REGULAR AGENDA

30/2013/R

The Corporation of the Village of Cumberland

Regular Council Meeting
November 25th, 2013 at 5:30 p.m.
Village Council Chambers

1. Approval of Agenda

1.1 Agenda for regular council meeting, November 25th, 2013.
Recommend THAT Council approve the agenda for the regular council meeting, November 25th, 2013.

2. Adoption of Minutes

2.1 Minutes of the council meeting held November 12th, 2013. 1
Recommend THAT Council approve the minutes of the council meeting held November 12th, 2013.

3. Delegations

4. Unfinished Business

5. Correspondence

5.1 Stuart Hartman, President, Comox Valley Crime Stoppers 10
- Request for Assistance with Funding.

Recommend THAT Council receive the correspondence from Stuart Hartman, President, Comox Valley Crime Stoppers re: Request for Assistance with Funding.

6. Reports

6.1 Cumberland Heritage Commission Terms of Reference 18
Prepared by Judith Walker, Senior Planner
Recommend THAT Council adopt the Heritage Commission Terms of Reference.

6.2 Multi Material BC Update 26
Prepared by Rob Crisfield, Manager of Operations
- ***i) Recommend THAT Council receives the Multi Materials BC Contract Offer – Update report.***
- ***ii) Recommend THAT Council direct staff on how they wish to proceed with Multi Materials BC Incentive Offer.***

6.3 Municipal Auditor Appointment for the 2013 Year-end. 28
Prepared by Michelle Mason, Financial Officer
- ***i) Recommend THAT Council receive the Municipal Auditor Appointment for the 2013 Year-end report.***
- ***ii) Recommend THAT Council appoints the audit firm of MNP (Meyers Norris Penny) for the 2013 financial year.***

6.4 Outstanding Action Items Report 30
Recommend THAT Council receive the Outstanding Action Items Report for information.

6.5 Electronic Funds and Cheque Register Report, October 2013 37
Recommend THAT Council receives the Electronic Funds and Cheque Register Report, October 2013 for information.

7. Bylaws

7.1 Water Rates Amendment Bylaw No. 992, 2013 and 43
Sanitary Sewer Rates Amendment Bylaw No. 993, 2013 and
Garbage Collection and Disposal and Rates Amendment Bylaw No. 996, 2013.
Prepared by Michelle Mason, Financial Officer
- ***i) Recommend THAT Council receive the Water Rates Amendment Bylaw No. 992, 2013 and Sanitary Sewer Rates Amendment Bylaw No. 993, 2013 and Collection and Disposal and Rates Amendment Bylaw No. 996, 2013 report for information.***
- ***ii) Recommend THAT Council amend the Water Rates Amendment Bylaw No. 992, 2013 by adding a new section (b) as follows::***
  - ***b) repealing subsection 3(3) and substituting the following:***
    - ***3) Effective January 1, 2014, invoicing for new connections will commence the month an occupancy permit has been issued and will be prorated for the duration of the remaining quarter.***

iii) Recommend THAT Council amend the Sanitary Sewer Rates Amendment Bylaw No. 993, 2013 by adding a new section (b) as follows:

b) repealing subsection 3(2) and substituting the following:
2) Effective January 1, 2014, invoicing for new connections will commence the month an occupancy permit has been issued and will be prorated for the duration of the remaining quarter.

iv) Recommend THAT Council give second and third reading of Water Rates Amendment Bylaw No. 992, 2013 and Sanitary Sewer Rates Amendment Bylaw No. 993, 2013 as amended.

v) Recommend THAT Council give first, second and third reading of the Garbage Collection and Disposal and Rates Amendment Bylaw No. 996, 2013.

7.2 The Corporation of the Village of Cumberland 2013 – 2017 Financial Plan Amendment Bylaw No. 994, 2013. 55
Recommend THAT Council give third reading to 'The Corporation of the Village of Cumberland 2013 – 2017 Financial Plan Amendment Bylaw No. 994, 2013'.

7.3 Inter-Community Business Licence Bylaw 57
Prepared by Rachel Parker, Deputy Corporate Officer

i) Recommend THAT Council receive the Inter-Community Business Licence Bylaw 2013, No. 995 report.

ii) Recommend THAT Council consider first, second and third reading of the Inter-Community Business Licence Bylaw 2013, No. 995.

8. Consent Calendar

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

8.1 Larry Cross, President, Association of Vancouver Island and Central Communities re: Resolutions Notice/Request for Submissions Call for Nominations for Association of Vancouver Island Coastal Communities Executive; 67

8.2	B. McDonald, Inspector, Officer in Charge, Comox Valley RCMP Detachment re: Comox Valley RCMP Second Quarter Policing Report;	76
8.3	Tracey McGinnis, Chair, Comox Valley Chamber of Commerce re: Comox Valley Airport commission Nominating Entities;	79
8.4	Kevin East, Owner/Operator, Ambassador Shuttle Service re: Municipal Notice for Taxi Application;	80
8.5	Michael MacDougall, President, BC Emergency Health Services re: BC Ambulance Service Resource Allocation Plan Update;	82
8.6	Karen Felker, Coordinator, Honours and Awards Secretariat re: Order of British Columbia – 2014 Call for Nominations;	85
8.7	Betty Donaldson, Ph.D., President, Community Justice Centre re: Thank you to Councillor Greening as Director on the Board.	86

Recommend THAT the Consent Calendar be received.

9. New Business

10. Notices, Motions and Amendments

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.

- Wednesday, November 27th, 2013 5:30pm - Committee of the Whole: Official Community Plan Review and Revision Second Draft Official Community Plan.

11. Question Period

12. Closed Portion

Recommend THAT pursuant to Section 90 (1) of the Community Charter Council close the meeting to the public to consider:

- labour relations or other employee relations;
- the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interest of the municipality.

13. Adjournment

Item 2.1

REGULAR MINUTES

28/2013/R

The Corporation of the Village of Cumberland

Regular Council Meeting
November 12th, 2013 at 5:30 p.m.
Village Council Chambers

Mayor Leslie Baird
Councillor Conner Copeman
Councillor Kate Greening
Councillor Roger Kishi
Councillor Gwyn Sproule

Sundance Topham, Chief Administrative Officer
Michelle Mason, Financial Officer
Rachel Parker, Deputy Corporate Officer
Kevin McPhedran, Parks and Outdoor Recreation Coordinator

The meeting was called to order at 5:30 p.m.

1. Approval of Agenda

1.1 Agenda for regular council meeting, November 12th, 2013.
Motion 13-529
Greening/Copeman
THAT Council approve the agenda for the regular council meeting, November 12th, 2013.
Carried Unanimously

2. Adoption of Minutes

2.1 Minutes of the council meeting held October 28th, 2013.
Motion 13-530
Greening/Kishi
THAT Council approve the minutes of the council meeting held October 28th, 2013.
Carried Unanimously

3. Delegations

None

4. Unfinished Business

None

5. Correspondence

5.1 Earth Day Canada, Hometown Heroes Award Program

Motion 13-531
Kishi/Sproule
THAT Council receive the correspondence from Earth Day Canada re: Hometown Heroes Award Program.
Carried Unanimously

Motion 13-532
Sproule/Copeman
THAT Council nominate the Cumberland Community Forest Society for the Earth Day Group Hometown Heroes Award through an application prepared by Ms. Cursons and presented to Council for consideration before submission.
Carried Unanimously

5.2 Claude Dauphin, President Federation of Canadian Municipalities, Support for the national housing campaign

Motion 13-533
Copeman/Sproule
THAT Council receive the correspondence from Claude Dauphin, President Federation of Canadian Municipalities re: Support for the national housing campaign.
Carried Unanimously

Motion 13-534
Kishi/Sproule

Development of a New Long-Term Federal Plan to Fix Canada's Housing Crunch

WHEREAS a stable and secure housing system that creates and maintains jobs and allows for a range of living options is essential to attracting new workers, meeting the needs of young families and supporting seniors and our most vulnerable citizens; and,

WHEREAS the high cost of housing is the most urgent financial issue facing Canadians with one in four people paying more than they can afford for housing, and mortgage debt held by Canadians now standing at just over $1.1 trillion; and,

WHEREAS housing costs and, as the Bank of Canada notes, household debt, are undermining Canadians' personal financial security, while putting our national economy at risk; and,

WHEREAS those who cannot afford to purchase a home rely on the short supply of rental units, which is driving up rental costs and making it hard to house workers in regions experiencing strong economic activity; and,

WHEREAS an inadequate supply of subsidized housing for those in need is pushing some of the most vulnerable Canadians on to the street, while $1.7 billion annually in federal investments in social housing have begun to expire; and,

WHEREAS coordinated action is required to prevent housing issues from being offloaded onto local governments and align the steps local governments have already taken with regard to federal/provincial/ territorial programs and policies; and,

WHEREAS the Federation of Canadian Municipalities (FCM) has launched a housing campaign, "Fixing Canada's Housing Crunch," calling on the federal government to increase housing options for Canadians and to work with all orders of government to develop a long-term plan for Canada's housing future;

THEREFORE BE IT RESOLVED that the Village of Cumberland endorses the FCM housing campaign and urges the Minister of Employment and Social Development to develop a long-term plan for housing that puts core investments on solid ground, increases predictability, protects Canadians from the planned expiry of $1.7 billion in social housing agreements and ensures a healthy stock of affordable rental housing for Canadians;

BE IT FURTHER RESOLVED that a copy of this resolution be sent to the minister noted above, to the BC Minister's of Community, Sport and Cultural Development and Natural Gas Development and Responsible for Housing; John Duncan, MP, Vancouver Island North; Don McRae, MLA, Comox Valley; Federation of Canadian Municipalities; and to the Union of BC Municipalities; City of Courtenay: Town of Comox: Comox Valley Regional District; and Comox Valley Housing Task Force.
Carried Unanimously

5.3 Barb Giroday, Cumberland Lantern Committee, Cumberland Empire Events Society, Heritage Fair and Taiwanese Lantern Festival Parade of Light, February 15th, 2014

Motion 13-535
Kishi/Sproule
THAT Council receive the correspondence from Barb Giroday, Cumberland Empire Events Society re: Heritage Fair and Taiwanese Lantern Festival Parade of Light, February 15th, 2014.
Carried Unanimously

Motion 13-536
Sproule/Kishi
THAT Council approve the closure of Dunsmuir Avenue from Egremont Street to Seventh Street from 5:45 to 7 p.m. on February 15, 2014 for the Heritage Fair and Taiwanese Lantern Festival Parade of Light.
Carried Unanimously

5.4 Jim Gillis, Comox Valley Regional District Area B Director Chair, Comox Valley Cycling Task Force, Comox Valley Cycling Task Force re: Funding in support of Hub for Active School Travel (HASTe BC)

Motion 13-537
Sproule/Kishi
THAT Council receive the correspondence from Jim Gillis, Comox Valley Regional District Area B Director Chair, Comox Valley Cycling Task Force re: Funding in support of Hub for Active School Travel (HASTe BC).
Carried Unanimously

Motion 13-538
Sproule/Kishi
THAT Council express support to the Ministry of Environment for continued operational funding for Hub for Active School Travel (HASTe BC) with copy to the Comox Valley Cycling Task Force and Don McRae, MLA, Comox Valley.

In favour: Mayor Baird
Councillor Copeman
Councillor Kishi
Councillor Sproule
Opposed: Councillor Greening
Carried

6. Reports

Mayor Baird left the meeting at 5:49 p.m. as she is a recent past member of the Empire Day Events Society. Councillor Greening assumed the chair as acting mayor.

6.1 Parks and Recreation Grant-In-Aid Applications

Motion 13-539
Kishi/Sproule
THAT Council receive the Parks and Recreation Fees Grant Application: Grant Dispersal report.
Carried Unanimously

Motion 13-540
Kishi/Copeman
THAT Council increase the grant-in-aid budget to $3200 for the 2014-2018 five year financial plan and approve the following grants-in-aid:

Cumberland Museum and Archives:	$750
Perseverance Adventure Club:	$100
Cumberland Empire Events Society:	$725
Cumberland United Church:	$50
Cumberland Community Forest Society:	$450
United Riders of Cumberland:	$250
Cumberland Motorcycle Round-Up Association:	$350
Cumberland Community Schools Society:	$150
Pacific Northwest Labour History Association:	$175
Cumberland Junior School Band:	$100
Cross on the Rock Cyclocross Race Series:	$100

In favour: Councillor Copeman
Councillor Kishi
Councillor Sproule
Opposed: Councillor Greening
Carried

Mayor Baird returned to the meeting at 6:24 p.m. and resumed the chair.

6.2 Cumberland Lake Park: 2013 Contractor Annual Report
Motion 13-541
Copeman/Sproule
THAT Council receive the Cumberland Lake Park: 2013 Contractor Annual Report for information.
Carried Unanimously

6.3 Multi Materials BC Contract Offer
Motion 13-542
Kishi/Copeman
THAT Council receives the Multi Materials BC Contract offer report.

Motion 13-543
Kishi/Greening
THAT Council decline the current Multi Materials BC Statement of Works and Master Services Agreement and go back to Multi Materials BC to see if there is any appetite for changes to these contacts and, failing that, carry on with current recycling collection system.
Carried Unanimously

6.4 October 2013 Recreation Department Report
Motion 13-544
Greening/Sproule
THAT Council receive the October 2013 Recreation Department Report for information.
Carried Unanimously

6.5 October 2013 Parks and Outdoor Recreation Report
Motion 13-545
Greening/Sproule
THAT Council receive the Parks and Outdoor Recreation Coordinator October 2013 report for information.
Carried Unanimously

6.6 Protective Services Report, October 2013
- Bylaw Enforcement Report for October 2013

Motion 13-546
Greening/Sproule
THAT Council receive the Protective Services Report, October 2013 for information.
Carried Unanimously

Councillor Copeman left the meeting at 7:11 p.m.

6.7 October 2013 Operations Department Report

- Planning Report for October 2013
- Public Works Report for October 2013

Motion 13-547
Greening/Kishi
THAT Council receives the October 2013 – Operations Department Report for information.
Carried Unanimously

6.8 October 2013 Administration Department Report
Motion 13-548
Sproule/Kishi
THAT Council receive the October 2013 Administration Department Report for information.
Carried Unanimously

6.9 October 2013 Chief Administrative Officer Report
Motion 13-549
Sproule/Greening
THAT Council receive the October 2013 Chief Administrative Officer Report for information.
Carried Unanimously

6.10 Council Reports
6.10.1 Mayor Leslie Baird
6.10.2 Councillor Conner Copeman
6.10.3 Councillor Kate Greening
6.10.4 Councillor Roger Kishi
6.10.5 Councillor Gwyn Sproule
Motion 13-550
Greening/Kishi
THAT the Council reports be received.
Carried Unanimously

7. Bylaws

7.1 Water Rates Amendment Bylaw No. 992, 2013 and Sanitary Sewer Rates Amendment Bylaw No. 993, 2013
Motion 13-551
Greening/Kishi

THAT Council receive the Water Rates Amendment Bylaw No. 992, 2013 and Sanitary Sewer Rates Amendment Bylaw No. 993, 2013 report for information.
Carried Unanimously

Motion 13-552
Sproule/Kishi
THAT Council direct staff to proceed with the set up of financial institution payments for utility and property tax bills; and THAT Council give first reading of Water Rates Amendment Bylaw No. 992, 2013 and Sanitary Sewer Rates Amendment Bylaw No. 993, 2013.
Carried Unanimously

7.2 2013 – 2017 Financial Plan Amendment Bylaw No. 994, 2013
Motion 13-553
Sproule/Greening
THAT Council receive the 2013 - 2017 Financial Plan Amendment Bylaw No. 994, 2013 report for information.
Carried Unanimously

Motion 13-554
Greening/Kishi
THAT Council give first and second reading to the 2013 - 2017 Financial Plan Amendment Bylaw No. 994, 2013.
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.

8.1 Dianne Hawkins, President & CEO, Comox Valley Chamber of Commerce, letter to Ministry of Community, Sport and Cultural Development, re: local government election reform in British Columbia;

8.2 Paul Ives, Mayor, Town of Comox re: proposed alternate process for nominating entities to Comox Valley Airport Commission;

8.3 Mary Ellen Walling, Executive Director, BC Salmon Farmers Association re: conclusion of role as director;

8.4 Stephanie Cadieux, Minister of Children and Family Development re: Adoption Awareness Month in British Columbia;

8.5 Kathleen Gibson, BC Food Systems Network re: changes for the ALR and the ALC; and

8.6 Tamie Nohr, Deputy Director of Corporate Administration, District of Lantzville re: Trail Establishment along E & N Rail Corridor.

Motion 13-555
Greening/Sproule
THAT the Consent Calendar be received.
Carried Unanimously

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.

- Water Meter Open House, November 18, 2013 from 5 to 7 p.m.
- Village Hall Meeting, November 18, 2013 at 7 p.m.
- Committee of the Whole for the second draft of the official community plan, November 27, 2013 at 5:30 p.m.

11. Question Period

Questions and comments were received on street parking in front of the post office and the grant-in-aid program.

12. Closed Portion

Motion 13-556
Kishi/Sproule
THAT pursuant to Section 90 (1) 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 interest of the municipality.
Carried Unanimously

13. Adjournment

The meeting was adjourned at 8:39 p.m.

Certified Correct:

_____ _____

Mayor Corporate Officer

Item 5.1

COMOX VALLEY CRIME STOPPERS

Cumberland Village Council
2673 Dunsmuir Avenue
P.O. Box 340
Cumberland, B.C. V0R 1S0

RECEIVED
NOV 14 2013
Mayor/cAO/cR
Agenda

November 12, 2013

File No. 0230-20

Dear Mayor & Councillors:

The Comox Valley Crime Stoppers program is a board run non-profit society formed in 1989. Since then it has partnered with the local media and police to combat criminal activity in the Comox Valley. Tips received by the Crime Stoppers program can contribute significantly to the success of police investigations. Crime Stoppers is a proven program with the full support of the RCMP.

Comox Valley Crime Stoppers has never received financial support from the regional district or the municipalities. Other Crime Stoppers programs in the province do receive substantial support from their regional districts and municipalities and some of those are listed on one of the attached schedules. Until recently our program received funding from the gaming branch of the provincial government but that ended in 2010. We do have some other sources of funding but they do not nearly cover our costs. Our program does not have any paid employees, our board carefully scrutinizes all expenses and, you will note, our expenditures are modest compared to what we achieve. We are now appealing to you and other local governments for funding assistance so that we can continue our work to make our community a safer place in which to live. Whatever funding help you can give us would be a great encouragement to our board of directors.

Should you require any further information please do not hesitate to contact me or any of the other board members. I can contacted at (250)339-7828 or hil@shaw.ca.

Stuart Hartman
President

Tom Gray
Vice President

Grant Lawrence
Treasurer

Susan Granberg
Secretary

Purposes of the Comox Valley Crimestoppers Society

1. To provide support to the local R.C.M.P. detachment in their efforts to prevent and solve crimes by advertising campaigns and the offering of rewards.

2. To encourage the public to volunteer information that might assist in solving crimes.

3. To heighten public awareness of the level and nature of criminal activity in the community.

COMOX VALLEY CRIME STOPPERS

Financial Report for the period September 1, 2012 TO August 31, 2013

INCOME:

Memberships	$ 115.00
Fundraising	929.50
Web Advertising	0.00
Donations	250.00
Ministry of Justice Grant	5,000.00
TOTAL	$ 6,294.50

EXPENSES:

Accounting	$ 756.00
Advertising & Promotion	770.56
Awards	750.00
Bank Charges	24.00
Conventions & Seminars	750,75
Fundraising Costs	0.00
Liability Insurance	560.00
Legal	25.00
Membership Fees, Etc.	550.00
Mountie Camp	1,000.00
Office & Administration	425.36
Rent/Storage	1,560.52
Tipsoft	1,274.70
Van Insurance	1,312.00
Miscellaneous	50.00
TOTAL	$ 9.808.89
Deficit for the Period	($ 3,514.39)

COMOX VALLEY CRIMESTOPPERS SOCIETY
Operating Budget for 2013/14

REVENUE	
Memberships	$ 200.00
Fundraising/Donations	2,000.00
Web Advertising	1,000.00
Breakfast With Santa	900.00
Other	
Total	$ 4,100.00
EXPENSES	
Accounting	$ 750.00
Advertising	3,000.00
Awards	2,500.00
Bank Charges	50.00
Computer Equip/Software	1000.00
Conv/Seminars	1,500.00
Fundraising	300.00
Insurance - Van	1,350.00
Insurance - Liability	600.00
Legal Fees	25.00
Memberships/Dues	550.00
Office & Administration	400.00
Storage Rental	1,800.00
Tipsoft	1,300.00
Website	100.00
Total	$ 15,225.00
Projected Deficit For TheYear	-$ 11,125.00

Government Funding For Crime Stoppers Organizations

Other provincial crime stopper organizations that are known to be receiving municipal and/or regional district funding include:

- Greater Victoria Crime Stoppers has had two police officers acting as co-ordinators paid for by the City of Victoria with a small contribution from Oak Bay for a total cost of approximately $180,000. That is being changed to two civilian co-ordinators paid for on a proportionate basis by the municipalities in the greater Victoria area.

- Campbell River Crime Stoppers has a civilian co-ordinator for 30 hours per week paid for by the municipality of Campbell River. They also cover the northern part of the island and plan to approach other municipalities for funding assistance.

- Kamloops District Crime Stoppers receives $99,000 from the municipality and $20,000 from the regional district.

- South Okanagan Similkameen have a full time co-ordinator paid for by the regional district and also receives money from the City of Penticton.

And North Okanagan/Shuswap Crime Stoppers is in the process of applying to all ten local governments in their area for funding assistance.

Thank you for the privilege of permitting us to make this presentation to you today. We should be reporting to you periodically because we are a community resource, a very important factor in making the Comox Valley a safe place in which to live. The Comox Valley Crime Stoppers organization has been in existence for 25 years. During that time our tips line has received thousands of tips and many of those tips have been used to bring criminals to justice. Hundreds of thousands of dollars of stolen property has been recovered and over 18 million dollars of narcotics have been seized. The Crime Stoppers brand is one of the most recognized brands in the province. But we aren't just a tips line, our website is very popular, the most wanted pictures that appear regularly in both local newspapers are highly effective in locating fugitives, and, from time to time, we run advertising campaigns that target specific offences or types of offences. While we still get most of our tips by phone, more and more are coming by way of our website or texting. The next step for us will have to be a social networking presence.

Our board of directors has 11 members at present and all of them have had to pass criminal record checks. Anonymity and confidentiality are essential to our success.

For many years our organization received an annual grant from the gaming branch of the provincial government. But the last such grant in the amount of $17,000 was received in 2010. Since then we have been without any significant funding source and, as a small board, it is difficult for us to raise funds. One community event that does provide us with some revenue is our annual Breakfast With Santa at the Courtenay Legion. It's very popular, family friendly, and this year it's on November 23rd starting at 8:00 a.m.

Of the numerous provincial crime stopper organizations that I have talked to recently, the only one that receives provincial funding on a regular basis is Greater Vancouver Crime Stoppers which receives money under a regional program. But Vancouver Crime Stoppers also has other funding sources including per capita grants from each of the municipalities it serves. Province wide more and more crime stoppers organizations are receiving a significant portion of their funding needs from local governments.

RECEIVED
NOV 14 2013
Mayor/CAO/CR
Agenda

File No. 0230-20

Without much revenue coming in we have had to cut our expenses wherever possible. Unfortunately, one of the easiest areas to cut has been our advertising spending and, I suspect, that has had an adverse effect on the number of tips we are receiving. Fortunately, earlier this year, we received a one-time grant from the civil forfeiture branch of the provincial Ministry of Justice for what we call the "School and Community Engagement Plan". This allows us to develop a series of posters, pamphlets and other messages to encourage young people that they can make a difference towards a safer and fairer society. And that Crime Stoppers can be one of the tools they can use when necessary.

We do get a lot of tips, well over 200 in 2012. Not all tips are useful but many of them are and some are exceptional. Because of confidentiality requirements I can't tell you too much about them but Tom Gray, our vice chair, has given me a few things to mention. A lot of tips do relate to the production of narcotics and drug trafficking and many of those tips greatly assist the drug section. In 2012 we had 12 grow op tips. This year we received a tip that was very informative and resulted in the arrest of a major drug trafficker in Cumberland. A lot of tips are about people featured in our most wanted pictures and are very effective in capturing them. Some of these people are frequent offenders who need to be either in jail or under close scrutiny. But we also get tips on just about any type of crime you can imagine ranging from mischief to arson, sexual assault, armed robbery, even murder. Crime Stoppers stresses that if you see someone driving impaired that you should call the police not the tips line. Nevertheless in the last year our tips line received information regarding two habitual impaired drivers that resulted in the prosecution and removal of those 2 dangerous drivers from our roads. A tip was received regarding a person with mental health issues who was in possession of a gun (the person was carrying it on their person and waving it around). As a result a search warrant was executed and the firearm was successfully recovered. A recent tip was about a recurring theft of fuel & tools from a facility owned by a public institution. There had been no prior knowledge of the thefts and once the public institution was notified they found that there had indeed been thefts and were able to take measures to prevent any further losses. Several tips were received regarding the identity of a suspect of the robbery at the 7/11 this year. These would have been crucial in solving the crime had the suspect not turned himself in.

Thank you again for letting us appear before you, we have heard that you don't give out grants in aid but we know that what we do is very important and hope you can find some way to support us.

And finally, I would like to thank the media, especially the two local papers. Their help is crucial to our success and we are grateful for it.

Item 6.1

COUNCIL REPORT

REPORT DATE: November 21, 2013
MEETING DATE: November 25, 2013

TO: Mayor and Councillors

FROM: Judith Walker, Senior Planner

SUBJECT: Cumberland Heritage Commission Terms of Reference

RECOMMENDATION

i) THAT Council adopt the Heritage Commission Terms of Reference Policy.

SUMMARY

Council has reactivated the Heritage Commission with the existing Cumberland Heritage Commission Bylaw (Village of Cumberland Bylaw No. 824, 2006). Prior to establishing the Commission, terms of reference are required to guide the membership in heritage activities. At a future Council meeting, a Council member, staff member and citizens will be appointed to the Heritage Commission.

BACKGROUND

By re-establishing a Cumberland Heritage Commission, Council can receive recommendations from a citizen's group on issues of importance to heritage conservation in the Village of Cumberland. The draft Official Community Plan (OCP) proposes stronger heritage regulation by the designation of a Heritage Conservation Area (HCA) in the downtown core. Permits for development in this area will be referred to the Cumberland Heritage Commission for review and comment. Input for other issues of heritage importance, such as the development of a Heritage Conservation Plan and Heritage Registry will be provided by the Commission.

FINANCIAL IMPLICATIONS

As outlined in the bylaw, Council will consider in its annual budget such sums as Council deems necessary to meet the expenses of the Commission.

STRATEGIC OBJECTIVE

Under *Comprehensive Community Planning: Goal P: Develop a heritage management plan.*

ATTACHMENTS

Village of Cumberland Heritage Commission Bylaw No. 824, 2006.

Village of Cumberland Heritage Commission Terms of Reference Policy

CONCURRENCE

Rachel Parker, Deputy Corporate Officer

OPTIONS

i) THAT Council adopt the Heritage Commission Terms of Reference Policy, or

ii) Any other action deemed appropriate by Council.

Respectfully submitted,

Judith Walker
Senior Planner

Sundance Topham
Chief Administrative Officer

THE CORPORATION OF THE VILLAGE OF CUMBERLAND

BYLAW NO. 824

A BYLAW TO ESTABLISH THE CUMBERLAND HERITAGE COMMISSION

WHEREAS, pursuant to Section 953 of the *Local Government Act*, Council may by bylaw establish a Community Heritage Commission;

THEREFORE BE IT RESOLVED that the council of the corporation of the Village of Cumberland, in open meeting assembled, hereby enacts as follows:

1. TITLE

This Bylaw may be cited for all purposes as Bylaw No. 824, being the "The Corporation of the Village of Cumberland Heritage Commission Bylaw No. 824, 2006".

2. INTERPRETATION

In this bylaw, "Commission" means the Cumberland Heritage Commission, and "Council" means the Council of the Corporation of the Village of Cumberland.

3. MEMBERSHIP

1. The Commission shall be comprised of not more than 12 members and may include one Councilor with the remaining members from the community at large, all of whom shall be appointed by resolution of Council.
2. Commission members shall be appointed by Council to a three year term, and may be re-appointed for further terms.
3. In the event of a vacancy occurring among the appointed members of the Commission, Council may appoint a new member to fill such vacancy for the unexpired portion of the term.
4. Any appointed member who is absent from three consecutive regularly scheduled meetings, without having provided a satisfactory reason to the Commission Chairperson, shall be deemed to have resigned from the Commission.
5. If a member of the Commission receives Council's permission for a leave of absence, Council shall then appoint a replacement member for the period of the approved absence. Such a leave of absence shall be for a time greater than two consecutive months but not exceeding 6 consecutive months in any given 12 month period.
6. An employee of the Village of Cumberland is not eligible to be a Commission member, but in the event that there is no Councilor on the Commission should attend Commission meetings in a resource capacity.
7. Members of the Commission shall serve without remuneration except for actual expenses incurred in the discharge of official Commission duties.

8. A Commission member may be removed by a two-thirds (2/3) vote of Council.

4. CHAIRPERSON

1. The Commission Chairperson shall be selected by the Commission from the members.

1.1 The chairperson may not be a member of Council. *(Bylaw 964)*

2. If the chairperson is absent from any meeting of the Commission, the members present shall elect one of their number to serve as Acting Chairperson and the member so elected shall preside at such meeting.

5. VOTING

1. Fifty percent of the appointed members of the Commission shall constitute a quorum.

2. All members of the commission may vote on all questions.

3. All matters brought before the Commission shall be decided by a majority vote of the members present.

6. PROCEDURE

1. The Chairperson shall cause minutes of all meetings and proceedings of the Commission to be recorded and shall forthwith after the adoption by the Commission of such minutes sign and deliver the same to the Village Chief Administrative Officer.

2. Save with respect to matters expressly dealt with or provided for in this bylaw, the rules governing proceedings of the Commission shall be those governing proceedings of Council, insofar as the said rules may apply.

3. The Commission shall meet at least 10 times in a calendar year on a regularly scheduled day. Meetings may be cancelled due to insufficient agenda items, at the call of the Chairperson, provided that at least 24 hours notice of such cancellation is given to all the members. *(Bylaw 964)*

4. Notwithstanding Section 6(3), special meetings of the Commission may be held at the call of the Chairperson, provided that at least 24 hours notice of such a meeting is given to all the members. Special meetings may only be held without 24 hours notice if this requirement is waived by unanimous vote of all Commission members at such a meeting.

5. All meetings of the Commission shall be held in open session. When deemed advisable by the Chairperson to hold an in-camera meeting, such a meeting shall be held if approved by a two-thirds (2/3) majority vote of the Commission members present. In-camera meetings may only be held to discuss legal, land acquisition or personnel issues, or if otherwise advised by Council.

6. No act or proceeding of the Commission or its members shall be considered valid unless authorized by resolution at a regular or special meeting of the Commission.

7. BUDGET

Council shall include in its annual budget such sums as Council deems necessary to meet the expenses of the Commission.

8. MANDATE

It shall be the duty of the Commission to:

1. advise Council on matters referred to it by Council;
2. advise Council on any matter falling within the scope of Part 27 of the *Local Government Act* in respect of, but not limited to:
   i) the heritage designation of buildings, structures, land, landmark features and objects; and
   ii) the preservation, alteration, renovation, restoration or demolition of heritage buildings, structures or land;
3. undertake and support activities of a heritage nature, including fundraising, education, heritage research, and the organization of or participation in heritage events, provided Council has first authorized any such activities of the Commission;
4. ensure the development of a management plan for Cumberland's heritage resources, to be submitted to Council for its approval; and
5. submit to Council for its approval on an annual basis a work program report which summarizes the activities of the Commission in the year past and outlines the work priorities proposed for the upcoming year.

9. REPEAL

Bylaw No. 758, being the "The Corporation of the Village of Cumberland Heritage Commission Bylaw, 2002" and all amendments thereto are hereby repealed upon adoption of this bylaw.

READ A FIRST TIME THIS	**6th**	**DAY OF**	**MARCH,**	**2006.**
READ A SECOND TIME THIS	**6th**	**DAY OF**	**MARCH,**	**2006**
READ A THIRD TIME THIS	**6th**	**DAY OF**	**MARCH,**	**2006.**
RECONSIDERED, FINALLY PASSED AND ADOPTED, THIS	**20th**	**DAY OF**	**MARCH,**	**2006.**

Mayor

Manager, Corporate Administration

Not the Official Bylaw

Consolidated for Convenience
Jun 18 2012

COUNCIL POLICY

Title: Heritage Commission Terms of Reference Authority: Adopted Date: Amended Date:	No. 1.6 Section: Administration Motion No.

Policy Statement

The Village of Cumberland Heritage Commission is a volunteer advisory group that assists and makes recommendations to Council regarding issues associated with the protection and conservation of heritage buildings, sites and landscapes within the Village of Cumberland.

Purpose

The purpose of this policy is to provide direction to the Heritage Commission and to set out Council's expectations for its tasks and duties further to the mandate set out in the Heritage Commission Bylaw. This bylaw also sets out procedures for membership, selection of the chair, voting rules, Commission procedures, and budget. The Heritage Commission is further bound by the rules set out in the Council Procedure Bylaw and BC *Community Charter* in regards to meeting procedure and open meeting rules.

Policy

1. Membership

The Commission membership should broadly represent the various interests of the community, including but not limited to heritage conservation, history, business, development, environment, tourism, architecture, and design.

2. Scope Of Work

The Commission's work will be guided by Cumberland's official community plan, policies and other bylaws. The Commission must also use the BC Heritage Branch, *Heritage Conservation: A Community Guide* as a guideline and resource for its work.

The Commission is tasked with the following:

a) working with Village staff and consultants in the development of a heritage management plan for Council's consideration. This plan will identify the goals and objectives for the conservation of the community's heritage resources (as per Heritage Commission bylaw);

b) working with Village staff and consultants in developing a heritage registry for Council's consideration;

c) advising Council on matters referred to it by Council (as per Heritage Commission bylaw);

d) reviewing and making recommendations on development applications within any Heritage Conservation Area (HCA) or Heritage Revitalization Development Permit Areas through a referral form provided by Village staff;

e) to make recommendations to Council respecting applications for the heritage designation of buildings, structures, and landscapes; and the demolition, preservation, alteration, or renovation of heritage designated buildings, structures and landscapes; or review of potential heritage designation as directed by Council (as per Heritage Commission bylaw);

f) undertake and support activities of a heritage nature, including fundraising, education, heritage research, and the organization of or participation in heritage events, provided Council has first authorized any such activities of the Commission (as per Heritage Commission bylaw);

g) submit to Council for its approval on an annual basis a work program report which summarizes the activities of the Commission in the year past and outlines the work priorities proposed for the upcoming year (as per Heritage Commission bylaw).

3. Reporting

a) The Commission reports to the Council typically through the following:
   - recommendations in its minutes, and
   - recommendations included in staff reports.

b) In November of each year, the Commission must submit to the corporate officer for Council's approval a schedule of monthly meetings for the following year to be held on a regularly scheduled day.

c) The secretary of the Commission must provide to the corporate officer
   - a copy of draft minutes for receipt by the Council within one week of a Commission meeting
   - adopted meeting minutes signed by the Commission chair for certification by the corporate officer.

d) The senior planner will work with the Commission in a supporting and advisory role.

Item 6.2

COUNCIL REPORT

REPORT DATE: November 21, 2013
MEETING DATE: November 25, 2013

TO: Mayor and Council

FROM: Rob Crisfield, Manager of Operations

SUBJECT: Multi Materials BC Contract Offer – Update

RECOMMENDATION

THAT Council receives the Multi Materials BC Contract Offer – Update report;

AND THAT Council direct staff on how they wish to proceed with Multi Materials BC Incentive Offer.

SUMMARY

Following a report submitted to Council on November 12th with a contract offer from MMBC and a subsequent Council resolution to decline the offer and go back to Multi Materials BC (MMBC) to see if there is an appetite for changes to these contracts, staff have communicated with MMBC and have prepared this brief Council report as a follow up. Municipalities have been asked to respond back to MMBC by November 30th with their intentions on participation in the MMBC incentive offer program.

BACKGROUND

Staff spoke with the Managing Director of MMBC on November 20th about the possibility of changes to the contract language contained in the Statement of Works and Master Services Agreement. The response was that while they would be willing to look at changes to language around insurance coverage, they would not consider any other changes at this time. They did however indicate that there may be a second opportunity to participate in the program in the spring of 2015. This would provide some municipalities more time to consider the incentive offer, but will still require a final decision to be made by the middle of 2014. Council could consider responding back to MMBC that they wish to have more time to consider the incentive offer and at this will continue to collect packaging and paper products (recycling materials) under the current collection program.

FINANCIAL IMPLICATIONS

Refer to the November 12th Council report for financial implications.

STRATEGIC OBJECTIVE

None

ATTACHMENTS

None

CONCURRENCE

Michelle Mason, Chief Financial Officer

OPTIONS

1. Accept the incentive offer by executing the 'Statement of Works for Collection of Services Provided by Local Government' and 'Master Services Agreement' documents.
2. Respond to MMBC that we wish to have more time to consider the incentive offer and will continue to collect recycling ourselves.
3. Opt out of the MMBC incentive offer and continue to collect residential curbside recycling on our own.
4. Pass on the responsibility of collecting residential curbside recycling to MMBC.
5. Any other action deemed appropriate by Council.

Respectfully submitted,

Rob Crisfield
Manager of Operations
Village of Cumberland

Sundance Topham
Chief Administrative Officer

Item 6.3

COUNCIL REPORT

REPORT DATE: November 19, 2013
MEETING DATE: November 25, 2013

TO: Mayor and Councillors or manager name and title

FROM: Michelle Mason, Financial Officer

SUBJECT: Municipal Auditor Appointment for the 2013 Year-end

RECOMMENDATION

THAT Council receive the Municipal Auditor Appointment for the 2013 Year-end report.

AND THAT Council appoints the audit firm of MNP (Meyers Norris Penny) for the 2013 financial year.

SUMMARY

The Village of Cumberland needs to appoint a municipal auditor annually and appointment for the 2013 year-end is needed.

BACKGROUND

Pursuant to Section 169 of the Community Charter, Council is required to appoint a Municipal auditor. For continuity and given the experience of MNP (Meyers Norris Penny) with public sector, and specifically with local government accounting, Staff recommends that they be appointed as auditors for the Village for the 2013 financial year. Staff plans to schedule the year-end audit for the second week in February 2014 again.

FINANCIAL IMPLICATIONS

The 2012 audit and corporate tax return costs, after the efficiency reduction, were $28,225. MNP expects these efficiencies to continue for the 2013 audit so the 2013 year-end costs should be $27,700.

STRATEGIC OBJECTIVE

None.

ATTACHMENTS

None.

CONCURRENCE

None.

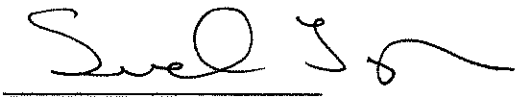
OPTIONS

1. Receive this report for information and appoint Meyers Norris Penny as the municipal auditors for the 2013 year-end.

2. Any other action deemed appropriate by Council.

Respectfully submitted,

Michelle Mason
Financial Officer



Sundance Topham
Chief Administrative Officer

Council Motions - Outstanding Action Items

November 21, 2013

Please note: In-camera action items and motions from minutes yet to be approved by Council are not included

#	RESOLUTION	STAFF	STATUS
12.20	THAT the Village of Cumberland Purchase of Goods and Services Policy be reviewed by staff and that a new Purchase of Goods and Services Policy be brought to Council for consideration.	Michelle & Rachel	In Process
12.64	THAT Council approve the expenditure of up to $22,000 for the installation of a bus shelter and waste receptacles on Dunsmuir Avenue.	Judy	Bus shelter location TBD
12.67	THAT the Village of Cumberland explore the pros and cons of establishing other park operating models for the Lake Park, such as creating Corporations within Corporations, during the time frame of the current agreement, January 20th, 2012 to December 31st, 2014.	Kevin	Spring 2014
12.111	THAT staff review Development Cost Charge Bylaw No. 934 in 2012 and include Commercial Development Cost Charge fees as a major amendment to the Bylaw, and that as part of the review staff ensure that the Bylaw receives more than the required public consultation as part of the process.	Rob	Fall 2013
March 12, 2012			
12.186	THAT Advisory Planning Commission be formed	Judy	May 2014
March 26, 2012			
12.218	THAT Staff re-establish the Cumberland Liquid Waste Management Public Advisory Committee and as part of the process confirm the existing members and determine whether additional members are needed, and upon reestablishment of the Public Advisory Committee that the Public Advisory Committee review the March 20th, 2012 Liquid Waste Management Plan Status Update report prepared by Bob Hoffstrom, P.Eng., Village Engineer & Dan Hooper, P.Eng., McElhanney Consulting and report back to the Steering Committee.	Sundance Rob	Deferred
12.226	THAT staff research and report back to Council on the possibility of parking fees at Cumberland Lake Park and Cumberland Recreation Institute.	Rob	Winter 2014
April 10, 2012			
12.281	THAT Council request staff to get more clarification regarding Coal Valley Estates' responsibility in regards to the runoff from their proposed development adjacent to Camp Road in relation to the Official Community Plan section that states development needs to keep 90 per cent of rain on their development properties.	Rob	To be considered at Subdivision

Item 6.4

April 23, 2012

12.291	THAT the Council of the Corporation of the Village of Cumberland: Agrees to participate in the current CVRD funding application for the proposed south regional sewage treatment system and authorizes staff to finalize the details of such application; and Directs that such participation in the south regional sewage treatment system is conditional upon the finalized and approved LWMP Stage 2 Supplemental Report supporting the selection of the south regional sewage treatment system as Cumberland's preferred long range strategy for sewage treatment and disposal, and is further conditional upon addressing financing and governance issues to the satisfaction of Cumberland.	Sundance Rob	In Process

May 14, 2012

12.335	THAT Council direct staff to put back up the *no motorized vehicles* signage in Coal Creek Historic Park and THAT Council direct staff to research costs to erect other signage reflecting park rules and regulations, including *no camping* signage	Kevin M.	Winter 2014

June 11, 2012

12.406	THAT Council refer the correspondence from Meaghan Cursons, Executive Director, Cumberland Museum and Archives re: Initiatives related to the space outside the Museum facility to staff.	Rob	Winter 2014

June 25, 2012

12.449	THAT Council forward the May 31st, 2012 correspondence from Imogene Lim, Vancouver Island University re: Parks Canada, Commemorations (current & future) to the Heritage Commission.	Rachel	Spring 2014
12.458	THAT Council direct staff to prepare a report on block party policies for consideration by Council.	Rachel	Spring 2014

July 9, 2012

12.509	THAT Council direct staff to prepare a report on the economic development potential of the industrial lands and schedule a Committee of the Whole meeting in the fall of 2012.	Sundance	Winter 2014
12.512	THAT Council move forward on the tree bylaw and direct staff to revise the bylaw to apply it to all lands in Cumberland, reduce the fees, and address the significant tree list.	Judy	In Process

July 23, 2012

12.536	THAT Council directs staff to incorporate recommendations from the Active Transportation Consultant meeting notes dated July 4, 2012 in drafting the active transportation plan for the Village.	Rob	Winter 2014

August 13, 2012

12.560	THAT Council direct staff to conduct further research to more fully address how the Village could provide funding to acquire, maintain and upgrade municipal parking areas.	Jo	Winter 2014

September 10, 2012

12.581	THAT Council direct staff to provide a report on the concept of green burials at the Cumberland Cemetery.	Rachel	Winter 2014 Master Plan

October 9, 2012

12-631	THAT Council direct staff to proceed to retain, fence and sign the No. 5 fan house.	Judy	Fall 2013

November 13, 2012

12.689	THAT Council defer consideration of the re-establishment of the Cumberland Liquid Waste Management Plan Public Advisory Committee until it is determined whether the South Regional Sewage Collection, Treatment & Discharge Project, 2012 Application under the "Gas Tax Agreement's General Strategic Priorities Fund (GSPF) and Innovations Fund (IF) has been successful.	Sundance Rob	Deferred

December 10, 2012

12-750	THAT Council direct staff to develop a Village policy, along with an accompanying fee schedule, including a lease, for any gardens created by the public on Village-owned lands, based on the Community Gardens Report.	Judy	In Process

February 12, 2013

13.62	THAT Council approve the proposed parks and recreation facility user fees in principle and direct staff to prepare amendments to the applicable bylaws;	Rachel	Winter 2014

April 8th, 2013

13.174	THAT Council direct staff to move toward the elimination of the sale of single-use bottled water in any Village owned or administered concessions, vending machines or public facilities where access to municipal tap water exists.	Rob	In Process

April 22nd, 2013

13.213	THAT Council direct staff to develop a traffic regulations and traffic calming information flyer to be posted on the website and distributed to all mail boxes, and that the Village not proceed with the printing and distribution of signs due to lack of budget.	Rob	In Process
13.227	THAT Council direct staff to draft a policy for Council's consideration on the investment of preferred local carbon offset projects.	Sundance	In Process

May 13, 2013

13.254	THAT Council direct staff to delay the establishment of the Parks and Cemeteries Select committee and review the concept of the committee in spring 2014.	Kevin M.	Spring 2014
13.264	THAT Council direct staff to wait for the completion of the Official Community Plan review and revision process before moving forward on considering amendments to the regulation of backyard chickens.	Sundance	Summer 2014

May 27, 2013

13.287	THAT Council adopt the Maple Lake Fundraising Policy and direct staff to advertise for volunteers to the committee.	Rachel Michelle	In Process

June 10 2013

13.308	THAT Council grant the Development Permit (File 2013-01-DP) for property legally described as Lot 1, Section 25, Township 10, Comox District, Plan 35738 (4640 Cumberland Road) for the purposes of construction of a building containing 6 light industrial rental units and a handicap accessible washroom addition to the existing ATCO trailer. The development will be substantially in the form of the Development Permit presented; THAT Council recommends that if, at the time of building permit, Development Cost Charges are paid partially, that the owner (at the time of Building Permit) register on title, a covenant which outlines what has been paid and what will be required to be paid in the future; and THAT Council direct staff to initiate the discharge of the notation on the title of the subject property of two abandoned Development Permits being documents numbered EK72715 (1996) and EP69988 (2006).	Joanne	In Process

August 12, 2013

13.406	THAT Council direct staff to bring forward an amendment to the 2013-2017 Financial Plan Bylaw to provide for no more than $5000 from water general revenue for a water use reduction program in spring 2014.	Rachel Michelle	Winter 2014
13.408	THAT Council direct staff to bring forward an amendment to the adopted 2013-2017 Financial Plan Bylaw to include additional revenue to be allocated to enable infrastructure improvements in Village Park in 2013 as follows: a. Revenue of $82,500 from Carlisle Lane Amenity funding; b. Revenue of $4,969 in unspent funds from the Village Park wind damage insurance claim; c. Allocation of $1,670 in Development Cost Charges, and;	Michelle	Fall 2013

	Revenue of a $60,000 donation from Cumberland Rotary		
13.411	THAT Council approve the expenditure of up to $150,000 for the geotechnical survey for the landfill corridor to be funded from Comox Valley Waste Management Centre corridor upgrade funds and that staff bring forward an amendment to the adopted 2013 to 2017 financial Plan Bylaw for the $150,000 approved expenditure.	Rob Michelle	Fall 2013 Nov 2013
13.412	THAT Council allocate $150,000 from 2013 host community funds and the approximately $20,000 from the Recreation Society donation towards the skatepark project and direct staff to bring forward an update on the skatepark project in fall 2013.	Kevin M Michelle	Fall 2013 Nov 2013
13.413	THAT Council allocate $250,000 from amenity funds to the new fire hall land and building reserve.	Michelle Mike	Nov 2013
13.414	THAT Council allocate $10,000 for street signage from the downtown enhancement funds.	Michelle Rob	Nov 2013

September 9, 2013

13.438	THAT Council direct staff to proceed with the Third Street project optional work of road reconstruction and paving of Third Street from Penrith Avenue to the lane north and to use $30, 450 from tax surplus from BC Assessment reporting error and $14,550 from the 2012 annual general surplus to fund this work.	Rob Michelle	Oct 2013 Nov 2013
13.440	THAT Council direct staff to bring forward a fire service and regulation bylaw establishing assessment and initial attack fire suppression for forested land, and partial fire suppression for high hazard industrial lands and to consult with property owners regarding this proposed policy.	Mike Rachel	Fall 2013
13.442	THAT Council proceed with the incentive officer for residential curbside collection with Multi Material BC with the understanding that the negotiated agreement will come before Council for approval.	Rob	In Process

September 23, 2013

13.459	THAT Council direct staff to reallocate the $2,270 in budget for the Cumberland Community Forest Maintenance Plan- Invasive Plant Education and Treatment, to a Village-Wide Invasive Plant Treatment and Education program targeting Knotweed species.	Michelle Kevin M	Nov 2013 Fall 2013
13.465	THAT Council defer consideration of the BC Hydro distribution equipment painting project until the BC Hydro distribution equipment painting guidelines are completed and that Council consult with the community on BC Hydro pole and box painting.	Rachel	In Process

13.475	THAT Council grant the Remembrance Day Parade and Service request from The Royal Canadian Legion, Branch #28 to establish October 25th, 2013 as Tag Day for the Poppy campaign; to close Dunsmuir Avenue from Third Street to Fifth Street on November 11th, 2013 from 10:30 to 11:30am for the parade; to use the CRI Hall in the case of inclement weather on November 11th, 2013 and to approve the flyby on November 11th 2013 at 11:00am as low as 500 feet.	Rachel	Complete
13.477	THAT Council concur with the nomination process for local government vacancies to the Comox Valley Airport Commission, but not agree to the accelerated nomination process.	Rachel	Complete
13.479	THAT Council approve the closure of Dunsmuir Avenue from Sutton Road to Seventh Street on December 1st, 2013 from 5:30 to 9:30pm for the Big Truck parade provided that there are through traffic opportunities.	Rachel	Complete
13.481	THAT Council direct staff to bring back the Development Permit (File 2013-03-DP First National Credit Union Incorporated) for property legally described as Lot 12, Block 7, District Lot 21, Nelson District, Plan 522 (2713 Dunsmuir Avenue) to include the requirement for the right-of-way, address the design of the awning, and not include the back lit sign on the side of the building.	Joanne	In Process
13.485	THAT Council approve the additional expenditure of up to $15,000 from Community Works Funds for the completion of the Official Community Plan Review and Revision; and THAT Council direct staff to bring forward the appropriate amendments to the 2013-2017 Financial Plan Bylaw.	Sundance Michelle	Nov 2013
13.487	THAT Council approve in principal the Inter-Community Business Licence program; and THAT Council direct staff, upon approval in principal by the City of Courtenay and Town of Comox, to commence the statutory notification process for changes to business regulations and to prepare the appropriate inter-community business licence bylaw for Council's consideration.	Rachel	Nov 2013
13.489	THAT Council approves the award of the Cumberland & Bevan Roads Geotechnical Investigation work to Levelton Consultants Limited for a cost excluding taxes of $29,800.	Rob	Complete
13.491	THAT Council approves the purchase of a new Elgin 'Cross Wind' model Street Sweeper from Vimar Equipment limited for a total price of $212,293.20.	Rob	Complete

13-507	THAT Council agree to the proposal that BC Hydro replace drop lens lights with flat lens lights when lights require replacement due to luminaire failure by authorizing staff to sign a copy of the letter from BC Hydro	Rachel	In Process
13-509	THAT Council enter into the Memorandum of Understanding agreement with the Cumberland Community Schools Society for the purposes of clarifying the roles of each party in the skateboard park project and to authorize the Mayor and Chief Administrative Officer to execute the agreement.	Kevin Mc	In Process
13-510	THAT Council approve a Grant in Aid to the Cumberland Community Schools Society for the purpose of covering fees when hosting skateboard park fundraising events using Village parks and facilities.	Kevin Mc Michelle	In Process
13-511	THAT Council approve the installation of a "Future home of Cumberland Skateboard Park" sign at Village Park to assist in fundraising efforts	Kevin Mc	In Process
13-512	THAT Council direct staff to bring forward a report with more information on the proposed temporary skateboard park facility in the existing Village Park basketball court.	Kevin Mc	In Process
13-514	THAT Council direct staff to bring forward a report with further information on locations and costs for an entrance sign that focuses on drawing drivers to Cumberland from Highway 19.	Judy	In Process
13-516	THAT Council write a letter of support for the Cumberland and District Historical Society to attach to funding grant applications for improvements to the Cumberland Museum and Archives.	Judy	In Process
13-518	THAT Council schedule Committee of the Whole meetings on November 27, 2013 at 5:30 p.m. and on December 2, 2013 at 5:30 p.m.	Rachel	In Process
13-520	THAT Council direct staff to carry forward the Second Street/Allen Avenue water main upgrade project and the lane north of Maryport Avenue sewer project into the 2014 budget.	Michelle Rachel	In Process
13-525	THAT Council amend The Corporation of the Village of Cumberland Development Cost Charges Amendment Bylaw No. 987, 2013 by adding definitions for residential low density, residential medium density, and residential high density, and to replace Schedule A; and THAT Council give The Corporation of the Village of Cumberland Development Cost Charges Amendment Bylaw No. 987, 2013 third reading as amended.	Rachel	In Process

Item 6.5

The Corporation of the Village of Cumberland
Electronic Funds and Cheque Register
From October 1, 2013 to October 31, 2013

Document Date	Vendor Name	Document Number	Document Amount
10/4/2013	596396 BC Ltd.	032455	$750.00
10/4/2013	ABC Printing	032456	$88.48
10/4/2013	Acklands-Grainger Inc.	032457	$333.92
10/4/2013	Alsco Nanaimo	032458	$106.78
10/4/2013	Associated Fire & Safety	032459	$5,645.47
10/4/2013	Bailey Brian	032460	$39.00
10/4/2013	Baird, Leslie	032461	$127.00
10/4/2013	Bossom, Michael	032462	$72.32
10/4/2013	Chung, Kathryn	032463	$175.00
10/4/2013	Cintas	032464	$306.93
10/4/2013	Comox Firefighters Association	032465	$3,475.00
10/4/2013	Cousens Michelle	032466	$58.00
10/4/2013	Cumberland General Store	032467	$662.18
10/4/2013	Cupe Local 556	032468	$728.76
10/4/2013	Digital Communications Group Ltd	032469	$100.77
10/4/2013	E.B. Horsman & Son	032470	$330.02
10/4/2013	Echo, Comox Valley	032471	$76.99
10/4/2013	FASTENAL CANADA LTD.	032472	$237.54
10/4/2013	French, Jesse	032473	$70.21
10/4/2013	Greening, Kate	032474	$1,750.00
10/4/2013	Greyhound Courier Express	032475	$77.01
10/4/2013	Hartman Auto Supply 1996 Ltd.	032476	$112.86
10/4/2013	Damage Deposit Rec	032477	$250.00
10/4/2013	Hoerburger Land Surveyors	032478	$5,134.50
10/4/2013	Hryko, Sandra	032479	$26.17
10/4/2013	Hyland Precast Inc.	032480	$366.78
10/4/2013	Interprovincial Traffic Services	032481	$126.00
10/4/2013	Inter-Kraft Contracting Ltd	032482	$7,329.00
10/4/2013	Iron Mountain	032483	$52.54
10/4/2013	Jim & Don Investments Ltd.	032484	$215.94
10/4/2013	Journey Recycling	032485	$23.63
10/4/2013	McElhanney Consulting Services Ltd.	032487	$6,721.15
10/4/2013	Mind Over Mountain Event Co.	032488	$250.00
10/4/2013	Monk Office	032489	$1,323.90
10/4/2013	North Island Laboratories Ltd.	032490	$181.25
10/4/2013	No. Six Mine Heritage Park Committe	032491	$124.75
10/4/2013	OnDeck Systems Inc.	032492	$902.05
10/4/2013	Planet Clean	032493	$681.92

Document Date	Vendor Name	Document Number	Document Amount
10/4/2013	Price's Alarm Systems Ltd.	032494	$176.40
10/4/2013	Regional District,Comox Valley	032495	$750.50
10/4/2013	Revenue Services of British Columbia	032496	$2,535.00
10/4/2013	Robertson, Margaret	032497	$28.12
10/4/2013	Rocky Mountain Phoenix	032498	$184.42
10/4/2013	Roffey, Sheri	032499	$14.29
10/4/2013	Rotary Club of Cumberland Centennial	032500	$105.00
10/4/2013	Royal Canadian Legion, The	032501	$140.00
10/4/2013	Shaw Cablesystems G.P.	032502	$26.83
10/4/2013	Speedpro Signs Courtenay	032503	$33.55
10/4/2013	Sproule, Gwyn	032504	$25.00
10/4/2013	Sun Coast Waste Services	032505	$10,854.90
10/4/2013	Tayco Paving Company	032506	$1,672.41
10/4/2013	Telus Mobility	032507	$2,057.61
10/4/2013	Retro Grant Refund	032508	$693.00
10/4/2013	Tigertel Communications Inc	032509	$157.40
10/4/2013	Topham Sundance	032510	$438.00
10/4/2013	Tran Sign (1999) Ltd.	032511	$92.41
10/4/2013	Trans Canada Traffic Inc	032512	$4,167.10
10/4/2013	Van Houtte Coffee Services	032513	$117.87
10/4/2013	Walmart Stores Inc.	032514	$154.35
10/4/2013	Wandering Moose Cafe, The	032515	$57.30
10/4/2013	WESTVIEW FORD	032516	$22.68
10/4/2013	WorkSafeBC	032517	$6,984.62
10/4/2013	Chung, Kathryn	032518	$290.00
10/4/2013	Midland Tools	032519	$23.51
10/7/2013	Telus Communications	032520	$498.48
10/8/2013	Lee Mac Electric Ltd.	032486	$6,870.15
10/8/2013	Receiver General For Canada	CASH	$14,488.93
10/11/2013	Municipal Pension Plan	CASH	$8,544.93
10/11/2013	Baird, Laurie	032521	$18.75
10/11/2013	Benson Juliette	032522	$52.00
10/11/2013	Camp Melissa	032523	$131.75
10/11/2013	Gledhill Peter	032524	$93.50
10/11/2013	Hryko, Sandra	032525	$263.74
10/11/2013	Michelle Peters	032526	$155.00
10/11/2013	Powsey, Clive	032527	$52.00
10/11/2013	Purin, Paul	032528	$100.00
10/11/2013	Roffey, Sheri	032529	$203.66
10/11/2013	Vega Flory Francia	032530	$150.00
10/11/2013	Vranjes, David	032531	$147.50
10/11/2013	Wallace, Dylan	032532	$30.00
10/15/2013	ABC Printing	032533	$138.88
10/15/2013	Access Point Information Canada Ltd.	032534	$300.00

Document Date	Vendor Name	Document Number	Document Amount
10/15/2013	Alsco Nanaimo	032535	$128.37
10/15/2013	Bill Howich Chrysler Ltd.	032536	$1,775.09
10/15/2013	Damage Deposit Rec	032538	$250.00
10/15/2013	Coastal Mountain Fuels	032539	$1,514.23
10/15/2013	Corix Water Products Limited Partnership	032540	$2,357.40
10/15/2013	Building Deposit Refund	032541	$1,500.00
10/15/2013	Cumberland General Store	032542	$102.17
10/15/2013	Cumberland Museum & Archives	032543	$240.00
10/15/2013	E.B. Horsman & Son	032544	$38.19
10/15/2013	Echo, Comox Valley	032545	$169.79
10/15/2013	F.A.S. Delivery Ltd.	032546	$22.95
10/15/2013	Footprints Securtiy Patrol Inc.	032547	$210.89
10/15/2013	French, Jesse	032548	$69.83
10/15/2013	Gary Moser Consulting Inc	032549	$945.00
10/15/2013	Hydro & Power Authority, BC	032550	$5,280.80
10/15/2013	Hyland Precast Inc.	032551	$837.80
10/15/2013	Island Fire Protection	032552	$735.00
10/15/2013	Janssen, Wessel	032553	$28.00
10/15/2013	Jim & Don Investments Ltd.	032554	$219.35
10/15/2013	Kal Tire	032555	$483.75
10/15/2013	Lee Mac Electric Ltd.	032556	$157.50
10/15/2013	LexisNexis Canada Inc.	032557	$170.36
10/15/2013	Lordco Auto Parts	032558	$596.71
10/15/2013	Monk Office	032559	$698.48
10/15/2013	North Island Laboratories Ltd.	032560	$923.69
10/15/2013	Northern Ropes & Industrial Supply Ltd.	032561	$145.24
10/15/2013	OnDeck Systems Inc.	032562	$968.29
10/15/2013	Damage Deposit Rec	032563	$250.00
10/15/2013	Damage Deposit Rec	032564	$250.00
10/15/2013	Pioneer Communications Services	032565	$3,000.34
10/15/2013	Refrigeration & Air Conditioning Ltd., Comox	032566	$171.91
10/15/2013	Regional District,Comox Valley	032567	$127,031.71
10/15/2013	Regional Library, Vancouver Island	032568	$29,787.00
10/15/2013	River Meadow Nursery	032569	$1,090.60
10/15/2013	Robertson, Margaret	032570	$50.00
10/15/2013	Salter & Newell Commercial	032571	$134.40
10/15/2013	Sew What, I Sew	032572	$168.00
10/15/2013	Slegg Construction Materials Ltd./Slegg Lumb	032573	$850.04
10/15/2013	SPCA, Comox Valley	032574	$300.00
10/15/2013	Thrifty Foods	032575	$36.85
10/15/2013	Tran Sign (1999) Ltd.	032576	$29.26
10/15/2013	Windsor Plywood	032577	$78.22
10/15/2013	Konica Minolta	CASH	$1,000.59
10/16/2013	Bossom, Michael	032578	$79.63

Document Date	Vendor Name	Document Number	Document Amount
10/16/2013	Shaw Cablesystems G.P.	032579	$193.46
10/16/2013	Rogers Communications Inc.	032580	$114.65
10/17/2013	McElhanney Consulting Services Ltd.	032581	$568.31
10/17/2013	Receiver General/Installments	CASH	$3,658.45
10/18/2013	Municipal Pension Plan	00000000000011924	$8,271.73
10/21/2013	Stevens Jason	032582	$390.00
10/22/2013	Receiver General For Canada	CASH	$14,855.66
10/23/2013	Acklands-Grainger Inc.	032583	$31.34
10/23/2013	ALS Environmental	032584	$3,429.83
10/23/2013	Andrew Sheret Ltd.	032585	$73.92
10/23/2013	Baird, Laurie	032586	$75.00
10/23/2013	Benson Juliette	032587	$56.55
10/23/2013	BFI Canada - Comox	032588	$683.63
10/23/2013	Camp Melissa	032589	$68.00
10/23/2013	Registration Refund Rec	032590	$75.00
10/23/2013	Chung, Kathryn	032591	$515.00
10/23/2013	Cintas	032592	$225.66
10/23/2013	Cloverdale Paint Inc.	032593	$594.84
10/23/2013	Columbia Fuels	032594	$283.06
10/23/2013	Copeman Conner	032595	$1,617.84
10/23/2013	Corix Water Products Limited Partnership	032596	$3,701.60
10/23/2013	Cupe Local 556	032597	$1,486.46
10/23/2013	DeSouza Arnold LLP	032598	$246.40
10/23/2013	Dye & Durham Corporation	032599	$47.74
10/23/2013	E.B. Horsman & Son	032600	$783.06
10/23/2013	FASTENAL CANADA LTD.	032601	$35.11
10/23/2013	Fire Power Emergency Apparatus	032602	$2,676.80
10/23/2013	Footprints Securtiy Patrol Inc.	032603	$389.92
10/23/2013	Grant Land Surveying	032604	$1,260.00
10/23/2013	Greyhound Courier Express	032605	$62.72
10/23/2013	Grieve, Glen	032606	$1,212.50
10/23/2013	Hartman Auto Supply 1996 Ltd.	032607	$108.82
10/23/2013	Hitec Screen Printing / Brazen Sportswear	032608	$326.49
10/23/2013	Hyland Precast Inc.	032609	$2,307.67
10/23/2013	Imperial Welding Ltd.	032610	$4,471.57
10/23/2013	J.R. Edgett	032611	$527.63
10/23/2013	Justice Institute of British Columbia	032612	$707.50
10/23/2013	Kidde Canada Inc	032613	$490.14
10/23/2013	Land Title & Survey Authority of British Colun	032614	$72.60
10/23/2013	MAR'S RESTAURANT	032615	$95.64
10/23/2013	Mason, Michelle	032616	$484.95
10/23/2013	Midland Tools	032617	$73.37
10/23/2013	North Island Communications Inc.	032618	$189.28
10/23/2013	OnDeck Systems Inc.	032619	$43.68

Document Date	Vendor Name	Document Number	Document Amount
10/23/2013	Ono Trading Courtenay	032620	$388.95
10/23/2013	Pacific Blue Cross	032621	$3,546.45
10/23/2013	Palladian Developments	032622	$86,607.37
10/23/2013	Perry, Izabelle	032623	$120.25
10/23/2013	Michelle Peters	032624	$109.00
10/23/2013	Pilon Tool Rentals (1972) Ltd.	032625	$761.94
10/23/2013	Pine Environmental Services LLC	032626	$809.04
10/23/2013	Price's Alarm Systems Ltd.	032627	$126.00
10/23/2013	Price's Security Locksmiths	032628	$20.10
10/23/2013	Purin, Paul	032629	$100.00
10/23/2013	Record, Comox Valley	032630	$407.17
10/23/2013	Regional District,Comox Valley	032631	$5,207.25
10/23/2013	Roffey, Sheri	032632	$115.31
10/23/2013	Salter & Newell Commercial	032633	$89.60
10/23/2013	Comox Valley Schoolhouse Quilters	032634	$250.00
10/23/2013	Shields Ind Services (2004) Ltd.	032635	$241.92
10/23/2013	Softchoice Corporation	032636	$916.16
10/23/2013	Speedpro Signs Courtenay	032637	$27.95
10/23/2013	Stewart McDannold Stuart	032638	$163.49
10/23/2013	Sun Coast Waste Services	032639	$10,881.15
10/23/2013	Tigertel Communications Inc	032640	$211.58
10/23/2013	Van Houtte Coffee Services	032641	$262.80
10/23/2013	Vega Flory Francia	032642	$200.00
10/23/2013	Vranjes, David	032643	$140.00
10/23/2013	Wallace, Dylan	032644	$30.00
10/23/2013	Walmart Stores Inc.	032645	$23.02
10/23/2013	WesternOne Rentals & Sales	032646	$535.16
10/23/2013	Whyte James C.	032647	$77.70
10/23/2013	Williamson, Michael	032648	$128.00
10/23/2013	Wishbone Industries Limited	032649	$443.52
10/23/2013	Brenntag Canada Inc.	032650	$1,627.50
10/23/2013	Ingenious Software	032651	$1,382.06
10/23/2013	Lee Mac Electric Ltd.	032652	$764.62
10/23/2013	Monk Office	032653	$152.58
10/23/2013	North Island Laboratories Ltd.	032654	$171.15
10/28/2013	Municipal Finance Authority	00000000000012043	$11,003.77
10/29/2013	Mastercard, Credit Union	00000000000012042	$4,297.12
10/31/2013	Allen Teresa	032655	$111.50
10/31/2013	ALS Environmental	032656	$428.93
10/31/2013	Cintas	032657	$112.83
10/31/2013	Comox Pacific Express Ltd.	032658	$159.78
10/31/2013	Comox Firefighters Association	032659	$200.00
10/31/2013	Cumberland Mini Mart	032660	$6.99
10/31/2013	EBA Engineering Consultants Ltd.	032661	$704.03

Document Date	Vendor Name	Document Number	Document Amount
10/31/2013	FORTISBC-Natural Gas	032662	$1,254.77
10/31/2013	Greyhound Courier Express	032663	$26.29
10/31/2013	Hyland Precast Inc.	032664	$1,010.71
10/31/2013	Inland Storage Ltd.	032665	$585.90
10/31/2013	Justice Institute of British Columbia	032666	$50.00
10/31/2013	Life and Casualty Company, BC	032667	$2,138.16
10/31/2013	Mainroad Pavement Marking LP.	032668	$4,813.83
10/31/2013	McElhanney Consulting Services Ltd.	032669	$2,881.59
10/31/2013	Mumby's Tree Services Ltd.	032670	$220.50
10/31/2013	Nik's Concrete Finishing	032671	$5,953.50
10/31/2013	North Island Laboratories Ltd.	032672	$52.50
10/31/2013	Ocean Bay Developments	032673	$750.00
10/31/2013	One Call, BC	032674	$82.22
10/31/2013	Outlook Land Design Inc	032675	$1,582.35
10/31/2013	Michelle Peters	032676	$19.10
10/31/2013	Planet Clean	032677	$67.93
10/31/2013	Revenue Services of British Columbia	032678	$2,053.00
10/31/2013	Roffey, Sheri	032679	$8.15
10/31/2013	Shaw Cablesystems G.P.	032680	$108.59
10/31/2013	Strathcon Industries	032681	$5.43
10/31/2013	Topham Sundance	032682	$293.00
10/31/2013	Wandering Moose Cafe, The	032683	$190.00
10/31/2013	WesternOne Rentals & Sales	032684	$324.37
10/31/2013	Windley Stanley Craig	032685	$38.65
		Total	**$504,110.65**

COUNCIL REPORT

Item 7.1

REPORT DATE: November 19, 2013
MEETING DATE: November 25, 2013

TO: Mayor and Councillors

FROM: Michelle Mason, Financial Officer

SUBJECT: Water Rates Amendment Bylaw No. 992, 2013 and
Sanitary Sewer Rates Amendment Bylaw No. 993, 2013 and
Garbage Collection and Disposal and Rates Amendment Bylaw No. 996, 2013

RECOMMENDATION

THAT Council receive the Water Rates Amendment Bylaw No. 992, 2013 and Sanitary Sewer Rates Amendment Bylaw No. 993, 2013 and Collection and Disposal and Rates Amendment Bylaw No. 996, 2013 report for information;

AND THAT Council amend the Water Rates Amendment Bylaw No. 992, 2013 by adding a new section (b) as follows:

b) repealing subsection 3(3) and substituting the following

3) Effective January 1, 2014, invoicing for new connections will commence the month an occupancy permit has been issued and will be prorated for the duration of the remaining quarter.

AND THAT Council amend the Sanitary Sewer Rates Amendment Bylaw No. 993, 2013 by adding a new section (b) as follows:

b) repealing subsection 3(2) and substituting the following

2) Effective January 1, 2014, invoicing for new connections will commence the month an occupancy permit has been issued and will be prorated for the duration of the remaining quarter.

AND THAT Council give second and third reading of Water Rates Amendment Bylaw No. 992, 2013 and Sanitary Sewer Rates Amendment Bylaw No. 993, 2013 as amended;

AND THAT Council give first, second and third reading of the Garbage Collection and Disposal and Rates Amendment Bylaw No. 996, 2013.

SUMMARY

The *Water Rates Amendment Bylaw No. 992, 2013* and *Sanitary Sewer Rates Amendment Bylaw No. 993, 2013* and *Garbage Collection and Disposal and Rates Amendment Bylaw No. 996, 2013* are attached for Council's consideration. Both the water and sewer bylaws have been given

first reading but have further recommendations for amendments to the section for new service connections. The garbage collection and disposal bylaw needed amendments to allow for the quarterly billing but no increases have been made to the rates in schedule 'A' of the bylaw.

BACKGROUND

The Village needs to update its water and sewer rates bylaws for 2014. Due to the introduction of consumption based water billing in 2014, this process is different than usual. The Village will not implement consumption based water billing until the second quarter of 2014 and therefore, the water and sanitary sewer bylaws need to be amended for the 2014 flat rates by December 31, 2013. Once Council reviews the water consumption rates again in January of 2014, staff will prepare a water consumption rates bylaw which will repeal the water flat rates bylaw and the consumption based bylaw will need to be adopted by March 31, 2014 for second quarter billing. The 2014 sewer flat rates amendment bylaw will remain in effect for all of 2014 unless Council directs staff to change this. Due to the solid waste rate stabilization reserve, staff does not recommend a solid waste rate change in 2014; however, the bylaw needs to be amended to allow for the quarterly billing cycle.

Council gave first reading to The *Water Rates Amendment Bylaw No. 992, 2013* and *Sanitary Sewer Rates Amendment Bylaw No. 993, 2013* at the November 12, 2013 Council meeting. Amendments to these bylaws are recommended so that the section that regulates the invoicing for new connections can be modified to allow for the change to quarterly billing. This section used to say that the invoice will be prorated for the "duration of the remaining year" and staff changed this to read for the "duration of the remaining quarter". The section for new service connections in the *Corporation of the Village of Cumberland Garbage Collection and Disposal Regulations and Rates Bylaw No. 887, 2007* has words that said the Village will prorate the invoicing for new connections from the "date" of occupancy and staff has changed this to reflect current practice and to be consistent with the water and sewer rates bylaws to the "month" of occupancy. The *Garbage Collection and Disposal and Rates Amendment Bylaw No. 996, 2013* has changed all of the same sections as the water and sewer rates amendment bylaws to reflect the change to quarterly billing.

FINANCIAL IMPLICATIONS

Based on the option chosen by Council for the 2013 flat fees, the 2014 residential utility rate increases required is $15 for water and $4 for sewer respectively and the 2014 commercial water and sewer flat rates increase by 1%. There is no increase to the solid waste fees for 2014.

STRATEGIC OBJECTIVE

Utility rates provide a source of funding for the water, sewer and solid waste strategic objectives.

ATTACHMENTS

1. Water Rates Amendment Bylaw No. 992, 2013
2. Sanitary Sewer Rates Amendment Bylaw No. 993, 2013
3. Garbage Collection and Disposal and Rates Amendment Bylaw No. 996, 2013

CONCURRENCE
None.

OPTIONS

1. Council receive the Water Rates Amendment Bylaw No. 992, 2013 and Sanitary Sewer Rates Amendment Bylaw No. 993, 2013 and Collection and Disposal and Rates Amendment Bylaw No. 996, 2013 report for information.

2. Council amend the Water Rates Amendment Bylaw No. 992, 2013 by adding a new section (b) as follows:

   b) repealing subsection 3(3) and substituting the following

      3) Effective January 1, 2014, invoicing for new connections will commence the month an occupancy permit has been issued and will be prorated for the duration of the remaining quarter.

3. Council amend the Sanitary Sewer Rates Amendment Bylaw No. 993, 2013 by adding a new section (b) as follows:

   b) repealing subsection 3(2) and substituting the following

      2) Effective January 1, 2014, invoicing for new connections will commence the month an occupancy permit has been issued and will be prorated for the duration of the remaining quarter.

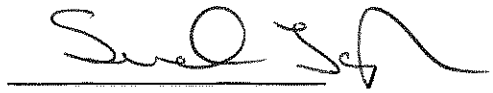
4. Council give second and third reading of Water Rates Amendment Bylaw No. 992, 2013 and Sanitary Sewer Rates Amendment Bylaw No. 993, 2013 as amended;

5. Council give first, second and third reading of the Garbage Collection and Disposal and Rates Amendment Bylaw No. 996, 2013.

6. Any other action deemed appropriate by Council.

Respectfully submitted,

Michelle Mason
Financial Officer



Sundance Topham
Chief Administrative Officer

Attachment 1

THE CORPORATION OF THE VILLAGE OF CUMBERLAND

BYLAW NO. 992

A bylaw to amend the Water Rates Bylaw.

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

1. This Bylaw shall be cited as 'Water Rates Amendment Bylaw No. 992, 2013.'

2. The "Corporation of the Village of Cumberland Water Rates Bylaw No. 861, 2007" is amended by

   (a) repealing subsection 3(2) and substituting the following

      2) Effective January 1, 2014, charges imposed by this bylaw will be billed quarterly and are due and payable on receipt to the Corporation of the Village of Cumberland. Failure to receive an invoice will not be accepted as a reason for non-payment of the required charge.

   (b) repealing subsection 3(3) and substituting the following

      3) Effective January 1, 2014, invoicing for new connections will commence the month an occupancy permit has been issued and will be prorated for the duration of the remaining quarter.

   (c) repealing subsection 4(1) and substituting the following:

      1) Effective January 1, 2014, a 10% penalty shall be added to all charges set out in Schedule "A" which are not paid prior to 30 days from each billing date.

(d) deleting Schedule "A" to the Bylaw in its entirety and replacing it with Schedule "A" to this Bylaw.

READ A FIRST TIME THIS	**12TH**	**DAY OF**	**NOVEMBER**	**2013.**
READ A SECOND TIME THIS		**DAY OF**		**2013.**
READ A THIRD TIME THIS		**DAY OF**		**2013.**
ADOPTED THIS		**DAY OF**		**2013.**

Mayor

Corporate Officer

Schedule "A"

Water Rate Charges
Rates are effective January 1, 2014.

	Use of Land or Real Property	**Water Rate Charge**
1	For each residential unit:	$50.50 per quarter
2	For a motel, hotel, or non-profit seniors' housing (per room/unit):	$30.25 per quarter
3	For a lodging house or hostel (per bed):	$12.75 per quarter
4	For a school (per classroom):	$33.25 per quarter
5	For a church or a recreation hall:	$39.00 per quarter
6	For a medical clinic:	$112.50 per quarter
7	For a restaurant, pub, or bar:	$112.50 per quarter
8	For a coffee shop or take out:	$75.50 per quarter
9	For a business, store, or office (per suite):	$39.00 per quarter
10	For a beauty parlour, medical office, or veterinarian (per suite):	$75.50 per quarter
11	For a laundromat:	$183.50 per quarter
12	For a service station:	$93.50 per quarter
13	For a car wash:	$183.50 per quarter
14	For regional hospital laundry:	$5,179.50 per quarter
15	For any use not identified in this table (per washroom):	$39.00 per quarter
16	For bulk water:	As determined pursuant to an agreement for the purchase and sale of bulk water

Attachment 2

THE CORPORATION OF THE VILLAGE OF CUMBERLAND

BYLAW NO. 993

A bylaw to amend the Sewer Rates Bylaw.

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

1. This Bylaw shall be cited as 'Sanitary Sewer Rates Amendment Bylaw No. 993, 2013.'

2. The "Corporation of the Village of Cumberland Sanitary Sewer Rates Bylaw No. 862, 2007" is amended by

   (a) repealing subsection 3(1) and substituting the following

      1) Effective January 1, 2014, charges imposed by this bylaw will be billed quarterly and are due and payable on receipt to the Corporation of the Village of Cumberland. Failure to receive an invoice will not be accepted as a reason for non-payment of the required charge.

   (b) repealing subsection 3(2) and substituting the following

      2) Effective January 1, 2014, invoicing for new connections will commence the month an occupancy permit has been issued and will be prorated for the duration of the remaining quarter.

   (c) repealing subsection 4(1) and substituting the following:

      1) Effective January 1, 2014, a 10% penalty shall be added to all charges set out in Schedule "A" which are not paid prior to 30 days from each billing date.

(d) deleting Schedule "A" to the Bylaw in its entirety and replacing it with Schedule "A" to this Bylaw.

READ A FIRST TIME THIS	**12TH**	**DAY OF**	**NOVEMBER**	**2013.**
READ A SECOND TIME THIS		**DAY OF**		**2013.**
READ A THIRD TIME THIS		**DAY OF**		**2013.**
ADOPTED THIS		**DAY OF**		**2013.**

Mayor

Corporate Officer

Schedule "A"

Sanitary Sewer Rates
Rates are effective January 1, 2014.

	Use of Land or Real Property	**Sanitary Sewer Rate Charge**
1	For each residential unit:	$71.25 per quarter
2	For a motel, hotel, or non-profit seniors' housing (per room/unit):	$40.75 per quarter
3	For a lodging house or hostel (per bed):	$18.00 per quarter
4	For a school (per classroom):	$50.50 per quarter
5	For a church or a recreation hall:	$58.75 per quarter
6	For a medical clinic:	$167.00 per quarter
7	For a restaurant, pub, or bar:	$167.00 per quarter
8	For a coffee shop or take out:	$58.75 per quarter
9	For a business, store, or office (per suite):	$58.75 per quarter
10	For a beauty parlour, medical office, or veterinarian (per suite):	$69.75 per quarter
11	For a laundromat:	$229.50 per quarter
12	For a service station:	$69.75 per quarter
13	For a car wash:	$229.50 per quarter
14	For regional hospital laundry:	$7,012.50 per quarter
15	For any use not identified in this table (per washroom):	$58.75 per quarter

Attachment 3

THE CORPORATION OF THE VILLAGE OF CUMBERLAND

BYLAW NO. 996

A bylaw to amend the Garbage Collection and Disposal and Rates Bylaw.

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

1. This Bylaw shall be cited as 'Garbage Collection and Disposal and Rates Amendment Bylaw No. 996, 2013.'

2. The "Corporation of the Village of Cumberland Garbage Collection and Disposal Regulations and Rates Bylaw No. 887, 2007" is amended by

   (a) repealing subsection 11(2) and substituting the following

      2) Effective January 1, 2014, charges imposed by this bylaw will be billed quarterly and are due and payable on receipt to the Corporation of the Village of Cumberland. Failure to receive an invoice will not be accepted as a reason for non-payment of the required charge.

   (b) repealing subsection 11(3) and substituting the following

      3) Effective January 1, 2014, charges for new services will commence the month an occupancy permit has been issued and will be prorated for the duration of the remaining quarter.

   (c) repealing subsection 11(6) and substituting the following:

      6) Effective January 1, 2014, a 10% penalty shall be added to all charges set out in Schedule "A" which are not paid prior to 30 days from each billing date.

(d) deleting Schedule "A" to the Bylaw in its entirety and replacing it with Schedule "A" to this Bylaw.

READ A FIRST TIME THIS	**DAY OF**	**2013.**
READ A SECOND TIME THIS	**DAY OF**	**2013.**
READ A THIRD TIME THIS	**DAY OF**	**2013.**
ADOPTED THIS	**DAY OF**	**2013.**

Mayor

Corporate Officer

Schedule "A"

Garbage Collection and Disposal Rates
Rates are effective January 1, 2014.

	Garbage Collection and Disposal Rate Charge
Residential	$27.50 per quarter
Commercial, Industrial, Institutional	$46.25 per quarter
Additional garbage tags *(per Section 6 of this bylaw)*	$2 per bag

Item 7.2

THE CORPORATION OF THE VILLAGE OF CUMBERLAND

BYLAW NO. 994

A bylaw to amend the 2013-2017 Financial Plan Bylaw.

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

1. This Bylaw shall be cited as 'The Corporation of the Village of Cumberland 2013-2017 Financial Plan Amendment Bylaw No. 994, 2013.'

2. "The Corporation of the Village of Cumberland 2013-2017 Financial Plan Bylaw No. 984, 2013" 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 12TH	**DAY OF**	**NOVEMBER**	**2013.**
READ A SECOND TIME THIS 12TH	**DAY OF**	**NOVEMBER**	**2013.**
READ A THIRD TIME THIS	**DAY OF**		**2013.**
ADOPTED THIS	**DAY OF**		**2013.**

Mayor

Corporate Officer

Schedule A
2013-2017 Financial Plan
Amended

	2013 Budget	2014 Budget	2015 Budget	2016 Budget	2017 Budget
REVENUES					
Property taxes & payments in lieu	$ (2,086,055)	$ (2,128,850)	$ (2,171,350)	$ (2,214,860)	$ (2,290,040)
Parcel taxes	(177,450)	(177,450)	(177,450)	(177,450)	(177,450)
Sale of services & fees	(1,371,900)	(1,400,320)	(1,422,780)	(1,453,180)	(1,467,980)
Transfers from other government	(997,955)	(515,525)	(491,880)	(492,890)	(493,950)
Other revenue	(759,579)	(500,670)	(300,670)	(290,670)	(290,670)
	(5,392,939)	(4,722,815)	(4,564,130)	(4,629,050)	(4,720,090)
EXPENSES					
Other municipal purposes	4,154,450	3,642,785	3,700,320	3,772,480	3,855,020
Debt interest	126,800	141,940	151,120	198,320	207,240
Amortization	821,820	821,820	821,820	821,820	821,820
	5,103,070	4,606,545	4,673,260	4,792,620	4,884,080
NET (REVENUES) EXPENSES	(289,869)	(116,270)	109,130	163,570	163,990
ADJUSTMENTS					
Acquisition of capital assets	2,770,679	2,011,960	1,642,790	726,130	499,360
Add back amortization	(821,820)	(821,820)	(821,820)	(821,820)	(821,820)
Proceeds from borrowing	(809,980)	(1,373,660)	(1,102,050)	(273,490)	(184,160)
Principal payments on debt	231,810	242,830	237,680	314,560	333,690
TOTAL ADJUSTMENTS	1,370,689	59,310	(43,400)	(54,620)	(172,930)
CHANGE IN CONSOLIDATED FUNDS	**$ 1,080,820**	**$ (56,960)**	**$ 65,730**	**$ 108,950**	**$ (8,940)**
TRANSFER FROM RESERVES					
Reserves	(787,590)	(68,060)	(37,610)	(178,700)	(15,030)
Development cost charges	(649,530)	(5,440)	(101,160)	(44,830)	(57,210)
TRANSFER TO RESERVES					
Reserves	356,300	130,460	73,040	114,580	81,180
TRANSFER TO/(FROM) RESERVES	**(1,080,820)**	**56,960**	**(65,730)**	**(108,950)**	**8,940**
TRANSFER TO/(FROM) ACCUMULATED SURPLUS	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

Item 7.3

COUNCIL REPORT

REPORT DATE: November 19, 2013
MEETING DATE: November 25, 2013

File No. 4320-20-00

TO: Mayor and Councillors

FROM: Rachel Parker, Deputy Corporate Officer

SUBJECT: Inter-Community Business Licence Bylaw 2013, No. 995

RECOMMENDATION

THAT Council receive the Inter-Community Business Licence Bylaw 2013, No. 995 report.

THAT Council consider first, second and third reading of the Inter-Community Business Licence Bylaw 2013, No. 995.

SUMMARY

A number of central and northern Vancouver Island municipalities have either given approval in principal or have adopted an inter-community business licence bylaw that would enable mobile businesses to purchase an inter-community business licence from their home municipality which would be recognized in the 12 participating municipalities.

To implement this program each of the participating communities must adopt the same inter-community business licence bylaw and fee schedule that would operate in addition to their existing business licence bylaws.

BACKGROUND

On October 15, 2013 Council approved the inter-community business licence program in principle and directed staff to commence the notification process required by the Community Charter once the Town of Comox and City of Courtenay had also approved the program in principle, which those two municipalities have now done.

As a result of the notification in Currently Cumberland, in the business licence renewal notices, and through joint advertising with Comox and Courtenay in the Comox Valley newspapers, the following comments were received:

> I support an inter-community business licence presently. I purchase an inter-community business licence for Comox-Courtenay ($150) plus I buy a Cumberland business licence ($110) total $260. I do the odd job in Union Bay and Royston areas. Having an inter-community business licence I can cover all of Comox Valley area with by gardening

company. It would be a nice saving to have one licence instead of having to purchase several business licences from different municipalities.

We have no interest in completing business outside Cumberland and would vote against same. We would suggest if you are in favour of same, provide business a choice of non mobile licence at existing rate of $110 or mobile option at proposed $150 annual rate.

The best idea I have heard in a long time. Yes!!!

Good ideas...not applicable to [my business]. Thanks for your consideration guys.

Also received is a letter in support from the Comox Valley Chamber of Commerce which is attached to this report.

To clarify, under the proposed bylaw an inter-community business licence would be an optional licence for mobile businesses and would not be required by the bylaw. Also to clarify, regional districts in British Columbia are not empowered to regulate businesses so regional districts have not been included as "participating municipalities" in the bylaw.

As reported to Council previously, staff review of business licence fee revenue shows that the Village of Cumberland received $18,535 in licence fees in 2012 and is expected to receive $19,400 in 2013. In 2012, Cumberland issued approximately 45 non-resident licences to businesses located in the twelve participating municipalities, receiving $4950 in fees. If these businesses purchase inter-community licences from their home or "principal municipality" (most from Courtenay, Comox and Nanaimo) this fee revenue would be lost to Cumberland. However, Cumberland would also collect a $150 licence fee for each inter-community licence it sold to Cumberland businesses. If Cumberland issued 33 inter-community licences, this would make up for the lost fee revenue. It should be noted that under the Community Charter, fees are a cost-recovery measure intended to recover the cost of regulating businesses. Therefore, if the cost to administer the business licence program is less, the fees recovered should also be less.

Inter-Community Business Licence Bylaw 2013, No. 995 is attached for Council's consideration of first, second and third reading. In order to be in place for the 2014 licence year, the bylaw would have to be adopted at the December 9, 2013 Council meeting.

STRATEGIC OBJECTIVE

Review the business licence scheme

ATTACHMENTS

Correspondence from the Comox Valley Chamber of Commerce, November 19, 2013

Intercommunity Business Licence Bylaw 2013, No. 995

CONCURRENCE

None

OPTIONS

1. THAT Council consider first, second and third reading of the Inter-Community Business Licence Bylaw 2013, No. 995.

2. Any other action deemed appropriate by Council.

Respectfully submitted,

Rachel Parker
Deputy Corporate Officer
Village of Cumberland

Sundance Topham
Chief Administrative Officer

COMOX VALLEY CHAMBER of COMMERCE

November 19, 2013

File No. 4320-01

Sundance Topham
Chief Administrative Officer
Village of Cumberland
2673 Dunsmuir Avenue, Box 340
Cumberland BC V0R 1S0

RECEIVED
NOV 19 2013
CAO / RP

RE: INTER-COMMUNITY BUSINESS LICENCE PROGRAM

Dear Sundance,

The Comox Valley Chamber of Commerce commends our municipalities for considering the implementation of an inter-community business licence program.

A mobile business licence program represents a significant improvement on the challenges currently facing businesses that operate mobile services in our three communities.

The program benefits municipal governments by way of lowered administration costs and increased revenue due to higher compliance as a result of more cost effective and streamlined licensing processes.

Programs such as this are already operating in the Okanagan-Similkameen region, the Fraser Valley, and the Tri-Cities area with great success. The Chamber is pleased to see regions on Vancouver Island beginning to move forward with this system. We are optimistic that this would lead to the likelihood of one inter-municipal business license that would cover the entire Vancouver Island region.

Thank you for the opportunity to put forth our views on the Inter-Community Business Licence Program.

Sincerely,

Dianne Hawkins
President & CEO

THE CORPORATION OF THE VILLAGE OF CUMBERLAND

BYLAW NO. 995

A bylaw to establish a scheme for inter-community licensing and regulating of trades, occupations and businesses.

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

1. This bylaw may be cited as the "Inter-Community Business Licence Bylaw 2013, No. 995".

Definitions

2. In this bylaw, unless the context otherwise requires,

"Business" has the meaning as defined by the *Community Charter* Schedule – Definitions and Rules of Interpretation.

"Excluded Business" means a Business excluded from application for an Inter-Community Business Licence and includes those Businesses referred to in *Schedule A* attached to and forming part of this bylaw.

"Inter-Community Business" means a Business that performs a service or activity within more than one Participating Municipality by moving from client to client rather than having clients come to them. This includes but is not limited to trades, plumbers, electricians, cleaning services, pest control or other similar businesses. This does not include fruit stands, flea markets, trade shows or other similar businesses.

"Inter-Community Business Licence" means a business licence which authorizes Inter-Community Business to be carried on within the boundaries of any or all of the Participating Municipalities in accordance with this Bylaw and will be in addition to a Municipal Business Licence.

"Municipal Business Licence" means a licence or permit, other than an Inter-Community Business Licence, issued by a Participating Municipality that authorizes a Business to be carried on within the jurisdictional boundaries of that Participating Municipality.

"Participating Municipality" means the following local governments that have adopted the Inter-Community Business Licence Bylaw:

City of Campbell River

City of Courtenay
City of Duncan
City of Nanaimo
City of Parksville
City of Port Alberni
District of North Cowichan
District of Lantzville
Town of Comox
Town of Lake Cowichan
Town of Ladysmith
Town of Qualicum Beach
Village of Cumberland

"Person" has the meaning ascribed to it by the *Interpretation Act.*

"Premises" means a fixed or permanent location where the applicant ordinarily carries on Business.

"Principal Municipality" means the Participating Municipality where a Business is physically located, or has a Premises, or, where the licensee does not maintain a Premise in any of the Participating Municipalities, the municipality that issues the Inter-Community Business Licence.

Regulations

3. (a) Subject to Section (c) and (e), a person who has obtained an Inter-Community Business Licence may carry on business within a Participating Municipality for the term authorized by the Inter-Community Business Licence without obtaining a Municipal Business Licence in the other Participating Municipalities.

(b) A Participating Municipality may issue an Inter-Community Business Licence to an applicant for an Inter-Community Business Licence provided the business type is an Inter-Community Business and is not an Excluded Business, the applicant has a valid Municipal Business Licence issued by that Participating Municipality, and the applicant meets the requirements of this Bylaw.

(c) A person holding an Inter-Community Business Licence must comply with all other regulations and bylaws of the Participating Municipality in which they are carrying on business.

(d) A business that operates under an Inter-Community Business Licence in more than one Participating Municipality shall only apply for an Inter-

Community Business Licence from the Participating Municipality in which they maintain a Premises.

(e) Notwithstanding the issuance of an Inter-Community Business Licence, every person who carries on, maintains, owns or operates, within a Participating Municipality, any profession, business, trade, occupation, calling, undertaking or thing in or from more than one branch, office, place, premises or store shall obtain a separate Municipal Business Licence for each branch, office, place, premises or store. And further notwithstanding Sections (b), (c), and (d), the Participating Municipalities agree that where an applicant for an Inter-Community Business Licence

i. does not maintain Premises in any of the Participating Municipalities, then the applicant may apply at any one of them; or

ii. maintains a Premises in more than one of the Participating Municipalities, the applicant must apply at one of the Participating Municipalities where they maintain a Premises.

Fees

4. (a) The fee for an Inter-Community Business licence is $150 and shall be paid in full at the time of application and retained by the Participating Municipality that issues the licence.

(b) The fee for an Inter-Community Business licence is separate and additional to any Municipal Business Licence fee that may be required.

Application

5. (a) Every Inter-Community Business Licence shall be issued on a standard form provided for that purpose, as agreed upon from time to time by the Participating Municipalities and including, as a minimum, the following information:

i. Disclosing the nature and character of the profession, business, trade, occupation, calling, undertaking or thing to be carried on, maintained, owned or operated by the applicant;
ii. Declaring the mailing address and contact information for such profession, business, trade, occupation, calling, undertaking or thing;
iii. Declaring the number of persons engaged or occupied in such profession, business, trade, occupation, calling, undertaking or thing;
iv. Disclosing the number of distinctive lines of goods sold or offered for sale;

v. Including any other information concerning the profession, business, trade, occupation, calling, undertaking or thing which the Participating Municipality may require.

(b) Each Participating Municipality shall provide to all other Participating Municipalities standardized information regarding the Inter-Community Business Licences issued, by way of at least weekly updates on a shared database available to all Participating Municipalities.

Suspension or Cancellation of an Inter-Community Business Licence

6. (a) A Council or Designated Officer or Employee of a participating municipality may exercise the authority of the Principal Municipality in accordance with Sections 15 and 60 of the *Community Charter* to suspend or cancel an Inter-Community Business Licence. The suspension or cancellation shall be in effect throughout all of the Participating Municipalities and it shall be unlawful for the holder to carry on the Business authorized by the Inter-Community Business Licence in any Participating Municipalities for the period of the suspension or cancellation.

(b) Before suspending or canceling an Inter-Community Business Licence under Section 6(a), the Participating Municipality must give the licence holder notice of the proposed action and must inform the licence holder of their right to be heard.

i. If the licence holder wishes to exercise this right, the Participating Municipality shall communicate in writing to the licence holder and Principal Municipality that issued the Inter-Community Business Licence, together with such documentary evidence of the reasons for suspension or cancellation as may be available and the request to be heard. Such Principal Municipality shall then as soon thereafter as reasonably possible provide the Licence Holder an opportunity to address their respective Council who will then consider whether to suspend or cancel the Inter-Community Business Licence.

ii. If the licence holder does not exercise their right to be heard, the Participating Municipality may suspend or cancel the Inter-Community Business Licence in accordance with Section 6(a).

(c) Any conduct by a licence holder resulting in a hearing made under Section 6(b)(i) shall be considered by the Council of the Principal Municipality as though it happened within the jurisdiction of the Principal Municipality.

(d) A decision by a Principal Municipality or Participating Municipality to cancel or suspend an Inter- Community Business Licence under Section 6 (b) shall be honoured by all Participating Municipalities.

(e) Nothing in this Bylaw impedes the authority of a Participating Municipality to suspend or cancel any business licence issued by that Municipality, or to enact regulations in respect of any class of Business Licence in accordance with Section 15 of the *Community Charter* and amendments thereto.

Miscellaneous

7. (a) A Participating Municipality may, by notice in writing to each of the other Participating Municipalities, withdraw from the Inter-Community Business Licence scheme established by this bylaw. Notice Must:

i. Set out the date on which the withdrawing Municipality will no longer recognize the validity within its boundaries of business licences issued pursuant to this Bylaw, which date must be at least six months from the date of the notice; and

ii. Include a certified copy of the Bylaw authorizing the withdrawal.

(b) An Inter-Community Business Licence issued prior to the effective date of the withdrawal shall, until it expires, remain valid within the boundaries of the withdrawing Municipality.

Severability

8. If any section, paragraph or phrase in this bylaw is for any reason held to be invalid by a decision of a court of competent jurisdiction, that portion shall be severed and the remainder of this bylaw shall continue in full force and effect.

READ A FIRST TIME THIS	**DAY OF**	**2013.**
READ A SECOND TIME THIS	**DAY OF**	**2013.**
READ A THIRD TIME THIS	**DAY OF**	**2013.**
ADOPTED THIS	**DAY OF**	**2013.**

Mayor

Corporate Officer

Schedule A

The following Business types are Excluded Businesses for the purposes of application for an Inter-Community Business Licence under the Inter-Community Business Licence Scheme set out in this bylaw:

(a) Social escort services
(b) Vehicles for hire (for example, taxis, limousines, or buses)
(c) Body-rub services (which includes the manipulating, toughing or stimulating by any means, of a Person or part thereof, but does not include medical, therapeutic or cosmetic massage treatment given by a person duly licensed or registered under any statute of the Province of British Columbia governing such activities or a therapeutic touch technique)

Item 8.1

MEMORANDUM

RECEIVED
NOV - 7 2013
LB, ST, RB CR
Agenda

TO: Mayors and Councils, Chairs and Boards
Chief Administrative Officers, Corporate Officers

FROM: President Larry Cross

DATE: November 1, 2013

RE: **RESOLUTIONS NOTICE/REQUEST FOR SUBMISSIONS**
CALL FOR NOMINATIONS FOR AVICC EXECUTIVE

Attached is the Resolutions Notice/Request for Submissions and the Call for Nominations for the AVICC Executive. Please note that this year's resolution and nomination deadline is **Monday, February 24, 2014.**

Both AVICC and UBCM members strongly believe in the value of resolutions debate. Both organizations continually seek ways to improve the process. AVICC strives to mirror and complement UBCM's processes in order to develop efficiency and ease of understanding for delegates. Twice each year, following both the AVICC AGM & Convention and the UBCM Convention, AVICC Executive reviews the resolutions process to see if there are any opportunities for improvement.

Review of the 2013 Resolutions Process

Debating of Resolutions by the Area Association in Advance of Submission to UBCM
Last year, we asked for members' assistance in bringing forward resolutions for consideration at the Area Association rather than submitting them directly to UBCM. We appreciated that you responded and that we improved by having 78% of resolutions considered by the Area Association in advance (as compared to last year with only 39%). Thank you—let's continue to strive to improve that statistic.

Number of Resolutions
Fewer resolutions overall were received by UBCM this past year (156 in comparison to 203 in 2012). AVICC submitted the highest number of the 5 area associations (45). Last year, we heard from delegates during the AVICC Resolutions Sessions that some of the resolutions being considered were too general. Other delegates noted that bringing forward too many resolutions detracted from debate on the most importance issues and might not be to the benefit of local government because other levels of government could get side tracked on issues that are of lesser importance. Executive encourages members to focus the resolutions submissions on important new issues or on topics that the policy direction needs changing.

Late Resolutions

Last year, AVICC received four resolutions after the regular resolutions deadline of February 25. Only two were recooadmitted for debate as a result of meeting the late resolutions criteria. At the recent UBCM Convention, AVICC members submitted five resolutions after UBCM's June 30 deadline. Only two were admitted for debate as a result of meeting the late resolutions criteria.

Request of Our Members:

All three issues noted above will continue to be improved by implementing the following two recommendations:

- ✔ Forward your resolutions for debate first to our AVICC AGM & Convention by the regular resolutions deadline of **Monday, February 24, 2014.**

- ✔ Focus resolutions on new issues of provincial or AVICC-wide interest avoiding repeat resolutions by checking the UBCM Resolutions database available though the website at www.ubcm.ca. Click on the Resolutions and Policy tab at the top of the page. It will be possible to locate any Resolutions on the same topic that have been considered in the past and what the response has been.

Included with the Resolutions Notice are guidelines for preparing and submitting resolutions. We appreciate all efforts to expedite and facilitate the debate among members.

2014 AGM & CONVENTION

RESOLUTIONS NOTICE
REQUEST FOR SUBMISSIONS

DEADLINE FOR RESOLUTIONS

All resolutions must be received in the AVICC office by: **FEBRUARY 24, 2014**

SUBMISSION REQUIREMENTS

Resolutions submitted to the AVICC for consideration shall be received as follows:

1. One copy of the resolution by regular mail to:
   AVICC
   525 Government Street
   Victoria, BC
   V8V 0A8

   AND

2. One copy submitted electronically either through the online submission form or by email (submitting the resolution in MS Word is preferred):
   a) Online Submission: (http://www.formstack.com/forms/ubcm-avicc_2014_resolutions)
   b) Email to avicc@ubcm.ca(Word version of the resolution itself preferred)

- The resolution should not contain more than two "whereas" clauses; and
- Background documentation must accompany each resolution submitted.

Sponsors should be prepared to introduce their resolutions on the Convention floor.

LATE RESOLUTIONS

a. Resolutions submitted following the expiry of the regular deadline shall be considered "Late Resolutions" and shall comply with all other submission requirements, except that a copy of the resolution must be forwarded to the AVICC by the Wednesday noon preceding the date of the Annual General Meeting. This year's late resolution deadline is **April 9, 2014.**

b. Late resolutions shall be available for discussion after all resolutions printed in the Resolutions Book have been debated.

c. Late resolutions are deemed to be appropriate for discussion only if the topic is such that it has arisen since or was not known prior to the regular deadline date for submission of resolutions.

d. In the event that a late resolution is recommended to be admitted for discussion AVICC shall produce sufficient copies for distribution to the Convention.

UBCM ASKS FOR RESOLUTIONS TO BE CONSIDERED BY THE AREA ASSOCIATIONS FIRST

UBCM urges members to submit resolutions first 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.

A resolution should be submitted directly to UBCM only if the resolution addresses an issue that arises after the Area Association annual meeting. In this case, local governments may submit council- or board-endorsed resolutions to UBCM prior to June 30 each year. Should this be necessary, detailed instructions are available under the Resolutions tab on http://www.ubcm.ca.

UBCM RESOLUTIONS PROCESS

1. Members submit their resolutions to their Area Association for debate.
2. The Area Association submits the endorsed resolutions of provincial interest to UBCM.
3. The UBCM Resolution Committee reviews the resolutions for submission to the UBCM Convention.
4. Endorsed resolutions at the UBCM Convention are submitted to the appropriate level of government for responses.
5. Once the provincial responses have been conveyed to the UBCM they are forwarded to the sponsor for their review.

GUIDELINES FOR PREPARING RESOLUTIONS

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

- What is the problem?
- What is causing the problem?
- What is the best way to solve the problem?

Preamble:
The preamble commences with a recital, or "WHEREAS", clause. This is a concise paragraph about the nature of the problem or the reason for the request. It should clearly and briefly outline the reasons for the resolution.

The preamble should contain no more than two "WHEREAS" clauses. If explaining the problem requires more than two preliminary clauses, then provide supporting documents to describe the problem more fully. Do not add extra clauses.

Enactment Clause:
The enactment clause begins with the words "THEREFORE BE IT RESOLVED". It must convey the resolution's intent, and should propose a specific action by AVICC and 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 the issues it addresses are too complex for them to understand quickly.

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

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

3. *Provide factual background information.*

Even a carefully constructed resolution may not clearly indicate the problem or the action being requested. Where possible, provide factual background information to ensure that the "intent" of the resolution is understood.

Two types of background information help to clarify the "intent" of a resolution:

i Supplementary Memo:
A brief, one-page memo from the author, that outlines the background that led to the presentation and adoption of the resolution by the local government.

ii Council/Board Report:
A report on the subject matter, presented to council or board in conjunction with the resolution. If it is not possible to send the entire report, then extract the essential background information and submit it with the resolution.

Resolutions submitted without adequate background information will not be considered until the sponsor has been consulted and has provided documentation outlining the intent of the resolution.

4. *Construct a brief, descriptive title.*

A title assists to identify the intent of the resolution and eliminates 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 of intent, a title should be no more than three or four words.

5. *Check legislative references for accuracy.*

Where necessary, identify:

- The correct jurisdictional responsibility (e.g., ministry or department within the provincial or federal government); and
- The correct legislation, including the name of the Act.

6. *Focus on issues that are province-wide.*

The issue identified in the resolution should be relevant to other local governments across the province. This will support proper debate on the issue and assist UBCM to represent your concern effectively to the provincial or federal government on behalf of all BC municipalities and regional districts.

7. *Avoid repeat resolutions.*

In the past, Resolutions have often come back year after year on the same topic. Members and staff are encouraged to search the UBCM Resolutions database available though the website at *www.ubcm.ca*. Click on the Resolutions and Policy tab at the top of the page. It will be possible to locate any Resolutions on the same topic that have been considered in the past and what the response has been.

8. *Ensure that your own local government's process for handling/approving of resolutions to AVICC/UBCM is followed.*

UBCM GOLD STAR AND HONOURABLE MENTION RESOLUTIONS

The UBCM Gold Star and Honourable Mention resolution recognition initiative was launched at the 2003 UBCM Convention, and is intended to encourage excellence in resolutions drafting and to assist UBCM members in refining their resolutions in preparation for submission to the annual UBCM Convention.

To be awarded the UBCM Gold Star or Honourable Mention recognition, a resolution must meet the standards of excellence established in the following Gold Star Resolutions Criteria, which are based on the resolution:

1. Resolution must be properly titled.
2. Resolution must employ clear, simple language.
3. Resolution must clearly identify problem, reason and solution.
4. Resolution must have two or fewer recital (WHEREAS) clauses.
5. Resolution must have a short, clear, stand-alone enactment (THEREFORE) clause.
6. Resolution must focus on a single subject, must be of local government concern province-wide and must address an issue that constitutes new policy for UBCM.
7. Resolution must include appropriate references to policy, legislation and regulation.
8. Resolution must be submitted to relevant Area Association prior to UBCM.

If you have any questions, please contact Reiko Tagami by email at rtagami@ubcm.ca or by calling 604-270-8226 (extension 115).

MODEL RESOLUTION

SHORT TITLE: _____

Sponsor's Name _____

WHEREAS _____

_____

AND WHEREAS _____

_____

THEREFORE BE IT RESOLVED that _____

_____

(Note: A second resolve clause if it is absolutely required should start as follows:)

AND BE IT FURTHER RESOLVED that _____

_____

AVICC
525 Government Street
Victoria, BC V8V 0A8
Telephone: 250-356-5122 Fax: 250-356-5119
Email: avicc@ubcm.ca

2014 AGM & CONVENTION

CALL FOR NOMINATIONS FOR AVICC EXECUTIVE

AVICC is the collective voice for local government on Vancouver Island, the Sunshine Coast, Powell River and the Central Coast. The membership elects directors during the Convention to ensure the directions set by the general membership are carried forward. The Executive also provides the direction for the Association between Conventions.

This circular is notice of the AVICC Executive positions open for nomination, the process and the procedures for nomination.

1. POSITIONS OPEN TO NOMINATIONS

The following positions are open for nomination:

- President
- First Vice-President
- Second Vice-President
- Director at Large (3 positions)
- Electoral Area Representative

2. NOMINATION PROCESS AND QUALIFICATIONS FOR OFFICE

The candidate must be an elected official of an AVICC member and must be nominated by two elected officials of an AVICC local government member.

Background information that defines the key responsibilities and commitments of an AVICC Executive member is available on request from the AVICC Office and is published on the website at www.avicc.ca.

A nomination and consent form should be used for all nominations (also available by calling the AVICC Office or on the website at www.avicc.ca).

The Chair of the 2014 Nominating Committee will be Past President Joe Stanhope, Chair of the Nanaimo Regional District.

3. NEXT STEPS

It is part of the duties of the Nominating Committee to review the credentials of each candidate. A Report on Nominations including, at the candidate's option, a photo and 300-word biography will be prepared under the direction of the Nominating Committee and distributed in the AVICC Convention Newsletter.

To Be Included In *The Report on Nominations*,
Nominations Must Be Received By
FEBRUARY 24, 2014

4. FINAL COMMENTS

The nomination process outlined above does not change the process whereby candidates can be nominated off the floor at the Convention. It does allow those that are interested in seeking office to be nominated in advance of the Convention with the "sanction" of a Nominating Committee and to have their biographical information published in the AVICC Convention Newsletter.

5. FURTHER INFORMATION

Copies of the "consent form" or duties of Executive members are available from the AVICC office or on the website at www.avicc.ca.

All other inquiries should be directed to:

Past President Joe Stanhope, Chair
2014 Nominating Committee
c/o AVICC
525 Government Street
Victoria, BC V8V 0A8

Phone: (250) 356-5122
Fax: (250) 356-5119
Email: avicc@ubcm.ca

NOMINATIONS FOR THE 2014-15 AVICC EXECUTIVE

We are qualified under the AVICC Constitution to nominate[1] a candidate and we nominate:

Name: _____

Local Gov't Position (Mayor/Councillor/Director): _____

Municipality or Regional District Represented: _____

AVICC Executive Office Nominated For: _____

Printed Name: _____ Printed Name: _____

Position: _____ Position: _____

Muni/RD: _____ Muni/RD: _____

Signature: _____ Signature: _____

CONSENT FORM

I consent to this nomination and attest that I am qualified to be a candidate for the office I have been nominated to pursuant to the AVICC Constitution[2]. I also agree to provide the following information to the Chair, AVICC Nominating Committee (c/o AVICC Office) by **Monday, February 24, 2014.**

- 2"x3" Photo in digital format should be sent to avicc@ubcm.ca.
- Biographical information. The maximum length of such information shall be 300 words. If the information provided is in excess, the Nominating Committee Chair shall edit as required. A copy in Word format should be sent to avicc@ubcm.ca.

Printed Name: _____

Position: _____

Muni/RD: _____

Signature: _____

Date: _____

1 Nominations require two elected officials of members of the Association.

2 All nominees of the Executive shall be elected representatives of a member of the Association. Nominees for electoral area representative must hold the appropriate office.

Return To: Past President Joe Stanhope, Chair, Nominating Committee, AVICC
525 Government Street, Victoria, BC V8V 0A8 or Fax: 250-356-5119

Item 8.2

Royal Canadian Mounted Police

Gendarmerie royale du Canada

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NOV 12 2013
Mayor. CAO. CR
Agenda

Security Classification/Designation
Classification/désignation sécuritaire

Unclassified

File No. 7580-20

Your File - Votre référence

Our File - Notre référence

302-2

Date

November 3rd, 2013

Officer in Charge
Comox Valley Detachment
800 Ryan Road
Courtenay, BC V9N 7T1

Mayor and Council
Village of Cumberland
2673 Dunsmuir Avenue
Cumberland, BC V0R 1S0

Dear Mayor and Council:

Re: Comox Valley RCMP Second Quarter Policing Report

Please find attached a copy of the Comox Valley RCMP Detachment second quarter Mayor's Report.

Should you wish to discuss this report or any other matter, please feel free to contact me.

Kindest Regards;

(B. McDONALD), Inspector
Officer in Charge
Comox Valley RCMP Detachment

Comox Valley RCMP Mayor's Report - October 2013

RCMP-GRC

Volume 1 Issue 2

October 08, 2013

Pedestrian Hit and Run Major Story for Second Quarter

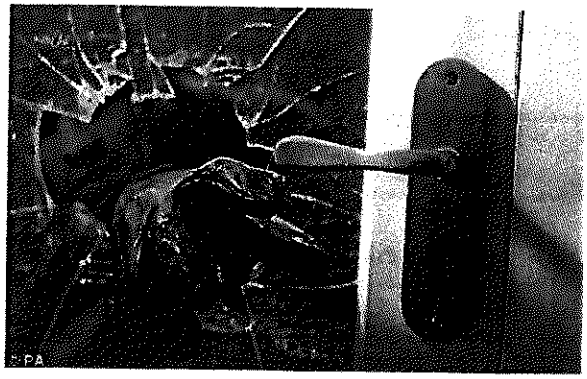
During the late night hours of September 11, 2013, a Comox woman in her twenties was walking along the Dyke road near Courtenay when she was struck by a vehicle. The driver of the vehicle left the scene and did not offer any assistance to the badly injured woman. The woman laid un-noticed off the side of the road until her cries for help were finally heard. The woman was located just off the Dyke road which was closed for several hours while police conducted their investigation. Numerous members from a variety of RCMP sections attended the scene and conducted a thorough examination in the hopes of gathering any evidence that was left at the scene. The investigation led to the discovery of a vehicle that was believed to have been involved in the hit and run. The victim in this incident was air-lifted to hospital in Victoria where she was listed in critical condition. The victim has now undergone several surgeries and medical procedures and is continuing to recuperate. Although the vehicle that is believed to be involved in this incident has been located and the registered owner identified, the RCMP are continuing on with the investigation in order to positively identify the driver of the vehicle so that charges can be laid and the offender brought before the courts to answer any charges. The Comox Valley RCMP are still appealing to the public for any information that may assist in this investigation or would assist in determining the identity of the driver of the vehicle involved. The victim remains in hospital and is expected to recover.

Special points of interest:

- Hit and Run on September 11th.
- 25 year old female critically injured.
- Vehicle located within hours.
- The registered owner of the vehicle identified.
- The investigation is continuing.

Break and Enter Spree in Comox comes to an end.

During the months of May through September the Comox area was hit by a rash of Break and Enters. The Break and Enters occurred predominantly at businesses in the Comox area. After a lengthy and detailed investigation involving numerous members from the Comox Valley Detachment, a 42 year old Comox resident was arrested and charged with several criminal code offences. The male is still in custody.



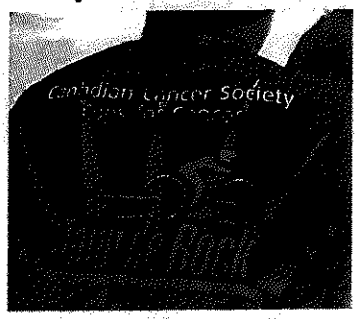
Inside this issue:

Pedestrian Hit and Run	1
Comox Break and Enters	1
Cocaine Seizure	2
Transers in and out	2
Second Quarter Crime Statistics	2
Cops for Cancer	2

Large Cocaine Seizure

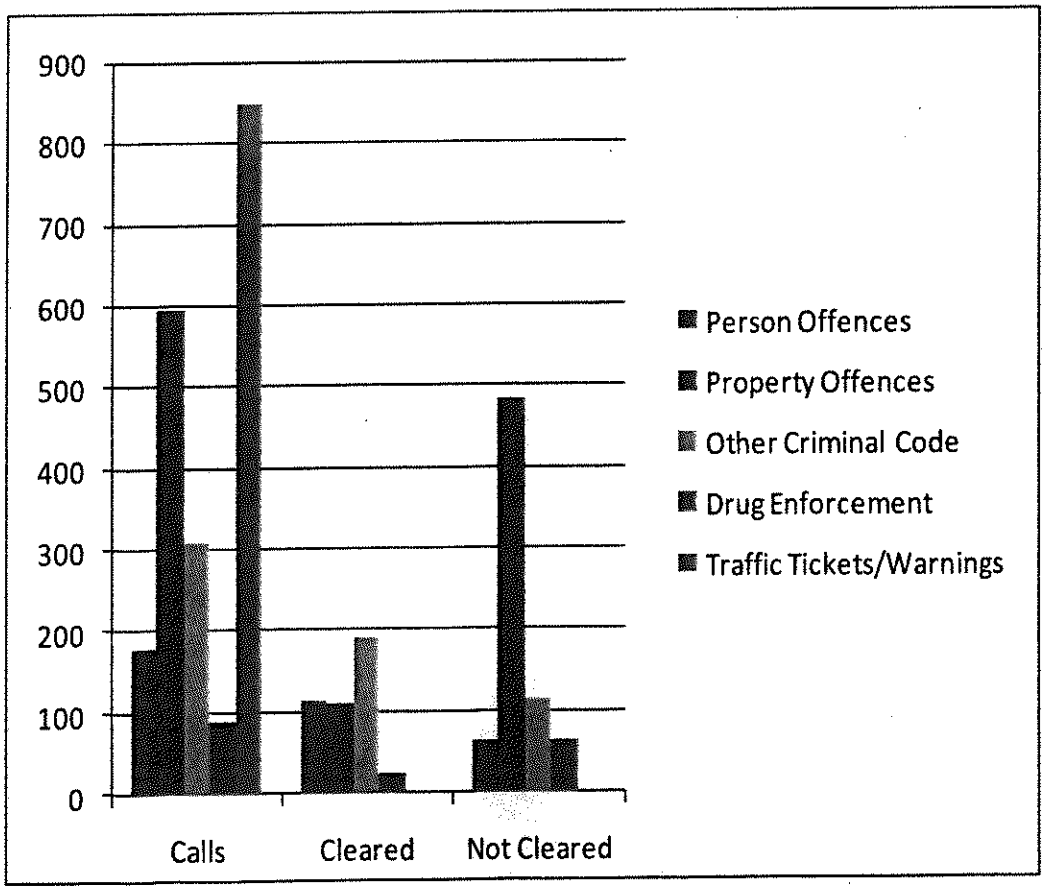
Members of the Comox Valley RCMP Drug Section are continuing their investigation after making a substantial drug seizure. The Drug Section had been busy conducting an investigation into the trafficking of cocaine in and around the Comox Valley for several months. This investigation culminated with the arrest of a ?? Year old Qualicum Beach male shortly after he had disembarked from B.C. Ferries in Nanaimo. Subsequent to the arrest, members of the Drug Section located one kilogram of what is believed to be Cocaine. The male, who has prior convictions for drug trafficking was arrested at the scene and remains in custody.

Cops for Cancer

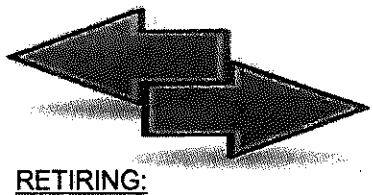


The 2013 Cops for Cancer, Tour de Rock has taken place for another year. This years ride featured Jennifer Faerber from Jet FM. Jennifer is a cancer survivor which gave her lots of motivation to be involved in this years ride. This year members of the Comox Valley RCMP raised over $15,000 for Cops for Cancer. A huge effort was made by several members, but most notably, Stephanie Bremer, Brad Fairall, Marlene Hawkes and local businessman Dave Smith.

July 1– September 30 (Total Calls for Service 4441)



ALTHOUGH THE DRUG OFFENCE CLEARANCE RATE APPEARS TO BE IN THE LOWER RANGE, THE DRUG SECTION HAS FOCUSED ON LARGER DRUG SEIZURES THIS QUARTER.



RETIRING:

Sgt. Paul West
Cpl. Andrew Irvine
Cst. Line West

TRANSFERRING IN:

Cpl. Jason Jenkins
Cst. Nathalie Bandet
Sgt. Ray Haugen
Cst. Holly Carlson
Cst. Robert Wheaton
Cst. Stephanie Wheaton

COMOX VALLEY CHAMBER of COMMERCE

Item 8.3

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NOV 12 2013
Mayor, CAO CR. Agenda

November 4, 2013

File No. 0360 - 20

Mayor Leslie Baird
Village of Cumberland
PO Box 340, 2673 Dunsmuir Avenue
Cumberland, BC
V0R 1S0

RE: COMOX VALLEY AIRPORT COMMISSION NOMINATING ENTITIES

Dear Mayor Baird,

Thank you for your letter dated September 26, 2013 regarding the nominating process for new directors to the Comox Valley Airport Commission's board of directors.

The Board and I have considered your proposal and we are in support of it; however, I would further add that the entities should still able to nominate their own representative should they so choose, and that the candidates recommended by CVAC should be approved by the entities which they are representing before the individual is appointed by the CVAC board.

We look forward to hearing the outcome of this matter.

Sincerely,

Tracey McGinnis
Chair

c. Board of Directors
Comox Valley Airport Commission

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NOV 13 2013
Mayor, CAO, CR
Agenda

File No. 8330-01

Municipal Notice | Taxi Applications PT Board Form 4

Item 8.4

About this Form:

The form has 2 pages. It must be completed by:

- ✓ Licensees applying to operate a taxi in a new municipality (see Part 1)
- ✓ Licensees applying to add more taxis to their fleet (see Part 1)
- ✓ New applicants applying to start a taxi service (see Part 2)

Applicants must:
(a) send completed forms to each municipality where they are licensed (or seek a licence) to pick up passengers, and
(b) include copies of the forms in their application package.

Note: The Passenger Transportation Board sends applicants a copy of any negative comments it receives from a municipality. Applicants will have a chance to send their comments to the Board.

NOTICE

To: Chief Administrative Officer

VILLAGE OF CUMBERLAND — *Name of Municipality*

NOV 11, 2013 — *Date*

Please be advised that the Licensee or New Applicant listed on page 2 of this Notice is applying to the **Passenger Transportation Board** to provide taxi service in your municipality.

A municipality may send comments about this application or taxi services in general to the Passenger Transportation Board by:

Fax: (250) 953-3788

E-mail: ptboard@gov.bc.ca

Mail: PO Box 9850 STN PROV GOVT
Victoria British Columbia V8W 9T5

We recommend that municipalities comment **within 30 days** of receipt of this notice. This should ensure that comments are received on time.

After an applicant sends its municipal notices and submits its application, the Board publishes the application in the Board's "Weekly Bulletin." Bulletins are published on Wednesdays. They may be viewed online at: http://www.th.gov.bc.ca/ptb/bulletins.htm. The Board will consider any comments received up until 15 days after publication in the "Weekly Bulletin".

To confirm whether the comment period is still open, municipal representatives can call the Board office at 250-953-3777 or email ptboard@gov.bc.ca.

Part 1: To be completed by PT Licensees

Licensee

Legal Name: AMBASSADOR SHUTTLE SERVICE (KEN) EAST

Trade Name: AMBASSADOR SHUTTLE SERVICE

PT Licence Number: 71751

Fleet Size (Taxis only)

Current Number of Conventional Taxis: _____

Current Number of Accessible Taxis _____

Number of Additional Conventional Taxis Requested: _____

Number of Additional Accessible Taxis Requested _____

Operating Area (check one)

☐ I operate in this municipality _____

☑ I am applying to operate in this municipality _____

My total originating area is: _____

Part 2: To be completed by new applicants

Applicant

Legal Name: AMBASSADOR SHUTTLE SERVICE

Trade Name: AMBASSADOR SHUTTLE SERVICE

Fleet Size Requested

Number of Conventional Taxis: 2

Number of Accessible Taxis: 2

Operating Area

The originating area I'm applying for is:
(*please list all municipalities and areas*)

Any point on that portion of Vancouver Island bounded on the NORTH by an EAST-WEST line through the junction of Coleman Road and the Island Hwy, on the EAST by tidewater, on the South by Deep Bay, and on the West by a line drawn 25 Road kilometers west of and paralleling the Island Hwy.

BRITISH COLUMBIA | BC Emergency Health Services

Item 8.5

November 12, 2013

File: 230-20/RAP
Cliff: 990287

RECEIVED
NOV 14 2013
Mayor/CAO/cR
File No. 7/00 Agenda

All Municipalities in B.C.

To Your Worship;

Re: BC Ambulance Service Resource Allocation Plan Update

BC Emergency Health Services (BCEHS) works hard to get the right care, to the right patient, at the right time and in support of this aim, we have concluded a clinical, evidence-based review of our Resource Allocation Plan (RAP). I wanted to take this opportunity to provide further information on the process, results and changes to the RAP which will increase public safety while ensuring that the correct resource responds to each patient condition. A number of local government officials attended a BCEHS-hosted session at the Union of BC Municipalities conference in Vancouver in September and had the opportunity to discuss the results in detail. However, it is important that all local governments are aware of the changes and are assured that BC Ambulance Service (BCAS) will continue to respond to all 9-1-1 calls.

Ambulance Call Assessment

When a 9-1-1 call is received at a BCAS dispatch centre, an emergency medical call taker enters information provided by the caller into software called the Medical Priority Dispatch System (MPDS). This internationally-recognized call assessment information system, used by over 2,300 emergency medical service organizations internationally, is used to triage patients and helps ensure that patients with the most serious medical conditions receive the fastest and most appropriate ambulance response. The RAP provides dispatchers with clear guidelines on the appropriate call priority (routine or emergency response), resource(s) for each call type and whether first responder should be notified. BCAS's current adherence rate to the MPDS is over 95%, meaning that the vast majority of calls are assessed and prioritized accurately.

RAP Review Process

BCEHS, formerly the Emergency and Health Services Commission, the oversight agency for BCAS and all other emergency health services in B.C., regularly reviews the RAP to ensure optimal patient care, public safety is protected and appropriate resource stewardship. Most emergency medical service agencies regularly review their RAP; BCEHS has updated the RAP five times since its inception in 1997.

The 2012/2013 BCEHS RAP review process was undertaken by a Working Group comprised of physicians, paramedics, dispatchers and first responders who examined the previous RAP and recommended changes based on the clinical needs of patients. The Working Group examined the

Provincial Headquarters
PO Box 9600, Stn Prov Govt, 2261 Keating X Rd. - Block C
Victoria BC V8W 9P1

Telephone: 250 953-3298
Facsimile: 250 953-3119

records from over 630,000 BCAS ambulance calls over two years as part of the process and reviewed each of the 868 MPDS call determinants using call volume, vital signs and Australasian Triage Score (ATS) categorization. Members voted on each of the three RAP elements – paramedic qualification (Advanced Life Support versus Basic Life Support), response priority and whether first responders were required for each of the 868 individual call types. The Working Group then submitted their recommendations to a Final Approval Panel comprised of BCEHS senior medical and operational leaders.

Results

Following this evidence-based process, a revised RAP was developed. By applying the approved changes to 2012 BCAS call volume data, BCEHS anticipates that more calls will be responded to on a 'routine' basis, more calls will be assigned solely to Basic Life Support units and first responders will not be asked to respond to as many non-urgent medical calls as previously. The updated RAP is also expected to result in a 800,000 km annual reduction in 'lights and siren' emergency driving for ambulances alone, improving the safety of paramedics, patients and the general public. These changes are expected to be cost-neutral.

Implications for First Responders

First responders are an important element in the provision of pre-hospital care in British Columbia and BCEHS values the partnership we have with fire departments and other agencies. Currently, the dispatch process for first responders is that when a call is received in the ambulance dispatch centre for medical aid, BCAS dispatchers notify the local first responder dispatch centre of the call. Most first responder services in B.C. are provided by fire departments. The fire dispatch (in most cases) then decides whether to respond based on previous decisions within the local government about the level of first responder services it provides.

In our discussions with local government officials, it's clear that municipalities and regional districts differ greatly on their interest in providing first responder services. Some local governments only wish to provide assistance to paramedics when clinically required, while others wish to provide more comprehensive medical coverage for their communities and respond to a greater number of calls.

For many types of calls, first responders provide important pre-hospital care and work as a team with paramedics to ensure patients get the services they need. It's important to note that fire departments will still be notified of motor vehicle incidents in order to ensure scene safety and extrication assistance. The RAP changes only refine when fire departments are called as medical first responders to attend according to the patient's clinical needs.

Implementation/Consultation Process

In September and October, BCAS implemented the RAP changes in two phases; the first involved the changes to Advance Life Support ambulance calls and the second related to Basic Life Support ambulance responses. BCAS felt strongly that it needed to implement the portions of the new RAP that impacted ambulances in order to reduce the risks to the public associated with unnecessary emergency driving. To date, BCAS has not implemented the changes to the

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Victoria BC V8W 9P1

Telephone: 250 953-3298
Facsimile: 250 953-3119

RAP that affect first responder groups. BCAS has worked with the Fire Chiefs' Association of BC to inform fire departments of the RAP changes. For departments notified of calls by phone, BCAS dispatchers now advise when BCAS is responding routine. For departments notified automatically by computer, BCAS has provided an interpretation guide so fire dispatchers are aware when BCAS is responding routine. The fire departments can then make an informed choice when they analyze the risk of emergency response based on what we have determined to be the clinical needs of the patient.

It is important to BCEHS to continue discussions with municipalities prior to implementing the final phase of the RAP changes. BCEHS is also consulting with a number of other stakeholders, mainly groups representing first responders, over the next few months.

I hope this information provides you with sufficient details regarding the process that was undertaken to develop the new BCEHS RAP which aims to balance the needs of the patient, with public safety and effective and efficient use of ambulance and first responder resources. BCEHS is available to provide further information with any local governments that have questions or would like a more fulsome debrief. Please contact Shelley.Drew@bcehs.ca or 250 474-7582 who will make the necessary arrangements.

Sincerely,

Original signed by:

Michael MacDougall
President
BC Emergency Health Services

Provincial Headquarters
PO Box 9600, Stn Prov Govt, 2261 Keating X Rd. - Block C
Victoria BC V8W 9P1

Telephone: 250 953-3298
Facsimile: 250 953-3119

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Item 8.6

Honours and Awards Secretariat

November 14, 2013

File No. 0400-20

Her Worship Leslie Baird and Councillors
Village of Cumberland
Box 340
Cumberland BC V0R 1S0

Dear Mayor and Councillors:

Re: Order of British Columbia ~ 2014 Call for Nominations

It is time once again to "call for nominations" for the Order of British Columbia, the highest honour the Province can bestow on its citizens for excellence and outstanding achievement. Anyone is welcome to nominate a deserving individual as candidate for appointment to the Order of British Columbia. I seek your assistance in informing your municipality about this opportunity to take part in the public recognition of its outstanding citizens. Could you bring this up at your next council meeting?

An independent Advisory Council chaired by the Chief Justice of British Columbia considers nominations to the Province's highest award for excellence and outstanding achievement. Three hundred and forty-five distinguished British Columbians have been honoured since 1990.

For your information, a report listing all of the recipients of the Order is available on our website http://www.orderofbc.gov.bc.ca. If you would like this report broken down by City/Town, please contact our office.

Nomination forms for the Order are available from the Honours and Awards Secretariat in Victoria, (250) 387-1616, or on the website: http://www.orderofbc.gov.bc.ca. Completed nominations must be received by the Secretariat by **March 7, 2014** to be considered. Nominations received after this will automatically be forwarded for consideration in 2015.

Your continuing support of the Order of British Columbia is very much appreciated.

Yours sincerely,

Karen Felker

Karen Felker
Coordinator

Telephone: 250 387-1616 Fax: 250 356-2814

P.O. Box 9422, Stn Prov Govt, Victoria, British Columbia, Canada V8W 9V1

Item 8.7

Community Justice Centre of the Comox Valley

Suite C-2 – 450 Eighth Street, Courtenay, B.C. V9N 1N5

Tel: (250) 334-8101 Fax: (250) 334-8102 E-mail: cjc@shawbiz.ca

Web:cjc-comoxvalley.com

Patron
The Honourable
Iona V. Campagnolo
PC, OC, OBC, LLD

Executive Committee:
President
Betty Donaldson PhD, MA, BA

Vice-President
Charles Allen LLB, BCL, BA

Board Secretary
Stephen Turple
CD, PFP, FMA

Treasurer
Sharon Hadden, MBA, CGA

Board of Directors:
Councillor Hugh MacKinnon
MEd, BEd
Town of Comox

Councillor Doug Hillian
MSW, BSW
City of Courtenay

Councillor Kate Greening
Notary Public
Village of Cumberland

Director Jim Gillis
Comox Valley Regional District

Insp. Blair McDonald
Officer-In-Charge, Comox Valley RCMP

Member-at-Large
Doris Weislein
Freedom of the City of Courtenay, 2009

Member-at-Large
Anne Davis

Chief Administrator
Bruce Curtis
MA, BSc, DCECert, FCIS, CEBS, STD Fac

Fellows of the Community Justice Centre (FCJC)

Edward O'Donnell, BA, LLB
Ret. Provincial Court Judge

Nel Cameron
Former CJC Office Manager

Ray Crossley
Former Councillor, Town of Comox

Althea White
Ret. CJC Chief Administrator

Ms Suzanne Murray
Former CVRD Director and Past-President

The Very Rev. The Hon.
Dr. Lois M. Wilson
CC, OOnt, BA, BD, MDiv, DD(Winnipeg), DCL(Acadia, LLD(Dalhousie); DD(Mt. Allison); DHum(Mt.St Vincent); CDT(Ripon, DD(Queen's); DD(Victoria,Toronto), LLD(Toronto; LLD(Trent); DD(United Theology); DD(Wycliff), FMC. Retired Senator of Canada & Former President World Council of Churches

Inspector Tom Gray
Retired Officer-in-Charge,
Comox Valley RCMP Detachment

Dr. Izzeldin Abuelaish
MD (Cairo), MPH (Harvard), Dip. Ob/Gyn (London)
Assoc. Professor, Dalla Lana School of Public Health
University of Toronto, Author: "I Shall Not Hate"

Dr. Brenda Morrison
BA (UBC), PhD (Australian National)
Director, Centre for Restorative Justice &
Asst. Professor, Criminology, Simon Fraser University

Judge Barry Stuart
Golden Jubilee Medal, PNG Independence Medal
BA (SFU), LLB (Queen's), LLM (LSE)
Chief Judge of Yukon Territorial Court (retired)
Chief Negotiator, Yukon Umbrella Land Claims
Associate, Morris J. Wosk Centre for Dialogue
Adjunct Professor of Criminology, SFU

November 15, 2013

Ms Kate Greening
320 Tenth Street
Courtenay, B.C. V9N 1P5

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NOV 19 2013
Mayor/CAO/CR/Agenda

File No. 0220-20

Dear Kate,

As we have now completed our last full Board meeting for the 2012 – 2013 year, and have only the AGM remaining in two weeks, I would like to express my respect and appreciation for your work as a Director this year. Your contributions have been appreciated throughout the year.

In particular, I have appreciated your unflagging service to the community as evident in your participation at Board meetings. You kept us alert and well fed! Thank you.

This has been a very busy year for the Community Justice Centre, with many achievements, in which you have shared:

- a move to larger premises with better facilities for our work,
- the completion of over 90 restorative justice files referred from an increasing range of referral agencies and organizations
- the completion of multiple projects related to our anti-hate work,
- our public education programme for Restorative Justice, including the 2nd Annual Iona Campagnolo Lecture in Restorative Justice
- our successful Victims of Crime Awareness Week Conference with Chief Beverly Sayers and her book "They Called Me Number One" addressing Residential Schools and the Honourable Don McRae speaking about bullying
- plus, the continuing anti-homophobia project built around the play we commissioned, "Torn Rainbow" .

Thank you for your contributions in achieving these CJC accomplishments. We hope that you will continue to be involved in restorative justice events.

Sincerely yours,

Betty Donaldson

E. L. (Betty) Donaldson, Ph.D.
President

c.c. Mayor Leslie Baird, Village of Cumberland