REGULAR MINUTES

31/2016/R

The Corporation of the Village of Cumberland

Regular Council Meeting
December 12, 2016 at 5:30 p.m.
Village Council Chambers

Council Present:	**Staff Present:**
Mayor Leslie Baird	Sundance Topham, Chief Administrative Officer
Councillor Jesse Ketler	Rob Crisfield, Manager of Operations
Councillor Roger Kishi	Adriana Proton, Deputy Corporate Officer
Councillor Gwyn Sproule	Leah Knutson, Manager of Recreation
Councillor Sean Sullivan	Judith Walker, Senior Planner
	Joanne Rees, Planner
	Kevin McPhedran, Parks and Outdoor Recreation Coordinator

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

1. Approval of Agenda

1.1 Agenda for the regular Council meeting, December 12, 2016
Motion 16-612
Sproule/Ketler
THAT Council approve the agenda for the regular Council meeting, December 12, 2016.
Carried Unanimously

2. Adoption of Minutes

2.1 Minutes of the Council meeting held November 28, 2016
Motion 16-613
Ketler/Sullivan
THAT Council approve the minutes of the Council meeting held November 28, 2016.
Carried Unanimously

3. Delegations

4. Unfinished Business

4.1 Comox Valley Farmers' Institute

Motion 16-614

Sproule/Ketler

THAT Council defer the decisions to provide a letter of support for the Agriplex project and to appoint a representative to the Agriplex advisory committee until more information is available.

Carried Unanimously

5. Correspondence

6. Reports

6.1 Cumberland Trails Survey: Final Report

Peter Parker, Recreation and Tourism Management Department, Vancouver Island University, and Evan Loveless, United Riders of Cumberland

Prepared by Kevin McPhedran, Parks and Outdoor Recreation Coordinator

Motion 16-615

Sproule/Ketler

THAT Council receive the Cumberland Trails Survey: Final Report, AND THAT Council receive a presentation from Evan Loveless, United Riders of Cumberland and Peter Parker, Vancouver Island University.

Carried Unanimously

Motion 16-616

Ketler/Sullivan

THAT Council proceed to agenda item 6.3 and return to item 6.2 when the delegation arrives.

Carried Unanimously

6.3 Heritage Management Plan

Denise Cook, Denise Cook Design and James Burton, Birmingham & Wood Architects and Planners

Prepared by Judith Walker, Senior Planner

Motion 16-617

Ketler/Sullivan

THAT Council receive the Heritage Management Plan report,

AND THAT Council receive the delegation of Denise Cook of Denise Cook Design and James Burton, Birmingham and Wood Architects and Planners.
Carried Unanimously

Motion 16-618
Kishi/Sproule
THAT Council approve the Heritage Management Plan with the amendment of clarifying the role of Council on page three.
Carried Unanimously

6.4 CSWM– Regional Organics Facility Grant Application – Letter of Support
Prepared by Sundance Topham, Chief Administrative Officer
Motion 16-619
Sullivan/Ketler
THAT Council receive the CSWM – Regional Organics Facility Grant Application – Letter of Support report.
Carried Unanimously

Motion 16-620
Kishi/Sproule
THAT Council provide a letter of support to the Comox Strathcona Waste Management (CSWM) Board for their grant application for a regional composting facility for the Comox Strathcona waste management service from the New Building Canada Fund – Small Communities Fund (NBCF).
Carried Unanimously

6.2 Village of Cumberland Facility and Infrastructure Accessibility Review
Lorraine Copas, Executive Director, SPARC BC
Prepared by Adriana Proton, Deputy Corporate Officer
Motion 16-621
Sullivan/Ketler
THAT Council receive the Village of Cumberland Facility and Infrastructure Accessibility Review report,
AND THAT Council receive the delegation of Lorraine Copas of SPARC BC.
Carried Unanimously

Motion 16-622
Sullivan/Sproule

THAT Council approve the Village of Cumberland Facility and Infrastructure Accessibility Review.
Carried Unanimously

Motion 16-623
Kishi/Sullivan
THAT Council direct staff to prepare a report on the Village of Cumberland becoming a SPARC Parking Permit Program point of service.
Carried Unanimously

6.5 Skatepark and Jump Park Project Update
Prepared by Kevin McPhedran, Parks and Outdoor Recreation Coordinator
Motion 16-624
Sullivan/Ketler
THAT Council receive the Skatepark and Jump Park Project Update report.
Carried Unanimously

Motion 16-625
Kishi/Sproule
THAT Council approve staff to enter into a sole source contract with J.R. Edgett Excavating Ltd. for up to $9,000 for installation of storm water infrastructure for the Skatepark and Jump Park project.
Carried Unanimously

6.6 2016 Cumberland Lake Park Annual Report
Prepared by Kevin McPhedran, Parks and Outdoor Recreation Coordinator
Motion 16-626
Ketler/Sproule
THAT Council receive the 2016 Cumberland Lake Park Annual Report for information.
Carried Unanimously

6.7 Heritage Alteration Permit Application 2717 Dunsmuir Avenue
Prepared by Joanne Rees, Planner
Motion 16-627
Sproule/Kishi
THAT Council receive the report entitled Heritage Alteration Permit Application 2717 Dunsmuir Avenue (2016-04-HAP) report dated November 30, 2016.
Carried Unanimously

Motion 16-628
Sproule/Kishi
THAT Council grant the Heritage Alteration Permit for property described as the Lot 11, Block 6, District Lot 21, Nelson District, Plan 522A except part in DD70688N (2717 Dunsmuir Avenue) substantially in compliance with the attached permit.
Carried Unanimously

6.8 Development Variance Permit Application – 2613 Dunsmuir Avenue
Prepared by Joanne Rees, Planner
Motion 16-629
Ketler/Sullivan
THAT Council receive the report entitled Development Variance Permit Application – 2613 Dunsmuir Avenue dated November 30, 2016.
Carried Unanimously

Motion 16-630
Kishi/Sproule
THAT Council refer the application for a Development Variance Permit for 2613 Dunsmuir Avenue to the Advisory Planning Commission and the Heritage Commission.
Carried Unanimously

6.9 Development Variance Permit Application – 2719 Penrith Avenue
Prepared by Joanne Rees, Planner
Motion 16-631
Sullivan/Ketler
THAT Council receive the Development Variance Permit Application – 2719 Penrith Avenue report dated December 5, 2016.
Carried Unanimously

Motion 16-632
Sullivan/Ketler
THAT Council refer the application for a Development Variance Permit for 2719 Penrith Avenue to the next meeting of the Advisory Planning Commission.
Carried Unanimously

6.10 2017 Council Appointments
Prepared by Adriana Proton, Deputy Corporate Officer
Motion 16-633
Kishi/Ketler
THAT Council receive the 2017 Council Appointments report.
Carried Unanimously

Motion 16-634
Kishi/Sproule
THAT Council make the following appointments for acting mayor:

January to March 2017:	Councillor Ketler
April to June 2017:	Councillor Kishi
July to September 2017:	Councillor Sullivan
October to December 2017:	Councillor Sproule

Carried Unanimously

Motion 16-635
Ketler/Sullivan
THAT Council reconfirm the following appointments to Cumberland committees and commissions for a one-year term:

Accessibility Committee:	Councillor Sullivan Mayor Baird, alternate
Heritage Commission:	Councillor Sproule Councillor Ketler, alternate
Homelessness and Affordable Housing Committee:	Councillor Ketler Councillor Kishi, alternate
Maple Lake Fundraising Committee:	Mayor Baird Councillor Sullivan, alternate
Wastewater Advisory Committee:	Councillor Sullivan Councillor Ketler, alternate

Carried Unanimously

Motion 16-636
Ketler/Sullivan
THAT Council make the following appointments to external boards and committees for a one-year term:

Comox Valley Regional District Board:	Councillor Sproule, Director Councillor Kishi, Alternate Director

With Councillor Sproule as primary representative on the Comox Valley Sports Centre Commission, and Councillor Kishi as primary representative on the Comox Strathcona Regional Hospital District Board and Comox Strathcona Waste Management Board;

Comox Valley Community Justice Centre Board:	Mayor Baird, Director Councillor Kishi, Alternate Director
Comox Valley Social Planning Society:	Councillor Kishi Mayor Baird, Alternate
Island Coastal Economic Trust, North Island-Sunshine Coast Regional Advisory Committee:	Mayor Baird

Carried Unanimously

Motion 16-637
Sproule/Ketler
THAT Council make the following appointments to external boards and committees for a one-year term:

Vancouver Island Regional Library (VIRL) Board:	Councillor Sullivan, Trustee Councillor Sproule, Alternate Trustee
Vancouver Island North Film Commission (INfilm):	Councillor Sullivan, Director Councillor Ketler, Alternate Director

Carried Unanimously

Motion 16-638
Kishi/Sproule

THAT Council confirm the appointments of the following statutory officers:
Deputy Corporate Officer: Adriana Proton
Bylaw Enforcement Officer: James Abrams
Carried Unanimously

6.11 Village of Cumberland 2017 Committee Schedule
Prepared by Adriana Proton, Deputy Corporate Officer
Motion 16-639
Sproule/Sullivan
THAT Council receive the Village of Cumberland 2017 Committee Schedule report.
Carried Unanimously

Motion 16-640
Sullivan/Sproule
THAT Council approve the 2017 Committee Schedule.
Carried Unanimously

6.12 November 2016 Recreation Department Report
Prepared by Leah Knutson, Manager of Recreation
- Recreation Programming Report
- Parks and Outdoor Recreation Report

Motion 16-641
Ketler/Sullivan
THAT Council receive the November 2016 Recreation Department Report for information.
Carried Unanimously

6.13 November 2016 Protective Services Report
Prepared by Mike Williamson, Manager of Protective Services
- Bylaw Enforcement Report

Motion 16-642
Kishi/Ketler
THAT Council receive the November 2016 Protective Services Report for information.
Carried Unanimously

6.14 November 2016 Operations Department Report
Prepared by Rob Crisfield, Manager of Operations
- Planning Report

- Public Works Report

Motion 16-643
Sproule/Ketler
THAT Council receive the November 2016 Operations Department Report for information.
Carried Unanimously

6.15 November 2016 Finance and Administration Department Report
Prepared by Michelle Mason, Financial Officer and Adriana Proton, Deputy Corporate Officer
Motion 16-644
Sullivan/Sproule
THAT Council receive the November 2016 Administration Department Report for information***.***
Carried Unanimously

6.16 November 2016 Chief Administrative Officer Report
Prepared by Sundance Topham, Chief Administrative Officer
Motion 16-645
Sproule/Sullivan
THAT Council receive the November 2016 Chief Administrative Officer Report for information***.***
Carried Unanimously

6.17 Council Reports
6.17.1 Mayor Leslie Baird
6.17.2 Councillor Jesse Ketler
6.17.3 Councillor Roger Kishi
6.17.4 Councillor Gwyn Sproule
6.17.5 Councillor Sean Sullivan
Motion 16-646
Sproule/Ketler
THAT the Council reports be received.
Carried Unanimously

7. Bylaws

7.1 Water Rates Amendment Bylaw No. 1042, 2016
Motion 16-647
Sproule/Ketler

THAT Council adopt the Water Rates Amendment Bylaw No. 1042, 2016.
Carried Unanimously

7.2 Sanitary Sewer Rates Amendment Bylaw No. 1043, 2016
Motion 16-648
Sproule/Sullivan
THAT Council adopt the Sanitary Sewer Rates Amendment Bylaw No. 1043, 2016.
Carried Unanimously

7.3 Emergency and Public Safety Reserve Fund Establishment Bylaw No. 1047, 2016
Motion 16-649
Kishi/Sproule
THAT Council adopt the Emergency and Public Safety Reserve Fund Establishment Bylaw No. 1047, 2016.
Motion defeated unanimously.

Motion 16-650
Sullivan/Sproule
That Council table item 7.3 to the January 9, 2017 Council meeting.
Carried Unanimously

7.4 Infrastructure Asset Renewal Reserve Fund Establishment Bylaw No. 1046, 2016
Motion 16-651
Kishi/Sullivan
THAT Council adopt the Infrastructure Asset Renewal Reserve Fund Establishment Bylaw No. 1046, 2016.
Carried Unanimously

7.5 Streets and Traffic Bylaw Community Feedback
Prepared by Adriana Proton, Deputy Corporate Officer
Motion 16-652
Kishi/Sproule
THAT Council receive the Streets and Traffic Bylaw Community Feedback report.
Carried Unanimously

Motion 16-653
Kishi/Sproule
THAT Council give third reading to the Streets and Traffic Bylaw No. 951, 2017 as amended.
Carried Unanimously

8. Consent Calendar

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

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.

- Join Santa in Village Square on Friday, December 16 from 6pm to 7:30pm for Christmas in the Village. Bring a non-perishable donation for a chance to win a prize, and enjoy hot apple cider and crafts.
- The Cumberland Fire Rescue Christmas Tree Burn is Sunday, January 8, 2017 at the BMX track parking lot from 4pm to 8pm.
- On behalf of Council and staff, Mayor Baird wished everyone a safe and happy Christmas, and thanked citizens and businesses for their patience and for continuing to shop locally during the construction on Dunsmuir Avenue.

11. Question Period

12. Closed Portion

13. Adjournment

Ketler/Sullivan
THAT Council adjourn the meeting at 7:48 p.m.
Carried Unanimously

Certified Correct:

Mayor

Corporate Officer