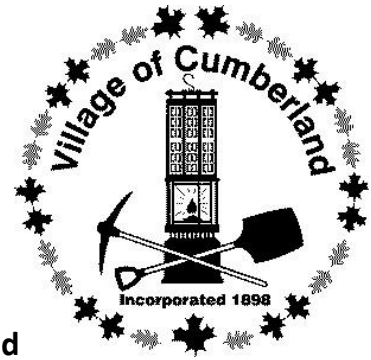


REGULAR AGENDA

24/2015/R



The Corporation of the Village of Cumberland

Regular Council Meeting
September 28, 2015 at 5:30 p.m.
Village Council Chambers

1. Approval of Agenda

- 1.1 Agenda for regular Council meeting, September 28, 2015.
Recommend THAT Council approve the agenda for the regular Council meeting, September 28, 2015.

2. Adoption of Minutes

- 2.1 Minutes of the Council meeting held September 14, 2015. 1
Recommend THAT Council approve the minutes of the Council meeting held September 14, 2015.
- 2.2 Receipt of Committee/Commissions Minutes: 10
• Homelessness and Affordable Housing Select Committee, September 16, 2015
Recommend THAT Council receive the minutes of the Homelessness and Affordable Housing Select Committee, September 16, 2015.

3. Delegations

- 3.1 Steve Morgan, Biologist, Cumberland 12
• Water Gauges in Cumberland's Wetlands
Recommend THAT Council receive the delegation Steve Morgan, Biologist, Cumberland Re: Water Gauges in Cumberland's Wetlands.

4. Unfinished Business

- 4.1 Andrew Gower, Chair, Comox Valley Chamber of Commerce
• Governance Review of the Comox Valley
Recommend THAT Council consider the Comox Valley Chamber of Commerce request for:

- ***A council resolution supporting a call for a governance review study***
- ***A letter to the Province***
- ***Participate in a governance review study, especially the development of study terms of reference***

5. Correspondence

- 5.1 Andrew Templer, Coal Hills BMX Association 13
- Coal Hills BMX Park
- Recommend THAT Council receive the correspondence from Andrew Templer, Coal Hills BMX Association Re: Coal Hills BMX Park.***
- 5.2 Joslyn Young, Executive Coordinator, UBCM 15
- Long Service Award – Mayor Leslie Linda Baird
- Recommend THAT Council receive the correspondence from Joslyn Young, Executive Coordinator Re: Long Service Award – Mayor Leslie Linda Baird.***
- 5.3 Liz Phillipson, Rotary Club of Cumberland Centennial 16
- Request for “Path to Recreation” Partnership
- i) Recommend THAT Council receive the correspondence from Liz Phillipson, Rotary Club of Cumberland Centennial Re: Request for “Path to Recreation” Partnership.***
- ii) Recommend THAT Council direct staff to bring back a report to Council on the “Path to Recreation” Partnership.***
- 5.4 John Watson, Executive Director, Comox Valley Economic Development Society 17
- 2015 Strategic Priorities Update
- Recommend THAT Council receive the correspondence from John Watson, Executive Director, Comox Valley Economic Development Society Re: 2015 Strategic Priorities Update.***

6. Reports

- 6.1 Zoning Bylaw 2015-2016: First Draft Report 27
(attachment in part 2 of agenda)
Prepared by Judith Walker, Senior Planner
- i) Recommend THAT Council receive the Zoning Bylaw 2015-2016: First Draft Report.***

- ii) Recommend THAT Council receive a presentation from Mark Crisp, Project Manager, Stantec Consulting Ltd. On the First Draft Zoning Bylaw.*
- 6.2 Island Health – Hazard Abatement or Prevention 29
Order report update
Prepared By Sundance Topham, Chief Administrative Officer
Recommend THAT the Island Health – Hazard Abatement or Prevention Order report update be received for information.
- 6.3 Community Grant Program 74
Prepared By Rachel Parker, Deputy Corporate Officer
i) Recommend THAT Council receive the Community Grant Program report.
ii) Recommend THAT Council discontinue the Parks and Recreation Facility grant in aid program and rescind the Parks and Recreation Fees Grant Policy.
iii) Recommend THAT Council give direction to staff in regards to the community grant program.
- 6.4 Dunsmuir Avenue Infrastructure Upgrade – Possible Project Scope Expansion 80
Prepared by Rob Crisfield, Manager of Operations
i) Recommend THAT Council receive the Dunsmuir Avenue Infrastructure Upgrade Report - Possible Project Scope Expansion.
ii) Recommend THAT Council provide staff with direction on additional work it wishes to include on Dunsmuir Avenue and how this additional work will be funded.
- 6.5 Rescinding of Stage 3 Water Restrictions 85
Prepared by Rob Crisfield, Manager of Operations
i) Recommend THAT Council receive the Rescinding of Stage 3 Water Restrictions report.
ii) Recommend THAT Council rescind Stage 3 water restrictions and return to Stage 1 water restrictions effective September 19th 2015.

- 6.6 CVRD Homelessness Service Referendum 87
Prepared by Rachel Parker, Deputy Corporate Officer
Recommend THAT Council receive the CVRD Homelessness Service Referendum report.
- 6.7 Wildfire Preparedness 109
Prepared by Mike Williamson, Manager of Protective Services
Recommend THAT the Wildfire Preparedness report be received for information.
- 6.8 Electronic Funds and Cheque Register, July and August 2015 112
Recommend THAT Council receive the Electronic Funds and Cheque Register, July and August 2015.
- 6.9 Outstanding Action Items 122
Recommend THAT Council receive the Outstanding Action Items Report.
7. **Bylaws**
- 7.1 Emergency Measures Bylaw 128
Recommend THAT Council adopt the “Emergency Measures Bylaw No. 1022, 2015”.
8. **Consent Calendar**
All matters listed here are considered to be routine and non-controversial and will be received by one motion. There will be no separate discussion of these items unless a member so requests, in which case the item will be removed from the Consent Calendar and considered immediately after the adoption of the Consent Calendar.
9. **New Business**
10. **Notices, Motions and Announcements**
Matters considered here may include notices or motions to hold a meeting of the Committee of the Whole, a Village Hall meeting, a public hearing, and notices of motion introduced by a council member.
- Zoning Bylaw Open House, October 17, 2015 from 9:00 am – 3:00 pm

11. Question Period

12. Closed Portion

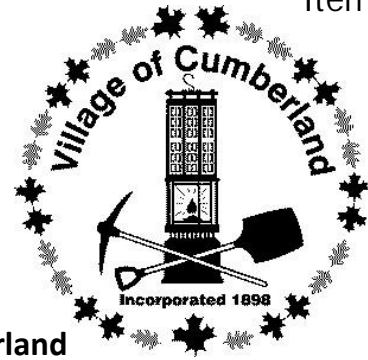
Recommend THAT pursuant to Section 90 (1) of the Community Charter Council close the meeting to the public to consider:

- Law enforcement, if the council considers that disclosure could reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment.
- Negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interest of the municipality if they were held in public.

13. Adjournment

REGULAR MINUTES

23/2015/R



**The Corporation of the Village of Cumberland
Regular Council Meeting
September 14, 2015 at 5:30 p.m.
Village Council Chambers**

Council Present:

Acting Mayor Gwyn Sproule
Councillor Jesse Ketler
Councillor Roger Kishi
Councillor Sean Sullivan

Staff Present:

Sundance Topham, Chief Administrative Officer
Michelle Mason, Financial Officer
Rob Crisfield, Manager of Operations
Leah Knutson, Manager of Recreation
Judy Walker, Planner
Rachel Parker, Deputy Corporate Officer
Joanne Rees, Planner

Regrets:

Mayor Leslie Baird

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

1. Approval of Agenda

1.1 Agenda for regular Council meeting, September 14, 2015.
Motion 15-398

Kishi/Ketler

THAT Council approve the agenda for the regular Council meeting,
September 14, 2015.

Carried Unanimously

2. Adoption of Minutes

2.1 Minutes of the Council meeting held August 10, 2015.
Motion 15-399

Sullivan/Ketler

THAT Council approve the minutes of the Council meeting held August 10,
2015.

Carried Unanimously

2.2 Receipt of Committee/Commissions Minutes:

- Accessibility Select Committee minutes, August 25, 2015

Motion 15-400

Ketler/Sullivan

THAT Council receive the minutes of the Accessibility Select Committee, August 25, 2015.

Carried Unanimously

3. Delegations

- 3.1 Andrew Gower, Chair, Comox Valley Chamber of Commerce, Governance Review of the Comox Valley
Motion 15-401

Ketler/Kishi

THAT Council receive the delegation of Andrew Gower, Chair, Comox Valley Chamber of Commerce re: Governance Review of the Comox Valley

Carried Unanimously

4. Unfinished Business

None

5. Correspondence

- 5.1 Gary Paget, Acting Assistant Deputy Minister, Ministry of Community, Sport and Cultural Development and Gary Maclsaac, Executive Director, Union of British Columbia Municipalities, Green Communities Committee
Motion 15-402

Kishi/Sullivan

THAT Council receive the correspondence from Gary Paget, Acting Assistant Deputy Minister, Ministry of Community, Sport and Cultural Development and Gary Maclsaac, Executive Director, Union of British Columbia Municipalities re: Green Communities Committee.

Carried Unanimously

Motion 15-403

Ketler/Kishi

THAT Council not put the carbon neutral branding on Village letterhead.

Carried Unanimously

- 5.2 Lisa Storoshenko, Municipal Insurance Association of British Columbia (MIABC), Delegate and Alternate Information
Motion 15-404

Kishi/Ketler

THAT Council receive the correspondence from Lisa Storoshenko, Municipal Insurance Association of British Columbia (MIABC) re: Delegate and Alternate Information.

Carried Unanimously

Motion 15-405

Kishi/Sullivan

THAT Council appoint Councillor Ketler and Councillor Sullivan as alternate voting delegates to the Municipal Insurance Association of BC.

Carried Unanimously

- 5.3 Mayors of Greater Victoria Area, Times Colonist, Greater Victoria Mayors Urge Action on Syria

Motion 15-406

Kishi/Ketler

THAT Council receive the correspondence submitted by Mayors of Greater Victoria Area, Times Colonist re: Greater Victoria Mayors Urge Action on Syria.

Carried Unanimously

Motion 15-407

Kishi/Ketler

THAT Council endorse the Greater Victoria mayors letter urging action on Syrian refugees and the Federation of Canadian Municipalities task force on refugee resettlement and communicate this endorsement to the Greater Victoria mayors, the Federation of Canadian Municipalities, and other Comox Valley local governments.

Carried Unanimously

6. Reports

- 6.1 Development Variance Permit – 2777 Maryport Avenue

Motion 15-408

Ketler/Kishi

THAT Council receive the report “Development Variance Permit – 2777 Maryport Avenue” dated September 8, 2015.

Carried Unanimously

Motion 15-409

Sullivan/Ketler

THAT Council grant the Development Variance Permit (File 2015-02-DV) on property described as The westerly ½ of Lot 8, Block 14, District Lot 21, Nelson District, Plan 522A (2777 Maryport Avenue) to vary the height of a principal building and legalize the right side yard (west) setback.

Carried Unanimously

- 6.2 Go Smart – Integrated Transportation Committee, Terms of Reference
Motion 15-410

Kishi/Ketler

THAT Council receive the Go Smart – Integrated Transportation Committee report.

Carried Unanimously

Motion 15-411

Ketler/Sullivan

THAT Council support the Go Smart- Integrated Transportation Committee Terms of Reference; and THAT Council direct staff to participate in the Committee depending on the relevance of the agenda to achieving corporate goals and policies.

Carried Unanimously

- 6.3 Community Grant Program
Motion 15-412

Kishi/Ketler

THAT Council receive the Community Grant Program report.

Carried Unanimously

Motion 15-413

Kishi/Ketler

THAT Council defer consideration of the Community Grant Program until the next meeting of council will all members present.

Carried Unanimously

- 6.4 Temporary Street Closure - Foggy Mountain Fall Fair, October 3, 2015
Motion 15-414

Kishi/Ketler

THAT Council receive the Temporary Street Closure - Foggy Mountain Fall Fair report.

Carried Unanimously

Motion 15-415

Kishi/Ketler

THAT Council approve the closure of First Street between Dunsmuir Avenue and Penrith Avenue on October 3, 2015 from 9 am to 5 pm for the Foggy Mountain Fall Fair.

Carried Unanimously

- 6.5 Summary of Changes for an Updated Purchasing Policy
Motion 15-416

Kishi/Ketler

THAT Council receive the Summary of Changes for an Updated Purchasing Policy report.

Carried Unanimously

Motion 15-417

Ketler/Kishi

THAT Council direct staff to bring forward a purchasing policy with staff recommended changes as outlined in this report and establishing updated authorization limits as follows:

Position	Spending Limit
Council	over \$200,000
Chief Administrative Officer	up to and including \$200,000
Financial Officer	up to and including \$75,000
Manager of Operations, Recreation and Protective Services	up to and including \$25,000
Corporate/Deputy Corporate Officer	up to and including \$5,000
Public Works Foreman	up to and including \$2,000
Public Works Chargehand and Mechanic	up to and including \$1,000
Other Staff delegated authority by Department Manager	up to and including \$500

Carried Unanimously

- 6.6 Island Health – Hazard Abatement or Prevention Order
Motion 15-418

Ketler/Kishi

THAT the Island Health – Hazard Abatement or Prevention Order report be received for information.

Carried Unanimously

- 6.7 August 2015 Recreation Department Report
Motion 15-419

Kishi/Ketler

THAT Council receive the August 2015 Recreation Department Report for information.

Carried Unanimously

- 6.8 August 2015 Protective Services Report
Motion 15-420
Ketler/Kishi
THAT Council receive the August 2015 Protective Services Report for information.
Carried Unanimously
- 6.9 August 2015, Operations Department Report
Motion 15-421
Kishi/Sullivan
THAT Council receives the August 2015 Operations Department Report for information.
Carried Unanimously
- 6.10 August 2015, Finance and Administration Department Report
Motion 15-422
Kishi/Ketler
THAT Council receive the August 2015 Finance and Administration Department Report for information.
Carried Unanimously
- 6.11 August 2015 Chief Administrative Officer Report
Motion 15-423
Ketler/Kishi
THAT Council receive the August 2015 Chief Administrative Officer Report for information.
Carried Unanimously
- 6.12 Council Reports
6.12.1 Mayor Leslie Baird
6.12.2 Councillor Jesse Ketler
6.12.3 Councillor Roger Kishi
6.12.4 Councillor Gwyn Sproule
6.12.5 Councillor Sean Sullivan
Motion 15-424
Kishi/Ketler
THAT the Council reports be received.
Carried Unanimously

7. Bylaws

- 7.1 Municipal Water System Regulation and Fees Bylaw No. 1023, 2015
Motion 15-425
Kishi/Sullivan
THAT Council adopt the Municipal Water System Regulation and Fees Bylaw No. 1023, 2015.
Carried Unanimously
- 7.2 Municipal Stormwater System Regulation and Fees Bylaw No. 1024, 2015
Motion 15-426
Kishi/Ketler
THAT Council adopt the Municipal Stormwater System Regulation and Fees Bylaw No. 1024, 2015.
Carried Unanimously
- 7.3 Municipal Sanitary System Regulation and Fees Bylaw No. 1025, 2015
Motion 15-427
Kishi/Sullivan
THAT Council adopt the Municipal Sanitary System Regulation and Fees Bylaw No. 1025, 2015.
Carried Unanimously
- 7.4 Building Amendment Bylaw No. 1026, 2015
Motion 15-428
Sullivan/Kishi
THAT Council adopt the Building Amendment Bylaw No. 1026, 2015
Carried Unanimously
- 7.5 Emergency Measures Bylaw
Motion 15-429
Sullivan/Kishi
THAT Council receive the Emergency Measures Bylaw report.
Carried Unanimously
- Motion 15-430
Kishi/Sullivan
THAT Council give "Emergency Measures Bylaw No. 1022, 2015" first, second and third reading.
Carried Unanimously

8. Consent Calendar

- 8.1 Adam Olsen, Interim Leader, Green Party of BC Re: UBCM Meeting
- 8.2 Phil Venoit, President, VI-Building Trades Re: Asbestos Awareness and Registries
- 8.3 Greg Moore, Mayor, Port Coquitlam Re: Terry Fox Foundation: "Anything is Possible if We Try"
- 8.5 Sara Mullin, Regional Coordinator, Comox Valley Global Awareness Network Re: Invitation to the September 16, 2015 Forum
- 8.6 Samantha Howard, Senior Policy Analyst, British Columbia Canadian Federation of Independent Business Re: Nominations for CFIB Golden Scissors and Paperweight Awards
- 8.7 Chair Joe Stanhope, Past President, Association of Vancouver Island and Coastal Communities Re: Update on Natural Gas Operating Agreement
- 8.8 Union of British Columbia Municipalities Re: Off-Road Vehicle Management

Motion 15-431

Kishi/Sullivan

THAT the Consent Calendar be received.

Carried Unanimously

The following item was removed from the consent calendar for discussion:

- 8.4 Jerry Flynn, Retired Captain Re: Radio Frequency Electromagnetic Radiation (EMR) and the Health of Canadians

9. New Business

None

10. Notices, Motions and Announcements

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

- Stage 3 Water Restrictions Continue
- Homelessness and Affordable Housing Committee, September 16, 2015 at 9:00 a.m.
- Accessibility Committee Meeting, September 21, 2015 at 6:30 p.m.

11. Question Period

None

12. Closed Portion

Motion 15-432

Ketler/Kishi

THAT pursuant to Section 90 (1) of the *Community Charter* Council close the meeting to the public to consider negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interest of the municipality if they were held in public; the receipt of advice that is subject to solicitor-client privilege including communications necessary for that purpose; and personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality.

Carried Unanimously

13. Adjournment

Ketler/Sullivan

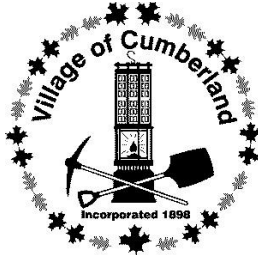
THAT Council adjourn the meeting at 9:10 p.m.

Carried Unanimously

Certified Correct:

Mayor

Corporate Officer



Corporation of the Village of Cumberland

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

Homelessness and Affordable Housing Select Committee Minutes September 16, 2015 at 9 am Council Chambers

Members Present: Roger Albert, chair & presiding member
Ian Cooper
Kathy Duperron
Christopher Newell-Bate, vice-chair
Councillor Jesse Ketler

Regrets: Mark Fortin

Staff: Rachel Parker, Deputy Corporate Officer

1. Call to Order
Mr. Albert called the meeting to order at 9:05 a.m.
2. Approval of Agenda
Newell-Bate/Duperron: THAT the agenda be approved with the addition of item 8.5, Everybody Deserves a Smile.
Carried Unanimously
3. Adoption of Minutes, July 15, 2015
Ketler/Cooper: THAT the minutes of July 15, 2015 be adopted.
Carried Unanimously
4. Habitat for Humanity: Tom Beshr, Development Officer, Habitat for Humanity
Mr. Beshr introduced the Habitat for Humanity organization and its purpose to sell homes to partner families that can pay a mortgage and that are below the poverty income level. Mr. Beshr advised that Habitat for Humanity is interested in a Cumberland build in the fall of 2016 with the goal of two to four units on one or two lots, with donation or partial donation of land or partnership with developer.
5. Updates
 - (a) Comox Valley Coalition to End Homelessness
Members confirmed that one member would attend.
 - (b) Comox Bay Care Society, Care-A-Van
Members suggested advertising locations, including the Sonshine Club and direct distribution of information.

- (c) Canadian Observatory on Homelessness: Understanding Youth Homelessness, A National Youth Homelessness Survey - Withdrawal of Interest
 - (d) BC Housing Policy Branch, 2015 Affordable Market Housing Webinar Series
 - Next webinar: September 24, 2015 at 1:30 pm on Affordable Homeownership
 Members confirmed attendance.
6. Comox Valley Regional District, Homelessness Service Referendum, tentative for November 28, 2015
- Duperron/Ketler:** THAT the Committee recommend that Council advertise to encourage voting at the Comox Valley Regional District Homelessness Service fall 2015 referendum, including information that individuals can attend any voting place.
Carried Unanimously
7. Summary of Housing Needs and Priority Housing Issues for Cumberland
- (a) Summary of Responses
 Members reviewed the summary which will assist in the development of the framework for the implementation of affordable housing policy.
8. Review of Terms of Reference and Work Plan
 Members reviewed the work plan.
- 8.5 New Business
- (a) Everyone Deserves a Smile
 Members discussed reviewing possibilities after Councillor Ketler meets with the representative.
9. Next meeting dates:
 - October 5, 2015 at 2:30 pm for Zoning Bylaw Update
 - October 21, 2015 at 9 am
10. Adjournment
Cooper/Duperron: THAT the Committee adjourn at 10:50 am.
Carried Unanimously

Certified correct:

Chair

Deputy Corporate Officer

To: Cumberland Village Council

September 1, 2015

Last year I wrote a letter to council expressing my concern about the future of the wetlands in Cumberland. The unprecedented drought we have experienced the past two years has reduced water levels to the point where beavers have lost their homes and grasses are establishing footholds in areas that were previously always submerged.

Since my letter there are some new members on the council, so I'd like to reintroduce myself as well as acquaint council with the project I am proposing. I am by training a biologist and have been involved in ecological projects in the Comox Valley for several years. I have served as manager of the Mapping Centre of Project Watershed, and as well as on the team that created the ecological and biological diversity corridor sections for the new Cumberland Official Community Plan (OCP).

I am proposing to install a series of gauges to establish, over several years, a baseline for the water level in the Cumberland wetlands. Baselines are necessary so that we know the normal and natural level of water in the wetlands. This information, as well as other water level data such as historical aerial photographs and foliage analysis is necessary as part of a wetlands management plan that will assure the future existence of this very important asset.

I am seeking council's approval for the installation of these gauges. I am also requesting assistance from the village to install the gauges. The gauges themselves are porcelain coated steel, and are attached to a cedar or steel post that is driven into the wetland. I have purchased some of these gauges to show to council. Upon installation I will work to establish a group of volunteers that will read the gauges on a regular basis and record the data.

I would like to opportunity to make a brief presentation to council regarding this project, at which time I can answer any questions.

Sincerely,
Steve Morgan



Sept 24/2015

2815 Dunsmuir Ave,
Cumberland, BC
V0R 1S0
250-336-2699

Re: Village of Cumberland – Community Grant Program

Dear: Mayor and Councillors

The Coal Hills BMX Association could not operate without the continuation of the “Historical in-kind contributions” from the community grant program. We would request that the Village of Cumberland continue to support Coal Hills BMX with the existing in-kind support program.

The BMX Track was constructed by the Cumberland Youth Center Society in 2001, later to become the Coal Hills BMX Association. Over the last 14 years the goal has always been to attract riders of all ages, including their family and friends to the track as a positive, inclusive, and safe place to have fun and stay active.

We at Coal Hills BMX recognize the In-Kind Contributions of Water, Sewer and Garbage by the Village of Cumberland. We also recognize the “No-Rent” Leases that have made this wonderful club possible. In our new lease agreement we have added and recognize the need for an annual report to help improve the transparency of how Coal Hills BMX is doing and how it has benefited our community as a whole.

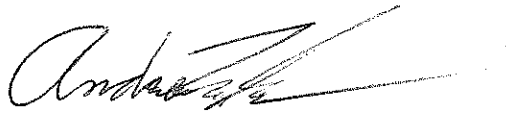
This past year was extremely challenging for our new executive at Coal Hills BMX association. Our association was about to be resolved because of misfiled paperwork. We were able to put our association back into good standing through the support of Daryl Robbins and Aniel Dattoo. This along with our new insurance and efforts from our Volunteers made the 2015 season possible for our 82 Riders.

This year we have made many improvements on and around the track, they include: Repair to parking area, Repair to Back Stairs, repair to washroom ramp, repair to bleachers, new sign at the road, new sign at the Moto shed, new sign for Coal Hills on the road and many other safety related items. The expense for these improvements was \$6098.27.

We have improved our recognition of our sponsors (through our group photo thank-you card), added volunteer incentive programs, our new "Iron Joe" Riders clinics program, we have improved our communication with the Royal Canadian legion and the Village of Cumberland.

Coal Hills BMX Association is back on track, has the most riders that we have seen in years and continues to be an excellent addition to our growing community. Our larger events bring hundreds of, out of town, riders and family to Cumberland and the Comox Valley. It is our hope that the Village of Cumberland continues to support the Coal Hills BMX Association through the "Historical in-kind contributions" from the community grant program.

Best Regards

A handwritten signature in black ink, appearing to read "Andrew Templer", with a long horizontal flourish extending to the right.

Andrew Templer
Track Operator Coal Hills BMX



August 26, 2015

Ms. Rachel Parker
Deputy Corporate Officer
Village of Cumberland
2673 Dunsmuir Avenue
PO Box 340
Cumberland, BC V0R 1S0

Dear Ms. Parker:

Re: Long Service Award – Mayor Leslie Linda Baird

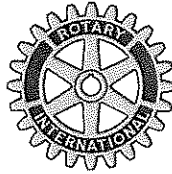
Thank you for the information provided to us regarding Leslie Linda Baird, representative of the Village of Cumberland. The UBCM will gladly honour Mayor Baird for her 25+ years of service in local government. Mayor Baird's award will recognize the following years of service: 1990 – present.

The award presentation will be made at the annual banquet of our Convention in *Vancouver on Thursday, September 24, 2015*. Please ensure Mayor Baird is attending the banquet or inform UBCM if not, so that other presentation arrangements can be made. If you have any further questions, please feel free to give me a call at 604-270-8226, ext. 103.

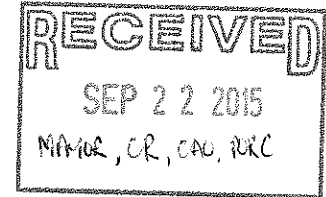
Sincerely,

Joslyn Young
Executive Coordinator

1520.00.10.2015



ROTARY CLUB
Cumberland Centennial



September 17, 2015

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

Dear Mayor Baird and Councilors,

I am writing to you on behalf of the Rotary Club of Cumberland Centennial.

This letters serves as a request to partner with the Village of Cumberland to work towards continuation of the construction of the "Path to Recreation" from Perseverance Creek to the Comox Lake that our club was involved with soon after we were chartered.

Further Club involvement would consist of Fundraising and expertise that can be provided by Club Members.

Yours truly,

A handwritten signature in cursive script that reads "Liz Phillipson".

Liz Phillipson
lizatrotary@gmail.com
(250)339-4614

Staff Report

DATE: September 9, 2015
TO: Debra Oakman, CAO, CVRD
FROM: John Watson, ED, CVEDS
RE: 2015 Strategic Priorities Update Report

Item 5.4

Purpose

The purpose of the Strategic Priorities Update report is to provide an update on Comox Valley Economic Developments (CVEDS) current work plan activities and economic development services to the CVRD senior staff and Committee of the Whole, in a format that is consistent with what local government elected officials are provided by from other government departments and senior staff.

This report references activities related to the five year Comox Valley Regional Economic Development Strategic Plan and the 2015 Annual CVEDS Work Plan, indicating level of priority, describing the task, and providing comment on the current status and outcomes of the related activity.

Relationship to the Comox Valley Regional Economic Development Strategy

The nature of CVEDS constitution, Board of Directors, and the 2015-2020 Five Year Agreement between CVEDS and the CVRD requires regular reporting of critical information to local governments, elected officials and senior staff on an ongoing basis relative to the activities and outputs as defined in the Comox Valley Regional Economic Development Strategy and CVEDS Annual Work Plans. It should be noted that the Comox Valley Regional Economic Development Strategy was developed in alignment throughout to local government OCPs, the Regional Growth Strategy, and the Comox Valley Sustainability Strategy.

Further, the Communications and Media Relations Program within Comox Valley Regional Economic Development Strategy outlines how CVEDS will interact with local governments, elected officials and senior staff on an ongoing basis in order educate and inform these stakeholders on economic development activities, key issues, and growth opportunities.

Recommendations from the executive director:

To receive and contact the CVEDS office with any comments or questions.

Attachments

- a. CVEDS Q1 and Q2 Report Summary
- b. 2015 Strategic Priorities Update – Q2

Respectfully submitted,



John Watson
Executive Director

Toll Free 1.877.848.2427
Tel 250.334.2427
Fax 250.334.2414

investcomoxvalley.com

Comox Valley Economic Development and Tourism Q1 and Q2 2015 Report Summary



WinterJam100 Event Development and Marketing – January

31 days of multi-venue concerts, arts & entertainments, food and winter sports activities, supported by an extensive multi-media campaign targeted to Vancouver Island and the lower mainland to drive increased visitation during the shoulder season. In support of the City of Courtenay Centennial year, WinterJAM100 showcased 100+ events throughout the month of January, including a concert series from January 16 – 31, 2015.

Emerging Technologies Panel Discussion - January

Hosted an Emerging Technologies Panel discussion Jan 23, 2015 at North Island College in Courtenay with over 80 guests in attendance, including media and 8 speakers from different technology lead sectors. A CVEDS / Innovation Island Technology Association MOU partnership was also announced and features a series of technology and innovation specific workshop sessions launched under the CVEDS Business Counts program.

Islands Agriculture Show - February

Hosted the Islands Agriculture Show Feb 13-14, 2015 at the Florence Filberg Centre and Native Sons Hall in partnership with the CV Farmers Institute, CV Exhibition Society, and CV Farmers Market; included an improved live animal exhibit, sold out agriculture tradeshow, VIP / Media farm tours, meetings with Minister of Agriculture, local SD71 school program resulting in 460+ students in attendance, and hosted the Opening Reception featuring local producers with approximately 170 attending.

Comox Valley Dine Around – February / March

6th annual event & campaign, developed with food and beverage service providers, supports increased restaurant visits at a typically slower time of year, in partnership with 15+ restaurants, pubs and cafes.

BC Abattoirs AGM and Conference - April

Worked with the BC Association of Abattoirs and local agriculture producers to drive attendance and awareness of the Conference and Opening. Local products were featured and prepared by the North Island Chefs Association during the Opening Reception as well as highlighted throughout the conference.

BC Shellfish and Seafood Festival – June

Together with the aquaculture industry, 40+ businesses, producers and service providers, the office lead the development, marketing and hosting of the largest festival in its 9 year history; \$135k multimedia marketing campaign, creation of new events including the Fresh Fest in Comox, and the BC Seafood Expo and Workshop Series. In all 3000 event tickets were sold to 20 events and the region received over \$1.4 million in media coverage about the industry and the destination.

Vancouver Island Aerospace Association AGM and Aerospace Innovation Forum- August

Working collaboratively with Vancouver Island Aerospace Association, the Provincial Government and others in the development and hosting regional aerospace companies and innovators to discuss opportunities and growth in the sector, including inviting prime bidders in Canada's Fixed Wing Search and Rescue Replacement Project RFP to support awareness of the Training Centre being located in Comox.

Comox Valley Sport and Event Expansion Grant – 2015

10 existing and new sport and meeting events provided grant funds to support the expansion of their events to increase overnight stays. New grant intake for 2016 will be released in Q3.

Comox Valley Welcome Sign Project

Received Ministry of Transportation Sign Permit to proceed with construction of the Comox Valley Welcome Sign on the inland Island Highway, northbound side of the road just before the Trent River; preliminary construction and prep work has begun for installation in the fall.

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**2015 STRATEGIC PRIORITIES UPDATE
COMOX VALLEY ECONOMIC DEVELOPMENT AND TOURISM**

Focus Area	5 Year Plan Reference	Program Name	Priority	Tactic	Task	Status / Outcome	Completion
Business Retention and Enhancement	4.2 Food Security Enhancement	CV Agrifood Monitor Pilot	Medium	Agriculture Education Campaign	Develop an agriculture education campaign in partnership with the Farmers Institute to showcase innovative farming practises and the range of producers located in the Comox Valley.	Farmers Institute (FI) website launched to ensure increased awareness of progressive farm practices, producers and the industry; this includes a series of Agrifood Success Story videos that were produced. Additional videos and a FI Enewsletter template and social media account to be created for fall launch.	In Progress
Business Retention and Enhancement	4.2 Food Security Enhancement	CV Agrifood Monitor Pilot	Medium	Cattle Grazing Project	Support the conversion of unused agricultural land to forage for livestock and agroforestry uses, such as community pasture grazing of forested lands, increased harvesting and cultivation of agroforestry products, and land clearing for more intensive grazing.	Initial research and land use analysis have been complete. This has included discussions with stakeholders concerning land value methodology and process, reforestations plans, long term forest management, and review of mapping and data.	In Progress
Business Retention and Enhancement	4.2 Food Security Enhancement	CV Agrifood Monitor Pilot	Medium	BC Abattoirs Conference	Opening reception coordination and promotional assistance to increase registration.	Worked with the BC Abattoirs Association and local producers to drive attendance and awareness of the Conference and Opening Reception. Local products were featured and prepared by the North Island Chefs Association during the Opening Reception as well as highlighted throughout the conference.	Completed
Business Retention and Enhancement	4.2 Food Security Enhancement	CV Agrifood Monitor Pilot	Medium	2015 Growers Guide	Produce Guide that will support farm direct economic activity.	Sales and production of 9th annual Growers Guide completed with updated editorial, images and over 65 farms participating, with input from Committee including the Farmers Market, Farmers Institute, Ministry of Ag, and CVEDS. Inclusion of Growers Guide online at www.DiscoverComoxValley.com and agrifoodcomoxvalley.com .	Completed
Business Retention and Enhancement	4.2 Food Security Enhancement	CV Agrifood Monitor Pilot	Medium	Agrifood Investment Profiles	Update the agrifood investment profiles using current agri-investment opportunities and 2011 Census of Agriculture Data to attract investment and expansion into the local agriculture industry.	Agrifood investment research, three Investment Profiles and a Agriculture Sector Profile completed. Agriinvestment redevelopment website complete and available at www.agrifood.com . Project components presented to CV Farmers Institute executive March 23. Project ICCI funding submission completed Jan 31 and approved.	Completed
Business Retention and Enhancement	4.2 Food Security Enhancement	CV Agrifood Monitor Pilot	Medium	Training Opportunities	Host agribusiness training opportunities in partnership with local agriculture organizations to encourage and increase the opportunity of agri-business start-up and expansion.	In partnership with the Small Scale Food Processors, hosted 2 Agrifood Business Planning Sessions Jan 14 and 21, 2015. Also, hosted a Good Agricultural Practices workshop Feb 12, 2015 in partnership with the Province of BC. A wide array of conference sessions were also featured as part of the Islands Agricultural Show.	Completed

**2015 STRATEGIC PRIORITIES UPDATE
COMOX VALLEY ECONOMIC DEVELOPMENT AND TOURISM**

Focus Area	5 Year Plan Reference	Program Name	Priority	Tactic	Task	Status / Outcome	Completion
Business Retention and Enhancement	4.2 Food Security Enhancement	CV Agrifood Monitor Pilot	Medium	2015 IAS	Host the 2015 Islands Agriculture Show (IAS) and work with local agricultural organizations to leverage the awareness.	The IAS was hosted Feb 13-14, 2015 at the Florence Filberg Centre and Native Sons Hall in Courtenay. The office and ag partners supported improved live animal exhibit with partners, marketed the school program resulting in 460+ students in attendance, as well as hosted the Opening Reception with approx. 170 in attendance. Ag Media Familiarization Tour was hosted, resulting in 6 articles on producers in local media and the Western Producer.	Completed
Business Retention and Enhancement	4.3 Tourism, Arts, Culture and Heritage Development	Discover Comox Valley Signature Event Series	High	Develop and Expand Destination Level Events	1-2 new destination level signature events are developed, or attracted to be hosted in the region, to strategically compliment and infill existing events, with primary objective of increased overnight stays. Event product focus includes culinary, agriculture, aquaculture, sport or cultural event themes.	The third annual WinterJam festival framework and elements are being developed for August partner outreach and confirmation. A bike event committee will be formed in the fall to work on a destination bike festival for 2016 which incorporates the entire Comox Valley with multiple events over 3-4 days.	Ongoing
Business Retention and Enhancement	4.3 Tourism, Arts, Culture and Heritage Development	Discover Comox Valley Signature Event Series	High	Develop and Expand Destination Level Events	Secondary events supported by DCV compliment and leverage upon awareness generated by the Signature Event Series, with a focus on shoulder season. (City of Courtenay Centennial; Comox Valley Farm Cycle Tour; Habs Alumni Hockey Game, UROC events, PGA Qualifiers at Crown Isle)	Farm Cycle event moved from August to September, due to historic feedback and framework adjusted to enable more farm participation; launch in July. City Centennial events supported through eblasts with hotel package support. Habs Alumni Game supported with package deals and online marketing to promote overnight stays. PGA Qualifier event supported with hotel rates for friends/families and supporting attendance at reception. UROC mountain bike events supported in eblasts to tourism network.	Ongoing
Business Retention and Enhancement	4.3 Tourism, Arts, Culture and Heritage Development	Discover Comox Valley Signature Event Series	High	Develop and Expand Destination Level Events	Administration and provision of the Sport and Event Attraction Fund continues to provide funding capacity that supports removing expansion barriers to existing events, or enables new event hosting groups or agencies to hold events for the first time, if they can demonstrate increased overnight accommodations, with preference given to shoulder season.	10 events approved by the AHRT Committee, totalling funding of \$19,250. 8 out of the 10 events have occurred. Additional support to these events was provided in the form of a flat sheet profiling hotel packages as well as online social media / eblast support for the events. Blue Devils, PGA, Country Roads and Aboriginal Day supported in Q2.	Ongoing
Business Retention and Enhancement	4.3 Tourism, Arts, Culture and Heritage Development	Discover Comox Valley Signature Event Series	High	Develop and Expand Destination Level Events	A Festival and Events Industry Resource Calendar, is maintained and distributed quarterly, capturing local tourism orientated events and included an improved and enhanced online events calendar via DiscoverComoxValley.com	The Industry Resource Event Calendar has been distributed four times this year. Both the online and industry calendar continues to be updated with additional community events, as they are confirmed. Event solicitation is occurring regularly in enews communications and social media.	Ongoing
Business Retention and Enhancement	4.3 Tourism, Arts, Culture and Heritage Development	Discover Comox Valley Signature Event Series	High	Develop and Expand Destination Level Events	Consumer event e-promos compliment Signature Event Series marketing, and highlight and drive attendance to new and existing regional events and holiday orientated specials & events throughout the year, while consumer contact database is expanded with contesting and promoted posts.	Consumer e-promos have been sent highlighting the Habs Alumni, BC Shellfish and Seafood Festival, UROC events, AHRT Attraction Funded events. On track to exceed goal of circulating 40-50 eblasts annually in 2015. Consumer contesting continues to increase database of email addresses. Average open rate continues to exceed industry average.	Ongoing

**2015 STRATEGIC PRIORITIES UPDATE
COMOX VALLEY ECONOMIC DEVELOPMENT AND TOURISM**

Focus Area	5 Year Plan Reference	Program Name	Priority	Tactic	Task	Status / Outcome	Completion
Business Retention and Enhancement	4.3 Tourism, Arts, Culture and Heritage Development	Discover Comox Valley Signature Event Series	High	Develop and Expand Destination Level Events	1-2 Tourism Product Development Workshops are hosted to support professional and business development of new tourism product expansion in the sector.	Supported a launch event welcoming Air Canada in partnership with the Comox Valley Airport inviting tourism and business leaders to demonstrate support of the new service. In Q2, working on the development of a fall tourism workshop with a focus on online reputation, brand management and digital storytelling.	Ongoing
Business Retention and Enhancement	4.3 Tourism, Arts, Culture and Heritage Development	Discover Comox Valley Signature Event Series	High	Develop and Expand Destination Level Events	Two existing destination level Signature Series Events, held in shoulder seasons, are expanded and enhanced via sponsorship & product development, and supported by multi-media marketing & communications resources to result in overnight stays and awareness of the destination. Including: WinterJAM100, Jan 1-31; and BC Shellfish & Seafood Festival, June 12 - 21.	The BC Shellfish and Seafood Festival is the largest festival on the CVEDS marketing calendar. CVEDS supported the development and expansion of FreshFest, BC Seafood Expo and Workshop Series, BC Coastal Mayors Event, and Lobster Extravaganza. The office also expanded the Comox by the Sea Celebration event with more participant events and partners that in previous years. A sponsorship program and several successful grant applications secured additional resources to leverage the campaign and events. Marketing campaign produced over 135K value in advertising and promotions for the region. Many events experienced sell out numbers and overall, the exposure and visits to the festival were the largest to-date with hundreds of overnight visitors staying in the Comox Valley.	Completed
Business Retention and Enhancement	4.4 Business Visitation and Entr.	Business "Counts"	Medium	Communicate the Business Counts Program Services	Include key program information on Invest Website and communications (e-news, social media) to local business.	Monthly Business Counts E-newsletters distributed including event, economic and business statistics and resource updates.	Ongoing
Business Retention and Enhancement	4.4 Business Visitation and Entr.	Business "Counts"	Medium	Business Counts Workshop Series	Annual "Business Counts" small business workshop series in conducted during small business month with a focus on emerging business / industry challenges and opportunities as are identified through the Business Counts Program.	Fall Business Counts small business workshop series being developed and finalized for various sectors and topic areas, including a focus on Technology and Innovation businesses scheduled for launch in August.	In Progress
Business Retention and Enhancement	4.4 Business Visitation and Entr.	Business "Counts"	Medium	Small Business Advisory Group	Establish a Small Business Advisory Group to provide feedback on CVEDS Business Retention and Enhancement activities and programs.	Proposed launch of Small Business Advisory Group scheduled for the fall.	In Progress
Business Retention and Enhancement	4.4 Business Visitation and Entr.	Business "Counts"	Medium	Island Aerospace Conference and Trade Show	Establish an Island Aerospace Conference and Trade Show in partnership with the VI Aerospace Alliance and Aerospace Industry Association of Canada.	CVEDS has worked with the VI Aerospace Association to support the development of an inaugural VIAA AGM & Aerospace Innovation Forum. The event will be hosted on August 14, 2015 at North Island College and features panel presentations highlighting government, aerospace associations, education, and FWSAR proponents. CVEDS also registered for the Aerospace Defense and Security Expo in Abbotsford August 6 & 7 in partnership with VIAA to profile the upcoming forum as well as 19 Wing Comox Training attributes to the FWSAR proponents.	In Progress

**2015 STRATEGIC PRIORITIES UPDATE
COMOX VALLEY ECONOMIC DEVELOPMENT AND TOURISM**

Focus Area	5 Year Plan Reference	Program Name	Priority	Tactic	Task	Status / Outcome	Completion
Business Retention and Enhancement	4.4 Business Visitation and Entr.	Business "Counts"	Medium	Survey Businesses	Survey research, design and launch to 200 Comox Valley businesses.	Partnered with the CV Chamber of Commerce and MNP on a small business survey. Initial results were presented Jan 15, 2015 and CVEDS participated as a panel expert and event sponsor. Survey results revealed positive historic and forecasted sales, export and employment trends for small business. Next annual Business Counts survey to be released during Small Business Month 2015.	Completed
Business Retention and Enhancement	4.4 Business Visitation and Entr.	Business "Counts"	Medium	Innovation Island Partnership	Establish a partnership with Innovation Island Technology Association to provide support in the delivery of events and seminars targeted towards early-stage entrepreneurs.	Hosted an Emerging Technologies Panel discussion Jan 23, 2015; over 80 guests in attendance, including media and 8 speakers from different technology lead sectors. MOU partnership was also announced and detailed series of technology and innovation specific workshop sessions launched under the Business Counts program with the first session hosted in May with summer tech event. Comprehensive fall Business Counts Workshop series to be launched in August.	Completed
Business Retention and Enhancement	4.5 Export Development	Export; "beyond borders"	High	Deliver Export-related workshops to encourage and facilitate export development opportunities	Provide export professional development opportunities for export ready and existing exporters looking to expand and access new markets.	Partnered with the Canadian Aquaculture Industry Alliance, BC Salmon Farmers Association, and BC Shellfish Growers Association on the development of comprehensive BC Seafood Expo and Workshop Series with 30+ speakers, 17 industry and consumer workshops, with 180 producers, growers, buyers, and government attending.	Completed
Business Retention and Enhancement	4.5 Export Development	Export; "beyond borders"	High	Buyers / Trade Missions	Attract, coordinate and support investment delegations to the Comox Valley.	Hosted international buyers groups from the Province of BC, Comox CanadAsia Business Society, and several private business groups for the BC Seafood Expo. Site tours, business meetings, and information on investment opportunities were prepared and provided to these individuals.	Completed
Business Retention and Enhancement	4.6 Downtown, Waterfront & Local Area Enhancement	Investment Incentive	High	Developers Round Table process facilitated to input into incentive programs	Facilitate developer round table meetings to provide input into the Town of Comox incentive program	Hosted a developers roundtable meeting March 30, 2015. Senior staff from the Town of Comox and City of Courtenay provided development process updates. Meeting also featured a keynote presentation by the West Shore Developers Association president. The developers group has subsequently formed a Comox Valley Development and Construction Association and held their inaugural event on July 14.	In Progress
Investment Attraction	5.1 Agrifood Investment & Land Utilization	2.1 Land and Marine Based Investment Opportunities	High	Attendance at international trade shows and support for inbound buyers missions	1. Confirm targeted shows, Provincial engagement and industry participation. 2. research potential partnerships and opportunities for inbound buyers missions.	Attendance and representation at 2 shows in partnership with Provincial and Federal government Ministries: 1) Boston International Seafood Show and Expo 2) Natural Products Expo - West.	Completed

**2015 STRATEGIC PRIORITIES UPDATE
COMOX VALLEY ECONOMIC DEVELOPMENT AND TOURISM**

Focus Area	5 Year Plan Reference	Program Name	Priority	Tactic	Task	Status / Outcome	Completion
Investment Attraction	5.1 Agrifood Investment & Land Utilization	2.1 Land and Marine Based Investment Opportunities	High	Creation of investment marketing profiles for cataloguing into opportunities database	Secure and report on ICCI funding outputs for Agrifood Investment Attraction program components.	Agrifood sector research and three investment profiles completed for Aquaculture, Speciality Meat Production and High Value Crop Production. Website updated to profiles agrifood investment success stories and to present investment opportunities in ag sector. Launched in February 2015.	Completed
Investment Attraction	5.1 Agrifood Investment & Land Utilization	2.1 Land and Marine Based Investment Opportunities	High	Support opportunities for identification and resolution of policy and regulation impeding land and marine investment.	Establish key policy reform requirements in partnership with industry (aquaculture) and action steps for communicating with senior levels of government the need for prioritization of a review process.	Partnership established with BC Shellfish Growers Association to co-host Provincial level policy review and advocacy session for MLA's completed. Meetings coordinated with Provincial Ministry staff to convene industry round table with 35 industry representatives attending with Minister of international Trade Teresa Wat. Coordination of industry submissions to senior levels of government on key regulatory reforms completed.	Completed
Investment Attraction	5.2 Destination Marketing	DCV Destination Advertising Partner Opportunities	Ongoing	To ensure the Comox Valley is recognized with progressive ads and campaigns structured to allow partner buy in where appropriate.	A select number of destination ads will be considered in the following publications to expand the destination presence and reach, and drive overnight stays and destination awareness.	Ads were submitted for the TVI Wine & Culinary Guide, TVI Outdoor Guide, TAVI Vacation Guide.	Ongoing
Investment Attraction	5.2 Destination Marketing	DCV Destination Advertising Partner Opportunities	Ongoing	To ensure the Comox Valley is recognized with progressive ads and campaigns structured to allow partner buy in where appropriate.	Create or participate in 1- 2 TV campaigns, supported by targeting online marketing tactics in lower mainland and/or Vancouver Island that drive to DCV website landing pages with AHRT and partners highlighted	An extensive CTV Vancouver Island and Vancouver campaign promoted the BC Shellfish and Seafood Festival. The campaign included ad spot, contest with over 6600 entries and online ads promoting the festival and overnight packages in the Comox Valley. The campaign lasted for one month from the second week of May until mid-June.	Completed
Investment Attraction	5.2 Destination Marketing	DCV Destination Advertising Partner Opportunities	Ongoing	To ensure the Comox Valley is recognized with progressive ads and campaigns structured to allow partner buy in where appropriate.	Participate in Consumer and Trade shows and produce show collateral for the following: TVI 'Discover Vancouver Island' Trade Show; partner with TVI at Calgary & Edmonton Home & garden Shows	Attended the Calgary Outdoor Travel and Adventure Show March 21-22, with private sector tourism businesses. Print collateral directing sales to AHRT hotels & activity operators was distributed to each booth attendee. Contesting occurred to Alberta based BC Shellfish & Seafood Festival contest launched at event in partnership with CVAC.	Completed
Investment Attraction	5.2 Destination Marketing	DCV Destination Advertising Partner Opportunities	Ongoing	To ensure the Comox Valley is recognized with progressive ads and campaigns structured to allow partner buy in where appropriate.	RFP fulfilled for new media and design Agency of Record	Media relations firms engaged on a as needed basis; most recently for the BC Shellfish and Seafood Festival. Results outlined below.	Completed

**2015 STRATEGIC PRIORITIES UPDATE
COMOX VALLEY ECONOMIC DEVELOPMENT AND TOURISM**

Focus Area	5 Year Plan Reference	Program Name	Priority	Tactic	Task	Status / Outcome	Completion
Investment Attraction	5.5 Resident & Entrepreneur Relocation	2.5 Western Canada "lifestyle & relocation campaign"	Medium	Create Western Canadian Lifestyle and Relocation Campaign	Develop and implement a multimedia campaign to drive increased awareness and interest in the Comox Valley from targeted Alberta segments, in partnership with key business sectors including tourism, developers, employers and the Airport.	Preliminary campaign budget, marketing medium and campaign flat sheet prepared and circulated for stakeholder input. Campaign pending approvals and commitment of key partners.	In Progress
Investment Attraction	5.5 Resident & Entrepreneur Relocation	2.6 New Immigrant, Skilled Worker & Entrepreneurial Recruitment Opportunities	Medium	Investment Opportunities Profiled	Provincial nominee program qualifying opportunities are loaded to the provincial Opportunities BC Database System.	PNP opportunities have been loaded and maintained on a monthly basis in the provincial Opportunities BC System. The province is launching an updated system this fall which CVEDS is actively monitoring and will form a session during the Business Counts Workshop series this fall.	Ongoing
Investment Attraction	5.7 Visitor Services Opportunities Program	Comox Valley Visitor Services Opportunities Sales	Ongoing	Increase the Awareness of the VIVC Programs & Services	Comox Valley Signage Committee - Welcome Sign project design completion and construction of the project and host launch event recognizing the donors and partners.	Quotations for fabrication of the sign have been obtained, budgets finalized, sign permit received by Ministry of Transportation, and construction underway for completion in the fall.	In progress
Investment Attraction	5.7 Visitor Services Opportunities Program	Comox Valley Visitor Services Opportunities Sales	Ongoing	Increase the Awareness of the VIVC Programs & Services	Ensure Vancouver Island Visitor Centre (VIVC) marketing systems including racks, screens, poster housing, banner stations, resources and sales systems coincide to support new and expanded festival and event tactics and encourage visitors to extend their stay and visit the tourism properties represented.	Secondary spring/summer sales campaign to drive increased business participation at the VIVC yielded a 10% increase. Hosted AVICC Delegation of elected officials to tour the VIVC to learn about buildings services and economic & tourism objectives.	In Progress
Investment Attraction	5.7 Visitor Services Opportunities	Comox Valley Visitor Services Opportunities	Ongoing	Increase the Awareness of the VIVC Programs & Services	Utilize new images from photo contest and industry invite to update Touch Table and exhibits as required to refresh content available to visitors.	New photos from the Comox Valley Vacation Guide to be uploaded to the touch screen in Sept 2015	In Progress
Investment Attraction	5.7 Visitor Services Opportunities Program	Comox Valley Visitor Services Opportunities Sales	Ongoing	Increase the Awareness of the VIVC Programs & Services	Through the operations of the VIVC, track Visitor data, and review findings from VI DMO 2014 survey and budget requirements, with intent to partner in 2015 joint VIU research project.	Partnership with North Island Destination Marketing Organizations, VIU and Socialable Scientists is underway with launch in June 2015. Data collection points via posters at trail heads across Comox Valley and also at 20 participating businesses that are considered key intercept points for visitors to area. Data collected via contest solicitation.	Ongoing
Investment Attraction	5.7 Visitor Services Opportunities Program	Comox Valley Visitor Services Opportunities Sales	Ongoing	Increase the Awareness of the VIVC Programs & Services	Launch 2015-16 Comox Valley Visitor Services Opportunities Program in early September with advertising opportunities in visitor sales and intercept tools to attract visitors to the Comox Valley and Vancouver Island Visitor Centre	New 2015 / 2016 rate sheet in creation including sector specific marketing collateral. Continued partnership with YQQ on the sales coordination of the backlit signage program.	Ongoing
Investment Attraction	5.7 Visitor Services Opportunities Program	Comox Valley Visitor Services Opportunities Sales	Ongoing	Increase the Awareness of the VIVC Programs & Services	Create 1 -2 themed maps for visitors in partnership with advertisers to market Galleries, Artisans, Farms/Winery tours. Hard copy maps used by visitor centre, also on website, mobile app, and in Visitor Guide.	Walking Map produced in partnership with Project Watershed; a launch event to be held at the VIVC April. Any additional resources to commence April 2015 in coordination with the VIVC.	Completed
Investment Attraction	5.7 Visitor Services Opportunities	Comox Valley Visitor Services Opportunities	Ongoing	Increase the Awareness of the VIVC Programs & Services	Launch the 2015 Comox Valley Vacation Guide in early April; consider adding a Top 10 things to do.	80k Guides distributed via BC Ferries, Regional and Western Airports, BC Visitor Info Centre, and other visitor intercept points in BC.	Completed

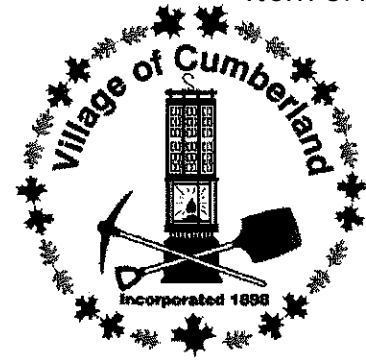
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Investment Attraction	5.7 Visitor Services Opportunities	Comox Valley Visitor Services Opportunities	Ongoing	Increase the Awareness of the VIVC Programs & Services	Consider 2016 Comox Valley Vacation Guide in relation to print guides effectiveness and competing print guides and potential partnerships	Initial meetings with other Guide publications have occurred to discuss the feasibility of a merge of the two publications.	Completed
Economic Development Coordination, Facilitation, and Communication	6.2 Comms & Media Relations	3.2.1 Destination & Tourism Comms Alerts	High	Press Release Distribution	Distribute press releases to secure increase earned media exposure for tourism events and product experiences	Press releases on WinterJam, Dine Around, BC Shellfish and Seafood Festival distributed and posted; Media relations firm contracted to support garnering earned media exposure for BC Shellfish and Seafood Festival and the destination; preliminary earned media value results \$1.4+ m.	Ongoing
Economic Development Coordination, Facilitation, and Communication	6.2 Comms & Media Relations	3.2.1 Destination & Tourism Comms Alerts	High	Enhance Digital Marketing Reach	Communicate destination level and local tourism opportunities VIA Facebook and Twitter with @VIVisitorCentre handle. Increase followers and fans through posting and contesting.	Increase of 92 followers on Twitter - Increase of 767 new fans on Facebook.	Ongoing
Economic Development Coordination, Facilitation, and Communication	6.2 Comms & Media Relations	3.2.1 Destination & Tourism Comms Alerts	High	Consumer and Industry E-Newsletter Distribution	Distribute consumer e-newsletters to increase participation in destination product experiences. Distribute e-newsletters to increase tourism industry awareness of programs, statics and research	9 - Consumer e-blasts to promote AHRT supported events, BC Shellfish and Seafood Festival 7 - Industry e-newsletters provided to tourism industry sector Posted to Consumer or Discover websites, and added to social media as appropriate. Average Open Rate: 25%, industry average is 21.4%	Ongoing
Economic Development Coordination, Facilitation, and Communication	6.2 Comms & Media Relations	3.2.1 Destination & Tourism Comms Alerts	High	Media Outreach and Hosting	Invitations to media to attend events or familiarization tours	Invited to Dine Around Launch, BC Shellfish and Seafood Launch and events, and CVEDS AGM.	Ongoing
Economic Development Coordination, Facilitation, and Communication	6.2 Comms & Media Relations	3.2.1 Destination & Tourism Comms Alerts	High	Online Backgrounders, Fact Sheets and Resources	Production of communications tools including online backgrounders, fact sheets, and updates to websites	Resources page updated with new Tourism Plans, research and statistics. BC Shellfish and Seafood Festival media backgrounders produced showcasing Festival and industry statistics and research to ensure enhanced coverage & awareness of the sector and Festival. This included BC Seafood Month Insert (80k Distribution) delivered to all Vancouver Island households in early June.	Ongoing
Economic Development Coordination, Facilitation, and Communication	6.2 Comms & Media Relations	Business and Investment Comm Alerts	High	Press Release Distribution	Communicate municipal and business announcements, opportunities and updates via CVEDS communications mechanisms; press releases, online communications, and media hosting and outreach.	Press release provided on Tech Innovations Panel Discussion, BC Seafood Expo, press release posted for Development Impact Model. Met with both Publishers to discuss opportunities for increased communications within local media on projects, initiatives and services of CVEDS and the region. Developing a quarterly Business and Tourism industry section starting in Q4.	Ongoing
Economic Development Coordination, Facilitation, and Communication	6.2 Comms & Media Relations	Business and Investment Comm Alerts	High	Business and Sector E-Newsletter Distribution	Increase awareness of key regional economic development, business and investment announcements, opportunities and initiatives	2 - Business Counts e-newsletters 3 - Agrifood Comox Valley e-newsletters 15 - Expo Aquaculture e-newsletters Average Open Rate: 25%, industry average 21.4% Posted to News at a Glance website and Social Media	Ongoing

**2015 STRATEGIC PRIORITIES UPDATE
COMOX VALLEY ECONOMIC DEVELOPMENT AND TOURISM**

Focus Area	5 Year Plan Reference	Program Name	Priority	Tactic	Task	Status / Outcome	Completion
Economic Development Coordination, Facilitation, and Communication	6.2 Comms & Media Relations	Business and Investment Comm Alerts	High	Enhance Digital Marketing Reach	Communicate business and investment news, event and opportunities via Facebook and Twitter with @ComoxValley handle. Increase followers and fans through posting and contesting.	Increase of 109 followers on Twitter, and increase of 75 new fans on Facebook.	Ongoing
Economic Development Coordination, Facilitation, and Communication	6.2 Comms & Media Relations	Business and Investment Comm Alerts	High	Media Outreach and Hosting	Invitations to media to attend events or familiarization tours	Invitation to attend the Tech Innovations Panel Discussion, Island Ag Show Reception and Conference as part of an Ag Media Hosting Program, the CVEDS AGM. Aquaculture and business media invited to attend the BC Seafood Expo and learn about seafood industry during the Festival was completed, as part of an International Media Mission funded in part via Investment Ag Foundation Grant, in partnership with the BC Salmon Farmers Association; preliminary international media coverage valued at \$316k+ reported to date.	Ongoing
Economic Development Coordination, Facilitation, and Communication	6.2 Comms & Media Relations	Business and Investment Comm Alerts	High	Online Backgrounders, Fact Sheets and Resources	Production of communications tools including online backgrounders, fact sheets, and updates to websites	Resources page updated with new CVEDS Work Plan, research and statistics	Ongoing
Economic Development Coordination, Facilitation, and Communication	6.2 Comms & Media Relations	Business and Investment Comm Alerts	High	Invest, Relocate, and Discover Website Enhancements	Re-design and update of CVEDS core website including structure, content, navigation and SEO. This work will include alignment to municipal websites	Design structure and template for the website enhancement has been commenced. Website updates to DiscoverComoxValley.com and InvestComoxValley.com are underway to include best practices in web development including responsive design and increased functionality and interactivity.	In Progress
Economic Development Coordination, Facilitation, and Communication	6.3 Land & Development Impact Analysis	3.4 Industrial & Commercial Lands Development Strategy	Low	Industrial Lands Strategy	Complete an Employment Lands Strategy.	Created a Terms of Reference and included the Employment Lands Strategy as part of the new CVEDS / CVRD contract process. Preliminary development of a draft RFP is underway and scheduled for release early fall.	In Progress
Economic Development Coordination, Facilitation, and Communication	6.3 Land & Development Impact Analysis	3.3 Land & Economic Impact Analysis Model	High	Facilitate the development of an economic impact model for developments	Create a standard model to be used in development application process by local government.	Presented the final Development Impact Model to Courtenay Council Committee of the Whole, March 30, 2015.	Completed

COUNCIL REPORT



REPORT DATE: September 23, 2015
MEETING DATE: September 28, 2015

TO: Mayor and Councillors
FROM: Judith Walker, Senior Planner
SUBJECT: Zoning Bylaw 2015-2016: First Draft Report

RECOMMENDATION

- i) THAT Council receive the Zoning Bylaw 2015-2016 : First Draft Report;
- ii) THAT Council receive a presentation from Mark Crisp, Project Manager, Stantec Consulting Ltd. on the First Draft Zoning Bylaw.

SUMMARY

Stantec Consulting Ltd. has been retained to develop the new Village of Cumberland Zoning Bylaw. The first draft has been developed in consultation with staff and is presented to Council for review and comment.

BACKGROUND

Following presentation and review by Council, the zoning bylaw first draft will be referred to the Accessibility Select Committee, the Advisory Planning Committee, the Heritage Commission and the Homelessness and Affordable Housing Select Committee, as requested by Council. The four meetings will take place over the day on October 5, 2015.

The first public event will be held on Saturday October 17, 2015 from 10am to 3pm in the Cultural Centre (upstairs). There will be a presentation at 10:30am which will be repeated at 1:30pm. The consultants and staff will be available for questions and to receive comments.

Subsequent to receiving Council, public, commissions/committees and staff input, the consultants will revise the first draft of the Zoning Bylaw to produce the second draft. This second draft will receive legal review to ensure all regulations are legal, rational, defensible and enforceable, before being presented to Council in mid-January 2016 and later in the month at Public Event #2, for further review and comment.

Staff Comments on the First Draft

Staff and the consultants have spent significant time reviewing the existing zoning bylaw in light of modernizing the language, clarifying the interpretations, and making the document easier to understand and implement. Through workshop sessions with the consulting team, the first draft represents a move to clarify the zones and the regulations, in compliance with the Official Community Plan. There are several issues which require Council, commission/committee and public discussions in order to reach agreement on the direction of the new zoning bylaw.

FINANCIAL IMPLICATIONS

There are no financial implications to this report.


ATTACHMENTS


Village of Cumberland Zoning Bylaw Update 2015-2016: First Draft, Prepared for Village of Cumberland by Stantec Consulting Limited.

OPTIONS

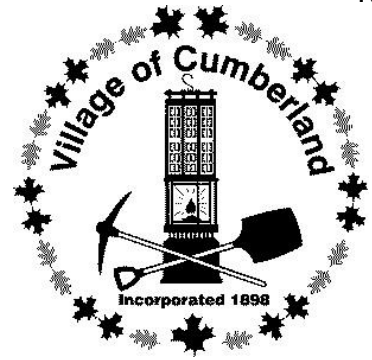
- i) THAT Council receive the Village of Cumberland Zoning Bylaw 2015-2016: First Draft prepared by Stantec Consulting Ltd.;
- ii) THAT Council receive a presentation from Mark Crisp, Project Manager, Stantec Consulting Ltd. on the First Draft Zoning Bylaw; or
- iii) Any other action deemed appropriate by Council.

Respectfully submitted,


for Judith Walker
Senior Planner


Sundance Topham
Chief Administrative Officer

COUNCIL REPORT



REPORT DATE: September 20, 2015

MEETING DATE: September 28, 2015

TO: Mayor and Councillors

FROM: Sundance Topham, Chief Administrative Officer

SUBJECT: Island Health – Hazard Abatement or Prevention Order report update

RECOMMENDATION

THAT the Island Health – Hazard Abatement or Prevention Order report update be received for information.

SUMMARY

The Village of Cumberland received a Hazard Abatement or Prevention Order from Dr. Charmaine Enns, Medical Health Officer for Island Health on August 7, 2015. The order was simultaneously sent to the Comox Valley Regional District (CVRD) and Timberwest Forest Corporation, and is in regards to bank sloughing that took place on Perseverance Creek and its effect on the water quality of Comox Lake.

In order to meet the conditions of the report the Village of Cumberland worked cooperatively with the CVRD and Timberwest to commission a joint report from Tetra Tech EBA consulting engineers.

The Village received a copy of the Hazard Abatement Order Report from Tetra Tech EBA on September 15, 2015 and submitted the report to Dr. Enns. The three parties named in the Hazard Abatement or Prevention Order then met with Dr. Enns and Island Health officials on September 16, 2015 to review the report and discuss next steps.

This report provides an overview of the report, along with information in regards to next steps.

BACKGROUND

The Village of Cumberland received a Hazard Abatement or Prevention Order from Dr. Charmaine Enns, Medical Health Officer at Island Health on August 7, 2015. The order, which is attached as Appendix A, included the following requirement:

Action required

The action that I am ordering you to take is as follows:

Obtain and provide to me a report from an independent engineering firm to:

(a) identify the feasible options, costs, and likely effectiveness of means to control, minimize or prevent bank collapse and otherwise mitigate introduction of sediment into Perseverance Creek. These options may include but are not limited to streamflow diversion, storage of storm water, or stream bank stabilization (all having regard to the bank collapse of December 2014).

(b) identify feasible options, costs, and likely effectiveness of means to control, minimize and manage the effects of overflow from Lake No.2 spillway into Perseverance Creek, all having regard to the bank collapse that occurred in Perseverance Creek in Dec 2014, the related boil water notification and the present state of banks in Perseverance Creek downstream of the spillway overflow.

This is to be completed by Sept 16, 2015.

This order was also simultaneously sent to the Comox Valley Regional District and Timberwest. The Village attended a stakeholder meeting hosted by the CVRD Water Committee on August 18, 2015 to discuss the order, and at that meeting the Village of Cumberland, Comox Valley Regional District and Timberwest agreed to work together to engage Tetra Tech EBA consulting engineers to prepare the required report, for use by all three organizations.

The report was completed and submitted to Dr. Enns on September 15, 2015, meeting the conditions as outlined in the Hazard Abatement or Prevention Order. The three parties named in the order then met with Dr. Enns and Island Health officials on September 16, 2015 to review the report and discuss next steps.

A subsequent letter from Dr. Enns dated September 18, 2015 confirms that the actions of the order have been fulfilled and requests a follow-up meeting on October 15, 2015.

The report, which is attached as Appendix B, was written specifically to meet the conditions of the Hazard Abatement or Prevention Order and focused on the following:

- Identifying feasible options, estimated costs, and the likely effectiveness of means to control, minimize or prevent bank collapse and otherwise mitigate introduction of sediment into Perseverance Creek; and
- Identifying feasible options, estimated costs, and the likely effectiveness of means to control, minimize and manage the effects of overflow from Cumberland Creek No. 2 Dam spillway into Perseverance Creek.

The report was not an examination of the reasons behind the order, and did not question whether or not the bank collapse/erosion of Perseverance Creek materially contributed to elevated turbidity in Comox Lake. Furthermore, the report did not examine whether the turbidity in Comox Lake attributable to Perseverance Creek was the major cause of the boil water advisory of 2014, or if other turbidity sources were at fault as well.

The report is laid out in a relatively basic manner. The options are grouped into three main sections; Cumberland Creek options, Spillway options and Perseverance Creek options. Each section then provides a list of options that pertain to the overall heading. Finally, these various options are then grouped in a chart (Table 1), and assessed against a number of factors, including cost, schedule, regulatory approval process, land ownership, environmental impacts, public and worker safety, lifespan, effectiveness, local knowledge/skills and risk.

As can be seen from an examination of the options in Table 1 there are no easy fixes. The cheapest and easiest option to implement is CC-5, which entails a refining of the operation of the No. 2 Dam to allow increased flow of water in winter months. This is definitely an option that the Village can examine, but the effectiveness of sediment reduction is limited to less than 20% and will have limited to no impact during extreme events.

The option with the highest chance of sediment reduction, CC-2, shows that sediment could be reduced by up to 90%; however, that option entails the removal of the No. 2 Dam and the construction of a dam at the spillway channel (into upper Perseverance Creek) at a cost of \$2.0 million dollars.

Any of the options that include the removal of the No. 2 Dam would have a serious impact on the Village's water storage capabilities, removing 57,000 cubic metres of storage, or approximately 10% of our water reservoir storage capacity. On top of this the removal of No. 2 Dam, and any subsequent spillway change that increases flow into Cumberland Creek will significantly elevate the risk of increased turbidity entering the Village's water supply. Any increase in turbidity would put our current VIHA 4321 treatment deferral at risk, and may necessitate the building of an expensive filtration plant.

Option CC-3 involves the rerouting of Cumberland Creek, and would not entail the removal of No. 2 Dam, but this option has high environmental impacts due to the diversion of water to another watershed, and is estimated to be only 60% effective.

The options reviewed in regards to rebuilding the spillway channel are all very expensive and have a relatively low percentage of being effective in reducing sediment. Although they shouldn't be ruled out, they wouldn't appear to be a feasible option.

The final set of options, which look into the possibility of increasing retention time in lower Perseverance Creek, have a low chance of effectiveness and could be very complex to implement due to regulatory approvals/covenants on lands.

In terms of where this leaves us now, the report reaffirms that there is no simple solution to this issue, and furthermore, the Hazard Abatement or Prevention Order reaffirms the fact that there are a large number of factors to take into account in the operation of the Village's water system.

The Village is currently finalizing a plan for the implementation an ultraviolet disinfection system in order to meet the conditions of our VIHA Operating Permit. The Village is also working towards a rebuild of the No. 2 Dam to meet the requirements of the Dam Safety Branch. Although these two projects are not specifically linked, the existence of the Hazard Abatement or Prevention Order has reaffirmed the fact that any proposed changes to part of our system can have a significant effect on the function of the overall system.

Section 10.0 of the report, in the discussion section, notes that there is a possibility of a new, deep water intake in Comox Lake and that a water treatment plant may be constructed. It further notes that "if so, the options discussed herein may become redundant."

The idea of a regional water system that includes Cumberland is something that has been discussed internally in past water planning documents, but as of now the Village hasn't officially discussed this option with the CVRD. As we move forward with planned upgrades to our water system an examination of this possibility in relation to the necessary water system improvements will require further examination.

In terms of immediate next steps, Dr. Enns has requested a follow-up meeting with Village of Cumberland, Comox Valley Regional District and Timberwest staff for October 15, 2015 (Invitation letter attached as Appendix C). This meeting will allow the parties to discuss possible next steps in regards to the findings of the report.

FINANCIAL IMPLICATIONS

The three organizations who received the Hazard Abatement or Prevention Orders are sharing equally in the cost of the report. The Village of Cumberland's share of the funding required for the report is approximately \$2,750.

Any future expenses are unknown at this time.

STRATEGIC OBJECTIVE

Participating in the Hazard Abatement or Prevention Order study relates directly to Council's 2015 strategic objective of *Establishing an adequate and high quality source of water for the current and future residents of the Village.*

ATTACHMENTS

1. Appendix A – Island Health, Hazard Abatement Order
2. Appendix B – Hazard Abatement Order Report – Tetra Tech EBA
3. Appendix C – September 18, 2015 correspondence from Dr. Charmaine Enns, Medical Health Officer, Island Health re: Hazard Abatement Orders – Follow up meeting.

CONCURRENCE

Rob Crisfield, Manager of Operations
Michelle Mason, Financial Officer

OPTIONS

1. Receive the Island Health – Hazard Abatement or Prevention Order report for information.
2. Any other action deemed appropriate by Council.

Respectfully submitted,

Sundance Topham
Chief Administrative Officer

August 7, 2015

The Corporation of the Village of Cumberland
2673 Dunsmuir Avenue
Box 340
Cumberland BC V0R 1S0
Attn: Sundance Topham

Dear Village of Cumberland:

Re: Hazard Abatement or Prevention Order

This letter constitutes an Order under section 25 of the *Drinking Water Protection Act* (the “Act”). For your ease of reference, I have provided the link to access a copy of the Act, http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/00_01009_01.

I am also hereby advising you that I am issuing a similar and related Order to the TimberWest Forest Corp (copy attached) and the Comox Valley Regional District (copy attached), given the interrelatedness of the spillway overflow and Perseverance Creek erosion. I encourage you to consider cooperating with TimberWest Forest Corp and the Comox Valley Regional District to complete the actions set out below. I believe that would be a constructive approach and could help minimize costs, but in any case that decision is yours and your obligations are as set out in the Order below.

I also wish to note that I may, upon consideration of the report(s) described below, be required to issue further orders respecting drinking water health hazard abatement. I will also be in further discussions with you and other interested parties regarding longer term drinking water safety, assessment and planning matters. Nothing in this order is intended to limit any such exercise of powers, and nothing in it determines your responsibility (if any) in respect of any future potential orders, assessments or planning exercises.

Action Required

The action that I am ordering you to take is as follows:

Obtain and provide to me a report from an independent engineering firm to:

- (a) Identify the feasible options, costs, and likely effectiveness of means to control, minimize or prevent bank collapse and otherwise mitigate introduction of sediment into Perseverance Creek. These options may include but are not limited to streamflow diversion, storage of storm water, or stream bank stabilization (all having regard to the bank collapse of December 2014).

- (b) Identify feasible options, costs, and likely effectiveness of means to control, minimize and manage the effects of overflow from Lake No.2 spillway into Perseverance Creek, all having regard to the bank collapse that occurred in Perseverance Creek in Dec 2014, the related boil water notification and the present state of banks in Perseverance Creek downstream of the spillway overflow.

This is to be completed by September 16, 2015.

Reasons for this Order

I am issuing this Order because I have reason to believe that there is a significant risk of an imminent drinking water health hazard. I have formed this belief in the circumstances of this case for reasons that are summarized as follows:

- Lake No. 2 spillway overflowed and bank collapse/erosion of Perseverance Creek occurred in December 2014.
- In my view, based on information available to me and my own visits to the area, I believe the bank collapse materially contributed to elevated turbidity in Perseverance Creek. I believe this in turn materially increased the turbidity levels in Comox Lake.
- While I accept there were likely also other sources contributing *some* degree of sedimentation, no sources other than the bank collapse have been identified to explain such a substantial turbidity increase during late 2014/early 2015, and I note that turbidity levels during that period were elevated (above 1 ntu) and remained sustained substantially longer than previously experienced during rain events that were not associated with a known material bank collapse.
- Given high turbidity levels, a Boil Water Notice was issued to the Comox Valley Regional District (CVRD) drinking water supply system from December 11, 2014 to January 27, 2015. This water supply system draws water that is sourced from Comox Lake and has only one form of disinfection (chlorination), with no filtration.
- The CVRD supplies water to approximately 41,000 residents.
- I believe there is a significant and imminent risk of further bank collapse in the near future (and related turbidity risks), particularly (but not only) in the event of significant rainfall, as some banks are now undercut and overhanging and there still remains a related risk of overflow from Lake No.2 spillway under significant rainfall events.

I note that I have provided each of Timberwest, the Village of Cumberland and the Comox Valley Regional District an opportunity to review and comment on a draft order and I have considered comments received before issuing orders to these parties. I am aware of the fact that the Village of Cumberland notes that the spillway and related infrastructure was approved by provincial officials. I am also aware that that Timberwest has expressed concerns about the Village of Cumberland infrastructure and alteration of historic drainage patterns. But in my view none of this obviates the need for an order under section 25 of the DWPA at this time and as outlined herein.

I have also considered comments from the CVRD and the Village of Cumberland expressing concerns about the time frame for completion of the report. I am of the view that the present timeframe is reasonable in all circumstances, particularly in light of the approaching Fall/Winter season.

Authority to issue this Order

I have issued this Order under my authority as a Drinking Water Officer under sections 3 and 25 of the Act.

Authority to enter on or into property

I (pursuant to section 25(5) of the Act) hereby authorizing Village of Cumberland and the engineer they retain to enter on lands adjacent to Perseverance Creek owned by Comox Timber Ltd and on lands adjacent to Perseverance Creek owned by TimberWest Forest Corp, for the purposes of complying with this order. By copy of this letter I am providing notice to this to you, Timberwest, Comox Valley Regional District and Comox Timber Ltd. I encourage all parties to familiarize themselves with section 25(6) of the Act.

Duration of this Order

This Order remains in effect unless and until you are notified in writing by me or another Drinking Water Officer that the Order is satisfied, amended or rescinded.

Right of review or reconsideration

You may request that I reconsider this decision if you believe that there is sufficient new evidence for this purpose. You may also request that this decision be reviewed by the Provincial Health Officer or a Medical Health Officer nominated by him.

If you wish to make a request for reconsideration or review, please review section 39.1 of the *Drinking Water Protection Act*. I can also provide you with forms if you wish, but there is no requirement to use a specific form.

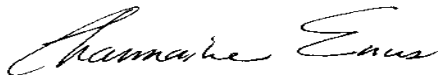
Please note however that a request for reconsideration or review does not put the Order into abeyance while any such request is considered. If you believe that the Order should be deferred while a review or reconsideration is requested, please advise me accordingly and I will consider whether to amend the Order accordingly. Unless I do so, the Order remains in force during any period of review or reconsideration.

Consequences of failure to comply

It is an offence under the *Drinking Water Protection Act* to fail to comply with an Order under section 25. Penalties upon conviction for an offence may be up to \$200,000 per day and up to 12 months imprisonment. In addition, if you fail to comply with the Order, a Drinking Water Officer may take or authorize actions to be taken as necessary, at your expense (see sections 27 and 28).

Please do not hesitate to contact me if you have any questions respecting this Order.

Yours truly,



Charmaine Enns, , MD, MHSc, FRCPC
Medical Health Officer

Enclosure

cc: Chris Cole, TimberWest Forest Corporation
Domenico Iannidinardo, TimberWest Forest Corporation
Rob Crisfield, Village of Cumberland
Marc Rutten, Comox Valley Regional District
Ian DeLisle, Comox Timber Ltd.
Bob Wells, City of Courtenay
Debra Oakman, CAO, Comox Valley Regional District
Dr. Perry Kendall, Provincial Health Officer
Dr. Bonnie Henry, Deputy Provincial Health Officer
Dr. Richard Stanwick, Chief Medical Health Officer
Dr. Murray Fyfe, MHO, Island Health
Lynne Magee, Provincial Drinking Water Officer
Ann Thomas, Island Health
Charlene MacKinnon, Island Health
Dave Cherry, Island Health
Gary Anderson, Island Health
Don McRae, MLA

Excellent care, for everyone,
everywhere, every time.



September 18, 2015

The Corporation of the Village of Cumberland
2673 Dunsmuir Avenue
Box 340
Cumberland BC V0R 1S0

Dear Mr. Sundance Topham:

Re: Hazard Abatement Order Report

Thank you for fulfilling the actions of the August 7, 2015 Hazard Abatement or Prevention Order to obtain and provide me with a report on feasible options for managing the effects of overflow from Comox Lake No. 2 spillway into Perseverance Creek and managing bank collapse and introduction of sediment into Perseverance Creek.

I appreciated the opportunity to have a preliminary discussion about this report with you, the Comox Valley Regional District (CVRD) and TimberWest earlier this week. At that meeting it was agreed that each party needs to take the report back to their respective organizations for review and discussion. In the very near future, you will be receiving an invitation to attend a follow up meeting on October 15th. For the October 15th meeting please come prepared to discuss next steps in regards to the findings of the Hazard Abatement Order Report.

In Health,

A handwritten signature in black ink that reads "Charmaine Enns".

Charmaine Enns, MD, MHSc, FRCPC
Medical Health Officer

Office of the North Island Medical Health Officer
355 – 11th St
Courtenay, BC V9N 1S4 Canada

Tel: 250-331-8591 | Fax: 250-331-8513
viha.ca

Hazard Abatement Order Report



PRESENTED TO
Village of Cumberland
Comox Valley Regional District
TimberWest Forest Corporation

SEPTEMBER 2015
ISSUED FOR USE
FILE: 704-V13103549-01

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Table 1 Comparison of the Various Options

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Figure 1 Cumberland Water Supply
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Figure 4 SC-3 Convey the Flow in a Pipe

APPENDICES

Appendix A Tetra Tech's General Conditions
Appendix B Copies of Hazard Abatement or Prevention Orders

LIMITATIONS OF REPORT

This report and its contents are intended for the sole use of The Village of Cumberland, Comox Valley Regional District, and TimberWest Forest Corporation and their agents. Tetra Tech EBA Inc. (Tetra Tech EBA) does not accept any responsibility for the accuracy of any of the data, the analysis, or the recommendations contained or referenced in the report when the report is used or relied upon by any Party other than The Village of Cumberland, Comox Valley Regional District, and TimberWest Forest Corporation, or for any Project other than the proposed development at the subject site. Any such unauthorized use of this report is at the sole risk of the user. Use of this report is subject to the terms and conditions stated in Tetra Tech EBA's Services Agreement. Tetra Tech EBA's General Conditions are provided in Appendix A of this report.

1.0 INTRODUCTION

Tetra Tech EBA Inc. (Tetra Tech EBA) have been retained by The Village of Cumberland (the Village), Comox Valley Regional District (CVRD) and TimberWest Forest Corporation (TimberWest) to prepare this report in response to the Hazard Abatement or Prevention Orders, dated August 7, 2015, received from the Medical Health Officer, Dr. Charmaine Enns, MD., MHSc., FRCPC. Copies of these orders are attached as Appendix B.

The work was authorized by the Village of Cumberland on behalf of the three parties via a Tetra Tech EBA Service Agreement, signed on August 25, 2015. The scope of services, as well as Tetra Tech EBA's General Conditions, were provided in our proposal letter dated August 25, 2015.

2.0 OBJECTIVE AND SCOPE OF WORK

The objective of this study is to provide a report which:

- Identifies feasible options, estimated costs, and the likely effectiveness of means to control, minimize or prevent bank collapse and otherwise mitigate introduction of sediment into Perseverance Creek; and
- Identifies feasible options, estimated costs, and the likely effectiveness of means to control, minimize and manage the effects of overflow from Cumberland Creek No. 2 Dam spillway into Perseverance Creek.

The scope of services agreed to was limited to:

- A site visit with the Village of Cumberland staff on August 17, 2015 to observe current conditions along the creek;
- Discussions with Village of Cumberland staff;
- Meeting on August 27, 2015 with the three parties to review the scope of work and resources available;
- A field visit on August 27, 2015 to Cumberland No. 2 Dam, Cumberland No. 1 Dam, Cumberland Creek between these two dams and the lower reaches of Perseverance Creek with Village, CVRD and TimberWest representatives;
- Developing options for reducing the erosion in the spillway channel;
- Developing options for minimizing or eliminating the outflow from Cumberland Creek No. 2 Dam to the overflow spillway channel;
- Estimating the cost of the various options;
- Comparing the options;
- Preparation of a report presenting the results of the study;
- Discussions regarding the options and comparison with the Village of Cumberland, TimberWest Forest Corporation and Comox Valley Regional District; and
- Finalizing the report.

3.0 BACKGROUND

Cumberland Creek No. 2 Dam, refer to Figure 1, was initially constructed sometime between the late 1890's and early 1930's as a timber crib structure. It was part of a hydroelectric project and also a source of potable water for the Village of Cumberland. A low level conduit, located near the right abutment, discharges flow to Cumberland Creek. An air photograph from 1931 indicates that there was also discharge to the southeast, down an un-named channel, herein called the 'spillway channel'. Some minor erosion along this channel was evident in the 1931 photograph.

At some point prior to 1972, the timber crib was covered with fill and the dam raised. A concrete weir with three, 1.2 m diameter corrugated steel culverts was constructed at the southeast end of the lake likely during this work. This weir structure acted as the spillway, discharging flow down the 'spillway channel', to Perseverance Creek.

Evidence from air photographs indicate activity around the lake in 1964 and, although not conclusive, an apparent increase in the rate of erosion after the early 1960's.

This suggests the raising of No. 2 Dam may have occurred in the late 1950's or early 1960's.

On December 19, 1972, a rain-on-snow event was experienced. It is postulated that the three culverts were at least partially plugged prior to, or by, this event, resulting in a rise of the lake level.

This rise in lake level increased the head differential across the dam, resulting in severe piping and an 11 m wide breach. Reports from that time indicated the piping may have been due to rotting timbers. This breach resulted in damage to Cumberland No. 1 Dam as well as overtopping and a breach at Henderson Lake Dam.

During the subsequent repairs to the No. 2 Dam, fill was removed adjacent to the concrete weir and a cofferdam built across the lake to divert flow to the spillway channel. The flow eroded the base of the channel near the weir to approximately 1.5 m below the invert of the culverts.

When the repairs to No. 2 Dam were complete, the cofferdam was breached, however the opening at the concrete weir was left at the eroded elevation.

Historic air photographs show clearcut logging was carried out over much of the Cumberland Creek watershed, including riparian areas, between 1931 and 1950. However, over the past 20+ years, logging has been limited to small cutblocks, with water management used to minimize erosion and replanting, based on Equivalent Cutblock Area management principles.

There has been concern regarding the diversion of the majority of the Cumberland Creek flow down the spillway channel since the erosion was observed in 2002. It is understood the concerns were for three reasons:

- Water was being diverted between watersheds;
- Loss of land; and
- The ongoing erosion of the spillway channel delivering sediment to Perseverance Creek.

It is understood that there was an issue with erosion in this channel during a high flow event in 2003.

In early December 2014, extreme rainfall caused in an increase in turbidity in Comox Lake resulting in a boil water advisory. Observations and testing at that time revealed that Perseverance Creek was a source of some portion of the turbidity.

4.0 INFORMATION AVAILABLE

The following information was available for review during this study:

Date	Title	Author
December 1972	Diary of field trip to inspect Cumberland Water Supply after reported failure	Water Rights Branch
January 1973	Cumberland Water Supply Dams	Golder Brawner Associates Ltd.
February 1973	Dam Inspection Report	Provincial Dam Safety Authorities
March 1973	Dam Inspection Report – Cumberland Dams	Provincial Dam Safety Authorities
April 1973	Diary of Field Trip to Cumberland Area	Provincial Dam Safety Authorities
January 1974	Report on the Adequacy of the Cumberland Water Supply System for Present and Future Needs	Willis Cunliffe Tait & Company Ltd.
January 2003	Water licenses and dam safety on Cumberland and Perseverance Creeks	Dam Safety Auditor
February 2003	Perseverance Creek #2 Reservoir Overflow Channel Surface Area Changes 1931 to 2002	TimberWest
June 2003	Rough order of Magnitude Cost Estimates Cumberland Creek Dams	EBA Engineering Ltd.
December 2003	Dam Safety Review Cumberland Creek Dams	EBA Engineering Ltd.
July 2006	2006 Annual Inspection Allen Lake and Cumberland Creek Dams	EBA Engineering Ltd.
January 2010	Dam Stability Assessment Cumberland Creek Dams	Levelton Consultants Ltd.
August 2014	Cumberland Dam Breach Study	Tetra Tech EBA Inc.
February 6, 2015	Field Review: Perseverance Creek Gorge; Puntledge Perseverance Community Watershed	Contour Geoscience Ltd.

Also available was:

- Historic Aerial Photographs from the Crown Registry and Geographic Base Branch-Geo BC;
- Photographs taken of Comox Lake in December 2014; and
- Photographs of Perseverance Creek during the December 2014 event.

5.0 PROCEDURE

5.1 Identifying Options

In order to identify the feasible options, we have reviewed previous studies regarding the Cumberland Creek Dams, met with representatives of the Village of Cumberland, Comox Valley Regional District and TimberWest Forest Corporation, and convened an internal meeting of Tetra tech EBA staff familiar with the Cumberland area.

5.2 Comparison

For each option, a series of factors have been assessed to allow for a comparison of the various concepts.

Cost: A screening level cost estimate will be made of each option with an accuracy range of +/- 50%. These estimates are for comparison purposes only and should not be utilized for preparing budgets. The estimated cost is for the initial works and does not attempt to incorporate life cycle costs.

Schedule: Depending on the amount of design and regulator approvals required, as well as construction time, an estimate of the likely completion date of each option will be predicted.

Regulatory Approval Process: The complexity, and therefore the cost and time required, for approvals will be estimated using qualitative rankings of High, Medium, Low and None.

Land Ownership: Some of the solutions being considered are on land owned by the Village of Cumberland, TimberWest Forest Corporation, and Hancock Timber.

Environmental Impacts: A qualitative assessment (High, Medium, Low or None) of the impacts, as well as an estimate of the duration of the impact (Short, Medium or Long Term), will be made.

Public and Worker Safety: A qualitative assessment (High, Medium, Low or None) will be made regarding long term public safety and worker safety during construction.

Lifespan: An assessment of whether the solution is short, medium or long term will be made. For the purpose of this study, short term will be 10 years, medium term 10 to 20 years, and long term greater than 20 years.

Effectiveness: For each option, the likely impact on the amount of sediment produced by the spillway channel during an extreme event will be predicted. It must be noted these are based on judgement and should be used for comparison only.

Local Knowledge/Skills: This will be an indication of whether local contractors using locally available materials can undertake any construction required.

Risk: This would be an identification of the residual risks for each option.

6.0 CUMBERLAND CREEK

Currently, Cumberland No. 2 Dam diverts the majority of the flow during flood events down the spillway channel. The options described below are designed to reduce or eliminate that diversion.

6.1 CC-1 Remove Cumberland No. 2 Dam

If this dam were removed, flow would continue down Cumberland Creek to Henderson Lake and on to Perseverance Creek. Flow into the spillway channel would only occur during very extreme events.

The removal would involve:

- Re-establishing the cofferdam across the lake to temporarily divert all flow down the spillway channel.
- Dewatering the lake and re-locating any fish.
- Removing the fill timbers comprising No. 2 Dam.
- Removing Cumberland No. 1 Dam.
- Reconstructing the spillway and/or creating a new spillway at Henderson Lake Dam.

- Replacing the resource road crossing of Cumberland Creek downstream of Henderson Lake.
- Breaching of the cofferdam.
- Habitat restoration in the dewatered lake.

6.2 CC-2 Remove Cumberland No. 2 Dam and Construct a Small Dam Across the Spillway Channel

This option is similar to the one above, except it would include the construction of an earthfill embankment across the spillway channel to reduce the potential for flow during very extreme events. This may not be necessary if hydrologic modelling results, based on accurate topographic information, indicate this structure is not required.

All the tasks described for CC-1 would be necessary.

6.3 CC-3 Divert Cumberland Creek to an Unnamed Creek to the North

Approximately 0.6 km downstream of Hamilton Lake, there is a low area (saddle) on the left (north) bank between Cumberland Creek and an unnamed creek which discharges into Perseverance Creek near the Community Forest. The creek bank in this area decreases in height from 10 m or more to less than 5 m.

Just downstream of this low area, Cumberland Creek flows through a narrow, rock lined section.

Option CC-3 would involve creating a channel through this low area to allow diversion of the Cumberland Creek flow to the unnamed creek. To facilitate this diversion, a concrete weir would be constructed across Cumberland Creek at the rock section.

The weir would incorporate a means to discharge flow to No. 2 Lake and on to Henderson Lake, but divert any flood flows to the unnamed creek.

This construction would involve pumping the creek flow around the construction site and so would be best carried out in the dry period of the year (July/August).

6.4 CC-4 Reconstruct Cumberland No. 2 Dam with a Spillway

Cumberland No. 2 Dam requires upgrading. This construction could incorporate a larger low level conduit with valves to allow more refined operation, as well as a spillway to carry flood flows.

The tasks involved would be similar to those outlined in CC-1, with the addition of the reconstruction of the embankment, the addition of a spillway, and the construction of a new spillway at Henderson Lake.

A control structure would be necessary on the spillway channel. It would be possible to use this to pass some flow during extreme events, thus reducing the size of the new spillway and that at Henderson Lake.

6.5 CC-5 Refined Operation of Cumberland No. 2 Dam

This would involve adapting the operating procedures to lower the lake level prior to flood events by discharging as much flow as possible through the low level conduit. Due to the limited storage capacity of Cumberland No. 2 Dam, this option would only be effective for events of modest proportion. However, the occurrence of flow in the spillway channel may be for a shorter time due to the buffering effect of the lake storage.

7.0 SPILLWAY CHANNEL

The spillway channel has two reaches, the upstream portion is approximately 950 m long and the downstream 750 m long.

The upstream portion is typically contained in steep, till banks up to 6 m in height. The channel base varies up to 10 m in width and comprises till or rock, covered in places by alluvium and/or woody debris.

The downstream portion has a steeper gradient, higher banks (to 15 m) and is wider (to 15 m). The base of the channel is bedrock controlled. The left bank, which is oversteepened, comprises dense till. Erosion has resulted in overhanging portions. There is an area near the downstream end of this channel where recent slope instability has deposited disturbed till in the channel and erosion of this material is evident.

It is noted that some options, such as a new spillway channel and shotcreting the exposed till, have been judged to be not feasible and are not discussed further.

7.1 SC-1 Create a Channel and Rip Rap Berm (Figure 2)

This would involve creating access to the base of the downstream portion of the spillway channel to allow tracked equipment access.

A channel would be constructed into the rock invert by blasting and the blast rock used to form a berm along the base of the till slope. The procedure for undertaking this work would include:

- Constructing a road along the crest of the till slope to allow an excavator to access this area to pull back the overhanging/oversteepened portion of the upper slope.
- Form a cofferdam across the spillway channel near the old concrete weir to reduce the potential for flow down the channel.
- Create access to the base in several locations.
- Drill and blast a channel in the rock invert.
- Construct an approximately 3 m by 3 m berm against the base of the till slope. A bedding layer would be needed under the rock to lessen the potential for ongoing erosion of the till.
- Remove the cofferdam.

This concept would allow the till slope to ravel, with the colluvial material being retained on the berm, allowing vegetation to generate.

Some additional work to remove woody debris from the upstream portion of the channel would also be included.

7.2 SC-2 Construct a Concrete Deflection Wall (Figure 3)

This would involve the construction of a reinforced concrete wall near the base of the till slope and involve the same preparatory work as SC-1, however would require better access to allow the delivery of precast concrete panels. These panels would be placed on a prepared footing with dowels into the rock. Some drilling and blasting would be necessary in establishing a base for the wall. A fillet of grout would be needed at the base of the wall.

The area behind the wall would act as a catchment for the colluvium from the till slope.

7.3 SC-3 Convey the Flow in a Pipe (Figure 4)

In order to isolate the flows from the eroding bank, a large (e.g., 3 m diameter or multiple smaller diameter) pipe could be placed to carry the water.

This would involve the same preparatory works at SC-1 including some drilling and blasting to form a base and create backfill. It would also include:

- Constructing a headwall to direct water into the pipe;
- Constructing a discharge structure; and
- Mobilizing cranes to lower the pipe into the channel.

8.0 PERSEVERANCE CREEK

There is a section of Perseverance Creek before it enters the culvert under Comox Lake Road where the gradient lessens. This portion of the creek flows through the Community Forest.

A few options have been developed which would take advantage of this lower gradient to increase retention time and encourage sediment from the flow.

8.1 PC-1 Construct Berms in the Community Forest

The 2014 event overflowed the banks of the channel through this forested area. There is evidence of deposition of sand and fine grained material on the forest floor.

By constructing some granular berms in this area, this phenomenon could be enhanced.

8.2 PC-2 Route Flood Flows through the Wetland

There is a pre-existing wetland to the north of Perseverance Creek in this low gradient area.

By constructing a flow control structure on the creek, flood water could be diverted to the wetland. A series of berms in the wetland would increase retention time and deposition.

8.3 Silt Curtain in Comox Lake

A silt curtain which extends around the outlet of Perseverance Creek could serve to reduce the disbursement of sediment into the lake. This silt curtain would be deployed when extreme weather events are predicted.

9.0 COMPARISON

The attached Table 1 provides a comparison of the various options. It is noted that other options could be developed by combining those identified herein, as discussed in the next section.

10.0 DISCUSSION

It must be acknowledged that the options identified by this study are intended to reduce the sediment, originating from the spillway channel delivered to Comox Lake by Perseverance Creek during extreme flood events. This study does not address the effectiveness of these solutions on the water quality in Comox Lake as many other factors exist.

As there is no information regarding the size of event that results in harmful sediment delivery or the amount of sediment that causes issued with water quality, it is difficult to set a target for the effectiveness. Should such a target be established, it would be possible to combine some of the options described in order to achieve the desired decrease in sediment.

The “Do Nothing” option has not been included as this does not meet the objective of the study. However, it is possible a new, deep water intake in Comox Lake and a treatment plant may be constructed. If so, the options discussed herein may become redundant.

11.0 RECOMMENDATIONS

For each of the options listed (except for CC-5) the next step would be preliminary design. This would involve collecting additional topographic, hydrogeologic, geotechnical, land ownership, regulatory and other data.

Once the design has been advanced to the preliminary stage, it is recommended that stakeholders, (e.g., landowners, regulatory bodies, environmental groups) be consulted.

The design can be further refined at that point and a more accurate cost estimate prepared.

12.0 CLOSURE

Tetra Tech EBA trusts the information in this report is suitable for your purposes at this time. Please refer to the attached General Conditions, included in Appendix A, which are considered part of this report.

Should you require clarification of any aspect of this report, please contact Mr. Bob Patrick at 250.756.2256 or bob.patrick@tetrattech.com.

Respectfully submitted,
Tetra Tech EBA Inc.



A handwritten signature in blue ink that reads "Jennifer Sinclair".

Prepared by:
Bob Patrick, M.Sc., P.Eng.
Principal Geotechnical Engineer
Direct Line: 250.756.2256 x243
Bob.Patrick@tetrattech.com

Reviewed by:
Jennifer Sinclair, P.Eng.
Senior Geotechnical Engineer
Direct Line: 250.756.2256 x230
Jennifer.Sinclair@tetrattech.com

/dr

TABLE

Table 1 Comparison of the Various Options

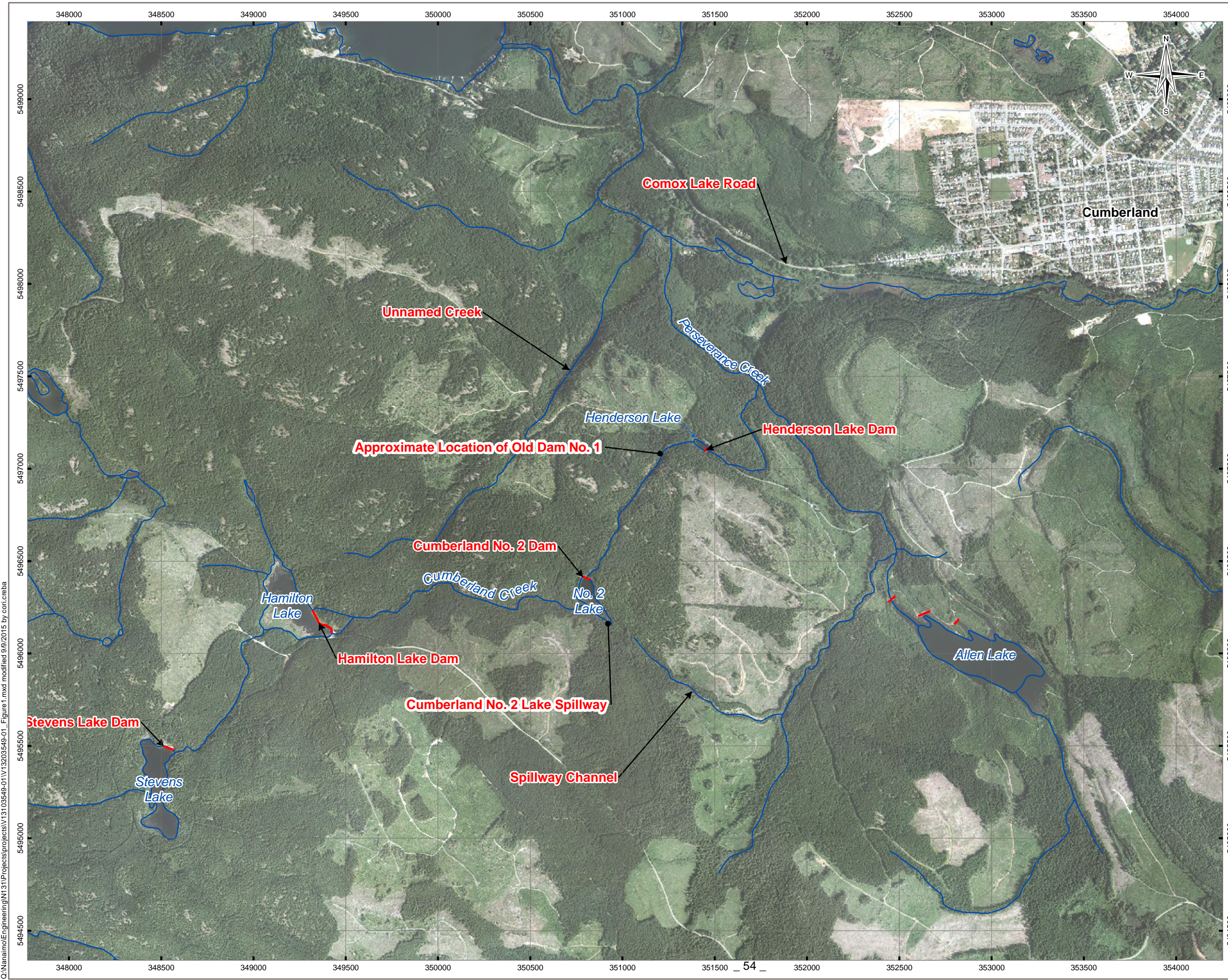
Table 1 – Comparison of the Various Options

Option	Estimated Cost (+/-50%)	Schedule (Estimated Completion Date)	Complexity of Regulatory Approvals	Land Ownership and Use	Environmental Impacts		Public Safety	Worker Safety	Lifespan	Effectiveness of Sediment Reduction	Local Content	Risk
					Extent	Duration						
CC-1 Remove No. 2 Dam	\$1.75 million	Autumn 2017	Medium	Village Land	High (Loss of habitat, Flush of debris)	Medium	Medium	Low	Long	75%	All work and materials	<ul style="list-style-type: none"> Extreme events cause flow in Spillway Channel Flow from local watershed causes erosion in Spillway Channel Debris in Henderson Lake Loss of water storage for Village of Cumberland Potential impact on Village of Cumberland water quality Potential impact on VHA treatment deferral
CC-2 Remove No. 2 Dam Construct Dam at Spillway Channel	\$2.0 million	Autumn 2017	Medium	Village Land	High (Loss of habitat, Flush of debris)	Medium	Medium	Low	Long	90%	All work and materials	<ul style="list-style-type: none"> Flow from local watershed causes erosion in Spillway Channel Debris in Henderson Lake Loss of water storage for Village of Cumberland Potential impact on Village of Cumberland water quality Potential impact on VHA treatment deferral
CC-3 Divert Cumberland Creek to Unnamed Creek	\$2.1 million	Autumn 2018	High	Village Land and Hancock	High (Diverting water to another watershed)	Long	Medium	Low	Long	60%	Most work and materials	<ul style="list-style-type: none"> Extreme events may cause flow in Spillway Channel Flow from local watershed causes erosion in Spillway Channel Erosion in unnamed creek
CC-4 Reconstruct No. 2 Dam with a Spillway	\$3.2 million	Autumn 2018	Medium-High	Village Land	Medium	Short	Low - Medium	Low	Long	50%	Most work and materials Import pipe, gates and controls	<ul style="list-style-type: none"> Erosion during extreme events Flow from local watershed causes erosion in Spillway Channel Debris in Henderson Lake Potential impact on Village of Cumberland water quality Potential impact on VHA treatment deferral
CC-5 Refine Operation of No. 2 Dam	\$25,000	Autumn 2015	Low	Village Land	Low – None	Short	Low	None – Low	Long	<20%	Village Staff	<ul style="list-style-type: none"> Limited to no impact during extreme events
SC-1 Create Channel and Berm	\$5.3 million	Autumn 2017	High	TimberWest	Medium – High	Short	Low	Medium	Medium	60%	Local Contractors	<ul style="list-style-type: none"> Extreme events could cause erosion Large failures could deposit debris in Channel
SC-2 Conduit Deflection Berm	\$7.1 million	Autumn 2017	Medium-High	TimberWest	Medium	Short	Low	Medium – High	Medium	60%	Imported material and skills	<ul style="list-style-type: none"> Stability of wall Large failures could damage wall or deposit debris in Channel Flow from local watershed causes erosion in spillway channel

Option	Estimated Cost (+/-50%)	Schedule (Estimated Completion Date)	Complexity of Regulatory Approvals	Land Ownership and Use	Environmental Impacts		Public Safety	Worker Safety	Lifespan	Effectiveness of Sediment Reduction	Local Content	Risk
					Extent	Duration						
SC-3 Convey Flow in Pipe	\$8.2 million	Autumn 2018	Medium	TimberWest	Medium	Short	Low – Medium	Medium – High	Medium	70%	Imported material and equipment	<ul style="list-style-type: none"> ▪ Flow from watershed cause erosion outside pipe ▪ Pipe plugs ▪ Flow from local watershed causes erosion in spillway channel
PC-1 Berms in Community Forest	\$400,000	Autumn 2016	High	Covenant on Land	Medium	Long	Low	Low	Low – Medium	>20%	All work and materials	<ul style="list-style-type: none"> ▪ Berms could fail in large storm ▪ Difficult to get approvals
PC-2 Route Flow through Wet lands	\$3.0 million	Autumn 2017	High	Covenant on Land	High	Long	Low	Low	Short – Medium	>20%	All work and materials	<ul style="list-style-type: none"> ▪ Berms could fail in extreme event ▪ Difficult to get approvals
PC-3 Silt Curtain	\$750,000	Autumn 2016	Medium	Comox Lake Land Corporation	Medium	Short - Medium	Medium	Medium	Short	30%	Import materials	<ul style="list-style-type: none"> ▪ Has to be installed prior to storm event ▪ Subject to damage from debris ▪ Limited lifespan

FIGURES

- Figure 1 Cumberland Water Supply
- Figure 2 SC-1 Create a Channel and Rip Rap Berm
- Figure 3 SC-2 Construct a Concrete Deflection Wall
- Figure 4 SC-3 Convey the Flow in a Pipe



LEGEND

- Dam Location
- ~ Watercourse/Waterbody

NOTES
 Base data source:
 Imagery provided by the client

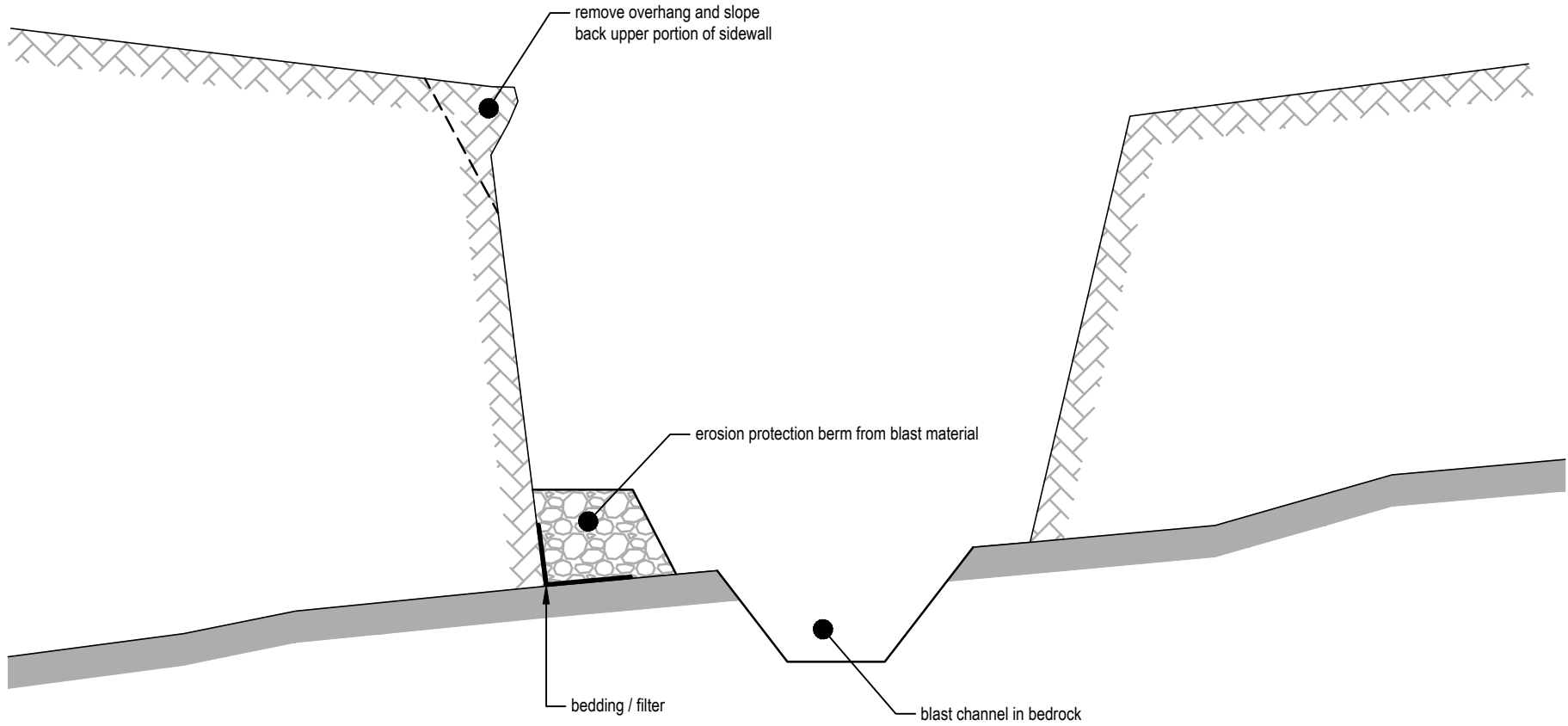
STATUS
FOR INFORMATION ONLY

**HAZARD ABATEMENT AND PREVENTION ORDER
CUMBERLAND, BC**

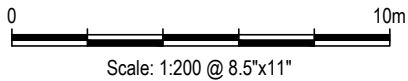
Cumberland Water Supply

PROJECTION UTM Zone 10	DATUM NAD83	CLIENT VILLAGE OF CUMBERLAND
Scale: 1:20,000 Metres		TETRA TECH EBA
FILE NO. V13203549-01_Figure1.mxd		
PROJECT NO. V13203549-01	DWN CC/IK	CKD BP
OFFICE Tt EBA-NAN	APVD 0	REV 0
DATE September 9, 2015		Figure 1

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CLIENT

The Corporation of the
Village of Cumberland

**HAZARD ABATEMENT AND PREVENTION ORDER
CUMBERLAND, BC**

Option SC-1 - Blasted Channel



PROJECT NO.
V13103549-01

DWN
IK

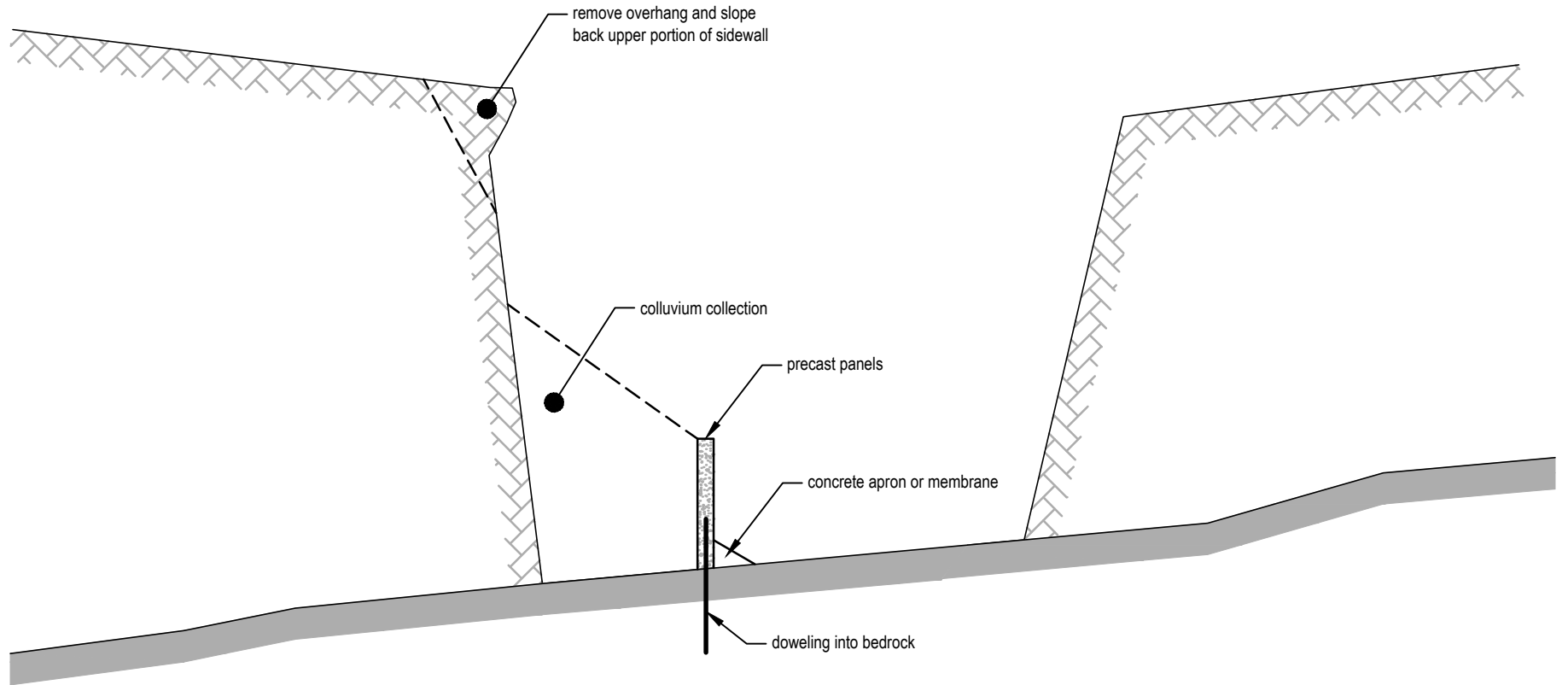
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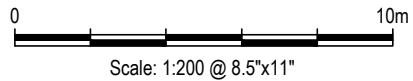
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DATE
September 8, 2015

Figure 2



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The Corporation of the
Village of Cumberland

**HAZARD ABATEMENT AND PREVENTION ORDER
CUMBERLAND, BC**

Option SC-2 - Retaining Wall



PROJECT NO.
V13103549-01

DWN
IK

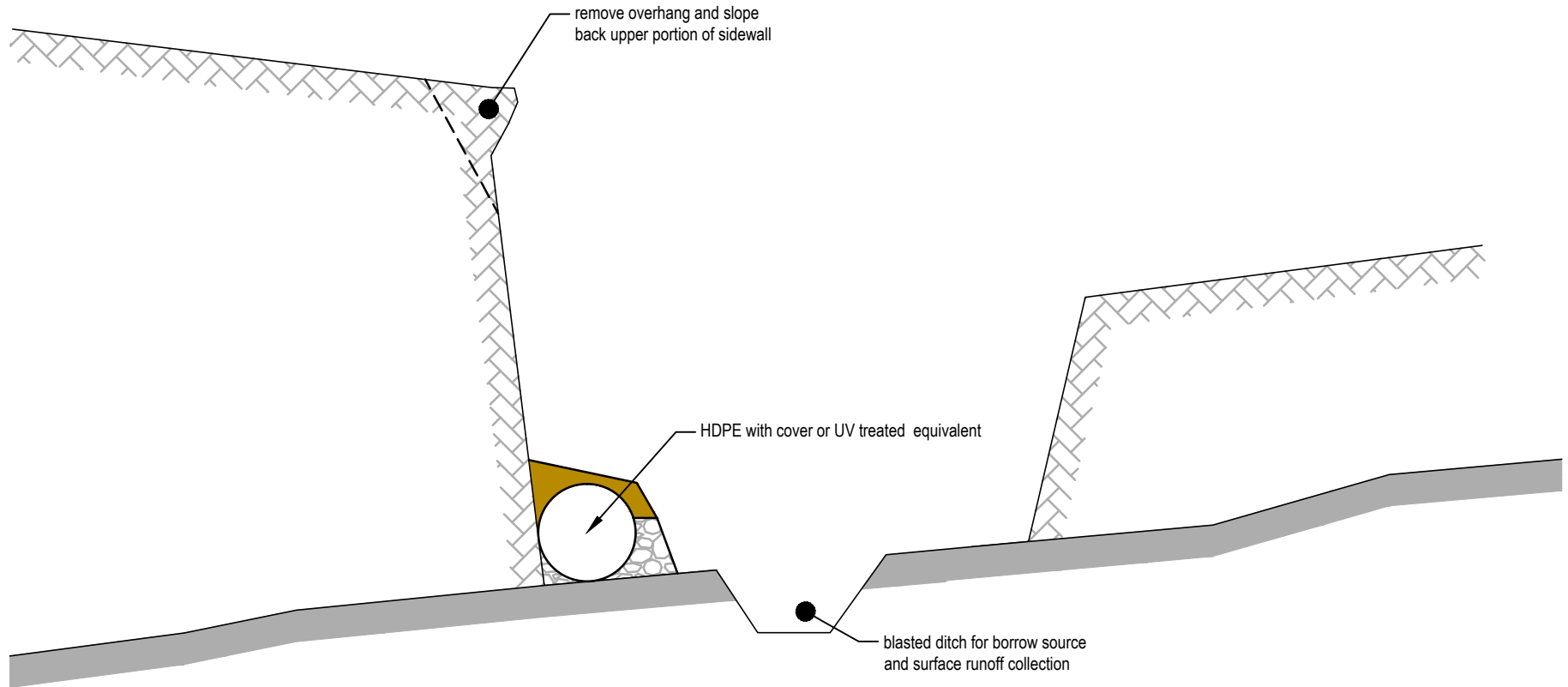
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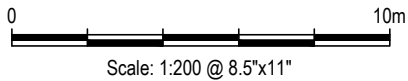
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September 8, 2015

Figure 3



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Village of Cumberland

**HAZARD ABATEMENT AND PREVENTION ORDER
CUMBERLAND, BC**

Option - SC3 - Piped Diversion



PROJECT NO.
V13103549-01

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September 8, 2015

Figure 4

APPENDIX A

TETRA TECH'S GENERAL CONDITIONS

GENERAL CONDITIONS

GEOTECHNICAL REPORT

This report incorporates and is subject to these “General Conditions”.

1.0 USE OF REPORT AND OWNERSHIP

This geotechnical report pertains to a specific site, a specific development and a specific scope of work. It is not applicable to any other sites nor should it be relied upon for types of development other than that to which it refers. Any variation from the site or development would necessitate a supplementary geotechnical assessment.

This report and the recommendations contained in it are intended for the sole use of Tetra Tech EBA's Client. Tetra Tech EBA does not accept any responsibility for the accuracy of any of the data, the analyses or the recommendations contained or referenced in the report when the report is used or relied upon by any party other than Tetra Tech EBA's Client unless otherwise authorized in writing by Tetra Tech EBA. Any unauthorized use of the report is at the sole risk of the user.

This report is subject to copyright and shall not be reproduced either wholly or in part without the prior, written permission of Tetra Tech EBA. Additional copies of the report, if required, may be obtained upon request.

2.0 ALTERNATE REPORT FORMAT

Where Tetra Tech EBA submits both electronic file and hard copy versions of reports, drawings and other project-related documents and deliverables (collectively termed Tetra Tech EBA's instruments of professional service), only the signed and/or sealed versions shall be considered final and legally binding. The original signed and/or sealed version archived by Tetra Tech EBA shall be deemed to be the original for the Project.

Both electronic file and hard copy versions of Tetra Tech EBA's instruments of professional service shall not, under any circumstances, no matter who owns or uses them, be altered by any party except Tetra Tech EBA. Tetra Tech EBA's instruments of professional service will be used only and exactly as submitted by Tetra Tech EBA.

Electronic files submitted by Tetra Tech EBA have been prepared and submitted using specific software and hardware systems. Tetra Tech EBA makes no representation about the compatibility of these files with the Client's current or future software and hardware systems.

3.0 ENVIRONMENTAL AND REGULATORY ISSUES

Unless stipulated in the report, Tetra Tech EBA has not been retained to investigate, address or consider and has not investigated, addressed or considered any environmental or regulatory issues associated with development on the subject site.

4.0 NATURE AND EXACTNESS OF SOIL AND ROCK DESCRIPTIONS

Classification and identification of soils and rocks are based upon commonly accepted systems and methods employed in professional geotechnical practice. This report contains descriptions of the systems and methods used. Where deviations from the system or method prevail, they are specifically mentioned.

Classification and identification of geological units are judgmental in nature as to both type and condition. Tetra Tech EBA does not warrant conditions represented herein as exact, but infers accuracy only to the extent that is common in practice.

Where subsurface conditions encountered during development are different from those described in this report, qualified geotechnical personnel should revisit the site and review recommendations in light of the actual conditions encountered.

5.0 LOGS OF TESTHOLES

The testhole logs are a compilation of conditions and classification of soils and rocks as obtained from field observations and laboratory testing of selected samples. Soil and rock zones have been interpreted. Change from one geological zone to the other, indicated on the logs as a distinct line, can be, in fact, transitional. The extent of transition is interpretive. Any circumstance which requires precise definition of soil or rock zone transition elevations may require further investigation and review.

6.0 STRATIGRAPHIC AND GEOLOGICAL INFORMATION

The stratigraphic and geological information indicated on drawings contained in this report are inferred from logs of testholes and/or soil/rock exposures. Stratigraphy is known only at the locations of the testhole or exposure. Actual geology and stratigraphy between testholes and/or exposures may vary from that shown on these drawings. Natural variations in geological conditions are inherent and are a function of the historic environment. Tetra Tech EBA does not represent the conditions illustrated as exact but recognizes that variations will exist. Where knowledge of more precise locations of geological units is necessary, additional investigation and review may be necessary.

7.0 PROTECTION OF EXPOSED GROUND

Excavation and construction operations expose geological materials to climatic elements (freeze/thaw, wet/dry) and/or mechanical disturbance which can cause severe deterioration. Unless otherwise specifically indicated in this report, the walls and floors of excavations must be protected from the elements, particularly moisture, desiccation, frost action and construction traffic.

8.0 SUPPORT OF ADJACENT GROUND AND STRUCTURES

Unless otherwise specifically advised, support of ground and structures adjacent to the anticipated construction and preservation of adjacent ground and structures from the adverse impact of construction activity is required.

9.0 INFLUENCE OF CONSTRUCTION ACTIVITY

There is a direct correlation between construction activity and structural performance of adjacent buildings and other installations. The influence of all anticipated construction activities should be considered by the contractor, owner, architect and prime engineer in consultation with a geotechnical engineer when the final design and construction techniques are known.

10.0 OBSERVATIONS DURING CONSTRUCTION

Because of the nature of geological deposits, the judgmental nature of geotechnical engineering, as well as the potential of adverse circumstances arising from construction activity, observations during site preparation, excavation and construction should be carried out by a geotechnical engineer. These observations may then serve as the basis for confirmation and/or alteration of geotechnical recommendations or design guidelines presented herein.

11.0 DRAINAGE SYSTEMS

Where temporary or permanent drainage systems are installed within or around a structure, the systems which will be installed must protect the structure from loss of ground due to internal erosion and must be designed so as to assure continued performance of the drains. Specific design detail of such systems should be developed or reviewed by the geotechnical engineer. Unless otherwise specified, it is a condition of this report that effective temporary and permanent drainage systems are required and that they must be considered in relation to project purpose and function.

12.0 BEARING CAPACITY

Design bearing capacities, loads and allowable stresses quoted in this report relate to a specific soil or rock type and condition. Construction activity and environmental circumstances can materially change the condition of soil or rock. The elevation at which a soil or rock type occurs is variable. It is a requirement of this report that structural elements be founded in and/or upon geological materials of the type and in the condition assumed. Sufficient observations should be made by qualified geotechnical personnel during construction to assure that the soil and/or rock conditions assumed in this report in fact exist at the site.

13.0 SAMPLES

Tetra Tech EBA will retain all soil and rock samples for 30 days after this report is issued. Further storage or transfer of samples can be made at the Client's expense upon written request, otherwise samples will be discarded.

14.0 INFORMATION PROVIDED TO TETRA TECH EBA BY OTHERS

During the performance of the work and the preparation of the report, Tetra Tech EBA may rely on information provided by persons other than the Client. While Tetra Tech EBA endeavours to verify the accuracy of such information when instructed to do so by the Client, Tetra Tech EBA accepts no responsibility for the accuracy or the reliability of such information which may affect the report.

APPENDIX B

COPIES OF HAZARD ABATEMENT OR PREVENTION ORDERS

August 7, 2015

The Corporation of the Village of Cumberland
2673 Dunsmuir Avenue
Box 340
Cumberland BC V0R 1S0
Attn: Sundance Topham

Dear Village of Cumberland:

Re: Hazard Abatement or Prevention Order

This letter constitutes an Order under section 25 of the *Drinking Water Protection Act* (the “Act”). For your ease of reference, I have provided the link to access a copy of the Act, http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/00_01009_01.

I am also hereby advising you that I am issuing a similar and related Order to the TimberWest Forest Corp (copy attached) and the Comox Valley Regional District (copy attached), given the interrelatedness of the spillway overflow and Perseverance Creek erosion. I encourage you to consider cooperating with TimberWest Forest Corp and the Comox Valley Regional District to complete the actions set out below. I believe that would be a constructive approach and could help minimize costs, but in any case that decision is yours and your obligations are as set out in the Order below.

I also wish to note that I may, upon consideration of the report(s) described below, be required to issue further orders respecting drinking water health hazard abatement. I will also be in further discussions with you and other interested parties regarding longer term drinking water safety, assessment and planning matters. Nothing in this order is intended to limit any such exercise of powers, and nothing in it determines your responsibility (if any) in respect of any future potential orders, assessments or planning exercises.

Action Required

The action that I am ordering you to take is as follows:

Obtain and provide to me a report from an independent engineering firm to:

- (a) Identify the feasible options, costs, and likely effectiveness of means to control, minimize or prevent bank collapse and otherwise mitigate introduction of sediment into Perseverance Creek. These options may include but are not limited to streamflow diversion, storage of storm water, or stream bank stabilization (all having regard to the bank collapse of December 2014).

- (b) Identify feasible options, costs, and likely effectiveness of means to control, minimize and manage the effects of overflow from Lake No.2 spillway into Perseverance Creek, all having regard to the bank collapse that occurred in Perseverance Creek in Dec 2014, the related boil water notification and the present state of banks in Perseverance Creek downstream of the spillway overflow.

This is to be completed by September 16, 2015.

Reasons for this Order

I am issuing this Order because I have reason to believe that there is a significant risk of an imminent drinking water health hazard. I have formed this belief in the circumstances of this case for reasons that are summarized as follows:

- Lake No. 2 spillway overflowed and bank collapse/erosion of Perseverance Creek occurred in December 2014.
- In my view, based on information available to me and my own visits to the area, I believe the bank collapse materially contributed to elevated turbidity in Perseverance Creek. I believe this in turn materially increased the turbidity levels in Comox Lake.
- While I accept there were likely also other sources contributing *some* degree of sedimentation, no sources other than the bank collapse have been identified to explain such a substantial turbidity increase during late 2014/early 2015, and I note that turbidity levels during that period were elevated (above 1 ntu) and remained sustained substantially longer than previously experienced during rain events that were not associated with a known material bank collapse.
- Given high turbidity levels, a Boil Water Notice was issued to the Comox Valley Regional District (CVRD) drinking water supply system from December 11, 2014 to January 27, 2015. This water supply system draws water that is sourced from Comox Lake and has only one form of disinfection (chlorination), with no filtration.
- The CVRD supplies water to approximately 41,000 residents.
- I believe there is a significant and imminent risk of further bank collapse in the near future (and related turbidity risks), particularly (but not only) in the event of significant rainfall, as some banks are now undercut and overhanging and there still remains a related risk of overflow from Lake No.2 spillway under significant rainfall events.

I note that I have provided each of Timberwest, the Village of Cumberland and the Comox Valley Regional District an opportunity to review and comment on a draft order and I have considered comments received before issuing orders to these parties. I am aware of the fact that the Village of Cumberland notes that the spillway and related infrastructure was approved by provincial officials. I am also aware that that Timberwest has expressed concerns about the Village of Cumberland infrastructure and alteration of historic drainage patterns. But in my view none of this obviates the need for an order under section 25 of the DWPA at this time and as outlined herein.

I have also considered comments from the CVRD and the Village of Cumberland expressing concerns about the time frame for completion of the report. I am of the view that the present timeframe is reasonable in all circumstances, particularly in light of the approaching Fall/Winter season.

Authority to issue this Order

I have issued this Order under my authority as a Drinking Water Officer under sections 3 and 25 of the Act.

Authority to enter on or into property

I (pursuant to section 25(5) of the Act) hereby authorizing Village of Cumberland and the engineer they retain to enter on lands adjacent to Perseverance Creek owned by Comox Timber Ltd and on lands adjacent to Perseverance Creek owned by TimberWest Forest Corp, for the purposes of complying with this order. By copy of this letter I am providing notice to this to you, Timberwest, Comox Valley Regional District and Comox Timber Ltd. I encourage all parties to familiarize themselves with section 25(6) of the Act.

Duration of this Order

This Order remains in effect unless and until you are notified in writing by me or another Drinking Water Officer that the Order is satisfied, amended or rescinded.

Right of review or reconsideration

You may request that I reconsider this decision if you believe that there is sufficient new evidence for this purpose. You may also request that this decision be reviewed by the Provincial Health Officer or a Medical Health Officer nominated by him.

If you wish to make a request for reconsideration or review, please review section 39.1 of the *Drinking Water Protection Act*. I can also provide you with forms if you wish, but there is no requirement to use a specific form.

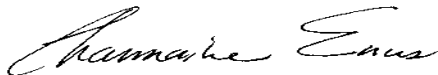
Please note however that a request for reconsideration or review does not put the Order into abeyance while any such request is considered. If you believe that the Order should be deferred while a review or reconsideration is requested, please advise me accordingly and I will consider whether to amend the Order accordingly. Unless I do so, the Order remains in force during any period of review or reconsideration.

Consequences of failure to comply

It is an offence under the *Drinking Water Protection Act* to fail to comply with an Order under section 25. Penalties upon conviction for an offence may be up to \$200,000 per day and up to 12 months imprisonment. In addition, if you fail to comply with the Order, a Drinking Water Officer may take or authorize actions to be taken as necessary, at your expense (see sections 27 and 28).

Please do not hesitate to contact me if you have any questions respecting this Order.

Yours truly,



Charmaine Enns, , MD, MHSc, FRCPC
Medical Health Officer

Enclosure

cc: Chris Cole, TimberWest Forest Corporation
Domenico Iannidinardo, TimberWest Forest Corporation
Rob Crisfield, Village of Cumberland
Marc Rutten, Comox Valley Regional District
Ian DeLisle, Comox Timber Ltd.
Bob Wells, City of Courtenay
Debra Oakman, CAO, Comox Valley Regional District
Dr. Perry Kendall, Provincial Health Officer
Dr. Bonnie Henry, Deputy Provincial Health Officer
Dr. Richard Stanwick, Chief Medical Health Officer
Dr. Murray Fyfe, MHO, Island Health
Lynne Magee, Provincial Drinking Water Officer
Ann Thomas, Island Health
Charlene MacKinnon, Island Health
Dave Cherry, Island Health
Gary Anderson, Island Health
Don McRae, MLA

August 7, 2015

Comox Valley Regional District
600 Comox Road
Courtenay BC V9N 3P6
Attn: Marc Rutten

Dear Comox Valley Regional District:

Re: Hazard Abatement or Prevention Order

This letter constitutes an Order under section 25 of the *Drinking Water Protection Act* (the "Act"). For your ease of reference, I have provided the link to access a copy of the Act, http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/00_01009_01.

I am also hereby advising you that I am issuing a similar and related Order to the TimberWest Forest Corp (copy attached) and the Village of Cumberland (copy attached), given the interrelatedness of the spillway overflow and Perseverance Creek erosion. I encourage you to consider cooperating with TimberWest Forest Corp and the Village of Cumberland to complete the actions set out below. I believe that would be a constructive approach and could help minimize costs, but in any case that decision is yours and your obligations are as set out in the Order below.

I also wish to note that I may, upon consideration of the report(s) described below, be required to issue further orders respecting drinking water health hazard abatement. I will also be in further discussions with you and other interested parties regarding longer term drinking water safety, assessment and planning matters. Nothing in this order is intended to limit any such exercise of powers, and nothing in it determines your responsibility (if any) in respect of any future potential orders, assessments or planning exercises.

Action Required

The action that I am ordering you to take is as follows:

Obtain and provide to me a report from an independent engineering firm to:

- (a) Identify the feasible options, costs, and likely effectiveness of means to control, minimize or prevent bank collapse and otherwise mitigate introduction of sediment into Perseverance Creek. These options may include but are not limited to streamflow diversion, storage of storm water, or stream bank stabilization (all having regard to the bank collapse of December 2014).

- (b) Identify feasible options, costs, and likely effectiveness of means to control, minimize and manage the effects of overflow from Lake No.2 spillway into Perseverance Creek, all having regard to the bank collapse that occurred in Perseverance Creek in Dec 2014, the related boil water notification and the present state of banks in Perseverance Creek downstream of the spillway overflow.

This is to be completed by September 16, 2015.

Reasons for this Order

I am issuing this Order because I have reason to believe that there is a significant risk of an imminent drinking water health hazard. I have formed this belief in the circumstances of this case for reasons that are summarized as follows:

- Lake No. 2 spillway overflowed and bank collapse/erosion of Perseverance Creek occurred in December 2014.
- In my view, based on information available to me and my own visits to the area, I believe the bank collapse materially contributed to elevated turbidity in Perseverance Creek. I believe this in turn materially increased the turbidity levels in Comox Lake.
- While I accept there were likely also other sources contributing *some* degree of sedimentation, no sources other than the bank collapse have been identified to explain such a substantial turbidity increase during late 2014/early 2015, and I note that turbidity levels during that period were elevated (above 1 ntu) and remained sustained substantially longer than previously experienced during rain events that were not associated with a known material bank collapse.
- Given high turbidity levels, a Boil Water Notice was issued to the Comox Valley Regional District (CVRD) drinking water supply system from December 11, 2014 to January 27, 2015. This water supply system draws water that is sourced from Comox Lake and has only one form of disinfection (chlorination), with no filtration.
- The CVRD supplies water to approximately 41,000 residents.
- I believe there is a significant and imminent risk of further bank collapse in the near future (and related turbidity risks), particularly (but not only) in the event of significant rainfall, as some banks are now undercut and overhanging and there still remains a related risk of overflow from Lake No.2 spillway under significant rainfall events.

I note that I have provided each of Timberwest, the Village of Cumberland and the Comox Valley Regional District an opportunity to review and comment on a draft order and I have considered comments received before issuing orders to these parties. I am aware of the fact that the Village of Cumberland notes that the spillway and related infrastructure was approved by provincial officials. I am also aware that that Timberwest has expressed concerns about the Village of Cumberland infrastructure and alteration of historic drainage patterns. But in my view none of this obviates the need for an order under section 25 of the DWPA at this time and as outlined herein.

I have also considered comments from the CVRD and the Village of Cumberland expressing concerns about the time frame for completion of the report. I am of the view that the present timeframe is reasonable in all circumstances, particularly in light of the approaching Fall/Winter season.

Authority to issue this Order

I have issued this Order under my authority as a Drinking Water Officer under sections 3 and 25 of the Act.

Authority to enter on or into property

I (pursuant to section 25(5) of the Act) hereby authorizing Comox Valley Regional District and the engineer they retain to enter on Village of Cumberland property in the area of the Lake No. 2 spillway, on lands adjacent to Perseverance Creek owned by the Comox Timber Ltd, and on lands adjacent to Perseverance Creek owned by TimberWest Forest Corp, for the purposes of complying with this order. By copy of this letter I am providing notice to this to you, Timberwest, the Village of Cumberland and Comox Timber Ltd. I encourage all parties to familiarize themselves with section 25(6) of the Act.

Duration of this Order

This Order remains in effect unless and until you are notified in writing by me or another Drinking Water Officer that the Order is satisfied, amended or rescinded.

Right of review or reconsideration

You may request that I reconsider this decision if you believe that there is sufficient new evidence for this purpose. You may also request that this decision be reviewed by the Provincial Health Officer or a Medical Health Officer nominated by him.

If you wish to make a request for reconsideration or review, please review section 39.1 of the *Drinking Water Protection Act*. I can also provide you with forms if you wish, but there is no requirement to use a specific form.

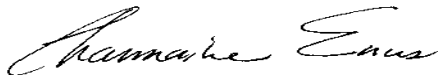
Please note however that a request for reconsideration or review does not put the Order into abeyance while any such request is considered. If you believe that the Order should be deferred while a review or reconsideration is requested, please advise me accordingly and I will consider whether to amend the Order accordingly. Unless I do so, the Order remains in force during any period of review or reconsideration.

Consequences of failure to comply

It is an offence under the *Drinking Water Protection Act* to fail to comply with an Order under section 25. Penalties upon conviction for an offence may be up to \$200,000 per day and up to 12 months imprisonment. In addition, if you fail to comply with the Order, a Drinking Water Officer may take or authorize actions to be taken as necessary, at your expense (see sections 27 and 28).

Please do not hesitate to contact me if you have any questions respecting this Order.

Yours truly,



Charmaine Enns, , MD, MHSc, FRCPC
Medical Health Officer

Enclosure

cc: Sundance Topham, CAO, Village of Cumberland
Chris Cole, TimberWest Forest Corporation
Domenico Iannidinardo, TimberWest Forest Corporation
Rob Crisfield, Village of Cumberland
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Charlene MacKinnon, Island Health
Dave Cherry, Island Health
Gary Anderson, Island Health
Don McRae, MLA

August 7, 2015

TimberWest Forest Corporation
#201 - 648 Terminal Ave.
Nanaimo BC V9R 5E2
Attn: Chris Cole, RPF, PEng

Dear TimberWest Forest Corporation:

Re: Hazard Abatement or Prevention Order

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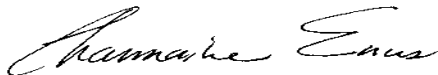
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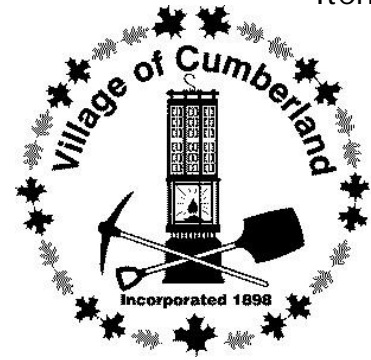


Charmaine Enns, MD, MHSc, FRCPC
Medical Health Officer

Enclosure

cc: Sundance Topham, CAO, Village of Cumberland
Domenico Iannidinardo, TimberWest Forest Corporation
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Dave Cherry, Island Health
Gary Anderson, Island Health
Don McRae, MLA

COUNCIL REPORT



REPORT DATE: September 1, 2015
MEETING DATE: September 14, 2015

File No. 1850-01

TO: Mayor and Councillors
FROM: Rachel Parker, Deputy Corporate Officer
SUBJECT: Community Grant Program

RECOMMENDATION

THAT Council receive the Community Grant Program report.

THAT Council discontinue the Parks and Recreation Facility grant in aid program and repeal the Parks and Recreation Fees Grant Policy.

THAT Council give direction to staff in regards to the community grant program.

SUMMARY

At the August 10, 2015 meeting, Council directed staff to develop a community grant program based on feedback from council members at the meeting, and that staff bring forward grant application parameters for consideration.

Through the discussion at that Council meeting, there were a number of questions raised for which staff is seeking clarification before the development of a program. These are mainly related to current grants and in-kind contributions issued by the Village and whether to incorporate them into the new grant program. This report also starts the discussion on grant program goals and annual budget.

BACKGROUND

At the August 10, 2015 Council meeting, members discussed various goals and aspects of a community grant program. Members commented on the following items:

- Whether to account for in-kind contributions
- The use of Village funds to support general operating expenses
- The need to require reporting and improve accountability of organizations
- The need for a less arbitrary grant program
- The possibility of multi-year funding agreements
- How to treat historical grant recipients
- The need for in-kind recipients to know true costs of utilities
- A preference to align program goals with the official community plan and council's strategic priorities

As Council has determined to proceed with the development of a community grant program, it is recommended that Council formally cease the parks and recreation fees grant-in-aid program.

For the new community grant program, it is typical that such programs have clear application criteria and are open to all community groups on an annual basis. Development of an open program may have a number of impacts on council decision-making and on current grants and in-kind contributions.

1. Competitive Process on Historical Grants and In-Kind Contributions

Eliminating the current program of considering grants on a case-by-case basis and starting a new community grant program would open up funding opportunities to any community not-for-profit organization to access funding, including funding now informally earmarked for certain organizations. Reviewing all applications equally, including historical grants and in-kind contribution recipients, in a new program would give the opportunity for Council to view the applications on a fair playing field, using specified criteria to grade applications. However, grants and in-kind contributions historically issued by the Village could be put at risk of not receiving funding by being included in such a process.

(a) Existing Operating Grants

This category currently includes the 2015 cash grants totalling \$39,000 to:

- Cumberland Museum and Archives at \$18,000
- United Riders of Cumberland at \$11,000 (requested as an annual grant for trail access administration and approved for 2014 and 2015, but not expended)
- Cumberland Community School Society at \$10,000 (approved for 2015 and 2016)

If Council wishes to guarantee operating funding to these organizations, these grants should not be included in a community grant program. These requests could be considered through the upcoming budget process and multi-year agreements could be introduced that include annual reporting to the Village.

Council Decision:

1. THAT Council direct staff not to/to include historical cash operating grants in the community grant program.

(b) Historical In-Kind Contributions (non-lease)

Staff is requesting that Council determine whether the following historical in-kind contributions be included in the grant program:

- public works services for Empire Events Society of \$7,265
- Parks and Recreation fees, i.e. Museum and Empire Events Society, valued at \$1475 for 2015

Total value of in-kind contributions is \$8,740.

Council Decision:

2. THAT Council direct staff not to/to include historical in-kind contributions in the community grant program.

(c) No-Rent Leases of Municipal Property (Museum, OAP, Horseshoe Club, BMX Club) and Municipal Utilities

Staff is seeking direction on whether to continue with no-rent leases to existing tenants of municipal property. If so, staff will include acknowledgement of in-kind contributions and reporting requirements in lease arrangements. In kind lease amounts would be required to be acknowledged on any grant application. The value of these leases in rent is estimated to be at least \$49,000 a year.

In regards to the municipal utilities (water, sewer and solid waste collection) tenants of municipal property have not been required to pay utilities to this point, the combined value of which is \$2,503 a year, plus water consumption. Tenants do pay their own BC Hydro. Staff is also seeking clarification whether council wishes to continue the practice of not requiring payment of municipal utilities, to require payment by tenants or application for in-kind contribution through the grant program.

Council Decision:

3. THAT Council direct staff whether to charge rent and/or municipal utilities to tenants of municipal property.

2. Grants for Operating Funding

Grant programs vary from community to community. Some municipalities offer grants for ongoing operational funding and others limit grants to special projects or special programs.

Including opportunities for operating funds in Cumberland's grant program may put the Village in a position of being the primary financial support for an organization, putting the Village in a difficult position when it comes to denying an application and facing pressure to accommodate such requests.

Council could consider alternatives, such as to only provide seed operating funding or incremental funds, as Council has done for the CCSS Youth Centre, or to approve operating funds only if the Village is not the primary source of funding. Alternatively, Council could not place any limitations on the use of funding.

Council Decision:

- 4. THAT Council direct staff to/not to include limitations on the use of grants given in the community grant program.

3. Program Goals, Eligibility and Grading Criteria Policy

Council must determine program goals, eligibility, and guidelines. These criteria will provide guidance to applicants as well as to staff.

If the guidelines are broad, this would allow Council to have significant discretion on what types of organizations and projects receive grants. Applications that meet the eligibility criteria would be presented directly to Council for approval or denial within the set budget. However, in the past Council members have found this task difficult and have increased the budget to meet grant requests.

If Council established narrow program goals, restricted eligibility, and provided strict grading criteria, it may help guide decision-making. Council may delegate the grading of applications to staff and staff could make recommendations to Council for grant approvals. However, Council would be bound by the criteria and have less discretion on approving applications that do not fit within these strict guidelines. Council could then consider requests outside the program, however public perception may not support such action.

Council Decision:

- 5. THAT Council direct staff to develop broad/narrow program goals, eligibility and guidelines.

4. Grant Program Budget

The following is a summary of current cash grants and in-kind contributions:

Contribution Type	Current Value
1. Operating Grants (cash)	\$ 39,000
2. Public Works & Fees (in kind)	\$ 8,740
3. No-Rent Leases (in kind)	\$ 49,000
4. Tennant utilities (in kind)	\$ 2,500
Total	\$ 99,240

Based on Council's decisions above, Council may decide to include any of these items in the community grant program, and the coinciding amount could be included in the annual budget.

Council Decision:

6. THAT Council give an indication of an annual budget for the community grant program for future confirmation during budget deliberations.

Council Decision Summary

1. THAT Council direct staff not to/to include historical cash operating grants in the community grant program.
2. THAT Council direct staff not to/to include historical in-kind contributions in the community grant program.
3. THAT Council direct staff whether to charge rent and/or municipal utilities to tenants of municipal property.
4. THAT Council direct staff to/not to include limitations on the use of grants given in the community grant program.
5. THAT Council direct staff to develop broad/narrow program goals, eligibility and guidelines.
6. THAT Council give an indication of an annual budget for the community grant program for future confirmation during budget deliberations.

Based on Council's direction, staff will then come up with a community grant policy for Council's consideration at a future meeting.

FINANCIAL IMPLICATIONS

Financial implications depend on the budget amount determined by Council for the five year financial plan. A grant program would require additional staff time to administer.

STRATEGIC OBJECTIVE

- Explore a community grant program

ATTACHMENTS

Parks and Recreation Fees Grant Policy

CONCURRENCE

Michelle Mason, Financial Officer 


OPTIONS

1. THAT Council discontinue the Parks and Recreation Facility grant in aid program and repeal the Parks and Recreation Fees Grant Policy.
2. THAT Council give direction to staff in regards to the community grant program.
3. Any other action deemed appropriate by Council.

Respectfully submitted,

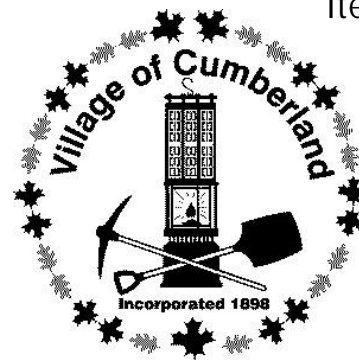


Rachel Parker
Deputy Corporate Officer



Sundance Topham
Chief Administrative Officer

COUNCIL REPORT



REPORT DATE: September 21, 2015

MEETING DATE: September 28, 2015

TO: Mayor and Council

FROM: Rob Crisfield, Manager of Operations

SUBJECT: Dunsmuir Avenue Infrastructure Upgrade – Possible Project Scope Expansion

RECOMMENDATION

THAT Council receive the Dunsmuir Avenue Infrastructure Upgrade Report - Possible Project Scope Expansion;

AND THAT Council provide staff with direction on additional work it wishes to include on Dunsmuir Avenue and how this additional work will be funded.

SUMMARY

Early this year Staff through Council's direction, applied for funding under the 'Small Communities' component of the Building Canada Fund grant program for funding to complete some infrastructure upgrades on Dunsmuir Avenue between Second Street and Seventh Street.

Fortunately for the Village we were successful in our application. While the grant award is focused strictly on badly needed upgrades to underground and road infrastructure, Council may wish to look at adding additional components to the project such as landscaping, sidewalk improvements, traffic calming, or extending the scope of the project to include road upgrades on Dunsmuir Avenue up to First Avenue and Egremont Road.

BACKGROUND

Last fall the Federal Government announced that it would be continuing the Building Canada Fund grant program, aimed at assisting local government with much needed infrastructure upgrades. With the assistance of McElhanney Engineering and input from various staff, an application was submitted under the 'Small Communities' component of this grant program for the upgrade of water and sewer, and the installation of new storm sewer, and the rebuilding of the road on Dunsmuir Avenue between Second Street and Seventh Street. Sewer upgrades in the lanes to the north and south were also included in the preliminary engineering design.

Due to restrictions associated with funding eligibility the renewal of the existing sidewalks, traffic calming, landscaping, and the expansion of the project beyond Second Street to the west were not included. While this additional work was not eligible in the original scope of work submitted for the grant, Council may wish to expand the original scope of the project as there is an opportunity to complete work at a cheaper rate as opposed to coming back in the future and completing work. If Council decides to move forward with the inclusion of additional work staff will bring forward

another report that will provide further options for the project, including the finalization of a street cross section that sets the sidewalk width; the orientation of on-street parking; landscaping either in the boulevard, which may impact the width of the sidewalk, or consider a landscaped centre median; or establish dedicated bike lanes.

At this point in the process staff is just providing some preliminary cost ranges for Council consideration to give an idea of what the potential upgrades would cost, along with providing an idea of potential sources of funding.

The options that Council could examine for inclusion with the work already proposed to take place are as follows:

Dunsmuir Avenue – Second Street to Seventh Street

- Full sidewalk renewal at current width including curb & gutter - \$145k per block.
- Sidewalk Renewal at a smaller width (1.8 meters to allow angle parking and/or center median) including curb & gutter and utility pole relocation from Second Ave to Seventh Ave – \$241k per block.
- Sidewalk Renewal to current width with the addition of landscaping – \$258k per block.
- Sidewalk renewal at a smaller width (1.8 meters to allow angle parking and/or center median) with the addition of landscaping – \$353k per block.

Additional Blocks

- Road Upgrade from Egremont Rd to First St including new sidewalk & new storm sewer – \$1.3 million.
- Road Upgrade from First St to Second St including new sidewalk, storm sewer & water – \$842k.

One option, which has not been analyzed, may be to leave the majority of the existing sidewalk and just replace certain sidewalk panels that are in poor shape along with upgrading the sidewalk letdowns at each intersection, including the replacement of the existing street trees. This would reduce the cost per block shown above yet still improve the downtown sidewalks beyond current conditions. Currently many of the sidewalk letdowns are not very accessible for someone in a wheelchair as there is too much of a vertical lip between the road surface and the top of the letdown, and in some cases there is no proper letdown at all. Additionally many of the letdowns don't properly align with crosswalks or sidewalks. And while wider sidewalks provide for easier movement of pedestrians, it does somewhat restrict the inclusion of other options such as bike lane, parking alternatives and a landscaped center median.

Council should keep in mind that additional funding may also be required in 2016 for the upgrades to Cumberland Road depending on the final design and scope of work compared with the final budget. If Council wishes to proceed with some or all of the options discussed or any variations, funding could come from the following sources:

- Short term borrowing
- Small reserve balances exist
- Borrowing against future gas tax (partially - based on available balances)
- Borrowing against future Amenity Funds
- Borrowing to be repaid by property taxes

- Use of existing surplus (this will impact funds available for emergencies)

The following are available fund balances (shown cumulatively per year):

Funds	2015 Estimated Balance	2016 Estimated Balance	2017 Estimated Balance	2018 Estimated Balance	2019 Estimated Balance
Community Works Funds (Gas Tax)	111,246	183,909	379,753	585,022	790,290
Host Community Amenity Funds	241,626	416,726	716,726	1,016,726	1,316,726
Developer Amenity Funds	170,465	172,165	173,885	176,495	180,025
General Capital Reserve Funds (Roads)	130,564	152,954	175,624	198,574	221,814
Water Capital Reserve Funds	64,214	65,014	65,824	66,644	67,474
Sewer Capital Reserve Funds	58,225	58,865	59,515	60,165	60,825
	776,340	1,049,633	1,571,327	2,103,626	2,637,154

It should be noted that these costs are for discussion purposes and are subject to change due to the fact that there are variables such as interest rates that are out of our control. Estimated balances in 2015 and 2016 reflect funds already committed.

Based on borrowing over 20 years, the following approximate annual payments represent the following additional scope of work:

Dunsmuir Avenue – Second Street to Seventh Street

- Full sidewalk renewal at current width including curb & gutter - \$45k per year.
- Sidewalk Renewal at a smaller width (1.8 meters to allow for angle parking and/or center median) including curb & gutter and utility pole relocation from Second Ave to Seventh Ave – \$75k per year.
- Sidewalk Renewal to current width with the addition of landscaping – \$80k per year.
- Sidewalk renewal at a smaller width (1.8 meters to allow for angle parking and/or center median) with the addition of landscaping – \$110k per year.

Additional Blocks

- Road Upgrade from Egremont Rd to First St including new sidewalk & new storm sewer – \$80k per year.
- Road Upgrade from First St to Second St including new sidewalk, storm sewer & water – \$52k per year.

The borrowing costs above are average annual payments. In reality the first year of debt payments would actually be approximately 27% higher than the average annual payments shown above, with payments decreasing until the end of 20 year term.

Although there may be the ability to apply for some additional funding from ICET for downtown enhancement, this funding wouldn't significantly affect the overall cost, as the funding would only apply to incremental beautification work, and even then, only a portion of this is funded.

FINANCIAL IMPLICATIONS

Annual borrowing and repayment from the funding sources above is possible, keeping in mind that other capital projects may also need additional funding to facilitate scope changes or project

expansion. The debt capacity for the Village is currently \$8 million. Any borrowing for this project would reduce that capacity accordingly.

STRATEGIC OBJECTIVE

None

ATTACHMENTS

Concept Drawing

CONCURRENCE

Michelle Mason, Financial Officer



OPTIONS

1. THAT Council provide staff with direction on additional work it wishes to include on Dunsmuir Avenue and how this additional work will be funded.
2. Any other action deemed appropriate by Council.

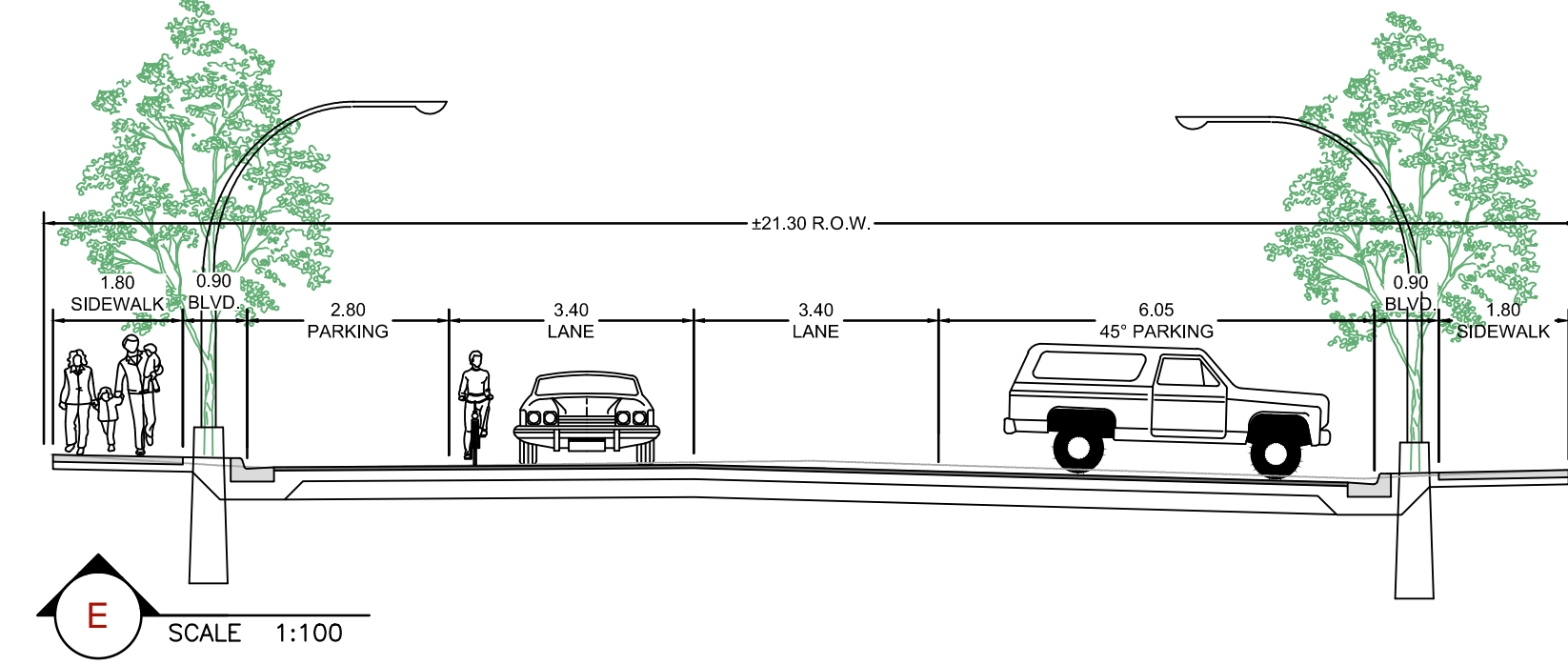
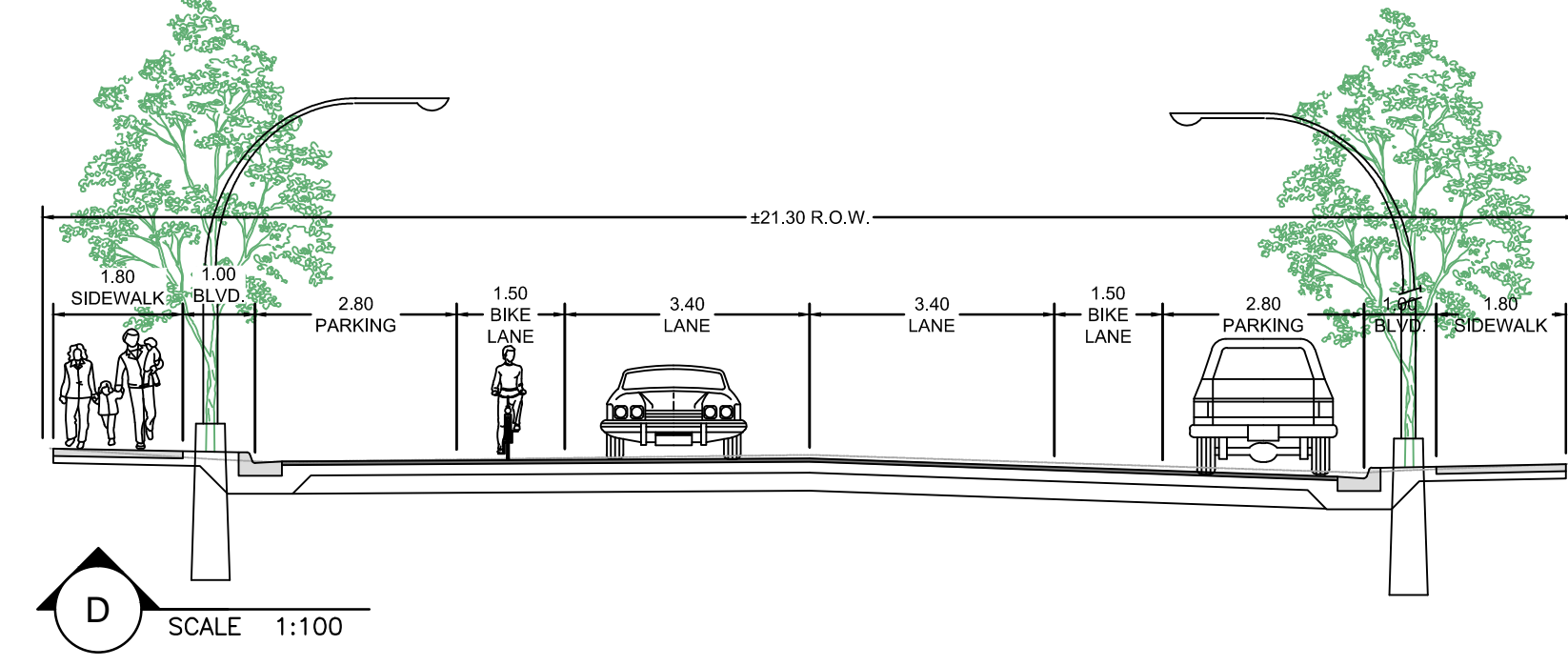
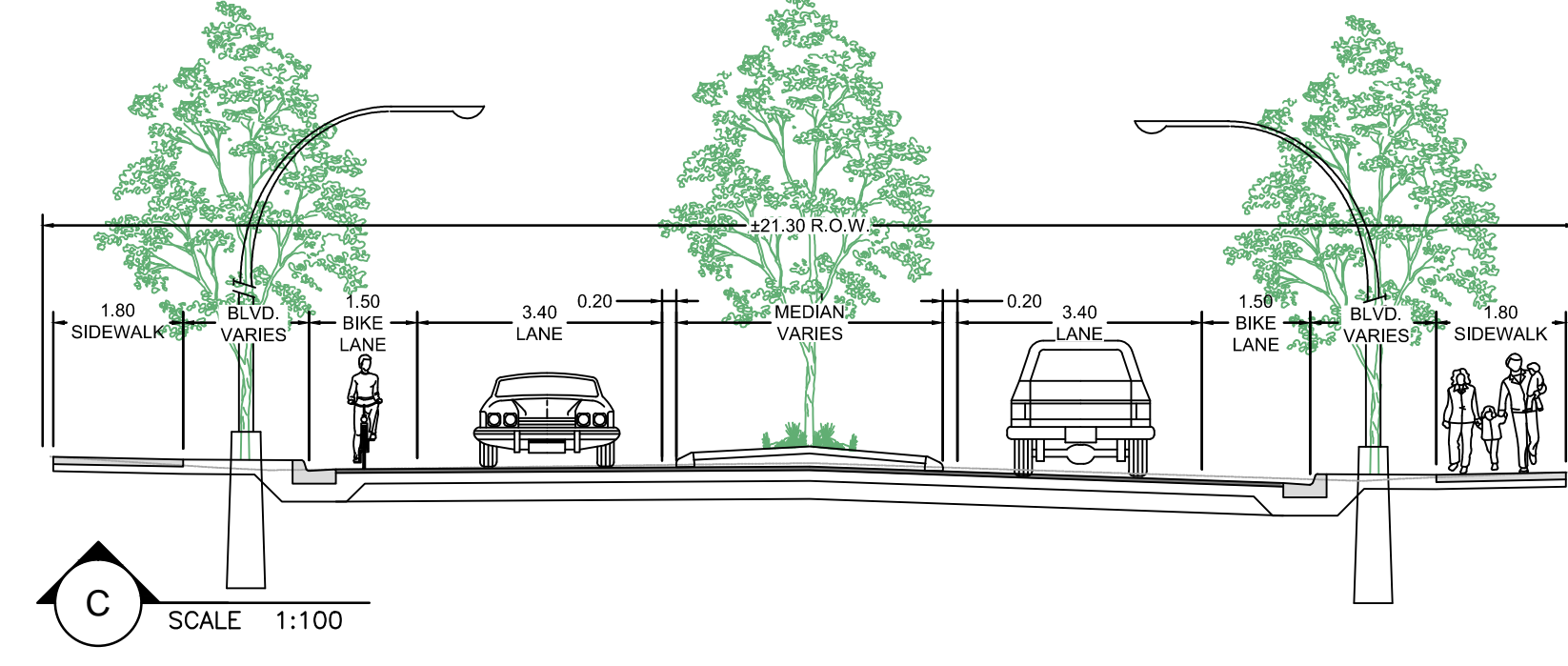
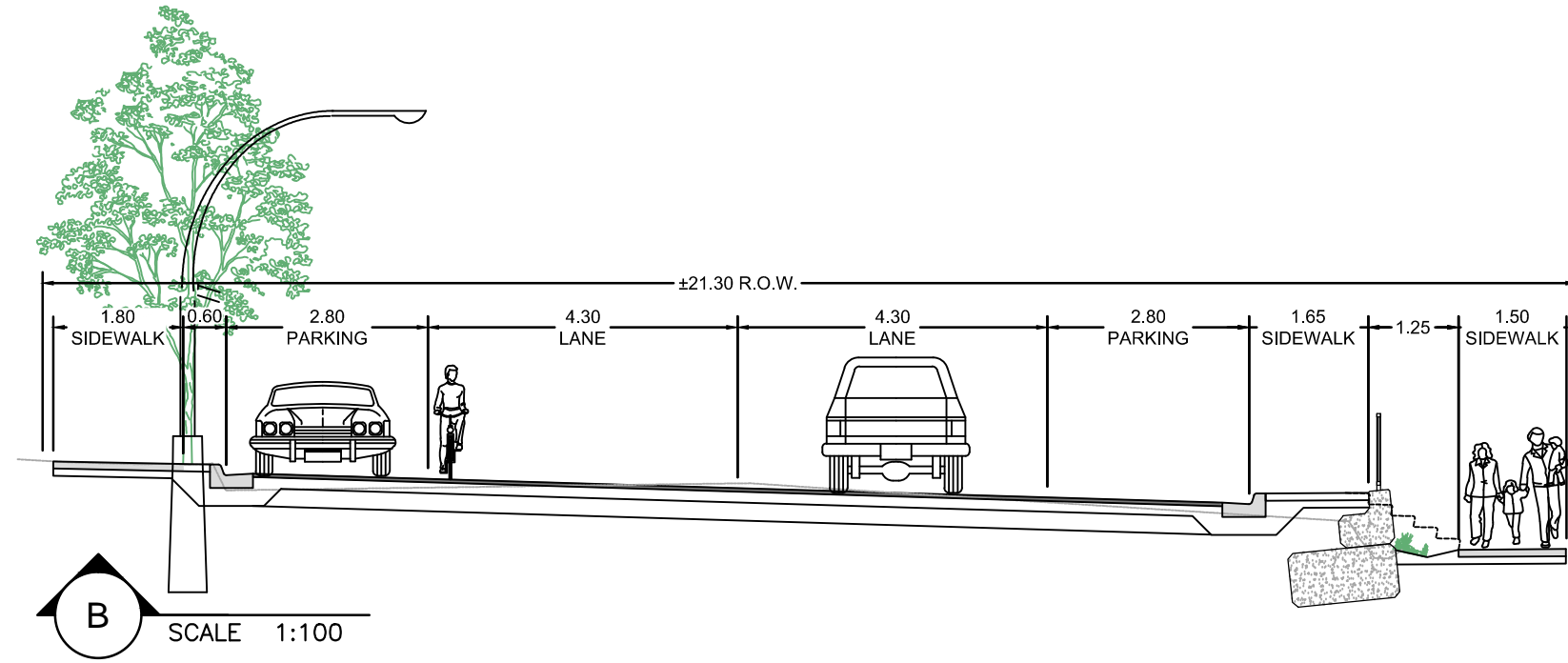
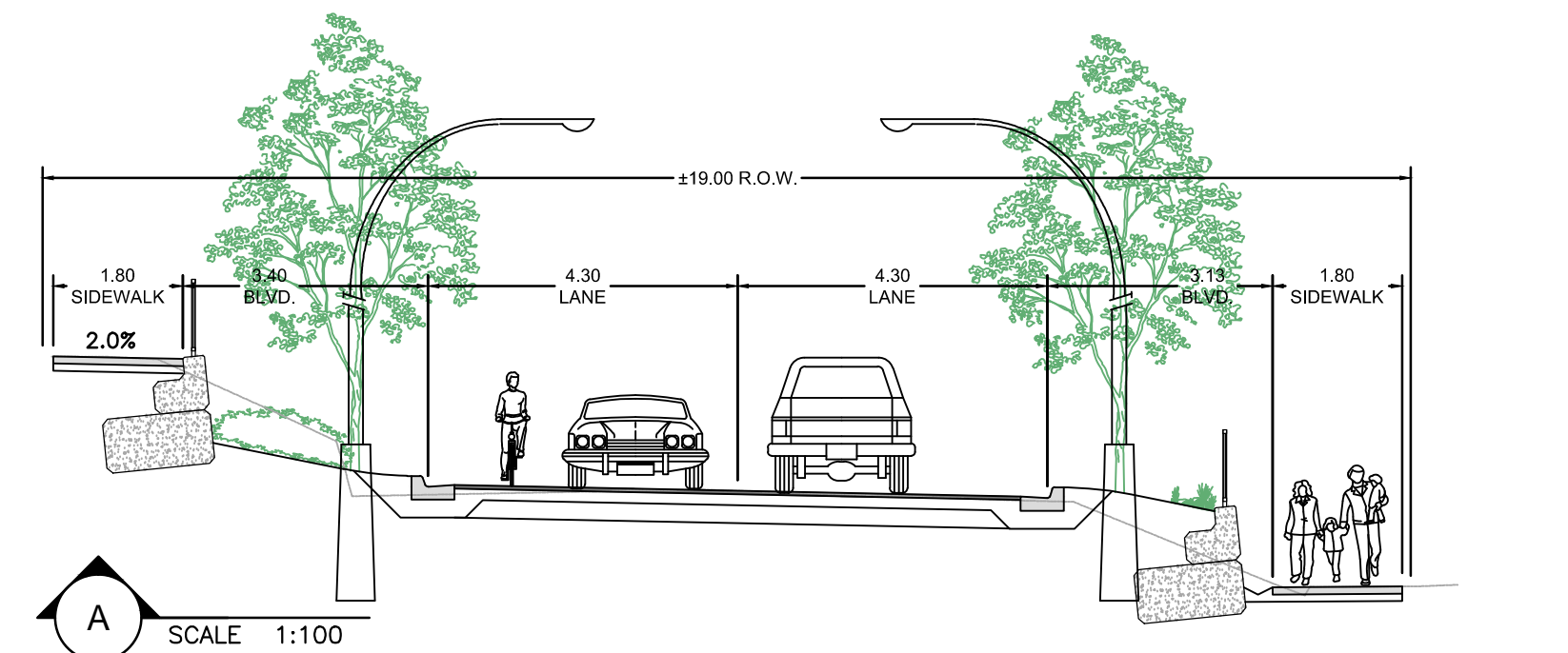
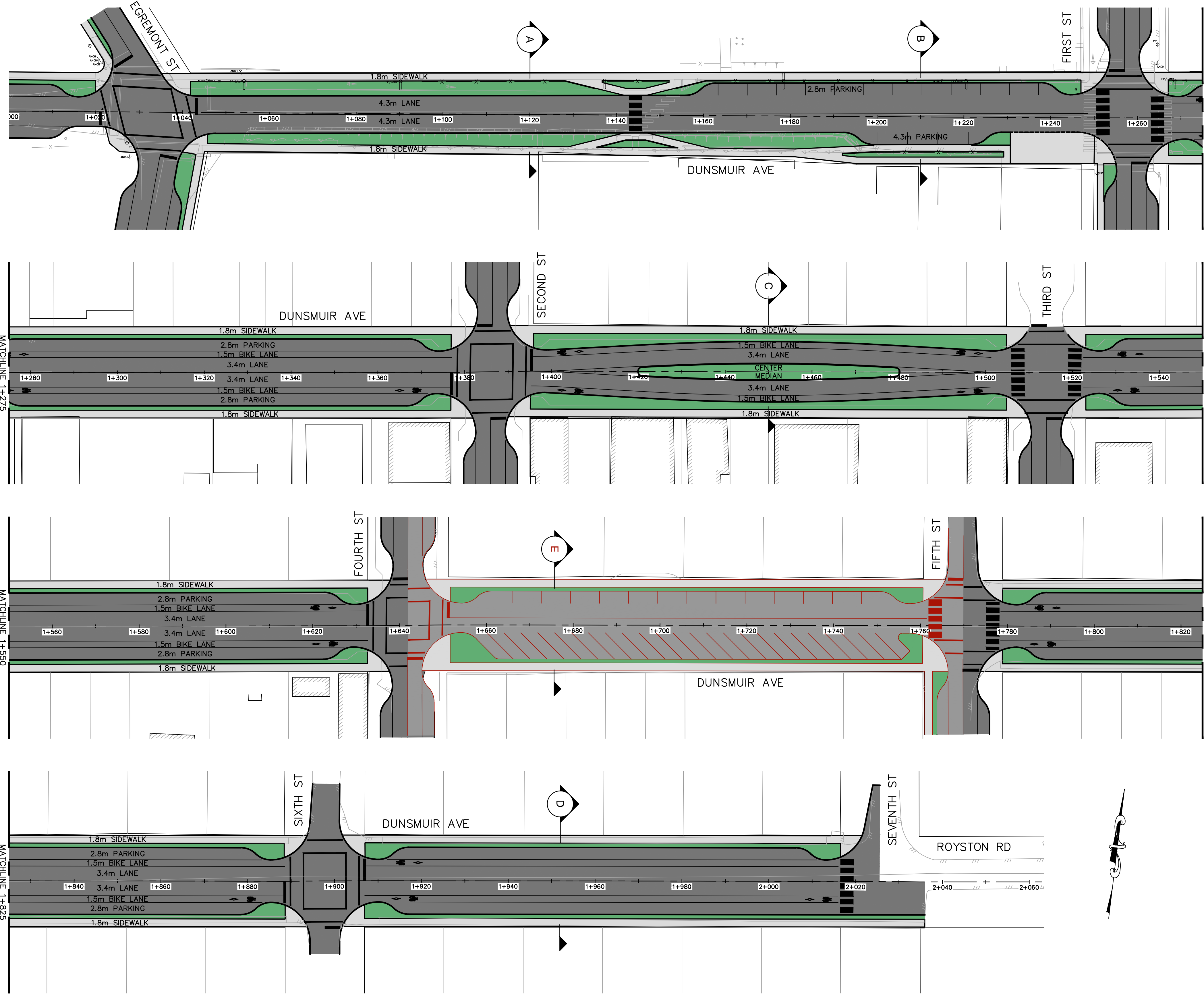
Respectfully submitted,



Rob Crisfield
Manager of Operations
Village of Cumberland



Sundance Topham
Chief Administrative Officer



PA	15-09-15	ISSUED FOR REVIEW	KRB	KRB	CMP
Rev	Date	Description	Drawn	Design	App'd

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ORIGINAL DWG SIZE: ANSI D (22" x 34")

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1351 Estevan Road
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Canada V9S 3Y3
Tel 250 716 3336

VILLAGE OF CUMBERLAND
CUMBERLAND, B.C.

**DUNSMUIR AVENUE UPGRADES
CONCEPT**

Approved Sealed

Drawing No.	A
Project Number	21265-02
Rev.	PA

COUNCIL REPORT



REPORT DATE: July 7, 2015
MEETING DATE: July 13, 2015

TO: Mayor and Council
FROM: Rob Crisfield, Manager of Operations
SUBJECT: Rescinding of Stage 3 Water Restrictions

RECOMMENDATION

THAT Council receive the Rescinding of Stage 3 Water Restrictions report;
AND THAT Council rescind Stage 3 water restrictions and return to Stage 1 water restrictions effective September 19th 2015.

SUMMARY

On July 20th, Stage 3 water restrictions were implemented to conserve water due to drought conditions and concerns about having enough water moving into the fall. September has seen cooler weather and some rainfall events, with current conditions seeing more rainfall. This has resulted in the upper reservoirs starting to gain capacity. As a result staff is recommending that Stage 3 water restrictions be rescinded.

BACKGROUND

2015 has been challenging weather wise resulting from extremely low snow pack levels in the mountains leading into springtime and little precipitation through the spring and into summer. This led to unprecedented drought conditions for the BC South Coast and affected our water supply here in Cumberland, and ultimately required the implementation of Stage 3 water restrictions. But with recent cooler wet weather and more precipitation in the forecast, our upper Cumberland Creek reservoirs are beginning to fill and with remaining storage still available in Allen Lake, staff would like to recommend that the Stage 3 water restrictions be rescinded and we return to Stage 1 restrictions, that would automatically be in effect for this time of year as per the Water Conservation Bylaw.

FINANCIAL IMPLICATIONS

None

STRATEGIC OBJECTIVE

None

ATTACHMENTS

None

CONCURRENCE

Kevin Fitzgerald, Public Works Foreman



OPTIONS

1. THAT Council rescind Stage 3 water restrictions and return to Stage 1 water restrictions effective September 19th 2015.
2. Any other action deemed appropriate by Council.

Respectfully submitted,

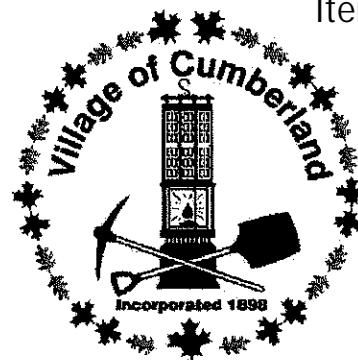


Rob Crisfield
Manager of Operations
Village of Cumberland



Sundance Topham
Chief Administrative Officer

COUNCIL REPORT



REPORT DATE: September 16, 2015

MEETING DATE: September 28, 2015

File No. 0400-61

TO: Mayor and Councillors

FROM: Rachel Parker, Deputy Corporate Officer

SUBJECT: CVRD Homelessness Service Referendum

RECOMMENDATION

THAT Council receive the CVRD Homelessness Service Referendum report.

SUMMARY

The purpose of this report is to provide Council with an update on the Regional District's work towards developing a homelessness service and acquiring elector assent by way of voting.

BACKGROUND

New regional district services must be established by regional district bylaw which receives approval of the inspector of municipalities and participating area approval. The Comox Valley Regional District is proposing to establish a homelessness service.

In April 2015, the CVRD wrote to its member municipalities and electoral area directors with a questionnaire to assist the CVRD in determining whether such a service was supported. The Village of Cumberland responded by indicating that the Village would support and participate in a new regional service to address homelessness. The survey response is attached to this report.

On June 30, 2015 the CVRD Board directed that a service establishment bylaw be drafted. The bylaw would set out the participants, which included Cumberland, and would establish the maximum requisition and the purpose of the service; CVRD staff was also directed to liaise with the Comox Valley coalition to end homelessness and to develop a referendum timeline for a fall vote.

In early August, the CVRD Committee of the Whole considered a draft bylaw and logistics for a fall referendum. The Committee considered that the referendum would be held on November 28, 2015 on a region-wide basis, rather than voting by jurisdiction. The decision to go to a region-wide vote requires a 2/3 vote of the Board. The Committee also consider the following question for the ballot:

“Are you in favour of the Comox Valley Regional District adopting Bylaw No. 389 being “Comox Valley Homelessness Supports Service Establishment Bylaw No. 389, 2015” to establish a service that would provide funds to one or more local non-governmental organizations based on a board approved five-year action plan to address homelessness in the Comox Valley?”

The Board has not yet voted on these matters nor has the service establishment bylaw received any readings at this point. On August 25, 2015 the Board deferred consideration to the September 29, 2015 Board meeting.

FINANCIAL IMPLICATIONS

There are no direct financial implications to the Village of Cumberland other than the task to collect from Cumberland taxpayers and pay to the CVRD the requisition of the proposed maximum amount is the **greater of**

\$165,000 or \$0.02 per \$1,000 applied to the net taxable value of land and improvements for regional hospital purposes.

CVRD staff reports that this equates to a maximum \$6 tax levy per year on a property with an assessed value of \$300,000.

Council may recall that the CVRD questionnaire asked the following question:

2. Should a new service be established what is the maximum taxation rate your jurisdiction would support:
 - \$0.05 per \$1,000 assessed property value, (approximately \$504,000/yr)
 - \$0.10 per \$1,000 assess property value (approximately \$1,008,000/yr)
 - Another amount

Cumberland Response: “Up to \$10 per year (for a home that is assessed at \$300,000)”, as this was the wording used in the November 2014 referendum question.

STRATEGIC OBJECTIVE

Developing an affordable housing action plan

ATTACHMENTS

1. CVRD Staff report, August 4, 2015: Logistics for fall 2015 referendum on homelessness service (proposed bylaw and referendum question information included)
2. Letter to CVRD, May 26, 2015: Next Steps for Comox Valley government to address homelessness
3. Letter to Cumberland, April 23, 2015: Next Steps for Comox Valley government to address homelessness

CONCURRENCE

Michelle Mason, Financial Officer



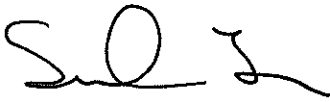
OPTIONS

1. THAT Council receive the CVRD Homelessness Service Referendum report.
2. Any other action deemed appropriate by Council.

Respectfully submitted,



Rachel Parker
Deputy Corporate Officer



Sundance Topham
Chief Administrative Officer

File: 5040.01

April 23, 2015

Sent via email only: rparker@cumberland.ca

Ms. Rachel Parker
Deputy Corporate Officer
2673 Dunsmuir Avenue, PO Box 340
Cumberland, BC V0R 1S0

Dear Ms. Parker:

Re: Next steps for Comox Valley government to address homelessness

Further to the public opinion poll that was conducted during the November 2014 elections regarding reducing homelessness in the Comox Valley, the Comox Valley Regional District committee of the whole, at its meeting of April 21, 2015 passed the following resolution:

“THAT the questionnaire, Appendix C, along with the April 15, 2015 staff report addressing homelessness in the Comox Valley and supporting documentation, be referred to the City of Courtenay, Town of Comox, Village of Cumberland and the Comox Valley Regional District electoral area directors of A, B and C, for completion and return by May 30, 2015;

AND FURTHER THAT the results of the questionnaire be presented to the June 23, 2015 committee of the whole meeting with the objective of determining whether to proceed to a public assent opportunity regarding a regional service to address homelessness in the Comox Valley.”

The questionnaire (Appendix C) will assist in determining whether a specific regional service is supported by municipal councils and electoral area directors, and if so, will assist in defining the purpose of the service. Prior to considering whether to draft a new service establishment bylaw, the CVRD board will need to have several questions answered, which have been outlined in the questionnaire.

We look forward to receiving your response by May 30, 2015.

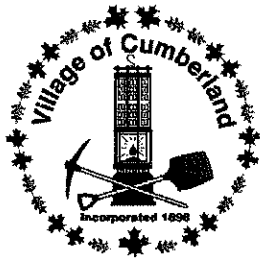
Sincerely,

J. Warren

James Warren
Corporate Legislative Officer

Enclosures: Staff report dated April 15, 2015 - Next steps for Comox Valley local governments to address homelessness
Appendix C – Homelessness – Next steps questionnaire

cc: S. Topham, CAO



Corporation of the Village of Cumberland

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

File No. 0400-61

May 26, 2015

By email: jwarren@comoxvalleyrd.ca

James Warren, Corporate Legislative Officer
Comox Valley Regional District
600 Comox Road
Courtenay, BC V9N 3P6

Dear Mr. Warren,

Re: Next Steps for Comox Valley government to address homelessness

Thank you for your letter of April 23, 2015 referring the questionnaire, staff report addressing homelessness and supporting documentation to the Village of Cumberland for completion and return.

I can advise that the Council of the Village of Cumberland considered the referral at its meeting of May 25, 2015 and adopted the following motion:

THAT Council complete the Comox Valley Regional District questionnaire on addressing homelessness as follows for submission to the Comox Valley Regional District:

1. Would your jurisdiction support and participate in new regional service to address homelessness? Yes
2. Should a new service be established what is the maximum taxation rate your jurisdiction would support: "Up to \$10 per year (for a home that is assessed at \$300,000)", as this was the wording used in the November 2014 referendum question.
3. What would your local government define the new service purpose as: To collect funds for disbursement to an independent non-government society, as a coordinating body, for the purpose of implementing the "housing first" model; and creating affordable housing; and creating housing for those at risk of homelessness.
4. How does your jurisdiction see the cost of the service being allocated between all jurisdictions: converted property values

5. What is your jurisdiction's preferred method of seeking public assent:
alternative approval process

For your convenience, the questionnaire is attached with the above responses along with a definition of the "housing first" model referred to the response to question 3. The "housing first" model, as defined by the Campbell River Community Homelessness Coalition, means the provision of permanent low-barrier, supportive housing with a focus on harm reduction. The goal of "housing first" is to immediately house people who are homeless no matter what is going on in their life. The "housing first" principle is based on the premise that people will be accepted with substance abuse and/or mental illnesses rather than turning those people away. Research indicates that by first providing housing, other issues are also more effectively addressed.

The Village looks forward to receiving further information on the proposed service once the Board has considered all the responses.

Yours truly,



Rachel Parker
Deputy Corporate Officer

Encl: Completed questionnaire on addressing homelessness

April 24, 2015

File: 5040-01

VILLAGE OF CUMBERLAND

Form completed by: (enter name and tile) R. PARKER, DEPUTY CORPORATE OFFICER

Date completed: 5/26/2015

Your input is requested to assist the Comox Valley Regional District (CVRD) board in determining whether a pecific regional service should be established for the purpose of addressing homelessness in the Comox Valley. Please provide your response by May 30, 2015 to administration@comoxvalleyrd.ca.

1. Would your jurisdiction support and participate in a new regional service to address homelessness? (If YES, please complete questions 2 to 5; if NO, please return questionnaire)

Yes

No

2. Should a new service be established what is the maximum taxation rate your jurisdiction would support:

\$0.05 per \$1,000.00 assessed property value, (approx. \$504,000/yr) or

\$0.10 per \$1,000.00 assessed property value, (approx. \$1,008,000/yr) or

another amount (please describe):

“UP TO \$10 PER YEAR (FOR A HOME THAT IS ASSESSED AT \$300,000)”, AS THIS WAS THE WORDING USED IN THE NOVEMBER 2014 REFERENDUM QUESTION.

3. What would your local government define the new service purpose as:

addressing homelessness in the Comox Valley; or

administering and providing grants to address homelessness in the Comox Valley; or

coordinating local government actions to address homelessness and developing a housing trust fund, or

another definition (please describe):

TO COLLECT FUNDS FOR DISBURSEMENT TO AN INDEPENDENT NON-GOVERNMENT SOCIETY, AS A COORDINATING BODY, FOR THE PURPOSE OF IMPLEMENTING THE “HOUSING FIRST” MODEL; AND CREATING AFFORDABLE HOUSING; AND CREATING HOUSING FOR THOSE AT RISK OF HOMELESSNESS.

[THE “HOUSING FIRST” MODEL (FROM THE CAMPBELL RIVER COMMUNITY HOMELESSNESS COALITION TERMS OF REFERENCE) MEANS THE PROVISION OF PERMANENT LOW-BARRIER, SUPPORTIVE HOUSING WITH A FOCUS ON HARM REDUCTION. THE GOAL OF “HOUSING FIRST” IS TO IMMEDIATELY HOUSE PEOPLE WHO ARE HOMELESS NO MATTER WHAT IS GOING ON IN THEIR LIFE. THE “HOUSING FIRST” PRINCIPLE IS BASED ON THE PREMISE THAT PEOPLE WILL BE ACCEPTED WITH SUBSTANCE ABUSE AND/OR MENTAL ILLNESSES RATHER THAN TURNING THOSE PEOPLE AWAY. RESEARCH INDICATES THAT BY FIRST PROVIDING HOUSING, OTHER ISSUES ARE ALSO MORE EFFECTIVELY ADDRESSED.]

Completed questionnaire to be returned to the CVRD by May 30, 2015 via
administration@comoxvalleyrd.ca

4. How does your jurisdiction see the cost of the service being allocated between all jurisdictions:

- converted property values (LGA Section 804), or
- another method (please describe):

5. What is your jurisdictions preferred method of seeking public assent:

- referendum, or
- alternative approval process

DATE: August 4, 2015**FILE:** 4200-20/homelessness**TO:** Chair and Directors
Committee of the Whole**FROM:** James Warren
Acting Chief Administrative Officer**RE:** Logistics for fall 2015 referendum on homelessness service

Purpose

The purpose of this report is to:

- a) Introduce a bylaw to establish a Comox Valley homelessness supports service; and
- b) Present the logistic details and resolutions required to conduct a fall 2015 referendum (assent voting) to seek elector approval for a Comox Valley homelessness supports service.

Policy analysis

A regional district may operate any service the board considers necessary or desirable for all or part of the regional district, under section 796 of the *Local Government Act* (LGA). The Comox Valley Regional District (CVRD) does not have a service that relates to providing support for affordable housing or the homeless.

In a November 2014 non-binding, public opinion poll, 71 per cent of voters supported at least a \$5 per year property tax (on a home that is assessed at \$300,000) to reduce homelessness. A survey was then conducted in May 2015 of municipal councils and electoral area directors to determine parameters for such a service. In addition, the CVRD received a presentation from the Comox Valley coalition to end homelessness. At its June 30, 2015 meeting, the CVRD board approved the following resolution:

THAT a service establishment bylaw for addressing homelessness be developed with:

- *the participants being the City of Courtenay, Village of Cumberland, Electoral Area 'A' (excluding Denman and Hornby Islands), Electoral Area 'B' and Electoral Area 'C';*
- *the maximum requisition being the greater of \$165,000 or two cents per \$1000 of assessed value;*
- *the purpose being to provide funds to one or more local non-governmental organizations based on a board-approved five-year action plan to address homelessness in the Comox Valley;*

AND FURTHER THAT staff liaise with the Comox Valley coalition to end homelessness to gather input on the service establishment bylaw, describe service delivery options, promote awareness of a fall 2015 referendum, and have the coalition develop a five-year financial plan based on Comox Valley priority needs to address homelessness;

AND FURTHER THAT staff be directed to formalize a timeline for a referendum, including discussions to coordinate with any other Comox Valley public bodies that might be planning elector approval processes;

AND FINALLY THAT the service establishment bylaw be prepared for board consideration before the end of August 2015 with a recommendation to proceed to a fall 2015 referendum.

The Town of Comox has not opted to participate in a homelessness supports service and instead has indicated it would partner with service providers on its own. Town of Comox directors would not vote on policy matters related to a homelessness supports service, should one be established.

Executive summary

A fall 2015 referendum to seek elector approval for a new service to address homelessness in the Comox Valley can be held on November 28, 2015. The results of such a referendum could be reported to the inaugural board meeting on December 15, 2015. If elector approval is obtained and a new service is established, funds could be available following the adoption of the 2016-2020 financial plan in March 2016.

In order that a fall 2015 referendum is conducted, a number of requirements must be met:

- the board gives three readings to a service establishing bylaw (appendix B) and approves a synopsis for use in required advertising;
- the board confirms it will seek approval on a service-wide basis (board motion requires at least two-thirds of the votes cast);
- the board confirms it will seek approval via assent of the electors (referendum) and that the board is responsible for conducting the voting throughout the proposed service area;
- adopt a bylaw that establishes the question to be used for the voting;
- appoint the regional voting officer and the deputy regional voting officer; and
- commit funding from the regional feasibility study service (function no. 150) to conduct the assent voting.

If elector approval is obtained ... funds could be available ... in March 2016

Key dates for a November 28, 2015 referendum are listed in appendix A.

This report describes the above-noted requirements in further detail and also presents alternatives, where available. A conceptual service delivery model is also presented in appendix C that describes how taxes collected from property owners under this proposed service would be used by one or more local non-governmental organizations to address homelessness in the Comox Valley.

Recommendations from the acting chief administrative officer:

1. THAT Bylaw No. 389 being “Comox Valley Homelessness Supports Service Establishment Bylaw No. 389, 2015” be considered for three readings and submitted to the Inspector of Municipalities and the electors of the proposed Comox Valley homelessness supports service area for approval on a service-wide basis;

AND FURTHER THAT the bylaw would establish a service that provides funds to one or more local non-governmental organizations based on a board-approved five-year action plan to address homelessness in the Comox Valley.

(NOTE: The above recommendation requires two-thirds of the votes cast for approval.)

2. THAT electoral approval for Bylaw No. 389 being “Comox Valley Homelessness Supports Service Establishment Bylaw No. 389, 2015” be sought by way of a referendum (assent voting) to be conducted by the board and to be held on November 28, 2015;

AND FURTHER THAT a synopsis be used in required advertising, generally as follows:
“Bylaw No. 389 being “Comox Valley Homelessness Supports Service Establishment Bylaw No. 389, 2015” would provide funds to one or more local non-governmental organizations based on a board-approved five-year action plan to address homelessness in the Comox Valley. The service area that is subject of this bylaw includes the City of Courtenay, Village of Cumberland, Electoral Area ‘A’ (excluding Denman and Hornby Islands), Electoral Area ‘B’ and Electoral Area ‘C.’”

AND FURTHER THAT the following question be approved, by bylaw, for the Comox Valley homelessness supports service assent voting to be held on November 28, 2015:
“Are you in favour of the Comox Valley Regional District adopting Bylaw No. 389 being “Comox Valley Homelessness Supports Service Establishment Bylaw No. 389, 2015” to establish a service that would provide funds to one or more local non-governmental organizations based on a board approved five-year action plan to address homelessness in the Comox Valley?”

AND FURTHER THAT, for the November 2015 homelessness supports service assent voting process, James Warren be appointed as the regional voting officer and Andrea Sutherland be appointed as the deputy regional voting officer;

AND FINALLY THAT up to \$50,000 from the regional feasibility studies service (function no. 150) be committed to conduct a fall 2015 referendum (assent voting) on a new service to address homelessness in the Comox Valley to be funded from 2015 uncommitted regional feasibility studies monies and prior years surplus.

3. THAT the board approve the homelessness supports – service delivery policy as attached to the staff report dated August 4, 2015 (appendix C).

Respectfully:

J. Warren

James Warren
Acting Chief Administrative Officer

History/background factors

For many years, the Comox Valley has engaged in discussions regarding homelessness. A summary of these actions is included in a staff report dated April 15, 2015 and considered at the April 21, 2015 CVRD committee of the whole meeting (<http://www.comoxvalleyrd.ca/minutes>). Following the results of a survey conducted with municipal councils and electoral area directors, the CVRD board approved a motion to proceed with a referendum in fall 2015 that would seek elector approval to establish a service that would provide funds to one or more local non-governmental organizations based on a board approved five-year action plan to address homelessness in the Comox Valley. This proposed service would include the City of Courtenay, Village of Cumberland and Areas A (excluding Denman and Hornby Islands), B and C. The Town of Comox has opted not to participate in such a service and instead may provide funds on its own accord to service

providers. The Town of Comox directors would not participate in decisions relating to policy development or financial planning for a homelessness supports service.

Options

The process for seeking elector approval to establish a new service includes several decisions the board must consider. Fundamentally, the board must make decisions on:

- obtaining elector approval on a service-wide basis or by individual participating jurisdiction;
- using an alternative approval process (AAP) or assent voting (referendum) to obtain elector approval;
- whether the board or individual councils are responsible for conducting the assent voting;
- the purpose of the service;
- the maximum requisition for the service;
- the boundaries and participants for the service;
- if proceeding with assent voting, the question to be voted on;
- naming a regional voting officer and a deputy regional voting officer; and
- committing funds to conduct the assent voting process.

The recommendations contained in this staff report align with the board motion dated June 30, 2015 regarding a proposed homelessness supports service. Appendix D provides a table that explores the above decisions in greater detail and identifies potential options.

Financial factors

This report describes two elements of the financial factors relating to a referendum for a homelessness supports service: 1) details related to service establishment bylaw and 2) details related to conducting a referendum (assent voting).

Service establishing bylaw: The proposed maximum requisition for this service is the greater of \$165,000 or two cents per \$1,000 applied to the net taxable value of land and improvements for regional hospital district purposes. This means that \$6 is the maximum tax levy that could be charged on a property with an assessed value of \$300,000. Further, the only ways in which funds can be raised for this service are through property value taxes and revenues received by way of agreement, enterprises, gifts or grants or through means authorized by the LGA. Finally, this service could then provide up to \$150,000 annually for one or more local non-governmental organizations to address homelessness.

Referendum (assent voting): As is noted in the recommendation, up to \$50,000 is required to conduct assent voting in Electoral Areas A (except Hornby and Denman Islands), B and C, the City of Courtenay and the Village of Cumberland. These funds would come from the regional feasibility study fund (service no. 150) and will pay for room rentals, legal advertising, voting place staff, mail ballot voting procedures, voting supplies, ballot printing and legal advice. The CVRD staff is discussing voting logistics with Courtenay and Cumberland staff to ensure the voting opportunities are as straight-forward as possible. All costs associated with the assent voting will be borne by the CVRD. Should the homelessness supports service be established, the regional feasibility study reserve fund will be repaid from the homelessness supports service over the next three to five years.

\$6 is the maximum tax levy that could be charged on a property with an assessed value of \$300,000... this service could then provide up to \$150,000 annually for ... local ... organizations

Table 1 illustrates the financial impact on the service participants at the maximum requisition for 2015.

Participant	Maximum levy @ \$0.02 per \$1000 (residential rate = \$0.0167)
Area A (excluding Denman and Hornby Islands)	\$19,491.35
Area B	\$23,258.48
Area C	\$29,816.15
Courtenay	\$81,279.73
Cumberland	\$8,928.94
Total	\$162,774.64

Legal factors

The proposed homelessness supports service establishment bylaw incorporates parameters from the LGA. The required components of the service establishment bylaw are, in addition to the financial requirements identified earlier, named here:

- Purpose: to provide funds to one or more local non-governmental organizations based on a board approved five-year action plan to address homelessness in the Comox Valley
- Boundaries: the service would apply to, and recover funds from, the City of Courtenay, Village of Cumberland and Electoral Areas A (excluding Denman and Hornby Islands), B and C.
- Service review: while not a required part of service establishment bylaws, the service review language is incorporated to specify that a review will be conducted every five years with the first occurring in 2020. The service review language enables participants to routinely analyze the service to promote accountability, efficiency of resources and effectiveness of the service overall.

Service delivery must be considered when a new service is established. Appendix C describes a conceptual framework for delivering a homelessness supports service, aligned with the purpose described for this service. In short, the CVRD board has indicated that the service would “provide funds to one or more local non-governmental organizations based on a board approved five-year action plan to address homelessness in the Comox Valley” and have the Comox Valley coalition to end homelessness “develop a five-year financial plan based on Comox Valley priority needs to address homelessness” (CVRD, June 30, 2015 board meeting). The coalition would develop the five-year plan and the board could approve that plan. Appendix C includes reference to a policy framework for implementing this service delivery model. This staff report recommends that the board approve the policy framework in advance of the assent voting to provide greater public certainty. An alternative could be that the board have further discussion on the policy framework at its September or October committee of the whole meetings.

The coalition would develop the five-year plan and the board could approve that plan

Sustainability implications

The Comox Valley sustainability strategy identifies housing in a number of sections as part of the overall goals to promote a region with a high standard of living and quality of life. In particular, ensuring residents have access to adequate housing is one of the primary strategies for sustainable community development and social/community well-being. The proposed homelessness supports service responds to this goal by providing such supports through a community-centred group, being the coalition to end homelessness.

Intergovernmental factors

Under the proposed homelessness supports service, the CVRD will requisition property taxes and provide those funds to one or more local non-governmental organizations based on a board approved five-year action plan to address homelessness in the Comox Valley. The CVRD directors will provide input to the goals associated with the action plan and ultimately approve funds for the action plan.

The Town of Comox has not opted to participate in a homelessness supports service. Town of Comox directors would not vote on matters related to policy development or financial planning for such a service.

For the November 28, 2015 assent voting, CVRD staff have worked with City of Courtenay and Village of Cumberland staff to identify various voting-related logistics. In particular, voting opportunities will be open to all voters in the proposed service area. That means a single voting place in central Courtenay will be available, rather than a voting place at the CVRD boardroom and at the Filberg Centre. Additionally, given the assent voting is proposed to be conducted on a service-wide basis, staffing arrangements, voting supplies and voting rules will follow the CVRD model. The CVRD elections bylaw (no. 11) will be used to conduct the voting.

Interdepartmental involvement

Should the service be established, the executive management branch will keep the CVRD board apprised of any communications between the CVRD and the coalition to end homelessness. Further, the executive management branch in general and financial services in particular will seek agreements with the local non-governmental organizations to enable the transfer of funds.

Legislative services will conduct all aspects of the voting process.

Citizen/public relations

Assent voting for a proposed homelessness supports service on November 28, 2015 will require legal advertising at different points in time. In addition, a website will be developed that will house a variety of information on who can vote, when voting can happen, mail ballot voting procedures, the nature of the proposed service and the proposed service delivery model.

Promoting the vote and garnering support on one or the other side of the question is not a role that the CVRD administration will undertake. Appendix E illustrates the roles during assent voting.

- Attachments:** Appendix A – Key dates in Homelessness Supports Service Assent Voting
Appendix B – Bylaw No. 389 being “Comox Valley Homelessness Supports Service Establishment Bylaw No. 389, 2015”
Appendix C – Conceptual service delivery model and policy for a Comox Valley homelessness supports service
Appendix D – Options analysis for conducting a regional district assent voting (referendum) process
Appendix E – Roles during assent voting (referendum)

Appendix A – Key Dates in Homelessness Supports Service Assent Voting

August 11, 2015	Committee of the whole meeting – consideration of service establishing bylaw, synopsis and assent voting question
August 25, 2015	Board meeting – consider approving assent voting question, synopsis and reading service establishing bylaw three times
September 2015	Service establishing bylaw submitted to Inspector of Municipalities for approval
September to November, 2015	Public education and awareness campaign conducted by Comox Valley coalition to end homelessness, elected officials and community
October and November, 2015	Various legal and community advertising for voting opportunities (including in person and by mail), scrutineer applications, elector registrations, etc
October 27 to November 6, 2015	Scrutineer application period
November 18, 2015	Advance voting day
November 25, 2015	Advance voting day
November 28, 2015	Voting day
December 2, 2015	Official results of assent voting announced
December 15, 2015	Board meeting – consideration of assent voting results; service establishing bylaw may be adopted if assent of electors for bylaw is received

COMOX VALLEY REGIONAL DISTRICT

BYLAW NO. 389

A bylaw to establish the Comox Valley homelessness supports service to provide funds to non-governmental organizations to address homelessness in the Comox Valley

WHEREAS under section 796 of the *Local Government Act* a regional district may operate any service the board considers necessary or desirable for all or part of the regional district;

AND WHEREAS the board of the Comox Valley Regional District wishes to establish a service to provide funds to one or more local non-governmental organizations based on a board approved five-year action plan to address homelessness in the Comox Valley;

AND WHEREAS the approval of the inspector of municipalities has been obtained under section 801 of the *Local Government Act*; and

AND WHEREAS the approval for the participating areas was obtained by assent of the electors under section 801.2 of the *Local Government Act*;

NOW THEREFORE the board of the Comox Valley Regional District in open meeting assembled enacts as follows:

Service

1. (1) The service established by this bylaw is to provide funds to one or more local non-governmental organizations based on a board approved five-year action plan to address homelessness in the Comox Valley.
- (2) The service shall be known as the Comox Valley homelessness supports service (the 'service').

Boundaries

2. The boundaries of the service are the City of Courtenay, the Village of Cumberland, Electoral Area 'A' (Baynes Sound – Denman/Hornby Islands) excluding Denman and Hornby Islands, Electoral Area 'B' (Lazo North) and Electoral Area 'C' (Puntledge – Black Creek).

Participating areas

3. The City of Courtenay, the Village of Cumberland, Electoral Area 'A' (Baynes Sound – Denman/Hornby Islands), Electoral Area 'B' (Lazo North) and Electoral Area 'C' (Puntledge – Black Creek) include a participating area in the service.

Cost recovery

4. As provided in section 803 of the *Local Government Act*, the annual cost for this service shall be recovered by one or more of the following:
 - (a) property value taxes;
 - (b) revenues raised by other means authorized by the *Local Government Act* or another Act; and
 - (c) revenues received by way of agreement, enterprises, gift, grant or otherwise,

Maximum requisition

5. In accordance with section 800.1(1)(e) of the *Local Government Act*, the maximum amount that may be requisitioned annually for the cost of the service is the greater of \$165,000 or \$0.02 per \$1,000 applied to the net taxable value of land and improvements for regional hospital district purposes.

Service review

6. All aspects of the Comox Valley homelessness supports service shall be reviewed every five years, with the first review occurring in 2020.

Citation

This Bylaw No. 389 may be cited as “Comox Valley Homelessness Supports Service Establishment Bylaw No. 389, 2015”.

Read a first and second time this day of 2015.

Read a third time this day of 2015.

I hereby certify the foregoing to be a true and correct copy of Bylaw No. 389 being “Comox Valley Homelessness Supports Service Establishment Bylaw No. 389, 2015” as read a third time by the board of the Comox Valley Regional District on the day of 2015.

Corporate Legislative Officer

Approved by the
Inspector of Municipalities this day of 2015.

Participating area approval
obtained this day of 2015.

Adopted this day of 2015.

Chair

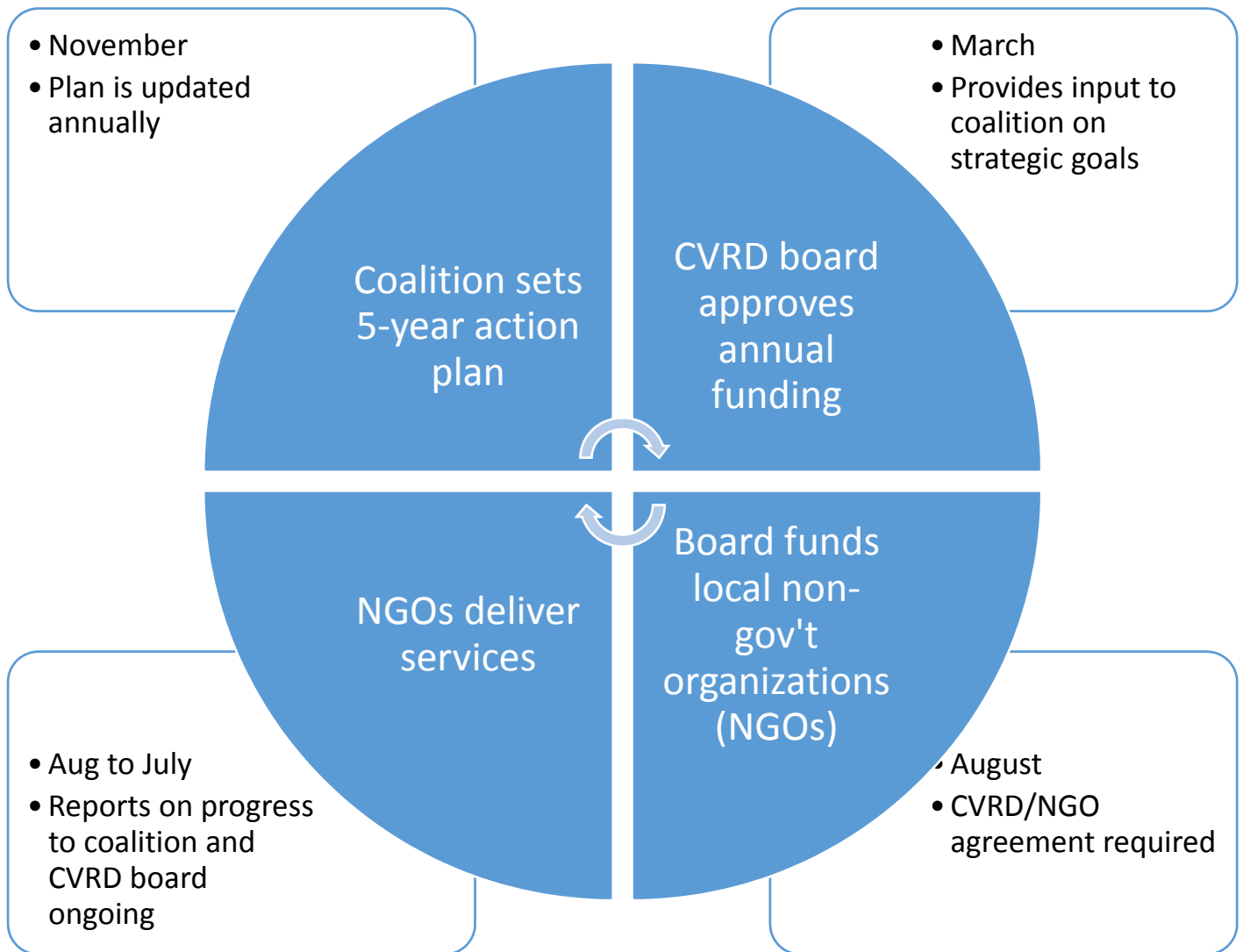
Corporate Legislative Officer

I hereby certify the foregoing to be a true and correct copy of Bylaw No. 389 being “Comox Valley Homelessness Supports Service Establishment Bylaw No. 389, 2015” as adopted by the board of the Comox Valley Regional District on the day of 2015.

Corporate Legislative Officer

The CVRD board has indicated that the homelessness supports service would “provide funds to one or more local non-governmental organizations based on a board approved five-year action plan to address homelessness in the Comox Valley” and have the Comox Valley coalition to end homelessness “develop a five-year financial plan based on Comox Valley priority needs to address homelessness” (CVRD, June 30, 2015 board meeting). The coalition would develop the five-year plan, to be reviewed and updated annually. The board would approve that plan annually.

The illustration below shows the relationship between the Comox Valley coalition to end homelessness, the CVRD and funding opportunities. The draft policy on the following page identifies the framework for delivering the homelessness supports service.



Subject: Homelessness Supports – Service Delivery Policy	
Branch: Executive Management	
Department: Public	Policy Reference: 5040-00

Purpose

The purpose of this policy is to establish a service delivery framework for the homelessness supports service, established by the adoption of Bylaw No. 389 being “Comox Valley Homelessness Supports Service Establishment Bylaw No. 389, 2015”. The purpose of the service is to provide funds to one or more local non-governmental organizations based on a board approved five-year action plan to address homelessness in the Comox Valley.

Scope

This policy provides the framework for delivering the homelessness supports service. The policy identifies the role of the Comox Valley Regional District (CVRD) board, staff, external agencies and the Comox Valley coalition to end homelessness.

Guiding Principle

This service delivery policy framework:

1. Provides for open, transparent governance;
2. Maximizes efforts to end homelessness by utilizing on-the-ground, community-based expertise to prioritize housing and homelessness needs in the Comox Valley;

Policy Statement

1. Annually, the coalition will work with local non-governmental organizations to develop a five-year action plan to address homelessness in the Comox Valley. The plan will include performance measurements.
2. Annually, the CVRD board may approve the current-year funding request as established in the five-year action plan.
3. The coalition may identify a need within its action plan to set aside funds for a future activity and the board may assign funds to a reserve account.
4. The CVRD board may provide input to the coalition on strategic goals that the board identifies as important elements for addressing homelessness.
5. The recipient organizations will report at least annually to the coalition and the CVRD board on the outcome of the actions funded by the homelessness supports service.
6. Should the Comox Valley coalition to end homelessness disband or otherwise cease to operate or exist, the CVRD board:
 - a) may direct funding on its own accord and
 - b) will seek a community-based organization or group of organizations to continue developing a five-year action plan to address homelessness in the Comox Valley
 - c) update this policy to reflect the transition from the coalition to a new coordinating body.

Approval History

Policy adopted:	DATE
Policy amended:	If necessary

The following table identifies options available to the board in considering the proposed homelessness supports service.

The options listed here may be considered in advancing a homelessness supports service however some may require additional analysis before a final decision can be made.

Option	Discussion
Obtaining elector approval on a service-wide basis or by individual participating jurisdiction	The board decides the method of obtaining elector approval. If service-wide basis is used, one referendum or AAP is used and seeks voter approval as one unit. If individual participating jurisdictions are used, then each jurisdiction seeks individual voter approval and results maintained separately.
Alternative approval process (AAP) or assent voting (referendum)	The board has indicated preference for a referendum, though an AAP is an approach that is available.
Responsibility for conducting the assent voting: board or individual councils	Where a board conducts the assent voting, all voters in the proposed service area cast ballots together. Where individual councils conduct the assent voting, voters in each jurisdiction cast ballots separately.
Purpose of the service	The purpose builds on the board-approved resolution from June 30, 2015. The board may amend the service up until when the bylaw is submitted for inspector approval (early September 2015).
Maximum requisition for the service	Currently at the greater of \$165,000 or two cents per \$1,000 applied to the net taxable value of land and improvements for regional hospital district purposes. The board may amend the maximum requisition up until when the bylaw is submitted for inspector approval.
Boundaries and participants for the service	Currently, participants are Courtenay, Cumberland, A (excluding Denman and Hornby), B and C. The Town of Comox indicated it would not participate in the service. The board may request Comox to reconsider.
The question to be voted on (is using assent voting process)	The board may amend the following question for assent voting, which must be set by bylaw (timed for adoption in September 2015): “Are you in favour of the Comox Valley Regional District adopting Bylaw No. 389 being “Comox Valley Homelessness Supports Service Establishment Bylaw No. 389, 2015” to establish a service that would provide funds to one or more local non-governmental organizations based on a board approved five-year action plan to address homelessness in the Comox Valley?”
Regional voting officer and a deputy regional voting officer	As the recommendation is to proceed with voting on a service-wide basis, which will utilize the CVRD election bylaw, this report recommends the CVRD chief and deputy chief election officers be named as the regional and deputy regional voting officers. The board may identify other individuals as regional voting officers if required.
Committing funds to conduct the assent voting process.	The proposed budget to conduct service-wide voting is \$50,000. An AAP can be conducted for approximately \$3000.

COMOX VALLEY REGIONAL DISTRICT: This graphic demonstrates the chief election officer’s role during a referendum (assent voting), which is to administer the vote, ensure legislative requirements, be neutral and not promote the “YES” or “NO” side.



The chief election officer’s role is legislated by Parts 3 and 4 of Local Government Act

Chief Election Officer

- Administers elections / referenda / assent processes
- Legal newspaper ads
- Even handed
- Protect integrity of the process
- Election official oaths

Other parties roles during a referendum are regulated in part by the Local Government Act and Local Elections Campaign Financing Act (LECFA) but may also promote the “YES” or “NO” side and are not required to be neutral.

Elected Officials / Select Committee

- Factual information
- Newsletters, newspaper ads
- Open houses
- CVRD website to post information
- Use of social media

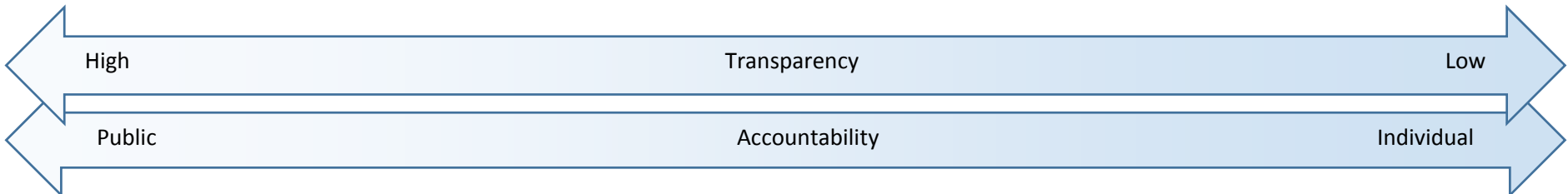
Individuals, public, residents associations, community groups, other stakeholders

- Newsletters, newspaper ads
- Open houses
- Use of social media
- Information not vetted by local government

People or organizations that advertise to promote the YES or NO side in a referendum must register with Elections BC as “assent voting advertising sponsors” (LECFA [SBC 2014])

CVRD Operations

- Factual information
- Newsletters, newspaper ads
- Open houses
- CVRD website to post information
- Use of social media



COUNCIL REPORT



REPORT DATE: September 9, 2015
MEETING DATE: September 14, 2015

File No. 7340-01

TO: Mayor and Councillors
FROM: Mike Williamson, Fire Chief / Manager of Protective Services
SUBJECT: Wildfire Preparedness

RECOMMENDATION

THAT Council receive the Wildfire Preparedness report for information.

SUMMARY

Village of Cumberland protective services has developed an effective plan for dealing with wildfires, through staff training, the assembly of a Structural Protection Unit (SPU) trailer, an evacuation plan and an effective Emergency Operation Centre (EOC) plan.

BACKGROUND

The Village has been extremely fortunate getting through this long dry spell and the last few summers without a major wildfire incident. That has not stopped us from working and planning and preparing on how to deal with wildfire if there is a problem.

Prevention

The first thing is the prevention, making everyone aware of the situation and keeping people up to date with information through media and social media. This part was not too hard as it was on the news nightly with wildfire, evacuations and fires everywhere in BC. Residents are well aware and have been very positive about the restrictions of smoking and burning in the Valley.

We have had many call outs for smoke investigations and we never hesitated to investigate any of them. Getting to the problem early is so important, so good work on the public's part about keeping us informed and helping with watchful eyes.

Being Prepared

In the fire service you know the next big fire is coming and it's just a matter of when and where. Our departments, like many others, have been training and preparing for it all the time. Three years ago Cumberland Council allowed us, through budgeting, to start building an SPU - Structural Protection Unit trailer. This unit is basically a mobile warehouse of specialized

equipment to deal with wildfire interface fires. An interface fire is a bush fire that interfaces with houses.

Structural Protection Unit Trailers

Ours today is a fairly well equipped unit and can be deployed anywhere in the valley within minutes and is part of a building defense within the valley. There are similar units in Comox, Union Bay, Oyster River and Campbell River. Courtenay doesn't have an SPU trailer unit but they have a tender and plenty of equipment, such as tanks, portable pumps and trained personnel, which would be very helpful if interface fire was to threaten our area or any community. The BC Forest service also has these units. They are Type 1 and Type 2 SPUs which are much bigger units. These are in high demand in wildfire season and take time to deploy if needed. Between all of the Valley departments we have put together several smaller units that, when put together, would easily make up for a Type 1 forest service unit.

In Cumberland, threat of wildfire is a very high concern. I sleep much better knowing we are in the current position with training, equipment and preparedness today than we were three years ago. But we also are aware that Mother Nature can put up such a force that you need to back away and evacuate. With help of the SPUs we can set up sprinkler defense and retreat to safe area and respond back after wildfire has overrun the area and finish off the remaining fires and hot spots. These units, when time permits and when they are set up in the right position, have saved many homes in the interior of BC and also on the Sprout Lake Dog Mountain fire this year.

Evacuation and Emergency Operation Centre

Our Evacuation Plan is also ready for deployment, God forbid we ever need it. It's completed with the help of Mike Fournier, Comox Valley Emergency Coordinator, Village Staff and others that helped put it together. We also now have an effective Emergency Operation Centre prepared and have had our staff training to operate it if ever needed.

We will continue work on wildfire prevention, training and equipment in the years to come, improving all areas of our community's safety.

FINANCIAL IMPLICATIONS

None

STRATEGIC OBJECTIVE

None

ATTACHMENTS

None

CONCURRENCE

None

OPTIONS

1. THAT Council receives the September 2015 Wildfire Preparedness Report.
2. Any other action deemed appropriate by Council.

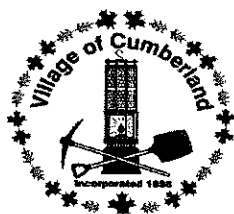
Respectfully submitted,



Mike Williamson
Fire Chief/Manager of Protective Services
Village of Cumberland



Sundance Topham
Chief Administrative Officer



The Corporation of the Village of Cumberland
Electronic Funds and Cheque Register
From July 1 to 31, 2015

Document Date	Vendor Name	Cheque #	Payment Amount
7/2/2015	Grieve, Glen	013065	\$1,632.70
7/2/2015	Lacourse, Megan	13069	\$42.50
7/2/2015	Purin, Paul	13070	\$200.00
7/2/2015	Riopelle Cathy	13071	\$150.00
7/2/2015	Roffey, Sheri	13072	\$60.00
7/2/2015	Vega Flory Francia	13073	\$100.00
7/2/2015	Rippel, Nicole	13074	\$510.00
7/2/2015	DPOC Neopost Canada Ltd	00000000000017983	\$396.63
7/3/2015	Municipal Finance Authority	00000000000017984	\$447.48
7/3/2015	Municipal Finance Authority	00000000000017985	\$3,790.72
7/6/2015	Assessment Authority, BC	13075	\$32,604.18
7/6/2015	Cintas	13076	\$347.05
7/6/2015	City of Courtenay	13077	\$241.68
7/6/2015	Coastal Mountain Fuels	13078	\$2,455.56
7/6/2015	Comox Pacific Express Ltd.	13079	\$651.86
7/6/2015	Corix Water Products Limited Partnership	13080	\$184.36
7/6/2015	Courtenay Spring & Welding Inc.	13081	\$307.86
7/6/2015	Crisfield, Robert	13082	\$218.54
7/6/2015	Cumberland General Store	13083	\$335.76
7/6/2015	Cumberland Sand & Gravel Ltd	13084	\$661.97
7/6/2015	Cupe Local 556	13085	\$803.38
7/6/2015	CV Marine	13086	\$59.31
7/6/2015	Glacier Media Inc.	13087	\$86.64
7/6/2015	Emco Waterworks	13088	\$280.22
7/6/2015	Engrave It!	13089	\$60.48
7/6/2015	Environmental Operators Certification Program	13090	\$210.00
7/6/2015	FASTENAL CANADA LTD.	13091	\$94.98
7/6/2015	Finning (Canada)	13092	\$140.62
7/6/2015	Gregg Distributors (B.C.) Ltd.	13093	\$762.69
7/6/2015	Guillevin International Co.	13094	\$534.24
7/6/2015	Hartman Auto Supply 1996 Ltd.	13095	\$272.33
7/6/2015	Hoerbuerger Land Surveyors	13096	\$1,758.75
7/6/2015	Regional District, Comox Valley	13097	\$432,317.00
7/6/2015	Regional Hospital District, Comox Strathcona	13098	\$446,678.00
7/6/2015	Carvello Law Corporation	13099	\$2,144.29
7/6/2015	Cansel	13100	\$247.52
7/6/2015	Brian McLean Chevrolet Buick GMC Ltd.	13101	\$36,998.57
7/6/2015	Progressive Waste Solutions Canada Inc	13102	\$958.88
7/6/2015	Beaufort Association for the Mentally Handicapped	13103	\$1,250.00
7/6/2015	Barr Plastics Inc.	13104	\$118.10
7/6/2015	Baird, Leslie	13105	\$253.91

Document			Payment
Date	Vendor Name	Cheque #	Amount
7/6/2015	Christopher G.Nation	13106	\$1,805.99
7/6/2015	Alpine Bike Parks Canada	13107	\$4,478.05
7/6/2015	ACE Courier Services	13108	\$41.77
7/6/2015	WorkSafeBC	13109	\$8,814.60
7/6/2015	CedarSpring Brushing Ltd	13110	\$3,150.00
7/6/2015	Pacific Blue Cross	13112	\$8,428.08
7/6/2015	Planet Clean	13113	\$131.53
7/6/2015	Rodger, Glen	13114	\$374.69
7/7/2015	FORTISBC-Natural Gas	00000000000017917	\$297.76
7/7/2015	Telus Mobility	00000000000017919	\$289.98
7/8/2015	ABC Printing	13197	\$562.24
7/8/2015	Alberta Fire Chiefs Association	13198	\$650.08
7/8/2015	Bike Race Ltd., BC	13199	\$1,000.00
7/8/2015	Canadian Tire #350	13200	\$309.06
7/8/2015	Carvello Law Corporation	13201	\$1,700.37
7/8/2015	Cintas	13202	\$343.66
7/8/2015	Comox Valley Cleaners	13203	\$51.20
7/8/2015	Corix Water Products Limited Partnership	13204	\$6,215.70
7/8/2015	Cumberland General Store	13205	\$68.92
7/8/2015	Cumberland Sand & Gravel Ltd	13206	\$236.96
7/8/2015	Cumberland Lake Wilderness Society	13207	\$5,211.65
7/8/2015	E.B. Horsman & Son	13208	\$10.26
7/8/2015	Emco Waterworks	13209	\$280.22
7/8/2015	Fire Safety Canada	13210	\$119.70
7/8/2015	Footprints Security Patrol Inc.	13211	\$264.47
7/8/2015	Gourmet Girls Local Kitchen & Catering	13212	\$250.00
7/8/2015	Gregg Distributors (B.C.) Ltd.	13213	\$140.12
7/8/2015	Greyhound Courier Express	13214	\$47.29
7/8/2015	Guillevin International Co.	13215	\$435.54
7/8/2015	Cultural Centre Damage Deposit Refund	13216	\$250.00
7/8/2015	Hyland Precast Inc.	13217	\$47.91
7/8/2015	Industrial Plastics & Paints	13218	\$559.79
7/8/2015	Iron Mountain	13219	\$103.70
7/8/2015	Island Blue Print Co Ltd.	13220	\$114.02
7/8/2015	Jim & Don Investments Ltd.	13221	\$301.03
7/8/2015	J.R. Edgett	13222	\$588.00
7/8/2015	Justice Institute of British Columbia	13223	\$161.99
7/8/2015	Kishi Roger	13224	\$196.00
7/8/2015	Knutson, Leah	13225	\$254.70
7/8/2015	Larison, Dan	13226	\$341.25
7/8/2015	Lee Mac Electric Ltd.	13227	\$1,079.52
7/8/2015	Bus Pass Refund	13228	\$8.00
7/8/2015	Levelton Consultants Ltd.	13229	\$1,055.65
7/8/2015	Lifestyle Equipment	13230	\$739.41
7/8/2015	Lifetimer Boats Inc	13231	\$178.60
7/8/2015	Lordco Auto Parts	13232	\$918.63
7/8/2015	Mason, Michelle	13233	\$306.41

Document			Payment
Date	Vendor Name	Cheque #	Amount
7/8/2015	MeMe's Alteration & Creation Boutique	13234	\$177.00
7/8/2015	Monk Office	13235	\$1,677.75
7/8/2015	Ryan Murphy	13236	\$367.50
7/8/2015	Maxxam Analytics	13237	\$902.48
7/8/2015	North Island Communications Inc.	13238	\$72.80
7/8/2015	North Island Tractor Ltd.	13239	\$13,182.40
7/8/2015	Northern Ropes & Industrial Supply Ltd.	13240	\$351.46
7/8/2015	Old Victoria Water Company	13241	\$18.36
7/8/2015	Ono Trading Courtenay	13242	\$300.61
7/8/2015	Perfect Mind Technology Inc.	13243	\$4,752.08
7/8/2015	Planet Clean	13244	\$683.96
7/8/2015	Price's Security Locksmiths	13245	\$11.20
7/8/2015	RDH Building Engineering Ltd.	13246	\$1,795.50
7/8/2015	Receiver General/Installments	13247	\$1,370.00
7/8/2015	Refrigeration & Air Conditioning Ltd., Comox Valley	13248	\$7,787.38
7/8/2015	Regional Hospital Laundry Society, Cumberland	13249	\$19.95
7/8/2015	Overpayment of Building Permit Application Fee	13250	\$250.00
7/8/2015	Renaissance Greenhouse & Gardens	13251	\$1,468.00
7/8/2015	Revenue Services of British Columbia	13252	\$2,758.50
7/8/2015	R-J Construction Ltd.	13253	\$1,500.00
7/8/2015	Rocky Mountain Phoenix	13254	\$1,127.39
7/8/2015	Rodger, Glen	13255	\$232.00
7/8/2015	Safe & Sound Window Film	13256	\$199.50
7/8/2015	Saunders Contracting	13257	\$2,674.31
7/8/2015	Sequoia Publishing Group Ltd.	13258	\$2,625.00
7/8/2015	Shaw Cablesystems G.P.	13259	\$383.80
7/8/2015	Sigma Safety	13260	\$9,216.30
7/8/2015	Sitko Paul	13261	\$300.00
7/8/2015	SPCA, Comox Valley	13262	\$103.02
7/8/2015	Stewart McDannold Stuart	13263	\$211.68
7/8/2015	Strathcon Industries	13264	\$72.46
7/8/2015	Sun Coast Waste Services	13265	\$10,637.55
7/8/2015	Tayco Paving Company	13266	\$213.08
7/8/2015	Terrasol Environment Inc.	13267	\$5,801.25
7/8/2015	Stericycle Communication Solutions	13268	\$355.41
7/8/2015	Tran Sign (1999) Ltd.	13269	\$294.34
7/8/2015	Update Company, The	13270	\$405.56
7/8/2015	Upper Island Counselling Services	13271	\$479.07
7/8/2015	Van Houtte Coffee Services	13272	\$286.76
7/8/2015	Walmart Stores Inc.	13273	\$74.36
7/8/2015	Wedler Engineering	13274	\$1,470.00
7/8/2015	Comox Rentals & Recreation	13275	\$365.53
7/8/2015	Williamson, Michael	13276	\$1,190.35
7/8/2015	Building Damage Deposit Refund	13277	\$1,500.00
7/9/2015	Minister of Finance - PTB	CASH	\$349,725.50
7/14/2015	Telus Communications	00000000000017921	\$1,073.78
7/14/2015	Rogers Communications Inc.	00000000000017923	\$131.80

Document Date	Vendor Name	Cheque #	Payment Amount
7/15/2015	CMLS Financial	13278	\$770.00
7/15/2015	Grieve, Glen	13279	\$1,431.45
7/15/2015	Hoerbunger Land Surveyors	13280	\$2,620.80
7/15/2015	Credit on Taxes Refunded	13281	\$770.00
7/15/2015	Jones, John	13282	\$800.00
7/15/2015	Credit on Taxes Refunded	13283	\$770.00
7/15/2015	Purin, Paul	13284	\$50.00
7/15/2015	Riopelle Cathy	13285	\$150.00
7/15/2015	Soccertron	13286	\$1,790.88
7/16/2015	Credit on Taxes Refunded	13288	\$770.00
7/16/2015	Credit on Taxes Refunded	13289	\$2,598.71
7/22/2015	Cluck's Sausage and Specialties	13290	\$55.00
7/22/2015	Credit on Taxes Refunded	13292	\$770.00
7/22/2015	Credit on Taxes Refunded	13293	\$774.66
7/22/2015	Credit on Taxes Refunded	13294	\$1,045.00
7/23/2015	Forin Laura	13295	\$838.56
7/23/2015	Hascarl, Glenn	13296	\$50.00
7/23/2015	Lennox Hazel	13297	\$50.00
7/23/2015	Minister of Finance - PTB	CASH	\$75,842.54
7/24/2015	FORTISBC-Natural Gas	00000000000017978	\$258.97
7/24/2015	Shaw Cablesystems G.P.	00000000000017979	\$286.52
7/24/2015	Rogers Communications Inc.	00000000000017980	\$132.19
7/24/2015	Hydro & Power Authority, BC	00000000000017981	\$16,827.66
7/24/2015	Mastercard, Credit Union	00000000000017982	\$891.53
7/28/2015	Municipal Finance Authority	00000000000018154	\$8,129.36
7/30/2015	Douglas Katrina	13298	\$104.00
7/30/2015	Forin Laura	13299	\$929.80
7/30/2015	Hascarl, Glenn	13300	\$25.00
7/30/2015	Purin, Paul	13301	\$100.00
7/30/2015	Riopelle Cathy	13302	\$150.00
7/30/2015	ABC Printing	13303	\$754.43
7/30/2015	ACE Courier Services	13304	\$40.73
7/30/2015	Andrew Sheret Ltd.	13305	\$63.54
7/30/2015	Baird's First Aid Service	13306	\$510.00
7/30/2015	Beaufort Association for the Mentally Handicapped	13307	\$1,250.00
7/30/2015	Progressive Waste Solutions Canada Inc	13308	\$1,158.34
7/30/2015	Bossom, Michael	13309	\$21.00
7/30/2015	Brenntag Canada Inc.	13310	\$788.26
7/30/2015	CRI Damage Deposit Refund	13311	\$250.00
7/30/2015	Casler, Jaclyn	13312	\$350.00
7/30/2015	Building Damage Deposit Refund	13313	\$250.00
7/30/2015	Chamber of Commerce, Comox Valley	13314	\$250.00
7/30/2015	CRI Program Refund	13315	\$140.00
7/30/2015	Chartered Professional Accountants of Canada	13316	\$115.71
7/30/2015	Chung, Kathryn	13317	\$1,445.55
7/30/2015	Cintas	13318	\$510.28
7/30/2015	City Choices Consulting	13319	\$2,699.89

Document Date	Vendor Name	Cheque #	Payment Amount
7/30/2015	CivicInfo BC	13320	\$3,024.00
7/30/2015	Cleartech Industrials Inc.	13321	\$243.02
7/30/2015	Coastal Mountain Fuels	13322	\$1,457.58
7/30/2015	Coast Environmental Ltd.	13323	\$104.67
7/30/2015	Comox Pacific Express Ltd.	13324	\$237.60
7/30/2015	Consumer Protection BC	13325	\$2,272.00
7/30/2015	Cullen Diesel Power Ltd	13326	\$1,174.54
7/30/2015	Cumberland Sand & Gravel Ltd	13327	\$162.56
7/30/2015	Cumberland Lake Wilderness Society	13328	\$210.54
7/30/2015	Cupe Local 556	13329	\$796.34
7/30/2015	Diamond Municipal Solutions	13330	\$984.38
7/30/2015	DPOC Neopost Canada Ltd	13331	\$1,575.00
7/30/2015	Glacier Media Inc.	13332	\$393.18
7/30/2015	E.Lees and Associates Consulting Ltd.	13333	\$1,324.31
7/30/2015	Emco Waterworks	13334	\$467.04
7/30/2015	Engrave It!	13335	\$31.36
7/30/2015	CRI Program Refund	13336	\$195.00
7/30/2015	Gord Corrigan Trucking Ltd.	13337	\$157.50
7/30/2015	Graham, Connie	13338	\$125.00
7/30/2015	Gregg Distributors (B.C.) Ltd.	13339	\$360.20
7/30/2015	Guillevin International Co.	13340	\$2,846.94
7/30/2015	Hartman Auto Supply 1996 Ltd.	13341	\$229.90
7/30/2015	Hyland Precast Inc.	13342	\$174.72
7/30/2015	Imperial Welding Ltd.	13343	\$243.64
7/30/2015	Industrial Plastics & Paints	13344	\$89.56
7/30/2015	Insurance Centres Inc., Vancouver Island	13345	\$150.00
7/30/2015	Island Fire Protection	13346	\$1,155.00
7/30/2015	Jim & Don Investments Ltd.	13347	\$494.76
7/30/2015	Journey Recycling	13348	\$23.63
7/30/2015	Justice Institute of British Columbia	13349	\$180.00
7/30/2015	Kal Tire	13350	\$267.83
7/30/2015	CRI Program Refund	13351	\$185.00
7/30/2015	Lee Mac Electric Ltd.	13352	\$181.65
7/30/2015	Lund, Mikkel	13353	\$400.00
7/30/2015	McPhedran Kevin	13354	\$264.24
7/30/2015	Monk Office	13355	\$778.93
7/30/2015	Moore Timothy	13356	\$27.93
7/30/2015	Mumby's Tree Services Ltd.	13357	\$315.00
7/30/2015	Maxxam Analytics	13358	\$269.33
7/30/2015	North Island Communications Inc.	13359	\$657.44
7/30/2015	North Island Tractor Ltd.	13360	\$796.06
7/30/2015	Northern Ropes & Industrial Supply Ltd.	13361	\$495.54
7/30/2015	Ono Trading Courtenay	13362	\$32.76
7/30/2015	Outlook Land Design Inc	13363	\$433.65
7/30/2015	Pacific Blue Cross	13364	\$8,006.34
7/30/2015	Pilon Tool Rentals (1972) Ltd.	13365	\$537.88
7/30/2015	Planet Clean	13366	\$29.31

Document	Payment
Date	Amount
Vendor Name	Cheque #
7/30/2015 Price's Alarm Systems Ltd.	13367 \$273.74
7/30/2015 Price's Security Locksmiths	13368 \$31.48
7/30/2015 CRI Damage Deposit Refund	13369 \$250.00
7/30/2015 RDH Building Engineering Ltd.	13370 \$10,140.38
7/30/2015 Record, Comox Valley	13371 \$325.04
7/30/2015 Rees Joanne	13372 \$91.86
7/30/2015 Refrigeration & Air Conditioning Ltd., Comox Valley	13373 \$668.61
7/30/2015 Regional District, Comox Valley	13374 \$7,174.50
7/30/2015 Regional Library, Vancouver Island	13375 \$35,694.00
7/30/2015 R-J Construction Ltd.	13376 \$1,500.00
7/30/2015 Roger's Trucking & Landscaping	13377 \$26,340.93
7/30/2015 Safety Authority, British Columbia	13378 \$960.00
7/30/2015 Shields Ind Services (2004) Ltd.	13379 \$646.35
7/30/2015 Sigma Safety	13380 \$423.83
7/30/2015 Slegg Construction Materials Ltd./Slegg Lumber	13381 \$1,173.71
7/30/2015 South Country Feed	13382 \$42.54
7/30/2015 Sportball Richardson Sport Inc.	13383 \$904.05
7/30/2015 Stewart McDannold Stuart	13384 \$1,487.92
7/30/2015 Strathcon Industries	13385 \$19.84
7/30/2015 Sun Coast Waste Services	13386 \$10,652.78
7/30/2015 Tayco Paving Company	13387 \$1,251.49
7/30/2015 Textile Image Inc.	13388 \$149.98
7/30/2015 Stericycle Communication Solutions	13389 \$274.77
7/30/2015 Vista Radio Ltd.	13390 \$138.60
7/30/2015 Wandering Moose Cafe, The	13391 \$85.40
7/30/2015 Wedler Engineering	13392 \$5,150.51
7/30/2015 Wildwood Resources Ltd.	13393 \$29.40
7/30/2015 Williamson, Michael	13394 \$109.73
7/30/2015 CRI Program Refund	13395 \$80.00
7/30/2015 Blake, Russell	13396 \$243.60
7/30/2015 Tree Deposit	13397 \$400.00
	<u>\$1,726,538.25</u>



**The Corporation of the Village of Cumberland
Electronic Funds and Cheque Register
From August 1 to 31, 2015**

Document Date	Vendor Name	Cheque #	Payment Amount
8/5/2015	Municipal Finance Authority	00000000000018152	\$4,399.16
8/5/2015	Municipal Finance Authority	00000000000018153	\$528.20
8/6/2015	Telus Communications	CASH	\$1,067.15
8/7/2015	ABC Printing	13398	\$188.95
8/7/2015	Andrew Sheret Ltd.	13399	\$8,294.02
8/7/2015	Cultural Centre Damage Deposit Refund	13400	\$250.00
8/7/2015	Blake, Russell	13401	\$317.10
8/7/2015	Carvello Law Corporation	13402	\$7,682.34
8/7/2015	Cintas	13403	\$171.20
8/7/2015	Corix Water Products Limited Partnership	13404	\$34.88
8/7/2015	Cumberland Sand & Gravel Ltd	13405	\$85.18
8/7/2015	Cupe Local 556	13406	\$804.16
8/7/2015	Dominion Gov Law LLP	13407	\$421.79
8/7/2015	DPOC Neopost Canada Ltd	13408	\$260.96
8/7/2015	E.B. Horsman & Son	13409	\$15.72
8/7/2015	Footprints Security Patrol Inc.	13410	\$217.22
8/7/2015	Gregg Distributors (B.C.) Ltd.	13411	\$90.32
8/7/2015	Imperial Welding Ltd.	13412	\$165.38
8/7/2015	Knutson, Leah	13413	\$67.97
8/7/2015	Lafrentz Road Marking	13414	\$5,040.00
8/7/2015	Lee Mac Electric Ltd.	13415	\$284.42
8/7/2015	MCAP Service Corporation	13416	\$770.00
8/7/2015	Ministry of Environment	13417	\$578.23
8/7/2015	Monk Office	13418	\$1,292.02
8/7/2015	Moore Timothy	13419	\$55.99
8/7/2015	OnDeck Systems Inc.	13420	\$1,411.46
8/7/2015	One Call, BC	13421	\$111.04
8/7/2015	Parker Rachel	13422	\$79.70
8/7/2015	Planet Clean	13423	\$83.78
8/7/2015	Profire Emergency Equipment	13424	\$1,400.23
8/7/2015	Rees Joanne	13425	\$60.00
8/7/2015	Refrigeration & Air Conditioning Ltd., Comox Valley	13426	\$7,128.80
8/7/2015	Regional District, Comox Valley	13427	\$1,805.00
8/7/2015	Revenue Services of British Columbia	13428	\$2,758.50
8/7/2015	R-J Construction Ltd.	13429	\$1,500.00
8/7/2015	Salter & Newell Commercial	13430	\$168.84
8/7/2015	Shaw Cablesystems G.P.	13431	\$295.42
8/7/2015	Shields Ind Services (2004) Ltd.	13432	\$544.07
8/7/2015	Sitko Paul	13433	\$262.50
8/7/2015	Slegg Construction Materials Ltd./Slegg Lumber	13434	\$641.60
8/7/2015	SPCA, Comox Valley	13435	\$103.02

Document Date	Vendor Name	Cheque #	Payment Amount
8/7/2015	Strathcon Industries	13437	\$9.02
8/7/2015	Tarbell's Deli	13438	\$98.75
8/7/2015	Topham Sundance	13439	\$66.56
8/7/2015	Tower Fence Products	13440	\$9.14
8/7/2015	Van Houtte Coffee Services	13441	\$62.42
8/7/2015	Wandering Moose Cafe, The	13442	\$7.50
8/7/2015	Wasp Manufacturing Ltd.	13443	\$1,345.99
8/7/2015	Williamson, Michael	13445	\$100.00
8/7/2015	Recreation Class Refund	13446	\$252.00
8/7/2015	Telus Mobility	CASH	\$559.75
8/10/2015	Minister of Finance - PTB	CASH	\$44,235.58
8/12/2015	Purin, Paul	13447	\$100.00
8/12/2015	Riopelle Cathy	13448	\$150.00
8/12/2015	Hydro & Power Authority, BC	00000000000018214	\$6,050.65
8/14/2015	Tax Credit Refund	13449	\$770.00
8/14/2015	Tax Credit Refund	13450	\$1,953.00
8/14/2015	Assessment Authority, BC	13451	\$1,353.46
8/14/2015	Beaufort Association for the Mentally Handicapped	13452	\$1,250.00
8/14/2015	Progressive Waste Solutions Canada Inc	13453	\$913.16
8/14/2015	Brian McLean Chevrolet Buick GMC Ltd.	13454	\$50,109.92
8/14/2015	Canadian Tire #350	13455	\$111.99
8/14/2015	Chameleon Creative Graphic & Web Design Inc.	13456	\$26.25
8/14/2015	Tax Credit Refund	13457	\$770.00
8/14/2015	Cintas	13458	\$171.20
8/14/2015	Coastal Mountain Fuels	13459	\$1,442.49
8/14/2015	Coast Environmental Ltd.	13460	\$107.07
8/14/2015	Cumberland General Store	13461	\$254.70
8/14/2015	Cumberland Sand & Gravel Ltd	13462	\$151.88
8/14/2015	Cumberland Lake Wilderness Society	13463	\$182.78
8/14/2015	E.Lees and Associates Consulting Ltd.	13464	\$1,745.63
8/14/2015	Footprints Security Patrol Inc.	13465	\$47.25
8/14/2015	Hoerburger Land Surveyors	13466	\$1,782.29
8/14/2015	Insurance Centres Inc., Vancouver Island	13467	\$808.00
8/14/2015	Jeff's Installation	13468	\$456.38
8/14/2015	Jim & Don Investments Ltd.	13469	\$467.47
8/14/2015	KGC Fire Rescue Inc.	13470	\$3,788.29
8/14/2015	Knutson, Leah	13471	\$117.60
8/14/2015	Monk Office	13472	\$192.70
8/14/2015	Mortimer's Monumental Works Ltd.	13473	\$137.04
8/14/2015	North Island Tractor Ltd.	13474	\$934.27
8/14/2015	Northern Ropes & Industrial Supply Ltd.	13475	\$161.92
8/14/2015	Optrics Inc.	13476	\$2,266.95
8/14/2015	Perfect Mind Technology Inc.	13477	\$985.60
8/14/2015	Purolator Courier Ltd.	13478	\$52.85
8/14/2015	Regional District, Comox Valley	13479	\$4,208.25
8/14/2015	River Meadow Nursery	13480	\$89.60
8/14/2015	Shaw Cablesystems G.P.	13481	\$110.83

Document Date	Vendor Name	Cheque #	Payment Amount
8/14/2015	Stewart McDannold Stuart	13482	\$265.39
8/14/2015	Textile Image Inc.	13483	\$105.24
8/14/2015	Stericycle Communication Solutions	13484	\$274.77
8/14/2015	Iron Mountain	13485	\$52.00
8/14/2015	Lordco Auto Parts	13486	\$1,953.08
8/14/2015	Zone West Enterprises Ltd.	13487	\$88.19
8/18/2015	FORTISBC-Natural Gas	00000000000018260	\$243.54
8/19/2015	Levelton Consultants Ltd.	13490	\$10,286.52
8/19/2015	Speedpro Signs Courtenay	13491	\$280.00
8/25/2015	ACE Courier Services	13492	\$41.77
8/25/2015	Acklands-Grainger Inc.	13493	\$6.28
8/25/2015	Andrew Sheret Ltd.	13494	\$406.17
8/25/2015	Blake, Russell	13495	\$243.60
8/25/2015	Chiga Christy	13496	\$290.08
8/25/2015	Chung, Kathryn	13497	\$358.05
8/25/2015	Cintas	13498	\$342.40
8/25/2015	Corix Water Products Limited Partnership	13499	\$516.79
8/25/2015	Cumberland Motorcycle Roundup	13500	\$1,000.00
8/25/2015	Cumberland Lake Wilderness Society	13501	\$105.27
8/25/2015	Cupe Local 556	13502	\$1,586.31
8/25/2015	D.K.I Services Ltd.	13503	\$4,200.44
8/25/2015	E.B. Horsman & Son	13504	\$67.20
8/25/2015	Graham, Connie	13505	\$125.00
8/25/2015	Grieve, Glen	13506	\$1,247.70
8/25/2015	Guillevin International Co.	13507	\$222.55
8/25/2015	Imperial Welding Ltd.	13508	\$99.03
8/25/2015	Lee Mac Electric Ltd.	13509	\$310.32
8/25/2015	Tax Credit Refund	13510	\$770.00
8/25/2015	Tax Credit Refund	13511	\$770.00
8/25/2015	Minister of Finance - WM	13512	\$764.36
8/25/2015	Monk Office	13513	\$320.04
8/25/2015	Nova Pole International Inc.	13514	\$742.00
8/25/2015	Pilon Tool Rentals (1972) Ltd.	13515	\$82.44
8/25/2015	Planet Clean	13516	\$732.77
8/25/2015	Price's Alarm Systems Ltd.	13517	\$188.69
8/25/2015	CRI Fence Reimbursement	13518	\$1,253.70
8/25/2015	Tax Credit Refund	13519	\$770.00
8/25/2015	Shaw Cablesystems G.P.	13520	\$82.83
8/25/2015	ThyssenKrupp Elevator	13521	\$896.43
8/25/2015	Tran Sign (1999) Ltd.	13522	\$239.57
8/25/2015	Walmart Stores Inc.	13523	\$64.69
8/25/2015	Wedler Engineering	13524	\$3,381.00
8/25/2015	Knutson, Leah	13525	\$229.44
8/26/2015	Rogers Communications Inc.	00000000000018261	\$132.05
8/28/2015	Anderson, Anna	13526	\$45.00
8/28/2015	Purin, Paul	13527	\$51.50
8/28/2015	Riopelle Cathy	13528	\$150.00

Document Date	Vendor Name	Cheque #	Payment Amount
8/28/2015	Municipal Finance Authority	00000000000018386	\$8,129.36
			<u>\$226,918.06</u>

Council Motions - Outstanding Action Items

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	Nov 2015

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
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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	In Process
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July 9, 2012

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
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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.	Judy	In Process
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October 9, 2012

12-631	THAT Council direct staff to proceed to retain, fence and sign the No. 5 fan house.	Judy	In Process
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December 10, 2012

12-750	THAT Council direct staff to develop a Village policy, along with an accompanying fee schedule,	Judy	In Process
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	including a lease, for any gardens created by the public on Village-owned lands, based on the Community Gardens Report.		
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February 12, 2013

May 13, 2013

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	2015
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January 27, 2014

14-46	THAT Council refer the property agreements for Cumberland OAP and Coal Valley BMX back to staff.	Rachel	In Process
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July 14, 2014

14-340	That Council direct Staff to bring the Bike Parking request from Bill and Lisa Ransom, back to Council after that the BC Transit discussion has been completed.	Rob	2015
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July 28, 2014

14-380	THAT signage depicting “Historic Business Centre” be erected on both off ramps.	Judy	In Process
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14-382	THAT Council approve the installation of ‘wayfinding’ signs in the format shown in this report and in the locations described in the Cumberland Enhancement Study.	Rob	In Process
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September 29, 2014

14-503	THAT Council allocate up to \$10,000 from the cemetery operating reserve to carry out the processes of obtaining and certificate of public interest for the Japanese and Chinese cemeteries, including legal and advertising costs.	Rachel	In Process
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October 14, 2014

14-534	THAT Council approve the engagement of Tetra Tech (EBA) for the pre-design work and detailed design of the Cumberland Creek Dam #2 for the seismic stability upgrade.	Rob	In Process
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December 8, 2014

January 12, 2015

15-16	THAT upon resolution of the Village of Cumberland’s participation in the South Regional Sewer Project that the Village of Cumberland re-establish the LWMP Public Advisory Committee (PAC), Technical Advisory Committee (TAC) and Steering Committees.	Sundance	In Process
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January 26, 2015

15-36	THAT Council direct staff to seek an appraisal of the Saito House and determination of its current condition and report back to Council with a view to the option of purchasing.	Judy	In Process
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February 10, 2015

15-75	THAT Council approve the engagement of a consultant to assist with the development and completion of a watershed management plan at a cost of \$20,000 utilizing Community Works Funds.	Rob	In Process
15-77	THAT Council approve the engagement of McElhanney Consulting to complete the Environmental Impact Study that is required as part of Phase 2 of the Liquid Waste Management Plan for a total cost of \$36,385.	Rob	In Process

February 23, 2015

15-106	THAT Council direct staff to charge a one time fee to the applicant of Waverley Hotel Development Variance Permit 2015-01-DVP (2692 Dunsmuir Avenue) to go toward minor improvements for municipal parking, and that fee be based on the sum of the cost of improvements to Dunsmuir Avenue parking, Cultural Centre parking lot, and Cumberland Recreation parking lot, being \$250, divided by three, being \$83.33 per parking space.	Joanne	In Process
15-109	THAT Council grant the Heritage Alteration Permit (File 2015-01-HAP) for property legally described as the Easterly 18.5 feet of Lot 1; Lot 2; and the Westerly ½ of Lot 3; all of Block 3, District Lot 21, Nelson District (2692 Dunsmuir Avenue) for the purposes of adding a 511.0m2 addition to the existing Waverley Hotel & Pub which includes commercial space and two residential units as well as relocating the women’s washroom in the Pub as shown on Schedule A to the staff report.	Joanne	In Process
15-110	THAT Council grant the Development Variance Permit (File 2015-01-DV) for property legally described as the easterly 18.5 feet of Lot 1; Lot 2; and the Westerly ½ of Lot 3; all of Block 3, District Lot 21, Nelson District (2692 Dunsmuir Avenue) for the purposes of varying the required on-site parking from the required 1 space per 37.5metres to 1 space per 80.0metres as substantially shown on Schedule B to the staff report.	Joanne	In Process

March 9, 2015

15-140	THAT Council grant the Heritage Alteration Permit (File 2015-02-HAP) for property legally described as the That part of Lot 6, Block 6, District Lot 21, Nelson District, Plan 522 lying to the east of a straight boundary joining the points of bisection of the northerly and southerly boundaries of said Lot 6 (2732 Dunsmuir Street) for the purposes of renovations to the existing building.	Joanne	In Process
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April 27, 2015

15-184	THAT Council grant the Development Permit (File 2015-02-DP) for property legally described	Joanne	In Process
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	as Lot 1, District Lot 24, Nelson District, Plan 24314, Except Part in Plans 3115 EPP39734 and EPP39735 (2882 Carlisle Lane) for the subdivision of up to 17 lots in Phase 2 of a Phased Development.		
15-185	THAT Council delegate the responsibility to ensure that each individual lot in Phase 2 of the Carlisle Lane development meets the requirements of the Development Permit (File 2015-02-DP) as granted by Council above, to the Planner or designate.	Joanne	In Process
15-188	THAT Council request that the Comox Valley Regional District provide an alternate connector for the Wellington Colliery Railway right of way as it travels through the Comox Valley Waste Management Centre lands.	Joanne	Complete
15-212	THAT Council direct that the "Sidewalk Cafe Bylaw No. 1019, 2015" be reviewed at the end of the 2015 permit season.	Judy	Nov 2015

May 11, 2015

15-217	THAT Council direct staff to provide a report on implication of a bylaw prohibiting smoking in public places.	Rachel	In Process
15-282	THAT Council direct staff to bring forward an amendment to the 2015 Five Year Financial Plan Bylaw to include an expenditure of \$127,500 in 2016 from the Host Community Funds for the Village Park Skateboard, Tennis, and Basketball Facility Project.	Michelle	In Process
15-284	THAT Council approve the Cumberland Lake Park project of renovating the existing washroom and shower facilities building adjacent to the concession building, and constructing a new accessible washroom and shower building attached to the existing shower/concession building; and direct staff to bring forward an amendment to the 2015 Financial Plan Bylaw to include an expenditure in 2015 of \$55,000 from the 2014 annual surplus and \$50,000 from the Host Community Funds.	Sundance Michelle	In Process In Process
15-286	THAT Council direct staff to amend the 2015 budget to include an increase of \$14,000 in 2015 from the 2014 annual surplus for the installation of an automated irrigation system for Village Park playground and Dog Park.	Judy Michelle	Complete In Process

June 22, 2015

15-310	THAT Council direct staff to draft a Partnership Agreement with the Comox Valley Disc Golf Club for developing a disc golf course in Coal Creek Historic Park on a trial basis, and to bring the draft agreement back to Council for consideration.	Kevin M	Complete
15-315	THAT Council grant the Development Permit (File 2015-03-DP Coal Valley Estates) for property legally described as District Lot 24, Nelson District, Except	Joanne	In Process

July 13, 2015

15-339	THAT Council direct staff to bring forward an amendment to the 2015-2019 Financial Plan Bylaw to add \$5,000 for fire prevention patrols from the 2014 annual surplus balance.	Mike Michelle	Not Required in 2015
15-341	THAT Council recommends to the Liquor Control and Licensing Branch that the application for a Structural Change to Liquor Primary and Liquor Primary Club Establishment, Waverley Hotel and Pub, 2692 Dunsmuir Avenue, be approved based upon the following information considered:	Joanne	Complete

July 27, 2015

15-365	THAT Council endorse the FCM Roadmap for strong cities, strong communities, and the call for a federal leader's debate on city and community issues.	Rachel	Complete
15-372	THAT Council nominate Nick Ward for the Samara Canada – Everyday Political Project for his work on Cumberland Matters, and that staff be directed to submit the nomination to Samara Canada	Rachel	Complete

August 10, 2015

15-376	Council enter into the Partnership Agreement with the Comox Valley Disc Golf Club for the development of a trial disc golf course in Coal Creek Historic Park and to authorize the Manager of Recreation to execute the agreement.	Kevin M	Complete
15-378	THAT Council enter into an agreement with the Get On Board Youth Society to install a half pipe skateboard ramp in the tennis court at Village Park.	Kevin M	Complete
15-380	THAT Council direct staff to develop a community grant program based on feedback from council members; and that staff bring forward different grant application parameters for consideration.	Rachel	In Process
15-382	THAT Council approve a temporary street closure for the Cumberland Cyclocross Criterium on September 12, 2015 from 4:30 – 7:30 p.m.	Rachel	Complete
15-384	THAT Council approve the social procurement framework as attached and direct staff to include it with the updated purchasing policy; and THAT Council direct staff to work toward social purchasing certification from Buy Social Canada.	Michelle	In Process
15-390	THAT Council invite elected representatives from regional local governments to discuss a parade entry partnership.	Mayor Baird	In Process

September 14, 2015

15-405	THAT Council appoint Councillor Ketler and Councillor Sullivan as alternate voting delegates to the Municipal Insurance Association of BC.	Rachel	Complete
15-407	THAT Council endorse the Greater Victoria mayors letter urging action on Syrian refugees and the Federation of Canadian Municipalities task force on refugee resettlement and communicate this endorsement to the Greater Victoria mayors, the Federation of Canadian Municipalities, and other Comox Valley local governments.	Rachel	Complete
15-409	THAT Council grant the Development Variance Permit (File 2015-02-DV) on property described as The westerly ½ of Lot 8, Block 14, District Lot 21, Nelson District, Plan 522A (2777 Maryport Avenue) to vary the height of a principal building and legalize the right side yard (west) setback.	Joanne	In Process
15-411	THAT Council support the Go Smart- Integrated Transportation Committee Terms of Reference; and THAT Council direct staff to participate in the Committee depending on the relevance of the agenda to achieving corporate goals and policies.	Judy	In Process
15-415	THAT Council approve the closure of First Street between Dunsmuir Avenue and Penrith Avenue on October 3, 2015 from 9 am to 5 pm for the Foggy Mountain Fall Fair.	Rachel	Complete
15-417	THAT Council direct staff to bring forward a purchasing policy with staff recommended changes as outlined in this report and establishing updated authorization limits	Michelle	In Process

THE CORPORATION OF THE VILLAGE OF CUMBERLAND

BYLAW NO. 1022

A bylaw to establish an emergency management organization and to delegate emergency powers and duties.

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

1. This Bylaw may be cited as “Emergency Measures Bylaw No. 1022, 2015.”
2. So far as the terms defined can be applied, the definitions establish by or applicable under the *Emergency Program Act* extend to this bylaw.
3. The Village of Cumberland is established as an emergency management organization to develop and implement emergency plans and other preparedness, response and recovery measures for emergencies and disasters for the Village of Cumberland.
4. In the event that a quorum of Council cannot be established, the emergency powers of the Council after the declaration of a state of local emergency is made, authorized by section 13(1) of the *Emergency Program Act*, are delegated to a Local Emergency Committee made up the following:
 - (a) the mayor,
 - (b) a member of Council,
 - (b) the chief administrative officer,
 - (c) the manager of protective services,
 - (c) the financial officer,
 - (d) the manager of operations.
5. A quorum of the Local Emergency Committee is two members.
6. “Emergency Programme Bylaw No: 537, 1984” is repealed.

READ A FIRST TIME THIS	14TH	DAY OF	SEPTEMBER	2015.
READ A SECOND TIME THIS	14TH	DAY OF	SEPTEMBER	2015.
READ A THIRD TIME THIS	14TH	DAY OF	SEPTEMBER	2015.
ADOPTED THIS		DAY OF		2015.

Mayor

Corporate Officer