw Enforcement Policy review

Council's Procedure Bylaw requires that Committee of the Whole meetings be scheduled by Council resolution. Staff is requesting that Council schedule committee of the whole meetings on February 10, 2020 and April 6, 2020. Staff may recommend scheduling committee of the whole meetings in the fall, if these meetings are found to be beneficial.

FINANCIAL IMPLICATIONS

None

OPERATIONAL IMPLICATIONS

None

STRATEGIC OBJECTIVE

None

ATTACHMENTS

- 2020 Meeting Schedule

CONCURRENCE

None

OPTIONS

1. THAT Council receive the Committee of the Whole Meetings report.
2. THAT Council schedule a Committee of the Whole meeting on February 10, 2020 and April 6, 2020.

Respectfully submitted,

Rachel Parker

Rachel Parker
Corporate Officer

Clayton Postings

Clayton Postings
Chief Administrative Officer



Corporation of the Village of Cumberland

2673 Dunsmuir Avenue
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Telephone: 250-336-2291
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cumberland.ca

File No. 0550-01
Nov 25 2019

2020 Council and Village Hall Meetings

Regular Council Meetings at 5:30 pm

COTW/Village Hall/Other

January 13
January 27

~~Jan 20 at 7pm: Village Hall~~

February 10
February 24

March 9
March 23

Mar 16 at 7pm: Village Hall

April 6
April 27

(AVICC Apr 17-19)

May 11
May 25

May 8 at 9am COTW CS: 2021 strat plan

June 8
June 22

(FCM Jun 4-7)

June 1 at 7pm: Village Hall*

July 13
July 27
August 10

September 14
September 28

(UBCM Sep 21-25)

October 13 (Tue)
October 26

(VIEA late Oct)
(FCM SC Oct 20-22)

Oct 5 at 7pm: Village Hall

November 9
November 23

Oct 27 at 9am: COTW budget
Nov 16 at 7pm: VH/OH budget

December 14

**Meetings will be held at 2675 Dunsmuir Avenue unless determined otherwise by Council.
This schedule is subject to change pursuant to the Council Procedure Bylaw.**

*Weather-dependent: meeting will held at the Chinatown Pavilion in Coal Creek Historic Park
VH = Village Hall meeting
OH = Open house
COTW = Committee of the Whole
CS = Closed Session

COUNCIL REPORT



REPORT DATE: January 17, 2020

MEETING DATE: January 27, 2020

TO: Mayor and Councillors

FROM: Michelle Mason, Chief Financial Officer/Deputy CAO

SUBJECT: Financial Performance Report – Fourth Quarter 2019

RECOMMENDATION

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

SUMMARY

Overall the Village is in a surplus position and within budget. The overall surplus based on the financial plan is \$375,428. There are still a number of 2019 invoices outstanding at this stage that will be recorded for year-end and other year-end adjusting entries are outstanding.

BACKGROUND

Attached to the report are financial summaries as at December 31, 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, year-end adjusting entries and final expense accruals are not booked. The summaries are intended for internal purposes only.

The following statements as at December 31, 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 December 31, 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 year-end adjustments and invoices are still outstanding for the fourth quarter, we can expect an approximate 93-100% use of budget for operating expenses. Grants, transfers from reserves, some of the other revenue and development cost charge revenues are expected to reflect similar timing to related project expenses. Brief variance comments are included on Attachment 2 and 4.

The financial plan surplus to date is \$375,428. This balance will change once all 2019 expenses and related funds are recorded. Please note that this is a preliminary balance that will be adjusted throughout the year-end external audit process. Council will receive the audited financial statements for 2019 in April or early May that will provide a better analysis of the Village's financial performance and position. The following is a list of items that contribute to the surplus position:

- some projects have not been fully completed in 2019 and some will need to be carried forward to 2020;
- overall remuneration was lower than budget due to some vacancies, leaves and timing differences;
- overall training and travel was lower than budget;
- some 2019 final invoices are outstanding;
- 2019 expense accruals will be adjusted during the year-end process;
- 2019 year-end adjustments are outstanding.

Spending Commitments between \$50,000 and \$200,000 as per the Purchasing Management Services Policy

Appendix A of the Purchasing Management Services policy requires a summary to be provided to Council quarterly for commitments that have been made between \$50,000 and \$200,000. Council approves commitments in excess of \$200,000.

A summary of the commitments that have been made between \$50,000 and \$200,000 as at December 31, 2019 continues on the following page:

Vendor	Description	Commitment Date	Commitment Total
Fort Garry Fire Truck Ltd.	Custom pumper rescue engine	12/11/18	\$ 562,093
Wedler Engineering LLP	Infrastructure replacement designs	1/3/19	\$ 51,181
Sun Coast Waste (assignment to Waste Management of Canada Corporation)	Solid Waste Collection Services (one year contract at approximately \$11,000/month)	02/28/19	\$ 132,000
Leuco Construction	Infrastructure Asset Replacement	4/12/19	\$ 740,319
Ecofish Research Ltd.	Liquid Waste Management planning biologist support related to the Village's current Wastewater Treatment Upgrades	06/18/19	\$ 50,000
Guillevin International	Breathing Apparatus Replacement	12/15/19	\$ 136,528

FINANCIAL IMPLICATIONS

There are no financial implications to receiving this report.

STRATEGIC OBJECTIVE

None

ATTACHMENTS

- Attachment 1 - Statement of Financial and Municipal Position as at December 31, 2019;
- Attachment 2 - Statement of Operations and Accumulated Surplus as at December 31, 2019;
- Attachment 3 - Statement of Change in Net Financial Assets as at December 31, 2019; and
- Attachment 4 - Reconciliation of Financial Statement Surplus to Financial Plan Surplus as at December 31, 2019.

CONCURRENCE

None

OPTIONS

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

Respectfully submitted,

Michelle Mason

Michelle Mason
Chief Financial Officer/Deputy CAO

Clayton Postings

Clayton Postings
Chief Administrative Officer

THE CORPORATION OF THE VILLAGE OF CUMBERLAND
Statement Of Financial Position
As At
December 31, 2019
UNAUDITED

	<u>2019</u> (Note 1)	<u>2018</u>
FINANCIAL ASSETS		
Cash, equivalents and investments	13,423,526	9,782,389
Property taxes receivable	182,265	162,488
Accounts receivable	1,001,062	2,477,911
	<u>14,606,853</u>	<u>12,422,788</u>
LIABILITIES		
Accounts payable and accrued liabilities	(681,832)	(1,815,534)
Service and other deposits	(968,961)	(1,171,983)
Deferred revenue	(5,159,486)	(3,612,887)
Debenture and long term-debt	(4,581,807)	(3,154,008)
	<u>(11,392,086)</u>	<u>(9,754,412)</u>
NET FINANCIAL ASSETS / (DEBT)	3,214,767	2,668,376
NON-FINANCIAL ASSETS		
Tangible Capital Assets	57,918,342	53,985,805
Inventories	121,390	121,390
Prepaid expenses	149,540	43,234
	<u>58,189,272</u>	<u>54,150,429</u>
ACCUMULATED SURPLUS	\$ 61,404,039	\$ 56,818,805
MUNICIPAL POSITION		
Operating funds	(2,097,733)	(4,323,920)
Statutory/Bylaw Authorized Reserves	(5,969,771)	(1,670,084)
Equity in capital assets	(53,336,535)	(50,831,797)
	<u>\$ (61,404,039)</u>	<u>\$ (56,825,801)</u>

Note 1:

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 Operations and Accumulated Surplus
Interim Statement as at
December 31, 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.	\$ 2,999,025	\$ -	\$ 2,999,025	\$ 3,020,089	101%	\$ (21,064)	\$ 2,631,513	Property Taxes levied in May each year
Parcel taxes	498,320	-	498,320	498,634	100%	(314)	366,142	Parcel Taxes levied in May each year
Sale of services & fees	1,857,405	-	1,857,405	2,048,521	110%	(191,116)	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	397,612	94%	23,958	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	3,787,020	-	3,787,020	2,282,916	60%	1,504,104	3,660,039	Grants relate to timing of projects plus Host Amenity & Community Works Funds
Other revenue	697,010	-	697,010	972,189	139%	(275,179)	989,024	Permits & Licensing/donations/interest & miscellaneous
Development cost charges	1,436,075	-	1,436,075	168,439	12%	1,267,636	13,118	DCC revenue relates to timing of projects
Contributed Assets	-	-	-	-		-	1,858,601	
	<u>12,191,220</u>	<u>-</u>	<u>12,191,220</u>	<u>9,893,300</u>	<u>81%</u>	<u>2,297,921</u>	<u>12,166,735</u>	
OPERATING EXPENSES								
General government services	1,035,850	(18,900)	1,016,950	891,781	88%	125,169	857,363	Projects to carry forward to 2020/final invoices outstanding/vacancies/timing
Transportation services	1,562,815	(746,130)	816,685	736,368	90%	80,317	1,397,039	Final invoices outstanding
Protective services	713,785	(61,080)	652,705	623,790	96%	28,915	693,667	Projects to carry forward to 2020/final invoices outstanding/bylaw legal higher than expected
Environmental health services	2,113,280	(438,465)	1,674,815	1,417,385	85%	257,430	1,747,602	Final invoices outstanding/water supply expenses lower due to timing of new costs
Cemetery Services	37,090	(3,140)	33,950	41,774	123%	(7,824)	32,770	higher than expected cemtery services (matching revenues higher)
Planning, development & environment	528,840	-	528,840	479,802	91%	49,038	359,562	Projects to carry forward to 2020/final invoices outstanding/vacancies/timing
Recreation services	729,720	(28,190)	701,530	713,126	102%	(11,596)	691,756	higher than expected expenses related to higher than expected revenues
Cultural and community events	105,370	-	105,370	109,283	104%	(3,913)	104,642	100% of Community Grant Program payments made/expenses offset by recovery revenue
Parks Services	456,310	(107,870)	348,440	294,757	85%	53,684	424,308	Projects to carry forward to 2020/final invoices outstanding/vacancies/timing
	<u>7,283,060</u>	<u>(1,403,775)</u>	<u>5,879,285</u>	<u>5,308,066</u>	<u>90%</u>	<u>571,218</u>	<u>6,308,709</u>	
ANNUAL SURPLUS	4,908,160	1,403,775	6,311,935	4,585,234	73%	1,726,703	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	<u>\$ 61,726,965</u>	<u>\$ 1,403,775</u>	<u>\$ 63,130,740</u>	<u>\$ 61,404,039</u>	<u>97%</u>	<u>\$ 1,726,701</u>	<u>\$ 56,818,805</u>	

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
December 31, 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	4,908,160	1,403,775	6,311,935	4,585,234	73%	1,726,703	5,858,026
Amortization	1,403,775	(1,403,775)	-	-		-	1,317,356
Change in supplies inventories	-	-	-	-		-	(3,835)
Change in prepaid expenses	-	-	-	(106,306)		106,306	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	(13,134,230)	-	(13,134,230)	(3,932,537)	30%	(9,201,693)	(6,997,940)
CHANGE IN NET FINANCIAL ASSETS / (DEBT)	(6,822,295)	-	(6,822,295)	546,391	(8%)	(7,368,686)	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	\$ (4,153,919)	\$ -	\$ (4,153,919)	\$ 3,214,767	(77%)	\$ (7,368,686)	\$ 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.

THE CORPORATION OF THE VILLAGE OF CUMBERLAND
Reconciliation of Financial Statement Surplus to Financial Plan Surplus
Interim Statement as at
December 31, 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	4,908,160	1,403,775	6,311,935	4,585,234	73%	1,726,701	5,858,026	
ADJUSTMENTS AS PER FINANCIAL PLAN								
Acquisition of tangible capital assets	(13,127,575)	-	(13,127,575)	(3,932,537)	30%	(9,195,038)	(6,997,940)	Projects to be carried forward to 2020/final invoices outstanding/water project update 2020
Add back amortization expenses	1,403,775	(1,403,775)	-	-		-	1,317,356	
Proceeds on borrowing	5,891,725	-	5,891,725	1,796,103	30%	4,095,622	507,408	
Principal payments on debt	(407,030)	-	(407,030)	(368,304)	90%	(38,726)	(286,051)	
Add back DCC revenue realized	(1,436,075)	-	(1,436,075)	(168,439)	12%	(1,267,636)	(13,118)	
Add DCC & Parking in lieu reserve interest earned	-	-	-	(89,294)		89,294	(0)	
Add Non-cash adjustments	-	-	-	-		-	(5,991)	
CHANGE IN CONSOLIDATED BALANCES	(2,767,020)	-	(2,767,020)	1,822,763	(66%)	(4,589,783)	379,690	
TRANSFER (TO) / FROM OTHER RESERVES								
Development cost & Parking In Lieu charges	1,436,075	-	1,436,075	257,732	18%	1,178,343	13,118	
Reserves	1,330,945	-	1,330,945	(1,705,067)	(128%)	3,036,012	208,087	
TRANSFER (TO) / FROM OTHER RESERVES	2,767,020	-	2,767,020	(1,447,335)	(52%)	4,214,355	221,205	
(DEFICIT) / SURPLUS PER FINANCIAL PLAN	\$ -	\$ -	\$ -	\$ 375,428		\$ (375,428)	\$ 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.

COUNCIL REPORT



REPORT DATE: January 14, 2020

MEETING DATE: January 27, 2020

File No. 2510-04

TO: Mayor and Councillors

FROM: Rachel Parker, Corporate Officer

SUBJECT: Appointment and Designation of Officers and Employees

RECOMMENDATION

i. THAT Council receive the Appointment and Designation of Officers and Employees report.

ii. THAT Council appoint

Clayton Postings	Chief Administrative Officer Deputy Corporate Officer Financial Signing Authority
Michelle Mason	Deputy Chief Administrative Officer Financial Officer Financial Signing Authority
Rachel Parker	Corporate Officer
Teodora Morin	Deputy Financial Officer Financial Signing Authority
Ken Rogers	Approving Officer
Rob Crisfield	Deputy Approving Officer
Karin Albert	Secretary to the Board of Variance

iii. THAT Council authorize the following officers access to the Village's safety deposit box:
Chief Administrative Officer, Financial Officer, and Deputy Financial Officer.

SUMMARY

The purpose of this report is to update the appointments of municipal officers and designated employees of the Village.

BACKGROUND

There are a number of municipal officer and employee positions for which Council may appoint individuals. The Village's Officers Bylaw No. 944, 2011 establishes the positions of chief

administrative officer, financial officer, and corporate officer, as required by the *Community Charter*.

The BC *Municipal Act*, precursor legislation to the *Community Charter* (2003), required that councils appoint their municipal officers. While this is no longer a statutory requirement under the *Community Charter*, many municipal councils continue to appoint municipal officers to provide clear authority for the individuals in these officer positions.

It is also necessary that Council appoint its financial signing authorities for cheques and payment orders, as set in in Council's Delegation of Financial Signing Authority Policy.

The *Land Title Act* requires that Council appoint its approving officer. The Chief Administrative Officer recommends that Council appoint Ken Rogers, Manager of Development Services, as approving officer with Rob Crisfield, Manager of Operations, remaining as deputy approving officer.

Council's Advisory Planning Commission Bylaw requires that Council appoint a secretary to the board.

FINANCIAL IMPLICATIONS

None

STRATEGIC OBJECTIVE

None

ATTACHMENTS

- Officers Bylaw No. 944. 2011
- Delegation Financial Signing Authority

CONCURRENCE

Odie Morin, Deputy Financial Officer OM

OPTIONS

1. THAT Council consider the recommended appointments and designations in this report.
2. Any other action deemed appropriate by Council.

Respectfully submitted,

Rachel Parker

Rachel Parker
Corporate Officer

Clayton Postings

Clayton Postings
Chief Administrative Officer

CORPORATION OF THE VILLAGE OF CUMBERLAND

OFFICERS BYLAW NO. 944, 2011

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

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

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

1. **OFFICER POSITIONS**

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

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

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

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

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

5. **POWERS, DUTIES AND RESPONSIBILITIES**

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

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

6. **OATH OF OFFICE**

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

7. **BYLAW CITATION**

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

8. **REPEAL**

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

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

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

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

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

Mayor

Corporate Officer

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

Corporate Officer

SCHEDULE "A"

Powers, Duties and Functions of Chief Administrative Officer

Human Resources

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

General Administration

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

Legal Advice and Proceedings

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

Council

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

Contracts

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

Additional Powers, Duties and Responsibilities

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

SCHEDULE "B"

Powers, Duties and Functions of Corporate Officer

Statutory

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

Human Resources

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

General Administration

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

Council

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

SCHEDULE "C"

Powers, Duties and Functions of Financial Officer

Statutory

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

Human Resources

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

General Administration

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

Insurance

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

Council

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

SCHEDULE "D"

Oath of Office

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

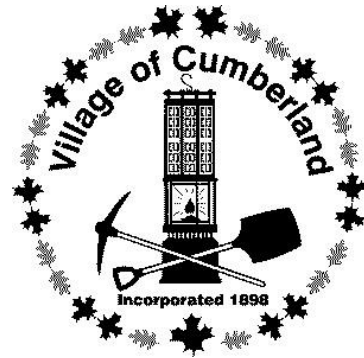
- (a) I will faithfully, honestly and impartially, to the best of my knowledge and ability, execute the powers, duties and functions of my Office;
- (b) I will treat all matters and information that comes to my attention, as a result of my Office, in confidence;
- (c) I have not received, nor will I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

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

(Signature of person swearing/affirming oath)

(Signature of person administering oath)

COUNCIL POLICY



Title: Delegation of Financial Signing Authority Authority: Adopted Date: February 14, 2017 Amended Date:	No. 3.4 Section: Administrative Policies, Equipment and Supplies Motion No: 17-79
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1.0 PURPOSE AND SCOPE OF THE DELEGATION OF FINANCIAL SIGNING AUTHORITY:

- 1.1. The purpose of the Delegation of Financial Signing Authority Policy is to outline the signing authority and responsibilities for employees who have the authority to approve payment of money in all forms including cheques, drafts or orders for payment of money, and electronic payments. This policy applies to all council members and officers of the Village as defined in section 3.2 of this policy.

2.0 POLICY STATEMENT:

- 2.1. The Council has the authority to delegate financial signing authority for the Corporation of the Village of Cumberland ("Village") subject to Schedule of Signing Authority matrix in Schedule A, to:
 1. the Mayor, or in absence of the Mayor, the Acting Mayor
 2. an officer of the municipality:
 - The chief administrative officer
 - The financial officer, and
 - The deputy financial officer.

3.0 DEFINITIONS:

3.1. In this policy:

1. Mayor means the elected head of the Corporation of the Village of Cumberland Council, who is assigned mayor responsibility under section 116 of Community Charter.
2. Councillor means a member of the Corporation of the Village of Cumberland Council, who is assigned council member responsibility under section 115 of Community Charter.
3. Chief Administrative Officer (CAO) means the senior officer of the Village, who is assigned chief administrative officer responsibility under section 147 of Community Charter.
4. Financial Officer (FO) means the senior officer of the Village, who is assigned financial officer responsibility under section 149 of Community Charter.
5. Officer means any person holding the officer positions of the Village as established by section 3.2 of this policy.

3.2. Officer positions:

The following positions are established as officers of the Corporation of the Village of Cumberland in this policy:

- (a) The chief administrative officer
- (b) The financial officer, and
- (c) The deputy financial officer.

3.3. Electronic transfer means the disbursement of funds from the Village account using internet or other electronic means including the following:

- (a) Automated Clearing House (ACH)
- (b) Electronic File Transfer (EFT)
- (c) Online Bill Payment
- (d) Pre-authorized Payment (PAP), and
- (e) Wire Transfer (WT).

4.0 ROLES AND RESPONSIBILITIES:

- 4.1. All Village staff and elected officials shall comply with the letter and spirit of this policy which governs the approval of payments on behalf of the Village.
- 4.2. Delegated financial signing officers shall be responsible for ensuring that all invoices are properly reviewed and approved in accordance with the Purchasing Management Services Policy and Social Procurement Framework.

- 4.3. Delegated financial signing officers have the obligation to understand the extent and limits of their authority, if any, and understand and comply with the Village's policies, regulations, procedures and processes.
- 4.4. Delegated financial signing officers have the obligation to ensure that payment of the Village funds to settle obligations are properly reviewed and approved in a manner that protects the assets of the Village and is operationally efficient.
- 4.5. Delegated financial signing officers cannot sign a cheque made payable to themselves, or a blank cheque. All details on the cheque form must be filled in before signature.

5.0 POLICY:

Subject to Schedule of Signing Authority matrix in Schedule A:

- 5.1. All payments in all forms, cheques or orders for the payment of money ("money order" or "voucher") or electronic payments will be signed by two authorized signatories.
- 5.2. Two electronic signatures may be used for payments less than \$500 provided each payment is reviewed by the Financial Officer or designated financial signing officer.
- 5.3. For payments of \$500 up to and including \$10,000, one electronic signature and one manual signature are required.
- 5.4. For payments of more than \$10,000, two manual signatures are required.

The first financial signature would be the Chief Administrative Officer (CAO) or the Financial Officer (FO) with the second signature being the CAO, the FO, the Mayor or the Acting Mayor, or the Deputy Financial Officer (DFO).
- 5.5. Electronic payments may be used for payments including payroll, of less than the set limit of the bank. The designated financial signing officers shall be the same as that used for the endorsement of cheques and payment orders except that the approvals and signatures are manually done in the supporting documents. Further, use of a secure electronic access and identity verification system of the CAO, FO or DFO is required.

Schedule A
Schedule of Signing Authority

Payment Mode	Payment Value	Signing Authority
Cheques and Payment Orders (voucher, money order):		
	Less than \$500	Two electronic signatures, the Chief Administrative Officer (CAO) and the Financial Officer (FO).
	Up to and including \$10,000	One electronic signature of the CAO and a manual signature of the FO. In absence of the FO, the manual signature can be the Mayor or the Acting Mayor, or the Deputy Financial Officer (DFO).
	Up to and including \$75,000	Two manual signatures, the first financial signature would be the CAO or the FO with the second signature being the CAO, the FO, the Mayor or the Acting Mayor, or the DFO.
	Over \$75,000	Two manual signatures, the first financial signature would be the CAO or the FO with the second signature being the CAO, the FO, or the Mayor or the Acting Mayor.
All Electronic Payments (see section 3.3)		The designated signing officers shall be the same as that used for the endorsement of cheques and payment orders except that the approvals and signatures are manually done in the supporting documents. Further, use of a secure electronic access and identity verification system of the CAO, FO or DFO is required.

THE CORPORATION OF THE VILLAGE OF CUMBERLAND

BYLAW NO. 1124

A Bylaw to amend the 2019 - 2023 Financial Plan.

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

1. This Bylaw may be cited as “2019 - 2023 Financial Plan Amendment Bylaw No. 1124, 2020”.
2. “2019 - 2023 Financial Plan Bylaw No. 1092, 2018” is amended by deleting Schedule A to the Bylaw in its entirety and replacing it with Schedule A to this Bylaw.

READ A FIRST TIME THIS	13TH	DAY OF	JANUARY	2020.
READ A SECOND TIME THIS	13TH	DAY OF	JANUARY	2020.
READ A THIRD TIME THIS	13TH	DAY OF	JANUARY	2020.
ADOPTED THIS		DAY OF		2020.

Mayor

Corporate Officer

Schedule A
2019 – 2023 Financial Plan
Amended

	<u>2019</u> <u>Budget</u>	<u>2020</u> <u>Budget</u>	<u>2021</u> <u>Budget</u>	<u>2022</u> <u>Budget</u>	<u>2023</u> <u>Budget</u>
REVENUES					
Property taxes & payments in lieu	\$ (2,999,025)	\$ (3,091,600)	\$ (3,363,550)	\$ (3,710,175)	\$ (4,090,585)
Parcel taxes	(498,320)	(600,180)	(1,008,120)	(1,095,470)	(1,199,970)
Sales of services & fees	(1,857,405)	(1,982,260)	(2,114,320)	(2,260,430)	(2,343,800)
Sales of services to other governments	(421,570)	(468,120)	(523,080)	(532,110)	(544,610)
Transfers from other government	(4,281,815)	(1,328,815)	(2,730,285)	(4,473,395)	(1,391,795)
Other revenue	(697,010)	(697,900)	(624,700)	(618,700)	(608,700)
	(10,755,145)	(8,168,875)	(10,364,055)	(12,690,280)	(10,179,460)
EXPENSES					
Other municipal purposes	5,763,025	5,840,175	6,413,845	6,465,640	6,344,315
Debt interest	130,260	338,165	482,375	585,355	593,025
Amortization	1,403,775	1,403,780	1,403,780	1,403,780	1,403,780
	7,297,060	7,582,120	8,300,000	8,454,775	8,341,120
NET (REVENUES) EXPENSES	(3,458,085)	(586,755)	(2,064,055)	(4,235,505)	(1,838,340)
ADJUSTMENTS					
Acquisition of capital assets	13,113,575	5,530,440	3,492,255	4,614,830	1,297,305
Add back amortization	(1,403,775)	(1,403,780)	(1,403,780)	(1,403,780)	(1,403,780)
Proceeds from borrowing	(5,891,725)	(4,414,050)	(525,350)	(210,000)	(157,500)
Principal payments on debt	407,030	560,420	760,950	897,250	931,220
TOTAL ADJUSTMENTS	6,225,105	273,030	2,324,075	3,898,300	667,245
CHANGE IN CONSOLIDATED FUNDS	2,767,020	(313,725)	260,020	(337,205)	(1,171,095)
TRANSFER FROM RESERVES					
Reserves	(6,938,280)	(1,454,915)	(1,950,790)	(1,746,095)	(1,017,315)
Development Cost charges	(1,436,075)	(90,140)	(223,480)	(1,480)	-
TRANSFER TO RESERVES					
Reserves	5,607,335	1,858,780	1,914,250	2,084,780	2,188,410
TRANSFER TO / (FROM) RESERVES	(2,767,020)	313,725	(260,020)	337,205	1,171,095
TRANSFER TO/(FROM) ACCUMULATED SURPLUS	\$ -	\$ -	\$ -	\$ -	\$ -

THE CORPORATION OF THE VILLAGE OF CUMBERLAND

BYLAW NO. 1121

A bylaw to provide for the borrowing of money that may be necessary to meet lawful expenditures for the year 2020.

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

1. This Bylaw may be cited as "Revenue Anticipation Borrowing Bylaw No. 1121, 2020".
2. The Council is authorized to borrow, in the year 2020, upon the credit of the municipality from a financial institution an amount or amounts the sum total of which must not exceed \$2,000,000.
3. The form of obligation to be given as acknowledgment of the liability shall be an instrument or evidence or indebtedness signed by the authorized signing officers.
4. When collected, revenue from property taxes shall be used as necessary to repay money borrowed under this bylaw.

READ A FIRST TIME THIS	13TH	DAY OF	JANUARY	2020.
READ A SECOND TIME THIS	13TH	DAY OF	JANUARY	2020.
READ A THIRD TIME THIS	13TH	DAY OF	JANUARY	2020.
ADOPTED THIS		DAY OF		2020.

Mayor

Corporate Officer